

MISSION STATEMENT

Loyola Marymount University provides its students with an academic environment conducive to the pursuit of knowledge. This academic environment is based upon respect, trust, integrity, and accountability among all members of the University community.

Operating within the context of the University's mission, the Office of Judicial Affairs seeks to maintain the University's academic environment by upholding community standards. The Office of Judicial Affairs supports the educational mission of the University by administering the Student Conduct Code in a manner that holds students accountable for code violations and helps students grow into more responsible and community minded persons.

WE LIVE IN A COMMUNITY OF SCHOLARS

The University has high expectations of LMU students based on Ignatian and Marymount traditions of education and spiritual development. These expectations are defined in the Student Conduct Code. Judicial Affairs strives to provide students who have violated community standards with the opportunity to grow through education and accountability. Judicial Affairs promotes a safe environment conducive to learning and encourages the growth of the whole person.



The Office of Judicial Affairs

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OFFICE

Malone Student Center 355

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Loyola Marymount University
LMU Drive, MS 8475
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GUIDE TO LMU'S
Judicial Affairs



DIVISION OF STUDENT AFFAIRS

Loyola Marymount University **Los Angeles**

I was just written up. What should I do?

Check your LMU student e-mail account on a regular basis. You may be receiving an emailed letter from Judicial Affairs. You can also check with your Resident Director (R.D.) or the Office of Judicial Affairs.

I received a letter from Judicial Affairs. What should I do next?

Either call the Judicial Officer (the person who signed your letter) or, if you have been assigned a hearing date, attend the hearing.

If I have questions about the judicial process where should I go?

Please contact the Office of Judicial Affairs, (310) 338-1821, located in Malone 355. Other resources include Residence Life Staff (RDs and ACs), Judicial Officers, the Dean of Students Office, and First Year Experience staff.

I want to bring a witness to my judicial hearing. How do I do that?

You must notify the Judicial Officer in advance if you plan to bring a witness or witnesses to the hearing. The Judicial Officer will meet with you privately first. The Judicial Officer will then meet with each witness individually. Witnesses should be individuals who were witness to the actual incident and/or allegations. Character witnesses are disfavored.

What happens at a judicial hearing?

The Judicial Officer reviews the judicial process and procedures with you. You will review the incident(s) report with the Judicial Officer and present your experience of the incident to the Judicial Officer. After the hearing you will receive a letter from the Judicial Officer informing you of the findings of the hearing.

What do I do when I receive my decision letter from the Judicial Officer?

Complete the sanctions as outlined in your letter. If you have any questions, contact your Judicial Officer or the Office of Judicial Affairs immediately.

What are possible sanctions?

Depending on the offense, possible sanctions include, but are not limited to, disciplinary warnings, fines, eviction from Student Housing, suspension and dismissal from the University.

Possible sanctions for a first alcohol offense may include, but are not limited to, a disciplinary warning, monetary fine, parental notification, and attending an alcohol education program. Sanctions for subsequent alcohol violations may include additional fines, further education programs, eviction, probation, and suspension from the University.

Possible sanctions for first marijuana offenses may include, but are not limited to, disciplinary and/or housing probation, random drug testing, fines, educational programs, eviction, suspension, or dismissal from the University. Subsequent drug violations may result in dismissal from the University.

How long can I be on probation or suspended from the University?

Depending on your case, you may be placed on probation anywhere from a semester to the remainder of your tenure at the University. Suspensions range from a semester to an indefinite period of time.

Are the sanctions that I have been assigned consistent with other students' sanctions?

Possible sanctions are outlined in the LMU Community Standards booklet. However, cases are evaluated on an individual basis.

If I don't complete my sanctions, what will happen to me?

Failure to complete your sanctions may subject you to further sanctions. Please refer to your sanction letter for potential consequences for not completing your sanctions.

If I disagree with my sanctions, what are my options?

You may submit an appeal petition to the Student Conduct Committee c/o the Office of Judicial Affairs in Malone 355.

What are grounds for an appeal?

Per the Student Conduct Code Section IX Letter A, the following are grounds for an appeal:

1. The sanction is grossly disproportionate to the offense.
2. The procedures provided for in the Student Conduct Code were not followed resulting in significant prejudice to the student.
3. New, relevant evidence is available within the exercise of reasonable diligence that could not have been produced at the time of the hearing.
4. The decision is not supported by substantial evidence.

If I'm in the appeal process, do I have to complete these sanctions now?

No. Once a letter of appeal has been submitted to the Office of Judicial Affairs all sanctions are held in abeyance until the Student Conduct Committee hears the appeal, unless otherwise stated in your sanction letter. If sanctions are upheld, you will be issued new deadlines, which must be completed, unless otherwise stated.

Will I appear before the Student Conduct Committee?

No. All appeals are done in writing. You will not be called in to a meeting of the Student Conduct Committee. They will only review the materials that you submit in writing. However, if you have been suspended or dismissed from the University you will appear before the Committee in person for a de novo hearing.

If I submit an appeal, how will I receive the Student Conduct Committee's decision?

You will receive a decision letter via your campus mailbox once the Student Conduct Committee has reviewed the appeal, met, and made a final decision.

Who is on the Student Conduct Committee?

The Student Conduct Committee is made up of undergraduate students (recommended by the Resident Housing Association and the Associate Students of Loyola Marymount University), graduate students, faculty, staff, and resident ministers.

Are my judicial records confidential?

Yes! Only Judicial Affairs staff have access to your judicial records. You may, however, sign an authorization to release your judicial information to another person (i.e. parent or Study Abroad program).

I have a judicial record. Can I study abroad?

All students must submit a clearance form to the Office of Judicial Affairs. Any student with a judicial record may lose the opportunity to apply to any Study Abroad program.

