

Threats and Spies

ANNUAL SECURITY AND FIRE SAFETY REPORT

LOYOLA UNIVERSITY NEW ORLEANS

2024



LOYNO
ALERT

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Message from the Chief of Police

Dear Loyola University New Orleans Community,

It is my privilege to present the 2024 Annual Security and Fire Safety Report. This report reflects our continued commitment to transparency, safety, and the well-being of every member of the Loyola family.

As your Chief of Police, I take pride in leading a department that not only provides around-the-clock law enforcement and emergency response but also prioritizes prevention, education, and strong community partnerships. Safety at Loyola is a shared responsibility. When our officers, staff, faculty, and students work together, we build a safer and more welcoming campus.

This year's report includes updated policies, crime statistics, and resources available for support. It also incorporates important updates to our Title IX & Sexual Misconduct Policy, our drug and alcohol policies, and hazing prevention education.

Our department remains committed to engaging with you through community programs, educational outreach, and personal safety resources such as the Loyno Alert App. We are adapting to meet new challenges while maintaining our Jesuit values of care for the whole person.

I encourage you to review this report, remain informed, and take an active role in supporting a safe and healthy Loyola environment. If you have any concerns, please don't hesitate to reach out. We are here to help.

Sincerely,

Daniel Spangler
Chief of Police
Loyola University New Orleans



ABOUT LOYOLA UNIVERSITY AND SAFETY



Campus Description

Loyola University New Orleans, a private Jesuit Catholic institution, is located at 6363 St. Charles Avenue in New Orleans, Louisiana. The 24-acre campus is situated in the charming and historically safe Uptown area. With an enrollment of approximately 4,000 students, a dedicated faculty and staff of over 1,000 members, and numerous daily visitors, Loyola University continues to thrive as a vibrant academic community.

The main campus includes three residence halls, a student center that features a dining facility and bookstore, the Department of Student Life and Ministry, administrative buildings, a gym and fitness center, a theater, a library, two chapels, numerous classrooms, and several other facilities. The campus is bordered by Freret Street to the north, St. Charles Avenue to the south, Calhoun Street to the east, and Tulane University to the west.

A short distance from the main campus, at the intersection of St. Charles Avenue and Broadway Street, lies a 4-acre campus that houses Loyola's law school, two additional residence halls, and an administrative building.

Campus Access

You can access the main campus by vehicle through entrances on St. Charles Avenue, Freret Street, and Calhoun Street. Access to the Broadway Campus, however, is available via Broadway or Pine Streets.

Please note that access to residence halls is strictly limited to residents, their approved guests, and designated members of the university community. Residents use keys or card access readers to enter. It's important to emphasize that residents should never prop doors open or allow unfamiliar individuals into the buildings. To ensure safety, Loyola University Police Department (LUPD) officers conduct regular patrols of the residence halls, and Residential Life staff diligently enforce security protocols, collaborating with residents to foster a community that respects both individual and collective rights and responsibilities.

For administrative and academic buildings, all university departments share the responsibility of maintaining the security and proper upkeep of their assigned campus facilities, which includes managing access. During regular business hours and class times (typically 8:00 a.m. to 9:00 p.m., Monday through Friday), most academic buildings are freely accessible for routine activities and scheduled events.

However, outside of regular hours, including evenings after 9:00 p.m., weekends, and holidays, access to academic buildings is restricted and controlled via key or card access.

Maintenance of Campus Facilities

Facilities and landscaping are maintained with a strong emphasis on safety, ensuring that potential hazards are minimized. During routine patrols, LUPD officers keep an eye out for problems such as non-functioning lights or other physical conditions that may be unsafe. Any concerns are promptly reported to the Loyola Facilities Department for resolution using the Facility Services Job Request Form: <https://operations.loyno.edu/physical-plant/job-request-form>.

Monitoring Off-Campus Locations of Recognized Student Organizations

The university does not monitor or document criminal activities involving students at off-campus locations affiliated with officially recognized student organizations, including those with off-campus housing facilities. It's important to note that Loyola University New Orleans does not have any student organizations with off-campus facilities. Additionally, we are not aware of any law enforcement agencies conducting such monitoring or recording of these activities.



ABOUT LUPD



Loyola University Police Department – New Orleans

LUPD is dedicated to enhancing the intellectual, social, spiritual, physical, and recreational dimensions of students' lives, all while ensuring a safe and secure environment. Loyola University's crime prevention and security initiatives are designed to foster personal growth, guiding students to become responsible individuals in alignment with the values and heritage of Loyola University as a Jesuit, Catholic institution. LUPD strives to build mutual trust and encourages all community members to actively participate in reducing opportunities for criminal activities.

LUPD is responsible for providing law enforcement and public safety services to both the main campus and the Broadway campus in New Orleans. The primary LUPD office is located in Stallings Hall on the main campus, and there is also a substation in Founders Hall serving the Broadway campus.

LUPD operates under the direction of a Chief of Police. The department falls under the Student Affairs Division of the university and is staffed by 20 full-time sworn police officers. These uniformed officers conduct patrols throughout the campuses using various methods and respond to service calls as needed.

In accordance with Louisiana Revised Statutes 17:1805, LUPD officers are responsible for "maintaining general order and exercising police power" within Loyola University's campuses. They are officially commissioned as university police officers by the Louisiana Department of Public Safety and Corrections, adhere to all established standards, and are regulated by the Louisiana Peace Officer Standards and Training Council (POST).

As commissioned university police officers, LUPD personnel have the authority to carry concealed weapons and make arrests within their jurisdiction, which includes all streets, roads, and public spaces within or adjacent to campus boundaries. In the course of their duties or while in pursuit, they retain full arrest powers. Additionally, with authorization from the university's Chief of Police, LUPD officers may exercise their duties off-campus in specific situations such as intelligence gathering, investigations, prisoner transport, security escorts, and dignitary protection.

As of January 1, 2016, all full-time university police officers must complete sexual assault awareness training, as mandated by the Council on Peace Officer Standards and Training, in accordance with R.S. 40:2405.8.

Periodically, LUPD hires non-sworn public safety officers who are authorized to check identification to verify legitimate access to campus, lock/unlock buildings, make patrols, conduct safety escorts, and issue parking citations.

LUPD has an agreement with Campus Protector to operate a full-time communication center that manages incoming calls and dispatches service requests to patrol officers. Alarms are monitored by an external service, which notifies the dispatch center of any triggered alarms, allowing public safety personnel to respond promptly.

All LUPD team members are highly trained professionals with extensive experience and an unwavering commitment to supporting the university's mission and ensuring the safety of the community.

LUPD maintains strong partnerships with the New Orleans Police Department (NOPD) and Tulane University Police Department (TUPD). Serious on-campus crimes are promptly reported to NOPD, with relevant information shared to assist in investigations. Command officers from LUPD regularly meet with the NOPD Second District Commander and their team during weekly MAX meetings, as well as engage with TUPD and other local security entities to discuss crime trends and prevention strategies in the surrounding area.

LUPD officers, along with TUPD and NOPD, maintain ongoing communication when responding to incidents in and around the campus. LUPD investigators collaborate closely with their counterparts in these departments for joint investigations, resource allocation, crime report sharing, and the exchange of vital information. In addition to these partnerships, LUPD collaborates with various local, state, and federal law enforcement agencies. Well-established agreements allow for mutual support between LUPD and NOPD when needed.



CLERY ACT REQUIREMENTS



Jeanne Clery Disclosure of Campus Policy and Campus Crime Statistics Act

The Clery Act requires all higher education institutions participating in Title IV federal student financial aid programs to disclose campus crime statistics and provide security-related information to both students and the public. Additionally, the amendments introduced by the Violence Against Women Act (VAWA) impose further responsibilities on institutions. These include reporting statistics, policies, and programs related to dating violence, domestic violence, sexual assault, stalking, and other key updates to improve campus safety.

Specific requirements for post-secondary institutions include:

- **Crime Statistics Reporting:** Institutions must provide crime statistics for the campus, as well as public areas directly bordering or intersecting with the campus, and specific non-campus facilities, such as remote classrooms. These statistics are compiled from various sources, including campus police, local law enforcement agencies, and other university personnel involved in student and campus affairs. This information is accessible via the "Annual Security Report," which contains three years of crime statistics. You can view it online at: <https://publicsafety.loyno.edu/police-department/clery-act-information/annual-securityfire-reports>.

Hard copies of the Annual Security Report are available from the Loyola University Police Department (LUPD) or the Office of Legal Affairs. Individuals seeking employment can request a copy from Human Resources, while prospective students can obtain one from the Office of Admissions.

- **Timely Warning Notifications:** Institutions must issue "timely warnings" for crimes occurring on campus or within the patrol jurisdiction of campus police that pose an ongoing or persistent threat to the community. These warnings will be distributed through the university's email system as soon as the information becomes available, including crucial details to prevent similar incidents and empower community members to take necessary precautions.

- **Crime and Fire Log:** The institution is required to maintain a public crime log that details all incidents reported to campus police. The combined crime and fire log is available for review in person at the Loyola University Police Department or online at <https://publicsafety.loyno.edu/police-department/clery-act-information/annual-securityfire-reports>.

LUPD does not currently have a formal process in place for tracking or documenting criminal activity by students at off-campus locations associated with officially recognized student organizations.



REPORTING & RESPONSE



Report a Crime

Each member of the Loyola University community, along with their guests, is responsible for promptly contacting LUPD at (504) 865-3434 to report any criminal activity or suspicious incidents occurring on campus. University Police Officers play a critical role in maintaining campus security through regular foot and vehicle patrols. They respond swiftly to service requests using radio communication systems to ensure timely assistance. Every reported incident undergoes a thorough investigation, and when necessary, we collaborate with external law enforcement agencies to resolve specific cases.

We strongly encourage all students, faculty, staff, and members of the Loyola University community to promptly and accurately report any crimes or public safety-related incidents to LUPD. Our department operates 24/7, 365 days a year, to receive both emergency and nonemergency calls. You can reach us by dialing (504) 865-3434, by using one of the blue light emergency phones located across the main campus, or by using the Loyno Alert app. When calling, please stay on the line to provide essential information, allowing us to dispatch an officer quickly. While officers are always available, please note that the Parking and ID Services office in Stallings Hall is typically locked after 4:00 PM on weekdays and during weekends and holidays, but there is a telephone in the Stallings lobby that connects directly to a police dispatcher when picked up.

Even if victims choose not to pursue action through the University's disciplinary process or the criminal justice system, we strongly urge them to file a report. These reports are vital for enabling the University to take appropriate measures to protect the well-being of the victims and the campus community. Additionally, reporting helps the University maintain accurate records of incidents involving community members, identify emerging crime patterns, and issue timely warnings about potential risks. These reports are documented and included in the Annual Security Report to ensure transparency and accountability.

Confidential Reporting Procedures

The University is committed to safeguarding the confidentiality of victims. Only those with a legitimate need to know, such as individuals involved in investigating the crime, providing support to the victim, or handling disciplinary actions against the perpetrator, will have access to the victim's identity.

While we strongly encourage the reporting of all crimes, we understand that some victims, especially in cases of sexual assault, may choose not to pursue action through the University or the criminal justice system. In such instances, victims may still consider filing a confidential report. A confidential report allows the University to respect your privacy while taking necessary steps to ensure your safety and the safety of others.

Under the University's Title IX & Sexual Misconduct Policy, any university employee (including students in paraprofessional roles, such as Resident Assistants) who becomes aware of alleged misconduct, such as dating violence, domestic violence, sexual assault, or stalking, is required to report this information, including the parties' status, if known, to the Title IX Coordinator.

Professional counselors, medical professionals, and pastoral counselors/clergy are exceptions to these reporting obligations. They are recognized as confidential, non-reporting professionals when acting in their roles as counselors, ministers, or medical professionals. Loyola University encourages its pastoral and professional counselors to, when appropriate, advise individuals to voluntarily and confidentially report crimes for inclusion in the annual crime statistics report.

Disclosure of Outcome of Crime of Violence or Non-forcible Sex Offense

Upon receiving a written request, the university will provide the alleged victim of a crime of violence (as defined in Section 16 of Title 18, United States Code) or a non-forcible sex offense with a report stating whether the accused student was found responsible for violating university policy in connection with the reported incident. In accordance with FERPA, the university may also disclose the sanction imposed, but is not required to do so. If the alleged victim has passed away because of the crime or offense, the victim's next of kin will be treated as the alleged victim for this provision. For cases involving dating violence, domestic violence, sexual assault, or stalking, the Violence Against Women Act requires that both the complainant and the respondent be simultaneously informed, in writing, of the outcome of the disciplinary proceeding, any sanction(s) imposed, and any appeal rights, without the need for a written request.

It's important to note that this provision does not apply to cases of dating violence, domestic violence, sexual assault, or stalking. Under the Violence Against Women Act (VAWA), both parties are informed in writing of the outcome, sanctions, and appeal rights.



EMERGENCY PREPAREDNESS & PROGRAMS



Emergency Management and Response

Loyola University New Orleans has established an Emergency Management Plan to aid in the preparation, response, and mitigation of potential losses during emergencies that affect the university community.

The purpose of the Emergency Management Plan is to outline policies, protocols, and an organizational framework for addressing emergencies that could significantly disrupt the operations of the entire university or specific areas of campus. This plan details the responsibilities and roles of departments, units, and personnel during emergency scenarios. The fundamental procedures are designed with the primary goal of safeguarding lives and assets through the effective use of both university and community resources.

Since emergencies can occur suddenly and without warning, the procedures are intentionally flexible, allowing them to adapt to various types and scales of contingencies.

Additionally, the Emergency Management Plan addresses distinct categories of emergencies, providing specific guidelines for the stabilization and recovery phases that follow each incident. These guidelines are presented in a concise format for those assigned to manage university resources during crises.

Security Awareness and Crime Prevention Programs

Loyola University New Orleans places a strong emphasis on security awareness and crime prevention, offering a variety of programs dedicated to this purpose. The university actively maintains a Threat Assessment Team (TAT), which functions as an advisory committee aimed at preventing violence on campus and ensuring a safe environment for the Loyola community. Empowered by the President and the President's Cabinet, the TAT evaluates and responds to reports of potentially violent behavior from students, employees, visitors, and unaffiliated individuals before any critical incidents occur.

The primary objectives of the TAT are:

- Ensuring a safe and secure environment.
- Educating the community on threat assessment principles, what constitutes a reasonable threat to safety, and how to effectively report potential threats.
- Establishing accessible communication channels for reporting concerns.
- Implementing early intervention strategies to prevent violence and maintain a safe learning and working environment.

LUPD Crime Prevention Programs: LUPD is proactive in advancing crime prevention education through programming, printed materials, and direct engagement with the community. LUPD also actively participates in orientation presentations for new students and employees.

- **ReportIt:** LUPD promotes ReportIt, a free third-party system available to the Loyola community. Community members can document and photograph their belongings, providing a valuable resource for reporting stolen items to second-hand dealers and insurance claims after theft or disasters.
- **Bike Index:** LUPD offers bicycle registration through Bike Index, a national database. This free service allows community members to register and upload photos of their bicycles, aiding recovery if a bike is stolen. Registered users receive an educational email on proper locking techniques.
- **Collaborative Safety Programs:** LUPD works closely with university organizations to conduct programs on topics such as sexual assault prevention, personal safety, property protection, fire safety, hazing, and alcohol/drug education.
- **Shuttle Service:** LUPD operates a shuttle service for the campus community on weekdays from 7:00 AM to 11:00 PM. The shuttle does not run during the summer, on holidays, or on weekends. However, from 6:00 PM to 11:00 PM, the shuttle provides transportation to nearby stores and pharmacies.
- **Vehicle Inspections:** At the end of each semester, LUPD offers vehicle inspections and basic maintenance for commuter students, including tire checks, fluid level inspections, and general vehicle assessments.
- **Monthly Crime Prevention Message:** LUPD circulates a safety message once a month by way of university email. The topics can be a wide range; however, they are typically associated with current events (i.e., Mardi Gras safety, heat-related injuries, academic stress, etc.).
- **Social Media:** LUPD maintains a social media page through Facebook (Loyola University Police Department). Each day, a random safety tip is published as a way of educating the community.
- **Loyno Alert App:** LUPD maintains a smartphone application that allows community members to activate a panic button, which notifies officers as well as the police dispatchers. Eight tiles on the screen allow users to: call LUPD, call the on-demand shuttle driver, call the counseling center, live tracking of the shuttle, see an area map of important university offices, submit anonymous tips, participate in a digital safety escort, or see university resources.

Loyola Student Affairs Division Prevention Programs: The Division of Student Affairs provides additional prevention programs:

- **Student Leader Training:** Clinical staff from the University Counseling Center (UCC) provide training to student leaders on recognizing signs of distress, having open conversations, and guiding students to appropriate resources.
- **Risk Reduction and Resource Sharing Floor Meetings:** Presented to all on-campus residents, these meetings address substance use risk reduction, university policies, and available on-campus and off-campus resources.
- **Title IX Information Sessions:** The Title IX Coordinator conducts sessions for Greek Life, residence halls, club sports, athletics, student government associations, and other student organizations. All freshmen participate in “Consent 101” training, which covers topics like coercion and the role of alcohol and drugs in sexual assaults.
- **VectorSolutions Courses:** These courses provide training on diversity, inclusion, alcohol and drug abuse prevention, and sexual assault prevention. All incoming students complete these modules, which are designed to prepare them for safe and responsible college life. For non-traditional adult learners, VectorSolutions offers specialized modules that recognize their unique roles and responsibilities on campus.
- **Hazing:** Student Conduct instructs organizations on the aspects and consequences of hazing.

University Counseling Center (UCC) Programs:

- **Triage and Case Management System:** This system provides same-day or next-day care.
- **Law School Counseling Clinic:** A specialized clinic for law students to enhance accessibility.
- **24/7 On-Call Counselor Service:** Available to all students.
- **Consent 101 Presentations:** UCC conducted 31 “Consent 101” presentations for 590 first-year students, receiving positive feedback.
- **Sexual Assault Prevention Training:** Updated presentations on sexual assault prevention and response, including SGA training for student leaders.
- **Peer-Led Dialogues:** Nine sessions were held on healthy relationships and university consent policies for first-year students.
- **Anxiety Management Groups:** UCC offers three group modalities: Everyday Mindfulness, Anxiety Management, and Transitions Social Anxiety groups.
- **Online Resources:** Stress and anxiety management tools, including recorded

workshops, self-study materials, and self-care guides, are available on the UCC website.

- **Core Alcohol and Drug Survey:** Conducted with 2,100 randomly selected undergraduates, with 112 completed surveys.
- **Cannabis Use Disorder Campaign:** Launched in September 2022, featuring posters across campus and a *Maroon* article addressing the risks of cannabis use.
- **Partnership with Imagine Recovery:** In October 2022, UCC partnered with Imagine Recovery to host an Alcohol Use Screening event, providing resources to students. Future collaborations are planned.



POLICIES



Alcohol and Drug-Free Policy

Alcohol Policy

Loyola University New Orleans' alcohol policy aligns with the State of Louisiana and federal laws governing the purchase, sale, and consumption of alcohol, as well as with the specific regulations established by the university. For more details, please refer to Louisiana Revised Statute 14.93.10. Individuals of legal drinking age (21 years old in Louisiana) are permitted to purchase and consume alcoholic beverages. However, public intoxication and alcohol abuse are strictly prohibited and will not excuse irresponsible behavior or violations of the University's Code of Conduct.

While on university property, individuals of legal drinking age are not permitted to openly carry containers of alcohol, except during approved university events. Open containers refer to any receptacle containing alcoholic beverages where:

- The container is open or has a broken seal.
- The contents have been partially consumed.

The university's Dining Services provider is licensed to sell and serve alcohol at university events and is the sole approved vendor. Student organizations are not allowed to sell or serve alcohol without prior approval from the Department of Student Life and Ministry. The Department reserves the right to determine whether an event qualifies as a "party" or a "reception."

The presence of unsanctioned items, such as kegs, pony kegs, grain alcohol, Everclear, multi-alcohol drink mixes, party balls, or large quantities of alcohol, is prohibited. Additionally, providing alcohol from common source containers (e.g., trash barrels, watermelons, igloos, punch bowls) is not allowed.

Engaging in drinking games or activities that encourage excessive alcohol consumption is strictly against university policy. The possession of alcohol-related paraphernalia (e.g., beer bongs, funnels) intended for irresponsible alcohol use is also prohibited.

Student groups or organizations found to be under the influence of alcohol will be held accountable for any damage to personal or public property, violations of others' safety or rights, or breaches of university regulations.

Student groups or organizations must adhere to event registration requirements for hosting on-campus "parties" or "receptions," which can be found with the Department of Student Life and Ministry.

University Regulations Governing the Use of Alcohol in Residence Halls

Students aged 21 or older who reside in on-campus residence halls may responsibly consume alcohol within their residence hall rooms. However, they are strictly prohibited from providing alcohol to individuals under the age of 21.

Alcohol consumption and the presence of open or closed containers are only permitted in private areas of the residence halls, not in public spaces or common areas, unless it is part of an officially sanctioned event organized by Residential Life, the Department of Student Life and Ministry, or the university.

Private events within the residence halls are allowed, provided that all relevant alcohol-related policies are followed, including compliance with the Private Event Policy for Residence Halls.

Medical Amnesty / Good Samaritan Policy

Loyola University acknowledges that students and student organizations may hesitate to seek medical help in cases of alcohol or drug intoxication due to concerns about potential disciplinary consequences. To foster a culture of shared responsibility and community support, Loyola University encourages students and student organizations, both on and off campus, to promptly seek medical assistance in situations involving excessive alcohol and/or drug use. This policy aims to prioritize the well-being of Loyola students by eliminating the fear of facing conduct violations when seeking medical assistance for alcohol or drug intoxication.

Under this policy, students or student organizations that seek medical assistance for themselves (Medical Amnesty) or for another student (Good Samaritan) in cases of alcohol and/or drug intoxication will not be subject to conduct violations related to alcohol or drug use. It is important to note that this policy exclusively pertains to violations of the alcohol and/or drug policy and does not extend to other violations of the Student Code of Conduct that may have occurred concurrently, such as sexual assault, property damage, or hazing.

To be eligible for the protections offered under this policy, the following conditions must be met:

- The student(s) or organization must have contacted emergency services and reported that someone required assistance due to alcohol or drug intoxication.
- The student(s) or organization members who initiated the call must provide their names to the emergency services operator.
- The student(s) or organization members who made the call must stay with the individual in need until assistance arrives and cooperate fully with emergency services and/or law

enforcement personnel on the scene.

Illegal Drugs

Loyola University New Orleans strictly adheres to federal, state, and municipal laws regarding the possession, consumption, distribution, or sale of marijuana and other illegal drugs. The use of illegal drugs is not only a violation of these laws but also a breach of Loyola University's Code of Conduct. It is important to note that Loyola University does not have the authority to shield students from prosecution under federal, state, or municipal laws for drug-related offenses.

To maintain a drug-free living environment, Loyola University reserves the right to conduct periodic, unannounced canine drug searches in on-campus areas, including residence hall rooms, to detect the presence of illicit drugs.

The following rules are enforced concerning on-campus behavior and conduct at all campus-related activities, regardless of legal status in any court:

- The possession of drug paraphernalia, such as pipes or bongs, is strictly prohibited.
- The distribution or sale of drugs, including marijuana, is strictly prohibited and will result in dismissal and legal action.
- All illegal drugs, controlled substances, and drug paraphernalia will be confiscated by the appropriate authorities.
- Any illegal possession or consumption of drugs, misuse of prescription medication, possession of paraphernalia, or misconduct arising from such actions will result in disciplinary measures, including potential dismissal.

Updated in Summer 2024, the drug policy clarifies that consumable hemp and THC products are prohibited. Violations include possession of paraphernalia, illegal possession, distribution, or use of controlled substances, with sanctions up to dismissal.

Loyola University New Orleans Employee Alcohol and Drug Policy

Loyola University New Orleans is committed to maintaining a drug-free, healthy, and safe workplace. In line with this objective, employees are required to report to work in a suitable mental and physical condition, capable of performing their job duties effectively and safely.

The lawful use of prescribed medications during working hours is permitted, provided it does not impair the employee's ability to perform essential job functions safely or endanger the well-being of others in the workplace. It is strictly prohibited for any employee to possess, use, distribute, or sell illegal drugs on university premises.

Alcoholic beverages may be served at certain university-sponsored events. In such instances, employees are expected to exercise discretion and consume alcohol responsibly, maintaining a professional demeanor that reflects the values of Loyola University. Failure to adhere to this policy may result in disciplinary action and may require participation in a substance abuse rehabilitation or treatment program.

Employees who have questions or concerns related to substance dependency or abuse are encouraged to utilize the resources available through Loyola's Employee Assistance Program, offered by the University Counseling Center. This program can provide referrals to appropriate community resources. Employees dealing with drug or alcohol-related issues may also have the option to participate in rehabilitation or treatment programs covered by Loyola University's health insurance benefits.

In accordance with the Drug-Free Workplace Act, employees engaged in work under a government contract or grant are required to notify Loyola University if they are convicted of drug-related activities that occurred in the workplace. This notification must be made within five days of the conviction.

Employees with questions about this policy or concerns regarding drug or alcohol use in the workplace are encouraged to address these with their supervisor or the Director of Human Resources, without fear of retaliation.

Sex Offenders Registry

Sex Offenders Registry. In accordance with the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act, and the Family Educational Rights and Privacy Act of 1974, Loyola University Police Department is providing a link to the Louisiana State Police Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student. Any person who uses information contained in or accessed through the Louisiana State Police Sex Offender and Child Predator Registry Website to threaten, intimidate, or harass any individual, including registrants or family members, or who otherwise misuses this information, may be subject to criminal prosecution or civil liability.

State Sex Offender and Child Predator Registry - <http://www.lsp.org/socpr/default.html>

Title IX & Sexual Misconduct Policy

Loyola University New Orleans is fully compliant with Title IX of the Education Amendments of 1972, which prohibits gender-based discrimination, including sexual and gender-based harassment, assault, and sexual violence, within the university's educational programs and activities. Title IX also prohibits any form of retaliation against individuals who assert their rights or participate in claims related to gender discrimination. As outlined below, Loyola University New Orleans has appointed a dedicated Title IX Coordinator responsible for ensuring compliance with Title IX and addressing related inquiries.

The university is committed to taking immediate and effective action to stop any instances of sexual or gender-based harassment, discrimination, assault, or sexual violence, while also working to eliminate any hostile environment. Additionally, the university will promptly implement measures to prevent the recurrence of such behavior and provide appropriate remedies to victims or affected individuals.

The primary purpose of this policy is to define prohibited behaviors, explain the procedures for reporting violations, outline the steps for investigating and adjudicating alleged policy violations, and identify available resources for students involved in incidents that may breach this policy.

Definitions

Definitions used in this policy will have those meanings defined herein, and if not defined herein, will be construed according to their plain and ordinary meaning.

A. Advisor of Choice – an individual not otherwise a party or witness to the case, selected by the party to attend meetings related to the resolution process, to advise the party on that process, and to conduct questioning for the party at the hearing, if any. The advisor may, but is not required to, be an attorney. Participation shall be limited as stated in Section XV of this policy.

B. Coercion - the use of express or implied threats, intimidation, or physical force which places an individual in reasonable fear of immediate harm or physical injury.

C. Complainant - an individual who is alleged to be the victim of conduct that could constitute sexual harassment, sexual assault, stalking, and/or dating and domestic violence.

1. Loyola University New Orleans will treat a person as a complainant any time the school has notice that the person is alleged to be the victim of conduct that could constitute sexual harassment, sexual assault, stalking, and/or dating and domestic violence

(regardless of whether the person themselves reported, or a third party reported the sexual harassment, sexual assault, stalking, and/or dating and domestic violence), and irrespective of whether the complainant ever chooses to file a formal complaint. There is no time limit or statute of limitations on a complainant's decision to file a formal complaint. However, a complainant must be participating in or attempting to participate in a university education program or activity at the time of the filing of a formal complaint. When a Title IX Coordinator signs a formal complaint, such action is not taken on behalf of a complainant, and the Title IX Coordinator does not become a party.

D. Confidential Resource – University employees not considered Mandatory Reporters, such as counselors, employees working in Student Health Services, pastors, or resident ministers, and those employees legally regarded as confidential sources working within the scope of their licensure or ordination.

E. Consent – clear, knowing, and voluntary permission to engage in specific sexual activity. Consent must exist from the beginning to the end of each instance of sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in a specific sexual activity. Silence alone, without actions evidencing permission, does not demonstrate consent. While consent may be expressed by words or by actions, it is highly recommended that consent be expressed and obtained verbally. Non-verbal consent expressed through actions may lead to confusion and potential for misunderstandings, which may lead to a violation of this policy. It is the responsibility of the initiator of any sexual activity to obtain their partner's consent.

Consent to engage in sexual activity may be withdrawn by any person at any time. Once withdrawal of consent has been expressed, sexual activity must cease immediately. Consent is automatically withdrawn by a person who is no longer capable of giving consent. A current or previous consensual dating or sexual relationship between the parties does not itself imply Consent or preclude a finding of responsibility for misconduct.

To give consent in Louisiana, a person must be at least 17 years old. Assent does not constitute consent if obtained through "coercion" or from an individual whom the respondent knows or reasonably should know is "incapacitated." An individual's use of alcohol or drugs does not diminish that individual's responsibility to obtain consent if that individual is the one who initiates sexual activity.

F. Education Programs and Activities - refers to all the operations of the University, including, but not limited to, in-person and online educational instruction, employment, research activities, extracurricular activities, athletics, residence life, dining services, performances, and community engagement and outreach programs. The term applies to

all activity that occurs on campus or on other property owned or occupied by the University. It also includes off-campus locations, events, or circumstances over which the University exercises substantial control over the respondent and the context in which the sexual harassment occurs, including sexual harassment occurring in any building owned or controlled by a student organization that is officially recognized by the University, such as a building owned by a recognized fraternity or sorority.

G. Formal Complaint - a document filed by a complainant (or their parent(s)/guardian(s) if the complainant is still legally considered a minor in Louisiana) or signed by the Title IX Coordinator alleging sexual harassment, sexual assault, stalking, and/or dating and domestic violence against a respondent and requesting that the school investigate the allegation of sexual harassment, sexual assault, stalking, and/or dating and domestic violence.

1. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the University's education program or activity.
2. A formal complaint may be filed with the Title IX Coordinator in person, by mail or email, or by completing an online Formal Complaint Form.
3. The phrase "document filed by a complainant" specifically means a document or electronic submission (such as by electronic mail or through Maxient, an online portal provided for this purpose by Loyola University New Orleans) that contains the complainant's physical or digital signature or otherwise indicates that the complainant is the person filing the formal complaint.
4. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party during a grievance process.

H. Incapacitation - An individual is incapacitated for purposes of this policy if, because of a mental or physical condition, the individual is manifestly unable to make a knowing and deliberate choice to engage in sexual activity. Individuals who are asleep, unresponsive, or unconscious are incapacitated. Individuals who have drunk alcohol or used drugs may be incapacitated, depending on the amount and type of alcohol or drugs used. The totality of the circumstances will be considered in determining incapacitation. Among the factors the University will use to assess whether someone is incapacitated for purposes of this policy are: inability to communicate coherently, inability to dress/undress without assistance, inability to walk without assistance, slurred speech, loss of coordination, vomiting, or inability to perform other physical or cognitive tasks without assistance. The existence of any one of these factors may support the finding of incapacitation for purposes of this policy.

I. Mandatory Reporter – except those considered Confidential Resources, all University employees, contractors, and volunteers who are required to report incidents of sexual harassment, sex discrimination, and sexual misconduct, for which they are not the complainant, but of which they are aware.

J. Non-Title IX Sexual Misconduct – reported conduct that does not fall within the scope and application of Title IX but still constitutes a violation of University policy and will be investigated using the procedures outlined in the Student Code of Conduct, Human Resources Policies and Procedures Manual, or Faculty Handbook respectively, and will be based on the status of the respondent (e.g. student, staff member, or faculty member).

K. Party or Parties – the complainant(s) and respondent(s)

L. Respondent - an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment, sexual assault, stalking, and/or dating and domestic violence.

1. Presumption of non-responsibility

a. From the time a report or formal complaint is made, a respondent is presumed not responsible for the alleged misconduct until a determination regarding responsibility is made final.

M. Sexual Misconduct – a range of behaviors including, but not limited to, sex discrimination, sexual harassment, sexual assault, intimate partner violence, stalking, and any other conduct of a sexual nature that is nonconsensual or has the purpose or effect of threatening, intimidating, or coercing a person. For purposes of this policy, sexual misconduct includes conduct of a sexual nature that violates the University's Student Code of Conduct, the Faculty Handbook, the Human Resources Policies and Procedures Manual, or the Title IX Sexual Harassment Policy.

N. Supportive Measures - non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, without fee or charge, to the complainant and respondent as outlined in Section XVII of this policy. These measures may be implemented before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve access to the University's education program or activity, without unreasonably burdening the other party; protect the safety of all parties and the University's educational environment; and deter sexual harassment, sexual assault, stalking, and/or dating and domestic violence.

O. Title IX Report – the information brought to the attention of the Title IX Coordinator alleging conduct protected under this policy; a report is not considered to be a formal complaint. A party may bring a report and then subsequently file a formal complaint.

P. University Appointed Advisor - an individual, not otherwise a party or witness to the case, appointed by the University at the request of the party, to conduct questioning on their behalf during a live hearing.

III. Applicability and Prohibition

A. This policy applies to sexual harassment (including sexual assault, dating and domestic violence, and stalking) that occurs within the University's education programs and activities and that is committed by an administrator, faculty member, staff, student, contractor, or other member of the University community — regardless of gender, sexual orientation, or gender identity. This policy does not apply to sexual harassment that occurs off-campus, in a private setting, and outside the scope of the University's education programs and activities; such sexual misconduct may be prohibited by the Student Code of Conduct if committed by a student, the Faculty Handbook if committed by a faculty member, or the Human Resources Policies and Procedures Manual or other University Policies and standards if committed by a staff member.

B. Consistent with the U.S. Department of Education's implementing regulations for Title IX, the procedures and grievance process outlined in this policy do not apply to sexual harassment that occurs outside the geographic boundaries of the United States, even if the sexual harassment occurs in the University's education programs and activities, such as a study abroad program. sexual harassment that occurs outside the geographic boundaries of the United States is governed by the Student Code of Conduct if committed by a student, the Faculty Handbook if committed by a faculty member, or the Human Resources Policies and Procedures Manual or other University Policies and standards if committed by a staff member.

C. Members of the University community shall not engage in sexual harassment against employees, students, third parties, or other members of the University community. People who do so are subject to disciplinary action, up to and including dismissal for students; faculty and staff who violate this policy are also subject to disciplinary action up to and including termination of employment. The University prohibits retaliation, including retaliatory harassment, against individuals who report discrimination, dating and domestic violence, stalking, sexual assault, and/or sexual harassment or who participate in the University's investigation and handling of such reports. This policy and the procedures

herein apply to complaints of sexual harassment against students and employees that occur within all University educational programs and activities, including when:

1. The conduct occurs on campus.
 2. The conduct occurs off-campus, in the United States, and in the context of university employment, education, or research programs or activities, including but not limited to remote learning activities, University-sponsored internships, graduate/professional programs, intercollegiate athletics, or other affiliated programs.
 3. If the conduct occurs off-campus outside the context of a university program or activity but in the United States, the University will consider the effects of the off-campus conduct to evaluate whether it has continuing adverse effects on campus or in any University program or activity, including the creation of a hostile environment on campus or in an off-campus education program or activity.
- D. This policy applies only to sexual harassment, sexual assault, dating and domestic violence, and stalking. Complaints of other forms of sex discrimination are governed by the University's Discrimination and Harassment Policy.

E. Retaliation

1. Title IX and the University prohibit 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. Anyone experiencing any conduct that they believe to be retaliatory (or retaliatory harassment) should immediately report it to the Title IX Coordinator using the contact information listed in section V of this document.

IV. Prohibited Conduct

A. Sexual Harassment - conduct based on sex that satisfies one or more of the following:

1. An employee of the University conditioning the provision of aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity.

a. In determining whether conduct is so severe, pervasive, and objectively offensive that it effectively denies a person equal access, the University will consider the totality of circumstances, including factors such as the actual impact the conduct has had on the complainant; the nature and severity of the conduct at issue; the frequency and duration of the conduct; the relationship between the parties (including accounting for whether one individual has power or authority over the other); the respective ages of the parties; the context in which the conduct occurred; and the number of persons affected. The University will evaluate the totality of circumstances from the perspective of a reasonable person in the complainant's position. A person's adverse subjective reaction to conduct is not sufficient, in and of itself, to establish the existence of a hostile environment. The University encourages members of the university community to report all instances of sexual harassment, even if they are unsure whether the conduct rises to the level of a policy violation.

3. Sexual assault, dating violence, domestic violence, or stalking.

B. Sexual Assault - any nonconsensual sexual act, including when the victim lacks the capacity to consent.

1. Sexual assault also includes the sex offenses of rape, sodomy, sexual assault with an Object, Fondling, Incest, and Statutory rape.

a. Rape is penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, or by a sex-related object. This definition also includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the victim to demonstrate lack of consent. Attempted rape is also included.

As of August 1, 2025 - Rape: Rape is penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, or by a sex-related object. This definition also includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the victim to demonstrate lack of consent. Attempted rape is also included.

i. Sodomy is oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

ii. Sexual Assault with an Object is using an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity. An “object” or “instrument” is anything used by the offender other than the offender’s genitalia.

b. Criminal Sexual Contact is the intentional touching of the clothed or unclothed body parts without consent of the victim for sexual degradation, sexual gratification, or sexual humiliation. The forced touching by the victim of the actor’s clothed or unclothed body parts, without consent of the victim, for sexual degradation, sexual gratification, or sexual humiliation.

As of August 1, 2025 - Criminal Sexual Contact (replaces Fondling): Criminal Sexual Contact is the intentional touching of the clothed or unclothed body parts without consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation. This also includes forced touching by the victim of the actor’s clothed or unclothed body parts without consent, for the same purposes.

c. Incest is sexual intercourse between people who are related to each other within the degree wherein marriage is prohibited by Louisiana law.

d. Statutory rape is sexual intercourse with a person who is under the statutory age of consent as defined by Louisiana law.

2. The definition for sexual assault applies regardless of whether the alleged assailant is a stranger or an acquaintance.

C. Dating Violence - violence committed by a person

1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and,

2. where the existence of such a relationship shall be determined based on consideration of the following factors:

a. The length of the relationship.

b. The type of relationship.

c. The frequency of interaction between the people involved in the relationship.

i. For purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

ii. Dating Violence does not include acts covered under the definition of domestic violence.

D. Domestic Violence - includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the Louisiana, and, in the case of victim services, includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who:

1. is a current or former spouse or intimate partner of the victim, or a person similarly situated to a spouse of the victim.
2. is cohabiting, or has cohabitated, with the victim as a spouse or intimate partner.
3. shares a child in common with the victim; or
4. commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of Louisiana.

E. Stalking - engaging in a course of conduct directed at a specific person that would cause a reasonable person to

1. fear for their safety or the safety of others; or
2. suffers substantial emotional distress.

A course of conduct means two or more acts in which a person directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property. Stalking includes, but is not limited to, the intentional and repeated uninvited presence of the alleged perpetrator at another's home, workplace, school, or any place which would cause a reasonable person to be alarmed, or to suffer emotional distress because of verbal or behaviorally implied threats of death, bodily injury, or sexual assault.

Stalking is a form of sexual harassment when it is gender-based or is based on an actual or perceived intimate relationship.

F. Retaliation - is intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX and its implementing regulations or because an individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy.

V. Title IX Coordinator

A. Loyola University New Orleans has a designated Title IX Coordinator to coordinate compliance with and response to inquiries concerning Title IX. A report of a violation of this policy should be made to:

Dr. Dawn Broussard - Title IX Coordinator

Danna Student Center, Room 205S

504-864-7151

dmbrous1@loyno.edu

For the sake of clarity, the Title IX Coordinator above is the only person at the University with the authority to institute corrective measures on the University's behalf pursuant to this policy.

B. Any person may also file a complaint with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting: the U.S.

Department of Education's website or by calling 1-800-421-3481.

C. To the extent a violation of this policy may also violate a criminal law, impacted individuals are encouraged to report their complaint to local law enforcement.

1. Any person making a complaint under this policy may pursue a complaint with the University and the police simultaneously. The police and the University independently investigate complaints of sexual harassment, sexual assault, stalking, and dating and domestic violence. The police investigate to determine whether there has been a violation of criminal laws. The University investigates to determine whether there has been a violation of university policy. The investigations proceed concurrently, and the outcome of one investigation does not determine the outcome of the other investigation. Occasionally, the University may need to briefly suspend the fact-finding aspect of its investigation at the request of law enforcement while the police are in the process of gathering evidence. The University will maintain regular contact with law enforcement to determine when it may begin its investigation. The University will promptly resume its investigation as soon as notified by the police department that it has completed its evidence-gathering process, or sooner if the University determines that the evidence-gathering process will be lengthy or delayed.

The University will not delay its investigation until the ultimate outcome of the criminal investigation. Even if the University investigation is briefly suspended, the University will nevertheless communicate with the complainant regarding their rights, procedural options,

and the implementation of appropriate supportive measures to assist and protect the safety of the complainant and the campus community, and to prevent retaliation.

VI. Confidentiality

A. The goal of this policy is to provide members of the community with a positive working and learning environment that is free from sexual harassment, sexual assault, stalking, and/or dating and domestic violence. Formal complaints of sexual harassment, sexual assault, stalking, and/or dating and domestic violence will be investigated in a manner that is consistent with this goal. The University cannot grant complete confidentiality in its handling of sexual harassment complaints. Fundamental fairness principles and due process require that a respondent know the details of the allegations made against the respondent, including the identity of the complainant, to the extent the details are known, to provide an adequate opportunity for the respondent to respond. However, to the extent possible, the University will keep the complaint and resolution process confidential and will make every reasonable effort to handle inquiries, complaints, and related proceedings in a manner that protects the privacy of all parties. Each situation is resolved as discreetly as possible, with information shared only with those who need to know. “Gag orders” will not be placed on any party. The University will not restrict either party’s ability to discuss the investigation or gather and present evidence. Because Title IX and the University prohibit retaliation, the University will take proper steps to prevent retaliation and will act if retaliation occurs. If a person submits an anonymous report, the scope of the University’s ability to respond to the alleged misconduct may be limited.

1. Complainants cannot remain anonymous during a formal investigation. A complainant cannot file a formal complaint anonymously because a formal complaint is defined as a document or electronic submission (such as an e-mail or Title IX report received through Maxient, Loyola’s online reporting system) that contains the complainant’s physical or digital signature or otherwise indicates that the complainant is the person filing the formal complaint. The Title IX Coordinator or their designee is required to then send written notice of the allegations to both parties, complainant and respondent, upon receiving a formal complaint. The written notice of allegations to the respondent must include certain details about the allegations, including the identity of the complainant, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. In any case, including cases when a complainant elects not to file a formal complaint, the Title IX Coordinator may file a formal complaint on behalf of the University if doing so is not clearly unreasonable. Such action will normally be taken in limited circumstances involving serious or repeated conduct, or where the perpetrator may pose a

continuing threat to the University community. Factors the Title IX Coordinator may consider include:

- a. whether a weapon was involved in the incident.
- b. whether multiple assailants were involved in the incident.
- c. whether the accused is a repeat offender; and
- d. whether there is an imminent risk of the incident occurring again.

VII. Reporting Violations

A. Any person may report sex discrimination, including sexual harassment, sexual assault, stalking, and/or dating and domestic violence (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment, sexual assault, stalking, and/or domestic and dating violence), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report (e.g. reporting to LUPD who then submit the report to the Title IX Coordinator). Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

B. As discussed above, reports may be made to:

Dr. Dawn Broussard - Title IX Coordinator
205 Danna Student Center
504-864-7151
dmbrous1@loyno.edu

C. All reports describing conduct that is inconsistent with this policy will be promptly and equitably resolved in accordance with university policy, state laws, and federal regulations. For the University to move forward with a formal Title IX resolution process, the University must receive a signed formal complaint from the complainant; the signature can be digital. Parents and Guardians may act on behalf of a student who is still legally considered a minor with respect to exercising their Title IX rights. Otherwise, no person may submit a formal complaint on the complainant's behalf. If the Complainant or the Title IX Coordinator files a Formal Complaint, then the University will commence an investigation. In all cases where a Formal Complaint is filed, the Complainant will be treated as a party, irrespective of the party's level of participation. In a case where the Title IX Coordinator files a Formal Complaint, the Title IX Coordinator will not act as a Complainant or otherwise as a party for purposes of the investigation and adjudication processes.

D. All individuals are encouraged to report conduct that may also violate criminal law to both the University and to local law enforcement. These processes are not mutually exclusive. The University strongly encourages individuals affected by sex discrimination or sexual harassment to talk to someone about what happened and obtain support services. The University can most effectively investigate and respond if potential violations are reported as promptly as possible after the alleged misconduct occurs. The University does not, however, limit the time frame for reporting allegations of sex discrimination or sexual harassment. However, a formal complaint can only be filed by a complainant who is participating in, or attempting to participate in, the University's education programs or activities.

E. The University may dismiss a formal complaint if, at any time during the grievance process, the respondent is no longer enrolled or employed by the university, but dismissal is not required. If the respondent is not a member of the University community at the time of the formal complaint, the University will still seek to meet its legal obligations by providing reasonably available support for a complainant; the University can also put safety measures into place, such as banning the respondent from campus. The University will assist a complainant in identifying external reporting options as well.

F. The University encourages students to report all incidents of sexual harassment. Therefore, students who, in good faith, report violations of this policy will not be disciplined by the University for a violation of the University's Drugs and Controlled Substances and/or Alcohol policies that may have occurred in connection with the reported incident.

VIII. Recommended Steps After Experiencing Sexual Misconduct

A. If you believe you are the victim of sexual harassment, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order. For those who believe that they are victims of sexual assault, domestic violence, and/or dating violence, the University recommends the following:

1. Get to a safe place as soon as possible.
2. Try to preserve all physical evidence of the crime—avoid bathing, using the toilet, rinsing one's mouth, or changing clothes. If it is necessary, put all clothing that was worn at the time of the incident in a paper bag, not a plastic one.
3. Do not launder or discard bedding where the assault occurred; preserve it for law enforcement.

4. Preserve all forms of electronic communication that occurred before, during, or after the assault.

5. Contact law enforcement by calling 911.

6. Get medical attention - not all medical injuries are immediately apparent. This is also necessary to collect evidence in case the individual decides to press charges. Victims are advised to take a full change of clothes, including shoes, for use after a medical examination.

a. University Medical Center New Orleans provides trauma-informed care and conducts forensic medical examinations, which are free and confidential.

7. HOPE Clinic offers forensic medical exams in a private, trauma-informed setting, and accepts Medicaid, Medicare, private insurance, and a sliding scale for uninsured patients who qualify.

8. Contact a trusted person, such as a friend or family member, for support.

9. Talk with a University counselor, University priest or resident minister, or Student Health Services who can help explain options, give information, and provide emotional support.

10. Make a report to the Title IX Coordinator.

11. Explore this policy and avenues for resolution under Title IX.

B. It is also important to take steps to preserve evidence in cases of stalking, to the extent such evidence exists. Such evidence is more likely to be in the form of letters, emails, text messages, etc., rather than evidence of physical contact and violence. This type of non-physical evidence will also be useful in all types of sexual harassment investigations.

C. Once a report of sexual harassment is made, the victim has several options, such as, but not limited to:

1. Obtaining supportive measures

2. Contacting parents or a relative

3. Seeking legal advice

4. Seeking personal counseling (always recommended)

5. Pursuing legal action against the perpetrator

6. Filing a formal complaint with the Title IX Coordinator

7. Requesting that no further action be taken at the University

D. The Loyola University Police Department (LUPD) can assist individuals in obtaining a personal protection order (“PPO”).

IX. Mandatory Reporting Obligation

A. All University Mandatory Reporters must report instances of sexual harassment, sex discrimination, and sexual misconduct immediately to the attention of the Title IX Coordinator. Reports should be submitted within 72 hours of learning of or becoming aware of such an incident. Failure to properly report such incidents can result in discipline, up to immediate discharge. The employee must report all relevant details about the alleged policy violation, including the name of the alleged victim, the accused, any witnesses, and any other relevant facts, including the date, time, and specific location of the incident, if known. The employee should advise the alleged complainant that the details of the incident must be reported, and only to those officials with a legitimate institutional interest in knowing the information will have access to the information.

B. Once a report is submitted, the Title IX Coordinator or appropriate Deputy Title IX Coordinator will explain to the complainant that the University prohibits retaliation from filing a complaint and will take steps to prevent retaliation and take strong responsive action if any retaliation occurs. The University will take steps to limit the effects of the alleged sexual harassment and prevent its recurrence when possible. Such steps might include providing increased security or supervision at locations or activities where a pattern of sexual harassment exists; providing education and training materials for students, student groups, or employees; reviewing applicable sexual harassment or disciplinary policies; and conducting climate surveys regarding sexual harassment.

C. Individuals who choose to discuss an incident of sexual harassment only in a privileged/confidential or private setting should understand that the University will not be able to conduct an investigation into the particular incident, or pursue disciplinary action against the alleged perpetrator, unless the incident is reported to the University and the University receives a signed complaint directly from the alleged victim or their parents or guardians if the victim is legally still considered a minor, or the Title IX Coordinator signs a formal complaint. Counselors, staff in Student Health Services, pastors, resident ministers, and advocates who are able to maintain confidentiality of reports will still assist their clients in receiving support services, regardless of whether a report is made. At the individual's option, this will include coordinating with the University to provide any necessary supportive measures.

X. Processing Reports and Formal Complaints

A. All reports of alleged sexual harassment, sex discrimination, and sexual misconduct are reviewed by the Title IX Coordinator and/or Deputy Title IX Coordinator. Upon receipt of a Title IX and Sexual Misconduct report, the Title IX Coordinator will conduct a preliminary assessment to determine:

1. Whether the conduct, as reported, falls or could fall within the scope of this Title IX policy; and

a. Examples of conduct that fall outside the scope of this Title IX policy:

i. The alleged sexual harassment did not occur against a person in the United States.

(a) All alleged violations of university policy that occur while a student is studying abroad or in a country outside of the United States.

ii. The alleged sexual harassment did not occur in a university education program or activity.

2. Whether the conduct, as reported, constitutes or could constitute sexual harassment, including sexual assault, dating and domestic violence, and/or stalking.

B. Conduct not prohibited by this policy may violate other University policies. If the Title IX Coordinator determines that the conduct reported could not fall within the scope of this Title IX policy, but may violate another policy, the matter will be referred to the appropriate University department and alleged violations, including alleged sexual misconduct not covered by this policy, will be handled in a manner consistent with the Student Code of Conduct, Faculty Handbook, or Human Resources Policies and Procedures Manual.

C. If the alleged conduct does not potentially violate this policy or other University policies, the Title IX Coordinator will close the matter and may notify the reporting party if doing so is consistent with the Family Education Rights and Privacy Act ("FERPA").

D. If the Title IX Coordinator determines that the conduct reported could fall within the scope of this Title IX policy, and/or could constitute sexual harassment, the Title IX Coordinator will proceed to contact the complainant to discuss the resolution options.

E. As part of the preliminary assessment, the Title IX Coordinator may take investigative steps to determine the identity of the complainant if such identity is not apparent from the report.

F. If a report is not closed as a result of the preliminary assessment specified and the complainant's identity is known, the Title IX Coordinator will promptly contact the complainant to discuss the availability of Supportive Measures; to discuss and consider the complainant's wishes with respect to such Supportive Measures; to inform the

complainant of the availability of such Supportive Measures with or without filing a formal complaint; and to explain the process for filing and pursuing a formal complaint. The complainant will also be provided with options for filing complaints with the local police and information about resources that are available on campus and in the community.

XI. Consolidation of Formal Complaints

The University may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where the investigation and adjudication process involves more than one complainant or more than one respondent, references in this policy to the singular “party,” “complainant,” or “respondent” include the plural, as applicable. A formal complaint of Retaliation may be consolidated with a formal complaint of sexual harassment.

XII. Resolution Options

If a complainant does submit a formal complaint, the options for resolution are:

A. Informal Resolution Process

1. As an alternative to a formal investigation, if both the complainant and respondent consent, mediation may be pursued. Informal resolutions, like mediation, are not available when a student-complainant alleges sexual harassment by an employee-respondent.
2. Rather than participate in a formal investigation, some students or employees may prefer to participate in an informal resolution process. Informal resolutions may not be required or be a condition of enrollment or employment; be offered unless a formal complaint is filed; or be offered or facilitated for an allegation of an employee sexually harassing, assaulting, stalking, or engaging in dating and domestic violence against a student. Informal resolutions may be facilitated at any time after a formal complaint has been filed and prior to a determination of responsibility stemming from a formal investigation. A respondent cannot be dismissed from the University for the given offense if they participate in an informal resolution to completion. Information about an informal resolution process will be included in the initial notice for complainants and respondents. If both parties want to engage in an informal resolution process, both parties will then receive written notice with the allegations, the requirements of the process (including what information/documents can be shared), information about the right to withdraw and resume a formal grievance process, and information about consequences (e.g., records kept and shared). The Title IX Coordinator will obtain voluntary, written consent from both parties before moving forward with an informal resolution. The informal resolution

processes will proceed within a reasonably prompt time frame. The facilitator of the informal resolution will be trained and free from conflicts of interest or bias. The facilitator can be the Title IX Coordinator. The parties will be informed of the identity of the facilitator of the informal resolution process before the commencement of the process. During the pendency of the informal resolution process, the investigation and hearing processes that would otherwise occur are stayed, and all related deadlines are suspended.

3. Types of Informal Resolution options include:

a. Shuttle Diplomacy – The crafting of an agreement that does not require the complainant or the respondent to participate in an in-person meeting with one another. A member of the Title IX team will work with the parties individually to create an agreement that satisfies both parties.

b. Acceptance of Responsibility – The respondent can take responsibility for the alleged policy violation(s). When this path is chosen, the Title IX Coordinator works directly with the respondent to determine corrective action(s) and/or sanctions. Both complainant and respondent must agree to this form of informal resolution, and the parties must also agree to the planned corrective action/sanctions before the conclusion of the informal resolution.

c. Voluntary Permanent Separation – The respondent student can choose to voluntarily separate from the University. If this informal resolution is accepted by the Title IX Coordinator, the respondent must sign a Voluntary Permanent Separation order and General Release Agreement to terminate the resolution process.

d. Resignation – If a respondent employee resigns from Loyola University New Orleans during the resolution process, the Title IX Coordinator may close the resolution process. However, should the respondent employee choose to pursue employment in any position at Loyola University New Orleans, the resolution process may be resumed under the policies in place at the time of the respondent's rehire.

e. Administrative Resolution

In an Administrative Resolution, the decision-maker will meet separately with the complainant and respondent to discuss the allegations; both parties may have an advisor present for these meetings. The respondent and complainant may provide a list of questions for the decision-maker to ask the other party. If those questions are considered appropriate and relevant by the decision-maker, they may be asked on behalf of the requesting party; answers to such questions will be shared with the requesting party. The decision-maker will also consider the evidence provided by the investigator, including the Investigative Report and Exhibits. Once the decision-maker has deliberated, they will

determine whether the respondent has violated the University policy. Once issued, this determination is binding for both parties.

4. If the parties reach a resolution through the informal resolution process, and the Title IX Coordinator agrees that the resolution is not clearly unreasonable, the Title IX Coordinator will transcribe the terms of the agreed resolution to writing and present the resolution to the parties for their written signature. Once both parties and the Title IX Coordinator sign the resolution, the resolution is final, and the allegations addressed by the resolution are considered resolved and will not be subject to further investigation, adjudication, remediation, or discipline by the University, except as otherwise provided in the resolution itself, absent a showing that a party induced the resolution by fraud, misrepresentation, or other misconduct or where required to avoid a manifest injustice to either party or to the University.

5. Information gathered during the informal resolution process is confidential. However, if the parties withdraw from the informal resolution process, information that is disclosed or obtained for purposes of the informal resolution may be incorporated into the formal investigation and live hearing, if it is also disclosed and reviewed by both parties pursuant to the investigation and hearing procedures.

6. Absent extension by the Title IX Coordinator, any informal resolution process must be completed within twenty-one (21) business days. If an informal resolution process does not result in a resolution within twenty-one (21) business days, and absent an extension, abeyance, or other contrary ruling by the Title IX Coordinator, the informal resolution process will be deemed terminated, and the formal complaint will be resolved pursuant to the investigation and hearing procedures. The Title IX Coordinator may adjust any time periods or deadlines in the investigation and/or hearing process that were suspended due to the informal resolution.

B. Formal Investigation & Hearing Process

1. The investigatory and appeal processes pursuant to this policy apply when the respondent is a Loyola student, faculty member, or staff member, and the complainant is participating in or attempting to participate in the education program or activity of Loyola University New Orleans

2. An investigation pursuing this policy will commence as soon as practical following receipt of a formal complaint, generally within two weeks. An investigator and decision maker with appropriate training will be appointed by the Title IX Coordinator and/or appropriate Deputy Title IX Coordinator. In some cases, the Title IX Coordinator may retain an outside investigator and/or decision maker(s). The complainant is not required to

participate in an investigation, but the University's ability to respond to allegations of sexual harassment may be limited without the participation of the complainant. The investigation of alleged policy violations will be conducted privately, except insofar as information needs to be disclosed so that the University may effectively investigate the matter or take corrective action. The University does not allow conflicts of interest, real or reasonably perceived, by those investigating Title IX complaints or making decisions related to Title IX complaints under this policy. A conflict of interest exists when an individual's knowledge of the matter or personal or professional relationships with the complainant, respondent, or witnesses would preclude the individual from being able to investigate or make decisions in the case fairly and impartially. Individuals who wish to challenge an investigator or decision maker because of a conflict of interest may do so by filing a challenge with the Title IX Coordinator within five (5) business days of an investigator and decision maker being appointed. The Title IX Coordinator retains sole discretion to determine whether a conflict exists and to otherwise take appropriate actions to address the issue promptly and equitably.

3. The burden of gathering evidence sufficient to reach a determination in the adjudication lies with the University and not with the parties. The investigation will culminate in a written investigation report that will be submitted to the decision maker. Although the length of each investigation may vary depending on the totality of the circumstances, the University strives to complete each investigation in a thorough but efficient manner.

4. Notice of Investigation. If the complainant files a formal complaint or if the Title IX Coordinator signs a formal complaint, the investigative process will begin. Then, both the complainant and the respondent will be promptly notified of the initiation of an investigation. Contemporaneously with the respondent being notified of a formal complaint, the Title IX Coordinator will notify the respondent of the availability of Supportive Measures. The University will offer and make available supportive measures to the respondent in the same way it offers and makes them available to the complainant. The University will also offer and make available Supportive Measures to the respondent before the respondent is notified of a formal complaint, if the respondent requests such measures. The notice of the initiation of the investigation to the complainant and respondent will be in writing and shall be given to you by the Title IX Coordinator or the appropriate Deputy Title IX Coordinator. All notices provided to students under this Policy will be sent to the individual's official University email account, and students are presumed to regularly check their official University email accounts. Unless reasonable extensions of time are needed, both the complainant and respondent will be notified of the initiation of an investigation within ten (10) business days of receipt of the formal complaint or the time

at which the University otherwise becomes aware of conducting necessitating investigation. The notice for both the complainant and the respondent shall include:

- a. A physical copy of this policy or a hyperlink to this policy.
- b. The potential policy violation(s) at issue.
- c. The location where the potential policy violation(s) took place, the date(s) when the potential policy violation(s) took place, and other sufficient details known at the time, such as the identities of the parties involved (if known), so that the parties may prepare for an initial interview with the investigator.
- d. A statement that the respondent is presumed not responsible unless the evidence shows otherwise at the conclusion of a grievance process.
- e. Notification of the parties' right to participate in an investigation and timelines for responding.
- f. Notification of the identity of the Title IX Investigator and the decision maker, and the parties' ability to challenge the assignment of the Title IX Investigator and/or decision maker.
- g. Notification of the parties' right to be accompanied by an advisor of their choice.
- i. From the point a formal complaint is made, and until an investigation, hearing, and appeal are complete, the complainant and respondent will have the right to be accompanied by an advisor of their choice to all meetings.
- ii. Except for the questioning of witnesses during the hearing, the advisor will play a passive role and is not permitted to communicate on behalf of a party, insist that communication flow through the advisor, or communicate with the University about the matter without the party being included in the communication. In the event a party's advisor of choice engages in a material violation of these parameters, the University may preclude the advisor from further participation, in which case the party may select a new advisor of their choice.
- iii. In the event a party cannot secure an advisor and requests the University to provide an advisor, the University will provide the party with an advisor, without fee or charge. The University will have sole discretion to select the advisor it provides. The advisor the University provides may be, but is not required to be, an attorney. The University is not required to provide a party with an advisor in any circumstance except where the party does not have an advisor present at the hearing and requests that the University provide an advisor.
- h. Notification of the parties' right to inspect and review evidence.

- i. Notification of the University's prohibitions on retaliation and false statements.
 - j. Information about resources that are available on campus and in the community; and
 - k. Each party shall be further advised that the investigation may proceed without the participation of either party.
- l. Should the University elect, at any point, to investigate allegations that are materially beyond the scope of the initial written notice, the University will provide a supplemental written notice describing the additional allegations to be investigated to the parties.

5. Investigation Meetings

a. During the investigation process, both parties will be provided with timely notice of any meeting at which their presence is requested or required. Such meetings can provide both parties with an opportunity to be heard and present their account of the events. The complainant has the right not to appear in the same room as the respondent during the investigation process, including the live hearing and appeals (during the live hearing, in order to still allow for cross examination, upon request, the University can allow for cross examination to occur with the parties in separate rooms using technology that enables participants to see and hear the person answering questions). Throughout the investigation process, the live hearing, and any subsequent appeals, both the complainant and the respondent shall have the right to have an advisor of choice present at any meeting. Any person who serves as an advisor should plan to make themselves available for meetings, especially the live hearing, throughout the process. Limits on the role of an advisor shall be applied equally to both the complainant and the respondent. The University always has the right to determine what constitutes appropriate behavior on the part of an advisor, as well as the right to request that an advisor leave a meeting in the event the Title IX Investigator, decision maker, or Title IX Coordinator determines that the advisor is not acting appropriately. The advisor is encouraged to join the complainant or respondent's initial meeting with the Title IX Coordinator or appropriate Deputy Title IX Coordinator for an orientation to the University's policies and procedures, privacy protections, and expected participation/decorum. The advisor may not be a fact witness or otherwise have any conflicting role in the process to the Title IX Coordinator. The investigator will also transmit the investigation report to each party and their advisor, in either electronic or hard copy form.

6. Gathering of Evidence

a. During the investigation, the investigator will provide an equal opportunity for the parties to be interviewed, to present witnesses (including fact and expert witnesses), and to present other inculpatory and exculpatory evidence. Notwithstanding the foregoing, the

investigator retains discretion to limit the number of witness interviews the investigator conducts if the investigator finds that testimony would be unreasonably cumulative, if the witnesses are offered solely as character references and do not have information relevant to the allegations at issue, or if the witnesses are offered to render testimony that is categorically inadmissible, such as testimony concerning the sexual history of the complainant. The investigator will not restrict the ability of the parties to gather and present relevant evidence on their own.

b. The investigation is a party's opportunity to present testimonial and other evidence that the party believes is relevant to the resolution of the allegations in the formal complaint. Other evidence may include, but is not limited to, relevant medical records, police reports, and social media posts. A party that is aware of and has a reasonable opportunity to present evidence and/or identify witnesses during the investigation, and elects not to, will be prohibited from introducing any such evidence during the hearing, absent a showing of mistake, inadvertence, surprise, or excusable neglect.

c. Once the investigation process is complete, the Title IX Investigator will produce a typed record of each person's statement, and each person will be given a chance to review their statement and will be asked to certify its accuracy.

7. Access to Evidence

a. At the conclusion of the evidence-gathering phase of the investigation, but before the completion of the investigation report, the Investigating Officer will transmit to each party and their advisor, in either electronic or hard copy form, all evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including evidence the University may choose not to rely on at any hearing and inculpatory or exculpatory evidence whether obtained from a party or some other source. Thereafter, the parties will have ten (10) business days on which to submit to the investigator a written response, which the investigator will consider prior to completing the investigation report.

b. The parties and their advisors are permitted to review the evidence solely for this grievance process and may not duplicate or disseminate the evidence to the public.

c. Evidence will also be available during the live hearing for the advisors and decision maker to reference.

d. The complainant and/or respondent's character or reputation with respect to other sexual activity is never relevant and will not be considered as evidence. However, a complainant's prior sexual history may be considered under the following limited circumstances:

i. Where there was a prior or ongoing relationship between the complainant and respondent, and the respondent asserts that consent was sought and given, the prior sexual history between the parties may be relevant to assess the manner and nature of communications between the parties. As noted in other sections of the policy, however, the mere fact of a current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Evidence of a prior consensual dating or sexual relationship between the parties by itself does not imply consent or preclude a finding of sexual harassment, sexual assault, stalking, and/or dating and domestic violence.

ii. Offered to establish that someone other than the respondent committed the alleged offense.

e. In addition, other conduct by either party may, under limited circumstances, be relevant to establish intent, motive, absence of mistake, to explain an injury or physical finding, or another ground deemed probative by the Title IX Investigator. All parties and witnesses involved in the investigation are expected to cooperate and provide complete and truthful information throughout the investigation process. In some cases, the Title IX Investigator may interview the parties on more than one occasion.

8. Investigation Report

a. Documentation of Investigation- The investigator will take reasonable steps to ensure the investigation is documented. Interviews of the parties and witnesses may be documented by the investigator's notes, audio recorded, video recorded, or transcribed. The method utilized to record the interviews of parties and witnesses will be determined by the investigator in the investigator's sole discretion, although whatever method is chosen shall be used consistently throughout a particular investigation.

b. After the period for the parties to provide any written response as specified during the access to evidence phase, the Title IX Investigator will draft an investigation report that fairly summarizes the various steps taken during the investigation, summarizes the relevant evidence collected directly related to the complainant allegations, lists material facts on which the parties agree, and lists material facts on which the parties do not agree. When the investigation report is complete, the investigator will transmit a copy to the Title IX Coordinator. The investigator will also transmit the investigation report to each party and their advisors, in either electronic or hard copy form.

9. Hearing Notice and Response to the Investigative Report

a. The decision maker, appointed by the Title IX Coordinator, will oversee the hearing process and render a determination of responsibility for the allegations in the formal complaint at the conclusion of the hearing process. The Title IX Coordinator will see that

the decision maker is provided with a copy of the investigation report and a copy of all evidence transmitted to the parties by the investigator.

b. The decision maker will transmit written notice to the parties setting a deadline for the parties to submit any written response to the investigation report that the investigator will consider before completion of the investigation report; setting a date for the pre-hearing conference; setting a date and time for the hearing; and providing a copy of the University's Hearing Procedures. Neither the pre-hearing conference nor the hearing itself may be held any earlier than ten (10) business days from the date of transmittal of the written notice.

c. A party's written response to the investigation report must include:

i. To the extent the party disagrees with the investigation report, any argument or commentary regarding such disagreement.

ii. Any argument that evidence should be categorically excluded from consideration at the hearing based on privilege, relevancy, the prohibition on the use of sexual history, or for any other reason.

iii. A list of any witnesses that the party contends should be requested to attend the hearing pursuant to an attendance notice issued by the decision maker.

iv. A list of any witnesses that the party intends to bring to the hearing without an attendance notice issued by the decision maker.

v. Any objection that the party has to the University's Hearing Procedures;

vi. Any request that the parties be separated physically during the pre-hearing conference and/or hearing.

vii. Any other accommodation that the party seeks with respect to the pre-hearing conference and/or hearing.

viii. The name and contact information of the advisor who will accompany the party at the pre-hearing conference and hearing.

ix. If the party does not have an advisor who will accompany the party at the hearing, the party requests that the University provide an advisor for purposes of conducting questioning.

d. A party's written response to the investigation report may also include:

i. Argument regarding whether any of the allegations in the formal complaint are supported by a preponderance of the evidence; and

ii. Argument regarding whether any of the allegations in the formal complaint constitute sexual harassment.

10. The parties' responses to the investigation will be included in the information provided to the decision maker assigned to the case. Pre-Hearing Conference

a. Before the hearing, the decision maker will conduct a pre-hearing conference with the parties and their advisors. The pre-hearing conference will be conducted live with simultaneous and contemporaneous participation by the parties and their advisors. By default, the pre-hearing conference will be conducted with the decision maker, the parties, the advisors, and other necessary University personnel, like the Title IX Coordinator, together in the same physical location. However, upon request of either party, the parties will be separated into different rooms with technology enabling the parties to participate simultaneously and contemporaneously by video and audio.

b. In the decision maker's discretion, the pre-hearing conference may be conducted virtually, by use of video and audio technology, where all participants participate simultaneously and contemporaneously by use of such technology.

c. During the pre-hearing conference, the decision maker will discuss the hearing procedures with the parties; address matters raised in the parties' written responses to the investigation report, as the decision maker deems appropriate; discuss whether any stipulations may be made to expedite the hearing; discuss the witnesses the parties have requested be served with notices of attendance and/or witnesses the parties plan to bring to the hearing without a notice of attendance; and resolve any other matters that the decision maker determines, in the decision maker's discretion, should be resolved before the hearing.

11. Notices of Attendance

a. After the pre-hearing conference, the decision maker will transmit notices of attendance to any University employee (including administrator, faculty, or staff) or student whose attendance is requested at the hearing as a witness. The notice will advise the subject of the specified date and time of the hearing and advise the subject to contact the decision maker immediately if there is a material and unavoidable conflict.

b. The subject of an attendance notice should notify any manager, faculty member, coach, or other supervisor if attendance at the hearing will conflict with job duties, classes, or other obligations. All such managers, faculty members, coaches, and other supervisors are

required to excuse the subject of the obligation, or provide some other accommodation, so that the subject may attend the hearing as specified in the notice.

c. The University will not issue a notice of attendance to any witness who is not an employee or a student.

12. Live Hearing

a. Title IX live hearings can be held at a venue where all parties and witnesses are present, along with their advisors, the decision maker, and the Title IX Coordinator. Except as otherwise permitted by the decision maker, the hearing will be closed to all other persons. Except for the investigator and the parties, witnesses will be sequestered until such time as their testimony is complete. Upon request, the University can allow parties to be in separate rooms and use technology that enables participants to see and hear each other person. In the decision maker's discretion, the hearing may be conducted virtually, by use of video and audio technology, where all participants participate simultaneously and contemporaneously by use of such technology.

b. In the Title IX live hearing, complainants and respondents are to be represented by advisors. The parties can choose an advisor to represent them, or the school can provide one for them. An advisor can, for example, be a member of the faculty, a staff member, or a parent. Though it's not required, a lawyer may represent a party as an advisor. Only advisors and the decision maker are allowed to ask questions during the hearing, not the parties themselves.

c. While a party has the right to attend and participate in the hearing with an advisor, a party and/or advisor who materially and repeatedly violates the rules of the hearing in such a way as to be materially disruptive, may be barred from further participation and/or have their participation limited, as the case may be, in the discretion of the decision maker.

d. Decision makers under this policy will be trained in compliance with Title IX Regulations and any other applicable federal or state law.

e. While the Hearing Procedures and rulings from the decision maker will govern the particulars of the hearing, each hearing will include, at a minimum:

i. Opportunity for each party to address the decision maker directly and to respond to questions posed by the decision maker.

ii. Opportunity for each party's advisor to ask directly, orally, and in real time, relevant questions, and follow-up questions, of the other party and any witnesses, including questions that support or challenge credibility.

- iii. Opportunity for each party to raise contemporaneous objections to testimonial or non-testimonial evidence and to have such objections ruled on by the decision maker, and a reason for the ruling provided.
- iv. Opportunity for each party to submit evidence that the party did not present during the investigation due to mistake, inadvertence, surprise, or excusable neglect.
- v. Opportunity for each party to make a brief closing argument.
- vi. The decision maker, at their discretion, may also permit the parties or advisors to make opening statements.
- f. During the hearing, the parties and their advisors will have access to the investigation report and evidence.
- g. During the hearing, advisors will take turns asking questions to the parties and the witnesses; cross-examination must occur directly, orally, and in real time. These questions will be pre-screened by the decision maker to ensure that only relevant questions are asked. The parties are not permitted to personally cross-examine each other during the investigation process, including any hearings or appeals; only the advisor can do this. The decision maker has the sole discretion to determine whether the questions are relevant and can be asked; the decision maker must provide a rationale for their decision. All relevant evidence must be admitted, but the decision-maker must exclude evidence based on legally recognized privileges, the complainant's prior sexual history (with limited exceptions), and any party's medical, psychological, or similar records (without their voluntary, written consent). The opportunity to ask questions may not be used to harass or intimidate the other party.
- h. During cross-examination, advisors or the decision maker may ask follow-up questions, including those that challenge the credibility of the other party.
- i. A party or witness may choose not to answer a question or participate in the hearing, but the decision maker then would have to disregard all other statements given by that party or witness. In other words, if an individual does not answer a cross-question, they have not submitted to cross-examination and their statement(s) cannot be considered. However, the decision maker must not make an inference on a party's culpability or credibility solely based on their refusal to answer questions or participate in the hearing. The decision maker may consider statements of people who were not present at the hearing, or people who were present but not subject to cross-examination, so long as the statements are deemed reliable and relevant by the decision maker and not otherwise subject to exclusion under this policy. Such statements may include, but are not limited to, statements in police reports or other official reports, medical records, court records and filings, investigation

notes of interviews, investigation transcripts, emails, written statements, affidavits, text messages, and social media postings.

j. Live hearings will be audio recorded and made available to parties upon request for inspection and review, including for use in preparing any subsequent appeal.

13. Evidentiary Standard: Preponderance of the Evidence

a. At all stages in the process, the decision maker and/or person or persons hearing any appeal will investigate and make findings on the merits of an alleged violation using a preponderance of the evidence standard.

b. For an individual to be found responsible using a preponderance of the evidence standard, the evidence (which consists of the full totality of the circumstances) must establish that it was more likely than not that the individual committed the alleged violation. This standard is based on the more convincing evidence and its probable truth or accuracy, and not on the amount of evidence presented. Ultimately, the preponderance of the evidence means that the greater weight of the evidence favors either the finding of a violation or the finding of a non-violation.

14. Hearing Outcomes and Notice of Outcomes

a. After the live hearing, the decision maker must assess whether the evidence presented during the hearing has met the preponderance of the evidence standard. The decision maker will objectively evaluate all relevant evidence collected during the investigation, including both inculpatory and exculpatory evidence, together with testimony and non-testimony evidence received at the hearing, and ensure that any credibility determinations made are not based on a person's status as a complainant, respondent, or witness. The decision maker will take care to exclude from consideration any evidence that was ruled inadmissible at the pre-hearing conference or during the hearing. The decision maker will resolve disputed facts using a preponderance of the evidence (i.e., "more likely than not") standard and reach a determination regarding whether the facts that are supported by a preponderance of the evidence constitute no, one, or more violations of the policy as alleged in the formal complaint.

b. In the event the decision maker determines that the respondent is responsible for violating this policy, the decision maker will, before issuing a written decision, consult with the appropriate University official, who has disciplinary authority over the respondent, and such official will determine any discipline to be imposed. The decision maker will also, before issuing a written decision, consult with the Title IX Coordinator, who will determine whether and to what extent ongoing support measures or other remedies will be provided to the complainant.

c. The decision-maker will then issue a written decision simultaneously to both parties, which contains the following information: identification of the alleged sexual harassment; the procedural steps taken from receipt of the formal complaint through the issuance of the written decision, including notification to the parties, interviews with the parties and witnesses, site visits, methods used to gather non-testimonial evidence, and the date, location, and people who were present at or presented testimony at the hearing; findings of fact, made under a preponderance of the evidence standard, supporting the determination; a determination regarding responsibility for each allegation and the decision-maker's rationale for the result; any disciplinary sanctions imposed on the respondent; whether remedies will be provided to the complainant (though the specific remedies may remain confidential); and information about the appeals process; and, if applicable, information about referral to another University administrators for determinations under other University policies.

d. Transmittal of the written determination to the parties concludes the hearing process, subject to any right of appeal.

e. Although the length of each adjudication by hearing will vary depending on the totality of the circumstances, the University strives to issue the decision maker's written determination within fourteen (14) days of the conclusion of the hearing.

15. Investigation and Hearing Timelines

The University will complete its investigations and hearings as thoroughly and efficiently as possible. A specific timeline cannot be given as timelines vary for a variety of reasons, including the complexity of the circumstances of each allegation, the integrity and completeness of the investigation and hearing, to comply with a request by law enforcement, to accommodate the availability of witnesses, to account for university breaks or vacations, or to address other legitimate reasons. Both the complainant and the respondent will be notified of any delay in the investigation and/or hearing and the anticipated length of the delay.

XIII. Potential Remedial Actions and Disciplinary Sanctions

In cases where a violation of this policy is found to have occurred, the Title IX Coordinator, in consultation with the decision maker, will determine the appropriate, enforceable sanction. The sanction will be reasonably calculated to stop the violation and prevent its recurrence. When a violation of this policy is found, possible disciplinary actions may include, but are not limited to, written warnings, loss of privileges, mandatory training, probation, suspension, dismissal, demotion, and termination of employment. The University's response is based on several factors, including the severity of the conduct and

any prior policy violations and aims to prevent problems from recurring and remedy any discriminatory effects on a complainant or others.

XIV. Appeals

A. The complainant or respondent may appeal a decision. Both parties may participate equally in the appeal process, even if the party did not file the appeal themselves. A party must file an appeal within five (5) working days of the date they receive notice of dismissal of the formal complaint or determination of responsibility or non-responsibility or, if the other party appeals, within three (3) working days of the other party appealing, whichever is later. An appeal must be in writing, submitted to the Title IX Coordinator, specify the substantive and/or procedural basis for the appeal, explain in detail why the appealing party believes the appeal should be granted, and articulate what specific relief the appealing party seeks. The original finding is presumed to have been decided reasonably and appropriately by a preponderance of the evidence standard, and the only grounds for appeal are as follows:

1. Procedural Irregularity: That a party did not afford a right provided by this policy, and the failure to provide that right materially impacted the outcome.
2. Newly Discovered Evidence: New evidence that was not reasonably available when the determination of responsibility or non-responsibility was made that could affect the outcome. This includes information or material that was not known at the time of the investigation or hearing. The student or employee is expected to demonstrate that such evidence was not known. Evidence that was known or was accessible during the investigation or hearing, but which the student or employee chose not to or neglected to present, does not constitute a sound basis of appeal.
3. Bias or Conflict of Interest: The Title IX Coordinator, Title IX Investigator, or decision maker had a conflict of interest or bias that affected the outcome. This includes partiality or the inability of the Title IX Investigator, decision maker, or Title IX Coordinator to refrain from acting upon predisposed or developed bias during the investigation or the determination of its outcome.
4. Arbitrary and Capricious Decision – A decision that appears arbitrary, capricious, or lacking a reasonable basis.
5. Inappropriateness of the Sanction – The sanction imposed does not align with the nature of the offense, the student’s disciplinary history, or other relevant factors.

No other grounds for appeal are permitted.

B. The Title IX Coordinator, Deputy Title IX Coordinator, or their designee will share the appeal with the other party or parties (e.g., if the respondent appeals, the appeal is shared with the complainant, who may wish to file a response, request an appeal on the same grounds or different grounds). The Title IX Coordinator, Deputy Title IX Coordinator, or their designee will refer the request(s) to an appropriately trained appellate body or appellate officer appointed by the Title IX Coordinator, Deputy Title IX Coordinator, or their designee.

C. The appellate officer or board chair will conduct an initial review to determine if the appeal request meets the limited grounds and is timely. The appellate officer or board chair must consult the Title IX Coordinator, Deputy Title IX Coordinator, or their designee on any procedural or substantive questions on relevant cases.

D. If the appeal is not timely or substantively eligible, the original finding and sanction will stand, the decision is final, and written notice will be provided to the parties.

E. If the appeal has standing, the designated appellate body or appellate officer will review the appeal. In conducting the review, the original findings and sanctions are presumed to have been reasonably and appropriately decided; thus, the burden is on the appealing party (parties) to show clear error. The appellate body or appellate officer must limit their review to the challenges presented.

F. The appellate body or appellate officer may affirm or change the findings and/or sanctions of the original investigation, but only according to the permissible grounds.

G. Procedural or substantive errors should be corrected, new evidence should be considered, and sanctions should be proportionate to the severity of the violation and the responsible party's cumulative conduct record.

H. All decisions of the appellate body are to be made within fifteen (15) business days of submission (though this may vary based on the scope of the investigation, University breaks, or unforeseen circumstances) and are final. A written decision will be provided to both parties, which shall be final and not subject to further appeal. Additionally, the determination of a formal complaint, including any discipline, becomes final if the time for appeal has passed with no party filing an appeal.

I. The presumptive stance of the University is that all decisions made and sanctions imposed by the original decision maker are to be implemented during the appellate process. At the sole discretion of the Title IX Coordinator, when necessary, implementation of sanctions may be pending review only in extremely exigent circumstances. This does not include proximity to graduation, end of term, or exams.

J. The University does not allow conflicts of interest, real or reasonably perceived, by those investigating or adjudicating allegations under this policy or its related procedures.

Individuals who wish to challenge an appellate officer or board member(s) because of a conflict of interest may do so by filing a written challenge to the Title IX Coordinator. This challenge must be filed within three (3) business days of the individual being notified of the identity of the appellate officer or board member(s).

K. Although the length of each appeal will vary depending on the totality of the circumstances, the University strives to issue the appeal officer's written decision within twenty-one (15) business days of an appeal being filed.

XV. Objections

Parties are expected to raise any objections, concerns, or complaints about the investigation, hearing, appeals process, and those involved in these processes in a prompt and timely manner so that the University may evaluate the matter and address it, if appropriate.

XVI. Supportive Measures

A. The University may provide reasonable supportive measures to support a complainant and respondent. The issuance of supportive measures is not disciplinary in nature and should not be construed as a determination by the University that the respondent did or did not violate this policy; respondents are presumed not responsible unless the evidence shows otherwise at the conclusion of a grievance process.

B. The University will notify complainants and respondents, in writing, that supportive measures are available during the University's investigation and hearing through final resolution of a complaint, including appeals. Such written notice to the complainant and respondent shall further state that such measures may be requested at any time during the process by contacting the Title IX Coordinator or appropriate Deputy Title IX Coordinator and shall include the means for contacting the Title IX Coordinator or appropriate Deputy Title IX Coordinator.

C. The Title IX Coordinator or appropriate Deputy Title IX Coordinator has the discretion to ensure the appropriateness of any supportive measure based on all available information and is available to meet with a complainant or respondent to address any concerns about the provision of supportive measures.

D. Examples of supportive measures include but are not limited to: access to counselling or mental health services, a mutual order of no contact, residence hall relocation, adjustment of course schedules or work-study employment, a leave of absence,

transportation arrangements, or reassignment to a different supervisor or position. The University will take steps to ensure that appropriate supportive measures are provided. The University will maintain the confidentiality of Supportive Measures provided to either a complainant or respondent, to the extent that maintaining such confidentiality does not impair the University's ability to provide the Supportive Measures in question.

E. The University will promptly address any violation of a mutual no-contact order or supportive measure. Supportive measures may be kept in place until the end of any review or appeal process or may be extended permanently as appropriate. Violations of a mutual no-contact order supportive measure should be reported to the Title IX Coordinator or the appropriate Deputy Title IX Coordinator. Students may face disciplinary action up to and including dismissal for such a violation.

F. Supportive measures cannot be punitive or disciplinary against any party and cannot unreasonably burden the complainant or the respondent or alter or affect the presumption that the respondent is not responsible unless the evidence shows otherwise at the conclusion of a hearing.

XVII. Interim Removals

A. An interim suspension or removal from campus is permissible only when an individualized assessment finds an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment. If an interim suspension is found to be warranted after an assessment, the Title IX Coordinator will communicate this in writing to the respondent. If a respondent is removed from campus on an interim basis, the respondent shall be given five (5) business days from the notice of interim removal to challenge the removal; the Title IX Coordinator will assign the challenge to the University Board of Appeals or an Appellate Officer for review.

B. An employee can be placed on administrative leave as well, using these guidelines. For all other respondents, including independent contractors and guests, the University retains broad discretion to prohibit such persons from entering onto its campus and other properties at any time, and for any reason, whether after receiving a report of sexual harassment.

XVIII. Other Resources

Any individual affected by or accused of sexual harassment will have equal access to support and counseling services offered through the University. The University encourages any individual who has questions or concerns to seek support from university-identified resources. The Title IX Coordinator is available to provide information about the University's policy and procedure and to provide assistance. A list of University-identified resources is available on the University's Title IX website.

XIX Dismissal of Formal Complaints

A. In the event the Title IX Coordinator determines the formal complaint should be dismissed, the Title IX Coordinator will provide written notice of dismissal to the parties and advise them of their right to appeal. A dismissal is presumptively a final determination for purposes of this policy, unless otherwise specified in writing by the Title IX Coordinator in the written notice of dismissal.

B. The University may dismiss a formal complaint at any point during the investigation or hearing process if the complainant requests it in writing; if the respondent is no longer enrolled in or employed by the University; or if specific circumstances prevent the Title IX Investigator from gathering sufficient evidence to reach a determination. If a formal complaint or allegation is dismissed, the parties will simultaneously receive a written explanation for the dismissal and notice of the ability to challenge the dismissal on appeal.

XX. Bad Faith Complaints and False Information

A. It is a violation of this policy for any person to submit a report or formal complaint that the person knows, at the time the report or formal complaint is submitted, to be false or frivolous. It is also a violation of this policy for any person to knowingly make a materially false statement during an investigation, hearing, or appeal under this policy.

B. Violations are not subject to the investigation and hearing processes in this policy; instead, they will be addressed under the Student Code of Conduct in the case of students and other University policies and standards, as applicable, for other persons.

XXI. Constitutional Rights and Academic Freedom

The University will construe and apply this policy consistent with the First Amendment to the U.S. Constitution and the principles of academic freedom specified in the Faculty Handbook. In no case will a respondent be found to have committed sexual harassment based on expressive conduct that is protected by the First Amendment and/or the principles of academic freedom specified in the Faculty Handbook.

XXII. Other Violations

Alleged violations that do not fall under this policy (Title IX) will be subject to review under the Student Code of Conduct for students, the Faculty Handbook for faculty, the Human Resources Policies and Procedures Manual, or other University policies and standards for employees.

XXIII. Signatures and Form of Consent

For purposes of this policy, either a physical signature or a digital signature will be sufficient to satisfy any obligation that a document be signed. Where this policy provides that written consent must be provided, consent in either physical or electronic form, containing a physical or digital signature, will suffice.

XIX. Extension of Timelines and Method of Transmittal

A. All deadlines and other time periods specified in this policy are subject to modification by the University where, in the University's sole discretion, good cause exists. Good cause may include, but is not limited to, the unavailability of parties or witnesses; the complexities of a given case; extended holidays or closures; sickness or vacation of the investigator, decision maker, Title IX Coordinator, or the parties; the need to consult with the University's legal counsel; unforeseen weather events; and the like.

B. Any party who wishes to seek an extension of any deadline or other time period may do so by filing a request with the investigator, decision maker, appeal officer, or Title IX Coordinator, depending on the phase of the process. Such a request must state the extension sought and explain what good cause exists for the requested extension. The University officer is resolving the request for extension, may, but is not required to, allow the other party to object. Whether to grant such a requested extension will be in the sole discretion of the University.

C. The parties will be provided with written notice of the modification of any deadline or time period specified in this policy, along with the reasons for the modification.

D. Where this policy refers to notice being given to parties "simultaneously," notice will be deemed simultaneous if it is provided in relative proximity on the same day. That notice doesn't need to be provided at the same time.

E. Unless otherwise specified in this policy, the default method of transmission for all notices, reports, responses, and other forms of communication specified in this policy will be email using University email addresses.

F. A party is deemed to have received notice upon transmittal of an email to their University email address. In the event notice is provided by mail, a party will be deemed to have received notice three (3) days after the notice in question is postmarked.

G. Any notice inviting or requiring a party or witness to attend a meeting, interview, or hearing will be provided with sufficient time for the party to prepare for the meeting, interview, or hearing and will include relevant details such as the date, time, location, purpose, and participants. Unless a specific number of days is specified elsewhere in this policy, the sufficient time to be provided will be determined in the sole discretion of the University, considering all the facts and circumstances, including, but not limited to, the nature of the meeting, interview, or hearing; the nature and complexity of the allegations at issue; the schedules of relevant University officials; approaching holidays or closures; and the number and length of extensions already granted.

XXIV. Recordings

C. Wherever this policy specifies that an audio or video recording will be made, the recording will be made only by the University and is considered property of the University, subject to any right of access that a party may have under this policy, FERPA, and other applicable federal, state, or local laws.

D. Only the University is permitted to make audio or video recordings under this policy. The surreptitious recording of any meeting, interview, hearing, or other interaction contemplated under this policy is strictly prohibited. Any party who wishes to transcribe a hearing by use of a transcriptionist must seek pre-approval from the Title IX Coordinator or Decision Maker.

XXV. Treatment of Records and Other Privileged Information

E. During the investigation and hearing processes, the investigator and decision maker, as the case may be, are not permitted to access, consider, disclose, permit questioning concerning, or otherwise use:

1. A party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party; or
2. Information or records protected from disclosure by any other legally recognized privilege, such as the attorney-client privilege.
3. Unless the University has obtained the party's voluntary, written consent to do so for the investigation and hearing process.

F. Notwithstanding the foregoing, the investigator and/or decision maker may consider any such records if the party holding the privilege affirmatively discloses the records or information to support their allegation or defense, as the case may be.

XXVI. Record Preservation

G. Complete records of every case will be kept for seven years; this includes records for formal cases, informal cases, and cases where only supportive measures were provided. Parties have a right to access these records upon request.

H. Complete records of cases with the outcome of suspension or dismissal will be retained in perpetuity.

I. After seven years, the records may be destroyed or continue to be retained, in the University's sole discretion.

XXVII. Vendors, Contractors, and Third Parties

The University does business with various vendors, contractors, and other third parties who are not students or employees of the University. Notwithstanding any rights that a given vendor, contractor, or third-party respondent may have under this policy, the University retains its right to limit any vendor, contractor, or third-party's access to campus for any reason. And the University retains all rights it enjoys by contract or law to terminate its relationship with any vendor, contractor, or third-party, irrespective of any process or outcome under this policy.

XXVIII. Outside Appointments, Dual Appointments, and Delegations

J. The University retains discretion to retain and appoint suitably qualified persons who are not University employees to fulfill any function of the University under this policy, including, but not limited to, the investigator, decision maker, informal resolution officer, and/or appeals officer.

K. The University also retains discretion to appoint two or more people to jointly fulfill the role of investigator, decision maker, informal resolution officer, and/or appeals officer.

L. The functions assigned to a given University official under this policy, including but not limited to the functions assigned to the Title IX Coordinator, investigator, decision maker, informal resolution officer, and appeals officer, may, in the University's discretion, be delegated by such University official to any suitably qualified individual and such delegation may be recalled by the University at any time.

XXIX. Training

The Title IX Coordinator, Title IX Investigators, Decision Maker(s), Informal Resolution Facilitators, and Appellate Decision Maker(s) will receive robust training. At least eight (8) hours of training will be offered with additional training each subsequent year. Training will be published on the Loyola Title IX website and maintained for seven years. While training will not be required of advisors, the University will offer advisor training at least once a semester. Training can be in person or online. Training may include information on trauma-informed techniques, cross-examination, and others involved in the process. Training will not be based on stereotypes or contain other biases.

XXX. Discretion in Application

M. The University retains discretion to interpret and apply this policy in a manner that is not clearly unreasonable, even if the University's interpretation or application differs from the interpretation of the parties.

N. Despite the University's reasonable efforts to anticipate all eventualities in drafting this policy, it is possible that unanticipated or extraordinary circumstances may not be specifically or reasonably addressed by the express policy language, in which case the University retains discretion to respond to the unanticipated or extraordinary circumstance in a way that is not clearly unreasonable.

O. The provisions of this policy and the Hearing Procedures are not contractual in nature, whether or not as part of any other express or implied contract. Accordingly, the University retains discretion to revise this policy and the Hearing Procedures at any time, and for any reason. The University may apply policy revisions to an active case provided that doing so is not clearly unreasonable.

Weapons Policy

Loyola University New Orleans is a private institution that prohibits the possession, use, or storage of firearms and other dangerous weapons on university property. This includes residence halls, academic buildings, administrative offices, athletic facilities, and all other campus spaces.

The prohibition applies to students, faculty, staff, and visitors, regardless of whether they hold a concealed handgun permit under Louisiana law. Exceptions may only be granted to sworn law enforcement officers or individuals authorized in writing by the Chief of Police.

For purposes of this policy, "weapons" include but are not limited to firearms (handguns, rifles, shotguns), ammunition, BB guns, pellet guns, paintball guns, bows and arrows, swords, knives (except for kitchen use), explosive devices, fireworks, and any other object designed or modified to inflict harm.

Violations of this policy will result in immediate referral to the Office of Student Conduct or Human Resources and may also result in arrest.

Missing Resident Student Notification Policy

The purpose of this policy is to outline the procedures for reporting, investigating, and issuing emergency notifications in the case of a missing currently enrolled resident student at Loyola University New Orleans. This policy is developed in accordance with the Higher Education Opportunity Act (HEOA) and reflects the university's commitment to student safety.

If any member of the university community has reason to believe that a student is missing, whether they reside on or off-campus, they should promptly inform the Loyola University Police Department (LUPD) at 504-865-3434. Every effort will be made to locate the student and assess their well-being. This effort will involve collaboration between the Loyola University Police Department and the Office of Student Affairs. During regular business hours (Monday through Friday, 8:30 a.m. to 4:45 p.m.), the Vice President of Student Affairs can also be contacted at 504-865-3428 to report a missing student. After hours, the University Police Department will notify the Vice President of Student Affairs via cell phone to initiate necessary actions.

Any report of a missing student received by the Vice President of Student Affairs or any other university official will immediately be referred to the University Police Department, which will work with local law enforcement to locate the missing individual.

For on-campus residents, the University Police Department will seek authorization from Residential Life officials to conduct a welfare check in the student's room. For off-campus residents, LUPD will work informally with the appropriate police jurisdiction to gather any available information at the student's residence. University officials will simultaneously attempt to determine the student's whereabouts by contacting friends, associates, and employers. Additionally, they will verify whether the student has been attending classes, labs, meetings, or work shifts and assess their intention to return to campus. When appropriate, a referral may be made to the university's Student Health Center.

If the student remains unlocated within 24 hours of the initial report (and no later than 24 hours after determining the student is missing), the university will notify the student's designated emergency contact(s) and local law enforcement. For off-campus residents, family members or associates are encouraged to file an official missing person report with the relevant law enforcement agency.

In the case of a missing student under the age of 18 and not emancipated, LUPD and/or the Vice President of Student Affairs must notify the student's parents or legal guardian and any other designated contact person within 24 hours of the initial report (and no later than 24 hours after confirming the student is missing).

The University Police Department will fully cooperate with the primary investigative agency as required by law. If the missing student resides on campus, LUPD will promptly notify local law enforcement with jurisdiction within 24 hours of confirming the student is missing.

All students have the option to designate a contact person(s) through LORA (Loyola Online Records Access) Self-Service. This contact information will be kept confidential and accessible only to authorized campus officials. It will be shared with law enforcement personnel solely for a missing person's investigation. If a student chooses this option, their designated contact person(s) will be notified no later than 24 hours after the student is determined to be missing. For students under 18 years of age who are not emancipated, providing the name and contact information of their custodial parent or guardian is required to ensure prompt notification in the event the student is reported missing.

Hazing

Hazing of any kind is illegal and strictly prohibited at Loyola. No one can "consent" to being hazed.

Any such incidents will be prosecuted to the fullest extent of the law and pursued to the fullest extent of the Loyola Code of Student Conduct. This means that engaging in any such activity can result in probation or expulsion from Loyola, as well as possible felony charges by law enforcement.

The elimination of hazing on our campus begins with reporting. Loyola employees and student organizations are required to report instances of hazing at the moment you become aware of its occurrence.

To report a dangerous situation that is underway, call 911 or 504-865-3434 for immediate police response.

You can submit a Hazing Report online at:

<https://cm.maxient.com/reportingform.php?LoyolaUnivNO> or anonymously either at the new Loyola Alert safety app, or via the Reportline at Anonymous Whistleblower + Reportline Loyola University New Orleans 855-312-9257, but please note these systems are only monitored Monday through Friday from 8:00 a.m. to 5:00 p.m.

It is vital that the information provided in the initial report be as concise as possible to assist the investigation follow-up process. Names of suspects, victims, witnesses, date, time, and location of the incident are all critical in the investigation of hazing complaints.



FIRE SAFETY



Fire Safety

The Higher Education Opportunity Act (Public Law 110-315), enacted in August 2008, mandates that all academic institutions in the United States must annually produce a fire safety report detailing fire safety practices, standards, and on-campus fire-related statistics, particularly for on-campus housing. This public disclosure report provides the required information specific to Loyola University New Orleans.

Statement on University-Owned/Controlled Student Housing:

All five (6) residence halls on campus have undergone recent upgrades to their fire alarm systems, now equipped with fully addressable systems featuring voice evacuation capabilities. These systems precisely identify the location and type of fire emergency at each initiating point. The voice evacuation system provides clear pre-recorded messages, enhanced by visible strobe lights, ensuring better evacuation communication than previous horn-based alarms. Smoke alarms in residence halls are integrated into the fire alarm system, immediately notifying authorities of activation. Each main fire alarm panel also includes a live voice microphone override.

These systems are interconnected with building controls, enabling efficient evacuation and protection. Integration includes elevator control, HVAC shutdowns, unlocking access-controlled doors, and automatic closure of fire doors. The systems also monitor the fire pump, sprinkler system, and kitchen hood suppression systems. This real-time information is reported to the Facility Services staff, which responds accordingly, and systems alert university police for a response. Monthly inspections of fire extinguishers are conducted by Facility Services staff. Further upgrades are not planned unless significant renovations to the residence halls occur.

All residential buildings conduct two mandatory fire drills each year (starting in 2013). Building coordinators document these drills and submit reports to the Campus Safety Compliance Officer. Educational programs include annual training by university police for building managers and residential staff. This training covers actions during a fire alarm, proper fire extinguisher use, and a fire safety training video. Residential Life staff continuously educate residents about fire safety and evacuation procedures, emphasizing designated smoking areas. Residential Life housing contracts outline prohibited items in their rooms, including halogen lamps, microwaves (except as part of a Micro Fridge unit), oil lamps, space heaters, open-coil appliances, fireworks, candles/incense, extension cords, firearms, and flammable liquids.

Students are informed of fire safety requirements, fire alarm protocols, and related sanctions through the Department for Student Affairs' Student Code of Conduct. Non-

student housing facilities on campus also designate building managers, who conduct at least one evacuation drill annually. These drills are documented and reported to the University Safety Compliance Officer, with annual training mandated and administered by the university police.

Loyola University maintains a Policy and Procedure Manual – General Occupational Health and Safety Plan, which addresses fire safety and other hazards for all employees. Emergency procedures are readily available on Loyola’s website.

2024 Fire Log					
Biever	Buddig	Cabra	Francis	Founders	Uptown
1		1			

Arson – Biever Hall – A known student lit a flyer on fire, causing no damage other than the flyer. The case was cleared by arrest.

Fire – Cabra Hall – dryer in laundry facility overheated and scorched clothing. Estimated damage to clothing \$1200.



CRIME STATISTICS



Loyola University New Orleans Main Campus Criminal Offenses

Offense	Year	Geographic Location			
		On Campus	Residential	Non-Campus	Public Property
Criminal Homicide					
Murder / Non-Negligent Homicide	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Negligent Manslaughter	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Sex Offenses					
Rape	2024	0	3	0	0
	2023	0	2	0	0
	2022	0	4	0	0
Criminal Sexual Contact (Fondling)	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Incest	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Statutory Rape	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Robbery	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Aggravated Assault	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Burglary	2024	0	0	0	0
	2023	1	3	0	0
	2022	0	1	0	0
Motor Vehicle Theft	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Arson	2024	0	1	0	0
	2023	0	0	0	0
	2022	0	0	0	0

Loyola University New Orleans Main Campus VAWA Offenses

Offenses	Year	Geographic Location			
		On Campus	Residential	Non-Campus	Public Property
VAWA Offenses					
Dating Violence	2024	1	1	0	0
	2023	0	3	0	1
	2022	0	0	0	0
Domestic Violence	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Stalking	2024	0	0	0	0
	2023	0	3	0	0
	2022	0	1	0	0
Arrests					
Weapons Law Violations	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Drug Law Violations	2024	0	0	0	0
	2023	0	1	0	0
	2022	0	0	0	0
Liquor Law Violations	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Disciplinary Referrals					
Weapons Law Violations	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Drug Law Violations	2024	3	10	0	0
	2023	2	17	0	0
	2022	3	5	0	0
Liquor Law Violations	2024	2	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Hate Crimes	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Unfounded Crimes	2024	0	0	0	0
	2023	0	1	0	0
	2022	0	0	0	0

Loyola University New Orleans Broadway Campus Criminal Offenses

Offense	Year	Geographic Location			
		On Campus	Residential	Non-Campus	Public Property
Criminal Homicide					
Murder / Non-Negligent Homicide	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Negligent Manslaughter	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Sex Offenses					
Rape	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	1	0	0
Criminal Sexual Contact (Fondling)	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Incest	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Statutory Rape	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Robbery	2024	0	0	0	1
	2023	0	0	0	0
	2022	1	0	0	0
Aggravated Assault	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Burglary	2024	0	0	0	0
	2023	0	0	0	0
	2022	1	0	0	0
Motor Vehicle Theft	2024	0	0	0	0
	2023	1	0	0	1
	2022	0	0	0	1
Arson	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0

Loyola University New Orleans Broadway Campus VAWA Offenses

Offenses	Year	Geographic Location			
		On Campus	Residential	Non-Campus	Public Property
VAWA Offenses					
Dating Violence	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Domestic Violence	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Stalking	2024	0	1	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Arrests					
Weapons Law Violations	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Drug Law Violations	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Liquor Law Violations	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Disciplinary Referrals					
Weapons Law Violations	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Drug Law Violations	2024	0	0	0	0
	2023	0	3	0	0
	2022	0	4	0	0
Liquor Law Violations	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Hate Crimes	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Unfounded Crimes	2024	0	0	0	0
	2023	0	0	0	0