



Student Code of Conduct

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Policy Owner: Division of Student Affairs

VII. STUDENT RIGHTS AND FREEDOMS

Loyola University New Orleans is a private, Jesuit, Catholic institution, committed to the educational and spiritual traditions of the Society of Jesus and the development of the whole person. Thus, all student events and activities should align with the mission and goals of the University. Accordingly, the University permits members of the University community to assemble and express views on campus subject to this policy, consistent with its mission and commitment to protecting campus community members and the environment in which that mission is experienced.

In keeping with the University's commitment to promoting free speech and expression, Loyola University New Orleans respects the right of all members of the academic community to explore, discuss, and express opinions, and debate issues publicly in a civil, orderly, and safe manner. These forms of expression—regardless of the content or viewpoints expressed—are permitted on campus so long as they are orderly, lawful, do not disrupt or interfere with the regular operations or authorized activities of the University, are consistent with the mission and goals of the University and comply with the requirements of this policy and all other policies within the Code, Faculty Handbook, and Human Resources Manual. Expression that is indecent, grossly obscene, or discriminatory on matters such as race, sex, color, national or ethnic origin, age, religion, disability, marital status, sexual orientation, genetic information, military status, gender or gender identity, or any other legally protected classification is inconsistent with the University's mission and will not be tolerated.

1. Freedom in the Classroom

The professor in the classroom and in a conference should encourage free discussion, inquiry, and expression in the subject of the course. Student performance is to be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

2. Freedom of Expression & Inquiry

- A. Students are free to take reasoned exception to the information or views offered in any course of study, and to reserve judgment about matters of opinion. However, they are responsible for learning the content of any course

of study for which they are enrolled and for abiding by the Code.

- B. Students and student organizations are free to examine and discuss all questions of interest to them and to express opinions publicly and privately. Freedom of speech and freedom of assembly are principles which Loyola has traditionally upheld and reaffirms. Implicit in these freedoms and with regard for the common purposes of the institution is the right to dissent and demonstrate in a peaceful and non-disruptive manner.
- i. The University community holds that those who enjoy these freedoms must also accept responsibility for order and discipline. While Loyola guarantees the right to peaceful and non-disruptive dissent to all the members of its academic community, it cannot and will not permit any actions or activities which are disruptive of its normal operations. Examples include obstructive picketing or obstructive occupation of space and any activity which substantially prevents normal movement of persons, creation of interruptive noise or conduct which interferes with a person's right to speak (including oral, written, or symbolic expressions imposed on an audience or a person), repeated interruption of or substantial interference with a person's normal expectations of quiet for formal campus pursuits (such as education and administrative activities, studying, eating, and sleeping).
 - ii. Immediate suspension of those specific activities judged to be disruptive may be ordered by the President, the Vice President of Student Affairs or their designated representatives whenever it is determined such preventive action is required in order to protect lives or property or to insure the maintenance of order. The order from a University official to cease all actions which are considered to be disruptive will take the form of a public statement to cease the disruptive activity and to disperse within a specified reasonable time as determined by the University official. If the individuals or groups participating in said demonstration cease their disruptive activity and disperse within the time specified, that fact will be taken into consideration in any disciplinary hearings that may follow the disruptive action.
 - iii. Any segment of the academic community is free to invite and hear any personality and idea presented in the University forum. Sponsorship of speakers does not imply approval or endorsement of the views expressed, either by the sponsoring group or by Loyola. Registered student organizations must seek approval a minimum of seven (7) working days prior to the event, activity or speaker from Student Life and Ministry; as a private Catholic University, based in the Ignatian tradition, all registered student events and activities should align with the mission and goals of Loyola University New Orleans. With that said, the Provost, General Counsel and Director of Government and Legal Affairs and/or the Vice President of Student Affairs, or their designee, shall have the authority to either cancel or reschedule a speaker in the event there are reasonable concerns regarding the safety of the University community, in the event a speaker will unreasonably impact the operations of the University, or if the event does not comply with the requirements of this policy and all other policies within the [Student Code of Conduct](#), [Faculty Handbook](#), and [Human Resources Manual](#).
 - iv. It is incumbent upon the academic community to ensure that the University forum is neither disregarded nor taken lightly since the forum reflects on every member of the academic community.

3. Guidelines for Political Campaign-Related Activities at Loyola

A. Introduction

Loyola University New Orleans is committed to the expression of diverse ideas and opinions and to the discussion and critique of each. Consistent with this commitment, Loyola encourages all students, faculty and staff to be politically active and to support the candidates and causes of their choice. In fact, the University encourages student groups, faculty and staff to invite speakers to campus to further the discussion of the diverse ideas that make our

country, state and city a great place to live. In accordance with Loyola University New Orleans policy, all registered Student Organizations must seek approval for all events, activities and speakers from Student Life and Ministry.

As a tax-exempt, charitable institution Loyola University is subject to the rules and regulations of the Internal Revenue Code that prohibits the University from 'participating in, or intervening in any political campaign on behalf of (or in opposition to) any candidate for public office.' This guide is provided to assist and inform all members of the Loyola community so that they can engage in rational debate without violating Loyola's tax-exempt status.

B. Guidelines for Campaign Related Activities

To ensure that Loyola University adheres to the prohibitions mentioned in the introduction to this policy, the following guidelines must be followed:

- All students, faculty and staff remain free to express their individual and collective political views, provided that they ensure that it is clear they do not speak on behalf of, or for, the University and that their participation in political activity in their individual capacity is separate and apart from their relationship with Loyola University New Orleans.
- Organizations created solely for the purpose of advocating for the election of a political candidate (i.e., Students for Candidate X) or ballot initiative may not receive funding from the University. However, Loyola University New Orleans does permit students and faculty to organize voluntary political clubs. These clubs are self-supporting and are permitted to exist insofar as they engage in lawful activities and comply with the requirements of this policy and all other policies within the Student Code of Conduct, Faculty Handbook, and Human Resources Manual.
- Recognized campus-based student organizations, that is to say those organizations that receive University funds, may participate in a political campaign on behalf of any candidate for public office as long as their campus-based activities comply with: University policies and procedures, including these guidelines; the student organization clearly identifies itself as a student organization that does not represent the official views of Loyola University New Orleans; and the registered Student Organization seeks approval for all events, activities and speakers from Student Life and Ministry.
- Loyola's name, or logo, is prohibited from appearing on any material that is used in support of a particular candidate, or partisan political cause.
- Should a candidate for any political office be invited to campus by the University or student group, in his/her capacity as a candidate, candidates from each political view for said office must be invited to appear on campus in a similar setting. However, an elected official may be invited to campus in a non-candidate capacity without any requirement to invite other elected officials, so long as that elected official does not make reference to his/her candidacy and speaks only in his/her non-candidate capacity.
- Should a candidate appear on campus, a reasonable effort must be made to ensure the event takes the form of an educational/informational speech, or question and answer session, or similar communication in an academic setting and not a political rally.
- It must be made clear by the host of the event during the introduction of the candidate, and in any and all publicity of said event, that the candidate's appearance does not represent an endorsement of the candidate by Loyola University New Orleans, and that he/she was invited by the organization not by the University. The following paragraph can be used as a template for the required disclaimer: *"This event is sponsored by _____. The use of Loyola University New Orleans' facilities for this event does not constitute an endorsement by the University. Loyola University New Orleans does not endorse any candidate, or organization, in connection with this or any other political campaign or election."*
- Any expenses associated with an event that are typically not covered by Loyola University New Orleans, must be billed to the sponsoring organization so that there is no appearance of sponsorship by the University.
- Absolutely no fundraising for the candidate, party, or partisan political cause, shall take place at any event on campus. This prohibition extends to the posting, or transmission, of campaign related materials over the Internet.

- At no time shall Loyola University New Orleans use funds, supplies, email lists, directories, copiers, computers, telephones, fax machines, offices, return addresses or other equipment on behalf of, or against, any candidate for public office, political party, or political action committee.

Please note that whether an organization, or individual, is causing Loyola University New Orleans to participate or intervene, directly or indirectly, in any political campaign on behalf of or in opposition to any candidate for public office depends upon all the facts and circumstances of each case.

C. Use of University Facilities

University facilities (meeting rooms, lecture halls etc.) in general may not be used on behalf of, or against, any candidate for public office, political party, or political action committee. If a Loyola University New Orleans facility is regularly made available to non-University groups, however, such facilities may be made available for political campaign activities if:

- The facility is provided on the same terms and conditions governing the use for purposes other than political activities,
- The facility is made available on an equal basis to other candidates, and
- Prior approval is granted from the Office of Government and Legal Affairs in the Office of the President.

D. On-Campus Appearances by Candidates

Candidates for public office or their designees are welcome to appear on campus for non- campaign related activities, such as an educational or informational talk to the University community. Such appearances must be sponsored by a University department or officially recognized campus organization and satisfy the following criteria:

- The individual(s) is/are chosen to speak for reasons other than candidacy for public office.
- The individual speaks in a non-candidate capacity.
- The event or organization maintains a nonpartisan atmosphere.
- No specific organized campaigning activity occurs in connection with the event. The campus event involving a candidate should not be dictated by, or put under the control of, a candidate, his or her representatives, or any outside organization.
 - Any such event must be open first to the entire University community (without preference based on political affiliation) and then, if space permits, to the general public (again, without preference based on political affiliation).
- Any additional criteria appropriate for the particular event as determined by the University.
- Student organizations must initiate requests for an appearance of a candidate for public office in a non-candidate capacity through the Department of Student Life and Ministry a minimum of three business days prior to the event.

In addition, three options exist for campaign-related appearances of candidates and their surrogates. In all three cases, fundraising is strictly prohibited and approval must be obtained from the Office of Government and Legal Affairs; approval is also needed by the Department of Student Life and Ministry if a registered student organization is making the request.

i. Candidate Debates

All candidates duly registered for the ballot must be invited and given a reasonable opportunity to agree to participate, and the event must be managed in such a way as to not favor or endorse any particular candidate. Arrangements and formats for such debates must be reviewed and approved by the Office of Government and Legal Affairs; approval is also needed by the Department of Student Life and Ministry if a registered student organization is making the request.

ii. Events for Individual Candidates

All candidates for office or their surrogates may be invited once during a primary season and once again during the main election season. If a candidate running for one of these offices speaks at Loyola University New Orleans, other candidates for the same office must be given the opportunity to speak in a comparable venue and similar timeframe.

iii. Non-sponsored events

Campaigns are welcome to rent meeting rooms and event spaces and, as such, are subject to the same rules, regulations, and fees for all external users as set by the Department of Student Life and Ministry. Advertising and publicity material should state that the event is not sponsored by Loyola University New Orleans and all campaign-related activities must be contained within the rented venue or facility.

Approved appearances by candidates or their surrogates sponsored by University departments or campus groups may take advantage of campus promotional outlets provided the communications are designed to promote and support the event, but not the candidate.

E. Conclusion

To ensure that Loyola University New Orleans is in compliance with the rules and regulations of the IRS and FEC, please ensure that all public appearances by candidates for political office be coordinated with the Office of Government and Legal Affairs and the Department of Student Life and Ministry, if invited by a student organization, and the Provost's office, if invited by a faculty member.

The law in this area can evolve over time. Thus, should you have any questions, please do not hesitate to contact, Director of Government and Legal Affairs, Sharonda Williams at shwillia@loyno.edu.

F. For More Information

Please go [here](#) for a comprehensive review of the relevant IRS guidelines regarding the limits imposed upon non-profit higher education institutions with respect to political activities.