Section 4: Discipline Policies and Procedures

I. Due Process
In order to protect the rights of the student and to guarantee procedural fairness in all disciplinary hearings, guidelines for the conduct of a disciplinary hearing have been established.

A. The fault for which a student is subject to sanctioning is a violation of University policy. It is evident that the University is not obligated to promulgate the civil law.

B. The accused student is informed of their right to have the alleged violation of University policy adjudicated by an appropriate hearing board or officer.

C. The accused student must be informed in writing for the reasons for the disciplinary action in sufficient detail and in ample time that they may have an opportunity to prepare a defense for the disciplinary hearing.

D. The accused student has the right to be assumed not responsible until proven responsible. The burden of proof must rest upon the member of the university community bringing the charge.

E. The accused student has the right not to have irrelevant past history discussed during the hearing. Only relevant information dealing with the incident should be introduced at the hearing.

F. The accused student must be given an opportunity to testify and to present information and witnesses. The student shall have the right to question any witness brought before the judicial hearing officer(s) or hearing board to offer evidence and will be given a copy of any written statement presented by witnesses who have been granted anonymity.

G. All matters upon which a decision might be based must be introduced into evidence during the proceedings. The decision should be based upon such evidence. Only relevant information dealing with the incident should be presented as evidence at the hearing.

H. In the absence of a transcript, there should be a tape recording or video of the hearing. The University has the responsibility of recording the hearing. No other recordings of the hearing will be allowed. The record of the hearing is the property of the University. If the student is found responsible of the violations(s), and wishes to listen or watch the tape or video recording prior to writing an appeal, the student and the student's advisor may listen or watch the recording in the Student Affairs Office. No copies of the recording will be released. This process assists in preserving the confidentiality of the disciplinary process. The record is to be preserved by the office of the Vice President for Student Affairs and Associate Provost until final disposition of the case.

I. The accused student in a hearing may have an advisor.
J. The accused student who is found responsible of the allegations either through their own admission or by decision of the disciplinary or appellate body has the right to establish the existence of mitigating circumstances through their own testimony and that of witnesses the student produces who are competent to testify to and have personal knowledge of the circumstances.

K. The accused student is informed, in writing, of their right to appeal the decision of any disciplinary body or hearing officer.

II. University Conduct Officer

A. The Conduct Officer’s role ensures the due process of students, groups, and/or student organizations, ensures that rights and responsibilities are upheld, and advises the hearing officer(s) and board(s).

B. The Conduct Officer will develop procedures for the administration of the conduct system and procedural rules for the conduct of hearing boards, consistent with provisions of the Code of Conduct and university policy.

C. The Conduct Officer shall monitor all judicial proceedings to ensure consistency with University policy.

D. The Conduct Officer shall work with all members of the university judicial system to review the policies and procedures.

E. The Conduct Officer shall coordinate any necessary assessment of the judicial system.

F. The Vice President for Student Affairs and Associate Provost, along with the Conduct Officer, shall make the determination as to which hearing board an alleged Code of Conduct policy violation will be sent.

III. Hearing Boards

The University has established three hearing boards that may convene and conduct judicial proceedings: administrative hearing, the Student Government Association (SGA) Court of Review of Review, or the University Board of Review.

A. Administrative Hearing

1. An Administrative Hearing is held between the accused student(s) and a hearing officer(s).

2. The hearing officer(s) may levy appropriate sanctions consistent with Code of Conduct and university policy and the offense under consideration.

3. Decisions are final and sanctions implemented pending the appeal process.

B. Student Government Association Court of Review
1. The SGA Court of Review may hear alleged *Code of Conduct* violations that involve infractions impacting the quality of student life.

2. The SGA Court of Review may hear all complaints of alleged policy violations from the beginning of the final student orientation session in fall through the last day of classes in the spring semester. The University Conduct Officer or other hearing officer shall conduct all hearings when the SGA Court of Review is not in session.

3. The SGA Court of Review may recommend appropriate sanctions consistent with the *Code of Conduct* and university policy and the offense under consideration. Recommendations are to be sent for approval to the Vice President for Student Affairs and Associate Provost.

4. Once approved, decisions are final and sanctions implemented after the appellate process concludes. All appeals of the SGA Court of Review decisions and/or sanctions will be heard by the University Board of Appeals.

5. The SGA Court of Review consists of nine (9) students including a Chief Justice.
   a. All members must submit an application and participate in an interview process that is jointly coordinated by the Student Government Association. All appointments are for one academic year without term limits.
   b. Interview team chooses students to be nominated to SGA Court of Review. SGA President nominates chosen students to the SGA Court of Review. SGA Senate approves nominated students to the SGA Court of Review.
   c. Students with at least one year of experience on the SGA Court of Review or University Board of Review can apply to be the SGA Court Chief Justice. Exceptions may occur, depending on the pool of SGA Justice Applicants. The Chief Justice schedules the court members, participates in training for court members, and works collaboratively with administrative staff in the Department of Residential Life and University Conduct Officer.

6. Hearings on alleged policy violations shall be conducted by a panel of at least five persons, including the Chief Justice.

7. The SGA Court of Review is advised by the advised by the University Conduct Officer or designee.

8. The SGA Court of Review shall make suggested modifications to both policy and sanctions to the appropriate jurisdiction.

C. University Board of Review
1. The Board of Review may hear alleged *Code of Conduct* violations that involve infractions impacting the quality of university life.

2. The Board of Review may hear complaints of alleged policy violations from the beginning of the orientation session in the fall through the last day of classes in the spring semester. When necessary, the Board of Review will be called into special session.

3. The Board of Review is able to recommend any appropriate sanction consistent with the *Code of Conduct* and university policy and the offense under consideration. Recommendations are to be sent for approval to the Vice President for Student Affairs and Associate Provost.

4. Once approved, decisions are final and sanctions implemented after the appellate process concludes. All appeals of Board of Review decisions and/or sanctions will be heard by the University Board of Appeals.

5. The University Board of Review shall have the following membership:
   a. The Student Government Association will appoint eight students, one male and one female resident (from different residence halls) and six students from the student body at large.
   b. The University Senate will appoint eight faculty members.
   c. The Vice President for Student Affairs and Associate Provost will appoint eight members of administration.

6. All members serve two-year terms.

7. The Vice President for Student Affairs and Associate Provost are not eligible for membership.

8. Hearings on alleged policy violations shall be conducted by a panel of at least five persons, including the chair.
   a. The Board of Review panel must have representatives present from all three constituencies, with a maximum number of three students, administrators, or faculty members present for the hearing.
   b. In cases involving sexual misconduct allegations, the Board of Review panel will include a maximum of three administrators, and three faculty members present for a hearing.

9. The Board of Review is advised by the University Conduct Officer or designee.

10. The board is encouraged to submit suggested modifications to policy to the appropriate jurisdiction.

**IV. Code of Ethics**
A. All boards must be fair and impartial. Each delegate must cultivate a sensibility, which will result in an unbiased outcome of the proceedings. In order to facilitate this standard, the following guidelines have been established.

B. Board members and administrative officers are committed to ensuring that the intent and meaning of the Code will be carried out on all occasions.

C. The name, status, and alleged offense of any student must not be discussed with anyone other than appropriate institutional personnel. Except as required by law, the content of any judicial body deliberations or the vote on any case must not be disclosed. However, the University reserves the right to comment upon disciplinary matters if disclosed by the principal(s) in a hearing. A general listing of offenses may be made public, so long as the privacy rights of individual students are protected.

D. The board as a whole body must consider each case. No substitution of a board member is possible once a hearing has started. Also, if a member is absent, they may not participate further in the deliberations of the board.

E. If a member is biased according to the definition in the Code of Conduct, they must disqualify themselves before the commencement of the hearing. The board member’s right to this privilege is absolute and may not be questioned.

F. No member may serve on more than a single disciplinary board at any given time, thereby ensuring that there is no conflict of interest.

V. Criteria for Selection of Board Members

A. All appointments of students to the University-level disciplinary boards are subject to the conditions specified in the code of ethics and general operating procedures that govern disciplinary boards.

B. Student board members are to have sufficient available time to responsibly perform as a student representative.

C. Maturity.

D. Board members are not to be prejudiced either for or against persons or University policy.

E. Board members are to be fair-minded.

F. Board members will be familiar with the University and its procedures.

G. Students appointed to the University disciplinary boards may not be found responsible in a judicial proceeding in the nine months prior to appointment.

VI. General Operating Procedures of Disciplinary and Appellate Boards

A. Each board is to select a chair from within its own membership (with voting authority) and any other officers deemed necessary for the operation of the board.
B. No member of a hearing or appellate board who has previously participated in a particular case shall sit in judgment on that case.

C. No one may serve as a member of more than one hearing board at a given time.

D. Charges based on alleged Code violations may be brought against any student by any member of the Loyola community.

E. All decisions of a hearing or appellate board are submitted to the Vice President for Student Affairs and Associate Provost in the form of a written recommendation.

F. Written summary records will be made of every disciplinary or appellate hearing and will be sent to the Vice President for Student Affairs and Associate Provost. The University Board of Review and SGA Court of Review must provide the Vice President for Student Affairs and Associate Provost with a DVD video or digital audio recording of the hearing which will be maintained until the final disposition of the case.

G. All meetings of hearing and appellate boards are confidential and closed to the general public. Dates and times of disciplinary hearings are not made public. Hearing and appellate board panel members are not made public. A written record of those serving on a disciplinary hearing or appellate board review will be placed in the student’s disciplinary file upon completion of the hearing and/or review.

H. All appellate cases are conducted as a review, not as a new hearing.

I. A quorum for the Board of Review will be five members and the Board of Appeals will be four members.

J. All decisions of hearing and appellate boards are based upon the majority vote of the members present, with all constituencies represented. All board members must vote yes or no on all motions.

VII. Procedures for Original Hearings

A. Prior to the Hearing
   1. The student will be notified, in writing, about the alleged Code of Conduct violation and which hearing board they will go before. The written notification shall include the type, date, time, and location of the hearing.
   2. The student shall be afforded a Due Process meeting with the University Conduct Officer.

B. Hearing
   1. At the beginning of a hearing, all participants shall introduce themselves. The chair reviews the role of the advisor if applicable, explains of the reasoning for the tape or video recording, and reviews the procedures to be followed. No witnesses are to be present at this time.
   2. The hearing officer reads the incident report(s).
   3. The student charged with the offense will be asked to enter a plea. The plea choices are:
4. If the plea is responsible, the student can establish and identify circumstances that are mitigating. In the eventuality the student pleads not responsible and is found responsible, an opportunity will be given to establish mitigating circumstances prior to the decision on sanction. Mitigating circumstances are unusual circumstances that may be considered an extenuating factor for warranting the reduction of the degree of responsibility.

5. The accused student and complainant student (if present) will have the opportunity to make an opening statement not to exceed 10 minutes in length.

6. The following information is provided to serve as a guide to the hearing officer and/or hearing board conducting the hearing:
   a. The student(s) with alleged violation(s) may be questioned before and/or after witness testimony.
   b. Witnesses will be asked for their testimony individually. A witness who is the victim has the right to be present throughout the hearing, but not during the deliberation of the hearing officer or board of review. Please see Victim’s Rights for a complete description.

7. Following witness statements, hearing participants will be allowed to question statements, seek clarifications, and engage in conversation directed toward establishing the facts and motives operating in the incident under examination.

8. The entire testimony of the hearing, including witness statements and discussion among hearing participants will not exceed 60 minutes unless the hearing officer deems an extension is necessary.

9. Following the conversation, principal participants will make closing statements not to exceed five minutes each.

10. The hearing will be recessed and the hearing officer and/or hearing board will consider the information presented in the hearing and decide on the responsibility of the student. Deliberations are not recorded.

11. The hearing will be reconvened. The board or hearing officer will announce the decision on responsibility.

12. The hearing concludes and students/advisors are dismissed so that the board or hearing officer may formulate recommended sanctions. No recording of deliberations shall occur.

13. In cases where there are mitigating circumstances, the hearing officer and/or hearing board will take the circumstances into consideration during sanctioning.

14. The announcement of recommended sanction can, but need not, occur at the conclusion of an administrative hearing or at
the conclusion of a board hearing. In both cases the student will be informed in writing of the outcome of the hearing and, if responsible, the sanction(s) imposed.

15. The student is to be informed within approximately three working days of the outcome of the hearing and the sanction(s) imposed.

16. When the Vice President for Student Affairs and Associate Provost serves as hearing officer, the Vice President will have the option of announcing the sanction prior to the conclusion of the hearing. If so, the hearing will conclude following the sanction statement.

VIII. Notification of Outcome of Hearing

A. Normally within three working days, the student charged will be informed in writing and by email of the decision of the hearing and the sanction administered if responsibility is established.

B. In all student and student organization cases, the appropriate university officials will be notified of the outcome of the hearing.

C. It is to be clearly understood that this is confidential information and is not to be shared with anyone other than the principals except in the case of suspension where appropriate University officials and/or parents are also notified.

IX. Disciplinary Advisor

A. An advisor must be a current full-time faculty, staff, or religious university community member.
   1. Parent(s) may be present in a hearing but may not participate as an advisor, speak, ask questions, or otherwise disrupt the hearing procedure.
   2. Attorneys, alumni, and/or those who have no official affiliation with the University cannot serve as advisors.
   3. Current faculty or staff cannot act as advisors to their own sons/daughters.

B. The advisor’s role in the hearing is to personally advise the student. The advisor cannot speak for the student, ask any questions, and/or make presentations or comments.

C. Attorneys are not allowed to be present during the disciplinary hearing.

D. Should the advisor violate the role as outlined in the Code of Conduct and/or behave in a manner that disrupts the hearing process, the advisor will immediately be removed from the hearing.

E. Removing an advisor who violates the role of the advisor will not be considered grounds for an appeal.

X. Responsibilities of Hearing Participants
A. A student appearing at a disciplinary hearing have the responsibility to present truthful information.

B. A student is required to appear as a witness at a formal disciplinary hearing if their presence is requested. A witness is not required to submit a written statement. Should a witness be unable to attend a hearing, the witness in lieu of personal testimony may submit a written statement.

C. If a student fails to attend a scheduled hearing, the hearing may proceed in the absence of the student. Such an absence will not be considered grounds for an appeal, unless the student provides a reasonable and compelling excuse.

XI. Victim/Complainant Rights

A. The complainant has the right to be present throughout the hearing, but not during the deliberation of the hearing officer or hearing board.

B. The complainant has the right to present testimony at the hearing and request that witness(es) attend the hearing.

C. The complainant has the right to have an advisor present at the hearing.

D. The complainant has the right not to have irrelevant past history discussed during the hearing. Only relevant information dealing with the incident should be introduced at the hearing.

E. In accordance with the Student-Right-to-Know and Campus Security Act, the University may choose to inform the complainant of the outcome of the hearing based on one or both reasons:
   1. If a violation by its nature involves risk of physical force against the person or destruction of property of another in the course of committing the offense.
   2. That possible threatened or attempted aggression may be used against the victim or property prior to the hearing or after it has been held.

F. In accordance with FERPA and the Clery Act, the complainant in a sexual misconduct incident has an absolute right to be informed of the outcome and sanctions of the hearing, in writing, without condition or limitation.

G. The university may release information to the complainant, but complainants are cautioned that FERPA does not permit them to re-release this information to others.

H. The complainant may not share this information with any other person without the signed, written consent of the student found in violation of the sexual aggression policy.

I. In cases of Sexual Misconduct, the complainant has the right to appeal the final approved decision of any of the University’s hearing boards or hearing officers.

XII. Procedures Pertaining to Anonymity
A. Due process article five provides for the granting of anonymity to
testies when it is necessary. The following procedures have been implemente
t to enact this provision.

B. Anonymity will be granted:
   1. When there is reasonable cause to believe that the safety of the
      witness is in jeopardy
   2. The witness would be subject to intense harassment

C. Upon request of the witness, the designee of the Vice President for
   Student Affairs and Associate Provost will thoroughly investigate the
   incident and make a recommendation on the granting of anonymity,
   subject to the concurrence and approval of the hearing board chair,
   hearing officer, or University Conduct Officer.

D. Any statements of an anonymous witness will be given to the accused
   student at the time such statements are introduced into evidence at
   the hearing.

E. The accused student may then challenge the statement and present
   questions to be answered by the anonymous person in a manner to be
determined by the hearing authority.

XIII. Administrative Separation Directive

A. The Administrative Separation Directive shall prohibit named
students from contacting, emailing, telephoning, or otherwise
disturbing each other. In situations where the Vice President for
Student Affairs and Associate Provost or their designee has reason to
believe that an alleged violation of harassment, or a physical and/or
sexual nature may have occurred on campus an Administrative
Separation Directive can be given to one/all parties involved. The
Administrative Separation Directive will not prohibit students named
from attending classes or any other campus activity (even though
students named may be enrolled in the same class(es). Normally, the
duration of the directive will be noted on the administrative action.
Should the situation result in University disciplinary action, the
administrative action will continue concurrently.

B. An Administrative Separation Directive from the Student Affairs Office
may not be considered without the student first filing a written
complaint with University Police. This is an administrative action
only and is directed toward behavior occurring only on Loyola
University Main and/or Broadway campuses.

C. The Administrative Separation Directive will not be construed as a
finding of responsibility on the part of any student. It may require
moving the student(s) named to another residence hall or removing
the student(s) from the residence hall environment.

D. Violation of the term or conditions of the on-campus Administrative
Separation Directive may subject the student to disciplinary action
without regard to the outcome of the case that led to the issuance of
the administrative action.

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E. A student seeking a Protective and/or Restraining Order from the city or state can receive assistance in the process by contacting University Police.

XIV. Judicial Appeals

A. Jurisdiction of the Board of Appeals
   1. The University Board of Appeals is authorized to receive all appeals of disciplinary decisions from the University Board of Review, the SGA Judicial Board or hearing officers.
   2. The Board of Appeals shall have the following membership:
      a. The Student Government Association will appoint four students.
      b. The University Senate will appoint four faculty members.
      c. The vice president for student affairs and associate provost will appoint four members.
   3. Disciplinary appeals shall be conducted by a panel of at least four members, including the chair (who is chosen by the membership) and a maximum of six members. The Board of Appeals panel must have representatives present from all three constituencies. In cases involving sexual misconduct, the Board of Appeals panel will include faculty and staff representatives.
   4. Members serving on the Board of Appeals will hold a two-year term of office.
   5. Members will not serve consecutive terms on the Board of Appeals.

B. Appeals Process
   1. A student or organization found responsible for violating the Code of Conduct may appeal the final, approved decision of any of the University's hearing boards, or hearing officers.
   2. A statement citing the basis for appeal, as well as supporting statements for the basis, must be submitted in writing to the Office of the Vice President for Student Affairs and Associate Provost within five working days following notification of the outcome of the original hearing.
   3. The review of the appeal will normally occur within seven working days of a student filing an appeal. An extension of the preparation period or the date of the appellate review may be granted, upon request, by the Vice President for Student Affairs and Associate Provost.
   4. An appeal must be based upon one of the reasons provided under Section 4: Discipline Policies and Procedures, XIV, C., Basis of Appeal of the Code of Conduct.
   5. While the appeals process is being conducted, the student who
appealed should attend classes and participate in co-curricular activities.

6. Once the appellate process has been completed, whether through an appellate decision or the expiration of time to file an appeal, the outcome is final and all sanctions go immediately into effect.

C. Basis of Appeal

An appeal must be based upon one or more of the following reasons:

1. **Bias:** Bias is a predisposition toward an issue or person which makes it impossible for the board member or hearing officer to remain neutral. It is incumbent upon the person alleging bias to demonstrate concretely both predisposition and the inability of the board member or hearing officer to remain neutral in the conduct of the hearing or the determination of its outcome.

2. **New Evidence:** New evidence is information or material which was not known at the time of the original hearing. The student is expected to demonstrate that such evidence was not known. Evidence which was known and which the student chose not to present does not constitute a sound basis of appeal. In those cases where new evidence becomes known after the period of filing for an appeal has expired, and reasonable grounds for an appeal seem substantial, access to the appellate process may be granted by the Vice President for Student Affairs and Associate Provost.

3. **Disregard for Rights:** A student’s rights in the disciplinary process are defined under **Section 2: Student Rights and Freedoms**, and **Section 4: Discipline Policies and Procedures, I. Due Process** of the Code of Conduct.

4. **Inappropriateness of the Sanction:** A sanction is inappropriate if it exceeds the maximum stated penalty. Although severity of the sanction, in and of itself, does not constitute a sound basis of appeal, a sanction is inappropriate if it does not reflect a proper alignment between the nature of the offense, the student’s previous disciplinary record, other factors which should be considered, and the sanction administered. Because these multiple factors are incorporated in each individual disciplinary decision, previous decisions do not establish precedent in University disciplinary hearings. In those cases where the appellate board believes the original hearing board or officer made a substantial misjudgment of the severity of the incident or the student’s record and, in turn, the sanction administered, the appellate board may make its own recommendations.
D. Procedures of the Appellate Review

1. The written statement of appeal submitted by the student will be forwarded to the Board of Appeals, or other appellate body, for a preliminary review. Upon completing the preliminary review, the Board of Appeals, or other university official with appellate jurisdiction, is required to take one of the following courses of action:
   a. The appellate board may refuse to consider the case for appeal when less than a majority of the entire board believes the appeal is justifiable and of merit. The student will be notified in writing by the advisor of the Board of Appeals of the board’s decision. The appeals process is now completed. No further appeal is accepted.
   b. The appellate board may accept the appeal for a full review. An appellate hearing will be granted when at least a majority of the entire membership of the body decides that there is sufficient likelihood that one of the reasons upon which an appeal can be based can be proven.

2. Upon completion of the full review, the board must elect one of the following courses of action:
   a. Sustain the decision of the hearing board or hearing officer.
   b. Refer the case back to the original hearing board or hearing officer for a rehearing when they believe sufficient new information exists to warrant that the case be reconsidered in light of this information, or when an individual board member acted with bias.
   c. Make their own recommendations when the board believes that the original board as a whole or an administrative hearing officer acted with bias or there was a prejudicial disregard of the student’s rights as defined in the Student Rights, Freedoms, and Responsibilities document or the Code of Conduct. Inappropriate sanctions which exceed the maximum stated sanction are procedural concerns and as such should be returned to the original hearing board or officer for remedy. The appellate board is empowered to make recommendations in those cases where they believe the sanction is inappropriate, either by being too harsh or too lenient. Once formulated, the recommendations of the appellate board are returned to the original board or hearing officer for reconsideration. If the appellate board’s
recommendations are accepted, the appeal will be considered complete. If the original board or hearing officer does not wish to accept the appellate board’s recommendations, both the original sanction and the appellate recommendations are forwarded to the Vice President for Student Affairs and Associate Provost for final determination when the sanction is less than suspension or dismissal and to the President for determination when the sanction is suspension or dismissal. If the original hearing officer is the Vice President for Student Affairs and Associate Provost and the Vice President does not wish to accept the recommendation of the appellate board, then in cases where the original sanction is less than suspension or dismissal, the original sanction imposed by the Vice President will stand. In cases where the original sanction imposed is suspension or dismissal and the Vice President for Student Affairs and Associate Provost does not accept the recommendation of the appellate board, then both the original decision and the recommendation of the appellate board are forwarded to the President for final determination.

3. In cases where decisions of the Vice President for Student Affairs and Associate Provost’s designee are being appealed, the Vice President for Student Affairs and Associate Provost will advise the appellate board.

4. The advisor shall sit in on all Board of Appeals proceedings to enable the proper procedures to be administered and assure compliance with guidelines set forth in the Code of Conduct. The advisor is a non-voting member of the Board of Appeals.
   - Recommendations of the Board of Appeals where the imposed sanction will be suspension or dismissal are forwarded to the President for final review and disposition.

XV. Sanctions for Violations of the Code of Conduct

For violation of the Code of Conduct, a student or organization may receive one or more of the sanctions below in accordance with the stated policy and the student’s or organization’s past record of behavior.

A. Conduct Reprimand

Written warning to the student or organization indicating they have violated Code of Conduct policies. It further warns that if a student or organization is found in further violation of the Code of Conduct, within a specified period of time, there may be grounds for more severe disciplinary action.
B. Disciplinary Probation
Temporary suspension of a student or organizations good standing in the University for stated period of time as set forth in the judicial sanction letter. If a student or organization is found responsible for violating the terms of disciplinary probation during the period set up by the preceding judicial body, there may be grounds for more severe disciplinary action, including immediate suspension. At the end of the probationary period, the student or organization will be returned to good standing providing that all the terms of the probation has been successfully completed. The student or organization remains enrolled/chartered in the University but under the stated conditions of the probationary status, as outlined in the letter of disciplinary probation. A loss of privileges may occur. A letter may be written to the parents, guardians, advisors, or national office of the student/organization explaining the terms of the probationary period.

C. Disciplinary Suspension
Disciplinary Suspension establishes a fixed period of time during which the student or organization may not participate in any academic or other activity of the University.

In cases of individual student discipline, this means that the student is physically separated from the University and must leave the campus and remain off campus during the period of suspension, unless they return for official business related to applying for readmission. Parents or guardians of a dependent student are informed of the disciplinary suspension of a student. A student that is suspended during a semester will forfeit all tuition, fees, housing, and food services monies. A grade of W will be entered into the student's academic transcript for all courses enrolled in during that semester. At the end of the suspension period, the person may be returned to good standing in the university and may apply for readmission. Academic credit received at another University during the specified period of the suspension is not transferable to Loyola University. The office of the Vice President for Student Affairs and Associate Provost must clear all students for admission who have been suspended from the University for disciplinary reasons. Disciplinary suspension is entered on the student’s student personal (non-academic) file for a period of five years from the date of the imposition of the sanction.

In cases of organizational discipline, disciplinary suspension is equivalent to student organization charter suspension. This means that an organization has no legal basis for operating on campus or at off-campus university-sponsored events, for recruiting members, or
for promoting the organization, its identity, or its activities. Suspension of charter for a period of time under stated conditions means that organizations must adhere to sanction requirements or face delay of reinstatement or permanent charter revocation for repeated non-adherence to sanction conditions. Additional conditions may be imposed requiring the organization to perform or refrain from certain actions.

D. Disciplinary Dismissal
Disciplinary Dismissal establishes a permanent termination of student or organizational status.

In cases of individual student discipline, parents or guardians are informed of all actions of dismissal, and the fact that a student has been dismissed becomes a permanent part of the student’s personal, (non-academic) file. A student that is dismissed during a semester will forfeit all tuition, fees, housing, and food services monies. A grade of W will be entered into the student’s academic transcript for all courses enrolled in during that semester.

In cases of organizational discipline, disciplinary dismissal is equivalent to the permanent termination of the organizations charter. This means that an organization has no legal basis for operating on campus or at off-campus university-sponsored events, for recruiting members, or for promoting the organization, its identity, or its activities. Termination of charter is a permanent disciplinary sanction.

E. Residence Hall Suspension
Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

F. Residence Hall Dismissal
Permanent separation of the student from the residence hall both as a resident or visitor.

G. Fines and Other Fees
1. Alcohol and/or Illegal Drugs: Violation of the Alcohol and/or Illegal Drug policies will result in fines up to and including $500.
2. Drug Testing Kit: Items found on-campus that are suspected of being illegal drugs will be subject to a chemical test at the Loyola University Police Department. If the items test positive for illegal drugs, and the involved student is found responsible for violating the Illegal Drug policy, the student will be fined
for the cost of the test. If more than one student is found responsible for violating the Illegal Drug policy in the same situation, the Conduct Officer, hearing officer, or hearing board will decide what student(s) will be fined.

3. **Procedural:** If a student does not complete the sanction(s) given by a hearing officer or board by a stated date, a reminder notice will be sent to the student. The notice will remind the student of all sanctions and dates by which to comply. Failure to complete any of these sanctions after receipt of the reminder notice will result in a procedural fine of no less than $50 per sanction assessed to the student. The student may also be restricted from registering or receiving transcripts until all sanctions are completed.

4. **Restitution:** Compensation for damage to or misappropriation of property. Compensation for a grievance caused to members of the University community may take the form of reimbursement or any appropriate positive action which the disciplinary body or administrative hearing officer shall deem germane to the violation.

5. **Tulane Emergency Medical Service (TEMS) Transport Fee:** If a TEMS staff member determines that a student is under the influence of drugs or alcohol must go to the hospital for an evaluation and/or treatment, the student must accept the transport. For this service, the student’s account will billed $200 as a reimbursement to Loyola University New Orleans.

**H. Other Penalties**

Discipline boards and administrative hearing officers are not limited to the sanctions listed, but may impose sanctions of a less severe nature which bear a reasonable relation to the fault for which the sanction is imposed. Other sanctions may include but are not limited to attendance at substance abuse counseling, testing and group education, research papers, community service, required activities, fines, restriction or loss of privileges, counseling evaluations, and work assignments.