

Loyola Marymount University

Community Standards

2012-2013

Division of Student Affairs

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Dear Loyola Marymount University Students,

On behalf of the Division of Student Affairs, it is my pleasure and privilege to welcome you to the start of the next 100 years at LMU! As we enter our post-Centennial year, we hope that you will be an active participant in the academic community and contribute new traditions and legacies. It is in this spirit that we invite you to read the Lion's Code, which you will find on page 6.

Our mission at LMU embraces the encouragement of learning, the education of the whole person, the service of faith and the promotion of justice. We expect your experience to be transformative and supportive of your intellectual, ethical, spiritual and personal formation.

We pride ourselves on being a university that graduates students who are with and for others. To this end, the Community Standards booklet contains policies that are based on the assertion that students view their campus with a sense of community and are engaged in the development of the University. The Community Standards have been established to assist in building a community of scholarship where the respect, consideration and dignity of every single one of us are paramount. Thus, we hold the members of our community to standards of excellence with their academics and personal behavior. Such an environment is essential in the delivery of LMU's particular brand of education, which has been marked profoundly by the Marymount and Ignatian traditions.

The policies and resources included in this booklet apply to all students of Loyola Marymount University. Please take the time to carefully review this information, as it is your responsibility to be familiar with all of the University's standards of conduct. It is important to keep in mind that ignorance does not excuse the violation of any policy or procedure. The University reserves the right to change any provision or requirement at any time. During the course of the year, updates to this printed copy can be found on My LMU.

Loyola Marymount University is committed to providing an enlivened and engaged campus community. We ask that you engage in your learning to the fullest, that you lead with intelligent hearts and compassionate minds, and that you serve those who are in need.

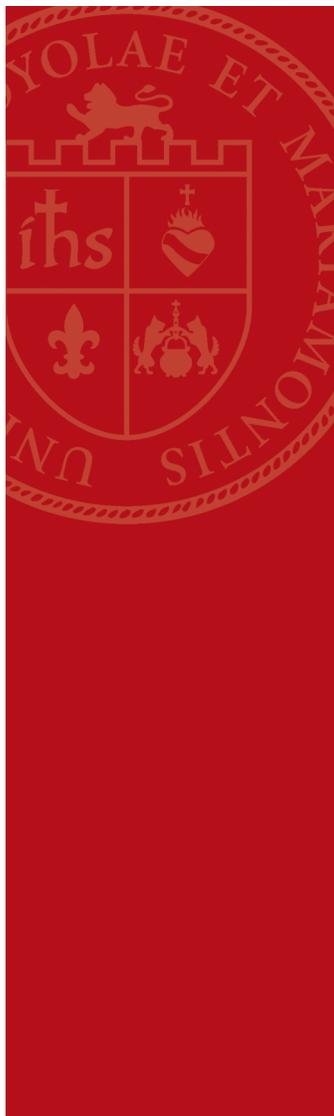
We wish you a successful academic year!

Sincerely,



Linda McMurdock, Ph.D.
Dean of Students

THE LION'S CODE



DESCRIPTIVE

To be in the world, to be fully alive, is to inhabit a place. A Lion finds her or his place guided by the traditions, the community, and the academy of Loyola Marymount University.

Inspired by the traditions of its founding religious orders Loyola Marymount University has cleared a place for you to stand in faith, learn to be one for others, and take up responsibility in the world. In faith, the Lion grows to be fully alive, clear in thought, rich in vision, and vigorous in act.

In the community of Loyola Marymount University, the Lion discovers her and his place in the world. Respect for others' individuality, culture, and belief provides the Lion the freedom to explore her or his identity.

Recognizing dignity in others, in groups, and in traditions illuminates the dignity of all. The Lion gladly takes responsibility for the actions of the mind, hand and heart, and thereby, builds the community that sustains all.

In the academy, the Lion bonds with wisdom of the ages. Academic discourse is composed of diverse perspectives, sciences, and arts. The conversation of this place requires respect for peers, professionals, professors, and students. With honesty of voice and integrity of scholarship, the Lion joins the conversation that summons the passion for learning and shelters the adventurous mind.

Some will pass through and never inhabit this place. Others will be here but never shape this place.

Those who embrace this tradition give form and force to this place, just as the tradition inhabits and shapes our mission: the encouragement of learning, the education of the whole person, the service of faith and the promotion of justice. In this tradition, among this community, within this academy, you are asked to stand, learn, and be in the world.

YOU ARE ASKED TO BE A LION.

DECLARATIVE

I am a Lion. Courageous of mind, charitable of heart, I stand in faith.

I will own the actions of my mind, hand and heart and build the community that sustains us. The respect and support that nurtures me is born of my respect for others. The dignity of the other, the stranger, grants me dignity. The expectations of my community are my own, and I will discover how I may be more fully alive.

I will join the discourse of the academy with honesty of voice and integrity of scholarship. Respecting peers, professionals, professors, and students, I will embrace the diverse perspectives, arts, and sciences to discover what it means to be human. I will shelter and support the intellectual adventures of others.

In this tradition, within my community, a part of this academy, I stand in faith, prepared to learn to be one for others, ready to take up responsibility in the world.

I WILL OWN
THE ACTIONS
OF MY MIND

I WILL JOIN
THE DISCOURSE

I STAND IN FAITH

I AM A LION

Student Conduct Code

I. Judicial Affairs Mission Statement

Loyola Marymount University (“LMU” or “University”) provides its students with an academic environment conducive to the pursuit of knowledge. This academic environment is based upon respect, trust, integrity, and accountability among all members of the University community.

Operating within the context of the University’s mission, the Department of Judicial Affairs seeks to maintain the University’s academic environment by educating and upholding community standards. The Department of Judicial Affairs supports the educational mission of the University by administering the Student Conduct Code in a manner that educates and holds Students accountable for Student Conduct Code violations and helps Students grow into more responsible and community-minded persons.

II. Introduction

It is the intention of the Student Conduct Code (sometimes hereinafter “the Code”) to clarify the standards of behavior essential to the University’s educational mission and its community life. Excepting Loyola Law School students (“Law School Students”) who are subject to the Law School’s disciplinary code, the Student Conduct Code is applicable to all LMU Students, undergraduate and graduate. Students are also responsible, and will be held accountable, for the conduct of their Guests.

III. General Guidelines

A. Definitions:

1. “**Advisor**” means any current LMU Student, faculty, staff, or religious community member, but specifically excludes Law School Students, Law School faculty and Law School staff, off-campus individuals, parents, family members, attorneys, alumni/ae, and those persons who have no affiliation with the University are expressly excluded from the definition of “Advisor” and cannot serve as Advisors. Current faculty or staff cannot act as an Advisor to their own family members.
2. “**Assault**” means any actual or threatened action which results in or foreseeably could result in injury or damage to person(s) or property or which otherwise poses a substantial foreseeable threat to the safety, stability, or continuance of normal University life or University activities.
3. “**Bullying**” means an intentional course of conduct, individual act or series of acts that is intended to impose one’s will or desire and causes harm to others and may include verbal or non-verbal threats, physical assault, stalking, or other methods of attempted coercion such as manipulation, blackmail, or extortion (including, without limitation, offending conduct that is undertaken or effected in whole or in part through the use of electronic messaging services, commercial mobile services, electronic communications, social media or other technology). In addition, Bullying includes, but is not limited to, aggressive behavior that intends to hurt, threaten, frighten or

intimidate another person and may involve a pattern of behavior that is repeated over time where an imbalance of power exists between the aggressor(s) and the victims.

4. “**Complainant**” means the individual(s) who makes the complaint.

5. “**Day**” means a regular University business day. It shall not include Saturdays, Sundays or administrative holidays.

6. “**Disruptive Behavior**” means behavior that significantly interferes with the safety, stability or continuance of normal University life, operations or activities. Disruptive Behavior includes, but is not limited to, behavior that threatens or endangers the physical and/or psychological well-being and/or safety of members of the University community.

7. “**Distribution**” means the actual or intended sale, exchange and/or dispensation of prohibited substances or materials without regard for personal profit.

8. “**Guest**” means person(s) to whom a Student is extending or has extended hospitality or an invitation to come onto campus, University facilities, to attend University events or permitted to be present or remain in, on or at the campus or University facilities.

9. “**Group**” means any number of persons who are associated with each other and who have not complied with University requirements for registration as a Student Organization or University program.

10. “**Harassment**” means unwelcome verbal, non-verbal, physical or visual conduct including, without limitation, physical aggression, Bullying, intimidation or hostility (including conduct that is undertaken in whole or in part through the use of electronic messaging services, commercial mobile services, electronic communications, social media or other technology), that may or may not be based on any legally protected characteristic, that is sufficiently severe, persistent or pervasive so as to limit or unreasonably interfere with a student’s ability to participate in or benefit from any LMU program or activity or which creates an intimidating, hostile, or offensive, living, academic, or work environment.

11. “**Institution**” and “**University**” mean Loyola Marymount University.

12. “**Organization**” means any number of persons who have complied with University requirements for registration as a Student Organization or University program.

13. “**Preponderance of evidence**” means such evidence as when weighed with that opposed to it has more convincing force and the greater probability of truth.

14. “**Reckless**” means conduct which one should reasonably be expected to know would create a substantial risk of harm to persons or property or which would otherwise be likely to result in interference with normal University life, operations or University-sponsored activities.

15. “**Retaliation**” means any adverse, non-permitted action taken in response to an action or injury by another party towards the actor or by the actor on account of actions toward a third party.

16. “**Respondent**” means the individual(s) against whom a complaint is made.

17. **“Sexual Harassment”** means unwelcome verbal, non-verbal, physical or visual conduct of a sexual nature (including conduct or Bullying that is undertaken in whole or in part through the use of electronic messaging services commercial mobile services, electronic communications, social media or other technology). In accordance with Title IX, Sexual Harassment includes, without limitation, unwelcome sexual advances, requests for sexual favors, sexual assault, sexual violence and sexual coercion.

18. **“Stalking”** means willfully and repeatedly engaging in a knowing course of harassing attention or other conduct including, without limitation, physical, verbal, written or electronic action or conduct directed at another person that reasonably and seriously alarms, torments or terrorizes that person or that would reasonably cause a person to feel fear for their safety.

19. **“Student”** means a person currently enrolled or eligible and intending to enroll in any University program or class during the fall or spring semesters, recess period between semesters or summer period, on or off University campus, and includes all persons taking courses at the University, full-time or part-time, pursuing undergraduate, graduate or professional studies. However, the term “Student” does not include Law School students or LMU Extension students. During the recess period between the fall and spring semesters or the summer period, Student includes one who has been enrolled at the University for the immediately preceding fall or spring term and/or is eligible for continuing enrollment or graduation.

20. **“University community”** means Students, staff, faculty and religious community members of the University, but not the Law School.

21. **“University premises”** means buildings or grounds owned, leased, operated, controlled or supervised by the University.

22. **“University-sponsored activity”** means any activity on or off-campus which is initiated, authorized, or supervised by the University or a University registered Student Organization or University program.

23. **“Weapon”** means any object or substance designed to inflict a wound, cause injury or incapacitate including, but not limited to, all firearms, chukka sticks, explosives, pellet guns, knives, projectile launchers and chemicals such as mace or tear gas.

24. **“Witness”** means any person, excluding experts, called upon to furnish relevant knowledge or information relating to an incident about which s/he is not a complainant or respondent.

25. The terms **“will”** or **“shall”** are used in the imperative sense. The term **“may”** is used in the permissive sense.

B. Interpretations of the Student Conduct Code

Student Conduct Code regulations are set forth in writing in order to give Students general notice of prohibited conduct. The Code and its regulations are intended to be read broadly and are not designed to define misconduct in exhaustive terms. Attempts to commit acts prohibited by this Code shall be handled and remedied in the same manner and to the same extent as completed violations.

C. Jurisdiction of the University

Jurisdiction extends to conduct which occurs on University premises, in study abroad programs or at University events, programs or activities, on and off campus, as well as to other off-campus misconduct which adversely affects the University, Students, the University's reputation or good will and/or the pursuit of the University's mission, goals, and objectives.

D. Inherent Authority

The University reserves the right to take necessary and appropriate action to protect the safety and well-being of the University and University community. The University also reserves the right to take necessary and appropriate action as a result of Student incidents off-campus which may adversely affect the well-being, reputation or good will of the University, University community, University community members and/or the pursuit of the University's mission, goals or objectives.

E. Code as Superseding Authority

This Code shall supersede any and all regulations and/or decisions made by Student Organizations and their affiliates including, but not limited to, the Associated Students of Loyola Marymount University (herein ASLMU), Greek Council, and the Service Organization Council.

F. Student Participation

Students are asked to assume positions of responsibility in connection with the enforcement of the Student Conduct Code so that they might contribute their skills and insights toward the resolution of Student Conduct Code matters. However, final authority in Student Conduct Code matters is vested in the University administration and primarily with the Senior Vice President for Student Affairs.

G. Focus of the Proceedings

The primary focus of the inquiry in Student Conduct Code proceedings shall be to determine if the subject Student is responsible or not responsible for the alleged violation of the Student Conduct Code and, if the Student is found to be responsible for a violation, to provide the appropriate remedy. In keeping with the mission of the Department of Judicial Affairs and purpose of the Code, Student Conduct Code proceedings do not, and are not intended to, emulate the criminal justice system, its processes and/or its procedures. Student Conduct Code proceedings are intended to be educational and less formal, adversarial and complex than criminal justice processes and procedures. Formal rules of evidence shall not be applicable nor shall deviations from prescribed procedures necessarily invalidate a Student Conduct Code decision or proceeding.

H. Violations of Law and the Student Conduct Code

Students may be accountable criminally, civilly and/or to the University for acts which constitute violations of federal, state or local law and of this Code. Because of the need to efficiently, effectively and promptly protect the academic environment, University

life and operations, Student Conduct Code proceedings will normally progress without regard to or for the pendency of criminal or civil proceedings and Student Conduct Code proceedings are not subject to challenge on the grounds that criminal or civil charges involving the same incident/conduct are being investigated, prosecuted or have been reduced or dismissed.

Students subject to actual or potential criminal charges relating to conduct alleged in pending Student Conduct Code proceedings may assert their Fifth Amendment privilege against self incrimination during Student Conduct Code proceedings. While no inference of responsibility for Student Conduct Code violations will be drawn because of the assertion of the Fifth Amendment privilege, the Judicial Officer(s) will nonetheless evaluate all the other evidence in making their determination.

I. Burden of Proof

The burden of proof shall be upon the Complainant who must establish the responsibility of the respondent for the alleged Student Conduct Code violations by a preponderance of the evidence.

J. Statute of Limitations

Unless the law requires a longer period of limitation, a Student Conduct Code complaint against the respondent must be filed within one calendar year of the conduct alleged to be a violation.

K. Student Mail

The Department of Judicial Affairs will, at its discretion, communicate to all Students via any one or more of the following methods: official University email account, campus mail, U.S. Mail, parcel delivery (e.g. UPS, Fed Ex), and/or personal hand delivery. Students should normally expect that the Department of Judicial Affairs' primary medium of communication will be through their official University email account. Students are held responsible and accountable for retrieving communications from their official University email account on a daily basis as well as mail from their campus boxes in a regular and timely manner. Failure to do so is not an acceptable excuse for delaying the Code processes.

L. Student Organizations

Student Organizations may be charged with the violation of any section of the Code or violation of any published University policies and procedures. A Student Organization and its officers may be held collectively or individually responsible when those associated with the Student Organization violate this Code, particularly when those involved have received the tacit or overt consent or encouragement of the organization, its leaders, officers or spokespersons. The officer(s), leader(s), or any identifiable spokesperson(s) for a Student Organization may be directed by the Dean of Students or a designee to take appropriate action designed to prevent or end violations of this Code by the Student Organization. Sanctions for organizational misconduct may include revocation or denial of registration as well as other appropriate sanctions, pursuant to Section V of this Code.

The Department of Judicial Affairs may notify any and all necessary University officials who act in a liaison or advisory capacity for the subject Student Organization(s) or University program(s) of alleged violations of the Code by the Student Organization(s) or University program(s) and the outcome of proceedings regarding alleged violations by Student Organization(s) or University program(s).

M. Reservation of Rights

The University expressly reserves the right to revise, supplement or withdraw any Code section, University policy or portion of a University policy from time to time as it deems necessary.

N. Knowledge and Awareness of Policies and Code

Students are expected to know and understand University policies. Ignorance is not an acceptable justification or defense for committing violations of University policies or this Code. Lack of intent or awareness of such policies or Code will not be accepted as an excuse or defense for violations and will generally subject the respondent to the same consequences as deliberate violations.

IV. Prohibited Conduct

A. Any violation or attempted violation of federal, state or local laws including, but not limited to, operating a motor vehicle under the influence of alcohol or other controlled substances or any published University regulations or policies including, but not limited to, the Alcohol and Drug Policy, Anti-Hazing Policy, Child Abuse Policy, Community Relations Policy, Discriminatory Harassment Policy, Guest Policy, Social Media Policy, Student on Student Sexual Misconduct Policy and Protocol, Student Housing Policies, and Study Abroad Policies.

B. Intentionally or recklessly causing psychological or physical harm or harassment to any LMU community member or to any person on or off campus, University premises, or at University-sponsored activities, or causing reasonable apprehension of such harm. This includes, without limitation, harm related to assault, Bullying, damage to reputation, harassment, hazing, Sexual Harassment and Stalking.

C. Intentionally or recklessly Retaliating against any LMU community member in a physical, verbal, electronic or written manner for your own benefit or on behalf of another.

D. Disruptive Behavior, and/or intentionally or recklessly interfering with normal University life, activities, processes or University-sponsored activities including, but not limited to: studying; teaching; research; classroom instruction; campus or residential life; University administration; judicial proceedings; or fire, police or emergency services.

E. Failure to comply with the directions of University officials including, but not limited to: University officers, administrators and officials, faculty and staff, Public Safety Officers, Resident Directors, and student staff and employees (i.e. Student Managers,

Resident Advisors, Lion Express Shuttle Drivers) acting in performance of their University duties. Prohibited conduct includes verbally threatening, abusing or harassing of any of the above in the performance of their duties.

F. Intentionally or recklessly destroying or damaging University property or the property of others on University premises or at University-sponsored activities.

G. Intentionally and substantially interfering with the recognized freedom of expression of others on University premises or at University-sponsored activities.

H. Intentionally furnishing false information and/or identification, on or off campus, to any University officer, administrator or official or to the University or failure to carry and provide upon the request of a University officer, administrator or official, on or off campus, valid official picture identification, including, without limitation, the LMU OneCard and a governmental-issued identification card.

I. Intentionally initiating or causing to be initiated any false report, warning, or threat respecting the University, the University community or members thereof, University property, University facilities or University-sponsored activities.

J. Theft of property or services on University premises, University facilities or at University-sponsored activities or knowingly possessing stolen property on University premises, University facilities or at University-sponsored activities.

K. Use, possession or being under the influence of any controlled substance or illegal drug; misuse of prescription drug(s); possession or use of *Salvia divinorum*, or drug related material(s), including, but not limited to, drug pipes, bongos, roach clips, or other drug paraphernalia.

L. Distribution or possession for purposes of distribution of any controlled substance, illegal drug, prescription drug(s), *Salvia divinorum* or drug paraphernalia.

M. Use, possession, or storage of any weapon on campus, University premises or at University facilities and/or the use, possession or storage of any weapon that is reasonably adjacent or proximate to campus, University premises, University facilities or University-sponsored activities.

N. Intentionally or recklessly misusing, disabling, tampering or damaging University related fire safety equipment, doors and signs.

O. Use or possession of fireworks and/or other incendiary materials on campus, University premises, at University facilities or at University-sponsored activities and the use, possession or storage of fireworks and/or incendiary materials reasonably adjacent or proximate to campus, University premises, University facilities or University-sponsored activities.

P. Unauthorized use, forgery, or unauthorized alteration of any University mark, logo

or intellectual property, document, instrument, card, certificate, record, instrument of identification or student electronic employment time card.

Q. Unauthorized presence in or use of University premises, facilities or property including, but not limited to, classrooms, labs, study room, roofs, balconies, ledges and trellises.

R. Engaging in disorderly conduct or lewd, indecent, or obscene behavior.

S. Any behavior that disrupts or causes disruption of University-related technology or information technology services; damages, alters, or destroys University or related data or records; adversely affects University or related computer software, programs, systems, or networks; the use of data, computer systems or networks to devise or execute any scheme to defraud, deceive, extort, or wrongfully obtain money, property or data; the intentional introduction of any contaminant into any University or related network or computers. Unlawful downloading or use of patented, copyrighted, or trademarked works, or violating the Information Technology Service's (ITS) Acceptable Use Policy.

T. Violating the terms of any disciplinary sanction imposed in accordance with this Code.

U. Failing to complete, tampering with, or providing a positive result for sanctioned drug tests.

V. Sanctions

One or more of the following sanctions may be imposed for violations of the Code. Violations of the provisions of Section IV (Prohibited Conduct) of this Code will result in the imposition of sanctions including, without limitation, suspension or dismissal from the University unless specific and significant mitigating factors are present. Factors to be considered in mitigation shall include, but not be limited to, the nature and severity of the violation, the present demeanor, contrition and past disciplinary record of the respondent, the nature of the offense, and the severity of any damage, injury or harm resulting from it, and the health and safety of the University community.

A. Dismissal from the University

Dismissal is the permanent separation of the Student from the University. Permanent notification may appear on the Student's University transcript. The Student will also be banned from campus and University premises. The sanction of dismissal requires the review and approval by the Senior Vice President for Student Affairs, who may alter, defer, or suspend this recommended sanction. Any alteration, deferral or suspension of this sanction may be subject to specified conditions.

B. Suspension from the University

Suspension is the separation of the Student from the University for a stated period with an opportunity for reinstatement consideration. Permanent notification of the suspension may appear on the Student's University transcript. While suspended, the Student is ineligible for and shall not participate in any University-sponsored

activities and may be banned from campus and University premises. Suspended time will not count against any time limits of graduate schools or programs for completion of a graduate degree. The sanction of suspension requires the review and approval of the Senior Vice President for Student Affairs, who may alter, defer or suspend this recommended sanction. Any alteration, deferral or suspension of this sanction may be subject to specified conditions.

C. Banned from Campus, University Premises, Facilities or Events

Banning a Student from campus, University premises, University facilities or events means that the Student is not allowed to be on the campus, University premises, at University facilities or in attendance of an event for or during specific time periods without express written approval to the contrary. This may include authorizing limited access to limited University premises or facilities for specific purposes (e.g. to attend class) but otherwise banning access or banning from specific University premises (e.g. University housing facilities).

D. Disciplinary Probation

The Student is given written notice that any further infractions of the Code or University policies may result in further sanctions. The Student may also be restricted from eligibility for or participation in present and future student and University activities. This includes, but is not limited to, co-curricular and organizational activities, ASLMU positions and activities, resident advisor positions, study abroad programs, orientation leadership positions, and other student leadership positions. Notification of Disciplinary Probation may be sent to the appropriate University offices and officials.

E. Housing Probation

The Student is given written notice that any further infractions of the Code, University policies or Housing policies may result in removal from University housing and/or determination that the student be ineligible for or restricted from present and future housing opportunities.

F. Removal From or Relocation Within Student Housing

Students who demonstrate that they are unable to live in residential housing facilities as demonstrated by material and/or repeated Code or policy violations may be relocated to another housing facility, or have their housing license agreement terminated, and if removed may be banned from housing facilities and ineligible for future housing, including summer housing.

G. Ineligibility for Graduation and Participation in Ceremonies

A Student charged with alleged Code violations prior to graduation, which charges have not yet been adjudicated, may not graduate, participate in graduation ceremonies, or receive a diploma/degree until the Student Conduct Code proceedings have been adjudicated and, if found responsible, sanctions completed.

H. Restitution

The Student is required to make financial payment to the University for amounts assessed or incurred as a result of a determined Code violation. Restitution payments between individual Students, groups, or Student Organizations will not be sanctioned, mandated or administered.

I. Fines

A reasonable monetary fine may be assessed to a Student as a deterrent to future policy violations.

J. Community Service/Educational Project

Community service, work on campus, research projects or other appropriate learning experiences may be assigned.

K. Disciplinary Warning

The Student is given verbal and/or written warning that future misconduct may result in more severe disciplinary action.

L. Drug Testing

In response to violations of the Code relating to use or possession of illegal drugs, controlled substances, *Salvia divinorum*, or drug paraphernalia, the sanctions may include drug testing for a defined period of time.

M. Educational Programs

The Student is assigned to attend educational programming (e.g. Heads UP!, Choice Theory, Alcoholics Anonymous) or participate in online educational programming (e.g. AlcoholEdu for Sanctions, Marijuana 101) to increase awareness of the effects and issues related to alcohol, drugs, and other behaviors.

N. Other Sanctions

The University and its Judicial Officers and Hearing Boards retain the right to impose additional and/or different sanctions according to the specific circumstances and needs of a situation including, but not limited to, loss of on campus driving privileges, loss of network privileges, other conditions and restrictions and meetings with professional staff and/or faculty members.

VI. Roles and Responsibilities

A. The Role and Responsibility of the Chief Judicial Officer

1. Supervising, training, and advising all Judicial Officers, Hearing Boards and Student Conduct Committee members.
2. Except as otherwise provided in this Code, reviewing and approving the recommended decisions of the Judicial Officers, Hearing Boards, and the Student Conduct Committee. This review may include the alteration, deferral, or suspension of any recommended decision and the imposition of conditions.

3. Ensuring the maintenance of all student disciplinary records on file in the Department of Judicial Affairs.
 4. Administering procedures for resolution of a Student's challenge of bias for any Judicial Officer or Hearing Board member.
 5. Submitting a statistical report each semester reporting the number of cases referred to the office, the number of cases resulting in disciplinary action, and the range of sanctions imposed.
 6. Conducting an annual review of the Student Conduct Code.
- B. The Roles and Responsibilities of the Judicial Officers and Hearing Boards.
1. Hearings or other proceedings as provided in this Code may be held before a Judicial Officer or an applicable Hearing Board.
 2. The Senior Vice President for Student Affairs or designee shall appoint Judicial Officers and Hearing Boards.
 3. The Judicial Officers and Hearing Board members shall develop procedures consistent with provisions in this Code. All procedures must be approved by the Senior Vice President for Student Affairs or designee.
 4. In the event of a vacancy or disqualification of a Judicial Officer or Hearing Board member, the disciplinary matter shall be assigned to another Judicial Officer or Hearing Board by the Senior Vice President for Student Affairs or designee.
 5. Judicial Officers may be called upon to participate in the annual review of the Student Conduct Code.
- C. The Roles and Responsibilities of the Student Conduct Committee
1. Appeals or other proceedings (de novo) as provided in this Code may be held before the Student Conduct Committee.
 2. The Student Conduct Committee may develop procedures consistent with provisions in this Code. Procedures must be approved by the Senior Vice President for Student Affairs or designee.
 3. The Student Conduct Committee members shall be selected as follows:
 - a. The ASLMU President shall recommend members from the undergraduate student body.
 - b. The Student Housing Office shall recommend Resident Housing Association student members and two Resident Ministers as members.
 - c. The Graduate Council shall recommend graduate faculty and graduate student(s) as members.
 - d. The Senior Vice President for Student Affairs shall appoint a minimum of two faculty/staff members, one of which shall be from the Division of Student Affairs.
 1. One of the Senior Vice Presidential appointees shall be designated by the Senior Vice President as the presiding officer of the Student Conduct Committee.

- e. The Chief Judicial Officer or designee shall serve as an ex-officio member.
4. The Senior Vice President of Student Affairs shall appoint all members of the Student Conduct Committee.
5. The term of office for the student or faculty/staff Student Conduct Committee members shall be a minimum of one year as determined by the Senior Vice President for Student Affairs. Members may be re-appointed for additional terms.
6. Prior to participating in Student Conduct Committee deliberations, new members of the Student Conduct Committee will participate in one orientation session offered at least once each academic year by the Senior Vice President of Student Affairs or designee.
7. Student members of the Student Conduct Committee who are charged with any violation of this Code or with a criminal offense may be suspended from their judicial positions by the Chief Judicial Officer while charges are pending against them. Students found responsible for any such violation or offense may be disqualified from any further participation in the University judicial system by the Chief Judicial Officer.
8. In the event of a vacancy, suspension, or disqualification of a Student Conduct Committee member, the Senior Vice President for Student Affairs shall fill the vacancy.
9. A quorum for the Student Conduct Committee shall be three members with a minimum of one Student and one faculty member.

VII. Student Procedural Protection

A. Referrals

Suspected violations of this Code, including those discovered during the adjudication and/or investigation of Student Conduct Code proceedings, shall be submitted to the Department of Judicial Affairs. Persons making such referrals (the Complainants) are required to provide information and evidence pertinent to the case and may be asked to appear before a Judicial Officer/Hearing Board and/or the Student Conduct Committee.

B. Student Conduct Code Hearings

The Chief Judicial Officer or designee shall review referrals to determine whether or not there is sufficient evidence to charge a Student with a violation of the Code and to hold a Student Conduct Code hearing.

C. Due Process

Students charged with Code violations are accorded the following procedural protections:

1. A written or electronic notice of misconduct charges, the location of copies of the Student Conduct Code, and a scheduled hearing with a Judicial Officer or applicable Hearing Board. Students who fail to appear after proper notice will be deemed to have accepted responsibility for the charges asserted against them.
2. A hearing during which the Judicial Officer/Hearing Board shall specify the nature

of the alleged misconduct and the basis for the charge, including the time, date, and place where it is alleged to have occurred. Students (Complainants and Respondents) shall have the opportunity to present evidence relevant to the alleged misconduct and to respond to the evidence against them including the right to offer evidence and call appropriate fact (non-expert) witnesses. Expert witnesses are not allowed and character witnesses are disfavored. Students (Complainants and Respondents) may utilize the assistance of an Advisor during the hearing.

3. During the hearing, the Judicial Officer/Hearing Board shall explain the University's judicial system and Student rights and provide a copy of the Student Conduct Code. The Judicial Officer/Hearing Board shall also explain the quasi confidential nature of the judicial process and the fact that the hearing may become a part of the file relating to the case.
4. Reasonable access to the evidence supporting the charge will be made available to the Students (Complainants and Respondents), upon request, prior to the hearing.
5. If a further hearing is necessary, a supplemental proceeding will be scheduled.
 - a. Students (Complainants and Respondents) or the Judicial Officer/Hearing Board may submit new and/or additional evidence and call appropriate fact (non-expert) witnesses at the supplemental proceeding. Expert witnesses are not allowed and character witnesses are disfavored. Students (Complainants and Respondents) shall have the opportunity to respond to any new or additional evidence that is presented for the first time at the supplemental proceeding.
 - b. Students (Complainants and Respondents) may utilize the assistance of an Advisor during the supplemental hearing.
6. Students who wish to have the assistance of an Advisor must inform the presiding Judicial Officer in writing or via email at least two days prior to the scheduled date of the hearing. The Advisor's role is to assist students in understanding the judicial process during hearings. Advisors may not address the Judicial Officer/Hearing Board or play any other role during hearings. All communication involving Advisors must be between the Advisor and Student. An Advisor may not appear in lieu of the Student.
7. Sanctions shall be levied if it is determined that the Student is responsible for the violation. If not, the charge will be dismissed.
8. Students (Complainants and Respondents) may have the assistance of fact (non-expert) witnesses. Expert witnesses are not allowed and character witnesses are disfavored. The Judicial Officer/Hearing Board must be notified prior to the hearing that the Student plans to provide witnesses. These witnesses must have relevant knowledge and information pertaining to the case.
9. Complaints will be promptly investigated. In normal circumstances, complaints will be investigated and at least an initial determination made within sixty (60) days of the receipt of the complaint.
10. For compliance with Clery Act records retention requirements, all official judicial correspondence will be retained for a minimum of seven years.
11. A Student's judicial history and record is cumulative; therefore increased sanctions

may be imposed to take into consideration the Student's overall record of violations of all types, not just those of a similar type.

VIII. Hearing Procedures

The following procedural guidelines shall be applicable in judicial hearings before the Judicial Officer/Hearing Board:

A. The Judicial Officer/Hearing Board has the right to request the presence of and interview witnesses.

B. Hearings will generally be private except for Judicial Officers/Hearing Boards, parties and Advisors. Recording devices (audio and/or video) of any kind are not permitted for use by the Students, witnesses or Advisors. Nothing herein shall prevent the Judicial Officer/Hearing Board from arranging to have the Complainant and the Respondent participate in the hearing before the Judicial Officer/Hearing Board without the ability to observe or physically see the other. If observation is permitted, it may be by electronic or other means intended to screen the parties' view of each other.

C. The Judicial Officer/Hearing Board shall exercise control over the procedures to avoid needless consumption of time. Any person, including the Advisor, who disrupts a hearing, refuses to follow the rules or procedures or who fails to adhere to the admonitions and rulings of the Judicial Officer/Hearing Board may be excluded from the proceedings.

D. The decision of the Judicial Officer/Hearing Board must include a summary of the testimony, findings, decision and applicable sanction(s). The decision shall be sufficiently detailed to permit review as provided in this Code.

E. Prior to the hearing, Students (Complainants and Respondents) may challenge a Judicial Officer/Hearing Board member on the grounds of personal bias. Any such challenge must be made in writing to the Dean of Students or designee not less than two (2) days prior to the hearing. The disqualification challenge of a Judicial Officer/Hearing Board member shall be determined by the Dean of Students or designee. If a challenge is sustained, the charge shall be referred to another Judicial Officer/Hearing Board member.

F. Witnesses shall be asked to affirm that their testimony is truthful and may be subject to charges of providing false information pursuant to Section IV (H) of this Code.

G. The burden of proof shall be upon the Complainant who must establish the responsibility of the Respondent by a preponderance of the evidence.

H. Except as provided herein, formal rules of evidence and discovery shall not be applicable in proceedings conducted pursuant to this Code. The Judicial Officer/Hearing Board shall give effect to recognized rules of privacy (including the Family

Education Rights and Privacy Act [FERPA] and privilege but shall otherwise admit all matters into evidence which reasonable persons would accept as having probative value in the conduct of their affairs. Unduly repetitious or irrelevant evidence may be excluded.

I. Written statements shall not be admitted into evidence unless signed by the affiant and witnessed by a person designated by the Dean of Students or designee.

J. A Student with a case assigned to a Student Hearing Board has the option to have the matter heard by a Judicial Officer. Notice of such election must be given to the presiding Judicial Officer no less than two business days prior to the date of the hearing.

IX. Appeal Procedures

A. Except for appeals of charges of Sexual Harassment/Sexual Misconduct which are authorized under Section X (R) of this Code, any Judicial Officer or Hearing Board disciplinary sanction not resulting in suspension or dismissal may be appealed by the Respondent to the Student Conduct Committee on one or more of the following grounds:

1. The sanction is substantially disproportionate to the offense.
2. The procedures provided for in this Code were not materially followed resulting in significant prejudice to the Student.
3. New relevant evidence is available which in the exercise of reasonable diligence could not have been produced at the time of the hearing.
4. The decision is not supported by substantial evidence.

B. All petitions for appeals shall be submitted to:

The Student Conduct Committee
c/o The Department of Judicial Affairs
Malone 355

C. Appeal petitions must be submitted via electronically printed statement by the Student and received by the Student Conduct Committee c/o The Department of Judicial Affairs within three days from the date of the imposition of the original decision. Appeal petitions may not be submitted by Advisors or third parties (including, without limitation, lawyers or Law Students) on behalf of the Student. Failure to appeal within the allotted time will render the original decision final and conclusive. Failure to comply with these procedures may result in the rejection of an appeal petition.

D. The appeal petition must be accompanied by a written statement in support of an appeal pursuant to either Section IX (A) or Section X (A). Upon notification of the receipt of a proper and timely appeal petition, the Chief Judicial Officer or designee shall convene the Student Conduct Committee.

E. On appeal pursuant to Section IX (A), the Student Conduct Committee will review the Judicial Officer's/Hearing Board's summary of the testimony, findings and

decision and the recommended sanction, the Student's disciplinary history, and the written statement of the Student filed with the appeal petition. The Student Conduct Committee may, but is not required to, request either the Judicial Officer/Hearing Board or the Student to submit additional information in writing. If the Judicial Officer/Hearing Board is requested to submit additional information, the Student shall be entitled to reply in writing to the additional written information supplied by the Judicial Officer/Hearing Board.

F. The Student Conduct Committee shall give deference to the determinations of the Judicial Officer/Hearing Board, and may make one of the following recommendations:

1. Recommended sanctions may be reduced, if found to be substantially disproportionate to the offense; increased, if found to be an inadequate response to the misconduct; or affirmed.
2. The case may be referred back to the Dean of Students or designee for reassignment to a new Judicial Officer/Hearing Board if specified procedural errors in interpretation of this Code were so substantial as to effectively deny the student a fair hearing or if significant new evidence became available which could not have been discovered by a properly diligent Student before or during the original hearing.
3. The case may be dismissed if the decision is not supported by substantial evidence.
4. The Student Conduct Committee will not alter a decision of the Judicial Officer/Hearing Board if there is any amount of evidence, or reasonable inferences arising therefrom which supports the decision, regardless of the amount or quality of contradictory evidence or conflicting evidence.

G. A tie vote in an appellate proceeding will result in affirmation of the original decision.

X. de novo Hearing Procedures

The following procedural guidelines shall be applicable in de novo hearings before the Student Conduct Committee:

A. Except for appeals of Sexual Harassment/Sexual Misconduct charges, which appeals are authorized under subsection (R) below, any recommended Judicial Officer or Hearing Board disciplinary sanction resulting in suspension or dismissal from the University may be appealed by the Respondent to the Student Conduct Committee for de novo review. The sanction may be appealed to the Student Conduct Committee on the following grounds:

1. The sanction is substantially disproportionate to the offense.
2. The procedures provided for in this Code were not materially followed, resulting in significant prejudice to the Student.
3. New relevant evidence is available within the exercise of reasonable diligence that could not have been produced at the time of the hearing.
4. The decision is not supported by substantial evidence.

If the appeal petition requesting a de novo hearing is granted, the Student shall receive a de novo hearing before the Student Conduct Committee.

B. The presiding officer may request the presence of fact witnesses upon his/her motion, upon the motion of the Student Conduct Committee or of the Complainant or Respondent. Requests will be determined and approved or disapproved by the Senior Vice President for Student Affairs or a designee, and shall be transmitted to the witness by personal delivery, campus mail, or U.S. Mail, or by email to the witnesses' official University email account. University Students and employees are expected to comply with requests issued pursuant to this procedure, unless compliance would result in significant and unavoidable personal hardship or substantial interference with normal University activities.

C. Respondents who fail to appear at a de novo hearing after proper notice will be deemed to have abandoned their appeal and to have accepted responsibility for the charged misconduct.

D. Hearings will generally be private except for Student Conduct Committee personnel, the Complainant and Respondent and their Advisors.

E. The presiding officer shall exercise control over the hearing to avoid needless consumption of time. Any person, including an Advisor, who disrupts a hearing or who fails to adhere to the admonitions or rulings of the presiding officer may be excluded from the proceedings.

F. Hearings may be recorded and transcribed by the Student Conduct Committee only. If a recording or transcription is not made, the decision of the Student Conduct Committee must include a summary of the testimony, findings and recommended decision, and recommended sanction if a violation is found.

G. Recording units (audio and/or video) are not permitted for use by the Student (Complainant or Respondent), witnesses and/or Advisors.

H. Concurrent with the filing of an appeal petition, Complainant or Respondent may challenge a member of the Student Conduct Committee on the grounds of personal bias.

All disqualification challenges of Student Conduct Committee members shall be determined by the Dean of Students or designee. If a challenge is sustained, the proceedings will continue without the participation of the disqualified member.

I. Witnesses shall be asked to affirm that their testimony is truthful and may be subject to charges of providing false information pursuant to Section IV (H) of this Code.

J. Prospective witnesses, other than the Complainant and the Respondent, may be excluded from the hearing during the testimony of other witnesses. All parties, Advisors, and witnesses shall be excluded during Committee deliberations. Nothing herein shall prevent the Student Conduct Committee from arranging to have the Complainant

and the Respondent view and participate in the hearing before the Student Conduct Committee without the ability to observe or physically see the other. If observation is permitted it may be by electronic or other means intended to screen the parties' view of each other.

K. The burden of proof shall be upon the Complainant who must establish the responsibility of the Respondent by a preponderance of the evidence.

L. Except as provided herein, formal rules of evidence and discovery shall not be applicable in these proceedings conducted pursuant to this Code. The Student Conduct Committee shall give effect to the recognized rules of privacy (including the Family Education Rights and Privacy Act [FERPA]) and privilege but shall otherwise admit all matters into evidence which reasonable persons would accept as having probative value in the conduct of their affairs. Unduly repetitious or irrelevant evidence may be excluded.

M. Affidavits shall not be admitted into evidence unless signed by the affiant and witnessed by a person designated by the Dean of Students or designee.

N. The Student Conduct Committee may take judicial notice of matters which would be within the general experience of University students.

O. The Student Conduct Committee shall be provided copies of the Student's disciplinary record when reference to the Student's disciplinary history is included in the decision made by the Judicial Officer/Hearing Board.

P. A quorum for the Student Conduct Committee shall be three members with a minimum of one Student and one faculty member.

Q. Procedural, evidentiary, and final recommendations of the Student Conduct Committee shall be by majority vote of the members present and voting. A tie vote in a de novo proceeding will result in dismissal of the charge. Procedural or evidentiary issues in any hearing before the Student Conduct Committee shall be determined by the Committee's presiding officer in accordance with this Code. The Student Conduct Committee shall give effect to the recognized rules of privacy (including the Family Education Rights and Privacy Act [FERPA]) and privilege but shall otherwise admit all matters into evidence which reasonable persons would accept as having probative value in the conduct of their affairs. Unduly repetitious or irrelevant evidence may be excluded.

R. In regards to appeals of Sexual Harassment/Sexual Misconduct determinations resulting in either a dismissal of the charge or imposition of a sanction against the Respondent, in accordance with the April 4, 2011 Guidance issued by the U.S. Department of Education, Office of Civil Rights, both Complainants and Respondents may appeal determinations of Sexual Harassment/Sexual Misconduct charges under this Code. Appeals of Sexual Harassment/Sexual Misconduct determinations shall be appealable as provided for in this Section X.

XI. Exceptional Procedures

A. Violations of this Code that in ordinary circumstances may not result in a sanction of suspension or dismissal may nonetheless result in a sanction of suspension or dismissal if, in the view of the Senior Vice President for Student Affairs, suspension or dismissal is appropriate under all the facts and circumstances (e.g. intentional, malicious or aggravated violation, history of repeated Code violations, etc.).

B. The Senior Vice President for Student Affairs or a designee may suspend a Student for an interim period pending Student Conduct Code proceedings or medical evaluation; such interim suspension becomes immediately effective without prior notice whenever there is reasonable suspicion that the continued presence of the Student on the University campus poses a substantial threat to the health, safety or well-being of members of the University community or to unreasonably interfere with the stability and continuance of normal University functions.

C. A Student suspended on an interim basis shall be given an opportunity to appear personally for an interim suspension hearing before the Senior Vice President for Student Affairs or a designee within three days from the effective date of the interim suspension to present his or her case to discontinue the interim suspension in accordance with Section XI(D) below.

D. An interim suspension hearing shall determine whether the interim suspension should continue through the hearing and determination on the merits of the Student Conduct Code charge(s) because the alleged misconduct and surrounding circumstances reasonably indicate that the continued presence of the Student on campus pending the hearing and determination of the Student Conduct Code charge(s) poses a substantial threat to the health, safety or well-being of members of the University community or unreasonably interferes with the stability and continuance of normal University functions.

E. If, at the interim suspension hearing referenced in Section XI(D) above, the Student's continued presence is determined to pose a substantial threat to the health, safety or well-being of members of the University community or to unreasonably interfere with the stability and continuance of normal University functions, the Senior Vice President for Student Affairs or designee may continue the interim suspension through the conclusion of the proceedings on the alleged Student Conduct Code violation.

F. In cases alleging Sexual Harassment/Sexual Misconduct, the Senior Vice President for Student Affairs or a designee may take interim measures intended to ensure the well-being of the Complainant, the Respondent, the investigatory process and/or the University community while the complaint is being investigated and prior to the determination on the charge. Any such interim measures shall not be referred to or offered as evidence at the hearing on the underlying charge. Any such interim measures shall be designed and implemented in a manner intended to achieve their purpose while at the same time limiting, to the extent practicable, any adverse effect to the Complainant and/or Respondent's educational program.

G. Final decisions of the Judicial Officer, Hearing Board, or the Student Conduct Committee recommending a suspension or dismissal from the University shall be reviewed and approved by the Senior Vice President for Student Affairs. All other final decisions shall be reviewed and approved by the Dean of Students or designee. The reviewing officer may change, defer, or suspend the decision and sanction or impose conditions in connection with any charge, deferral, or suspension.

H. Unless otherwise determined by the Senior Vice President for Student Affairs or designee, the imposition of sanctions will be deferred during the appeal process.

I. A judicial hold may be placed on a Student's file/account and a notation entered on the Student's University transcript when the Student has been dismissed or suspended from the University or has officially or unofficially withdrawn, taken a leave of absence or been academically disqualified while Student Conduct Code proceedings are pending. In addition, when the Student has incomplete sanctions or open judicial cases and leaves the University for any reason, including, but not limited to, leave of absence, withdrawal or academic disqualification, a judicial hold will be placed on the Student's file/account and the Student may also be prohibited from entering campus during the period of the judicial hold. This judicial hold must be cleared before a Student will be allowed to return to the University.

XII. Judicial Files and Records

A. Case referrals may result in the development of a judicial file in the name of the Respondent, which may be voided if the respondent is found innocent of the charges.

B. The files of Respondents found responsible for any of the charges against them will be retained as a judicial record for a minimum of seven years from the date of the letter providing notice of the final judicial action.

C. Judicial records may be voided and any records or notations related thereto purged by the Dean of Students for good cause, following consideration of a written petition of Respondent. Among the factors considered by the Dean of Students in review of such petitions shall be:

1. The nature of the charge.
2. The period of time that has elapsed since the violation.
3. The present demonstrated demeanor and contrition of the Respondent.
4. The demonstrated conduct of the Respondent subsequent to the violation.
5. The nature of the violation and the severity of any damage, injury, or harm resulting from it.

Decisions on petitions under this subsection are at the discretion of the Dean of Students.

D. When Students sign a release offered by prospective employers or graduate schools, this release often provides these parties access to student disciplinary records.

Honor Code and Process

Loyola Marymount University is a community dedicated to academic excellence, student-centered education, and the Jesuit and Marymount traditions. As such, the University expects all members of its community to act with honesty and integrity at all times, especially in their academic work. Academic honesty respects the intellectual and creative work of others, flows from dedication to and pride in performing one's own best work, and is essential if true learning is to take place.

Examples of academic dishonesty include, but are not limited to, the following: all acts of cheating on assignments or examinations, or facilitating other Students' cheating; plagiarism; fabrication of data, including the use of false citations; improper use of nonprint media; unauthorized access to computer accounts or files or other privileged information; and improper use of Internet sites and resources.

Definitions of Academic Dishonesty:

The following are examples of academic dishonesty which may be interpreted as intentional or unintentional. This list is not meant to be exhaustive. It is the Student's responsibility to make sure that his/her work meets the standards of academic honesty set forth in the Honor Code. If the Student is unclear about how these definitions and standards apply to his/her work, it is the Student's responsibility to contact the instructor to clarify the ambiguity.

A. Cheating and Facilitating Cheating

1. Possession, distribution, and/or use of unauthorized materials or technology before or during an examination or during the process of preparing a class assignment.
2. Collaboration on class assignments, including in-class and take-home examinations, without the permission of the instructor.
3. Provision of assistance to another Student attempting to use unauthorized resources or collaboration on class assignments or examinations.

B. Plagiarism

1. Presentation of someone else's ideas or work, either in written form or non-print media, as one's own.
2. Omission or improper use of citations in written work.
3. Omission or improper use of credits and attributions in non-print media.

C. Falsification of Data

1. Presentation of altered or fabricated data, such as lab reports, with the intention of misleading the reader.
2. Presentation of forged signatures as authentic.
3. Use of false citations, either incorrect or fabricated, including sources found on the Internet.

D. Unauthorized Access to Computers or Privileged Information

1. Use of University network and/or computer hardware to gain unauthorized access to files, and alteration or other use of those files.

E. Improper Use of Internet Sites and Resources

1. Inappropriate use of an Internet source, including, but not limited to, submission of a paper, in part or in its entirety, purchased or otherwise obtained via the Internet, and failure to provide proper citation for sources found on the Internet.

F. Improper Use of Non-Print Media

1. All above standards apply to non-print media.

G. Other Academic Dishonesty

1. Any other means of violating the standards of academic honesty set out above.

Honor Code Process

This section sets out the process to be followed when an Instructor suspects a violation of the Honor Code. The recommended sanctions are not mandatory, but are intended to guide the Instructor's discretion. Instructors are encouraged to consult with their colleagues and chairs in making these decisions. This section also outlines the Student appeal process for Honor Code violations.

I. Intentional and Unintentional Academic Dishonesty

A. Notification: Instructors will notify the Student of the suspected act of academic dishonesty. The Student will be given the opportunity to admit, deny, or explain the situation. If the suspected violation of the Honor Code occurs with respect to an assignment that the Instructor has not reviewed until after the class has stopped meeting, the Instructor will send a letter to the permanent address of the Student and keep a copy of the letter. Failure to notify will result in a reasonable extension of the Student's time to appeal, but is not in and of itself a defense to the violation of the Honor Code.

B. Determination: If the Instructor determines that a violation has occurred, he/she will next determine whether or not the violation was intentional or unintentional. The distinction between intentional and unintentional violations of academic honesty is not based upon the purely subjective intentions of the Student. The question is whether a Student who has carefully read the Honor Code should have understood that his/her action violated the Honor Code and standards of academic honesty.

C. Unintentional Violation: If the Instructor believes the violation was unintentional, he/she may take any of the following actions:

1. Warn Student
2. Require assignment or exam to be resubmitted
3. Reduce the grade on the assignment, project, or exam

The Instructor shall inform the Student of his/her decision and also inform the student of the right to appeal the Instructor's decision.

D. Intentional Violation: If the Instructor believes the violation is intentional, he/she may take any of the following actions:

1. Fail the Student on the assignment or exam
2. Fail the Student in the course

The Instructor shall inform the Student of his/her decision in writing and also inform the Student of the right to appeal the Instructor's decision.

The Instructor may consult with the Chair, Program Director, or equivalent and refer the matter directly to the Dean of the Instructor's college or school with a recommendation that the Student be suspended or expelled. Upon such a referral, the Dean shall appoint an Academic Honesty Panel.

II. Departmental Appeal

A. The Student may appeal the Instructor's decision under section I(C) or (D) to the Department Chair, Program Director, or equivalent. In accordance with the grade appeal policy in the University Bulletin, the Student will be required to make his/her appeal in writing no later than three weeks into the semester following the decision.

B. If either the Student or Instructor wishes, he/she may appeal the decision of the Department Chair, Program Director, or equivalent to the Dean of the Instructor's college or school, who will refer the matter to the Academic Honesty Panel. Appeals must be made within 30 days of receipt of the chair's decision.

III. Academic Honesty Panel Appeal

A. The Academic Honesty Panel is an ad hoc recommending body of the Instructor's college/school. The Panel for undergraduate referrals consists of two faculty members and one student from the ASLMU Judiciary. The Panel for graduate student referrals consists of three faculty members. All Panel members will be appointed by the Dean. The Dean will appoint one of the faculty members as Chair of the Academic Honesty Panel.

B. Responsibilities of the Panel

1. The Panel will hear appeals by the Student or Instructor of the Chair's decision for any penalty short of expulsion or suspension.
2. The Panel will make the initial recommendation as to whether the Student should be suspended or expelled.

C. In fulfilling these responsibilities, the Panel will make two determinations:

1. It will determine whether there is clear and convincing evidence that the Student has violated the Honor Code. The Student is entitled to the presumption of innocence and the right to review and respond to all evidence and information relevant to the Panel's decision.

2. Upon the finding of clear and convincing evidence of a violation, the Panel is to determine the appropriate penalty. With regard to the appropriateness of serious recommendations such as suspension and expulsion, the Panel shall take into account the following factors:

- a. the severity of the violation;
- b. whether the violation is an isolated instance, or part of a pattern of two or more violations; and
- c. other mitigating or extenuating circumstances.

D. The recommendation of the Academic Honesty Panel, along with an explanation of the reason for the recommendation, will be reported in writing to the Dean of the Instructor's college or school. The Dean will normally follow the recommendation of the Panel. However, the Dean's decision is final.

E. The Dean will inform the Student and Instructor, in writing, of his/her decision. The Dean will also report his/her decision to the Executive Vice President and Provost. Executive Vice President and Provost will keep a permanent, confidential record of all proceedings of the Academic Honesty Panel.

Alcohol and Drug Policies

I. Introduction

The goal of the Loyola Marymount University Policy on Alcohol and other Drugs is to create an environment in which the responsible use of alcohol is taught and promoted for individuals over the age of 21 who choose to lawfully drink or provide alcoholic beverages to other adults. The misuse of alcohol and the use of illicit drugs are discouraged, disciplined and not tolerated. This goal can be achieved by campus-wide involvement in comprehensive and on-going alcohol and drug education and the enforcement of the following guidelines.

II. Health Effects

A. Drug Type – Most Common Risks/Effects

1. **Alcohol** – drowsiness, slurred speech, nausea, emotional volatility, loss of coordination, visual distortions, impaired memory, sexual dysfunction, loss of consciousness, dehydration, depressions, neurological deficits, hypertension, liver and heart disease, obesity, respiratory failure, impotence, psychosis, ulcers, malnutrition, brain damage, death.
2. **Amphetamines/Methamphetamines** – increased heart rate, blood pressure and body temperature, nervousness, irritability, anxiety, panic, paranoia, violent behaviors, hallucinations, dizziness, tremors, decreased mental ability, impotence, insomnia, skin disorders, malnutrition, severe dental problems, delusions, psychosis, seizures, cardiac and cardiovascular complications, death.
3. **Barbiturates** – lethargy, blurred vision, nausea, depression, seizures, excessive sleepiness, confusion, irritability, severe withdrawal, sickness, death.
4. **Caffeine** – nervousness, insomnia, dehydration, stomach irritation, fatigue.
5. **Cocaine** – increased heart rate, blood pressure and body temperature, tremors, irritability, anxiety, panic, paranoia, violent behavior, psychosis, nasal bleeding and inflammation, insomnia, toxic psychosis, seizures, damage to nasal septum and blood vessels, cardiac or cardiovascular complications, stroke, death.
6. **Flunitrazepam/MDMA/GHB** – anxiety, chills, sweating, teeth clenching, muscle cramping, sedation, confusion, memory loss, dizziness, impaired coordination, drowsiness, nausea, headache, disorientation, sleep disturbances, depression, hyperthermia, seizures, coma.
7. **Heroin/Opium** – drowsiness, impaired coordination, dizziness, confusion, nausea, slowed or arrested breathing, constipation, endocarditis, hepatitis, HIV, death.
8. **Inhalants/Nitrates** – headaches, loss of motor coordination, dizziness, accelerated heart rate, nausea, nasal irritation, cough, hallucination, cramps, depression, memory impairment, damage to cardiovascular and nervous systems, liver and kidney damage, brain damage, death.
9. **Marijuana** – slowed reaction time, distorted sensory perception, impaired balance

and coordination, high blood pressure, increased heart rate, impaired learning and memory, anxiety, panic attacks, psychosis, frequent respiratory infections, mental health decline, possible lung damage.

10. **Nicotine** – increased blood pressure and heart rate, chronic lung disease, cardiovascular disease, stroke, cancers of the mouth, pharynx, larynx, esophagus, lung, stomach, pancreas, cervix, kidney, bladder, and acute myeloid leukemia, adverse pregnancy outcomes, emphysema, bronchitis, heart and lung disease, death.

11. **Psychedelics/Hallucinogens** – hallucinations, nausea, impaired driving ability, increased body temperature, heart rate and blood pressure, sleeplessness, numbness, dizziness, weakness, tremors, possible lung damage, reduced sperm count, damage from impure dose, depression, paranoia, exhaustion, psychosis, flashbacks, death.

12. **Salvia divinorum** – impaired motor functions, hallucinations, paranoia, dizziness, tremors, headache, flushed skin, chest pain with palpitations, excessive sweating, vomiting, abdominal cramps, agitation, hostility, panic, anxiety, numbness, memory loss, death.

13. **Tranquilizers** – hangover, menstrual irregularities, destroys blood cells, jaundice, coma, death.

III. Federal Laws

A. Possession of Illicit Drugs

1. Federal laws prohibit illegal possession of controlled substances.
 - a. First offense: prison sentences up to one year and fines up to \$1,000.
 - b. Second offense: prison sentences up to two years and fines up to \$2,500.
 - c. Special sentencing provisions apply for possession of a mixture or substance which contains cocaine base, including imprisonment of five to 20 years and fines up to \$250,000 for first offenses, depending upon the quantity possessed.
 - d. Special sentencing provisions apply for possession of flunitrazepam, including imprisonment of three years as well as the fine schedule referenced above.

B. Trafficking of Illicit Drugs

1. Under federal law, the manufacture, sale or distribution of all Schedule I and II illicit drugs (e.g., cocaine, ecgonine, methamphetamines, heroin, PCP, LSD, Fentanyl, and all mixtures containing such substances) is a felony.
 - a. First offense: prison sentences of ten years to life (20 years to life if death or serious injury is involved) and fines of up to four million dollars for offenses by individuals (10 million dollars for other than individuals).
2. Federal law also prohibits trafficking in marijuana, hashish and mixtures containing such substances.
 - a. First offense: prison sentence up to five years (20 years to life if death or serious injury is involved) and fines of up to \$250,000 for offenses by individuals (one million dollars for other than individuals). Penalties vary depending upon the

quantity of drugs involved.

b. Second offense: prison sentence up to 10 years (not less than life if death or serious injury is involved), and fines of up to \$500,000 for offenses by individuals (two million dollars for other than individuals).

3. The illegal trafficking of medically useful drugs (e.g., prescription and over-the-counter drugs) is illegal.

a. First offense: prison sentence up to five years and fines of up to \$250,000 for offenses by individuals (one million dollars for other than individual).

b. Second offense: prison sentence up to 10 years and fines of up to \$500,000 for offenses by individuals (two million dollars for other than individuals).

IV. State of California Law

A. Alcohol

1. It is a crime to sell, furnish or give alcoholic beverages to a person under age 21 or to any obviously intoxicated person (California Business & Professions Code 25658 & 25602).

2. It is a crime for a person under the age of 21 to purchase or possess alcoholic beverages (California Business & Professions Code 25662).

3. It is a crime to sell alcohol without a valid liquor license or permit (California Business & Professions Code 23301).

4. It is a crime for any person to drink while driving, to have an open container of alcohol in a moving vehicle, or to drive under the influence of alcohol (California Vehicle Code 23220, 23152 & 23222).

5. It is a crime to be intoxicated in a public place (California Penal Code 647(f))

6. Intoxication is presumed at blood levels of .08% or higher, and may be found with blood alcohol levels from .05% to .08% (California Vehicle Code 23152).

B. Penalties for Drunk Driving Offenses

1. First offense: required attendance at a driving-under-the-influence program, fines up to \$2,600, imprisonment up to six months and driver's license suspension up to 10 months.

2. Second offense: required attendance at a driving-under-the-influence program of up to 30 months, fines up to \$2,800, imprisonment up to one year, driver's license suspension up to two years.

3. Third offense: required attendance at a driving-under-the-influence program of up to 30 months, fines up to \$18,000, imprisonment up to one year, driver's license suspension up to three years.

4. Refusal to submit to a blood alcohol content test: driving privileges are suspended for one year, for two years if there is a prior offense within 10 years, and for three years with three or more offenses within 10 years.

5. Drivers under the age of 21 found with any measurable amount of blood alcohol

will have their driver's license suspended for one year. If the driver does not have a license, there will be a one-year delay in obtaining one.

C. Illicit Drugs

1. Under California law, first offenses involving the sale or possession for sale of amphetamines, barbiturates, codeine, cocaine, Demerol, heroin, LSD, mescaline, methadone, methamphetamine, morphine, PCP, peyote, Quaalude, psilocybin and marijuana (among others) are felonies carrying prison terms of up to five years. Penalties are more severe for offenses involving the manufacture or distribution of illegal drugs by convicted felons or for distribution within 1,000 feet of a public or private elementary, vocational, junior high, or high school, upon the grounds of any church or synagogue, playground, youth center, child day care facility, or public swimming pool, to anyone under 18 by anyone over 18, or to a pregnant woman. Personal property may be seized if it contains drugs or was used in a drug transaction. The illegal possession of most of the above-mentioned drugs is also a felony. Some may be felonies or misdemeanors depending upon amounts involved. Penalties for possession carry maximum prison sentences of up to one year.
2. The California Legislature declares anyone dispensing and/or furnishing prescription drugs, controlled substances, and dangerous drugs or dangerous devices without a license shall be guilty of a crime.

V. University Regulations Governing the Use of Alcohol

The LMU Alcohol Policy adheres to the laws of the State of California regarding the purchase, sale and consumption of alcohol. Intoxication and/or alcohol abuse is not permissible as an excuse for unlawful behavior or misconduct. Providing false information and/or identification to consume alcohol is subject to disciplinary action as outlined in the Student Conduct Code. The policy acknowledges the fact that persons over the age of 21 may purchase and consume alcoholic beverages. Those who fall in this category are responsible for setting a positive example to all minors by discouraging alcohol-related behavior that is abusive to oneself or to others.

The University expects all members of the campus community to conduct themselves in an appropriate manner and encourages the adoption of a mature attitude towards the use of alcohol. It is the position of the University that drunkenness and public intoxication are unacceptable and that those who violate the norm of temperate drinking will be subject to disciplinary sanctions. Accordingly, each person assumes full personal responsibility and will face disciplinary action for any of their actions or the actions of their Guests that violate any University policy.

Public intoxication will not be tolerated.

A. Alcohol at Student Organization-Sponsored Events — Regulations regarding Student Organization-Sponsored Events on University property

The following policy applies to all organizations wishing to provide alcoholic beverages at on-campus events.

1. Prior to the Event

- a. Student events involving alcohol must be approved by Student Leadership & Development and Sodexo.
- b. All event publicity may be reviewed by Student Leadership & Development, at their request, and must be in accordance with the Alcohol Advertising policy found in Student Leadership & Development (<http://www.lmu.edu/Assets/Student+Affairs+Division/Student+Leadership+and+Development/Alcohol+Advertising+Policy.pdf>).
- c. Sodexo is the primary provider of alcohol for all student events. A Sodexo bartender must be hired for the event. An alcohol license is required and must be obtained through Sodexo a minimum of 14 days prior to the event.
- d. Hard liquor is not permitted.
- e. Sodexo will determine the appropriate amount of alcohol needed for the event.
- f. The event may only be a cash bar.
- g. Donated alcohol is not permitted.

2. General Event Guidelines

- a. Non-alcoholic beverages and substantial food must be provided. The amount is to be determined by Sodexo.
- b. Only one drink per person may be served at one time.
- c. Last call for alcohol at an event is one hour prior to the scheduled end time.
- d. There is a minimum charge for a cash bar. If sales exceed the minimum cost determined by Sodexo the fee will be waived.
- e. Alcohol may not be served at events where new member recruitment is the primary focus.
- f. Alcohol must be served in a controlled area when Students under 21 are present.
- g. LMU Students wishing to consume alcohol must be 21 or over and present a valid state issued ID and/or OneCard.
- h. Off-campus Guests may not consume alcohol at Student-Organization Sponsored Events, regardless of their age.
- i. Off-campus Guests, including, but not limited to, parents of LMU Students and LMU alumni, may not consume alcohol at Student Organization-Sponsored Events unless the event is co-sponsored by a University department and a Student Organization with the approval of the Director of Student Leadership & Development or designee. Approval will be limited to events where a final guest list can be provided two business days in advance by the sponsoring department, unless an exception is granted by the Senior Vice President of Student Affairs or designee. In these situations, Sodexo staff will be responsible for checking IDs of off-campus Guests.

3. Event Advisors and Security

- a. The organization advisor or designee must be present for the entire event. In addition, Student Leadership & Development will provide moderator(s) to check

IDs at no cost to the organization.

b. LMU students of legal drinking age are required to wear wristbands during the event. Student Leadership & Development will provide the wristbands.

c. Public Safety officers may be required for events with 50 or more guests expected to be in attendance. The sponsoring group is responsible for the cost and Public Safety and Student Leadership & Development will determine the number of officers required.

B. Regulations within Student Housing Facilities

1. In accordance with California law, students under the legal age are not allowed to consume or possess alcohol. In accordance with University policy, Students under the legal age and their Guests are not allowed to consume or be in the presence of alcohol.

2. Alcohol may be consumed or possessed by those Students of legal age (21 years of age) only inside private living units with the door closed and not with underage persons (other than a roommate) present.

3. Delivery of alcohol by retail or wholesale distributors to a student housing facility is prohibited.

4. Kegs, party balls, or other such containers not designed for individual consumption are strictly prohibited.

5. Construction and/or use of drinking game playing surfaces (e.g. beer pong tables) is prohibited.

6. All alcoholic beverages transported on campus and within the living areas must be sealed and carried in a concealed fashion (in covered, nontransparent packages).

7. Students are responsible for any activity, including, but not limited to, underage possession and/or use of alcohol and possession and/or use of drugs and drug paraphernalia, that occurs in their University residence whether or not they are present at the time of the subject activity.

C. Parties in Living Areas

1. Social gatherings/parties with more than eight people (including residents) in residence halls or more than 16 people (including residents) in apartments/houses are prohibited.

2. In accordance with California law requiring students to be 21 years of age to possess or consume alcohol, parties with alcohol will not be permitted if they involve anyone under the legal drinking age of 21.

3. The following regulations are applicable in party situations:

a. Parties are prohibited on days preceding class days.

b. Parties must end, with no guests remaining, by 12:30 a.m.

c. If alcohol is served or consumed, all guests and containers must remain inside the room/apartment with the door closed.

d. If alcohol is served or consumed, quality non-alcoholic beverages and food must be provided.

- e. A plan for monitoring and preventing over-consumption of alcohol must be presented.
- f. Any party that is unauthorized or in violation of University policies will be shut down by a member of the Student Housing Staff and Public Safety. The hosts and guests will also be subject to disciplinary action.
- g. Parties will not be permitted in off-campus housing facilities.
- h. Alcohol is not permitted in rooms and apartments where no residents are 21 years of age.
- i. Underage guests are not permitted at parties where alcohol is served.
- j. Students under the legal age are not permitted in the presence of alcohol.

D. Regulations Regarding Athletic Events

1. Alcoholic beverages may not be sold, distributed or consumed during intercollegiate athletics, intramural sports or club sport events sponsored on campus. Violators may lose the privilege of participating in or attending athletics events and will also be subject to disciplinary action.
2. Student athletes traveling for the purpose of competition are expected to abide by all University policies including, without limitation, Athletics Department policies, federal, state and local regulations.

E. Policy Regarding Alcohol Shipped to the University

Students, including those of legal drinking age, are not permitted to receive alcohol at the University through the mail or parcel delivery service (e.g. UPS, FedEx). The LMU Distribution Center will return any packages that indicates contents that include alcohol or various other underage products.

VI. Disciplinary Action For Alcohol

Violation of the Alcohol Policy will result in the initiation of disciplinary action for such violation(s) under the Student Conduct Code. Charges for violating the Alcohol Policy will be initiated against Students who violate other University rules and regulations while under the influence of alcohol, along with all other applicable charges. The outcome of the disciplinary action will result in appropriate sanctions. Sanctions will vary depending on the nature of the offense.

- A. The following examples of possible sanctions are not exclusive and may also include, but are not limited to: attending and/or sponsoring alcohol education programs, writing research papers, restitution, community service, fines, removal from University housing, limiting access to living areas, suspension or dismissal from the University. When warranted, students will be referred for more intensive alcohol and/or substance abuse education.
- B. The University's disposition of individual cases does not preclude criminal prosecution in accordance with federal and/or state law.
- C. All administrative or judicial action is subject to appeal in accordance with the

procedures outlined in the Student Conduct Code.

The following are possible sanctions which may result from a failure to follow the Alcohol Policy.

1. Underage students in the presence of alcohol.
 - a. First offense: disciplinary warning, parental notification, alcohol education program.
 - b. Second offense: parental notification, alcohol education program, monetary fine.
2. Underage possession and/or consumption of alcohol or open container of alcohol in public area or unconcealed transportation of alcohol.
 - a. First offense: disposal of alcohol, disciplinary warning, parental notification, alcohol education program, monetary fine.
 - b. Second offense: disposal of alcohol, parental notification, alcohol education program, monetary fine, probation.
3. Use of false identification to secure alcohol.
 - a. First offense: disposal of alcohol, confiscation of false ID, parental notification, monetary fine, probation.
 - b. Second offense: disposal of alcohol, confiscation of false ID, parental notification, alcohol education program, monetary fine, probation, removal from University housing.
4. Furnishing and transporting alcohol for a minor.
 - a. First offense: disposal of alcohol, disciplinary warning, alcohol education program, monetary fine.
 - b. Second offense: disposal of alcohol, monetary fine, probation, removal from University housing.
5. Possession of a keg or pony keg.
 - a. First offense: confiscation of alcohol, parental notification, monetary fine per person involved, probation, removal from University housing.
 - b. Second offense: disposal of alcohol, parental notification, monetary fine per person involved, removal from University housing, suspension from the University.
6. Use of alcohol resulting in involuntary, erratic, or abusive behavior (including vandalism).
 - a. First offense: parental notification, alcohol education program, monetary fine, restitution, probation.
 - b. Second offense: parental notification, monetary fine, restitution, probation, removal from University housing, suspension from the University.

VII. Illicit Drugs

A. Individuals involved in the sale, distribution or transfer of illegal drugs, are subject to suspension from the University or dismissal from the University per the Student Conduct Code.

B. In cases involving use, possession, actions under the influence, or in the presence of illicit drugs and/or drug related materials, or misuse of prescription drugs, sanctions may

include disciplinary and/or housing probation, drug testing, monetary fines, parental notification, educational programs, removal from University housing, and/or suspension from the University. Subsequent violations may result in dismissal from the University.

C. The University reserves the right to remove a Student from University housing if that student is involved in the use or possession of a controlled substance or paraphernalia at anytime during the academic year.

D. In accordance with federal law and University regulations, possession and/or use of medical marijuana is prohibited.

E. The distribution and/or trafficking of prescription drugs is prohibited. Both the distributor(s) and the distributee(s) will be subject to disciplinary action.

F. All administrative or judicial action is subject to appeal in accordance with the procedures outlined in the Student Conduct Code.

G. The University's disposition of individual cases does not preclude criminal prosecution in accordance with federal and/or state law. The University reserves the right to refer cases to federal, state and/or local authorities.

VIII. Disciplinary Action for Illicit Drugs

Violation of the Drug Policy will result in the initiation of disciplinary action for the subject violation in accordance with the Student Conduct Code. Charges of violating the Drug Policy will be initiated against Students who violate other University rules and regulations while under the influence of drugs, along with other charges. The outcome of the disciplinary action will result in appropriate sanctions. Sanctions will vary depending on the nature of the offense.

A. The following examples of possible sanctions are not inclusive and may also include, but are not limited to: attending and/or sponsoring drug education programs, writing research papers, restitution, community work projects, fines, removal from University housing, limiting access to living areas, suspension or dismissal from the University. When warranted, students will be referred for more intensive drug usage related treatment.

B. The University's disposition of individual cases does not preclude criminal prosecution in accordance with federal and/or state law.

C. All administrative or judicial action is subject to appeal in accordance with the procedures outlined in the Student Conduct Code.

The following are possible sanctions which may result from a failure to follow the Drug Policy.

1. In the presence of illegal drugs.

a. First offense: disciplinary warning, parental notification, drug education program, probation, suspension from the University.

b. Second offense: parental notification, drug education program, monetary fine, probation, suspension or dismissal from the University.

2. Possession and/or consumption of marijuana.
 - a. First offense: disposal of marijuana, parental notification, drug education program, monetary fine, probation, drug testing.
 - b. Second offense: disposal of marijuana, parental notification, drug education program, monetary fine, probation, drug testing, removal from University housing, suspension from the University.
3. Possession and/or consumption of illegal drugs.
 - a. First offense: disposal of illegal drugs, parental notification, drug education program, monetary fine, probation, drug testing, removal from University housing, suspension from the University.
 - b. Second offense: suspension or dismissal from the University.
4. Misuse of prescription drugs.
 - a. First offense: confiscation of prescription drugs, parental notification, drug education program, monetary fine, probation, removal from University housing, suspension from the University.
 - b. Second offense: parental notification, drug education program, monetary fine, probation, removal from University housing, suspension or dismissal from the University.
5. Trafficking marijuana and/or illegal or prescription drugs.
 - a. First offense: dismissal from the University.

IX. Referral Information

Student Psychological Services will assist Students with issues regarding alcohol and other drugs. Therapists are able to refer students to community treatment centers and support groups.

A. The following resources are provided by the University and available on campus to all students.

1. Alcoholics Anonymous – During the academic year, a member of the recovery community in Los Angeles hosts a meeting open to all members of the LMU community. At times, students have also conducted their weekly Alcoholics Anonymous meeting with the sponsorship of the Department of Judicial Affairs.
2. Al-Anon – During the academic year, the Health Center and the Department of Judicial Affairs jointly sponsor a weekly meeting open to all LMU community members and focuses on the fellowship of relatives and friends of alcoholics.
3. Choice Theory – A three-session, weekly meeting in which a CAADAC-(California Association of Alcoholism & Drug Abuse Counselors) certified instructor discusses Reality Therapy, Choice Theory, and the impact our decisions can have on our University experience.

X. Redefinition

The University has the right to waive and/or redefine any of the above stipulations as they relate to a specific individual, group or organization.

Gambling Policy

Loyola Marymount University expects students to abide by federal and state laws prohibiting illegal gambling. Such prohibited activity includes, but is not limited to:

- A. Betting on, wagering on or selling pools on any athletic event;
- B. Possessing on one's person or premises (e.g. room, residence, car) any card, book or other device for registering bets;
- C. Knowingly permitting use of one's premises or one's telephone or other electronic communications devices for illegal gambling;
- D. Knowingly receiving or delivering a letter, package, or parcel related to illegal gambling;
- E. Offering or accepting a bribe to influence the outcome of an athletic event;
- F. Involvement in bookmaking or wagering pools with respect to sporting events.

Students involved in illegal gambling, particularly bookmaking, risk suspension or dismissal from the University.

Personal Transportation Policy

I. Introduction

Subject to this policy and while exercising common sense and prudent judgment, Students, faculty, staff and visitors may use personal transportation, such as skateboards, bicycles, self-propelled scooters and in-line skates on campus. Campus community members, visitors and personal transportation users (“riders”) must recognize and understand that the LMU campus is in an urban setting and those who choose to ride personal transportation always do so at their own risk. Riders are expected and required to adhere to the following policy and to exercise due care and caution at all times for their safety and the safety of others.

II. Policy

General Use

Riding personal transportation is prohibited inside all campus buildings and in designated dismount zones.

The use of personal transportation for tricks, jumps, rail slides, grinds, etc., is prohibited.

Riders must always give pedestrians the right of way.

Riders are expected to obey all campus traffic signs, including stop signs.

Riders are to remain in designated bike lanes whenever possible and refrain from riding in or traversing traffic lanes. Care must be taken at all intersections.

Hitching onto another moving vehicle is strictly prohibited.

Riders may not impede or interfere with pedestrian traffic or the flow of motorized vehicles throughout campus.

Riders are expected to exercise care and courtesy at all times.

Motorized scooters, skateboards, or similar motorized modes of transportation, are not permitted on sidewalks, stairs, pool areas, athletic fields, amphitheatre seating and in designated dismount zones.

Modes of personal transportation designed specifically for persons with disabilities (e.g. motorized wheelchairs) are permitted in the dismount zones.

Dismount Zones

In order to minimize risks to the safety of all community members, riders must dismount all forms of personal transportation in designated zones from 8:30 AM until 4:00 PM, Monday through Friday. Please see a campus map for more details. There are

two designated dismount zones:

Palm Walk—Ignatian Circle at Malone/Foley Annex to the William H. Hannon Library
Leavey Campus Promenade—William H. Hannon Library to the fourth floor entrance
to University Hall.

LMU Drive Hill—(Bikes excepted) LMU Drive and sidewalk from the stop sign at the
Southwest end of Rains Hall to the East end of University Hall.

III. Enforcement

Violators of this policy may be subject to the following sanctions:

First Violation:

1. Citation and \$50 fine.
2. The mode of transportation may be confiscated.

Second and subsequent violations:

1. Citation and \$50 fine.
2. The mode of transportation may be confiscated.
3. Rider may be referred to Judicial Affairs for Student Conduct Code proceedings.

Social Media Policy

I. Introduction

In an environment where new and existing information technologies, and related platforms, mediums, systems, devices and uses are continually being developed and evolving, LMU acknowledges the use of social media as an exponentially growing and prominent form of commerce and social interaction. As responsible members of the LMU community, Students are expected to use all forms of social media lawfully and to interact with others through and with them respectfully. In other words, LMU will apply the same laws, codes and regulations irrespective of the communication platform (e.g. face-to-face or via a social media).

II. Policy

Generally speaking, with respect to social media, LMU will not regularly monitor the language and/or actions on such media. The University will defer to the user policies of the individual social medium. However, LMU will hold Students accountable for Student Conduct Code violations reported or learned from Student uses of social media.

III. Policies Applicable to Social Networking Use:

A. **ITS Acceptable Use Policy:** Students are required to follow the Individual Responsibilities that are listed in the Acceptable Use of Information Technology Resources guidelines.

B. **Federal, State and Local Laws:** Students are required to adhere to all federal, state, and local laws.

C. **Student Conduct Code:** Section IV of the Student Conduct Code outlines prohibited conduct. Such prohibited conduct includes behavior that occurs within the framework of social media.

IV. Guidelines

The following guidelines are consistent with the educational role of the University. Potential misuses of social media include, but are not limited to:

A. Medium: Email

Potential Misuses

1. Sending messages with harassing, threatening or inappropriate comments, images, or videos
2. Disseminating confidential emails without consent
3. Sending unwanted messages repeatedly

B. Medium: Mobile Phone

Potential Misuses

1. Making harassing, threatening or inappropriate calls
2. Sending harassing, threatening or inappropriate text messages
3. Taking or sending inappropriate and/or unsolicited photos or videos

C. Medium: Instant Messaging

Potential Misuses

1. Sending inappropriate and/or unsolicited photos or videos
2. Sending harassing, threatening or inappropriate messages
3. Hacking into another person's account or using their screen name to harass others

D. Medium: Chat Rooms and Message Boards

Potential Misuses

1. Sending harassing, threatening or inappropriate messages, photos or videos
2. Misleading people into sharing private information that leads to exploitation

E. Medium: Video-Hosting Sites

Potential Misuses

1. Posting inappropriate or humiliating videos of others
2. Posting unwanted or unsolicited videos of others

F. Medium: Webcam

Potential Misuses

1. Producing and/or sharing inappropriate or humiliating material
2. Convincing someone to behave inappropriately on a webcam
3. Using a webcam to take photos or videos of someone without their consent

G. Medium: Social Networking Sites

Potential Misuses

1. Posting harassing, threatening, humiliating or inappropriate material
2. Hacking into another person's account and altering the content in an effort to humiliate or embarrass the person
3. Hacking into another person's account to send inappropriate content to others
4. Creating a fake profile using another person's name in an effort to humiliate or threaten

H. Medium: Virtual Learning Environments

Potential Misuses

1. Posting harassing, threatening or inappropriate messages, images or video
2. Hacking into another person's account and posting inappropriate material or deleting their work

Community Relations Policy

I. Introduction

Loyola Marymount University expects its students to conduct themselves as mature, responsible and law-abiding members of their local and University communities. As such, LMU students shall abide by and uphold all federal, state and city laws and ordinances including, without limitation, all laws and ordinances relating to noise, traffic, parking and consumption of alcohol. As responsible members of the University Community, LMU students are expected, by their conduct and actions, to foster an atmosphere which nurtures positive community relations between LMU, their local municipality and the community surrounding LMU.

II. Policy

Loyola Marymount University may hold students accountable for Student Conduct Code violations committed off-campus which adversely affects LMU, its community standing, and/or the pursuit of the mission, goals and objectives of the University.

III. Student Conduct Code Applicable to Off Campus Activities

Section III – Jurisdiction of the University

Jurisdiction extends to conduct which occurs on the University premises, in study abroad programs or at University events, programs or activities, on or off-campus, as well as to other off-campus misconduct which adversely affects the University and/or the pursuit of the University's mission, goals, and objectives.

Section III – Inherent Authority

In addition to the enforcement of the Student Conduct Code as it relates to off-campus activities, the University reserves the right to take any other necessary and appropriate action to protect the safety and well-being of the University and the University community, the University's reputation and community standing as well as the pursuit of the University's mission, goals and objectives.

Section III – Violation of Law and this Community Relations Policy

Students are separately accountable to both civil authorities and to the University for acts which constitute violations of federal, state or local law and of the Student Conduct Code or this Community Relations Policy. Because of the need to efficiently, effectively and promptly protect the academic environment, proceedings for violation of the Student Conduct Code or this Community Relations Policy will normally proceed without delay despite the potential or pendency of criminal proceedings and are not subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

IV. Community Relations Guidelines

Loyola Marymount University is located within an urban environment. The campus is surrounded by and adjacent to several municipalities and various residential neighborhoods.

Guidelines for off-campus conduct have been established in order to uphold standards of behavior that should be demonstrated by Loyola Marymount University students when off campus.

The following guidelines are consistent with the educational role of the University, the rights and needs of all residents, city ordinances, standards of common courtesy, and are directed toward encouraging and maintaining positive neighbor relationships.

The Community Relations Guidelines addresses the following areas:

- A. Upkeep and Beautification
- B. Traffic Safety and Parking
- C. Neighborhood Relations
- D. Responsibilities of Dual Membership
- E. Relevant Municipal Codes

A. Upkeep and Beautification:

Students, registered student organizations, and affiliated groups are expected to maintain a safe and clean environment for the health and well being of themselves, their members, guests, and neighbors. Specifically, students should:

1. Maintain their residences and property in accordance with all fire, health, zoning and building and safety codes.
2. Maintain lawn and landscaping on a regular basis in accordance with lease or occupancy agreement.
3. Dispose of litter, trash and garbage on a regular basis and in an appropriate manner.

B. Traffic Safety and Parking:

Students, registered student organizations, and affiliated groups should:

1. Comply with the laws and regulations of their municipality and the State of California and require their invited guests and all who are consensually present at their residence or on their property to the same standards of conduct.
2. Obey traffic safety and parking requirements and have consideration for others by not parking in or blocking neighbors' driveways, public alleys and sidewalks; all of which are violations of the law.
3. Proactively educate all household members, guests and visitors about neighborhood parking restrictions and encourage safe responsible driving.
4. Advise household members, guests and visitors to arrive and depart quietly and to avoid disrupting neighbors.

C. Neighborhood Relations:

Students, registered student organizations, and affiliated groups are required to follow good neighbor policies and relations, including but not limited to:

1. Fostering and maintaining good community relations and cooperation with neighbors and authorities.
2. Being responsible for their conduct and that of their attendees by actively

encouraging attendees to adhere to the same standard.

3. Being respectful of and to local community members. Prohibited behavior includes, but is not limited to: littering, loitering, public urination, public nudity, using rude or abusive language, causing excessive noise, and illegal parking.
4. Respecting the rights of others and following all existing laws and ordinances. All registered student organization members are to be knowledgeable about the Los Angeles Noise Ordinance.
5. Taking active steps to prevent damage to others' property.
6. Being responsible for damage to others' properties caused by household members.
7. Being responsible for making reasonable efforts to resolve neighborhood problems involving the student or household members in a timely fashion.
8. Using amplified sound in accordance with the law including, without limitation, the Los Angeles Noise Ordinance.

D. The Responsibilities of Dual Membership

Students are members of both the University and local communities. Accordingly, students are responsible to all the communities of which they are a part. Students should uphold their joint responsibilities in a mature, lawful and appropriate manner.

E. Relevant Municipal Codes and Parking Policies

At a minimum, students should be aware of the following portions of Los Angeles Municipal Code which govern individual, group, and residential property within the City of Los Angeles. We have referenced a few of the most frequently referenced and relevant codes for convenience.

Noise Violations:

Please visit www.lapdonline.org/special_operations_support_division/content_basic_view/1031 for a full list of noise ordinances and violations.

The Los Angeles Police Department is responsible for the enforcement of noise ordinance violations involving people-generated or controlled noises—which are considered disturbances of the peace. The following is a list of Los Angeles Municipal Code (LAMC) sections of the Noise Ordinance and a summary of the elements that constitute a violation:

1. 41.57 LAMC – Loud and Raucous Noise
 - Every person who allows, causes, or permits;
 - Loud noises from any sound making or amplifying device;
 - On any private property, public street, of any other public place;
 - In such a manner as to interfere with the peace and quiet of any person within or upon any of such places.
2. 112.01 LAMC – Radios, Television Sets, and Similar Devices
 - Operating any radio, television, phonograph, musical instrument, or other sound

producing device;

- Audible to the human ear at a distance in excess of 150 feet from the property line of the noise source;
- In a residential zone or within 500 feet thereof;
- In such a manner as to disturb the peace, quiet, and comfort of neighboring residents or any reasonable person of normal sensitiveness residing in the area.

3. 116.01 LAMC- General Noise

- Willfully making or causing to be made or continued;
- Any loud, unnecessary, and unusual noise;
- Which disturbs the peace or quiet of any neighborhood or which causes discomfort or annoyance to any reasonable person of normal sensitiveness residing in the area.

Parking Policies:

Please visit http://ladot.lacity.org/tf_Parking_regulations.htm for a full list of traffic and parking violations.

The primary purpose for parking regulations is to proactively manage the City's scarce supply of on-street parking, promote the economic vitality of the city, to ease traffic congestion and to enhance the quality of life of City Residents.

- 1 No vehicle may be parked continuously at one location on any public roadway for more than 72 hours.
2. Parking is prohibited in alleys, except for the purpose of actively unloading goods or passengers.
3. Parking is prohibited in an intersection or a crosswalk, within 15 feet of a fire station driveway or fire hydrant, in front of a public or private driveway, on a sidewalk or parkway, on the roadway side of a parked vehicle (double parking), in a bus stop, in a tunnel, upon a bridge (unless otherwise posted) or in such a manner that obstructs the free use of the street.
4. Parking is prohibited in a center median strip, unless signs are posted permitting parking on the median.
5. Parking is prohibited in front of a public or private driveway (even your own driveway).
6. Be aware of signage when you park. Read all signs, they may include time frame restrictions and other parking guidelines.
7. Street sweeping signs are posted in areas of the City where there is a routine street sweeping schedule. Parking is prohibited on the designated days for the entire time posted on the sign.

Students living outside the City of Los Angeles are responsible for familiarizing themselves with the local laws and ordinances governing their place of residence.

Off-Campus Living Orientation and Address Policy

I. Introduction

In an effort to provide greater support and guidance, Off-Campus Student Life offers online orientation to off-campus living. The online orientation highlights student rights and responsibilities and reiterates some of the University's expectations of students living off campus.

Since many LMU Students live off campus in the neighborhoods surrounding or near the campus, the University is interested in and has a need for collecting accurate current local address information for these students. This information will, among other things, help with University planning, maintaining campus and University community safety and security, emergency communication and aid the University in effectively communicating with students.

II. Definitions

For purposes of this policy, "address" is defined as the address at which the student resides during the week while attending classes at the University. A post office box cannot be used for a local address.

III. Policy

The University requires all non-resident students to participate in an online orientation and to report, and update as necessary, current address information.

Failure to report, and update as necessary, accurate address information will constitute a violation of this policy and may result in a registration hold and/or disciplinary action.

IV. Implementation

A. Off-Campus Living Orientation and Address Verification

Once each academic year, all non-resident students will be prompted to complete the online Off-Campus Living orientation and Address Verification process.

B. Verifying Accuracy of Address Information

In order to complete the online orientation, the student must provide the University with documentation that verifies his/her current address. This documentation must have the student's name and address on it. These documents can include but are not limited to:

- Utility bills
- Leases
- Magazine subscriptions

Note: Off-Campus Student Life does not recognize driver's licenses as official documentation.

Off-Campus Student Life will routinely audit the accuracy of the local addresses for all students living off campus.

More details about the Off-Campus Living Orientation and Address Verification process can be found on the Off-Campus Student Life webpage (www.lmu.edu/OCSL).

Off-Campus Events with Alcohol and Provided Transportation Policy

This policy applies to all off-campus events, as defined herein, where the sponsoring organization provides transportation and alcohol is sold, provided, or consumed by guests prior to and/or at the event. Individuals are expressly prohibited from sponsoring such events. Organizations may not contract with third-party event planning companies, coordinators or promoters. This policy applies regardless of where the transportation originates.

The following types of events are covered under this policy:

Closed Events are off-campus events open to sponsoring organization members and no more than two invited guests per member. Examples of such events are formals, preference nights, pledge-active parties, date nights, or crush parties. Closed Events may occur only under the following conditions:

1. Event is held Friday or Saturday.
2. Sponsoring organization must meet with Student Leadership & Development at least two weeks prior to the event regarding event planning.
3. Sponsoring organization must submit the completed Off-Campus Event Contract and Event Rider to Student Leadership & Development.

Exchanges are off-campus events that are limited to members of the sponsoring organizations. Exchanges may occur only under the following conditions:

1. Event is held on Thursday, Friday, or Saturday.
2. Sponsoring organizations must meet with Student Leadership & Development at least two weeks prior to the event regarding event planning.
3. Sponsoring organizations must submit the completed Off-Campus Event Contract and Event Rider to Student Leadership & Development.

Ticketed Events are all off-campus events, which are open to the LMU community and do not qualify as “Closed Events” or “Exchanges.” Ticketed Events may occur only under the following conditions:

1. Event is held in the spring semester after February 1.
2. Event is held on a Friday or Saturday.
3. Sponsoring organization must meet with Student Leadership & Development at least four weeks prior to the event regarding event planning.
4. Sponsoring organization must complete and submit the completed Off-Campus Event Contract and Event Rider to Student Leadership & Development.

All other off-campus events where transportation is provided and alcohol is sold, provided, or consumed by guests prior to and/or at the event are prohibited. Sponsoring prohibited off-campus events shall result in referral to Judicial Affairs.

In all cases involving student misconduct off-campus, the University reserves the right to exercise judicial action. Sponsoring organizations, members, guests, or LMU community members found responsible for violating the Student Conduct Code will be subject to the same sanctions imposed for on-campus violations.

Good Samaritan and Self-Reporting Policy

The welfare of students is the highest importance to Loyola Marymount University. Students who are intoxicated at a level requiring medical attention, or the friends of such students, should always seek appropriate assistance from Public Safety, Residential Life Staff, EMT's, the Student Health Center, or other local emergency services. The purpose of this policy is to promote safety and to encourage students and third parties to promptly notify the appropriate staff or local emergency services in the event of such need. By this policy, LMU seeks to encourage and minimize any hesitation a student may have to obtain help for himself, herself, a fellow student, friend or any individual in need.

In situations where a student self-reports a high level of intoxication and requests medical assistance, Loyola Marymount University will support this self-reporting behavior by mitigating the resulting disciplinary actions. The student will be referred to an educational or developmental program in an effort to learn and grow from the situation; and, no or reduced educational Student Conduct Code sanctions may be imposed.

While the University reserves the right to refuse a grant of amnesty to reporters under certain extenuating circumstances, a student or student(s) calling for assistance on behalf of an intoxicated student will generally be granted amnesty for being a Good Samaritan. This policy only applies to alcohol and other drug violations and does not excuse behaviors which go beyond alcohol and other drug intoxication (these may include, but are not limited to, disorderly conduct, failure to cooperate, physical assault, sexual assault, sexual violence, vandalism, property damage, etc.). Criminal investigations and other police action may still occur at the discretion of the law enforcement agency responding to the incident.

Student-on-Student Sexual Misconduct Policy and Protocol

I. Introduction

Title IX of the Education Amendments of 1972 (“Title IX”) is a federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. Under Title IX, discrimination on the basis of sex can include student on student sexual harassment or sexual misconduct including sexual violence, rape, sexual assault, sexual battery, sexual coercion and unwelcome intrusion into another’s sexual seclusion or privacy. The Division of Student Affairs has established this Student on Student Sexual Misconduct Policy & Protocol to assist and respond to complaints of student on student sexual misconduct.

Students should report all forms of sexual harassment and sexual misconduct (student on student; student and non-student) by filing a report with the LMU Department of Public Safety (310.338.2893/222 on campus).

In addition, a Judicial Affairs case for alleged student on student sexual harassment or sexual misconduct will be initiated and adjudicated in the context of an alleged Student Conduct Code violation. Sexual harassment or sexual misconduct involving a student and any non-student in the University community is handled under the LMU Discriminatory Harassment and Complaint Process. Further information about the LMU Discriminatory Harassment and Complaint Process including the making and processing of complaints thereunder may be found at <http://www.lmu.edu/Assets/Student+Affairs+Division/Judicial+Affairs/Discriminatory+Harassment+and+Complaint+Process.pdf>.

All persons are prohibited from taking any retaliatory action against any other member of the University Community including, but not limited to, the Complainant, Respondent, or witnesses to an alleged incident of sexual harassment or sexual misconduct. Any person engaging in any retaliatory action(s) will be subject to discipline under the Student Conduct Code and this policy and appropriate sanctions for determined violations up to and including dismissal from the University. Any person who believes that s/he has been retaliated against for having filed, or being named in, a complaint for sexual harassment/sexual misconduct or having participated in the investigation of such a complaint should promptly notify the Department of Public Safety at (310) 338-2893 (x82893 from campus phone).

II. Policy

Under Title IX, sexual harassment is broadly defined as unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature including sexual violence. Under this policy, Sexual Misconduct includes all forms of sexual harassment under Title IX including sexual violence, such as rape, sexual assault, sexual battery and sexual coercion. All forms of Sexual Misconduct are unacceptable in our University community and will not be tolerated. Any student alleged to have participated in Sexual Misconduct will be

referred to Judicial Affairs and if found responsible will be subject to disciplinary action.

III. Definitions

A. For purposes of this policy, **Sexual Assault** is defined as engaging in sexual intercourse or any of the sexual activities listed below with another person without that person's consent. Sexual Assault includes, but is not limited to, rape, sexual battery, anal intercourse, oral copulation or penetration of a body cavity by a foreign object. Sexual intercourse includes the penetration, however slight, of the vagina or anus with any object or body part and of the mouth with a body part and/or object in a sexual manner.

B. For purposes of this policy, **Sexual Misconduct** is defined as Sexual Assault or the act of making sexual contact with the intimate body part of another person without that person's consent including as the result of sexual coercion. Intimate body parts include the sexual organs, the anus, the groin or buttocks of any person, and/or the breasts.

C. For purposes of this policy, **Sexual Harassment** is defined as unwelcome conduct of a sexual nature including, without limitation, unwelcome sexual advances, requests for sexual favors, intrusion into another's sexual seclusion or privacy and other unwelcome verbal, nonverbal, auditory, visual, recording, transmission, or display of sexual matters or materials or physical conduct of a sexual nature that is sufficiently pervasive and serious to interfere with or limit a student's ability to participate in or benefit from the University's educational program.

For purposes of this policy, Sexual Harassment includes, but is not limited to, invasion of sexual privacy, audio or video recording or photographing of any type (webcam, camera, Internet exposure, etc.) without knowledge and consent of all persons, going beyond the boundaries of consent (such as letting another person hide and watch you have consensual sex without the knowledge of the other party), engaging in unconsented voyeurism, exposing one's genitals or breasts in non-consensual circumstances, coercing another, against their will, to expose their genitals or breasts and prostituting another person.

D. **Consent** is defined as the unambiguous and willing participation or cooperation in act, behavior or attitude that is commonly understood to be consistent with the exercise of free will. Consent requires participants who are lawful adults, fully conscious, equally free and legally competent to act, have clearly communicated their willingness, cooperation, or permission to participate in the specific sexual activity engaged in, are positive and clear about their desires, and are able to cease ongoing consensual activity at any time. Refusal to consent does not have to be verbal; it can be expressed with clear gestures, body language or attitude. Prior sexual history between the Complainant and Respondent, by itself, does not constitute consent.

1. Consent is not freely given if:

- a. It is obtained through the use of force, through the fear of or the threat of force, or by kidnap; or
- b. A reasonable person in the position of the alleged perpetrator at the time the alleged conduct occurred should have known that the other person was unable to

give consent for any of the following reasons:

1. The individual is unable to make an informed decision as a result of the use of alcohol, drugs or other substances (including but not limited to predatory drugs or prescribed medications); or
 2. The individual is unable to consciously respond for whatever reason including lack of consciousness, sleep, illness or shock; or
 3. The individual is under the age of eighteen and therefore legally incapable of giving consent; or
 4. The individual is known by reason of impairment, mental condition or developmental or physical disability to be reasonably unable to consent.
- c. The individual has acted or spoken in a manner which expresses a lack of consent or a refusal to consent.

IV. California Law

The following excerpts are only intended to be partially explanatory of certain California laws pertaining to criminal sexual misconduct. These excerpts are not intended to be an exhaustive description or list of California laws pertaining to sexual misconduct or inappropriate or criminal sexual behavior.

Excerpts from Sections 11165.1, 261 and 289 of the California Penal Code:

Sexual assault includes rape, statutory rape, rape in concert, sodomy, oral copulation, and penetration of the vagina or anal opening by any foreign object.

Rape is an act of sexual intercourse accomplished with a person not the spouse of the perpetrator under any of the following circumstances:

1. Where a person is incapable, because of a mental disorder or developmental or physical disability, of giving legal consent and this is known or reasonably should be known to the person committing the act.
2. Where it is accomplished against a person's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the person or another.
3. Where a person is prevented from resisting by any intoxicating or anesthetic substance, or any controlled substance, and this condition was known, or reasonably should have been known, by the accused.
4. Where a person is at the time unconscious of the nature of the act, and this is known to the accused.

As used in this paragraph, "unconscious of the nature of the act" means incapable of resisting because the victim meets one of the following conditions:

- (A) Was unconscious or asleep.
- (B) Was not aware, knowing, perceiving, or cognizant that the act occurred.
- (C) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraud in fact.

(D) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraudulent representation that the sexual penetration served a professional purpose when it served no professional purpose.

5. Where a person submits under the belief that the person committing the act is the victim's spouse, and this belief is induced by any artifice, pretense, or concealment practiced by the accused, with the intent to induce the belief.

6. Where the act is accomplished against the victim's will by threatening to retaliate in the future against the victim or any other person, and there is a reasonable possibility that the perpetrator will execute the threat.

As used in this paragraph, "threatening to retaliate," means a threat to kidnap or falsely imprison, or to inflict extreme pain, serious bodily injury, or death.

California law also states that "any sexual penetration, however slight, is sufficient to complete the crime" (Code 263) and defines both marital rape (Code 262) and "statutory rape" (Code 261.5).

Though laws vary from state to state, intercourse in which consent was not obtained or was obtained under coercive conditions will usually be considered rape.

V. Complainant/Respondent

A. Complainants in a Sexual Misconduct Case have the right to:

1. An appointed Advisor who will assist them through the student judicial process.
2. Make a complaint to the Department of Public Safety.
3. File a police report and take legal action separate from and/or in addition to filing a Student Conduct Code complaint seeking disciplinary action.
4. Be informed of the disciplinary finding (responsible or not responsible).
5. Refuse any/all of the above.

B. Respondents in a Sexual Misconduct Case have the right to:

1. An appointed Advisor who will assist them through the student judicial process.
2. Make a complaint to the Department of Public Safety.
3. File a police report and take legal action separate from and/or in addition to responding to the Student Conduct Code complaint seeking student disciplinary action.
4. Be informed of the disciplinary finding (responsible or not responsible).
5. Refuse any/all of the above.

VI. Title IX

Under Title IX, LMU has a responsibility to respond promptly and effectively to address sexual harassment and sexual violence. If LMU knows or reasonably should know about sexual harassment or sexual violence that creates a hostile environment, LMU must take action to eliminate the sexual harassment or sexual violence, prevent its recurrence, and address its effects.

Even if a student does not want to file a Student Conduct Code complaint or does not request that LMU take any action on the student's behalf, if LMU knows or reasonably should know about possible sexual harassment or sexual violence, it must promptly investigate to determine what occurred and then take appropriate steps to resolve the situation.

A criminal investigation into allegations of sexual harassment or sexual violence does not relieve LMU of its duty under Title IX to resolve complaints promptly and equitably.

LMU has a Title IX Coordinator, Sara Trivedi, EEO Officer in the Human Resources Department, who can be reached at (310) 568-6105 or strivedi@lmu.edu.

VII. Sexual Misconduct Point Person and Sexual Assault Resource Administrators

The LMU Sexual Misconduct Point Person (Point Person) will be notified by the Department of Public Safety and/or Residence Life whenever a complaint of Sexual Misconduct has been reported. The Point Person is a member of the Division of Student Affairs who is trained in the University's policies and procedures in regards to allegations of Sexual Misconduct. The Point Person will be responsible for assigning a Sexual Assault Resource Administrator (SARA) to both the Complainant and the Respondent within 72 hours of the complaint being reported to the Department of Public Safety.

The SARAs will make themselves available, separately, to assist both the Complainant and Respondent in identifying University and external resources that are available to them in the context of alleged Sexual Misconduct. The SARAs are members of the Student Affairs Division who are trained to assist the parties in identifying University and external resources and explaining the University's judicial process in cases of alleged Student Conduct Code violations relating to Sexual Misconduct. The SARAs are not advocates. The role of the SARA is to:

- A. Provide information regarding—on and off—campus resources such as Student Psychological Services (SPS), Student Health, Residence Life, Public Safety, Los Angeles Police Department, Santa Monica Rape Treatment Center, Campus Ministry and Judicial Affairs.
- B. Explain all stages of the LMU Student Conduct Code Judicial Affairs process, including potential outcomes for both Complainant and Respondent.
- C. Provide information, explanation and review so that the parties can make an informed decision about the options available to them, including filing and responding to Student Conduct Code complaints, and documenting their decisions.

VIII. Advisor

Prior to the commencement of Student Conduct Code proceedings, both the complainant and the respondent will be assigned Advisors by the Dean of Students or designee to assist the students as they progress through the University conduct process. Students are not required to utilize their appointed Advisors, and may select a different Advisor from the LMU community, provided they adhere to the guidelines set forth in Section III. Letter A of the Student Conduct Code.

Non-Discrimination Statement

Statement of Policy

Loyola Marymount University is dedicated to fostering the education of the whole person and strives to provide an environment that encourages the search for truth and freedom of inquiry. The University recognizes the important contribution a diverse community of students, faculty, and staff makes towards the advancement of its goals and ideals. The University is committed to providing an environment that is free of discrimination and harassment as defined by federal, state, and local law, as well as under this policy. Any violations of this policy will be treated as serious misconduct and result in appropriate disciplinary action up to and including dismissal from the University.

This policy applies to all students, faculty, and staff, including but not limited to trainees, non-supervisory staff, supervisors, managers, directors, and leadership. It is also the policy of the University to protect its students, faculty and staff from unlawful harassment by vendors, guests, and other visitors to the University. It is the responsibility of every student, faculty, and staff member to follow this policy conscientiously.

Equal Opportunity & Non-Discrimination

The University prohibits unlawful discrimination on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, legally protected medical condition (cancer-related), marital status, sex (including pregnancy, childbirth or related medical condition), age 40 or over, veteran status, sexual orientation, genetic information or any other bases protected by federal, state, or local law. The University does not discriminate on these bases, or any other basis protected by law, in the administration of any of its education or admissions policies, scholarship or loan programs, athletics, and other school-administered policies and programs, or in its employment policies and practices. All University policies, practices, and procedures are administered in a manner consistent with LMU's Jesuit identity and character.

Non-Discrimination on the Basis of Disability

Section 504 of the Rehabilitation Act of 1973 of the U.S. Department of Health and Human Services regulations implementing the act states that "no otherwise qualified disabled individual . . . shall, solely by reason of his [or her] disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance," such as Financial Aid. Section 504 administration and compliance are coordinated through Academic Affairs, Disability Support Services for students, and through Human Resources for faculty and staff.

The University provides reasonable accommodation of qualified individuals with mental and/or physical disabilities whose needs are made known. A student seeking an accommodation should contact his or her academic advisor or Disability Support

Services. Faculty and staff seeking an accommodation should contact his or her supervisor or Human Resources.

Hate Crimes and Racially Biased-Incidents

The University will not tolerate hate crimes or bias-motivated incidents and will respond to them with appropriate sanctions which may include for students expulsion, suspension, or exclusion from the campus and for faculty and staff disciplinary action up to and including termination. Students, faculty, or staff who experience or witness any form of hate crime or bias-motivated incident should immediately report the incident to the Department of Public Safety.

Definitions:

“Hate Crimes” are acts of physical force, threats, or intimidation that are willfully or knowingly committed because of the victim’s actual or perceived race, color, religion, ancestry, national origin, disability, gender, or sexual orientation. Hate crimes are expressed in several ways, sometimes physical violence and sometimes violence against property. (California State Penal Code Section 422.6).

“Bias-Motivated Incidents” are acts, including but not limited to disseminating racist flyers or defacing a student organization flyer, which do not violate the State Penal Code, but originate in hatred for someone’s actual or perceived race, color, religion, ancestry, national origin, disability, gender, or sexual orientation.

These policy definitions are not intended to and do not limit the University’s ability to discipline or otherwise respond to conduct which does not necessarily violate the law, but which the University determines is a violation of this policy.

Policies/Procedures:

Students, faculty and staff who have questions regarding the University’s policy of equal opportunity and non-discrimination should contact the University EEO Specialist, who is the designated Title IX coordinator for the University, at Human Resources, 1 LMU Drive, Suite 1900, Los Angeles, CA 90045, phone: 310.568.6105.

Discriminatory Harassment Policy and Complaint Process

Statement of Policy

Loyola Marymount University is dedicated to fostering the education of the whole person and strives to provide an environment that encourages the search for truth and freedom of inquiry. The University recognizes the important contribution a diverse community of Students, faculty and staff makes towards the advancement of its goals and ideals. The University is committed to providing an environment that is free of discrimination and harassment as defined by federal, state and local law, as well as under this policy. Any violations of this policy will be treated as serious misconduct and result in appropriate disciplinary action up to and including dismissal from the University.

This policy applies to all students, faculty, and staff including, but not limited to: trainees, non-supervisory staff, supervisors, managers, directors and leadership. It is also the policy of the University to protect its Students, faculty and staff from unlawful harassment by vendors, Guests and other visitors to the University. It is the responsibility of every Student, faculty and staff member to follow this policy conscientiously.

The University seeks to ensure a positive living, learning and working environment for all LMU community members. Specifically, this policy prohibits unwelcome, harassing conduct on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, legally protected medical condition (cancer-related), marital status, sex (including pregnancy, childbirth, or related medical condition), age 40 or over, veteran status, sexual orientation, genetic information or any other bases protected by federal, state or local law. Students, faculty and staff should be aware of and avoid actions that others may construe as unwelcome and/or harassing.

The objective of this policy is to prevent an environment from developing which unreasonably interferes with a Student's academic endeavors and/or a faculty/staff member's work or has the effect of creating an intimidating, hostile or offensive environment because of such prohibited conduct. It is essential that Students, faculty and staff immediately report conduct that is believed to be in violation of this policy. Prompt reporting is necessary in order that timely fact-finding can be conducted about complaints, a problem can be remedied before the situation escalates, and the potential for the spread of harmful rumors can be reduced. In no event shall a complaint be filed later than one year from the date of the alleged conduct.

Definitions

“**Harassment**” is unwelcome verbal, non-verbal, physical or visual conduct based on any legally protected characteristic outlined above that has the purpose or effect

of unreasonably interfering with academic or work performance or creating an intimidating, hostile or offensive, living, academic or work environment.

“Sexual Harassment” is unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, physical or visual conduct by a person of either the same or opposite sex where:

1. submission to or rejection of the conduct is made either an explicit or implicit condition of academic achievement and/or employment;
2. submission to or rejection of the conduct is used as the basis for an academic and/or employment decision; or
3. the conduct has the purpose or effect of unreasonably interfering with academic, or work performance or creating an intimidating, hostile, or offensive, living, academic, or work environment.

“Hate Crimes” are acts of physical force, threats or intimidation that are willfully or knowingly committed because of the victim’s actual or perceived race, color, religion, ancestry, national origin, disability, gender or sexual orientation. Hate crimes are expressed in several ways, sometimes physical violence and sometimes violence against property. (California State Penal Code Section 422.6).

“Bias-Motivated Incidents” are acts, including but not limited to disseminating racist flyers or defacing a student organization flyer, which do not violate the State Penal Code, but originate in hatred for someone’s actual or perceived race, color, religion, ancestry, national origin, disability, gender, or sexual orientation.

These policy definitions are not intended to and do not limit the University’s ability to discipline or otherwise respond to conduct which does not necessarily violate the law, but which the University determines is a violation of this policy.

Discriminatory Harassment and Academic Freedom

Nothing in this policy should be construed to infringe on the academic freedom of members of the University community and their right to use the academic forum provided by the University either to discuss controversial subjects or to express ideas with which some or most members of the University community strongly disagree.

Students, faculty and staff who have questions regarding the University’s discriminatory harassment policy should contact the University EEO Specialist, who is the designated Title IX coordinator for the University, at Human Resources, 1 LMU Drive, Suite 1900, Los Angeles, CA 90045, phone: 310.568.6105.

Policies/Procedures

Reporting Allegations of Discriminatory or Harassing Conduct

All members of the University community, including Students, faculty and staff, are encouraged, when appropriate and desirable, to try to resolve issues relating to conduct they believe to be discriminatory or harassing by directly addressing any

person(s) engaged(ing) in inappropriate or unwelcome behavior and requesting that the behavior stop or be modified in some mutually satisfactory way.

However, we recognize that not everyone will feel comfortable engaging in such direct conflict resolution and/or that a direct approach will not always result in an acceptable resolution to all persons involved. In those instances where direct resolution is either not desirable or inadequate to resolve the inappropriate or unwelcome discriminatory or harassing behavior, any member of the University community is strongly encouraged to file a complaint of discrimination or harassment with any of the persons or departments listed below.

Students

Students may report discriminatory or harassing conduct, as defined in this policy, to any of the following:

- Student Affairs at 310.338.2885;
- Office of Intercultural Affairs at 310.338.5808; or
- University EEO Specialist at 310.568.6105.

Faculty

Faculty may report discriminatory or harassing conduct, as defined in this policy, to any of the following:

- Academic Affairs at 310.338.2733;
- Human Resources at 310.338.2723;
- Office of Intercultural Affairs at 310.338.7744; or
- University EEO Specialist at 310.568.6105.

Staff

Staff may report discriminatory or harassing conduct, as defined in this policy, to any of the following:

- Appropriate University Senior Vice President
- Human Resources at 310.338.2723; or
- University EEO Specialist at 310.568.6105.

All supervisory faculty, administrators and staff are required to report inappropriate conduct against another faculty, administrator or staff member in violation of the University's policies against discrimination and harassment. Complaints of discriminatory or harassing conduct pursuant to this Complaint Process should be filed immediately, but in no event shall a complaint be filed later than one year from the date of the alleged conduct. Prompt reporting will enable the University to investigate the facts, determine the issues and provide an appropriate remedy for any violation of University policies.

Students, faculty and staff may also contact the U.S. Department of Education Office for Civil Rights to file a complaint of discrimination or harassment, and faculty and staff may file a complaint of discrimination or harassment with the U.S. Equal

Employment Opportunity Commission or the California Department of Fair Housing and Employment. However, a complaint filed with any outside government agency will not suspend the investigation or resolution of a complaint of discrimination or harassment filed pursuant to the University's internal Discrimination and Harassment Complaint Process.

Confidentiality and Non-Retaliation

All persons who make a complaint of discrimination or harassment, or who are involved in an investigation of such a complaint, pursuant to this policy are bound by rules of confidentiality. Confidentiality will be maintained to the greatest extent possible in view of the method of complaint resolution chosen. All persons are also absolutely prohibited from taking any action against any other member of the University Community, including the complainant, respondent, or witnesses involved in the complaint, for any retaliatory purpose. Any such retaliatory actions taken by or against any complainant, respondent, or witnesses may be subject to a separate complaint under this policy and/or appropriate disciplinary action up to and including dismissal from the University. Any person who believes that she/he has been retaliated against for having filed or participated in the investigation of a complaint of discrimination or harassment should immediately notify the EEO Specialist of the retaliatory conduct.

False or Harassing Complaints Prohibited

It is a violation of this policy to file a false complaint against anyone for the purpose of injuring the reputation of or harassing another. Any person found to have filed a false complaint against another in bad faith or for the purpose of injuring the reputation of or harassing another will be subject to appropriate discipline. This proscription is in no way intended to discourage the filing of good faith complaints of discrimination or harassment, even if those complaints do not result in a finding of misconduct or sanction under the University's policies.

Discrimination and Harassment Complaint Process

For those persons who believe they have been the victim of, or have witnessed, discrimination or harassment by or against any member of the University community, including sexual harassment, this Complaint Process is the exclusive means by which complaints of discrimination and harassment may be investigated and resolved. This Complaint Process is not intended to, and does not, preclude any member of the University community from addressing and resolving issues of inappropriate or unwelcome conduct directly with any other member of the University community.

Step 1: Intake

All complaints of discrimination or harassment, regardless of how reported, if not resolved directly, will be referred by the person receiving the complaint to the EEO Specialist for Intake and Resolution pursuant to this Complaint Process.

Note: All persons involved in the Complaint Process may, at any time during the process, request the assistance of an advisor selected from the University community. An Advisor is

defined as any current Student, faculty or staff or religious community member, but not the Law School Students, faculty or staff. The Advisor may accompany either the complainant and/or respondent during the Complaint Process. The use of an Advisor is not intended as legal representation, and no attorney will be present during the grievance procedures, except as may be permitted pursuant to the Faculty Grievance Process on appeal. The Advisor may assist in the presentation of the case to the EEO Specialist (during any Informal Resolution) or to the EEO Hearing Panel (during any Formal Resolution).

The EEO Specialist will first meet with the Complainant (i.e. the person making the complaint) to either make a written complaint, if not already made, or, if a written complaint has been made, to verify the accuracy of the allegations contained in the written complaint. The written complaint will include, but not be limited to:

1. The name of the complainant;
2. The name(s) of the respondent(s) (i.e. the person(s) accused of violating the University's policies against discrimination or harassment);
3. The date(s) and nature of all alleged discriminatory or harassing conduct;
4. The name(s) of any witness(es) to the alleged discriminatory or harassing conduct or person(s) that might otherwise have information relevant to the alleged discriminatory or harassing conduct by the respondent; and
5. Whether the complainant is amenable to informal resolution of the complaint.

The EEO Specialist will then meet with the respondent to notify the respondent of the complaint and the allegations against her/him. During this meeting, the EEO Specialist will also document the response to the allegations of the complaint, including but not limited to:

1. The respondent's version of each of the event(s) of alleged discriminatory or harassing conduct identified by the Complainant;
2. The name(s) of any witness(es) to the alleged discriminatory or harassing conduct or person(s) that might otherwise have information relevant to the alleged discriminatory or harassing conduct by the respondent;
3. Any additional information that the respondent believes is relevant to a determination of the complaint; and
4. Whether the respondent is amenable to informal resolution of the complaint.

The EEO Specialist will evaluate the allegations of the complaint and the response to determine the following:

1. Whether the allegations constitute a claim of discrimination or harassment subject to the University's Complaint Process;
2. Whether the claim and the parties are amenable to informal resolution. [Note: Claims that may not be suitable for informal resolution include but are not limited to those that may involve the interests of persons other than the claimant, claims of physical assault or violence or claims that involve other potentially criminal conduct]; and
3. Whether there are any immediate actions that should be taken to redress the

alleged inappropriate conduct pending further resolution of the complaint.

If the EEO Specialist determines that the complaint does not constitute a claim of discrimination or harassment subject to the Complaint Process, the matter will be referred to the appropriate University personnel or University department for resolution.

If the EEO Specialist determines that the complaint does constitute a claim of discrimination or harassment subject to the Complaint Process, then:

1. If the claims and parties are amenable to informal resolution, the matter will proceed as set forth below in Step 2: Informal Resolution. [Note: Both parties must consent to informal resolution, otherwise the matter must proceed to Step 3: Formal Resolution.]
2. If the claims and/or parties are not amenable to informal resolution, the matter will proceed as set forth below in Step 3: Formal Resolution.

Step 2: Informal Resolution

Informal Resolution is a process whereby the University attempts to resolve complaints quickly and effectively to the satisfaction of all parties without engaging in a formal fact-finding process or issuing any formal findings, while also providing the greatest protection of confidentiality possible to the parties. At any time during the informal resolution process, either party may elect to terminate the process and proceed with a formal resolution pursuant to Step 3 below.

Informal Resolution may take the form of negotiated resolution by the EEO Specialist. The EEO Specialist will meet with both the complainant and respondent, and any other persons or witnesses determined to be necessary to a full resolution of the complaint, to review the allegations and any response, and assist the parties in reaching a mutually satisfactory resolution.

If resolution is reached by these informal means, the agreed resolution will be documented by the EEO Specialist and the matter will be closed. If resolution is not reached by these informal means, and the EEO Specialist determines that the complaint remains subject and amenable to resolution under the Complaint Process, the complaint will be referred to Step 3 below for Formal Resolution. The University reserves the right to terminate the informal resolution process and to deny formal processing of a complaint if at any time during the informal resolution it is determined that the allegations of the complaint are not subject or amenable to resolution under the Complaint Process.

Step 3: Formal Resolution

If a complaint is not suitable for informal resolution (the Complainant, Respondent or both do not agree to resolution of the complaint by informal means, or if informal resolution is not successful in resolving the matter) an EEO Hearing Panel will be constituted to hear and resolve the complaint.

Each EEO Hearing Panel will consist of 4 EEO Hearing Panel members and one EEO Hearing Panel Chair who will preside over the hearing and – on the Panel’s behalf – issue findings and a recommended remedy, if any, on each EEO complaint. The EEO Hearing Panel shall be constituted as follows:

The complaining party and responding party will each nominate four panelists. Faculty and staff members may nominate other faculty and/or staff members for the EEO Hearing Panel. Students may nominate Students, faculty and/or staff members for the EEO Hearing Panel.

Each individual nominated by the complaining and responding parties must:

- Not be an attorney,
- Not have a personal interest in the EEO complaint or its resolution, and
- If a staff member, have completed his/her introductory period.

The Vice President of Human Resources will make the final selection of the panel members from the nominees by selecting two of the complaining party’s nominees and two of the responding party’s nominees.

The fifth panel member will be an HR Representative who will preside over the hearing as the EEO Hearing Panel Chair. The Vice President of Human Resources will designate the HR Representative who will act as the EEO Hearing Panel Chair. The HR Representative will only act as a voting panelist if there is a split decision between the EEO Hearing Panel members.

Once selected, the EEO Hearing Panel Chair will provide at least ten (10) calendar days notice to the complaining and responding parties of the date of the hearing. All EEO Hearing Panel members will receive training on the University’s discrimination and harassment policies and on the administration of this Complaint Process prior to the hearing.

The function of the EEO Hearing Panel shall be to: (1) determine whether any University policy against discrimination or harassment has been violated, including any lesser offense than that charged in the complaint; and (2) if so, recommend an appropriate remedy to redress the violation. At the EEO Hearing Panel proceedings, each party shall have the right to present testimony and evidence in support of his/her claims or defenses. The EEO Hearing Panel shall be empowered to hear and receive evidence and testimony relating to the complaint, including compelling either party to produce a witness or evidence deemed relevant to the determination of the complaint, and question any witnesses, including the complainant or respondent.

The EEO Hearing Panel Chair shall be responsible for presiding over the EEO Hearing Panel proceedings and ensuring the orderly presentation of the evidence and testimony, as well as ensuring that the parties are accorded a fair and full opportunity to present their claims and defenses. The EEO Hearing Panel proceedings will not be governed in accordance with any rules of evidence or procedure, but will be administered in the

sole discretion of the EEO Hearing Panel, under the direction of the EEO Hearing Panel Chair. All EEO Hearing Panel proceedings will be closed to general members of the University community. Attendance at EEO Hearing Panel proceedings will be limited to the Complainant, Respondent, any Advisor to either party (not an attorney), witnesses called to testify by either party, and the designated EEO Hearing Panel members.

After the presentation of all testimony and evidence by both parties, the EEO Hearing Panel will convene privately to deliberate on the facts and evidence. Within fifteen (15) calendar days from the adjournment of the hearing, the EEO Hearing Panel will issue a written decision reflecting the panel's finding of whether any of the University's policies against discrimination or harassment have been violated, the factual basis for such finding, and the recommended remedy for any violation. The findings and recommendation will be based solely on the presentation of evidence and testimony during the hearing and will include sufficient detail in support of the decision to allow adequate review on appeal.

If the decision contains a recommended remedy, the EEO Hearing Panel will forward its written decision to the EEO Specialist and the appropriate University Senior Vice President responsible for enforcing any remedy for review and approval. If the recommended remedy is not approved, the written decision must be supplemented to reflect the reasons for any modification. [Note: A recommended remedy may be modified, for example, on the basis of prior disciplinary action against the Respondent to which the EEO Hearing Panel is not privy.] Within five (5) calendar days from the date of the written decision the EEO Specialist will issue written notice to both the complainant and respondent of the findings of the EEO Hearing Panel, including the determination of whether any University policy against discrimination or harassment has been violated, the factual basis for the finding, and any remedy. In the case where the remedy involves discipline against the respondent, the complainant will be notified only that the respondent will be appropriately disciplined for the violation, but will not receive notice of the specific nature of any discipline. However, notice to the respondent will include specific reference to the discipline to be enforced against her/him. The decision of the EEO Hearing Panel is final unless appealed, pursuant to Step 4 below, within ten (10) calendar days from the date of the written notice to the parties.

Step 4: Appeal

Either party may appeal within ten (10) calendar days of the date of the written notice of the decision of the EEO Hearing Panel by providing written notice of appeal as follows:

Appeal by Complainant

The complainant may appeal the decision of the EEO Hearing Panel to the University President. A formal notice of appeal must be filed in writing with the Office of the University President. Upon receipt of the written notice of appeal, the Office of the University President will provide notice of the appeal in writing to the

EEO Specialist, the appropriate University Senior Vice President, if any, and the Respondent. The University President will review the record of the case, including but not limited to the written decision of the EEO Hearing Panel and any evidence or other documentation contained in the case file, to determine whether the decision, including the findings and recommended remedy, if any, of the EEO Hearing Panel should be affirmed, reversed, or modified. Within ten (10) calendar days from the date of the written notice of appeal, the University President will notify the parties in writing of the decision on appeal. In the event the decision of the EEO Hearing Panel is reversed or modified, the notice by the University President will include an explanation of the grounds on which the decision has been reversed or modified. The decision of the University President shall be final.

Appeal by Respondent

The respondent may appeal the decision of the EEO Hearing Panel as follows:

1. A Student Respondent may appeal the decision of the EEO Hearing Panel by sending written notice of appeal to Judicial Affairs within ten (10) calendar days from the date of the notice of the decision. The appeal of the decision of the EEO Hearing Panel will proceed in accordance with the procedures for appeal found in the Student Conduct Code.
2. A faculty Respondent may appeal the decision of the EEO Hearing Panel by sending written notice of appeal to the Faculty Grievance Committee within ten (10) calendar days from the date of the notice of the decision. The appeal of the decision of the EEO Hearing Panel will proceed in accordance with the procedures for review of a faculty grievance of “dismissal or other severe sanction” found in the Faculty Handbook.
3. A staff member may appeal the decision of the EEO Hearing Panel by sending written notice of appeal to the University President within ten (10) calendar days from the date of the notice of the decision. The appeal of the decision of the EEO Hearing Panel will proceed in accordance with the procedure set forth above for appeals by complainants.

Scope of Review on Appeal

All appeals shall be based on a review of the record of the case, including but not limited to the written decision of the EEO Hearing Panel and any evidence or other documentation contained in the case file. The scope of review on appeal shall be solely to determine if the findings and recommended remedy, if any, are supported by the weight of the evidence in the record of the case. No appealing party shall be permitted to offer new evidence for consideration on appeal unless the party can demonstrate that the evidence did not exist or the party was reasonably unaware of the evidence at the time of the EEO Hearing. If new evidence is permitted for consideration on appeal, the reviewer will only be permitted to determine whether the additional evidence might reasonably have resulted in a different finding or remedy. If the reviewer determines that the additional evidence might reasonably have resulted in a different finding or remedy, the case shall be remanded to the EEO

Hearing Panel for reconsideration of the case in light of the new evidence.

Decision on Appeal

Within ten (10) calendar days from the date of the written notice of appeal, the reviewer will issue a written decision on appeal to both the complainant and respondent, which shall state whether the decision of the EEO Hearing Panel, including the findings and remedy, if any, are affirmed, reversed, modified, or in the case of new evidence remanded. In the event the decision or remedy of the EEO Hearing Panel is reversed or modified, the notice shall include an explanation of the grounds for reversal or modification. Notice to the complainant will not include reference to the specific nature of any discipline to be enforced against the Respondent but will only note that the Respondent will be appropriately disciplined for any violation. Copy of the written notice will also be forwarded to the EEO Specialist and the appropriate University Senior Vice President, if any.

All appeal decisions are final.

Record Keeping

The University will maintain records of all complaints of discrimination and harassment filed pursuant to the Discrimination and Harassment Complaint Process for a period of not less than four (4) years. All records will be maintained by the EEO Specialist. Complaint records will not be maintained with the academic or employment records of any Student, faculty, or staff, except that some notation of disciplinary action taken against any Student, faculty, or staff pursuant to the Complaint Process may be made in the academic or employment record(s) of that individual if required as a condition of the discipline itself or pursuant to administrative record-keeping requirements.

Annually, the University will publish a record of the number of complaints filed pursuant to the Discrimination and Harassment Complaint Process and the basis of each complaint. No information will be published about the identity of persons involved in or the specific nature of any discriminatory harassment complaint.

Training

Pursuant to California law, all supervisory faculty and staff personnel shall receive two (2) hours of training on sexual harassment, including specifically the University's policy against discriminatory harassment, once every 24 months. This training will be coordinated and administered by the University EEO Specialist/Title IX Coordinator in conjunction with the Department of Human Resources. Any individual who has a question regarding this training should contact the EEO Specialist/Title IX Coordinator at the Human Resources Office, x86105.

Faculty/Staff-Student Dating Policy

I. Introduction

As a University dedicated to fostering the dignity of each person, Loyola Marymount University strives to encourage learning and promote justice. The University seeks to create an environment that is free of exploitation and unlawful harassment or discrimination that undermines the integrity of the institution.

II. Policy

Loyola Marymount University prohibits consensual relationships of a dating, intimate and/or sexual nature between faculty or staff and any Student with whom the faculty or staff member is in a direct/power relationship. Furthermore, the University strongly discourages these consensual relationships even when no power relationship exists. This policy is rooted in the recognition that faculty– or staff–Student relationships may be inherently unequal and contain an element of superiority or power. Consensual relationships between faculty or staff and Students may give rise to the perception by others that there is favoritism or bias in educational decisions affecting Students. These perceptions undermine the spirit of trust and mutual respect that is important to the University environment. This policy further strives to provide an environment that is free from sexual harassment.

III. Definitions Related To Policy

Consensual Relationship—Dating and/or sexual relationships willingly undertaken by the parties.

Direct/Power Relationship—Faculty– or staff–Student relationships in which the faculty or staff member is in a position of actual or apparent authority in activities including without limitation, teaching, advising, mentoring, supervising, directing, evaluating, and/or conducting research with the Student.

Faculty—An employee of the University who has instructional, advisory, evaluative, supervisory, and/or other professional responsibilities. The category of Faculty includes: Full-Time, Instructor, Assistant Professor, Associate Professor, Professor, Emeritus Faculty, Visiting Professor, Part-Time, Lecturer, Adjunct Professor, Clinical Professor, Clinical Supervisor, Teaching Assistant, or Administrative Faculty.

Staff—An employee of the University other than Faculty.

Student—An individual enrolled, or eligible to continue, in any full-time or part-time undergraduate or graduate program of Loyola Marymount University. The Faculty/Staff-Student Dating Policy does not alter, but is in addition to all federal and state laws regulating interpersonal conduct.

Student Organization and University Program Policy

Policy

As a student-centered, Catholic university rooted in the Jesuit and Marymount traditions, Loyola Marymount values the creation of a campus community in which all members are appreciated, respected and free to develop their personal gifts. The University recognizes the importance of undergraduate student organizations and University programs in fostering the educational mission of the University and provides support through the department of Student Leadership & Development.

Student organizations must register with the University on an annual basis through the process coordinated by Student Leadership & Development.

University programs are designated annually by the University as such based on the dedication of fiscal, human and/or space resources by the University to the program.

Student sponsored events on campus or in conjunction with the University may only be sponsored by registered student organizations and University programs. Individuals and groups are expressly prohibited from sponsoring such events. All student-sponsored events, on or off campus, must comply with the University mission and represent the University in a positive light.

Membership Eligibility

Membership is limited to matriculated undergraduate and graduate students at Loyola Marymount University. Students must maintain a minimum cumulative GPA of 2.0 or higher and be in good academic and judicial standing in order to be eligible to participate as a member of a registered student organization or University program. Individual organizations may impose a higher standard.

Students not meeting the eligibility requirements may be removed as a member through an administrative review process conducted by Student Leadership & Development or the University program's sponsoring department. Decisions regarding a student's eligibility may be appealed in writing to the Membership and Leadership Eligibility Review Board. Details of the appeals process can be found in the Student Organization and University Program Policies and Procedures Manual or in the office of Student Leadership & Development.

Student organizations and University programs that have and follow an established member academic improvement program approved by Student Leadership & Development, may be given deference to handle membership GPA eligibility issues within their organization or program.

Leadership Position Eligibility

Undergraduate and graduate students at Loyola Marymount University must maintain a minimum cumulative GPA of 2.5 or higher and be in good academic and judicial standing in order to be eligible to serve in a leadership position in a registered student organization or University program. Individual organizations may impose a higher standard.

Students not meeting the eligibility requirements may be removed from leadership positions through an administrative review process conducted by Student Leadership & Development or the University program's sponsoring department. Decisions regarding a student's eligibility may be appealed in writing to the Membership and Leadership Eligibility Review Board. Details of the appeals process can be found in the Student Organization and University Program Policies and Procedures Manual or in the office of Student Leadership & Development.

Fraternity and Sorority Policy

I. Introduction

A. Loyola Marymount University recognizes that social Greek-lettered organizations, which meet the LMU criteria for registration, have the ability to make significant contributions to the quality of student life. Their relationship with the University is based on trust, collaboration, cooperation and the mutual benefits that both the University and the Greek community enjoy.

B. Greek organizations can enhance participation in the cultural, academic, social and spiritual life of LMU. The individual and group performance of members of Greek organizations should always uphold those values stated in the chapters' constitutions and/or by-laws. By virtue of the University's approval of each organization's stated principles and ideals, the University expects that the goals of Greek organizations will be compatible with the goals and mission of the LMU community. Therefore, the University will hold each organization to the standards and policies set forth by their national organizations in areas including but not limited to academics, programming, risk management, member education, service and values congruence.

C. Loyola Marymount University reserves the right to register only fraternity and sorority chapters that are chartered solely at the University. The University disclaims any and all responsibility for events and activities/circumstances where students are involved in activities via affiliation with other fraternal organizations not registered with LMU.

D. As stated in LMU's goals, the ultimate objective of the LMU experience, both in and outside of the classroom, is to educate and develop mature, responsible members of the community. LMU recognizes that each chapter's values and founding principles are stated to be congruent with these goals. Because of the importance to their own members, Greek organizations are permitted certain privileges and must undertake certain responsibilities within this community.

E. At and in connection with LMU and LMU students, the LMU Student Conduct Code and all other LMU policies supersede and preempt any and all inconsistent or contrary regulations, policies and/or decisions made by registered Greek organizations and/or their inter/national organizations and their affiliates.

II. Privileges

Greek Organizations may:

- A. Choose their own members
- B. Receive all benefits afforded to registered student organizations
- C. Participate as a unit in campus group activities

- D. Request student activity fee funding through ASLMU
- E. Receive assistance from a University advisor who will assist them with chapter development and serve as a liaison among constituencies
- F. Participate in self governing activities through the LMU Greek Council
- G. Provide the opportunity for the participation in educational experiences

III. Responsibilities

Greek Organizations must:

- A. Be knowledgeable of and adhere to local, state and federal laws, all University codes, policies and regulations, including but not limited to, the Anti-Hazing Policy, Alcohol and Drug Policy, Community Relations Policy, Social Media Policy, Off-Campus Events with Alcohol and Provided Transportation Policy, Student-on-Student Sexual Misconduct Policy and Protocol, and Good Samaritan and Self-Reporting Policy
- B. Be knowledgeable of and adhere to their sponsoring inter/national organization policies, including but not limited to, risk management and hazing and remain in good standing with their sponsoring Inter/national Organization and the University
- C. Obtain and maintain a proper tax-identification number under the Internal Revenue Code as a not-for-profit, social fraternity or sorority. Organizations that have this IRS designation are legally entitled to single sex membership based on Section 86.14 of the regulations announced under Title IX of the U.S. Education Act Amendments of 1972
- D. Submit a certificate of insurance each year upon policy renewal documenting comprehensive insurance coverage, naming LMU as additional insured with limits approved by the University, and including host liquor liability
- E. Meet and maintain the minimum standards necessary for Greek organization registration at the University
- F. Complete the annual Chapter Standards of Excellence process and all requested information in a timely manner
- G. Maintain the current minimum standards as stated in the Chapter Standards of Excellence
- H. Require that all new members have completed 12 academic units and earned a minimum 2.5 cumulative GPA in order to join the organization
- I. Update Membership Rosters each academic term with all new and active members, as instructed by Student Leadership & Development

- J. Actively participate in the LMU Greek Council, the Greek governing organization at LMU
- K. Actively participate in programs sponsored by LMU Greek Council and Student Leadership & Development
- L. Foster an atmosphere within the chapter that is supportive of high academic standards and maintain a chapter GPA equal to or above the respective All Men's or All Women's GPA each term
- M. Require that all members of the organization are matriculated students of the University and remain in good standing with the University
- N. Contribute positively to the LMU Greek community through programming, interfraternal relationships, service and philanthropic endeavors and educational opportunities for members
- O. Have a LMU faculty or staff member serve as an on-campus advisor
- P. Have an off-campus advisor appointed by the Inter/National or Regional organization
- Q. Maintain positive community relations
- R. Implement an internal judicial system
- S. Prohibit opposite sex big brother/big sister or similar programs

IV. Chapter Standards of Excellence

- A. The Chapter Standards of Excellence program serves to encourage each chapter in the LMU Greek Community to function at the most effective and efficient level possible. In this encouragement, the program also aids in providing the best possible experience for individual members.
- B. The Chapter Standards of Excellence program assesses chapters based on a set of minimum standards. This assessment process is designed to assist the chapter leadership, inter/national or regional organization and Student Leadership & Development in supporting each individual chapter's further development. It also serves as the basis by which Student Leadership & Development will award and recognize chapter excellence and contributions to the Greek Community.
- C. Chapters must complete the Chapter Standards of Excellence process by the specified due date and maintain the current minimum standards as stated in the process.
- D. Failure to meet the minimum standards set forth in the Chapter Standards of Excellence for two (2) consecutive years or failure to complete the process any one year will initiate disciplinary action as outlined in the Student Organization and University Program Policies and Procedures manual.

V. Governance Structure

The LMU Greek Council shall officially represent and govern all registered fraternities and sororities. The LMU Greek Council shall be composed of one voting representative from each registered fraternity and sorority, as well as the executive officers.

VI. Expansion Philosophy

A. As a private institution, Loyola Marymount University chooses to intentionally and carefully manage the growth and expansion of Greek organizations. LMU seeks organizations that espouse ideals consistent with those of the University and that are willing to commit the human and financial resources necessary to assure achievement of those ideals. The University's overall objective is to select organizations that will positively contribute to the overall undergraduate experience and enhance the campus community.

B. The process to register additional fraternities and sororities at LMU will always be initiated and conducted by Student Leadership & Development. Student Leadership & Development's determination of readiness for expansion will be based on size and viability of the current Greek community, the availability of campus resources and personnel to support additional chapters, and the interest of unaffiliated students at LMU, in addition to interest from any national organizations.

VII. Expansion Process

When Student Leadership & Development determines that the campus is open for and able to support Greek organization expansion, the process outlined below will be followed.

A. Appropriate organizations with official letters of interest on file with Student Leadership & Development will be notified that LMU is open for expansion. Additional organizations will be informed if needed.

B. Interested organizations will be invited to submit proposals.

C. All organizations submitting proposals that meet the criteria for registration will be reviewed by an expansion committee established by Student Leadership & Development.

D. One or more prospective organizations may be selected to participate in a presentation process on campus.

E. Following the presentation process, the LMU Greek Council, the expansion committee and the NPC, NIC, NPHC, NALFO or NAPA chapters when appropriate, will submit their recommendations and/or endorsements to the Senior Vice President for Student Affairs.

F. An invitation for registration may be granted at the discretion of the Senior Vice President for Student Affairs.

VIII. Registration Criteria

In addition to the potential organization's willingness to adhere to the expectations listed in the Responsibility section, prior to beginning the presentation and approval process each Greek organization must provide evidence of the following:

A. A proper tax-identification number under the Internal Revenue Code as a not-for-profit, social fraternity or sorority. Organizations that have this IRS designation are legally entitled to single sex membership based on Section 86.14 of the regulations announced under Title IX of the U.S. Education Act Amendments of 1972.

B. Ability to carry a current comprehensive insurance policy naming LMU as additional insured with limits approved by the University.

IX. Policy Violations and Changes in University Registration Status

A. Alleged violations of Greek Council Constitution, By-Laws or Standing Rules shall be addressed by the processes outlined in those governing documents.

B. Violations of University policies referred to Judicial Affairs will be adjudicated by a judicial officer(s) or the Greek Hearing Board using the process outlined in the Student Conduct Code. Sanctions for organizational misconduct found through the judicial process may include revocation or denial of registration, as well as other appropriate sanctions, pursuant to Section V of the Student Conduct Code.

Tailgate Policy

The Senior Vice President for Student Affairs may approve tailgate events to be held in a designated area immediately preceding any home NCAA Men's Basketball game. Students, faculty, staff, and guests who are age 21 and older may responsibly consume alcoholic beverages in the designated area only during the hours set for the event. Exceptions to this policy must be approved by the Senior Vice President for Student Affairs.

Freedom of Expression and Dissent/Speakers Policy

Introduction

This policy is in place to provide for student expression and dissent in an equitable and safe manner.

All persons, organizations or groups are encouraged to consult this policy before engaging in any form of organized dissent.

Freedom of Expression

As an academic community, the University is dedicated to the advancement of knowledge. Therefore, persons, organizations or groups have the freedom to present various points of view without physical restriction, disruption or intimidation by others. Such inappropriate behaviors are contrary to the University's mission and will not be tolerated.

Dissent

Dissent, defined as disagreement or a difference of opinion, is integral to the purpose of higher education. A university must be an optimal learning environment and all members of the LMU community have a responsibility to maintain an atmosphere of free inquiry and expression that is orderly, safe and regulated within necessary restrictions of time, location and method.

Coercive Disruption

The difference between legitimate dissent and coercive disruption can be difficult to define. Coercive disruption is generally regarded as Group A imposing its opinion upon Group B without Group B's consent, regardless of either group's perceptions of the amount of power or influence their opposition possesses. Thus, a group perceived as "powerless" is not necessarily innocent of coercive disruption if its forms of expression are disruptive, unethical, unlawful or otherwise extreme.

Furthermore, any gathering of people that performs a disruptive act in a violent or boisterous manner is acting contrary to University policy. More specifically, coercive disruption includes any activities that:

- Deny or infringe upon the rights of Students, faculty or staff of the University community.
- Disrupt or interfere with educational or other activities of the University community.
- React to the peaceful dissent of others by attempting to deny their rights.
- Obstruct or restrict free movement of persons on any part of the campus.
- Deny the use of offices or other facilities to Students, faculty, Public Safety officers, staff, administrators or guests of the LMU community.
- Endanger the safety of any person on the campus.

Result in the destruction of property.

Events sponsored by Student Organizations and University Programs

Lecturers and Other Public Speakers

The University is dedicated to providing an academic environment that encourages students to seek truth, develop critical thinking and make responsible decisions that influence their lives and the greater community in which they live. To this end, student organizations are encouraged to invite lecturers from outside the University community.

It must be clearly understood that student organization or University program sponsorship of guest speakers does not imply University approval or endorsement of the views presented.

These guidelines do not apply to faculty members who, under the principles of academic freedom, have the right to invite lecturers to their classrooms.

Approval Process

Registered student organizations and University programs must seek approval for any lectures or programs through the Activity Planner and Event Proposal Process coordinated through Student Leadership & Development. Review of the event will include, but is not limited to, the content of the program, impact on human and/or financial resources, ability to maintain orderly operation of campus activities and the physical safety of the campus population. Final authorization for a speaker may be required from the Senior Vice President for Student Affairs.

The Guiding Principles for Student Programming will be used to determine the congruence of each requested event with the university mission and Catholic teachings. In some cases the event may not be approved or the format of the event may need to be modified to create a balanced educational opportunity for the campus community.

All applicable policies governing student events, safety, ticket sales, amplification and catering must be observed while planning and implementing the event.

Anti-Hazing Policy

I. Introduction

The University's Anti-Hazing Policy adheres to California state law (California Penal Code), sections of which are excerpted below; and is subject to change in order to maintain consistency with state law:

1. 245.6 (b). "Hazing" means any method of initiation or pre initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university, or other educational institution in this state. The term "hazing" does not include customary athletic events or school-sanctioned events.
2. 245.6 (c) A violation of this section that does not result in serious bodily injury is a misdemeanor, punishable by a fine of not less than one hundred dollars (\$100), nor more than five thousand dollars (\$5,000), or imprisonment in the county jail for not more than one year, or both.
3. 245.6 (d) Any person who personally engages in hazing that results in death or serious bodily injury as defined in paragraph (4) of subdivision (f) of Section 243 of the Penal Code, is guilty of either a misdemeanor or a felony, and shall be punished by imprisonment in county jail not exceeding one year, or by imprisonment in the state prison pursuant to subdivision (h) of Section 1170.
4. 245.6 (e) The person against whom the hazing is directed may commence a civil action for injury or damages. The action may be brought against any participants in the hazing, or any organization to which the student is seeking membership whose agents, directors, trustees, managers, or officers authorized, requested, commanded, participated in, or ratified the hazing.

II. Policy

All acts of hazing by a Student, group or organization and/or any of its members, alumni or other associated individuals are prohibited. It is a violation of California law and LMU policy for Students to engage in any activity that falls within the legal or this policy definition of hazing. As referenced above, hazing is a broad term encompassing actions or activities often associated with initiations or group associations which do not contribute to the positive development of a person; or which inflict or intend to cause mental, physical or emotional harm or anxieties; or which demean, degrade, or disgrace any person regardless of location, intent or consent of participants.

In addition, hazing is often generally defined as any action or situation which endangers the mental, physical or emotional health of a student for the purpose of initiation or full admission, or affiliation with any organization operating under the sanction of LMU.

The University believes that any activity which promotes a class or cast system within organizations is inappropriate. Subservience in any form is unacceptable.

Subsequently, activities which facilitate inappropriate levels of authority over other students may be deemed as hazing and will not be allowed.

III. Enforcement

It is the responsibility of all Students to be knowledgeable of this policy. It is also the responsibility of all groups and organization officers and advisors to inform members, associates, and alumni of this Anti-Hazing policy and to ensure that all groups and organizations adhere to this policy. Further, any Student found to be involved in any hazing activity will face disciplinary action and is subjected to a maximum sanction of dismissal from the University. In addition, any organization found to be involved in any hazing activity, will face disciplinary action and the University may withdraw its official registration. Students and their groups and organizations are also subject to criminal and civil action as it relates to California law.

Missing Resident Student Procedures

While many missing resident student reports at universities are the result of a student changing their normal routine and neglecting to inform their roommates, friends and/or family of their whereabouts, Loyola Marymount University takes reports of missing resident students seriously. Pending the issuance of applicable regulations respecting missing resident student notification and related procedures under the 2008 Higher Education Opportunity Act, LMU handles missing resident student reports pursuant to the following procedure.

The University defines a missing resident student as any currently enrolled resident student who has not been in contact with roommates, friends, family, faculty, or staff for a reasonable period of time (usually a period of twenty-four (24) hours) and whose whereabouts have been questioned and brought to the attention of a University official.

When a University official is notified of a missing resident student, LMU's Department of Public Safety is notified of the report and promptly initiates an investigation. The investigation may include, without limitation, notification of the appropriate local law enforcement authorities. In addition, upon notification of the initiation of a missing resident student investigation by the Department of Public Safety, the Dean of Students Office will notify the individual(s) identified by the student as their University Emergency Contact(s) of the report and of the initiation of the investigation by the Department of Public Safety. In the event that the missing resident student is a minor (under the age of 18 years) and is not emancipated, the parent or legal guardian, if different than the designated University Emergency Contact, will also be notified.

Violence-Free Campus Policy

Introduction

Loyola Marymount University is committed to maintaining a safe and secure campus environment so that Students, faculty, staff and visitors are able to pursue their education, work and other activities in a safe, non-threatening environment.

Policy Statement

Violence, threats or implied threats of violence, and intimidation (including verbal, written, electronic or physical acts intended to frighten or coerce) impede the goal of providing a safe environment. All Students, faculty, staff and visitors are covered by this policy as well as any other policies contained in the LMU Community Standards booklet. This policy applies to conduct on campus but includes off-campus conduct which adversely affects the University.

The University has adopted procedures for responding to and addressing conduct that violates this policy and urges LMU community members to be alert to the possibility of violence on campus. As responsible members of the University community, Students, faculty, staff and visitors are encouraged to report violence, threats of violence or intimidation that they experience or witness on campus.

Reporting

LMU community members should report campus emergencies and issues of concern to the Department of Public Safety (DPS) at (310) 338-2894 or x222 (for internal University phones). In addition, the Department of Public Safety maintains an anonymous website for reporting suspicious behavior at lmu.edu/hottips and email address: hottips@lmu.edu.

Threat Assessment

Once information is received by the University concerning violence, threats of violence or intimidation to any member of the campus community, the University will conduct a threat assessment to determine if an immediate or imminent threat to the campus or any member of the campus community exists. All threat assessments are conducted by the Department of Public Safety pursuant to its threat assessment protocols. DPS may collaborate with other University entities to help determine the credibility and extent of the threat and whether any further notifications or referrals should be made. When appropriate, DPS may collaborate with local law enforcement entities upon the finding of possible criminal violations. DPS may also determine that no immediate threat exists and may refer student incidents to the Office of Judicial Affairs.

Non-Retaliation and False Claims

The University prohibits retaliation against any person who in good faith reports

violations of this policy or cooperates in an investigation. The University also prohibits the filing of knowingly false or misleading reports and providing knowingly false or misleading information in an investigation. Disciplinary or other action may result from either of these acts in violation of this policy.

Enforcement

The University may pursue disciplinary, civil or criminal action as appropriate against any person who violates this policy by engaging in such violence, threats of violence or intimidation.

Confidentiality

Confidentiality of complaints and parties will be preserved to the greatest extent possible, understanding that the University may have an obligation to take some action even if the complainant is reluctant to proceed.

Student Identification Policy

Students are required to carry a government-issued identification card and their LMU OneCard with them at all times. Their government-issued identification card and LMU OneCard shall be presented to LMU Public Safety officers and University officials upon request.

Guest Policy

Students are responsible and may be held accountable for the conduct of their Guests and consensual visitors. The University reserves the right to ban any non-LMU student from returning to the campus or attending any University event.

Additionally, Students are responsible for any activity of their consented visitors which occurs in their University residence whether or not they are present at the time of the subject activity.

University Policy On Confidentiality Of Education Records

The Family Educational Rights and Privacy Act of 1974, as amended (“FERPA”), is a Federal law which governs student privacy and confidentiality of student education records. Loyola Marymount University (“LMU”) recognizes, abides by and enforces the confidentiality of student records under FERPA.

Resource A: What Should You Do if You Are the Victim of Sexual Assault?

A. Go to a safe place as soon as you can

B. Preserve all physical evidence

1. Do not wash your face or hands, bathe, brush your teeth, drink or eat, douche, or change clothes. If you do change your clothes, put all clothing you were wearing at the time of the assault in individual paper bags (not plastic). It is important to preserve as much evidence as possible for investigation and processing of disciplinary and/or criminal charges.

C. Contact LMU Department of Public Safety - (310) 338-2893/222 (Emergency Line on campus)

1. LMU Public Safety can also be reached by activating the blue light boxes located throughout campus. Public Safety can assist you in reporting an assault that occurred off campus to the appropriate authorities.

D. Seek immediate or prompt medical treatment (typically within 72 hours)

It is important to seek immediate or prompt and necessary follow-up medical attention for several reasons:

1. To assess and treat any physical injuries you may have sustained.
2. To determine the risk of sexually transmitted diseases or pregnancy and take appropriate medical measures.
3. If you choose, you may have evidence collected and preserved to aid in the investigation and processing of disciplinary and/or criminal prosecution.

It is best for any physical evidence to be collected within the first 24 hours. (The quality and quantity of evidence collected later than this may be substantially diminished.)

E. Visit the Santa Monica Rape Treatment Center – (310) 319-4000

The Santa Monica Rape Treatment Center can provide general medical treatment and, if you choose, collection of evidence. A medical exam could include treatment of any physical problems; evaluation of risks; various lab tests for sexually transmitted diseases and pregnancy; appropriate treatment; identification and collection of physical evidence of the sexual assault.

A specially-trained nurse will perform the evidence collection exam. A sexual assault advocate or a support person of your choice may be present throughout the procedure.

The Santa Monica Rape Treatment Center hospital emergency department follows national standards for victim care, sexual assault exams, and evidence collection procedures. If the decision is made to conduct an evidence collection exam, the anonymous evidence may be held for six months or longer. This means you do not have

to decide immediately whether you want to press charges.

Santa Monica Rape Treatment Center also provides long term counseling support for victims of sexual assault and sexual violence as well as advocacy and accompaniment services.

F. Schedule non-emergency medical treatment – (310) 338-2881

Even if you choose not to go to the hospital or to seek immediate medical attention, it is still important to get medical attention to treat any physical problems and to conduct various lab tests for sexually transmitted diseases and pregnancy. To arrange non-emergency treatment, contact the Student Health Center via telephone or as a walk-in visit to their office in the Burns Recreation Center, between 8 a.m.-5 p.m. If you say that you have been a victim of sexual assault, you will be offered a general medical examination by a licensed health care provider. You will also be offered a referral to Student Psychological Services (SPS) for counseling and support.

G. Utilize counseling services - (310) 338-2868

SPS has mental health professionals available for students in crisis. During regular office hours you can call SPS or come to the office located in the Burns Recreational Center. Office hours are Monday, Tuesday, Thursday, and Friday 8:00 a.m. to 5:00 p.m. and on Wednesday from 8:00 a.m. to 7:00 p.m. A therapist will see you without an appointment if you have an emergency. After hours, please call Public Safety at (310) 338-2893.

Resource B: LMU and Community Sexual Assault and Misconduct Contact List

The following resources are available to students and other members of the LMU community for information and support concerning sexual assault and sexual misconduct:

LMU RESOURCES

Department of Public Safety

Foley Annex

(310) 338-2893

x222 EMERGENCY LINE

Student Psychological Services

Burns Recreation Center

(310) 338-2868

*Psychological support,
information, and resource referral*

Student Health Center

Burns Recreation Center

(310) 338-2881

Medical and information resource

Campus Ministry

Malone 210

(310) 338-2860

Pastoral Counseling

LMU Judicial Affairs

Malone 355

(310) 338-1821

*Information about the
University's judicial process*

LMU Sexual Misconduct Point Person

Dionne Simmons

Leavey Six 101

(310) 338-2963

*Information and Referral
regarding Sexual Misconduct*

LMU Title IX Coordinator

University Hall 1900

Sara Trivedi

(310) 568-6105

COMMUNITY RESOURCES

Santa Monica Rape Treatment Center

1250 16th Street

Santa Monica, CA

(310) 319-4000

Centinela Freeman Regional Medical Center

4850 Lincoln Blvd.

Marina del Rey, CA 90291

(310) 823-8911

Los Angeles Police Department

Pacific Community Police Station

12312 Culver Blvd.

Los Angeles, CA 90066

(310) 482-6334 (station phone)

9-1-1 (life-threatening emergencies)

(626) 793-3385 (LAPD Rape hotline)

Resource C: Loyola Marymount University

Resource Card 2012/2013

WHEN YOU WANT TO REPORT...

A COMPLAINT AGAINST A STUDENT

Francesca Piumetti, Judicial Affairs.....(310) 338-1821

A COMPLAINT AGAINST A STAFF MEMBER

Rebecca Chandler, Human Resources.....(310) 338-5118

A COMPLAINT AGAINST A FACULTY MEMBER

Joseph Hellige, Ph.D., Senior Vice President for Academic Affairs.....(310) 338-2733

A COMPLAINT OF DISCRIMINATORY HARASSMENT

Faculty and Staff should call

Sara Trivedi, Human Resources(310) 568-6105

Students should call

Marshall Saucedo, Student Affairs.....(310) 338-7748

A CRIME ON CAMPUS

Hampton Cantrell, Public Safety.....(310) 258-2893

A SEXUAL MISCONDUCT COMPLAINT AGAINST A STUDENT

Hampton Cantrell, Department of Public Safety.....(310) 258-2893

QUESTIONS RELATING TO...

STUDENT ISSUES

Bryan Ruiz, President, ASLMU.....(310) 338-2921

FACULTY ISSUES

John Parrish, Ph.D., President, Faculty Senate.....(310) 338-5810

STAFF ISSUES

Nick Mattos, President, Staff Senate.....(310) 338-2975

RELIGIOUS ISSUES

Robert Caro, S.J., Mission and Ministry(310) 338-2772

PUBLIC SAFETY ISSUES

Hampton Cantrell, Chief.....(310) 258-2893

ENVIRONMENTAL HEALTH AND SAFETY ISSUES

David French, Director(310) 338-1932

STUDENT HEALTH ISSUES

Katie Arce, FNP, MSN, MPH.....(310) 338-2881

Resource C: Loyola Marymount University Resource Card 2012/2013 Continued

QUESTIONS RELATING TO...

STUDENT PSYCHOLOGICAL ISSUES

Kristin Linden, Ph.D.(310) 338-2868

STUDENT HOUSING ISSUES

Nan Miller, Director(310) 338-2963

DISABLED STUDENT ISSUES

Priscilla Levine, M.S.W., L.C.S.W.(310) 338-4535

INTERCULTURAL ISSUES

Marshall Saucedo, Student Affairs.....(310) 338-7745

LGBT ISSUES

Anthony Garrison-Engbrecht, Student Affairs.....(310) 338-5307

INTERNATIONAL ISSUES

Denise Folga, Director, Office of International Students and Scholars.....(310) 338-2937

SOCIAL JUSTICE ISSUES

Jonathan Rothchild, Frank Sullivan Social Justice Committee.....(310) 338-1716

WOMEN ISSUES

Cathleen McGrath, Co-Chair, Committee on the Status of Women.....(310) 338-4585

Josie Ahlquist, Co-Chair, Committee on the Status of Women.....(310) 338-6249

OFF CAMPUS / COMMUTER STUDENT ISSUES

Jade Smith, Assistant Dean of Students(310) 568-5252

WHO TO CALL CONCERNING...

TO REPORT SUSPICIOUS ACTIVITIES ANONYMOUSLY..... www.lmu.edu/hottips

EMERGENCY ON CAMPUS..... 2-2-2 from campus phone
(310) 338-2893, x1

EMERGENCY UPDATES FOR THE PUBLIC(866) 568-2968

LAPD STATION.....(310) 482-6334

LAPD RAPE HOTLINE.....(626) 793-3385

**On the Web: [www.lmu.edu/assets/student+affairs+division/
Judicial+Affairs/Resource+C.pdf](http://www.lmu.edu/assets/student+affairs+division/Judicial+Affairs/Resource+C.pdf)**