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## Student Code of Conduct

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### IV. STUDENT RESPONSIBILITIES

The Office of Student Affairs via the Department of Student Conduct addresses violation(s) that occur on-campus, off-campus, and online. The following are examples of misconduct prohibited by this Code; they are not intended to define misconduct in exhaustive or exclusive terms and should be construed broadly according to the fair import of their terms. The following action(s) or any action(s) that violate the principles of the preamble to this document violate University standards of conduct and will result in conduct action and, in appropriate cases, referral to University or other law enforcement personnel, and/or other University officials, for investigation. Violation of any of the standards of conduct may, depending on the facts of the case or conduct history, result in sanction(s) including suspension or dismissal for the student, student organization, or group.

Anyone wishing to report a policy violation(s) may utilize the [Incident Reporting Form](#) or submit a report in person or over the phone to Student Affairs/Student Conduct (504-865-3428), Residential Life (504-865-2445), or University Police (504-865-3434).

#### 1. Abusive Conduct

Abusive conduct includes any actions with the intent to harass, annoy, intimidate, or otherwise unreasonably interfere with another person. This policy is not intended to prohibit constitutionally protected activity. The following behaviors are examples of abusive conduct when engaged with the requisite intent: following another person in a common or public space; repeated communication during inconvenient hours or after the other person objects to further communication; and otherwise engaging in a course of conduct that serves no legitimate purpose. This includes, but is not limited to, conduct in person or delivery by direct or indirect means via notes, phone calls, and/or use of social media or other electronic media.

#### 2. Alcohol

The Loyola University New Orleans alcohol policy adheres to the laws of the State of Louisiana and Federal law regarding the purchase, sale and consumption of alcohol and in accordance with the following specific regulations that have been established by the University.

The University permits the lawful keeping and consumption, in moderation, of alcoholic beverages on its property by residents and their guests who are 21 years of age or older, in the privacy of their residence hall living unit with the door

closed and in an atmosphere which does not foster excessive consumption or create significant noise or other disturbances.

The following conduct is prohibited:

- A. Possession (including constructive possession) and/or consumption of alcoholic beverages by underage persons
- B. Public intoxication (regardless of age)
- C. Distributing, selling, or furnishing of alcoholic beverages without a license or to underage persons
- D. Possession of open containers of alcoholic beverages in public areas. Public areas are all areas other than individual living spaces. Rooms with open doors, rooms with closed doors to which public attention is attracted by excessive noise, hallways, lounges, restrooms, and outdoor areas are considered public areas.
- E. Possession or use of common source containers of alcoholic beverages (e.g., kegs and other large-volume containers)
- F. Alcohol abuse regardless of age, such as the use or possession of rapid consumption devices or drinking games including, but not limited to, keg stand, beer pong, funnels, or similar games and devices.

### **3. Complicity**

To encourage a relationship between personal behavior and the quality of campus life, all community members have an affirmative duty to take reasonable action to prevent, stop, or report violations of the Code. The University prohibits:

- A. Encouraging or permitting others to engage in misconduct, including allowing misconduct to occur in one's assigned residence hall room, suite, or apartment
- B. Failing to confront, prevent, or report misconduct to a University official, which may include intervention, contacting University Police, or submitting an [Incident Reporting Form](#)
- C. Failing to remove oneself from a situation in which misconduct is occurring

To promote community responsibility and bystander intervention, reporting students may be protected by Amnesty, as outlined in the Code.

### **4. Computer and Internet Use**

Students must adhere to the [DMCA Compliance Policy and Notification Agent](#), [Wireless Lan Policy](#), and [Responsible Use Policy](#) as published by [The Office of Information Technology](#). Users shall understand that personal information, including pictures, videos, and comments, posted on the Internet via social media is public information. For more information regarding the University's expectations regarding social media use, refer to the Social Media policy in the student responsibilities section of this Code.

A student is responsible for his/her actions and behaviors while accessing the Loyola University New Orleans Internet technology network. A student may be subject to investigation and sanction(s) if alleged policy violations are brought to the attention of the University that describe or document University policy violations on-campus or at an off-campus University-sponsored function.

Users shall follow appropriate standards of civility to communicate with others. Such behavior involves identifying oneself when sending personal messages and refraining from any harassing, discriminatory, obscene, fraudulent, defamatory, threatening, or coercive comments or activity.

A student may not have access or use the University's administrative computer system except in the performance of their assigned duties as a student employee.

Users shall abide by all [copyright laws](#). Unauthorized attempts to browse, access, solicit, copy, use, modify, or delete electronic documents or programs belonging to other people, whether at the University or elsewhere, will be considered a serious violation of this policy.

The University will cooperate with efforts to control illegal downloads. The use of file-sharing (peer-to-peer/P2P) programs to trade or distribute copyrighted music, movies, or games, over the internet is illegal and is a violation of both [Federal law](#) and University policy.

The unauthorized access or use of University computer systems is a violation of University policy and a serious breach of law. Civil penalties might arise as a result of the improper use of computer resources. The State of Louisiana has enacted a number of laws construing inappropriate or unauthorized use of computers as criminal behavior. A student may also face University discipline that may include suspension. For more information see [LA R.S. § 14:73.4 \(2021\)](#).

Destruction, modification, use, copying, or accessing data or programs stored in or with a computer without authorization may result in up to five years of imprisonment, a \$10,000 fine, or both. For more information see [LA R.S. § 14:73.3 \(2021\)](#).

#### **5. Conviction of Violation of Federal, State, or Local Laws**

The University expects that a student will comply with all federal, state, and local laws.

#### **6. Decorations**

A student or student organization is responsible for and will be charged for any decorations that stain, alter, or otherwise damage on-campus property. This includes on-campus rooms, walls, walkways, hallways, residential hall rooms, etc. Damages include, but not limited to nail holes, hooks, decals, tape marks, and stickers.

A student or student organization will be charged if disturbing or moving attached or permanently fixed furniture, decorations, foliage, etc. A student that resides in the residence halls is prohibited from decorating windows that face outside the building. Student residents will be subject to a conduct hearing if found in violation with inappropriate objects or decorations in the window. A student that resides in the residential halls is required to return his or her room to its original condition by the end of the contract period.

#### **7. Disruptive Conduct**

Disruptive conduct includes any behavior that disrupts or interferes with the orderly functioning of the University or the performance of duties by University personnel and/or any behavior that unreasonably disturbs the peace and/or comfort of a person or persons.

#### **8. Drugs and Controlled Substances**

The Loyola University New Orleans drug policy adheres to the federal, state, and municipal laws regarding the consumption, distribution, possession, sale, or intent to sale of illegal drugs and/or other controlled substances. The use of illegal drugs and controlled substances is a violation of federal, state, and municipal laws and the Code. Loyola University cannot and will not protect students from prosecution under federal, state, and municipal laws.

The University reserves the right to periodically conduct unannounced canine drug searches in on-campus spaces, including residence hall rooms, to identify the presence of illicit drugs in order to encourage a drug-free living environment.

The following rules shall be enforced with respect to student conduct regardless of the status of violation in any courts:

- A. Possession of drug paraphernalia as commonly defined (vapes, pipes, bong, etc.) is prohibited. Drug paraphernalia as it applies in this section means any equipment, product, or material of any kind that is used in propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance.
- B. The distribution or merchandising of illegal drugs and/or controlled substances is prohibited and will result in dismissal and/or arrest.
- C. All illegal drugs, controlled substances and/or drug paraphernalia will be confiscated by the proper authorities.

- D. The illegal possession or consumption of drugs and/or controlled substances (including, but not limited to consumable hemp or “THC” products), prescription medication, possession of paraphernalia, or misconduct resulting from such, will result in disciplinary action up to and including dismissal.

#### **9. Elevator Misuse**

Tampering with elevator equipment is strictly prohibited, as it can pose a serious safety threat to all students of the University community. Should a student or guest of the University community drop keys or other personal items down the elevator shaft, it is advised that they wait until the elevator is serviced. The student may be required to pay a fee charged by the elevator repair company for retrieving personal items.

#### **10. Failure to Comply with Administrative Instructions**

A student of the Loyola community is expected to comply with reasonable oral and written instructions of University Officials (e.g., Administrators, Residential Life professional and paraprofessional staff, etc.) and Emergency Personnel (e.g., Police Officers, Emergency Medical Service, etc.) in the performance of their duties, including providing identification and clear and factual information concerning the situation.

#### **11. False Information**

A student is prohibited from furnishing false information to the University. This includes, but is not limited to:

- A. Making, using, or possessing any falsified document or record;
- B. Knowingly making a false Report of an emergency, crime, or code violation, or providing false information in connection with a University investigation or proceeding;
- C. Altering or forging any University document or record, including identification, meal or access cards, and parking permits; or
- D. Other intentional misrepresentation to, or deception of, a University official.

If a student falsifies a record and it is discovered between the time of application for admission and the beginning of classes, it will be considered cause for cancellation of registration. If such a falsification is discovered after the student has begun classes, it will be considered cause for dismissal.

#### **12. Fire Safety**

Engaging in conduct that violates University fire and safety policies is prohibited. Prohibited conduct includes, but is not limited to:

- A. Intentionally or recklessly causing a fire;
- B. Intentionally or recklessly activating a smoke detector, heat detector, or sprinkler system;
- C. Tampering with fire equipment;
- D. Intentionally or recklessly failing to evacuate in a timely manner during a fire alarm;
- E. Knowingly filing a false report or alarm of a fire, explosion, or another emergency;
- F. Blocking or obstructing paths of ingress/egress, such as lobbies, stair landings, and hallways, in such a way that emergency evacuation of a building is impeded.

#### **13. Fireworks & Combustibles**

Loyola University prohibits the possession of and/or use of fireworks or combustible materials; simulated or otherwise. University policy prohibits:

- A. The sale, possession, or use of fireworks; the manufacture, possession, or control of any explosive compound or mixture with a detonator or initiator or both, or any fake explosive.
- B. Initiating or causing to be initiated a fire, explosion, or other emergency initiating or causing to be initiated any false report or warning of fire, explosion, or other emergency. Improper use of safety, emergency or firefighting equipment, or any other violation of Loyola’s fire safety procedures.

[Louisiana law](#) prohibits the use, sale, and possession of certain fireworks. The above prohibitions also apply to possession and storage of these items in a motor vehicle parked on Loyola's campus. Violation of the above policy and state law will subject the offender to University discipline up to and including dismissal from the University and/or prosecution under the state's criminal statutes depending on the nature and seriousness of the offense.

#### **14. Guests**

It is expected that guests of students of the Loyola community will at all times conduct themselves in accordance with the policies and standards of the University. A student will be accountable for the conduct of his or her guest(s) and may be subject to disciplinary action as the responsible party for violations of University policy incurred by their guests. Students are responsible for any activity that occurs in their residence hall rooms whether or not they are present at the time. This policy will apply to individual students, student groups, and recognized student organizations.

#### **15. Hazing**

Hazing is abusive, degrading, psychologically damaging, and may be life-threatening. It is unacceptable in all forms and has no place in the Loyola University New Orleans. Student groups, organizations, and athletic teams are important contributors to a vibrant and positive campus life and are expected to act in accordance with the Student Code of Conduct and to treat others with respect. Hazing by individuals and student organizations is prohibited in any form both on campus and off campus.

Definitions:

##### **1. Hazing**

Any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that:

- a. Is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and
- b. Causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury. The following are non-exhaustive examples of conduct that causes or creates such a risk:
  - Whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
  - Causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
  - Causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
  - Causing, coercing, or otherwise inducing another person to perform sexual acts;
  - Any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
  - Any activity against another person that includes a criminal violation of applicable local, Louisiana State, Tribal, or Federal law; and
  - Any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, Louisiana State, Tribal, or Federal law.

This definition is compliant with Louisiana laws ([LA R.S. § 17:1801](#), [LA R.S. § 14:40.8](#), [LA R.S. § 14:502](#)). Under Louisiana State Law, a person may be charged with hazing if, during another person's initiation into or affiliation with any organization, they intentionally or recklessly engage in conduct that creates a substantial risk of and/or causes physical injury to another person. A criminal charge of hazing may result in a violation or misdemeanor.

##### **2. Student Organization**

An organization at an institution of higher education (such as a club, society, association, athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.

### **Reporting Incidents of Hazing**

Loyola University New Orleans encourages the reporting of incidents of hazing and takes every such report seriously. It will investigate all reports diligently and thoroughly in accordance with the Student Code of Conduct and/or other applicable policies and procedures. Individuals found responsible for committing, soliciting, encouraging, directing, aiding, or recklessly permitting hazing to occur will be subject to disciplinary sanction that could include suspension or dismissal.

Any person may report hazing in person, by mail, by telephone or by electronic mail, using the contact information listed for the Director of Student Conduct, or by utilizing the online reporting form.

[Link to Hazing Reporting Form](#)

### **Private and Confidential Reporting**

Loyola University New Orleans will respect the privacy of reporters but cannot guarantee confidentiality for hazing reports. The information you provide to a non-confidential resource will be relayed only as necessary to investigate and/or seek a resolution and/or to comply with other appropriate Loyola University New Orleans policies and procedures, and any federal, state and/or local laws, rules and regulations. Loyola University New Orleans will limit the disclosure as much as possible, even if the institution determines that the request for confidentiality cannot be honored.

Offices and officials who are confidential resources will not report to law enforcement or university officials without a complainant/reporting party's permission, except for extreme circumstances, such as a health and/or safety emergency. Loyola University New Orleans offices that are considered confidential are as follows:

- Licensed Professional Counselors in the **University Counseling Center** whose responsibilities include providing counseling to members of the campus community.
- Licensed Medical Professionals in the **Student Health Center** who are registered with Louisiana and whose official responsibilities include providing health services to members of the campus community.
- Pastoral Counselors who are ordained clergy (e.g., our **Jesuit-in-Residence**) and whose responsibilities include providing spiritual counseling to members of the campus community.

Louisiana Reporting Law - Pursuant to state law, any report of abuse or neglect of minors or persons with a disability, including disabilities or challenges caused by aging, will be reported to state authorities.

### **Hazing Investigation Process**

After a report is received, Loyola University New Orleans will quickly review the submission and determine the next appropriate actions. If a report is criminal in nature, the Loyola University Police Department and/or local law enforcement will be contacted. Loyola University New Orleans will also conduct its own investigation to prevent a recurrence of the alleged hazing and to determine if there are potential violations of the Student Code of Conduct and/or any other applicable processes depending upon the nature of the complaint.

### **Retaliation**

No person may intimidate, threaten, coerce or discriminate against any individual because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Hazing Policy and Procedure. Complaints alleging retaliation may be filed with Student Conduct and/or Human Resources. Any reports of retaliation involving an employee covered by a Collective Bargaining Agreement will be addressed through the appropriate processes.

**16. Identification Cards**

Students are expected to carry their official Loyola University ID Card while on University property and must present it to University authorities upon request. Loyola ID Cards are issued for the sole use of the individual student and are not transferable. Lending, sharing, duplicating, or otherwise permitting another person to use one's ID Card—including to access University facilities such as residence halls or the University Sports Complex—is strictly prohibited. Fraudulently obtaining, altering, misusing, or failing to present a University-issued ID Card will result in disciplinary action.

**17. Keys**

A student shall not, without proper authority, knowingly possess, make, or cause to be made any key to operate any lock or locking mechanism used or maintained by the University. All keys to University locks are to be reproduced only by the Physical Plant.

**18. Noise**

A student and/or student organization or group will keep noise at an acceptable level that does not disrupt on-campus residents or the learning environment around other buildings. The use of microphones, and other amplified noises in these areas must be approved by the Department of Residential Life and/or Student Life and Ministry, and will be considered only with a written proposal, submitted no less than 24 hours before the start of a registered and approved event. A student will comply with any and all reasonable requests made by University officials and students to lower their noise levels.

**19. Obstruction or Abuse of Conduct Process**

A student is expected to comply and participate fully in the conduct process of the University. Obstruction or abuse includes, but is not limited to:

- A. Failure to cooperate with the investigation, resolution, and procedures of the Code.
- B. Falsification, distortion, or misrepresentation of information before a hearing administrator or hearing board.
- C. Disruption or interference with the orderly conduct of a hearing proceeding.
- D. Any attempt to influence the impartiality of a hearing administrator or hearing board at any point in the conduct process.
- E. Any attempt to intimidate, harass, or abuse any party, witness, hearing administrator, or hearing board member at any point in the conduct process.
- F. Failure to complete assigned sanctions.

**20. Pets**

Pets and other animals are not permitted in any residence hall or other campus facility, with the exception of aquatic fish (that live underwater 24 hours per day) in a properly maintained 10-gallon aquarium. Only emotional support and certified service/guide animals approved by the Office for Accessible Education are permitted in the residence halls or other campus facilities.

**21. Physical Harm**

A student is prohibited from intentionally or recklessly engaging in conduct that causes physical injury or harm or is likely to cause harm to the health or safety of another person, except where the conduct is in self-defense. Self-defense means the minimal amount of effort needed to prevent a clear and imminent threat of physical harm to oneself. Degree of harm and intent of harm may indicate mitigating or exacerbating circumstances.

**22. Posting and Advertising**

Students and organizations are encouraged to promote their programs and initiatives. Posting and advertising on campus must be sponsored by a registered student organization, and must follow the Posting and Advertisement Policy outlined in the Student Organizational Handbook.

**23. Promotion of Non-Recognized Student Organizations**

A student is prohibited from affiliating and promoting non-recognized student organizations. A student is prohibited from

promoting the goals, purposes, identity, programs, or activities of non-recognized or suspended organizations or organizations whose charters have been revoked.

## **24. Property Damage**

The University prohibits vandalism and property damage, including:

- A. Removing, destroying, or damaging the property of others or University property;
- B. Taking any action that could inflict damage on University property;
- C. Intentionally or accidentally damaging, defacing, or destroying University facilities;
- D. Intentionally or accidentally damaging, defacing, or destroying the personal property of any University community member.

## **25. Retaliation**

The University prohibits retaliation, including retaliatory harassment, against anyone for inquiring about suspected breaches of University policy, registering a complaint pursuant to its policies, assisting another in making a complaint, or participating in an investigation under its policies. Retaliation is a serious violation that can subject the parties to strong responsive action, including sanctions, independent of the merits of the policy violation allegation. Retaliation is prohibited even if the University finds that no violation of the policy occurred. Retaliation is defined as an adverse action or adverse treatment against an individual involved in an investigation by an individual who knew of the individual's participation in the investigation. Anyone experiencing any conduct that he or she believes to be retaliatory (or retaliatory harassment) should immediately report it.

## **26. Social Media Use**

### **A. Introduction**

Loyola University New Orleans supports all our community members using social media via posting, blogging, or tweeting about their experiences. Loyola recognizes that social media are powerful platforms for communication that can provide great opportunities for social interactions and that can have a significant impact on organizational and professional reputations.

There is also the possibility of a plethora of unintended consequences when using social media. At Loyola, responsible individual behavior is a basic expectation. Usage of social media comes with responsibility. Therefore, the University encourages and expects students to use social media responsibly and act responsibly on social media, particularly, in adherence to this policy and to the Code.

### **B. Definition**

Social media are defined as media that allow users to create, share, or exchange information, interests, ideas, videos, photos, and other content such as personal or direct messages via social interaction on virtual communities and networks. Examples include, but are not limited to Instagram, Facebook, Twitter, Snapchat, TikTok, YouTube, iTunes U, and Second Life. Email and online forums can also be included in this definition.

### **C. Prohibited Misconduct on Social Media**

The following are examples of misconduct prohibited on social media. These examples are not intended to define misconduct in exhaustive or exclusive terms and should be construed broadly according to the fair import of their terms.

#### **i. Use of University Name, Logo, or Trademarks**

Students are prohibited from using any Loyola University New Orleans names, logos, trademarks, trade names, service marks or any other intellectual property or proprietary information (e.g., Loyola, LOYNO, etc.) in establishing or operating and managing any social media accounts or web addresses, except as permitted for any registered student organization or group.



Students and student organizations or groups are prohibited from using any Loyola University New Orleans names, logos, trademarks, trade names, service marks or any other intellectual property or proprietary information (e.g., Loyola, LOYNO, etc.) to promote a product, cause, political party, political candidate, or partisan political cause.

**ii. Violations of the Student Code of Conduct**

The Office of Student Affairs via the Department of Student Conduct addresses violation(s) that occur online, including on social media. Users shall understand that personal information, including pictures, videos, and comments, posted on the Internet via social media is public information. The University does not regularly monitor social media activity by students. However, receipt of a report indicating social media use, activity, or content that may violate this Code and/or any University policy, rule, or regulation will be reasonably investigated and adjudicated under this Code.

**27. Theft**

A student found to be appropriating University or private property for their own use or sale without the specific consent of the owner, or person legally responsible for it, will be subject to investigation from both University and civil authorities.

**28. Threat of Harm**

A student is prohibited from intentionally or recklessly engaging in physical, verbal or written conduct that creates a reasonable fear of infliction of physical pain or injury to another person or damage to property. This includes a single threat, or a course of conduct, regardless of whether such incidents are in person or conveyed through electronic means.

**29. Tobacco**

The use of any tobacco product in any form is prohibited on all Loyola University New Orleans facilities and property. Tobacco is defined to include any lighted or unlighted cigarettes (clove, bidis, kreteks), e-cigarettes, cigars, cigarillos, pipes, hookah products, any other smoking product; as well as any smokeless, spit or spit less, dissolvable, or inhaled tobacco products, including but not limited to dip, chew, snuff, or snus, in any form (orbs, sticks, strips, pellets, etc.). The sale of tobacco products or tobacco-related merchandise (including items that display tobacco company logos) is prohibited in and on all University-owned property and at all University-sponsored events, regardless of the vendor. The free distribution or sampling of tobacco products and associated products is prohibited on all University-owned and leased property and at University-sponsored events, regardless of venue. Tobacco industry and related company sponsorship of campus events, including athletic events and athletes, is prohibited.

**30. Unauthorized Recording**

Any unauthorized use of electronic or other devices to make an audio or video still frame or photographic record of any person without their prior knowledge or without their effective consent when the person or persons being recorded have a reasonable expectation of privacy and/or such recording is likely to cause injury or distress; this includes but is not limited to surreptitiously taking pictures of another person in a gym, locker room or restroom, or recording administrative meetings with University officials. If a recording is made that captures a violation(s) of student rules or law, the DSC may elect not to enforce this section of the rules against the student making the recording.

**31. Violation of University Rules**

Violation of any University policy, rule, or regulation published in hard copy or available electronically on the University website will be considered a violation of this policy. Such rules include, but are not limited to, Department of Residence Life Community Standards and Policies, Information Technology policies, Student Organization Handbook, and classroom expectations.

**32. Visitation**

**A. Applicable Definitions**

Residential Students are defined as full-time students living in one of the on-campus residential communities. Students will be provided a sticker that is placed under the photograph on their student ID, which is unique to

their building, at the start of each semester to indicate their status as a residential student. Non-Residential Guests are defined as any individual who is not residing on campus. This includes students residing in off-campus housing, family members, friends or acquaintances not associated with Loyola University New Orleans, or “friends of friends” who accompany another guest into the residence hall. Minors are defined as any person between the ages of 5-16 years. This includes children of students, family members, siblings, friends, and children of friends. Infants are defined as any person under the age of 5 years. Infants are not allowed to stay overnight at any time. Visitation Hours are specific hours in which guests, regardless of age, sex, or relation, are permitted to visit a residence hall room without the prior permission of roommates.

#### **B. Check-In**

- Residential Students entering their assigned residence hall are required to show their student ID with the correct building sticker to the Desk Assistant or assigned desk staff upon entering the building each time.
- Residential Students entering a residence hall in which they do not reside and Non-Residential Guests are required to be checked in by a host, a residential student assigned to that building, at the front desk. Both the host and guest will be required to leave a photo ID with the Desk Assistant or assigned desk staff upon entering the building each time and collect their IDs from the Desk Assistant or assigned desk staff upon exiting the building.
- Non-residential guests who cannot present a photo ID will not be permitted to check into the building at any time, with the exception of minors, who must obtain a visitor ID card at the front desk.
- Non-residential guests are expected to conduct themselves in accordance with the policies and standards of the University at all times. Identification cards will not be returned to any individual unless both the host and guest are present.

#### **C. Visitation Expectations and Responsibilities**

- Residential students will discuss and define visitation hours for their room within the first 7-weeks of the Fall semester. This information will be posted in the Roommate Agreements, which will be placed in each room and a copy will be filed with Residential Life.
- Entering first-year students will have Visitation Hours of 9:00am-12:00am, 7 days a week until they have completed and reviewed their Roommate Agreement with a Residential Life staff member.
- Entering upperclassmen will have 24-hour Visitation Hours until they have completed and reviewed their Roommate Agreement with a Residential Life staff member.
- Roommate Agreements may be amended at any time as deemed necessary by residents or staff. Amendments to established visitation hours should be completed with all room/suitemates and a Residential Life staff member. All changes must be documented in the Roommate Agreement.
- After a room swap or in the case of a new room/suite mate, the Roommate Agreement will be reevaluated to accommodate all current residents.
- Residential students are accountable for enforcement and reporting to a residential life staff member when visitation hours are violated. See below for more information on the reporting process.
- Regardless of the agreed upon visitation hours, individuals are required to maintain an atmosphere that is conducive to sleep and study and should be respectful of the rights and privacy of others at all times.
- Students violating Visitation Hours or the right of privacy of others will be subject to disciplinary action and possible loss of guest and visitation privileges.
- All minors and infants must be accompanied by an adult. Minors desiring to stay in the building overnight must be between the ages of 5-18 years; be the sibling of the residential student serving as their host; be able to prove their kinship; and have written permission from the Residential Life office 48 hours prior to the minor’s arrival.
- Residential students living in Francis Family, Buddig, and Cabra Halls may not host more than TWO guests, residential or non-residential, at any one time per resident. Residential students living in Biever Hall may not host more than ONE guest, residential or non-residential, at any one time per resident. Violation(s) of this must be reported by students and/or enforced by Residential Life staff.

- Hosts will be held responsible for the conduct of their guest(s) and may be subject to disciplinary action as the responsible party for violations of the University policies incurred by their guest(s).
- Non-residential guests should be escorted by their host at all times.
- A staff member or resident assistant may ask a guest, residential or non-residential, to leave at any time and guests are expected to comply with such requests.

#### **D. Extended Stay Visitation**

- Extended stay visitation is defined as any time a guest(s) is present in their host's room outside of or past the established visitation hours.
- Hosts must seek and receive permission - at least 24 hours prior to the guest's arrival - from their roommates.
- Hosts must obtain written/electronic permission from a Residential Life Professional Staff member - at least 24 hours prior to the guest's arrival – for any guest(s) staying more than one consecutive night.
- Guests, residential and non-residential, may not visit during extended stay hours more than three times in one week and not in two consecutive weeks. An extension of stay may be granted by the Community Director; questions, concerns, or violations of the extended-stay policy may be directed toward the student's Resident Assistant or Community Director.

#### **E. Intimate Relations**

- Intimate relations are defined as any acts of physical intimacy that are characterized by a sexual nature or sexual activity.
- Intimate relations and cohabitation are not endorsed by the University and may be considered a visitation policy violation. These relations may be subject to discipline or administrative action regardless of age, sex, gender, or class standing.
- If a roommate or other hall residents believes that this policy is being violated, s/he is encouraged to seek the assistance of a Resident Assistant or Residential Life staff member. In the event of a formal complaint, the student(s) will be questioned and could be sanctioned through the discipline process, moved to another room, or both.
- Ultimately, guest policies are meant to ensure the privacy of our students who share rooms, suites, and apartments with others. Each resident has a right to privacy and comfort that outweighs his/her roommate's guest privilege. If the presence of a visitor/guest is an inconvenience to a roommate, the visitor/guest should leave. No one should abuse this right by making unreasonable demands.
- Students violating the guest policy or the right of privacy of others will be subject to disciplinary action and possible loss of privileges.

#### **F. Addressing/Reporting Visitation Hour Violations**

- Students are expected to report a violation of visitation hours to a residential life staff member (their Resident Assistant, the Resident Assistant on Duty, or the Desk Assistant), at which point, documentation and enforcement will occur. Students in violation will enter the conduct process and may lose visitation privileges as a result of their hearing.
- Students should first attempt to discuss any conflicts or violations with their roommate as they arise
- If the issue persists, seek out the assistance of your Resident Assistant who can schedule a meeting with both individuals to attempt to address the concern.

SPECIAL NOTE: Due to the influx of visitors and in attempts to heighten security during such a busy time, all visitation privileges for on-campus residents are suspended during Mardi Gras, starting on the Friday before and ending the Wednesday after Fat Tuesday. Special visitation regulations apply during this period which greatly restricts the number of guests allowed in the residence halls.

### **33. Unauthorized Access**

Loyola University prohibits any access, entry, presence, or use of buildings, rooms, property, and/or accounts (electronic or otherwise) without permission.

### **34.     Weapons**

Loyola University prohibits the possession of and/or use of firearms or other dangerous weapons; simulated or otherwise. [Louisiana law](#) and University policy prohibit:

- A. The manufacture, ownership, possession or custody or use of any switchblade knife, spring knife, or other knife or similar instrument having a blade which may be automatically unfolded or extended from a handle by manipulation of a button, switch, latch, or similar contrivance.
- B. Carrying a dangerous weapon to include any gas, liquid, or other substance or instrumentality that, in the manner used, is calculated or likely to produce death or great bodily harm.
- C. The possession of firearms on-campus; simulated or otherwise.
- D. The above prohibitions also apply to possession and storage of these items in a motor vehicle parked on Loyola's campus. Violation of the above policy and state law will subject the offender to University discipline up to and including dismissal from the University and/or prosecution under the state's criminal statutes depending on the nature and seriousness of the offense.

Self-Defense Items: Students may possess pepper spray for self-defense only, which must be less than 2.5 ounces and must also display a clear warning label. The use of pepper spray for any purpose other than immediate self-defense is prohibited. Stun guns and tasers are prohibited.