



Preparing people to lead extraordinary lives

STRITCH SCHOOL OF MEDICINE
STUDENT HANDBOOK

2015-2016

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LOYOLA UNIVERSITY OF CHICAGO ADMITS STUDENTS WITHOUT REGARD TO THEIR RACE, COLOR, SEX, AGE, NATIONAL OR ETHNIC ORIGIN, RELIGION, SEXUAL ORIENTATION, ANCESTRY, MILITARY DISCHARGE OR STATUS, MARITAL STATUS, PARENTAL STATUS, OR ANY OTHER PROTECTED STATUS TO ALL THE RIGHTS, PRIVILEGES, PROGRAMS, AND OTHER ACTIVITIES GENERALLY ACCORDED OR MADE AVAILABLE TO STUDENTS AT LOYOLA. LOYOLA UNIVERSITY OF CHICAGO DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, SEX, AGE, NATIONAL OR ETHNIC ORIGIN, RELIGION, SEXUAL ORIENTATION, ANCESTRY, MILITARY DISCHARGE OR STATUS, MARITAL STATUS, PARENTAL STATUS, OR ANY OTHER PROTECTED STATUS IN ADMINISTRATION OF ITS EDUCATIONAL POLICIES, ADMISSION POLICIES, SCHOLARSHIP AND LOAN PROGRAMS, AND ATHLETIC AND OTHER LOYOLA ADMINISTERED PROGRAMS. OTHERWISE QUALIFIED PERSONS ARE NOT SUBJECT TO DISCRIMINATION ON THE BASIS OF DISABILITY.

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Loyola University Chicago Stritch School of Medicine reserves the right to change, at any time, without notice, the policies and procedures announced in this manual, technical standards, graduation requirements, fees and other charges, curriculum, course structure and content, and other such matters as may be within its control, notwithstanding any information set forth in this manual. The medical school and university reserves the right to refuse to admit or readmit any student at any time should it be deemed necessary in the interest of the student or of the medical school and university to do so and to require the withdrawal of any student at any time who fails to give satisfactory evidence of academic ability, earnestness or purpose, or active cooperation in all requirements for acceptable scholarship. This manual is for informational purposes only and shall not be construed as creating a contract between Loyola University Chicago Stritch School of Medicine and any student.

TABLE OF CONTENTS

Stritch School of Medicine Mission Statement	i
Message from the Dean and Chief Diversity Officer	ii
Contact Information	iii
SSOM Administrative Units	
Course Directors	
Clerkship Directors	
SSOM Services	
Academic Departments	
Medical School	
Graduate School	
STRITCH SCHOOL OF MEDICINE OFFICES	1
Admissions	1
Advancement and Alumni Relations	2
Bursar	3
Educational Affairs	8
Financial Aid	8
Medical Education	9
Registration and Records	9
Student Affairs	9
STRITCH SCHOOL OF MEDICINE SERVICES	11
Academic Center for Excellence	11
Bicycles	11
Center for Community and Global Health	11
Communities and Mailboxes	12
Computer Aided Learning Laboratory	14
Counseling Services	14
Dining Services	16
Educational Technology	16
E-mail	17
Fitness Center	17
Health Sciences Library	18
Student Activity Center	19
Student Health	19
University Ministry	20
POLICIES, PROCEDURES, AND STANDARDS	22
Professional Behavior	22
Expectations for Medical Students	22
Academic Honesty	23
Student Wellness	24
Student Mistreatment and Harassment	25
Abusive Conduct	25
Dating and Domestic Violence	25

Harassment and Bullying.....	25
Hazing.....	25
Sexual Misconduct.....	26
Stalking.....	27
Bias-Motivated Discrimination and Misconduct.....	28
Conduct Procedures for Student Mistreatment and Harassment	28
Informal Misconduct Procedure.....	28
Formal Misconduct Procedure.....	29
Student Rights in the Conduct Process.....	29
Incident Reporting and Case Referral.....	29
Consideration and Investigation.....	30
Notice to Respondent.....	30
Hearings.....	31
Other Hearing Elements.....	33
Sanctions.....	34
Emergency Administrative Action.....	37
Gender-Based Misconduct and Title IX.....	38
Bias-Motivated Incidents.....	45
Appeals.....	47
Victim Notification.....	48
Parent or Guardian Notification.....	48
DRESS CODE, APPEARANCE, AND SCRUB ATTIRE.....	49
General Dress Standards.....	49
Preclinical.....	49
Clinical.....	49
Identification Badges.....	49
White Coat.....	49
Scrub Attire.....	50
RELATED POLICIES.....	51
Patient Protected Health Information.....	51
Bloodborne Pathogens Exposure Control Plan.....	51
Information Technology Services Policies & Guidelines.....	51
Copyright Resources.....	51
Bursar Office Policies.....	51
Financial Aid: Satisfactory Academic Progress Requirement.....	51
Medical School Administration.....	51

Mission Statement

The Stritch School of Medicine exists to support the University's commitment to a socially just world by developing health care leaders and improving human health through education and research grounded in Jesuit, Catholic values which put God at the center of life.

We expect our students, faculty, staff and graduates to lead lives of consequence in the spirit of the Jesuit's call to become women and men for others, especially for those most in need.

A Message from the Dean

Dear Student:

Welcome to the Loyola University Chicago Stritch School of Medicine!

We are glad you are ready to begin your medical education with us. You have been selected from nearly 10,000 applicants! Stritch students are among the best-trained medical students and our school continues to prepare outstanding individuals to become extraordinary doctors. Consistent with our Jesuit Catholic values, we strives for excellence, while it upholding the Ignatian values of compassion, discernment, service, and respect for life.

Take advantage of the many opportunities to personalize your SSOM education and explores service, research, global health and/or bioethics. Please take care of yourself and others while you are with us! And always remember to say hi to the Dean! I look forward to getting to know you!

Linda Brubaker, MD, MS

Dean and Chief Diversity Officer

SSOM ADMINISTRATIVE UNITS

Admissions
708.216.3229

Alumni Relations
708.216.6576

Bursar
708.216.3228

Educational Affairs
708.216.8192

Financial Aid
708.216.3227

Registration and Records
708.216.3222

Student Affairs
708.216.3220

COURSE DIRECTORS:

First Year

Molecular Cell Biology & Genetics...67989
Structure of Human Body.....68781
Function of Human Body.....67989
Host Defense.....68779
Behavioral Med & Development.....68083
Patient Centered Medicine1.....68219

Second Year

Mechanism of Human Disease.....68781
Pharmacology & Therapeutics.....68083
Behavioral Med & Development.....68083
Patient Centered Medicine2.....68286

CLERKSHIP DIRECTORS:

Family Medicine.....62109
Medicine.....64813
Neurology.....68083
OB/Gyn.....65319
Patient Centered Medicine3.....72004
Pediatrics.....65319
Psychiatry.....62109
Sub I/Wards & ICU.....64813
Surgery.....72004

SSOM SERVICES

Academic Center for Excellence (ACE)
708.216.8166

Educational Technologies
708.216.5992

Campus Safety
On-Campus Emergency House Phone:
911
Non-Emergency708.216.9077

Center for Health & Fitness
708.327.BFIT

Center for Community and Global Health
708.216.2628

Computer Aided Learning Laboratory
(CALL Lab)
708.216.5207

Dining Services Stritch
708.216.8677

Information Commons (Libraries)
Health Sciences Campus
708.216.9192
Lake Shore Campus
773.508.2632
Water Tower Campus
312.915.6622

Parking Services
708.216.9092

Security Escort Service
708.216.9077

Student Activities Center
708.216.5549

Student Health Service (SHS)
708.216.3400

University Ministry
708.216.3245

Medical Center Academic Department Contacts

MEDICAL SCHOOL

Anesthesiology
708.216.4015

Family Medicine
708.216.1116

Medicine
708.216.6497

Neurological Surgery
708.216.8920

Neurology
708.216.2438

Obstetrics & Gynecology
708.216.5423

Ophthalmology
708.216.8643

Orthopedic Surgery & Rehabilitation
708.216.4570

Otolaryngology
708.216.8526

Pathology
708.216.8106

Pediatrics
708.327.9128

Preventive Medicine & Epidemiology
708.327.9018

Psychiatry & Behavioral Neurosciences
708.216.3276

Radiology
708.216.3779

Radiation Oncology
708.216.2575

Surgery
708.327-2700

Thoracic & CV Surgery
708.327.2276

Urology
708.216.5100

GRADUATE SCHOOL

Administrative Secretaries
Judith Hartwig
708.216.3531
Margarita Quesada
708-216-3532

Bioethics and Health Policy
708.216.9219

Cell and Molecular Physiology
708.216.1017

Integrated Cell Biology
708.216.3353

Integrated Program in Biomedical
Sciences
708.216.3353

MD/PhD
708.216.3650

Microbiology & Immunology
708.216.3385

Molecular Biology
708.216.3650

Neuroscience
708.216.3361

Pharmacology and Experimental
Therapeutics
708.216.5773

Preventive Medicine & Epidemiology in
Clinical Research Methods
708.327.9224

Stritch School Of Medicine Offices

ADMISSIONS

Sunny Nakae, PhD, Assistant Dean for Admissions and Recruitment

The work of the Office of Medical School Admissions is an on-going process, even after your acceptance. Student participation is vital to our overall success at Stritch. We have several opportunities for students to get involved with the admissions process and look forward to your participation.

Admissions Committee

Our Admissions Committee is broken up into four branches; Recruitment and Outreach Committee, Review Committee, Interview Committee, and Selection Committee. We have student involvement at every level and we encourage interested first year medical students to join our Recruitment and Outreach Committee. Those interested in other committees have the option to apply the second semester of their first year given that they are in good academic standing and have been involved with the admissions process.

Recruitment and Outreach Committee

The Recruitment and Outreach Committee supports in person and online recruitment initiatives such as: hosting tables at fairs/venues, teaching workshops, hosting web chats/discussions, providing review of materials, and providing service to prospective students as they learn about and prepare for medicine. ROC members serve as ambassadors for SSOM during school visit trips and outreach programs such as PULSE, ASPIRE, and HPREP as needed. Activities are carried out year-round, locally, regionally and nationally. This committee focuses on formative feedback to applicants in preparation and application phases. ROC members assist with re-applicant advising every spring. Members of the ROC also eat lunch with interviewing candidates, provide tours for interviewees or visiting students, and may follow up with accepted students later in the process. ROC members may also serve as hosts for interviewing students.

Tour Guide Program

The Loyola SSOM Tour Guide program is extremely popular with our students. As part of the recruitment and outreach committee, our tour guides take participants through the medical school and hospital while promoting the mission and values of Loyola University Chicago Stritch School of Medicine. This program allows for visiting and interviewing visitors a chance to connect with a current student about life at Stritch. First time tour guides are given a Tour Highlights Information packet to help guide them through the school and hospital. We will be seeking out tour guides for a variety of reason ranging from interviews to campus visits. If your availability allows, you may sign up to give tours through the admissions office.

The tour guides here at Loyola do an incredible job of promoting and recruiting for our school. It is a pleasure to work with them.

Student Host Program

The Student Host Program is another aspect of the Recruitment and Outreach Committee, where applicants invited to interview are given the opportunity to stay overnight with current medical students the night before their interviews. The students are usually from out of state or Illinois residents who do not have housing in the Chicago area. The Host Program allows applicants to discuss information and gain personal insight from their hosts regarding their experiences with medical education here at Loyola-Stritch.

Students are asked to sign up for hosting within the first few weeks of the fall semester and will be utilized from September through April. If a student agrees to host a student on a particular evening, the student will receive a meal ticket for hosting. While it is not required, if you pick up or drop off the applicant at the airport, we will provide you with another lunch ticket to compensate for the cost of transportation. We would request though that you bring your applicant to the medical school on their interview day unless the applicant has their own transportation. It is not required for you to feed the applicant, but in the past, some hosts have taken their applicants to dinner, a party, or have made breakfast or dinner for the applicant. Any assistance you can provide to the applicants is greatly appreciated.

If you have any questions please feel free to contact the Office of Admissions

ADVANCEMENT AND ALUMNI RELATIONS

Krista Giuffi, Director of Alumni Relations

The Office of Advancement & Alumni Relations provides programs and services to stimulate interest in and build loyalty for the Loyola University Chicago Stritch School of Medicine among its current and future alumni. It is our goal to nurture the lifelong relationships of Stritch alumni locally, nationally, and internationally. Our office also directly supports students, education, and research by raising funds for endowed scholarships, professorships, lectureships, and research funds.

The Stritch Office of Advancement and Alumni Relations strives to sponsor activities to engage alumni in the activities of the school and to benefit of students across class years. The Office strives to build relationships with future alumni through participation in the White Coat Ceremony, Alumni to Student Knowledge (ASK) Nights, Alumni Dinners, the HOST (Help Our Students Travel) Program and Disorientation Dinner.

Stritch students are involved in Advancement and Alumni Relations activities by attending any of the alumni and student events throughout the year. Additionally, the M4 Class Board includes an elected Alumni Relations Liaison position(s) that work directly with the Office of Advancement and Alumni Relations to encourage student attendance at alumni events and also support the M4 Senior Class Fundraising Campaign.

On the day students graduate from the Stritch School of Medicine, they join a network, part of the more than 6,500 members of the Stritch School of Medicine alumni community.

You can reach the Office of Advancement & Alumni Relations at (708) 216-6576 or StritchAlumni@luc.edu.

OFFICE OF THE BURSAR

Laura Zaucha, Assistant Bursar

The Office of the Bursar is committed to excellence and strives to offer efficient and courteous service to students and their families, faculty, staff, and other Loyola partners. In serving others, we align our work with the Jesuit, Catholic mission and vision of the University, focusing on "personal integrity, ethical behavior, and an appropriate balance between justice and fairness."

The Office of the Bursar is responsible for the billing of tuition and fees, collecting payments, processing refunds, and enrolling students in Loyola's Student Health Insurance plan. The office is located in SSOM, 2160 S. First Avenue, Room 204 in Maywood, IL 60153.

Questions? E-mail us at bursar@luc.edu or call 708.216.3228

[>>LUC.edu/bursar](http://LUC.edu/bursar)

LOCUS

LOCUS is Loyola's online connection to University services. All financial functions are located in LOCUS under Campus Finances.

[>>LUC.edu/LOCUS](http://LUC.edu/LOCUS)

ELECTRONIC BILLS

Electronic Bills (e-bills) are generated on the 15th of each month and are snapshots of your account at the time they are sent. An e-mail notification will be sent to your official campus (@luc.edu) address and to those granted access when your e-bill has been generated.

Term	Level	e-bill Generated	Tuition Due
Fall	M3 & M4	June 15th	July 5th
Fall	M1 & M2	July 15th	August 5th
Spring	M1-M4	December 15th	January 5th

To review a summary of your account activity online, please refer to your Account Summary in LOCUS.

The Office of the Bursar maintains the right to assess a late payment fee of 1.5% to any past due balances on a student's account

[>>LUC.edu/bursar/billing](http://LUC.edu/bursar/billing)

LOCUS>CAMPUS FINANCES>VIEW E-BILL(S)

PAYMENT METHODS

For your convenience, Loyola University Chicago offers the following ways to pay your tuition:

1. Cash, check or money order
 - In person: Bursar's office – SSOM Room 204
 - By Mail: Loyola University Chicago, 3953 Solutions Center, Chicago, IL 60677-3009
2. E-Check (Electronic Check or ACH)
 - Online in LOCUS drawn from a checking or savings account (no fee)
3. Credit Card
 - Online in LOCUS: American Express, Discover, MasterCard or Visa
 - 2.75% non-refundable service fee (\$3.00 minimum) added to the amount paid
4. Wire Transfers

>>LUC.edu/bursar/payment_options

LOCUS>CAMPUS FINANCES>MAKE A PAYMENT

DIRECT DEPOSIT REFUNDS

Loyola University Chicago Stritch School of Medicine requires the direct deposit method for all student refunds. If you have received financial aid funds in excess of the charges on your LOCUS account, you may qualify for a refund. Complete your direct deposit profile in LOCUS with a valid checking or savings account, and your refund will be deposited into your bank account within two banking days after the refund is generated in LOCUS. You only have to set up your direct deposit profile once, but can update it at any time, if your account information changes.

>>LUC.edu/bursar/refunds

LOCUS>CAMPUS FINANCES>REFUND DIRECT DEPOSIT PROFILE

PARENT/GUEST ACCESS

If a parent, grandparent or another person will be helping you manage your Loyola finances, you can grant them access to your financial account in LOCUS. During setup you may select the areas your parent or guest will be able to access and those they cannot. You decide!

>>LUC.edu/bursar/parent_access

LOCUS>CAMPUS FINANCES>VIEW PARENT/GUEST

STUDENT HEALTH INSURANCE

Your LOCUS account will automatically be billed for the annual premium for Loyola's Student Health Insurance. You must take one of the following actions before the deadline date:

- ❖ Opt out: Provide proof of alternate coverage by submitting a waiver in LOCUS
- ❖ Fast Track: Confirms that you want to be enrolled in Loyola's health plan.

Note: Students must be actively enrolled for at least the first 45 days after the date for which coverage is purchased. The Insurance Company maintains its right to investigate student status and attendance records to verify that the policy eligibility requirements have been met. If the Insurance Company discovers the eligibility requirements have not been met, its only obligation is to refund the premium. Otherwise, refunds of premiums are allowed only upon entry into the armed forces.

>>LUC.edu/bursar/insurance

LOCUS>CAMPUS FINANCES>STUDENT HEALTH INSURANCE

1098-T

The 1098-T form reports the qualified amount billed to you by Loyola University over the course of the previous calendar year. Its purpose is to help you and/or your tax professional determine if you are eligible for the American Opportunity Credit or the Lifetime Learning Credit on your income taxes.

>>LUC.edu/bursar/1098t

LOCUS>CAMPUS FINANCES>VIEW 1098T

STUDENT DISABILITY INSURANCE

All Loyola medical students have been covered by this mandatory plan since 1995. Disability insurance is a necessity for all medical students as a source of income to pay living expenses, loan repayment, etc, in the event of disability.

The Stritch School of Medicine disability program has been specifically designed for the Consortium of Illinois Medical Schools. Unum Corporation underwrites the policy and Rx Financial Resources, Inc. will provide service to you.

Once enrolled in the Unum insurance policy, students will receive an individual policy outlining coverage and a "service packet" containing more detailed information.

Note: In the event of an approved leave of absence/withdrawal from the Stritch School of Medicine, unearned premiums will be refunded to the student, based on the date of withdrawal. Students have the option of paying the premium for the Disability Insurance directly to RX Financial Resources. Students are encouraged to maintain continuous coverage. Interruptions in coverage may cause a student to see a change in their plan upon resuming coverage of the mandatory insurance.

Questions: please call Rx Financial Resources, Inc. at 630-279-7900 or 800-545-5695.

LUC.edu/bursar/medicalstudentdisabilityinsurance/

TUITION AND FEES

It is the responsibility of each student to keep their financial account (LOCUS) in good standing. By enrolling at the Stritch School of Medicine, the student acknowledges that he or she is responsible for paying all tuition and fees associated with the coursework for the MD degree. Failure to pay tuition and fees may result in suspension of the student's registration for the current semester. Any work done during this period will not be awarded credit until all financial obligations are satisfactorily resolved.

Mandatory Fees Include:

- **Disability Insurance:**
A necessary source of income to pay living expenses, loan repayments, etc. in the event of a disability.
- **Activity Fee:**
Used to support student activities throughout the year and managed by the Medical Student Union, Student Affairs and the Dean's Office.
- **Student Health Service Fee:**
Primary care medical services for students of the Medical Center are provided within the Student Health Service (SHS) facility by a physician and a registered nurse. Services at Student Health are covered by a mandatory fee per term assessed to all full-time students at the Medical Center.
- **Computer Lab Fee:**
Mandatory fee required for the use of the computer lab and computer based services.
- **Medical Equipment fee:**
Diagnostic set, Blood pressure cuffs, Stethoscope, etc.
- **Fitness Center Fee:**
Fitness center membership to Loyola Center for Health & Fitness.

For a complete list of Tuition and fees, please visit:

[>>LUC.edu/bursar/tuition](https://luc.edu/bursar/tuition)

WITHDRAWAL POLICY

Complete withdrawal before the beginning of the session start date will result in no financial responsibility

Students who completely withdraw from all classes after the session start date, will have their tuition adjusted according to the withdrawal schedule. All fees are non-refundable; the student will retain the amenities, services, and privileges allowed through the Stritch service fees structure through the end of the semester.

Adjustments and refunds of tuition are authorized only after the Associate Dean for Student Affairs has officially approved a withdrawal from the Medical School. All graduating students and students who withdraw or transfer must have their accounts paid in full. An encumbrance is placed upon the student's records until the account is cleared of all indebtedness.

TIME OF WITHDRAWAL	CREDIT
First week of term	90%
Second week of term	80%
Third week of term	60%
Fourth week of term	40%
Fifth week of term	20%
Sixth week of term, or later	0%

The Federal Department of Education has established the "Return of Title IV Funds" regulation (34 CFR 668.22) which must be calculated prior to using the Stritch refund policy. For a detailed description of the "Return of Title IV Funds," refer to www.ed.gov. The Bursar will return unearned Title IV funds to outstanding Title IV loans:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Federal Perkins Loans

LEAVE OF ABSENCE

The Withdrawal Refund Schedule also applies to an approved leave of absence. The Associate Dean for Student Affairs has to officially approve any withdrawal or leave of absence from SSOM. Student Affairs Officials at Stritch School of Medicine reserve the right to recommend other options to the students based on their particular situation. During an approved leave of absence, students may have the option of paying the premiums for Disability Insurance and Hospitalization Insurance directly to the vendor. Students who return from leave before the beginning of the next school year are required to provide proof of coverage for the Disability Insurance and Hospitalization Insurance.

A student who at the beginning of a semester is on an approved leave of absence and has not yet paid the Stritch fees has the option of paying these fees to benefit from their services or to waive these services. The student fees cannot be paid individually.

>>LUC.edu/bursar/withdrawal_policy

TUITION PAYMENT EXEMPTION POLICY

Medical students at Loyola University Stritch School of Medicine (SSOM) who progress through the medical school curriculum in the usual manner stipulated in the SSOM Academic Policy Manual will pay at least four years of tuition billed twice annually by semester. If a student is required to attend Stritch Medical School more than four years

due to "allowable events" and not due to academic failure, the student may submit a petition to the Associate Dean, Student Affairs requesting to be exempt from paying additional tuition that would amount to more than eight (8) semesters of tuition charges. The petition must be submitted at least two months prior the tuition and fees deadline of the first semester of tuition adjustment requested. All graduating students and students who withdraw or begin a leave of absence must have their accounts paid in full. Students with outstanding balances will have an encumbrance placed upon their records until the account is cleared of all indebtedness.

Petitions for tuition exemption must be approved by the Associate Dean, Student Affairs, and the SSOM Dean in order for the student's medical school tuition to be considered "paid in full."

"Allowable Events" are defined as follows:

1. An approved educational leave of absence for standardized exam study or to complete an approved outside program of study, relevant to their MD degree.
2. An approved medical or personal leave of absence.

No tuition exemption can occur without formal written approval by the Associate Dean for Student Affairs. Also, the Associate Dean for Student Affairs has to officially approve any withdrawal or leave of absence from SSOM.

For SSOM students who have received a tuition refund based on the Tuition Policy outlined above, the student will have the next tuition charge prorated (if applicable) upon his/her return to school to complete a full semester of tuition paid (100% tuition charge).

OFFICE OF EDUCATIONAL AFFAIRS

Neil Clipstone PhD – Associate dean of Biomedical and Translational Science

Mary Boyle, MD - Assistant dean for Clinical Formation

Trent Reed, DO - Assistant dean for Clinical Simulation

Theresa Kristopaitis, MD – Assistant dean for Curriculum Integration

Aaron Michelfelder, MD – Assistant dean for Clinical Transformation

Scott Graziano, MD - Assistant dean for Clinical Development

Amy Blair, MD, director, Center for Community and Global Health

Keith Muccino, SJ, MD, associate dean for Clinical Performance

Joshua Hopps, PhD, director, Academic Center for Excellence

An administrative area responsible for curriculum management and associated support services (medical education coordinators that participate in the management and administration of courses and clerkships), technology in the curriculum, Teachi and cadaveric, simulation and clinical performance laboratories.

FINANCIAL AID

Tammy Patterson, MS, MPH, Associate Director

The Office of Financial Aid, located in Room 210, provides guidance and counseling to medical students seeking financial assistance. The office administers financial aid to students through a variety of funding sources. If you have any financial concerns, please

stop by the office, email, call 708-216-3227, or refer to the Financial Aid website at <http://ssom.luc.edu/finaid/> .

OFFICE OF MEDICAL EDUCATION

Gregory Gruener, MD, MBA, Vice Dean of Education, Ralph P. Leischner, Jr., MD Professor of Medical Education

Keith Muccino, SJ, MD, Director, Continuing Medical Education

An administrative area with responsibility for oversight of the Office of Educational Affairs and the medical student educational program. In participation with the Ralph P. Leischner, Jr Department of Medical Education, participate in support of faculty scholarship and professional development within medical education.

REGISTRATION AND RECORDS

Mary Van Houten, MBA, Director (Registrar)

Julie Steinecker, Assistant Director (Assistant Registrar)

The Office of Registration and Records (ORR), located in Room 220, handles the following services:

- Registration and enrollment
- Grade processing and verification
- USMLE registration and liaison with NBME
- Transcripts
- Student scheduling
- Academic calendar
- Class rosters
- Clerkship tracking and lottery process
- Graduation approval
- Graduation preparation
- Letters of good standing
- Degree certification
- Licensure applications

If you need more information or assistance with any of the above, call 708-216-3222 or visit the ORR website located at <http://stritch.luc.edu/depts/regrec/index.cfm>

STUDENT AFFAIRS

James Mendez, PhD, Associate Dean Student Affairs

Beth Sonntag, MAdEd, Assistant Dean Student Affairs

The Office of Student Affairs provides leadership in the development of services and programs that enrich student life, extend and enhance the academic experience, and contribute to an environment that encourages personal growth and development. The associate dean, assistant deans, administrators, and staff manage all departments within student affairs and act as a liaison with other administrative offices and the faculty. The Office of Student Affairs also is a central source of information about university policies and procedures that affect students and about co-curricular services and programs.

As you progress through your studies, you may need advising to resolve an academic issue, a recommendation for a summer research program, or direction in planning your schedule. Student affairs deans are available to meet with you regarding any issues or problems that arise during your matriculation at Stritch.

Student life at Stritch is an important part of the educational process. If you join one or more of the various student organizations, you have the opportunity to develop your leadership skills as you participate in the planning of programs and activities that enhance the student community (see *Student Organizations*). Student life also works with class representatives in planning events, such as the St. Luke's Day Dinner Dance and the Spring Formal.

The Office of Student Affairs, located in Room 220, is open from 8:30 am to 5:00 pm, Monday through Friday. Stop by to schedule an appointment or call 708-216-3220.

STRITCH SCHOOL OF MEDICINE SERVICES

ACADEMIC CENTER FOR EXCELLENCE

Joshua Hopps, PhD, Director

The Academic Center for Excellence (ACE) is a learner-centered service designed to support the ongoing academic development, lifelong learning, and overall well-being of the adult learner in medical school. The mission of the ACE is to enhance the academic performance of all students in the Stritch School of Medicine by providing supports for coursework, USMLE preparation, and clerkships through individual and group services and available resources.

Individual Advising Topics:	Resources:
Advanced Study Strategies	Text Lending Library
Time Management	Peer Tutoring
Memory Techniques	USMLE Prep: Steps 1, 2 (and 3)
Developing Study Plans	Workshops and Assessments
Organizational Tools	Personal Statements
Test-Taking Strategies	CV Writing
Learning Style Assessment	Careers in Medicine

BICYCLES ON CAMPUS

Bicycle racks have been provided for use around campus. You must provide your own lock. Bikes may not be brought into the any building on campus, including the student communities.

CENTER FOR COMMUNITY AND GLOBAL HEALTH

Amy Blair, M.D., Director

Lucia Garcia, Program Administrator

The Center for Community and Global Health (CCGH) at Loyola supports a service-learning framework for future health care providers who aspire to improve the health of underserved communities locally, nationally, and globally. The CCGH strives to prepare students in the Jesuit tradition of advocacy, solidarity, and a passion for social justice.

-CCGH Mission Statement

Global health refers to health and health disparities across borders, and is not limited to international settings. The Center for Community and Global Health supports programs for medical students who seek advanced education and training in health disparities at the local and international levels. These programs include:

- **Global Health Honors Program:** This program is aimed at students who seek to include global health in their professional career. It is a four-year curriculum that include a seminar series in core topics of global health as well as career opportunities in global health. There is a heavy emphasis on field-work experience which can be done with local underserved populations or internationally. The Honors program culminates in a scholarly project which is supervised by a faculty mentor. Grants are awarded to Global Health Honors Students through the *Global*

Field Experience grant program, to reduce travel and project costs associated with field-work.

- Global Health Scholars Program: This program is for students between their third and fourth-year of medical school who plan a career in global health and wish to pursue rigorous independent scholarship. Students are supported with a stipend and spend one year as coordinators at a clinic in an impoverished country after their third- year, and are mentored in a scholarly project.
- International Electives: Electives in an international setting or in domestic (underserved population) settings are managed through the CCGH. These opportunities are available to all students in their fourth year, as well as select third year electives
- Medical Spanish Program: This program was founded by students and continues to be led by students. The CCGH provides oversight over elective credit and organization of cultural competency components and requirements for this program.
- Ghana Exchange Program: The CCGH provides an international exchange program with students at Kwame Nkrumah University of Science and Technology (KNUST) in Kumasi, Ghana

COMMUNITIES AND MAILBOXES

The Stritch School of Medicine designed the John and Herta Cuneo Medical Building with quality of student life in mind. Student, faculty and staff who participated in the planning of this school building strongly advanced the idea that students should have a social “home base” at the school and a place to intermingle with all levels of students to better share the medical school experience across the four years.

The Student Communities were designed with this in mind. There are three communities: Curie (Room 230), de Porres (Room 240) and Osler (Room 260). These communities are located along the perimeter of the Atrium, the “Town Square” of the building. Each community has one third of the student body randomly assigned to it from each of the four classes. Student mailboxes and wardrobe lockers are located in the communities along with a bulletin board area. There is a casual seating adjacent to the mailboxes. The back of the communities includes a study/reading area for individual or group studying and individual faculty mentor offices.

Community Guidelines:

- ◆ Dispose of leftover food, drink, and their containers in the receptacles provided.
- ◆ Furniture should remain in the communities and not be moved into the Atrium or other student areas.
- ◆ Communities are accessible 24 hours a day for study; however no overnight sleeping is permitted.
- ◆ Note that mailboxes are not lockable and therefore not totally secure.
- ◆ Community lockers are not for anatomy garb and limited anatomy lockers are available for this clothing.
- ◆ Respect the rights of those wishing a quiet space in the study room of the community.
- ◆ Recycle and arrange for a community rep to empty the container
- ◆ Books, notebooks, papers, book bags, gym bags, backpacks and other personal belongings should be placed in the open cabinet shelves within the Community, or locked up in your

personal locker or Sit-Down Lab cabinet. They should not be left out on the tables, floor or windowsills.

- ◆ Bicycles, plants, exercise equipment, personal refrigerators, microwaves and hot plates are not allowed in the Communities.
- ◆ Police the bulletin board in your Community. Dispose of outdated or inappropriate postings.
- ◆ Common study space cannot be claimed as one's own.
- ◆ Students and student organizations are not allowed to store any items in the common student areas.
- ◆ Students who wish to switch to a different locker must first seek the permission of Student Affairs. Any locker discovered to have someone else's lock and/or belongings in and on it will be opened and the contents discarded. No reimbursement for the lock or the items within will be forthcoming.
- ◆ The school or university is not responsible for any items lost or stolen from the mailboxes, lockers or public spaces.

Medical School Mailbox

U.S. mail and intercampus mail are placed in the student mailboxes daily. The faculty and administration of the medical school utilize these mailboxes (along with email) as the secondary mode of contacting students (email is primary) instead of through the more costly U.S. Post Office. Important announcements regarding class or exam assignments, deadlines, etc., are frequently announced via the mailboxes. Therefore, it is imperative that you check your mailbox daily.

The mailboxes are not lockable and therefore are not totally secure. If you plan to receive U.S. mail in care of your mailbox, such mail must include your mailbox number as part of the address. Failure to include your medical school mailbox number will cause delays in receiving your mail. Your address should read as follows:

John Doe, CURIE COMMUNITY, MB 015
Stritch School of Medicine
2160 S. First Ave, Building 120
Maywood, IL 60153

Please Note: The mailbox number is located on the left side of the mailbox. A directory is posted in each Community. ***The school or university is not responsible for any items lost or stolen from the mailboxes.***

Outgoing stamped U.S. letter mail may be dropped in the U.S. postal mailbox located in the corridor at the northeast entrance of the medical school. Packages cannot be handled and should be taken to your local post office.

COMPUTER AIDED LEARNING LABORATORY (CALL)

Amy Hoyt, MEd, Manager

The CALL (room 254) is the main student computer lab offering 31 computer stations (Mac and Windows), and is available 24/7 for student use. Black/white and color printing/copying (including wireless printing) is available for a nominal fee (\$0.06-0.10/page). Reloadable print/copy cards are available for purchase in the CALL.

Additionally, there are 8 sit-down labs available on the third and fourth floors (4 on each floor). Each of these labs offers 22 computers available for student use when the rooms are not occupied for curricular activities. Wireless connectivity is available throughout the school as well as over 1000 data connections, including one for every two seats in the two large lecture halls; a limited supply of Ethernet cables are available from the CALL in 254.

Course materials (including audio and video recordings of lectures) and student-specific course information are accessible on and off campus through the LUMEN and myLUMEN web pages.

Each Stritch student will receive a unique login ID which provides access to online materials, applications and email. Email is the preferred method of communication between administration and students, and student email accounts remain for two year after graduation. Specific policies regarding the appropriate use of university email and technology can be viewed at <http://www.luc.edu/its/policies.shtml>.

During the academic year, staff is available to assist students in the CALL between 8:30-5:00PM or via email: calllab@lumc.edu.

COUNSELING SERVICES

COUNSELING GUIDELINES for Stritch School of Medicine Students

Students in the Stritch School of Medicine, who are experiencing difficulties, be they related to school or personal issues, can receive supportive counseling and/or resources through Student Counseling Services. The Health Sciences Division of Loyola University Chicago has partnered with Perspectives, an independent behavioral health organization that provides work/life, wellness and counseling services to many organizations locally and nationally, to provide Student Counseling Services for all Stritch School of Medicine students. Perspectives counselors are licensed experienced professionals who can help with a wide range of issues or problems.

The Student Counseling Program is a resource to help with "issues of everyday living." Just about any concern imaginable can be addressed, ranging from simple to complex. Some of the issues covered:

- Anxiety
- Depression
- Relationship Difficulties
- Family and Parenting Problem
- Stress
- Alcohol, Drug or Other Addictions
- Grief and Loss

- Child/Elder care
- Change and Transition

The HSD Student Counseling Program is free, confidential, not on EPIC and provides:

- An onsite counseling office in Room 2906 of the Maguire Building (the building east of Stritch on the opposite side of the current Research building construction) staffed by licensed masters level clinicians for assessment, counseling of up to 5 sessions per issue, with referral to additional resources (including the school sponsored psychiatrist) where necessary and follow-up.

To schedule an appointment with a counselor, calls should be made during business hours, Monday through Friday from 8:00am to 6:00pm. The Call Center Counselor will start the assessment process and determine the most appropriate next steps (i.e.: supportive telephonic counselor or scheduling an in-person assessment) to assist you. Some problems are more complex and not appropriate for short term counseling. In those cases, the counselor will locate appropriate providers under **the student's own insurance plan or through community resources.**

If student needs to be referred to a psychiatrist for evaluation and/or medication, they will be referred to a psychiatrist contracted with Stritch to service our students. This person has no grading privileges/responsibilities at Stritch and all interactions with the student are strictly confidential.

Perspectives has multiple offices throughout the Chicago. However, every attempt will be made to schedule all in-person assessments in the onsite office which will be staffed as follows:

- Monday 10:00 a.m. – 2:00 p.m.
 - Tuesday 8:30 a.m. - 12:30 p.m.
 - Wednesday 11:00 a.m. – 3:00 p.m.
 - Thursday 8:00 a.m. - 12 noon
- Unlimited 24/7 toll-free access to Masters-answered Call Center counselors to access information, resources and crisis support. To access supportive services or speak to a counselor 24/7, students should call the Perspectives Call Center at (800) 456-6327.
 - Access to *Perspectives Online*, an interactive website providing access to articles, self-guided wellness assessments, calculators, child/elder/pet care provider databases, skill building courses, expert audio clips and information in the following areas: Emotional Well Being, Work/Life, Legal/Financial, Wellness and the Workplace

For online resources, go to www.perspectivesltd.com and enter **LUC500** for your User ID and "perspectives" for the password.

Please contact Student Affairs at ext. 63220 if you have any questions.

DINING SERVICES

Chef Manager: Jason Millet

Supervisor: Monique Lockett

The Cuneo Café at SSOM is operated by Sodexo and is located on the first floor of Stritch. It is open Monday through Friday from 7:00 am until 2:00 pm. Mindful menu selections are included for better nutrition. Dining stations include the following:

UFood Grill	breakfast 7:00 – 10:30 am and lunch 11:00 am - 2:00 pm
The Mein Bow	10:30 am – 2:00 pm
The Mindful Station	11:00 am – 2:00 pm
The Deli Station	10:30 am – 2:00 pm
Soups & Salad	10:30 am – 2:00 pm

Additional dining choices on the Health Sciences Campus include:

Sandella's Flatbreak Café in the Nursing School

LUMC Cafeteria

Fitness Center Café

Jazzman Café

- Outpatient Center
- Hospital Tower

EDUCATIONAL TECHNOLOGIES

Sue Crowell, Manager

We are a group of audio/visual and computer support specialists located in the Cuneo Center (SSOM), Room 184. The department was formed in May 2009 to provide equipment and technical expertise to assist faculty, staff, and students in the delivery of medical education.

We are responsible for maintaining and supporting A/V equipment and computers in all Cuneo and MNSON lecture halls and conference rooms, monitoring high fidelity simulations, and supporting video conferencing throughout the Health Sciences Division campus. On request we will consult and make recommendations regarding A/V equipment for purchase/use within a specific department.

In October 2009, we opened our state-of-the-art Camtasia Studio, providing faculty, staff, and students with a resource for recording lectures, classes, and other presentations for later playback via Internet, CD, or DVD. We also have the capability to record via Camtasia in Cuneo 160 and MNSON 0505 so you can record your lecture while you're giving it! Panopto is a similar lecture capture software that is installed in all MNSON classrooms as well as select Cuneo rooms.

First time in a particular classroom or lecture hall? Contact us to schedule an on-site training session.

- All MNSON classrooms have a computer, projector, sound system, and Panopto recording capability.
- In Cuneo, all classrooms have a computer and projector; larger classrooms 150, 160, 170, 360, 460 and lecture halls 190 and 390 have built-in sound systems. The lecture

halls and case method rooms also have an automatic recording system which records the PC and microphone inputs in 30 minute segments. All recordings are then able to be streamed from the LUMEN website.

- **Standard software:** MS Office, Adobe Connect, Windows Media Player, QuickTime, Internet Explorer, Firefox, VLC, and Power DVD.
- **Panopto:** Lecture capture software records screen content plus audio and/or video of the instructor. It can be used in all MNSON, and select Cuneo, classrooms or from any PC or laptop.
- We provide a VGA input in all rooms and HDMI in select rooms for laptop users. Mac users must bring their own Mac-VGA or Mac-HDMI adapter. Users are responsible for loading their presentations onto the computer.

Do not load presentations in advance – computers are reset nightly and loaded files will be erased!

Educational Technologies staff are available weekdays from 8:30am - 5pm in Cuneo Room 184 or by contacting x65992. If you would like A/V support for your event, please email EdTechSupport@luc.edu at least 5 business days in advance. Please include the event name, date, time, and location; contact name; and contact phone /pager number. Evening and weekend support may be requested by submitting an [off-hours request form](#).

For additional information regarding services offered by Educational Technologies, please visit http://www.stritch.luc.edu/tech_support/content/educational-technologies .

E-Mail

Students can access email through www.outlook.luc.edu. Password issues should be reported to CALL staff (room 256). All other email concerns should be directed to the LUC IT Help Desk at 773-508-4487. Additional email information is available on the LUC IT web site: <http://www.luc.edu/its/exchange/students.shtml> .

LOYOLA CENTER FOR FITNESS

Jaimie Lehotsky, Executive Director

Loyola Center for Fitness is a beautiful, open, state-of-the-art fitness club in Maywood, near Oak Park, with endless amenities and services to fit your needs. You've taken an important step towards enhancing your health and well-being. Soon you'll discover the many ways Loyola Center for Fitness can positively impact your quality of life and overall wellness.

With your fitness club membership, you have access to over 70-weekly group exercise classes as well as the most up to date fitness equipment, 25-yard lap pool, warm water therapy pool, indoor running track and much more. Our educated, experienced and professional staff will guide you through a personal fitness profile and consultation, and provide you with a plan to assist you in reaching your goals. We believe that Loyola Center for Fitness is unique in its commitment to meeting each member's needs. We want you to be successful in reaching your health and fitness goals.

The Center Hours are:

Monday – Friday: 5:00 a.m. – 10:00 p.m.

Saturday – Sunday: 7:00 a.m. – 5:00 p.m. (May-November)

Saturday – Sunday: 7:00 a.m. – 7:00 p.m. (December-April)

Go to www.loyolafitness.org for details on services and the schedule of classes and events.

Scrub Policy - In accordance with Loyola University Medical Center policy, “misty green” scrubs are not allowed in the Center nor may any person change into or out of them within the Center.

HEALTH SCIENCES LIBRARY

Gail Hendler, MLS, Director and Associate Provost

Information Commons

- Marcella Neihoff School of Nursing, 1st floor
- 24/7 access
- Card swipe after 7pm weekdays and Saturdays and Sundays
- **Staffed hours:**
 - Monday – Thursday 8:30am – 7:00pm
 - Friday 8:30am – 5pm
- 4 group study rooms and Quiet Study room available

Library Staff

- Talented, creative masters-prepared professionals look forward to working with you
- Research and reference support, expert searching, library orientations and workshops
- Consults via chat, skype, email, telephone delivered @ the Hospital or the library: hsl@luc.edu

Library Resources: library.luhs.org

- All electronic collection includes point-of-care tools, databases, journals, books and USMLEasy Step 1, 2, and 3 qbank
- Citation management software (RefWorks)
- Access resources with the same ID used to access hospital email and network

Library Services

- [Interlibrary loan](#) request articles and books from an international network of libraries. Articles delivered online within 24 hours
- [Get it Now](#) request articles from over 100 journals. Content is delivered in under 15 minutes
- Borrow our iPads and laptops, headphones, Ethernet cables, yoga balls or Frisbees. Charge your laptop or phone at our charging stations.

Just for Fun

- [Faculty and staff book group](#) – Make new connections over lunch and great reads
- [Dogs@HSL](#) – 2nd and 4th Fridays. Feel the love from our friends @ Pawsitive Pet Therapy
- [Humanities Forum](#) - Distinguished speakers explore how the humanities impact and transform medicine.

STUDENT ACTIVITY CENTER

The Student Activity Center is located in Room 275 and consists of two separate areas. The southern room has a large flat-screen TV, lounge furniture, a foosball and table tennis tables. It also has a take-a-book, leave-a-book bookcase, and board games.

The northern room offers students a multi-purpose room that is used for dining, meetings, and other events approved by Student Affairs. The room consists of 30 chairs, 8 tables (three of which has access to data/power jacks by the windows), four industrial microwaves, and two restaurant quality refrigerators to store student lunches. The refrigerators are emptied and cleaned every other Friday evening, and the Friday before breaks and vacations. Any items in the refrigerators when cleaned are disposed of. There is also a sink, icemaker and vending machines in this area.

Students are expected to maintain a respectful appreciation of the Center and to demonstrate such by keeping it clean, organized (do not move the furniture) and to refrain from intentionally damaging school property.

STUDENT HEALTH SERVICE (SHS)

Marianne Laff, APN, Director

The Employee and Student Health Clinic is located at the south end of the medical center campus 2160 S. 1st Ave, on the **3rd floor of the Loyola Outpatient Center.**

All appointments require prior registration by calling **1-888-LUHS-888** (or ext 6-8563)

Hours

Monday, Wednesday, Thursday, & Friday 730 a.m. – 4 p.m.

Tuesday 1030 a.m. – 7 p.m.

We are closed 12p.m.- 1p.m. for lunch.

Immediate Care Services

Students who require **emergent** medical services **after Student Health hours** or on the weekend can be seen at:

Loyola Center for Health at River Forest Immediate Care 7617 W. North Ave.
(708) 771-1300 or

Loyola Center for Health at Burr Ridge Immediate Care 6800 N
Frontage Rd (708) 327-1064

Weekdays open until 8 p.m.; Weekends and Holidays, 8 a.m. to 3 p.m. (closed Christmas day)

Emergency Services

Students who require emergency services should go to Loyola University Health System Emergency Department or the closest ER in an emergency (**Note:** This is not covered under student health).

Student Health Services Provided in Student Health

Services provided under the Student Health fee include:

- Illness, injury, needle sticks, chemical/biological/other exposures
- Release from or return to school evaluations
- TB testing
- Mandatory fit testing
- Mandatory influenza immunization
- Complete forms for away rotations
- Well Woman Check
- Rapid Strep testing
- Urinalysis

Primary Care and Specialist visits

- Students need to secure a primary care physician and use their personal health insurance for their on-going medical treatments, including prescription refills, follow-up for illness and injury care, and medical management of health conditions.
- Appointments for primary care and specialist visits can be made by calling 1-888-LUHS-888

UNIVERSITY MINISTRY

Virginia McCarthy, MDiv, Director

University Ministry serves students, faculty and staff of diverse backgrounds and religious traditions by affirming their quest for personal development, the practice of faith, and spiritual growth in various ways. This is accomplished through the presence and programming of University Ministry Chaplains in the areas of hospitality, community building, faith development, community service, and values education.

University Ministry provides a space for students to socialize and relax in the general lounge area of the office, with snacks and refreshments, and with staff members present for conversation, support, and counsel in a safe place. We strive to be a community of welcome and engagement regardless of one's religious tradition or belief in God. Office space is utilized by staff and students to meet privately or to plan and organize events.

Students are helped to reflect on their daily experiences and are offered opportunities to develop their spiritual life through regular liturgies on Sundays, and for special events such as Mass of the Holy Spirit, Family Mass, St. Luke's Day and Baccalaureate. Ministry also provides prayer breaks and retreats to students and offers one-on-one spiritual direction and small faith sharing group opportunities to assist students on their personal journeys of life.

University Ministry hosts community building events such as a series of dinners early in the school year that welcome each first year medical student to Stritch and give everyone the opportunity to meet faculty and administration in an easy social setting. Events held by University Ministry extend the offer of hospitality and community at Stritch to the spouses and families of medical students.

We understand the profession of medicine as an act of service and seek opportunities to foster this way of being in the world. We offer local, national and International Service Immersions opportunities, Hunger Week initiatives, Thanksgiving baskets and Christmas giving drives, and trips to local shelters and soup kitchens that serve within the Chicagoland area and beyond.

University Ministry understands moral formation and professional formation as an integrated project in a person's life. We attend to this with the support of the Stritch community through programming that considers questions of meaning and purpose, ethics, justice, virtue and faith. Our programming offers a privileged place to the Jesuit tradition of higher education and the tenets of Ignatian spirituality. Our Chaplain/Mentor program for first year medical students, Advent and Lenten retreats, lecture series and discussion groups, in addition to others, are at the service of these goals.

We encourage and support students and student groups of various religious traditions including Hillel Jewish student organization, the Muslim Medical Student Association, Christian Medical and Dental Association, and ecumenical and interfaith prayer services. Stritch is an academic community that takes questions and the practice of faith seriously regardless of one's tradition. In learning about one another, we know that we better come to know ourselves and our beliefs.

The offices of University Ministry are located in the Stritch School of Medicine (rooms 270 and 250). All are welcome in the ministry offices at any time.

You can also reach University Ministry by email at HSDMinistry@luc.edu, on Facebook at LUMC Ministry, Twitter @LUMCMinistry or by phone (708) 216-3245.

Virginia McCarthy, MDiv, Director
John DiMucci, MPM, Chaplain
Pauline Villapando, MPM, Chaplain
Janet Garreau, Ministry Coordinator

vmccarthy@luc.edu
jdimucci@luc.edu
pvillapando@luc.edu
jagarreau@luc.edu

Mass Schedules:

Hospital Daily Mass - Paul V. Galvin Memorial Chapel: Sunday-Friday at 12:00 noon
Student Mass, SSOM - The Gathering Room (Room 250): Sunday at 5:00 p.m.

Policies, Procedures, and Standards

PROFESSIONAL BEHAVIOR

Expectations for Medical Students

Stritch School of Medicine students are expected to grow in the knowledge, skills, attitudes, and behaviors expected of individuals who are training to become physicians. Our mission requires respecting all individuals, creating and maintaining a positive learning environment, and consciously adhering to model standards of behavior and interaction that are consistent with our institution's Catholic and Jesuit heritage.

Our students are assumed to be of high moral character, expected to conduct themselves in a professional manner, and behave as socially responsible citizens in keeping with the professional norms of medicine. Students also are expected to maintain high ethical standards and practice academic honesty in all of their educational endeavors. These actions are echoed in our competencies - six areas of performance and behavior that students must successfully meet in order to be eligible for promotion and graduation. Competencies are assessed in all courses and are components of the evaluation process.

To maintain a learning environment where individuals are encouraged and expected to perform to high standards, certain behaviors are considered unprofessional and unacceptable. For example:

- *accepting assistance from or giving assistance to another student during an exam or in the preparation of any graded material*
- *plagiarism*
- *inappropriate access to, misuse of, or theft of information or records*
- *sabotaging another student's laboratory experiment*
- *misusing another person's signature*
- *falsifying academic grades or clinical evaluations, research data and/or results*
- *physical and verbal intimidation, bullying, or harassment*
- *lying, cheating, and fabricating information*
- *harassment (both sexual and non-sexual), patterns of sexual innuendo, obscenity, and defamation*
- *discriminatory actions based on race, gender, ethnicity, sexual orientation, and religion or other status protected by law*

The following statements are expectations for all students at the Stritch School of Medicine. Professionalism is considered in determining satisfactory academic progress. Failure to meet these expectations is grounds for consideration of dismissal. These guidelines are not exhaustive, but represent the kind of conduct and professional behavior that is mandatory in the educational and clinical environment.

- To conduct oneself in a manner that is appropriate for the learning and patient care environments with suitable dress and grooming.
- To practice academic honesty in all examinations, course, clerkship, and elective assignments.
- To be punctual and reliable in meeting obligations for courses and clerkships, including timeliness on rounds, lectures, and small-group experiences; meeting on-call requirements; seeking permission for any required days off; and providing proper notification for absence due to illness or true personal emergency.
- To tell the truth at all times, but especially concerning patient care matters, such as correctly reporting history, physical, laboratory, and other examination

findings. Responding to a question with "I don't know" when that is the truth, is always the best answer.

- To behave in a collegial way that enhances the ability of others to learn or care for patients. Verbal or physical abuse of other students, employees, faculty, and healthcare professionals; sexual harassment; a pattern of offensive comments; and other improper and disruptive behaviors are unprofessional and unacceptable.
- To use the highest standards of professional, ethical, and moral conduct and conscientiously care for patients under all circumstances associated with their illnesses.
- To relate in a proper and professional manner to patient families, especially under the always emotional and often tragic circumstances of a patient's illness.
- To refrain from any action or conduct that may be considered unprofessional or unethical or embarrass or detract in any manner from the reputation of our school, faculty, and students.

Academic Honesty

All allegations of academic dishonesty must be documented and submitted to the Associate Dean for Student Affairs within a reasonable period of time after the alleged incident. The Associate Dean for Student Affairs will:

- notify the student(s) in writing of the allegation and documentation,
- request a written response, and
- inform the student(s) of the review process and appeal procedures to be followed.

Upon receipt of all pertinent materials, the Associate Dean for Student Affairs notifies the Senior Associate Dean for Medical Education, relevant Course/Clerkship/Elective Director(s), and relevant teaching department(s) of the allegations and provides all the submitted information. The Senior Associate Dean for Medical Education or designate determines if there appears to be sufficient substance to the allegations to proceed with a hearing.

In the event of a hearing, the Senior Associate Dean for Medical Education or designate will:

- select senior faculty members not involved in the case to be part of an ad hoc committee composed of three to seven members;
- chair and convene the committee within 30 working days of receipt of the written allegations and student(s) response;
- notify the student(s) of the date/time of the hearing as the student(s) has the right to be present and accompanied by a peer or faculty member if the student(s) so desires (no legal counsel, photography, audiotaping, or videotaping is permitted); and
- invite other faculty and staff to serve ex-officio on the committee, and student witnesses to participate in the hearing as necessary.

The decision and recommendations of the ad hoc committee are presented to the Dean for approval. The student(s) is promptly notified in writing by the Dean or designate of the outcome of the hearing and the Dean's decision.

The student(s) has the right of an appeal of the decision to the Student Appeal Board within 30 days of the Dean's notification. A student who is dissatisfied with the action of the Student Appeal Board may submit a petition for a single appeal to Loyola University

Chicago through the Senior Vice President for Health Sciences and Provost within 30 days of the Student Appeal Board's recommendation. All decisions of the Dean and the Senior Vice President for Health Sciences and Provost are documented in the student's official academic file. In the event allegations are dismissed, no actions are recorded in a student's official academic file.

Student Wellness

As future physicians, medical students have a responsibility to maintain their own health which includes preventing or addressing acute or chronic disease, including mental illness, disabilities, and occupational stress. When a student's wellness is compromised so then is the safety and effectiveness of the medical care she or he provides. "When failing physical or mental health reaches the point of interfering with a physician's ability to engage safely in professional activities, the physician is said to be impaired."*

If a student's health is compromised, she or he needs to take measures to address the problem by seeking appropriate help and engaging in an honest self-assessment of one's own ability to continue in education or clinical training. The medical profession that the student is now joining has an obligation to ensure that its physicians, as well as all learners, are able to provide safe and effective care for others and to avoid unreasonably disrupting the normal education processes and orderly operation of Stritch. This obligation is fulfilled by promoting health and wellness among all members of the health care team, including one's self. At times, an intervention may be needed when the wellness of a colleague appears to have become compromised.

Students will not participate in patient care or school related activities when physical, mental, or emotional lack of fitness could interfere with the quality of that care or disrupt the school community. It is a student's own responsibility that if such a situation occurs to notify her or his clerkship (or elective) director or the Assistant Dean of the third or fourth year so that the student can leave those clinical responsibilities and an appropriate, but confidential intervention can occur. The misuse of any potentially addictive, abusive, or illicit drugs is strictly forbidden, regardless of year of training, and is incompatible with safe clinical performance. If such a problem is identified, the student will be removed from clinical (or curricular) activities and an appropriate, confidential referral made to help her or him to address and effectively manage this illness. Finally, students must not use alcohol or other drugs when they are expected to be participating in patient care, patient settings or curricular related activities.

SSOM's goal is to ensure that students are engaged in a process that maintains their wellness, and when necessary, helps students to effectively address any situations when they are demonstrating behavior that creates a direct threat to the safety or health of others or unreasonably disrupts the normal education processes and orderly operation of Stritch. SSOM also has an obligation to ensure provider wellness to those individuals whose care SSOM graduates will provide in their future profession as physicians. When a student's health is impaired, SSOM will limit or stop her or his education until she or he can safely return and assume expected educational responsibilities.

Student Mistreatment and Harassment

Loyola University Chicago is committed to maintaining an environment that respects the dignity of all individuals. Accordingly, the Stritch School of Medicine does not tolerate mistreatment by or of its students, faculty, and staff.

Abusive Conduct

Abusive conduct is strictly prohibited. Abusive conduct includes any intentional conduct that inflicts or attempts to inflict bodily harm upon any person or group of people, any reckless action that could result in bodily harm to others, and any action that would reasonably cause another to be fearful that their health or safety is in immediate danger. When a student harms or attempts to harm oneself, the student may be required to meet with the Associate Dean of Student Affairs and/or may be referred to the Assistant Dean of the third or fourth year so that the student can leave those clinical responsibilities and an appropriate, but confidential intervention can occur (see Student Wellness).

Dating and Domestic Violence

All members of the University community should be able to live free from all forms of violence, especially from those with whom they share or have shared a special relationship. Accordingly, dating and domestic violence are strictly prohibited.

Dating violence is any violence, including but not limited to physical or sexual abuse or threat of abuse, between two people who are or have been in a social relationship of a romantic or intimate nature. The existence of such a relationship will depend on the length and type of the relationship and the frequency of interactions between the persons involved.

Domestic violence is a felony or misdemeanor crime of violence (under Illinois law) between two people who are or have been in an intimate or romantic relationship, who share a child in common, or who live or have lived together as spouse or intimate partners. Violence against any person by that person's caretaker or guardian (such as abuse against an elderly, young, or disabled person) may also be considered domestic violence.

Harassment and Bullying

Ours is a community of care, where all people are treated with dignity and respect; accordingly, harassment and bullying are prohibited. Harassment is intentional aggressive behavior towards another that is severe or repeated and that seriously interferes with a person's ability to benefit from the University's programs and services. Bullying is intentional aggressive behavior towards another that is severe or repeated and that would be likely to intimidate, hurt, demean, control, or diminish a reasonable person. Both harassment and bullying may be verbal or physical, and may occur through electronic means (cyber-bullying). Bullying and harassment can occur through one isolated, but severe, incident, or through a pattern of repeated incidents.

Hazing

Hazing is a broad term encompassing actions or activities often associated with initiation or group associations which inflict or attempt to cause mental or physical harm or anxiety, or which demean, degrade, or disgrace any person, regardless of location, intent, or consent of participants. Hazing can also be defined as any behavior that intentionally or unintentionally endangers the physical or mental health of a student for

the purpose of initiation, full admission, or affiliation with any organization or group. Any activity that promotes a class system or subjects a certain sub-group to subservience in any form may also be considered hazing.

Hazing is expressly prohibited by the University and by Illinois law (720 ILCS 120).

Sexual Misconduct

Sexual misconduct is sexual activity of any kind and between any two persons without consent, and is expressly prohibited. The requirements of this policy apply to all individuals regardless of sexual orientation, sex, or gender expression or identity.

“Consent” means freely given, mutually understandable permission – a clear “yes” to engage in a specific sexual activity. Consent to one form of sexual activity does not automatically mean consent is given for any other sexual activity. Similarly, past consensual sexual activity with a person does not grant consent for any future sexual activity with that person. Consent may be withdrawn at any time. All sexual activity must cease when consent is withdrawn. Silence alone does not constitute consent. Consent cannot be gained by force, threats, or coercion. A person is incapable of giving consent if they are incapacitated by alcohol, drugs, or any other physical or mental impairment. In order to give consent, an individual must be of legal age – which in Illinois is seventeen (17) years old. Consent may not be given between persons who are related to each other within the degrees wherein marriage is prohibited by law in Illinois.

Sexual misconduct offenses prohibited by this policy include but are not limited to those categorized as follows:

- a. Non-Consensual Sexual Penetration
Non-consensual sexual penetration (commonly known as rape or sexual assault) is defined as:
 - any sexual penetration (anal, oral, or vaginal, including any contact between mouth and genitals)
 - however slight
 - using any body part
 - or object
 - by a person upon another person, regardless of sex or gender identity
 - without consent (as defined above)

- b. Non-Consensual Sexual Contact
Non-consensual sexual contact (also a form of sexual assault) is defined as:
 - any intentional sexual contact
 - however slight
 - using any body part
 - or object
 - by a person upon another person, regardless of sex or gender identity
 - without consent (as defined above)

Sexual contact includes intentional contact by any body part or object with the breasts, buttocks, groin, or genitals; or making another individual touch you or themselves on the breasts, buttocks, groin, or genitals using any body part or object. Sexual contact may also include other intentional bodily contact that is done in a sexual manner.

c. Sexual Exploitation

Sexual exploitation occurs when an individual takes non-consensual or abusive sexual advantage of another. The behavior may not otherwise fall under the definition of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- prostituting oneself or another
- soliciting or receiving payment or compensation in exchange for sexual activity
- non-consensual video or audio-taping of sexual activity
- exceeding the boundaries of consent (for example, letting friends hide in a closet to watch you having consensual sex, or posting consensual sexual photos to a public website without permission to do so)
- peeping (watching someone without their knowing)
- knowingly transmitting a sexually transmitted infection (STI) to another individual
- sexual activity that would be considered incest under Illinois law
- sexual activity between any person and a person under seventeen (17) years of age

d. Sexual Harassment

Sexual harassment is broadly defined as unwelcome conduct of a sexual nature (including but not limited to unwelcome sexual advances; requests for sexual favors, and other verbal, nonverbal, or physical sexual conduct) that is serious or pervasive (repetitious) enough to substantially interfere with or limit a reasonable person's ability to participate in or benefit from the University's educational programs or services.

Stalking

Stalking is a serious offense, and is expressly prohibited. Stalking is a course of conduct (two or more acts) directed at a specific person that would cause a reasonable person to feel fear for their safety or the safety of others or to suffer substantial emotional distress. Examples of stalking acts may include, but are not limited to, the following:

- non-consensual communication, including fact-to-face communication, telephone calls, voice messages, emails, written letters, gifts, or any other communications that are undesired
- use of online, electronic, or digital technologies, including: posting of pictures online, sending unwanted/unsolicited email or chat requests, posting private or public messages on social media sites, installing spyware on someone's computer, and using GPS to monitor a person
- pursuing or following someone or waiting uninvited near place where a person frequents
- surveillance or other types of unreasonable observation, including staring or peeping
- trespassing or vandalism
- gathering information about an individual from friends, family, or co-workers
- threatening harm to self or others

Any of the above acts may still be considered stalking behaviors even if facilitated by a third party. Substantial emotional distress means significant mental anguish or suffering that may, but does not necessarily, require medical or other professional treatment or counseling.

Bias-Motivated Discrimination and Misconduct

It is prohibited to discriminate or otherwise engage in misconduct against any person or group of people based on one's actual or perceived: race, color, national origin, gender expression or identity, sexual orientation, disability, religion, age, socio-economic class, citizenship status, military or veteran status, pregnancy, or any other characteristic protected by applicable law. Discrimination is the unjust or preferential treatment of another wholly or partially because of the subject's protected characteristic(s). Bias-motivated misconduct is any other offense listed in this Academic Policy Manual against another where the subject was selected wholly or partially because of protected characteristic(s). Incidents involving discrimination or bias-motivated misconduct threaten to disrupt the environment of care and mutual respect that is central to Loyola's educational mission. Such incidents will be promptly investigated and may result in serious sanctions.

Conduct Procedures for Student Mistreatment and Harassment

All complaints are taken seriously and attempts are made to respect confidentiality, although this may not be fully feasible at all times given the need to conduct a thorough investigation and take corrective action. While medical students may be reluctant to discuss mistreatment for fear of reprisal, they often desire that alleged mistreatment incidents undergo proper investigation. To address these student concerns, the Stritch School of Medicine provides ***informal channels*** through which students may discuss their concerns and receive counseling, as well as ***formal reporting*** mechanisms through which complaints are investigated and appropriate remedies applied. These procedures encourage medical students who believe they were mistreated to bring that episode to the attention of appropriate individuals within the school.

The following procedures at the Stritch School of Medicine are consistent with existing Loyola University Chicago policies on mistreatment and sexual harassment and seek to provide:

- a process that is sensitive to the student's situation,
- opportunities to confidentially seek advice,
- an effective mechanism to initiate investigation, and
- a process that supports corrective action.

Informal Misconduct Procedure

Students are encouraged to find support by informally discussing their concerns with a variety of resources, including Office of Campus Ministry chaplains, Pastoral Care chaplains, and personal counseling services. Students can voice their concerns and utilize this as a time to reflect and determine the appropriate next step. In some instances, students may choose to resolve the problem informally without the aid of medical school administration.

Consultation and counseling with chaplains functioning within the scope of their capacity as pastoral counselors may remain confidential at the student's request. In the Catholic faith, this would mean a priest who is administering the sacrament of reconciliation, or confession. Confidentiality cannot be guaranteed when chaplains receive a report of a crime.

Formal Misconduct Procedure

Students may choose to initiate formal procedures through the Associate Dean for Student Affairs. Confidentiality cannot be guaranteed due to the need to investigate; however, every caution is taken to maintain the student's privacy.

The Associate Dean for Student Affairs investigates formal complaints to determine severity, scope, and appropriate further action. Any actions determined to involve serious misconduct by any member of the faculty, administration, staff, student body, or agent of the Stritch School of Medicine or Loyola University Medical Center is referred to the Dean for further action.

Every case is handled individually, and in some cases certain elements of these procedures may not be necessary. Proceedings conducted pursuant to this section shall be informal, fair, and expeditious. Except where expressly adopted, the rules and procedures of criminal and civil courts – including rules of evidence – shall not govern student conduct proceedings. Deviations from the timelines or procedures described here shall not invalidate a proceeding or decision unless significant prejudice to a student or to the University results.

Student Rights in the Conduct Process

All students have the right to be treated with dignity and respect throughout any interaction with the conduct process. Students also have the following procedural rights in the conduct process:

1. To have notice of the allegations before the hearing and have the allegations explained clearly and fully at every level of the conduct process
2. To be present throughout the hearing but not during the deliberation process of the conduct administrator or board
3. To be accompanied by an advisor, if desired
4. To review all documentation concerning the allegations during the hearing
5. To refute information provided by witnesses
6. To be advised of the appeal process

Generally, respondents or other students involved in an incident do not have a right to review the incident report itself until a point in the hearing determined by the Associate Dean of Student Affairs. However, in cases where either (a) the respondent was not present at the time an incident was documented, or (b) the incident was not documented by a University or SSOM official, the respondent may review the incident report by request in person before the hearing.

Incident Reporting and Case Referral

Cases of alleged student misconduct shall be referred to the Associate Dean of Student Affairs through an incident report. Anyone can submit an incident report describing alleged student misconduct. Incident reports should contain the date, time, and location of the incident, the names of individuals involved, and a narrative description of the incident. Incident reports may be submitted by email to the Associate Dean of Student Affairs or in person by making an appointment to meet with the Associate Dean of Student Affairs.

Incident reports should include the name, phone number, and email address of the complainant. While anonymous incident reports will be reviewed, Stritch's ability to address alleged behavior from anonymous sources is significantly limited; therefore, anonymous reports are discouraged.

The timeline for case resolution varies due to several factors, but the established goal is to resolve a case fully within 30 days of receiving a report. The submission of an incident report does not automatically initiate any conduct proceedings and in some cases no action may be taken.

Consideration and Investigation

Upon receipt of an incident report, the Associate Dean of Student Affairs will begin an investigation. If there is reasonable belief that a violation has occurred, allegations will be assigned individually to relevant students.

If the Associate Dean of Student Affairs finds no reasonable belief that a violation may have occurred, the case may be closed with no further action taken.

In some cases, the Associate Dean of Student Affairs may determine that an informal response would best resolve the situation. Examples of informal responses include a warning to cease current behaviors, referral to mediation, and changes in academic, work, or living arrangements.

Cases are addressed by incident. Therefore, when any combination of more than one student is involved, the matter may be handled as a single case. All respondents may be adjudicated at the same time utilizing the hearing type appropriate for the highest level of alleged violation.

Notice to Respondent

1. Allegation Letter

In most cases, when a case is processed the Associate Dean of Student Affairs will send an allegation letter to the respondent(s) by University email containing the following:

- a. A brief description of the alleged misconduct, including the time, date, and place the incident allegedly occurred
- b. A list of any University/SSOM policies allegedly violated
- c. The type of hearing in which the case will be adjudicated or resolved
- d. Information about when the hearing is to take place or be scheduled
- e. A reminder that students may obtain an advisor to support them through the conduct process

2. Acceptance of Responsibility

Occasionally the Associate Dean of Student Affairs may send students an acceptance of responsibility letter in lieu of an allegation letter. An acceptance of responsibility letter contains the same information as a letter of allegation, except it provides the respondent the option to forego a hearing and accept responsibility for an alleged violation. Acceptance of responsibility letters are only used for relatively minor incidents at the discretion of the Associate Dean of Student Affairs. Respondents may always decline to accept responsibility and request a hearing instead. Failure by a student to respond to an acceptance of responsibility letter within five business days will result in the decision being finalized, and any proposed sanctions will be applied.

Decisions rendered by either acceptance of responsibility or failure to respond pursuant to an acceptance of responsibility letter may not be appealed, except on the grounds that the student did not have a reasonable opportunity to receive and respond to the letter.

3. Informational Meeting

Occasionally students will be notified that they must meet with the Associate Dean of Student Affairs for an informational meeting. Such meetings are mandatory and may be needed to investigate an incident, clarify a report, obtain personal statements, notify a student of emergency administrative action, or otherwise discuss an alleged incident with students involved.

Hearings

1. Scheduling

Hearings are scheduled by the Associate Dean of Student Affairs. The respondents will receive an allegation letter with the time and date of the scheduled hearing. The respondents will have 24 hours to reschedule the hearing if needed; otherwise a decision will be made based on the information available.

It is the student's ultimate responsibility to schedule and attend a hearing. Hearings will be scheduled around students' classes, but otherwise hearings are mandatory and take precedence over conflicting obligations, including athletic events, student organization meetings, and work commitments.

If a student fails to respond to an allegation letter or to schedule or attend a hearing by the hearing deadline, the Associate Dean of Student Affairs may make a decision based on the information available.

2. Type of Hearing

Most student conduct cases are resolved prior to a hearing; however, if necessary, an administrative hearing will be held facilitated by the Associate Dean of Student Affairs with participation from three to five representatives from the faculty and staff. These committees have authority to impose all sanctions, including SSOM suspension or dismissal. Hearings may not be available during study days, final exam periods, breaks, or the summer term.

3. Hearing Format

Hearings generally proceed according to the following format:

- a. Introduction of all parties present (including witnesses, when applicable) and of the hearing procedures and expectations
- b. Review and signing of the "Student Rights in the Conduct Process" form
- c. The Associate Dean of Student Affairs describes to the respondent(s) the nature of the alleged conduct at issue and the University/SSOM policies allegedly violated
- d. Respondent(s) are given opportunity to (i) accept full responsibility for all allegations, (ii) accept responsibility for some allegations and refute others, or (iii) refute all allegations
- e. Witnesses are excused until statements are needed (if applicable)
- f. Respondent(s) (and complainant(s) when applicable) are given opportunity to provide a personal account of the alleged incident
- g. Respondent(s) (and complainant(s) when applicable) have the opportunity to inspect all documentation relevant to the case that will be used to make a decision
- h. Any applicable parties are questioned, including witnesses (if applicable)

- i. Respondent(s) are provided a final opportunity to make any closing comments
- j. The Associate Dean of Student Affairs may excuse all parties for deliberation, if needed
- k. Respondent(s) (and complainant(s) when applicable) are notified of the decision and any related sanctions either immediately after deliberation or, when further deliberation is needed, typically within 5 business days

4. Deliberations

Deliberations are closed to all parties except the committee members.

5. Decision

At or after the conclusion of a hearing, the Associate Dean of Student Affairs will issue a decision about each individual respondent's allegations. Each allegation will result in one of the following two outcomes:

- a. Not Responsible - If it is concluded that it is more likely than not that the respondent did not violate University/SSOM policy, or if there is not enough information available to find a respondent responsible, a finding of "not responsible" will be issued and the allegation will be dismissed. No sanction will be assigned and the allegation will not be reported to parties outside the University as part of the student's disciplinary record.
- b. Responsible - If it is concluded that it is more likely than not that the respondent did violate University/SSOM policy, or if the student accepts responsibility for violating University policy, a finding of "responsible" will be issued and appropriate sanctions will be assigned. In all cases, the Associate Dean of Student Affairs shall confirm all decisions and sanctions via a decision letter that will be sent to the respondent(s) via the student's Outlook account. Decision letters are usually sent within five business days of the decision.

6. Preponderance of the Evidence

The standard of evidence required for an Associate Dean of Student Affairs or committee to determine responsibility is known as a "preponderance of the evidence." This means that the Associate Dean of Student Affairs or committee must determine that it is more likely that an alleged violation occurred than that it did not occur.

7. Disqualification or Recusal

If the Associate Dean of Student Affairs or members of a hearing committee believe themselves to be unqualified to serve in such a capacity for personal or official reasons, they may recuse themselves. Respondents may not object to the membership of the committee except for reasons of official or personal conflict of interest. The Associate Dean of Student Affairs will determine the validity of such objections and make a final determination whether or not to disqualify a committee member.

Other Hearing Elements

1. Advisors

Any complainant or respondent involved in the conduct process may be accompanied by one advisor of their choice throughout the conduct process. The role of an advisor is to provide a comforting and familiar presence for the student or student organization. The choice whether or not to invite an advisor is solely that of the student(s) involved. The Associate Dean of Student Affairs must be notified via email that an advisor will be present at least two business days before the scheduled meeting or hearing, unless circumstances call for an expedited hearing.

An advisor may not speak in a hearing unless asked a direct question by the Associate Dean of Student Affairs or committee members. Advisors may not ask questions, interject, coach, advocate for, or otherwise speak on behalf of a student or student organization. An advisor may not function as legal counsel or "represent" a student or student organization for the purposes of the SSOM conduct process. Advisors may not also serve as witnesses in a hearing about the same matter.

If an advisor is an attorney, this must be disclosed to the Associate Dean of Student Affairs, and LUC SSOM reserves the right to have its own legal counsel present for the hearing. If any advisor conducts themselves in a manner inconsistent with these guidelines, then the individual will no longer be considered an advisor and the Associate Dean of Student Affairs may excuse the individual from the conduct process.

2. Privacy

Privacy applies to respondents, complainants, witnesses, advisors, the Associate Dean of Student Affairs, and members of hearing committees. All individuals are expected to adhere to the regulations set forth by the Family Educational Rights and Privacy Act (FERPA) of 1974, as Amended, regarding the dissemination of information pertaining to the student conduct process. All proceedings are private and unauthorized recording by any means is prohibited. All notes taken during student conduct proceedings by any party present will be gathered and destroyed. Only the Associate Dean of Student Affairs may include notes in the case file. SSOM reserves the right to share information regarding the case with other appropriate parties on a need-to-know basis.

3. Written Statements

Students may be required to submit a signed written statement responding to the allegations up to 24 hours prior to the hearing. This statement should be submitted to the Associate Dean of Student Affairs.

4. Witnesses

Witnesses are permitted in the hearing process and may be invited by a respondent, complainant, the Associate Dean of Student Affairs, and/or hearing committee. A witness is someone who can provide a firsthand account of something seen, heard, or experienced relating to the alleged incident. "Character witnesses" and other witnesses deemed to be irrelevant by the Associate Dean of Student Affairs or committee are not permitted. The Associate Dean of Student Affairs may meet with witnesses as a part of the

investigation before the hearing, and may limit the number of witnesses permitted to attend the hearing. A list of witnesses must be submitted at least two business days before the hearing. This list should include contact information and a brief description of each witness's contribution. It is the responsibility of the party who invites the witness to request the witnesses' attendance at the hearing. If a witness is unable or unwilling to attend the hearing, the witness may provide a signed written statement to the Associate Dean of Student Affairs by the hearing date. The hearing may proceed even if all witnesses are not present.

5. Authorized Audio and Video Recording

In some cases, at the discretion of the Associate Dean of Student Affairs, audio or video of hearings may be recorded. Any recording of a hearing becomes property of SSOM and may be retained as part of the disciplinary record. Recordings may be reviewed in deciding an appeal, or may be used internally for documentation or training purposes.

Sanctions

When a student or student organization is found in violation of these standards in this Academic Policy Manual, any of the following types of sanctions may be assigned. Sanctions should be appropriate to the violation(s) for which they are assigned, considering the context and seriousness of the violation, the respondent's demonstrated commitment not to engage in the same behavior in the future, and the respondent's prior conduct history (if applicable).

Compliance with all assigned sanctions within the time allocated is mandatory. Failure to complete or comply with any assigned sanction, or failure to meet an assigned deadline (if applicable) may result in further disciplinary action, including but not limited to: billing the student's University account a \$150 fee and placing a disciplinary hold on a student's University account preventing the student from registering, adding a course, or obtaining transcripts until the sanction is completed.

Where it is reasonably believed that a violation of these Academic Policies has been committed against any person or group because of the person's or group's race, color, religion, ancestry, national origin, age, disability, gender, sexual orientation, any other characteristic protected by applicable law, or because of the perception that a person or group has some such characteristic, sanctions may be enhanced up to and including SSOM suspension or dismissal.

1. Sanction Descriptions

- a. Alcohol and/or Drug Education Referral - Students may be sanctioned to participate in or complete various educational programs focused on alcohol and other drugs.
- b. Educational Experience or Project - Educational experiences or projects may include attendance and participation in an event, workshop, special project, or other initiative. Such experiences provide space for students to reflect upon their conduct, identify harm to self or to the community, explore why such conduct was unacceptable, and/or educate other students about SSOM's policies. Examples of such projects include reflection or research papers about a specific topic or issue, and/or participation in the Campus Involvement Challenge,

Restore LUREC, or the Values Workshop. Deadlines for educational experiences may vary.

- c. Fines - Fines are punitive monetary costs intended to dissuade students from violating SSOM Academic Policies. Fines may be paid directly to the SSOM Bursar's Office by delivering or mailing a check, money order, or cash in the exact amount of bills. Fines collected are used to fund services and programs for students. Failure to pay a fine will result in the amount being billed directly to the student's University account (no penalty is assigned if a student chooses to have the amount billed). Fines must typically be paid within two weeks of assignment.
- d. Loss of Privileges - Students who have engaged in misconduct may temporarily or permanently forfeit certain privileges otherwise afforded to them. Examples include but are not limited to restrictions on access to the University network, email, or other computing systems, and restrictions from accessing certain facilities, programs, or services of the University (such as Fitness Center, the Information Commons, specific, study abroad programs, etc.).
- e. Restitution - Restitution is monetary compensation required of students who have taken, misused, damaged, or destroyed SSOM, public, or private property or services. Amounts charged to students may include cost to repair, replace, recover, clean, or otherwise account for the property or services affected.
- f. Restorative Service Hours - Restorative service hours may be assigned to provide students the opportunity to symbolically repair harm caused and restore a sense of balance in the community. All service hours must be completed (a) at a non-profit organization, (b) under supervision of an employee or volunteer coordinator who is not a relative of the student, and (c) without payment or other compensation for the work performed. Restorative service hours may, but need not, be completed for an office or department of Loyola University Chicago. Restorative service hours may not count towards service learning hours or other community service required by another program, scholarship, or organization. Court-mandated community service may count towards restorative service hours. In some cases, students will be directed to complete their service under the guidance of a specific staff or faculty member (Mentored Service). Deadlines for restorative service hours vary based on number of hours, academic calendar, and other factors.
- g. Student Organization Sanctions - Any sanction may be modified to apply to registered or sponsored student organizations. Additionally, certain sanctions will only apply to student organizations. For example, an organization's national representatives, officers, and/or advisors may be officially notified of the incident as part of a sanction. In cases of serious or repeated misconduct by a student organization, the organization's registration may be suspended (temporary) or terminated (permanent). Suspension/termination prohibits the organization, its members, and its supporters from conducting any activity on any University campus or at any University-associated event that in any way promotes the goals, purposes, identity, programs, or activities of the organization.
- h. SSOM Dismissal - Dismissal from SSOM (also commonly known as expulsion) is the most serious disciplinary action and means the

permanent exclusion of the student from the University. Dismissal may include forfeiture of all rights and degrees not actually conferred at the time of the dismissal; permanent notation of the dismissal on the student's disciplinary record; withdrawal from all courses according to the policies of SSOM; and forfeiture of tuition and fees. Any student dismissed from SSOM must refrain from visiting the University premises except when engaged in official business approved in advance and in writing by the Associate Dean of Student Affairs.

- i. University Probation - University probation is formal notice that a student's behavior or pattern of behavior was unacceptable and caused harm to the University community. During the probation period, students should demonstrate a willingness and ability to respect and comply with the standards of behavior appropriate to a Jesuit, Catholic university. Students on University probation may not represent the University in any official capacity, and may be required to resign from any office or committee appointment associated with Loyola University Chicago and Stritch School of Medicine. Continued misconduct of any kind (even of a kind different from that which resulted in probation) during the probation period may result in University suspension or dismissal. Students on University probation may not study abroad until after their probation period has ended. University probation is typically assigned for a minimum of the rest of the semester, and may last until graduation. For student organizations placed on University probation, the organization is ineligible to request money from the OSA or MSU for the duration of their disciplinary period.
- j. University Suspension - University suspension involves the temporary removal of the student from the University for a specified period of time, with the understanding that the student may be returned to good standing at the completion of the suspension period after having satisfied any accompanying conditions. Suspension from the University further entails being withdrawn from all enrolled courses or clerkships, forfeiting all applicable fees, and restriction from visiting the University premises except when engaged in official business approved by the Associate Dean of Student Affairs. University suspension may also include any other disciplinary action that is judged to be of value to the student. Persons notified of a student's University suspension status may include: academic deans, Campus Security, or other appropriate personnel at the discretion of the Associate Dean of Student Affairs. Suspended students may not study abroad or travel with SSOM, and may not be approved to study abroad until 90 days after their suspension period has ended. University suspension is typically assigned for a minimum of the rest of the semester, and may last any number of years. When a suspension period is over and the student has completed the conditions accompanying the suspension, the student must contact the Associate Dean of Student Affairs requesting reinstatement and providing documentation demonstrating that the student has satisfied the terms of the suspension (if applicable). The Associate Dean of Student Affairs may, if needed, require a meeting with the student before permitting re-enrollment. The student may re-enroll at SSOM only after the Associate Dean of Student Affairs has made an affirmative decision, notified the student, and released the hold on the student's University account.

- k. University Warning - A University Warning is an official notice to the student that the student's conduct was inappropriate and violated the SSOM Academic Policies. University Warnings are only assigned for relatively minor violations.
- l. Other Sanctions - Any reasonable sanction may be assigned that appropriately promotes the education and development of a student or student organization, ensures safety, or otherwise furthers the mission of the SSOM.

2. Final Exams and Sanctioning

Policy violations occurring during study days or final exams may result in immediate suspension or restriction of access to SSOM facilities. Additionally, sanctions that are assigned for violations occurring during study days or final exams may be increased or extended to convey the importance of maintaining a peaceful SSOM environment during those periods.

3. Sanctions Specific to Study Abroad Programs

The following are additional sanctions that apply only to students studying abroad. All other University sanctions may also be applied to students studying abroad as needed. Amounts of fines are converted from US dollars (US\$) to appropriate international currencies.

4. Notification of Home Institution (Visiting Students – Domestic and International)

The SSOM reserves the right to notify students' home institutions of serious violations of the SSOM Academic Policies.

Emergency Administrative Action

The Associate Dean of Student Affairs and designees shall have the authority to immediately suspend a student from the SSOM or restrict activities of a student on-campus pending disciplinary procedures when it is believed that the presence of the student would seriously disrupt the SSOM or constitute a danger to the health, safety, or welfare of the SSOM community or property. In such cases the student will be notified in writing of the emergency administrative action. Academic deans, Campus Security, or other personnel may also be notified of the action as needed.

Some examples of emergency administrative actions include:

1. Limitations on University Activities and Access

Limitations on University activities and/or access to University facilities may be imposed for a specified period of time. Activities or access that may be limited include, but are not limited to: eligibility for service as an officer or member of any University organization or University committee; eligibility to receive or maintain any award from the University; attendance at University-sponsored social events; access to any University-owned facilities or grounds; and contact or association with specific members or groups of the University community.

2. No Contact Directive

The Associate Dean of Student Affairs or a hearing committee may direct a student to have no contact with another individual for a specified period. This directive may be stated in writing before, as a result of, or after a hearing. In some cases, such a directive may be imposed before the initiation of any

hearing proceedings, in which case the directive will only apply in the interim period until the conclusion of the student conduct process (if needed, a subsequent directive may be re-issued after the hearing). The person(s) who is protected by this directive may receive a written statement notifying them that such a directive has been issued, as permitted by applicable law.

Gender-Based Misconduct and Title IX

Under Title IX of the Educational Amendments Act of 1972, LUC Stritch School of Medicine (SSOM) has a responsibility to respond promptly and effectively when SSOM becomes aware of sexual misconduct and/or any other conduct motivated by sex, gender, or gender-expression that creates a hostile educational environment. Investigations of reported conduct must be impartial and reliable. Responses to reported conduct must adequately stop the behavior, prevent its recurrence, and address its effect. Every effort will be made by SSOM to conclude Title IX investigations within 60 days of a filed report or notification. Any criminal investigation that may take place does not relieve SSOM of its duty to respond.

Gender-based misconduct includes all forms of dating and domestic violence and sexual misconduct as defined in the Academic Policy Manual. Additionally, stalking, while it may be motivated by many different reasons, is initially presumed to be gender-based misconduct and is addressed as such. Gender-based misconduct also may include any other misconduct where the complainant is targeted because of sex, gender, or gender-expression.

Members of the SSOM community, guests, and visitors all have the right to be free from gender-based misconduct. Therefore, whenever a respondent is found to have engaged in gender-based misconduct, serious disciplinary sanctions will be assigned with the goal of ensuring the misconduct stops and is not repeated. Additionally, individuals who engage in such behavior who are not students (including visitors to the Health Sciences Division (HSD) campus and/or individuals engaged in HSD-affiliated programs or services) are subject to loss of privileges, limitations on HSD access, and criminal prosecution.

1. Relevant Definitions and Concepts

- a. "Coercion" means unreasonable pressure for any activity. For example, when an individual makes clear that the individual does not want sex, wants to stop, or does not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercion.
- b. "Complainant" in this section means any person who reports being the victim, or survivor of gender-based misconduct, whether or not the person actually chooses to pursue an investigation into the incident.
- c. "Consent" means freely given, mutually understandable permission – a clear "yes" to engage in a specific sexual activity. Consent to one form of sexual activity does not automatically mean consent is given for any other sexual activity. Similarly, past consensual sexual activity with a person does not grant consent for any future sexual activity with that person. Consent may be withdrawn at any time. All sexual activity must cease when consent is withdrawn. Silence alone does not constitute consent. Consent cannot be gained by force, threats, or coercion. A person is incapable of giving consent if they are incapacitated by alcohol, drugs, or any other physical or mental impairment. In order to give consent, an individual must be

- of legal age – which in Illinois is seventeen (17) years old. Consent may not be given between persons who are related to each other within the degrees wherein marriage is prohibited by law in Illinois.
- d. "Date-rape drug" means any substance intended to incapacitate another person so the person may be taken advantage of. Any intoxicant used for such a purpose, including alcohol, is considered a date-rape drug.
 - e. "Force" means the use of physical violence, threats, intimidation (implied threats), and/or coercion to overcome resistance or objection. Consent cannot be gained using force.
 - f. "Incapacitation" means a state where an individual is temporarily or permanently impaired by mental and/or physical deficiency (such as when sleeping or blacked out), disability, illness, or by the use of alcohol or other drugs to the extent that the person lacks sufficient understanding to make rational decisions or engage in responsible actions. A person who does not comprehend the "who, what, when, where, why, or how" of a sexual interaction may be incapacitated. The respondent's own use of alcohol or other drugs will not excuse incidents of gender-based misconduct.
 - g. "Investigator" means a highly trained faculty or staff member who is assigned by the Title IX Deputy to investigate and adjudicate allegations of gender-based misconduct
 - h. "Sexual activity" may include intercourse and other intentional sexual contact regardless of the gender, sex, sexual orientation, or preference of individuals engaging in sexual activity.

2. Role of the Title IX Coordinator and Deputy Coordinator

The Title IX Coordinator or Deputy Coordinator is responsible for ensuring that the SSOM responds appropriately and in compliance with all applicable laws to reports and notifications of gender-based misconduct. The Title IX Coordinator is available to meet with any student who reports gender-based misconduct and oversees prevention, training, and education efforts related to gender-based misconduct for the SSOM community. The Title IX Coordinator and designated Deputy Coordinator are highly trained Loyola administrators responsible for ensuring that the University responds appropriately and in compliance with all applicable laws to reports and notifications of gender-based misconduct. Please see the University Title IX website at <http://luc.edu/hr/titlenine.shtml> for additional information and resources.

3. Rights of Students in Instances of Reported Gender-Based Misconduct

Students who experience any gender-based misconduct or who report such misconduct to University officials can expect the following:

- a. All allegations of such behaviors will be treated seriously.
- b. All students will be treated with dignity and respect and in a non-judgmental manner.
- c. Both parties will be afforded timely notice of any required meetings, and will have the opportunity to review any investigative report after the investigation has concluded but before a formal hearing is held.
- d. Complainants will be informed in writing of available reporting options outside of the SSOM misconduct reporting systems (Cook

County Sheriff's Police general number 708-865-4700, Campus Security 708-216-9077 or 911 from any phone on campus).

- e. Whenever the University investigates a complaint or allegation of gender-based misconduct, every reasonable attempt will be made to process the case according to the wishes of the complainant. This effort will be balanced with the University's obligation to ensure the safety of the community.
- f. University personnel will never force complainants to report nor discourage them from doing so. The University will seek to minimize the reporting burden on the complainant.
- g. At all points throughout the conduct process, complainants and respondents each may choose to be accompanied by an advisor of their choice. For more information about the role of an advisor, see the section on Advisors under Other Hearing Elements found on page 53. **[recheck page number]**
- h. Complainants and respondents will be notified simultaneously and in writing of outcome of the case, any sanctions imposed, and the rationale for the decision and sanctions.
- i. Complainants will be informed in writing of available counseling, health, mental health, victim advocacy, legal assistance and other services available for complainants within the institution and in the community.
- j. Complainants may request immediate assistance with transportation, working, or other measures to prevent unnecessary or unwanted contact or proximity to a respondent when reasonably available. Such accommodations may be requested if reasonably available, even if the complainant elects not to pursue the conduct process or press criminal charges. Whenever possible and to the extent that it does not impede the providing of such accommodations, the University will maintain as confidential any accommodations or protective measures provided.
- k. Complainants and respondents both have the right to choose whether to be physically present in the hearing room. Accommodations may be requested by either party to arrange for remote or private participation.

4. Complainant's Choice of Resolution

Complainants of gender-based misconduct may decide whether and how they want to proceed with any formal investigation or resolution process. A complainant may choose to pursue resolution through the SSOM conduct system, the criminal or civil courts, both, or neither. Complainants may always initiate or withdraw from the formal resolution process at any time. No SSOM employee should minimize or downplay any report or pressure any complainant to proceed in a way that makes the complainant uncomfortable.

In some limited circumstances, (see exceptions below), the Title IX Deputy Coordinator may need to take action through the SSOM conduct process and/or report incidents to the legal authorities contrary to the complainant's wishes. In such instances, however, strong consideration will still be given to the complainant's preferences.

- a. **Serious Imminent Threat Exception**
Notwithstanding any other information in this policy, in instances where there is an imminent and severe threat to the safety of the Health Sciences Division community, SSOM administrators, in private consultation with Campus Security, may issue immediate timely warnings or otherwise pursue disciplinary action to protect the University community. Such measures are required by law. In such instances, the Title IX Deputy Coordinator will make a reasonable attempt to notify the reporter(s) and/or complainant(s) beforehand. No personally identifiable information about the reporter(s) or complainant(s) will be included in any warning issued.
- b. **Mandatory Child Abuse Reporting Exception**
Notwithstanding any other information in this policy, the Illinois Abused and Neglected Child Reporting Act (325 ILCS 5/1-11.8) requires that all personnel of institutions of higher education must notify the Illinois Department of Child and Family Services of any allegation or reasonable suspicion of current child abuse or neglect upon a person under the age of 18. In such instances the Title IX Coordinator will also be notified of the report.

i. Formal Reporting, Investigation, and Hearing

The Associate Dean of Student Affairs coordinates the adjudication of all formal complaints of gender-based misconduct allegedly committed by students. Because of the unique requirements for such investigations under Title IX, the process for conducting such investigations and hearings is specifically described here.

- a. **Formal Reporting**
A variety of formal reporting options are available to any individual who believes gender-based misconduct has occurred and who wishes to bring it to the attention of SSOM. Once SSOM receives a report of alleged gender-based misconduct, SSOM is obligated to assess the situation to determine if the incident poses an imminent and severe campus threat.

EthicsLine: Students are encouraged to report incidents directly through the EthicsLine reporting hotline (855) 603-6988 or website (www.luc.edu/ethicsline). Reports submitted through EthicsLine go directly to the LUC Title IX Deputy Coordinator. Students can expect follow up within three business days of filing a report.

Reporting to Faculty or Staff: Students may also inform any University faculty or staff member directly. Within 24 hours of being notified, all faculty and staff – except those who are explicitly designated as confidential resources below – are expected to report alleged violations involving students to the Title IX Coordinator via an EthicsLine report. The following offices are particularly well-equipped to assist students who wish to formally report an incident:

- Campus Security (708) 216-9077 or 911 from any phone on campus
- Office of Student Affairs (708) 216-3220

Anonymous Reporting: anonymous reports (where the identity of the person reporting is never shared) can be submitted through EthicsLine. Anonymous reporting seriously limits the ability of SSOM to respond to and address incidents. Although every report will be investigated, in many cases no formal action will be possible when the identity of the harmed party remains unknown.

- b. Initial Informational Meeting with the Title IX Deputy Coordinator
Within three days of the Title IX Deputy Coordinator receiving a report or notification of alleged gender-based misconduct involving a currently enrolled SSOM student, the Title IX Deputy Coordinator will request to meet individually with the complainant and respondent. These meetings usually occur within five business days. At these meetings, the Title IX Deputy Coordinator will review SSOM's procedures and the rights of both parties and will share information about available resources and support services. The Title IX Deputy Coordinator may also explain any interim measures that will be in place while the investigation proceeds.
- c. Investigation Process
The formal investigation of gender-based misconduct begins once a report has been assigned to Title IX Investigators by the Title IX Deputy Coordinator. The roles performed by the Associate Dean of Student Affairs in this section are fulfilled by the Title IX Deputy Coordinator (supervisory) and Title IX Investigators (investigation). Both the respondent and the complainant will be notified in writing of the preliminary allegations when a formal investigation has begun. The Title IX Deputy Coordinator oversees this investigation process.

The Title IX Investigator will:

- Request meetings and separately interview complainant(s), respondent(s), and relevant witnesses (if applicable)
- Coordinate the collection of all relevant information, including written statements by the complainant(s), respondent(s), and/or witnesses; physical evidence; etc.
- Submit a Final Investigation Report, summarizing the investigation to the Title IX Deputy Coordinator.
- Attend and participate in the conduct hearing.

The length of time for an investigation can vary. Typically, the investigation takes between two and four weeks.

- d. Formal Hearing Process
After the investigation, the Associate Dean of Student Affairs will review the Final Investigation Report, assign final allegations, and schedule the hearing. Hearings for cases of alleged gender-based misconduct will typically be adjudicated by a committee of three to five staff and/or faculty from the HSD campus who are also trained Title IX investigators. The committee will be chaired by the Associate Dean of Student Affairs or appropriate designee. Hearings will be scheduled within five business days of a completed investigation and will take place within ten business

days of the completed investigation whenever possible. At least three business days before the hearing, complainants and respondents may each review copies of the Final Investigation Report and any other relevant information that will be considered by the committee. It is the parties' responsibility to arrange to review the Final Investigation Report before the hearing if they would like to do so. Parties are not provided time to familiarize themselves with the report once the hearing has commenced.

At the request of a complainant or respondent, the Associate Dean of Student Affairs will take appropriate action to maintain a safe environment for all participants during the hearing. Such actions may include separating parties via a screen, coordinating for remote participation via telephone or video, etc. All such requests must be communicated to the Associate Dean of Student Affairs at least three business days prior to the hearing.

During the hearing, usually only the investigators, complainant, respondent, committee members, witnesses, and/or advisors may be present. A hearing may be conducted in the absence of any party or witness at the discretion of the Associate Dean of Student Affairs. Witnesses will be present only when sharing information with the committee. All reasonable attempts will be made to ensure the safety and comfort of the parties present.

The committee will use the Final Investigation Report as a basis for the hearing. Beginning with the complainant, both parties will have the opportunity to share an opening statement, after which the committee will ask questions of any attendees as needed. At any time the committee may break to deliberate in private, temporarily excusing all participants. All conversation takes place between the committee and the parties present. The complainant and respondent do not directly question or "cross examine" one another during the hearing.

If the complainant or the respondent does not attend the hearing or chooses not to speak, these procedures will still be followed and a decision will be made based on the information available. The complainant, the respondent and the case investigators may be given the opportunity to make opening and/or closing remarks.

Hearings may be audio taped to preserve a record of the hearing. The committee's private deliberations will not be taped or otherwise recorded. The recording is the property of Stritch School of Medicine. Participants (including advisors) are prohibited from making their own recordings.

The Associate Dean of Student Affairs reserves the right to remove from a hearing any individual who impedes the conduct process. In such cases a case may be recessed or continued at the discretion of the Associate Dean of Student Affairs.

e. Findings and Notice of Outcome

The respondent and complainant will be informed simultaneously in writing by the Associate Dean of Student Affairs as to the outcome of the

case, any sanctions imposed, and the rationale for the decision and sanctions. Decisions will be communicated in writing within two business days of the conclusion of the hearing.

f. Sanctions

All forms of dating and domestic violence, sexual misconduct, and stalking are among the most serious offenses at Loyola. Sanctions for such violations vary depending on the circumstances, but may include any of the following: Educational experience or Project; Extension of Emergency Administrative actions; Loss of Privileges; Suspension, or Dismissal; Student Organization Sanctions; or Probation, Suspension, or Dismissal.

The safety and concerns of the complainant, the respondent, and the community will be considered in determining appropriate sanctions.

g. Appeals

In cases of alleged gender-based misconduct, both complainants and respondents may appeal all or part of the outcomes of a case within 72 hours. Once an appeal has been submitted by one party, the other will be notified and will have another 72 hours to submit a statement in support of or also appealing the decision. Appeal requests will not be exchanged (i.e. if one party files an appeal, the other may file a statement independently of the appeal, but may not view the original appeal). Appeals are decided by the Dean of Stritch School of Medicine.

ii. Retaliation and Gender-Based Misconduct

Especially in cases of gender-based misconduct, it is critically important that the SSOM community be free to report information that helps to ensure the safety and well-being of the community. SSOM will make every effort to ensure that no student will be subject to any adverse action (either by SSOM or by another person or group) because they report what they honestly believe to be a violation of SSOM/University policies.

Accordingly, any act of retaliation by a student taken against a complainant, witness, reporter, or other individual in response to the reporting or investigation of an allegation of gender-based misconduct is a serious violation of the SSOM Academic Policy and will result in expedited and serious disciplinary action up to and including dismissal.

Also, no officer, employee, or agent of SSOM, may retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for reporting an incident to SSOM or otherwise exercising their rights or responsibilities in the conduct process in good faith. Any individual who experiences retaliation by a member of the SSOM community is encouraged to report it directly to the Title IX Deputy Coordinator or to EthicsLine.

iii. Confidential Resource

A confidential resource is also available for students to discuss incidents that have occurred without a report being submitted to the Associate Dean of Student Affairs. The following is a resource where such confidentiality can be assured:

- Perspectives 24/7 Call Center 800-456-6327

Most faculty and staff are required to report incidents to the Title IX Coordinator. If a reporter is unsure how private or confidential a staff or faculty member can keep a report, the reporter should ask prior to disclosure. Faculty and staff are expected to respond honestly and identify alternative resources if needed.

The following are other confidential support resources off-campus:

- Chicago Rape Crisis Hotline (888) 293-2080 (sexual assault)
- National Sexual Assault Hotline (800) 656-4673 (sexual assault)
- Between Friends Chicago (800) 603-4357
(dating/domestic violence and stalking)
- National Stalking Resource Center (800) FYI-CALL
(dating/domestic violence and stalking)

Bias-Motivated Incidents

Loyola University Chicago does not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national or ethnic origin, disability, or any other characteristic protected by applicable law.

In addition to these protected characteristics, it is also a violation for any student to discriminate or otherwise engage in misconduct against any person or group based on actual or perceived gender expression or identity, socio-economic class, citizenship status, military or veteran status, or pregnancy.

In such cases where a subject is targeted because of one's identity, that person's access to Loyola's education mission is compromised. Accordingly, such behavior is strictly prohibited.

1. Procedures for Reporting Bias-Motivated Incidents

Loyola University Chicago has implemented EthicsLine Reporting Hotline, through a third party internet and telephone hotline provider, to provide the University community with an automated and, if desired, anonymous way to report activities that may involve discrimination or other bias-motivated misconduct. Students may file an anonymous report through the website at www.luc.edu/ethicsline or by dialing (855) 603-6933.

The University strongly encourages all faculty, staff, students, administrators or other concerned parties to notify the Associate Dean of Student Affairs or use this EthicsLine system to report bias-motivated incidents or other suspected or wrongful acts of conduct by SSOM community members. No SSOM administrator, faculty, staff or student may interfere with the good faith reporting of suspected or actual wrongful conduct; no individual who makes such a good faith report shall be subject to retaliation, including harassment or any adverse employment, academic, or educational consequence, because of making a report.

2. Investigation and Adjudication of Bias-Motivated Incidents

Reports submitted to the Associate Dean of Student Affairs or via the EthicsLine system will be handled as promptly and discreetly as possible, with facts made available only to those who need to investigate and resolve the matter. Due to

the nature of certain claims, SSOM may be limited with respect to the actions it may be able to take in response to a report if the individual submitting the report does not wish to make his or her identity known.

Incidents where the alleged perpetrator is a faculty or staff member will be investigated and adjudicated according to faculty or staff disciplinary processes respectively.

- Reports against Students

When a report alleges misconduct by a student, the Associate Dean of Student Affairs will review the complaint for investigation. Following the investigation, if sufficient evidence is found to initiate the student conduct process, a report will be submitted on behalf of the investigator(s) to the Associate Dean of Student Affairs for adjudication by hearing or other appropriate conflict resolution process.

- Reports against Faculty

When a report alleges misconduct by a faculty member, the HSD Provost's Office or Human Resources will review the complaint and typically will refer the case to the Academic Chairperson, Dean, Dean's designee, or other appropriate senior academic officer for investigation. Following the investigation, if sufficient evidence is found to initiate disciplinary action against the faculty member, a report will be submitted on behalf of the investigator(s) to the appropriate individual to initiate the disciplinary process in accordance with the Faculty Handbook.

- Reports against Staff

When a report alleges misconduct by a staff member, the HSD Provost's Office or the Human Resources Office will review the complaint and typically will refer the case to the staff member's supervisor for investigation. Following the investigation, if sufficient evidence is found to initiate disciplinary action against the staff member, appropriate steps will be taken through the HR Office.

In some cases, efforts may be made to resolve the complaint using mediation or other less formal conflict resolution processes. If such efforts are unsuccessful, a hearing or other more formal disciplinary process may be initiated.

Appeals

Respondents who are found responsible for a violation may appeal all or part of the decision according to the following guidelines. In cases of alleged gender-based misconduct, complainants may also appeal all or part of the decision. An appeal is not a re-hearing of the case. Appeal requests should be submitted to the SSOM Dean's Office. They will be reviewed by the SSOM Dean or the Dean's designee, who will determine if there are sufficient grounds for the appeal.

Respondents who fail to appear for a scheduled hearing of which they were reasonably notified, and respondents who accept responsibility pursuant to an acceptance of responsibility letter may not appeal the decision.

1. Grounds for Appeal

Any request for appeal must be based on one or more of the following grounds:

- a. New substantive information is available that could not have been discovered by a diligent respondent at the time of the hearing and that would have likely changed the outcome of the case.
- b. A substantive procedural error or error in the interpretation of University policy occurred that denied the respondent the right to a fair hearing and decision.
- c. The finding (as to responsibility or sanctions or both) was manifestly contrary to the information presented at the hearing (i.e. the decision was clearly unreasonable and unsupported by the great weight of information).

2. Timeline and Format

A student has 72 hours from the time the decision letter is sent to request an appeal. Failure to submit a request within this period waives the right to appeal and renders the decision final.

While a request for appeal is under review (final decision is pending), sanctions and other disciplinary actions may be enforced on an interim basis at the discretion of the Associate Dean of Student Affairs or University administration.

For complainants in cases of alleged dating or domestic violence, sexual misconduct, or stalking, notification of the ability to appeal will be included in the victim notification letter and the same designated appeal period applies.

Students are typically notified of the final decision within five business days of the appeal request; however, at times further investigation may require a longer period of consideration.

3. Content

Requests for appeal must include the grounds for appeal, a personal statement explaining in detail why the student is contesting the results of the hearing, and any relevant documentation available that substantiates or clarifies the request for appeal.

4. Review and Final Decision

All properly completed requests for appeal will be considered by the Dean or the Dean's designee, who will determine whether there is sufficient basis for

modifying the original decision. The Dean or Dean's designee may or may not request to meet with the respondent, complainant, or other relevant individuals before making a final decision.

The responsibility lies with the appealing student (either respondent or complainant) to provide clear and convincing information demonstrating that the original process or decision was substantively flawed.

The Dean or Dean's designee will choose one of four possible outcomes for all appeals:

- a. Affirm the original decision and uphold the original sanction(s)
- b. Affirm the original decision but modify the original sanction(s)
- c. Overturn all or part of the original decision and uphold, modify, or remove the sanction(s) appropriately
- d. Remand the case for a rehearing.

Students will be notified of the final decision within two weeks of receipt of the request.

The disposition of a case by the Dean or appropriate designee following an appellate review is final within the University and is not subject to further review.

Victim Notification

In accordance with applicable law, SSOM may disclose to an alleged victim (usually the complainant) the result of a disciplinary proceeding against an alleged perpetrator (respondent) of a crime of violence (alleged or attempted commission of the following offenses: arson, assault offenses, burglary, criminal homicide, manslaughter, murder, destruction/damage/vandalism of property, kidnapping/abduction, robbery, and forcible sex offenses) or non-forcible sex offense (statutory rape, incest). All information about the outcome of an incident of alleged dating or domestic violence, sexual misconduct, or stalking may also be disclosed to the complainant in such a case. These disclosures may be made even without the consent of the respondent.

More information about federal regulations requiring such disclosures may be found at 34 CFR Part 99, App. A, which is available at www.ed.gov/offices/OM/fpco/ferpa.

Parent or Guardian Notification

For students over the age of 21, the University will only notify emergency contacts when there is concern that the student is in some danger or may pose a danger to others.

DRESS CODE, APPEARANCE, AND SCRUB ATTIRE

Students are expected to be in compliance with the following appearance and uniforms standards of the Stritch School of Medicine, which are in accord with the uniform policy of Loyola University Medical Center. *Students assigned to clinical sites other than LUMC are responsible for learning and following the clinical site's policies and procedures concerning scrub attire.*

General Dress Standards

Preclinical

- During the preclinical years, students are expected to dress appropriately in the academic, business, and clinical areas on campus.
- Shirt and shoes are required in educational, administrative, and clinical buildings and on the property that is adjacent to them. Gym clothes (except inside the Fitness Center), low cut tops, short shorts, and bathing suits are not suitable inside or outside of campus buildings.
- Closed toe shoes are required in laboratory areas for safety.

Clinical

- Students are expected to maintain a professional appearance in the clinical settings. Clothing should be business-like; necklines and hemlines should be conservative.
- Students should wear clean, pressed, well-fitting personal attire; undergarments should be worn.
- Daily hygiene must include clean body, teeth, and clothes; heavily scented fragrances should be avoided.
- Hair should be clean, well-groomed and tied back when engaging in patient care activities or operating machinery.
- Well-groomed beards, sideburns, mustaches are allowed, but may not interfere with personal protective face gear. Extreme cosmetic/make-up applications should be avoided.
- Nails should be well-manicured and polish color, if worn, should be conservative. Nail length should not interfere with clinical activities and safety of patients or staff.
- Body piercing, tattoos, and jewelry should be discreet; jewelry is not permitted in operating rooms.
- Shoes should be clean and in good condition; closed toe shoes are recommended for safety.
- T-shirts, cropped tops, very short skirts, spaghetti strap tops, flip flops, jeans, shorts, sweat shirts, and sweat pants are not acceptable.

Identification Badges

Students must wear a Loyola photo ID badge along with the Stritch student nametag on the vest pocket of their white coat. ID badges issued at other clinical teaching sites should be worn in addition to the Loyola ID when at the other clinical site.

White Coat

Students should wear a clean, pressed, **short** white coat in clinical areas. Coats should be plain, white, with no embroidery above the vest pocket and an official LUMC patch may be sewn on the sleeve. A **long** white coat **must** be worn in lieu of a short coat at LUMC whenever green or blue scrub attire also is worn (*see Scrub Attire section*).

Scrub Attire

- Students should arrive at the medical center campus in appropriate street clothing. Scrubs are not to be worn going in to or out of clinical areas, or between clinical areas and other campus buildings.
- Scrubs can be worn where performance of procedures is a major component of the patient care activities (i.e., operating rooms, trauma bay/emergency room, burn center, and surgical intensive care). Green, blue, and other colors of scrub attire must be restricted to the designated areas specified by the medical center. Students are expected to change from scrub attire as soon as possible when it is no longer necessary to wear such garb as a uniform.
- Scrub attire provided by the medical center is their property and must be returned immediately after use.
- After use, scrubs are not to be worn if they have bodily fluids on them. Scrubs should be changed **immediately** if they become contaminated.
- Scrubs worn outside of procedure areas are to be covered with a long lab coat that must remain buttoned at all times. Do not sit in the cafeteria or other areas with an unbuttoned lab coat if wearing scrubs.
- Surgical hats, booties, or masks are not to be worn outside of the operating room or procedure areas.

RELATED POLICIES

Loyola University Chicago, Stritch School of Medicine, and clinical sites used for training have approved and published policies and procedures that must be followed to avoid a change in the student's academic status, withholding of grades, denial of course registration, being asked to leave an instructional or clinical area, removal from campus, or withdrawal of the normal rights and privileges of a student.

Some important non-academic policies are not included or described in detail in this manual. Relevant policies are published by the source department and listed below. A link, if available, to the primary document or departmental website is included.

- Medical students are required to adhere to the policies that govern access to and release of [Protected Health Information](#) (PHI); and use of electronic medical records.
- Medical students should familiarize themselves with the [Bloodborne Pathogens Exposure Control Plan](#) and understand what to do in case of exposure.
- Computer use in the university and medical school is subject to [Information Technology Services Policies & Guidelines](#), including access and use, access and acceptable use, email, ownership and use of data, and peer-to-peer file sharing. Students are expected to abide by these policies when using university, medical school, and computer resources of any kind.
- Loyola's [Copyright Resources](#) includes information on duplication of copyrighted media, copyright information as applied to library reserves, and so forth. Students are expected to abide by these policies when using university, medical school, and clinical training resources of any kind.
- Students are subject to the policies published by the [Bursar's Office](#).
- In compliance with **federal** requirements, students must meet the expectations described in the Financial Aid Office policy: [Satisfactory Academic Progress for Financial Aid Eligibility](#) **that can be found by scrolling down past the list of credit reporting agencies.**
- Click here for a list of [Stritch School of Medicine Administrators](#).