



STUDENT HANDBOOK

2025-2026

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UNIVERSITY RESOURCES

Adaptive Services Office

Website: <https://www.avemaria.edu/current-students/adaptive-services>

Phone Number: (239) 280-1654

E-Mail Address: Jenifer.LeCompte@avemaria.edu

Office Location and Hours: Canizaro Library, 1st floor, rm. 160; Monday-Friday, 9 am – 5 pm

Bursar's Office

Website: www.avemaria.edu/future-students/student-billing

Phone Number: (239) 280-1673

E-Mail Address: AMUBursar@avemaria.edu

Office Location and Hours: Canizaro Library, 3rd floor; Monday-Friday, 9 am – 5 pm

Career Services

Website: www.careerservices.avemaria.edu

Phone Number: (239) 304-7922

E-Mail Address: CareerServices@avemaria.edu

Office Location and Hours: Bob Thomas Student Union Building, 2nd floor; Monday-Friday, 9 am – 5 pm

Clinical Counseling Services

Website: www.avemaria.edu/student-services/counseling-services

Phone Number: (239) 304-7372

Office Location and Hours: Thomas and Selby Prince Building in Student Affairs; Monday-Friday, 9 am – 5 pm

Campus Health Clinic

Website: <https://www.avemaria.edu/campus-life/campus-health> Phone number: (239) 304-7970

Email address: campusnurse@avemaria.edu

Office Location and Hours: Mother Teresa Hall Room 101, Monday-Friday, 12pm – 3pm

Financial Aid

Website: www.avemaria.edu/future-students/financial-aid

Phone Number: (239) 280-1669

E-Mail Address: AMUFinancialAid@avemaria.edu

Office Location and Hours: Canizaro Library, 3rd floor; Monday-Friday, 9 am – 5 pm

Campus Ministry & Mission Outreach

Website: www.avemaria.edu/campus-life/campus-ministry

Phone Number: (239) 280-2518

E-Mail Address: Campus.Ministry@avemaria.edu

Office Location and Hours: Bob Thomas Student Union, 1st floor Monday-Friday, 9 am – 5 pm

Mother Teresa Project

Website: www.motherteresaproject.org

Phone Number: (239) 280-7954

E-Mail Address: info@motherteresaproject.org

Office Location and Hours: Thomas and Selby Prince Building in Student Affairs; Monday-Friday, 9 am – 5 pm

Registrar, Registration & Records

Website: www.avemaria.edu/registration-and-recordstranscripts/

Phone Number: (239) 280-2565

E-Mail Address: AMURegistrar@avemaria.edu

Office Location and Hours: Canizaro Library, 1st floor; Monday-Friday, 9 am – 5 pm

Residence Life & Housing

Website: www.avemaria.edu/campus-life/student-life/residence life/

Residence Life Office Phone Number: (239) 280-2542

Director of Housing Office Phone Number: (239) 304-7906

E-Mail Address: ResidenceLife@avemaria.edu

Office Location and Hours: St. John Paul II Residence Hall Room 101 Monday-Friday, 9 am – 5 pm Meetings by appointment only

Security

Website: www.avemaria.edu/student-services/campus-safety

Phone Number: (239) 280-2460

E-Mail Address: SecurityAMU@avemaria.edu

Office Location and Hours: Bob Thomas Student Union, 1st floor, inside Mailroom; Monday-Friday, 9 am – 5 pm

Student Life

Website: <https://www.avemaria.edu/campus-life/student-life/>

Phone Number: (239) 280-1586

E-Mail Address: StudentLife@avemaria.edu

Office Location and Hours: Thomas and Selby Prince Building; Monday-Friday, 9 am – 5 pm

Student Support Services

Website: <https://www.avemaria.edu/current-students/student-support-services/>

Phone Number: (239) 304-7823

E-Mail Address: SupportServices@avemaria.edu

Office Location and Hours: Canizaro Library, 1st & 2nd floor; Monday-Friday, 9 am – 5 pm

Tutoring Center Info: www.avemaria.edu/academic-support/#tutoring

Title IX Coordinator

Website: www.avemaria.edu/student-services/campus-safety/policies-and-procedures/

E-Mail Address: TitleIXCoordinator@avemaria.edu

Office Location and Hours: Thomas and Selby Prince Building in Student Affairs; Monday-Friday, 9 am – 5 pm

AVE MARIA UNIVERSITY MISSION STATEMENT

Founded in fidelity to Christ and His Church in response to the call of Vatican II for greater lay witness in contemporary society, Ave Maria University exists to further teaching, research, and learning at the undergraduate and graduate levels in the abiding tradition of Catholic thought in both national and international settings.

The University takes as its mission the sponsorship of a liberal arts education curriculum dedicated, as articulated in the apostolic constitution *Ex Corde Ecclesiae*, to the advancement of human culture, the promotion of dialogue between faith and reason, the formation of men and women in the intellectual and moral virtues of the Catholic faith, and to the development of professional and pre-professional programs in response to local and societal needs.

As an institution committed to Catholic principles, the University recognizes the importance of creating and maintaining an environment in which faith informs the life of the community and takes expression in all its programs. The University recognizes the central and indispensable role of the Ordinary of the Diocese of Venice in promoting and assisting in the preservation and strengthening of the University's Catholic identity.

INTRODUCTION

The Ave Maria University Student Handbook, published annually by the Office of Student Affairs, is the primary source regarding the University's policies for students, and expectations for student conduct. The Student Handbook also outlines the resources available to students through the Office of Student Affairs, including the various services and opportunities for involvement on campus.

The Student Handbook is made available to each student at Ave Maria University. The official copy is the electronic copy accessible from the University's website.

The content of this publication replaces and supersedes all previous editions of the AMU Student Handbook. If there is a conflict between policies and regulations contained in alternative student publications, the policy contained in this version of the Student Handbook shall have precedence. All students at Ave Maria University, including undergraduate and graduate students as well as both residential and commuter students, are responsible for knowing and observing the policies, procedures, and regulations contained in this handbook, as well as additional policies or changes in policy officially distributed or posted online during the current academic year. Failure to read this handbook does not excuse a student from the requirements and regulations described herein.

The University reserves the right to change any provision, program, regulation, or requirement at any time. In the event of a policy change, addition, or deletion, every attempt will be made at notification through any or all campus communications. The University also reserves the right to publish photographs of current and past students engaged in classes or other officially sponsored University activities.

Other Sources of Official Information for Students

While the Student Handbook is the primary source of information for students, it is not the only official source of information. The students are expected to familiarize themselves with the Academic Catalogue,

published by the Office of Academic Affairs. The Academic Catalogue contains official University policies and procedures regarding the academic life of the Ave Maria student, including degree and graduation requirements, admissions criteria, the academic calendar, and tuition information from the Business Office and the Office of Financial Aid.

The Housing Contract, distributed electronically when a student applies for on campus housing, by the Office of Residence Life and Housing, serves as the legally binding agreement between the University and the residential student. Each on-campus student receives an electronic copy of the contract and, through an electronic signature, agrees to the terms in the contract. Signed copies are stored electronically by the Office of Residence Life and Housing. Each student is responsible for adhering to all terms outlined in the contract. If you would like a paper copy of the contract, please contact the Office of Residence Life.

E-Mail Policy

The University has the need to send communications to students, faculty, and staff via e-mail, and the right to expect that those communications will be received and read in a timely fashion. Ave Maria University expects all full- and part-time students registered in a degree program, and all faculty, administrators, and staff to activate and actively maintain their AMU e-mail account in order to receive University communications. Students are expected to check e-mail on a frequent and regular basis in order to stay current with university- related communications, recognizing that certain communications may be time-critical. It is recommended that e- mail be checked daily. Regular e-mail management will also minimize the risk that the inbox will be full, causing the e-mail to be returned to the sender with an error.

Undeliverable messages returned because of either a full inbox or use of a “spam” filter will be considered delivered without further action required of the University.

Students may opt to forward their AMU e-mail messages to another e-mail account (e.g., @gmail.com or @msn.com), but do so at their own risk, as the University cannot guarantee the proper handling of e-mail by outside vendors. Forwarding e-mail does not absolve a student of the responsibilities associated with communication sent to his or her official AMU e-mail address (typically first.last@my.avemaria.edu).

Expectations of a University Student

Consistent with the Catholic principle of freedom for excellence, Ave Maria University expects her students to conduct themselves as Christian men and women, in a way that respects each member of our community:

- Love God above all things and your neighbor as yourself and be merciful with others.
- Read, understand, and live out the principles contained in the University Mission Statement.
- Be diligent and sincere in your education: open to learning and striving for academic excellence.
- Be honest and have integrity in all that you do.
- Demonstrate courage under pressure.
- Exercise stewardship within our greater campus community.
- Recognize the importance of service to others.
- Respect your body, dress appropriately for class and chapels.
- Students should lead a lifestyle that avoids addictive behaviors and substance abuse.
- Develop Godly friendships and learn the value of teamwork.
- Be proud of Ave Maria—show school spirit and support University activities.

Discrimination against or harassment of any person based on race, handicap, age, sex, creed, religion, political persuasion, or national or ethnic origin, is contrary to the mission of Ave Maria University.

ACADEMIC HONOR CODE

As introduced in our Mission statement, Ave Maria University was founded in response to Pope Saint John Paul II's call for greater Catholic witness in contemporary society. Therefore, in its teaching, research, learning, and community life, Ave Maria University is devoted to the formation of men and women in the intellectual and moral virtues of the Catholic faith.

The Ave Maria University community of scholars recognizes that respect for moral truth cannot be separated from the pursuit of intellectual truth. As such, academic integrity and honesty is integral to the mission and life of our university community. Academic integrity requires all members of the academic community to always act honorably and responsibly.

The Academic Honor Code can be found within the Academic Catalog, which is posted on the University website.

CODE OF STUDENT CONDUCT

Purpose

- Ave Maria University, an academic community committed to research, teaching, learning, and service, acknowledges specific core values that characterize the University community in all its activities. These core values include integrity, respect, excellence, scholarship, responsibility, freedom, confidence, faith, service, and community building. The ways the University embodies these core values are integral to the AMU experience and an enduring part of the life of all its members.
- A student enrolling in the University assumes an obligation to conduct her/himself in a manner compatible with the University's function as a Catholic educational institution. Each student must preserve a safe, secure, and moral environment in which all individuals can pursue their academic endeavors. Each student is expected to practice responsible citizenship and to respect the rights of others. Each community member is responsible for their own actions and the conduct of their guests. Failure to uphold University, State, and/or Federal laws and regulations are serious infractions and will likely result in disciplinary action within the University as outlined in this Code of Student Conduct.
- The main purpose for maintaining discipline in the University setting is to protect the rights of each campus community member. Campus disciplinary proceedings determine if an accused student is responsible for violating University regulations. The University is entitled to use all reasonable means of ascertaining whether a violation has occurred.
- This Code outlines processes for exercising individual and collective student rights and responsibilities and for implementing student regulations.

Authority for Student Discipline

- Ultimate authority for student discipline is vested in the President of the University, who may take immediate action at his or her discretion for any violation of university policies and procedures whatsoever. Disciplinary authority may be delegated to university administrators, faculty members, committees, and organizations as set forth in this Code, or in other appropriate policies, rules, or regulations adopted by the President.

Student Participation

- Students are asked to assume positions of responsibility in the University disciplinary system so that they may contribute their skills and insights to the resolution of disciplinary cases. Final authority in disciplinary matters, however, is vested in the President, and in the University administration.

Dual-Enrolled Students

- Dual-enrolled students are welcome to use academic facilities such as the Canizaro Library, the Henkels Academic Building, and the Prince Building. They also have access to the IT Helpdesk located in the library.
- Dual-enrolled students may not attend social events sponsored by the University, unless they are open to the public, such as athletic events, which they can attend free of charge with a current University ID.
- Student Affairs facilities are reserved for full-time students only and may not be used by dual-enrolled students. These include the Student Union weight room and fitness center, Field House facilities and gymnasiums, athletic fields, Judi's gym, tennis courts, and residence halls (including common rooms).

Definitions

When used in this Code:

- "Case file" means the file containing those materials pertaining to a specific disciplinary matter that would be considered an "educational record" pursuant to the Family Educational Rights and Privacy Act of 1974. The personal notes of university staff members and privileged information of other students are not included in the case file and thus are not accessible. The case file will be retained in paper or electronic form within the Office of the Dean of Students.
- "Disciplinary record" means the file containing all materials pertaining to disciplinary matters that would be considered an "educational record" pursuant to the Family Educational Rights and Privacy Act of 1974. The disciplinary record contains the entire judicial history of a student, including materials for all resolved cases and incidents referred for administrative action.
- "Distribution" means any form of exchange, gift, transfer, or sale.
- "Institution" and "University" mean Ave Maria University and all its undergraduate and graduate schools, divisions, and programs.

- "Respondent" means any person charged with a violation of this Code.
- "Student" means any person who is taking or auditing classes at the University or is matriculated in any University program.
- The Student Affairs Appeals Committee consists of university members that hear appeals cases that can result in censure, fines, restitution, disciplinary probation, and denial of access to specific University areas, eviction from residence, suspension, dismissal, or expulsion from the University. A quorum of the Student Affairs Committee must be present to conduct a hearing and shall consist of at least one student and two staff and/or faculty members.
- "University premises" means buildings or grounds owned, leased, operated, controlled or supervised by Ave Maria University.
- "University sponsored activity" means any activity on or off university premises that is directly initiated or supervised by the University.

Interpretation of Regulations

- Publishing disciplinary regulations gives students general notice of prohibited behavior and their rights and responsibilities during the disciplinary process. This Code does not, nor is it intended to, afford either the specificity nor the due process rights of criminal or civil statutes or procedures.

Inherent Authority

- The Dean of Students (or a designee) reserves the right to take immediate, necessary, and appropriate action to protect the health, safety, morals, and well-being of any student and/or the University community. Such action may include pursuing disciplinary action for any violation of university policy or state or federal law, on or off university premises, by a student that affects the University's interests and/or is inconsistent with University's expectation for students. Administrative action, in lieu of formal disciplinary action, may be taken at the discretion of the University, in an appropriate and reasonable manner, to address student behavior.
- The Dean of Students at his or her sole discretion, may evict a student from University housing, restrict a student's access to and movement about the campus, and/or suspend a student from the University for an interim period whenever the continued presence of the student at the University is deemed to pose a serious threat to her/himself, to others, or to the stability and continuance of normal University functions. The interim action shall become effective immediately upon delivery of verbal and/or written notification to the student or his or her designee. An appeals hearing will be granted, if applicable, as soon as possible, under normal circumstances.

Disciplinary Action While Criminal Charges are Pending

- Students may be accountable both to civil/criminal authorities and to the University for acts that constitute violations of law and this Code. Disciplinary action at the University will normally proceed during the pendency of criminal proceedings and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced or that no criminal

charges have been brought. Penalties shall not be increased in severity because civil or criminal action may be pending.

Disruptive or Dangerous Conduct

- The University strives to balance the concerns for the health and safety of individual students with those of the larger campus community. When a student's conduct is disruptive or dangerous to campus life or in the University's opinion a student's continued presence on campus or participation in an educational program/activity of the University presents a direct threat to the health/safety of the student or others, the University may intervene. The University reserves the right to protect its interests when dealing with a student who, in the sole judgment of the University, is considered a danger to himself/herself and others.
- In some cases, the Dean of Students, in consultation with Counseling Center Staff, may offer the student, or the student may request, the option of obtaining a psychological assessment with a licensed mental health professional through an approved agency, institution, or practitioner external to the institution pending other action. Recommendations regarding the assessment venue will be made on a case-by-case basis.
- A student engaging in assessment will be required to sign a release of information authorizing the University to access assessment results and to discuss these results with the health care professional conducting the assessment. The University will use assessment information in consultation with the student to determine whether the student can be reasonably accommodated to permit him/her to participate in university educational programs and activities, including living in the residence halls, without causing an undue hardship or presenting a direct threat to the health or safety of other members of the University community.
- If a student chooses not to obtain an assessment, the Dean of Students may ask the student to leave the University or restrict the student's access to educational programs and activities, University services, and University property.
- A student may be permitted to continue at the University under conditions developed by the University considering the recommendations of the assessing agency/practitioner and in consultation with the student. The student will be required to sign a statement authorizing the University to monitor compliance with the treatment plan and the conditions of his/her continued participation in educational programs and activities of the University including living in the residence halls. The student will be responsible for paying for the cost of treatment, including costs associated with the initial assessment.
- Failure to adhere to the treatment plan or any condition, further endangerment to the health or safety of others within the University community, further disruption of the campus environment or other violation of the Code of Student Conduct may result in the student being asked to leave the University.
- A student otherwise permitted to continue at the University will be required to comply with all restrictions set by the University on the student's continued participation in university educational programs and activities, including living in the residence halls. Failure to comply with all restrictions may result in the student being asked to leave the University.

- For information on conduct related to disruptive or dangerous conduct affiliated or associated with substance abuse, please see either the University's Alcohol Policy or Substance Abuse Policy.
- Any student found to have committed misconduct may be subject to disciplinary action and to the sanctions outlined in this Code.
- Attempts to commit acts prohibited by this Code or encouraging others to commit acts prohibited by this Code shall be treated as violations of this Code.

The following examples of misconduct are prohibited and may subject the offender to disciplinary action (this list is not exhaustive):

Dangerous Conduct

- Intentionally or carelessly engaging in conduct that threatens or endangers the health or safety or causes physical harm to any person, including the violator.
- **Assault:** Placing a person in fear of imminent physical danger or bodily harm.
- **Battery:** The use of offensive body contact causing harm to an individual.
- **Sexual Violence:** Physical sexual acts perpetrated against a person's will or when a person is incapable of giving consent. Sexual violence encompasses a range of offenses including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.
- **Sexual Assault:** Forcing, threatening, or coercing an individual into sexual contact against his or her free will with or without his or her consent. It includes, but is not limited to, any sexual act performed on an individual, any sexual act required to be performed by an individual, or forced or coerced intercourse. Sexual assault includes having sexual contact with a person while knowing or having reason to know that the person was incapacitated by drugs, including alcohol, or by other means.

Harassment, Bullying, and Hazing

- Any actions, threats, gestures, oral or written statements, communications, conduct, expressions, or acts made in any medium (e.g., in person, via letter, telephone, text message, electronic mail, social media, or any other method) directed toward another person which have the purpose or which tend to incite a breach of the peace, create a hostile environment, bully or cause emotional distress to that person because of the humiliating, degrading, intimidating, insulting, coercive, ridiculing, and/or alarming nature of the conduct. It frequently, but not always, involves a pattern of conduct.
- **Cyberbullying:** The use of electronic communication, including social media, to send messages that are threatening or intimidating in nature and are meant to humiliate, degrade, insult or ridicule a person. It also frequently, though not always, involves a pattern of conduct. Cyberbullying can include but is not limited to using AI/technology to create and share (usually explicit, sexual, or otherwise inappropriate) false images, videos, or recordings of another student or employee known as "deep fakes".

- **Hazing:** Defined as any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that:
 - Is committed in the course of an initiation into, or an affiliation with, or the maintenance of membership in, a student organization; and
 - Causes or creates a risk, above the reasonable risk encountered in the course of participation in the University or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including:
 - Whipping, beating, striking, electronic shocking, placing of a harmful substances on someone's body, or similar activity;
 - Causing, coercing or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or another similar activity;
 - Causing, coercing or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
 - Causing, coercing or otherwise inducing another person to perform sexual acts;
 - Any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
 - Any activity against another person that includes a criminal violation of local, state, tribal or federal law; or
 - Any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, state, tribal or federal law.
 - A student organization is defined as "an organization at the University (such as a club, society, association, household, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band or student government) in which two or more of the members are students enrolled at the University, whether or not the organization is established or recognized by the University.
 - Hazing is prohibited by state law as reflected in Florida Statute 1006.63 et seq. For purposes of 2.b.vi and 2.b.vii above, Florida State law prohibits "hazing", which is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to: (a) initiation into any organization operating under the sanction of Ave Maria University; (b) admission into any organization operating under the sanction of Ave Maria University; (c) affiliation with any organization operating under the sanction of Ave Maria University; or (d) the perpetuation or furtherance of a tradition or ritual of any organization operating under the sanction of Ave Maria University. Under State law, "hazing" includes, but is not limited to, pressuring or coercing a student into violating state or federal law; any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of a student; or any activity that would subject a student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student.

- A person commits hazing under State law when he or she intentionally or recklessly commits, solicits a person to commit, or is actively involved in the planning of any act of hazing upon another person who is a member or former member of, or an applicant to, any type of student organization and the hazing (1) creates a substantial risk of physical injury or death; or (2) results in permanent injury, serious bodily injury, or death.
- Allegations of hazing should be made in writing or via email to the Dean of Students and shall be investigated by the Department of Security under the direction of the Dean of Students. Allegations of hazing shall be adjudicated in a manner consistent with the Student Code of Conduct disciplinary process.
- The Dean of Students is responsible for providing information to all students at the commencement of each new school year relating to the University's primary hazing prevention strategies. Such information may include seminars, video presentations, power point presentations, pamphlets and other media describing the University's strategies to stop hazing before it occurs, develop skill-building for bystander intervention, encourage ethical leadership and promote the building of group cohesion without hazing.
- **Sexual Harassment:** Defined as any unsolicited, offensive behavior that inappropriately asserts sexuality over status as a student or an employee, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of employment or academic admission or advancement; submission to or rejection of such conduct is used as the basis (or threatened to be used as the basis) for employment actions or academic decisions or evaluations; or such conduct has the purpose of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive work or learning environment.
- **Voyeurism:** Defined as an interest in observing unsuspecting people while they undress, are naked, or engage in sexual activities.
- **Discriminatory language and inappropriate comments:** Language or remarks that demean or disparage individuals for any reason. Jokes, slurs, or epithets that are offensive or degrading to any individual or group. Any other communication or behavior that contributes to a hostile or exclusionary environment.

Dangerous Items

- The use, possession or storage of any firearms, explosives, other weapons, fireworks or dangerous chemicals.
- Firearms, ammunition, knives, (except small pocketknives), or other weapons, or objects that could be construed as weapons and items that pose a potential hazard to the safety or health of others.
- Firearms are defined as any gun, rifle, pistol, or handgun designed to fire bullets, BBs, pellets (including airsoft guns) or shots (including paint balls, gel or hard plastic projectiles), regardless of the propellant used. Nerf guns and plastic toys are permitted.
- Other weapons are defined as any instrument of combat, or any object not designed as an instrument of combat but carried or used for the purpose of inflicting or threatening bodily injury.
- Unauthorized hazardous materials or chemicals.

- Fireworks including, but not limited to, firecrackers, cherry bombs, smoke bombs, sparklers and similar devices.

Interfering with Fire Safety

- Misusing, tampering with or damaging fire safety equipment including, but not limited to, fire extinguishers, smoke alarms, sprinkler systems, or exit signs.
- Unauthorized burning of any material in any University building, on university property, or on areas adjacent to university property. In order to use the University bonfire pits in the Student Park, prior approval must be obtained through the posted reservation process, which includes permission from AMU Security as well as from the Office of Residence Life. ; additionally, NO alcohol is allowed at the firepits, and the area MUST be cleaned up after each use. Failure to follow the reservation process may result in disciplinary repercussions.
- Disregarding a fire alarm signal or refusing to evacuate a building or a section of a building when a fire alarm is sounding.
- Recklessly or intentionally activating an alarm when an emergency does not exist.

Alcohol

- The use, abuse, possession, or distribution of alcohol, except as permitted by law and University policy. Ave Maria University is concerned first and foremost with the safety of the entire campus community. The University will not pursue disciplinary action against students for disclosure of personal violations of the alcohol policy where the disclosure is made in connection with a good faith report of intoxication or alcohol addiction with the intention to keep oneself or another student safe. The University may initiate an educational discussion or pursue other non-disciplinary options regarding university violations that may have occurred.
- Possession of containers that previously contained alcoholic beverages by persons less than 21 years of age.
- Possession of common source containers, whether full or empty of alcohol such as kegs etc.
- All drinking games, i.e. beer and water pong, are not permitted.
- Possession of alcoholic beverages by persons under 21 years of age.
- Under-age possession includes the presence of alcohol, in any capacity, in a room where only students under 21 reside in that room.
 - If one or more residents of the room are of legal age, they must store the alcohol explicitly on their side of the dorm room, or in their individual bedroom (in suites). Alcohol cannot be stored in the common area of a suite if one or more residents in that suite are under 21 years of age.
- Consumption of alcoholic beverages, including:
- Consumption of alcoholic beverages by persons under 21 years of age;
- Consumption of alcoholic beverages by persons 21 years of age or older in any public area on campus, which includes outside the buildings unless at official University events. This includes common spaces within the residence halls, unless approved by the RD on-Call in advance, or at an official University approved event.
- **Intoxication:** Intoxication by any individual, regardless of age, is prohibited. This policy applies to both on-campus and off-campus behavior. Students are expected to conduct themselves with the same level of responsibility and decorum off campus as they do on campus. Any student who arrives at a school-sanctioned event intoxicated will be denied entry or asked to leave the event.
- Sale, distribution, or provision or attempts to sell, distribute or provide alcoholic beverages to and/or by

anyone under 21 years of age

- Possession of containers that previously contained alcoholic beverages by persons less than 21 years of age.
- Possession of common source containers, whether full or empty of alcohol such as kegs etc.

Drugs

- Ave Maria University prohibits the unlawful possession, use, sale and distribution of illicit drugs/drug paraphernalia by students on or off campus, in accordance with federal and state law. All members of the University community are expected to abide by state and federal laws, to conduct themselves in a manner reflecting credit on themselves and the University, and to share responsibility for the functioning of this policy.
- The unlawful possession of controlled substances.
- Possession of paraphernalia, including any item used to, among other things, prepare, store, transport, inhale, ingest, inject, and/or mask illegal substances.
- Any attempt, intent, or conspiracy to violate this policy.
- The manufacture, distribution, and/or dispensation of controlled substances. Controlled substances broadly include narcotics, stimulants, depressants, hallucinogens, and performance- enhancing substances deemed illegal to possess without a doctor's prescription by federal or state statutes. In accordance with federal law, the University does not permit the possession, use or distribution of marijuana, including THC or Cannabis oil. As such, any students in possession of medical marijuana prescriptions are not permitted to use or possess marijuana on university property.
 - NOTE: Possession of THC or cannabis oil in any form, i.e. "Delta" 7, 8, etc. typically used in vapes, is considered a felony in the state of Florida: Florida Statute 893.13 makes it a third-degree felony or first- degree misdemeanor offense to possess synthetic drugs such as spice, K2 and other substances that are similar in chemical structure to those that are illegal.

Theft/Unauthorized Possession of University Property

- Involvement in the theft of property or services, or being in possession of stolen property.
- Unauthorized possession of university property (including residence hall common space furniture) or the property of others.

Damage to or Misuse of University/Individual Property

- Intentionally or carelessly destroying or damaging University property or the property of others.
- Unauthorized entry into university facilities or property, climbing on the walls or roofs of buildings, sitting on window ledges, etc.
- Unauthorized use or misuse of university property or the property of others.
- Hall Fines: General, intentional, or malicious (vandalism) damage to university property within/around the residence halls where individual responsibility is unable to be determined, may lead to a "hall fine."
 - A hall fine would be assessed as the shared responsibility of the hall's residents to cover the cost of replacement for the piece of university property that was damaged.
 - The Dean of Students in conjunction with the Chief Operational Officer of the University would make the final decision if a hall fine was warranted in a case-by-case basis.
 - After a hall fine is announced for a particular incident, 5 business days will be given to the

- responsible party to admit fault before the fine is administered to the hall.
- Reasonable sanctions will be given to students who come forward to admit fault in damage to university property.

Disorderly Conduct

- Acting in a manner to annoy, disturb, interfere with, obstruct, or be offensive to another/others.
- Shouting or making excessive noise either inside or outside a building to the annoyance or disturbance of others.
- Verbally abusing University officials (including students appointed to act as representatives of the University) acting in the performance of their duties.
- Behaving in a lewd or indecent manner, including actions, oral or written statements, communications, conduct, gestures, expressions, or acts made in any medium (e.g., in-person, via letter, telephone, text message, electronic mail, social media or any other method)
- Disrespect of sacred spaces on campus.
- Behaving in a degrading or demeaning manner to others, including expressions or acts made in any medium. This includes anonymous social media and online messages.

Academic and Non-Academic Dishonesty

- Academic dishonesty includes any violation of the Academic Honor Code.
- Knowingly furnishing false information to the University or member of the University community.
- Furnishing false information at university judicial proceedings.
- Possession or use of false identification cards (including University, State, and Federal IDs).
- Forgery, misuse, unauthorized alteration or creation of documents, records, or identification cards.
- Fraud committed against a member of the campus community or others.
- Knowingly initiating or causing to be initiated any false report, warning, or threat.
- Working as a student-worker on campus but not attending classes in which the student is currently enrolled.

Interfering with University Events

- Interfering with any normal University or University-sponsored events, including but not limited to studying, teaching, research, sponsored social programs, University administration, fire, police, and emergency services.
- Any effort by conspiracy or omission to impede or hinder any disciplinary proceeding.

Smoking

It is forbidden to smoke or vape in any unauthorized place: e.g., University buildings, vehicles, lanais, balconies, ledges, or within 40 feet of a building. Smoking is allowed in designated areas on campus.

Violating University Rules and Regulations

- Any violation of other published University regulations including violation of rules governing residence in University-owned or controlled property.
- Involvement in a violation, including being present during any violation of this Code, in such a way as to

condone, support or encourage that violation (Note: Students who anticipate or observe a violation are expected to remove themselves from participation and are encouraged to report the violation).

- Any attempt, intent, or conspiracy to violate a University regulation or policy.

Non-Compliance

Failure to comply with reasonable directives of university officials, including students appointed to act as representatives of the University, acting in performance of their duties. Directives to provide identification and/or participate in a university disciplinary process are included in the scope of this provision.

Sanction Violation

Violating the terms of any disciplinary sanction imposed in accordance with judicial procedures, including the failure to complete sanctions by the imposed deadline.

Gambling

Participation in any form of illegal gambling is not permitted.

Violation of Law

- Violation of local, State, or Federal laws, regulations, or ordinances.
- Feeding or harassment of wildlife.

Unauthorized Possession or Use of University Keys

- The University has a zero-tolerance policy for the unauthorized possession or use of university keys (which includes the borrowing or lending thereof).
- Students found to be in possession of unauthorized keys or found to have used these keys to access University spaces without authorization are subject to sanctions up to and including disciplinary suspension or expulsion and may be referred to local law enforcement for prosecution for criminal trespass.
- Any student in possession of any key(s) to any University buildings that is unauthorized has the affirmative duty to immediately surrender the key(s) to either Security or Residence Life staff or face disciplinary sanctions.

Pornography and Sexual Content

- The University reserves the right to (and does) block pornographic websites and other sites that stand in opposition to our identity as a Catholic institution. This is to protect and preserve our dignity as human beings. Those who find that they are struggling with internet pornography addiction are encouraged to seek help. Counseling Services, Campus Ministry, Residence Life, and other members of the university community are sources of support and information.
- Possession, in digital form or otherwise; use, manufacture, or distribution of pornography is prohibited.

All pornography, including pornography in digital formats, will be confiscated and disposed of by university officials.

- Manufacture, possession, or distribution of false images, videos, or recordings of students or employees (usually, explicit, sexual or otherwise inappropriate) known as “deep fakes.” This can include using AI/technology to create and share this type of material.
- Students in violation of this policy will be referred to the student disciplinary process.
- Students found downloading or viewing pornography on the University’s network may have their use of the University’s network restricted or terminated.

Social Networking/Online Communities’ Websites

- The internet is a powerful means for developing and strengthening peer connections and expressing individual identities through online communities (Facebook, Instagram, Snapchat , etc.).
- While the University does not officially monitor these types of websites, there may be instances where a university official unintentionally encounters a website reflecting inappropriate conduct by a member of the Ave Maria University community or where inappropriate conduct captured on a website may be brought to the attention of university officials.
- Inappropriate conduct so discovered will be addressed through existing response mechanisms at the University, including the Student Handbook and Student Code of Conduct.

Other Prohibited Items

- Possession of “sex toys” or sex-related paraphernalia (including condoms) are prohibited. All such items will be confiscated and disposed of by university officials.
- Public display of attire, objects, or property that represent or promote principles/beliefs contrary to Catholic teaching or the mission of the University.

ON CAMPUS STUDENT TRANSPORTATION, PARKING AND PAVER SAFETY POLICY

- Personal scooters bicycles (including e-bikes), golf carts and other electric powered transportation devices must abide by the following conditions:
 - Use only in designated areas. No riding in the University buildings.
 - Not parked in doorways, entryways, hallways, or ADA designated areas; violators will be fined, and devices may be confiscated. Scooters, skateboards, bicycles etc. MUST be either stored in the students’ dorm room or locked up securely at a bike rack/ in a designated parking area.
 - No reckless driving; you must maintain reasonable speeds.
 - Follow posted signage rules.
 - Always wear appropriate safety gear.
 - Yield to pedestrians; *Pedestrians have right of way at all times.*

SANCTIONS

Sanctions that may be imposed in accordance with this Code include:

- **Censure:** An official written reprimand for violation of specified regulations.
- **Fines:** Amount to be determined according to the severity of each case.
- **Disciplinary:** A specified period of time in which a student is expected to demonstrate positive behavioral change and may be excluded from participation in privileged or co-curricular institutional activities. Additional restrictions or conditions for behavioral changes may be imposed (e.g., curfew). Violations of the terms of disciplinary probation, or any other violation of this Code during the period of probation, may result in eviction from residence, suspension, dismissal, or expulsion from the University.
- **Restitution:** Repayment to the University or to an affected party for damages resulting from a violation of this Code. This may include payment in monetary or service hours to the University.
- **Denial of Access to Specific Areas:** Ban from certain nonacademic area(s) for a specified length of time.
- **Eviction from Residence:** Termination of the residence hall agreement and exclusion from visiting within certain or all residential facilities, as set forth in the notice of eviction, for a specified period. A student who is evicted is not entitled to a refund of room fees. A student who is evicted from residence is unable to fulfill residency requirements and may be suspended, upon review.
- **Suspension:** Exclusion from classes and other privileges or activities, including access to university premises or University-sponsored activities off campus, as set forth in the notice of suspension, normally for at least one semester. A student who is suspended is not entitled to any tuition or fee refund and is banned from university premises for the duration of the suspension. A student may re-join the University community at the end of the designated term of suspension pending approval of the Admissions Committee and the Dean of Students. Readmission, however, is not guaranteed.
- **Dismissal:** Exclusion from classes and other privileges or activities, including access to university premises or University-sponsored activities off campus, as set forth in the notice of suspension, normally for at least one semester. A student who is suspended is not entitled to any tuition or fee refund and is banned from university premises for the duration of the dismissal. A student who has been dismissed must re-apply for acceptance to the University through the Admissions Office at the end of the designated term of dismissal if all recommendations as stated in the dismissal letter have been fulfilled. Reacceptance to the University is not guaranteed.
- **Expulsion:** Termination of student status, and exclusion from university premises, privileges, and activities. A student who is expelled shall not be entitled to any tuition or fee refund and is banned from university premises permanently, with no opportunity for re-application.
- **Other Sanctions:** Other sanctions, which bear a reasonable relation to the fault for which the student has been sanctioned, and fines, may be imposed instead of or in addition to those specified above. Educational sanctions include, but are not limited to, notification of legal guardian in accordance with FERPA, participation in alcohol or drug awareness programs, mandatory health assessment or test,

and/or mandatory referral to counseling services.

DISCIPLINARY REVIEW

- Any person may refer a student suspected of violating this Code to the Dean of Students or their designee. The Dean of Students or a designee will be responsible for reviewing alleged violations for a prompt and equitable resolution. This will be conducted with fairness to all concerned and the University's legal obligations, including those under Title IX. Referrals should normally be made within ten working days after the discovery of the alleged violation and/or identification of the alleged violator.
- After the Dean of Students or designee has reviewed the reported allegation, he or she will meet with the respondent. The respondent will be informed in writing of the time and place of the meeting and the alleged violation.
- At this meeting, the Dean of Students or designee will review the facts to make an initial assessment and determine if further investigation is required. The respondent will have the opportunity to respond, present witnesses, or other evidence. During any investigation and resolution of a complaint, the respondent has the opportunity to obtain counsel from advisors. If further investigation is determined necessary, the respondent will be informed in writing.
- After reported allegations have been reviewed and the respondent has had the opportunity to respond, the appropriate disciplinary or administrative action to be taken will be determined. The Dean of Students or designee will:
 - Determine if the respondent is responsible for violating the Code of Conduct.
 - Determine whether a sanction should be imposed.
 - Impose a sanction or sanctions.
- Repeated violations: Students found responsible for repeated disciplinary infractions/code of conduct violations that are serious and/or intentional will be referred to the disciplinary committee for further review and to conduct a disciplinary hearing. The committee will be provided the following documents:
 - A summary of the student's disciplinary history; including a summary of the most recent allegations, including findings of responsibility.
 - Any other relevant information or files to be considered in the student's history or student records.
 - Students who have a continued history of violating University policies are subject to possible eviction, suspension and/or expulsion based on continued non-compliance with university standards of conduct.

RECOMMENDED SANCTIONING GUIDELINES FOR ALCOHOL-RELATED VIOLATIONS

The following recommended minimum sanctions for violations of the Code of Student Conduct involving alcohol are for first offenses only. Sanctions may vary depending upon the severity of the incident, as determined by the disciplinary authority. Please note that a student's entire disciplinary history is considered when determining final sanctions. Repeat violators may be relocated to other campus residence halls, evicted from the residence halls, suspended, dismissed, or expelled from the University.

Educational sanctions include, but are not limited to, participation in alcohol education workshops, meetings

with administrators, monetary fines, performing restitution service hours, performing community service projects, referral to counseling, and completing educational assignments. Students who are placed on probation resulting from disciplinary infractions are notified that if they fail to abide by the terms of the specific probation or commit further violations of university policies, they will be considered for eviction from the residence halls and/or suspension from the University.

In addition, students on probation may be excluded from participation in privileged and/or co-curricular activities for a specified period. Parental notification will be carried out in accordance with university policies.

Level One Behavior

- Consumption of alcoholic beverages by persons 21 years of age or older in any public area.
- Possession of alcohol paraphernalia by persons less than 21 years of age.
- Possession of an excessive quantity of alcohol regardless of behavior.
- Participating in a social gathering involving an excessive quantity of alcohol.
- Participating in negligent and irresponsible activities or events (e.g. drinking games).

Sanction: May include educational sanction, counseling, service hours and/or fine.

Level Two Behavior

- Student exhibits any of the following behavior(s) indicative of being under the influence of alcohol: staggering, verbally disruptive, slurred speech, vomiting and incoherence, unconsciousness, need for medical attention and/or loss of control of bodily functions, operating a motor vehicle, violent acts, vandalism, and/or other aggressive behaviors and/or other behaviors associated with intoxication.
- Any evidence of possession or consumption of alcoholic beverages by persons less than 21 years of age, including the possession of containers that previously contained alcoholic beverages.
- Hosting a social gathering involving an excessive quantity of alcohol or common source containers including kegs (full or empty.)
- Providing alcohol to persons less than 21 years of age.

Sanction: May include educational sanction, counseling, monetary fine, service hours, and/or disciplinary probation; possible suspension, dismissal, or expulsion.

SANCTIONING FOR ACADEMIC DISHONESTY VIOLATIONS

A student who receives an automatic failure in a course due to an honor code violation will be suspended from athletics, campus employment, and clubs for 365 days from the date the student is formally notified of the violation.

A student may also be suspended or dismissed from the university due to a repeat violation or a violation that is particularly egregious.

SANCTIONING GUIDELINES FOR DRUG POLICY VIOLATIONS

Failure to follow the drug and controlled substance policies will result in disciplinary action by Ave Maria University. Violations of this policy are serious in nature, and the outcomes given reflect the severity of the violation.

Possession: Specific determination of possession of illegal drugs or controlled substances by an appropriate

University administrator will result in the following consequences:

First Offense

- Disciplinary probation.
- Suspension from all intercollegiate and club competitions for the in-progress semester and one subsequent semester.
- Loss of student worker privileges for the in-progress semester and one subsequent semester.

Second Offense

- A minimum one-year suspension from the University effective immediately.

Additional Sanctions

- May vary depending upon the severity of the incident, as determined by the disciplinary authority. Please note that a student's entire disciplinary history is considered when determining final sanctions. Repeat violators of the University code of conduct may be suspended from the University either temporarily or permanently.
- Educational sanctions include, but are not limited to, participation in drug-education workshops, meetings with administrators, performing restitution service hours, performing community service projects, monetary fines, mandatory referral to counseling, and completion of educational assignments. Parental notification may be carried out in accordance with university policies.

Misuse/Abuse: In addition to the possession of drugs or illegal substances, both the misuse and/or abuse of drugs are strictly forbidden. The following drug violations will result in serious consequences, which may include educational sanctions, counseling, monetary fine and/or disciplinary probation, possible suspension, dismissal, and expulsion:

- Any evidence of misuse and/or abuse of prescription medications or other controlled substances, including but not limited to Ritalin, inhalants, Valium, anabolic steroids, Librium, other pain killers, other sedatives, and other stimulants.
- Possession of drug-related paraphernalia absent evidence of drug usage.
- Any evidence of use of marijuana.
- Any evidence of use of any drugs, including but not limited to ecstasy, heroin, LSD, cocaine, speed, other barbiturates, other amphetamines, and other hallucinogens.

Immediate Dismissal: Students found responsible for any evidence of the manufacturing, distribution, or possession with the intent to distribute illegal drugs or controlled substances will be immediately expelled from campus with no option for readmission.

The University may institute disciplinary action if neighborhood properties are the location of an event that, based on credible evidence and in the University's determination, has disrupted the neighborhood with:

- Excessively loud, late, and/or large parties, and/or
- Illegal (i.e., underage and/or excessive) alcohol and/or drug-related activities, and/or

- Related behaviors, including interference with a neighbor's right or quiet enjoyment of their property, and/or
- Any other conduct which, in the University's judgement, violates the University's expectations for the behavior of its students.

DISCIPLINARY HEARING PROCESS

The Chair of the Student Disciplinary Committee will notify the respondent in writing as to when the hearing will take place. The hearing should be scheduled to take place within 10 days of the disciplinary request whenever possible.

The respondent will have the opportunity to present their arguments in person (or via advisor) to the Student Appeals Disciplinary Committee at the hearing.

The Student Disciplinary Committee will provide the respondent with a decision in writing within approximately five business days whenever possible. The hearing will consist of the respondent and members of the Student Disciplinary Committee present. A quorum of the committee is necessary to conduct a hearing. A full range of sanctions may be imposed during the hearing. **Please note:** In a hearing, the student is subject to the disciplinary sanctions as outlined in this Code.

In the event of a student disciplinary hearing, the student may be accompanied by an advisor. The advisor must be a member of the University community: e.g., a member of the faculty or staff, or another student. In these cases, the procedures as outlined below (in the "Advisor" section) must be followed.

Appeals

A student sanctioned to eviction from residence, suspension, dismissal, or expulsion from the University may submit an appeal request.

Disciplinary Appeals Process

1. An appeal request must be submitted in writing to the Office of the Dean of Students no later than two business days after the sanction or sanctions have been imposed. This written appeal must state the specific reason for the appeal, based on one or more of the following:
 - Clear and convincing evidence does not exist to support the decision reached.
 - New evidence that significantly alters the findings of fact that was previously unknown to the respondent has been discovered.
2. The respondent will have the opportunity to submit a written statement delineating the argument for the appeal no later than five business days after the sanction or sanctions have been imposed. The statement should be no longer than 5 pages, double spaced, and must be submitted in PDF format.
3. The Dean of Students will submit the appealing party's written request for appeal to the Student Appeals Disciplinary Committee.
4. The Student Appeals Disciplinary Committee may:
 - Grant the request for appeal, or
 - Deny the request for appeal for lack of adequate grounds.
5. If the Student Disciplinary Appeals Committee denies the request for appeal, any sanction(s) imposed by the Committee will stand. The student may, at this point, submit a written request for clemency to the

President of the University (for further details, see “Clemency”).

6. If the Student Affairs Appeals Committee grants the request for appeal, the student will be notified in writing of any changes or alterations to the student’s findings of responsibility or sanctions to be imposed.
7. The imposition of sanctions will be deferred during the pendency of the appeal process, unless, at the discretion of the Dean of Students, the continued presence of the student on the campus poses a serious threat to him or herself or to others, or to the stability and continuance of normal University functions.

Note: In accordance with federal law, student complainants in cases alleging violations of the “Ave Maria University Sexual Harassment and Sexual Violence Policy” shall be afforded the same option to appeal a determination of responsibility as are afforded the respondent.

Advisors

- Advisors and representation for Title IX allegations will abide by provisions provided by the Department of Education.
- For University Code of Conduct violations, representation is not permitted in university appeal hearings (or other disciplinary proceedings); however, a respondent may be accompanied by an advisor.
- The advisor's role shall be limited to support and consultation with a respondent; the advisor may not speak on behalf of a respondent during any disciplinary proceeding, nor shall the advisor cross-examine witnesses. Violation of this expectation will result in the advisor being removed from an appeal hearing (or other disciplinary proceeding) at the discretion of the Student Disciplinary Committee Chair.
- In extraordinary circumstances, the advisor may be legal counsel. A respondent should notify the Dean of Students at least two working days prior to the proceeding if he or she is to request permission to have legal counsel at the disciplinary proceeding.
- In consideration of the limited role of an advisor, and of the compelling interest of the University to expeditiously conclude the matter, an appeal hearing (or other disciplinary proceeding) will not, as a rule, be delayed if an advisor is unavailable.

Clemency

Any person found responsible for a violation of this Code may petition the President for clemency after a sanction has been imposed and all other appeal options have been exhausted. This petition must be filed within three working days of receipt of the appeal decision. The President shall have complete discretion as to whether he or she will hear the petition or grant clemency.

Disciplinary Files and Records

The files of students found in violation of any prohibited conduct will normally be retained as a disciplinary record in written or electronic form in the Office of the Dean of Students, as outlined in the University policy governing student records.

Rules of Conduct

The Dean of Students shall have the power to enact rules for the conduct of all proceedings provided that such rules do not conflict with any provision of this Code and that notice of these rules is given to all concerned parties.

Parental Notification

As required by the Family Educational Rights and Privacy Act (FERPA) of 1974, AMU cannot disclose a student's education records without the written consent of a student or without proof that the student is a tax dependent of the parent. However, AMU may disclose information to parents, without written consent from the students, when notification is determined to be necessary to protect the health or safety of the student or others. This notification may occur due to a medical emergency, an incident of imminent danger, or another situation in which staff deems such action necessary.

Additionally, the University has the discretion to disclose to any parent or legal guardian of a minor student information about a violation of any Federal, state, or local law, or any rule or policy of the institution governing the use or possession of alcohol or a controlled substance, if the institution has determined that the student has committed a disciplinary violation with respect to such use or possession.

OFFICE OF RESIDENCE LIFE AND HOUSING

Ave Maria University offers 6 single-sex residence halls, differing in layout, which are connected centrally by an outdoor student park and pool area. The halls are located at the following addresses:

- Pope John Paul II Hall – 5287 Dolan Street, Ave Maria FL
- Mother Teresa Hall – 5287 Dolan Street, Ave Maria FL
- St. Francis Xavier Hall – 5281 Dolan Street, Ave Maria FL
- St. Maria Goretti Hall – 5277 Dolan Street, Ave Maria FL
- St. Joseph Hall – 5262 Donahue Avenue, Ave Maria FL
- St. Sebastian Hall – 5254 Donahue Avenue, Ave Maria FL

Residency Requirement

- All full-time undergraduate students must reside on-campus unless they are married, over the age of 23, or living with parents, grandparents, or a documented legal guardian within Collier, Lee or Hendry Counties.
- Students who meet the Ave Maria University residency requirement are expected to occupy and live in the residence halls. Refusal to abide by this policy may result in disciplinary action.
- **Part-time Enrollment:** Students with part-time status are not allowed to live in university housing unless they receive special permission. The University reserves the right to remove students from housing if they do not maintain full-time status. For undergraduates, full-time status requires enrollment in at least 12 credit hours or three classes per semester, except their final semester in which they will confer their degree. For graduate students in Middlebrooke, full-time status is defined as enrollment in two or more graduate-level classes per semester.

Residents' Primary Rights

Every resident is entitled to:

- The right to be treated with dignity and respect. The University affirms the value of each person. Everyone is entitled to live with and learn from each other in an atmosphere of positive engagement and mutual respect.
- The right to read and study free from undue interference in one's room. One of the University's basic purposes is the dissemination and application of knowledge. Unreasonable noise and other distractions inhibit the exercise of this right.
- The right to sleep, the right to one's personal belongings, the right to access one's room, and the right to a safe environment in which to live. Optimum physical conditions are essential to learn and live.

The halls are your home during the academic year. The Residence Life staff are available to meet your needs. There are common areas located in each of the residence halls and many of them are provided with a TV.

Also provided in the residence hall are laundry facilities, computer labs, vending machines, and study rooms. All halls have a chapel and kitchen open for use by all residential students.

Director of Residence Life

The Director of Residence Life oversees the department and all University housing. The Director manages all Residence Directors and is entrusted with implementing University policy and procedures. The Director's office is located in St. John Paul II Hall room 101. Meetings are by appointment only, Monday-Friday 9 am- 5 pm.

Residence Directors (RDs)

RDs are professional staff members responsible for the residence hall to which they are assigned. They ensure respect and responsibility among residents, oversee the physical condition of the buildings, support community programs, and supervise the Resident Assistants. RDs live in apartments on the first floor of their residence halls and hold office hours in their hall office during the weekday. The Residence Life Staff are concerned about every person's rights and well-being. They are trained to be of assistance to all students and to handle emergency situations. If you have any questions, problems, or concerns, or if you just want to talk, you should seek out a staff member. An RD is on-call 24 hours a day, for emergencies at (239) 280-7344.

Resident Assistants (RAs)

RAs are undergraduate students who have attended Ave Maria University for at least one year and understand leadership, community building, campus resources, and the University's mission. Among other assignments, RAs primarily:

- Work to ensure that each member of the community feels welcome.
- Build a sense of community and group responsibility through helping residents get to know each other on their assigned floor.
- Assist residents who seek information or guidance with academic or personal concerns.
- Develop activities and educational opportunities for residents within their assigned hall.
- Explain community policies and expectations; respond to violations of these expectations.
- Perform administrative duties including duty coverage, room inspections, and floor meetings.

Residence Hall Offices

Each hall has an office that has games, movies, basic cleaning supplies, and other items that may be checked out for individual use by a resident. There is an RA on duty every night who is there to support the community

members. The RA on-duty is either in the RA office or making rounds throughout the hall during the evening.

Room Assignments and Occupancy

Priority for room assignments is based on class standing and one's current occupancy status. New students are assigned rooms after their enrollment deposit is received by the Admissions Office and register for housing by submitting the online Housing Application/Contract. Specific roommate requests must be mutual. While we try to honor mutual roommate requests, they are not guaranteed and are based on availability. Assignments are considered permanent throughout each academic semester. If you have a concern about your living environment, the Residence Life staff are available to assist you. Residents who move to a different room without the authorization of their Residence Director and the Director of Residence Life will be subject to disciplinary action.

Disability Accommodations

Students requesting special accommodation due to a disability must be recommended by the Adaptive Services Office and submit the required documentation to the Director of Adaptive Services prior to the assignment deadline to be certified. The Office of Residence Life and Housing will make an assignment based on the availability of space, the individual's needs, and the University's ability to reasonably accommodate the student. Rooms shall not exceed a safe and manageable occupancy as determined by the University.

Summer Residency

- Any student wishing to stay at the University during any part of the summer term must be in good academic and disciplinary standing with the University and receive written permission from the Office of Residence Life.
- Students who were found responsible for a Code of Conduct violation any time in the 12 months prior, or multiple incidents over any prior period, will not be permitted to stay on campus for any length of time during the summer.
- They must also meet one of the following requirements:
 - Be a current student enrolled in at least one summer, on-campus course; and/or
 - Be employed by the University.
- Students who do not meet either of these requirements will not be permitted to stay on campus for the summer months, unless otherwise granted permission from the Director of Residence Life.

Payment Plan and Dorm Eviction

All students are expected to clear their bills by the "clear your bill" day. Failure to clear your bill by this date may result in the cancellation of a student's class registration and residence hall room reservation. All students are expected to clear their bill before they move into the halls or begin attending classes. Students that are delinquent on their installment payment plan or bill payment may be subject to eviction from the residence halls.

Failure to have your financial affairs in order may put you at risk of not being able to move in or begin attending class on time. Students with an outstanding balance on their accounts are not eligible to register at

the University or participate in room selection. No student may receive a degree, certificate of completion, grade report or transcripts until all charges due to the University or any of its related divisions are paid in full.

LIVING IN COMMUNITY

Ave Maria University provides a variety of housing options for students residing on campus. You and your roommate(s) will be sharing the same living space for the entire school year. It may be difficult to talk about differences when you are first getting to know one other. To live together you will need to realize and resolve your personal differences early in the relationship. Communication is the key to successful community living and interactions of all kinds. Chances are that if something is bothering you, it is bothering your roommate(s) as well. Be honest but tactful when talking to your roommate(s). If you find it difficult to express your concerns, ask a Residence Life Staff member for help.

Community Standards

One of the best ways to help ensure the successful growth of our community is for residents to foster an atmosphere of mutual respect. Before you act, consider the impact your behavior may have upon your fellow community members. Living within your community, you will have the opportunity to meet people from a variety of backgrounds and cultures. The diversity of our community enriches our classes, activities, programs and everyday interactions. Getting to know others may be one of the most rewarding aspects of your university experience. You are encouraged to become well acquainted with community members, to use these experiences to increase your knowledge of others, and to make new and lasting friendships. Your active involvement in the community and your participation in its activities are essential for community growth and the formation of the human person.

University Housing Student Responsibilities

Ave Maria University is sensitive to the rights, freedoms, and responsibilities of all student residents. Policies and procedures have been established to ensure that individual rights and freedoms are protected, and responsibilities are understood. The residential community aims to maintain standards conducive to academic, social, spiritual, and personal growth. Students at Ave Maria University are expected to:

- Complete a Room Condition Report (RCR) when initially occupying a room, or when moving rooms.
- Complete a Roommate Agreement Form (RAF) when initially occupying a room, or when moving rooms.
- Observe state and federal laws as well as University policies and regulations.
- Respect the rights, privileges, and property of others.
- Be forthright and honest in all of their conduct.
- Share the responsibility of maintaining an environment where individual actions do not violate the community's welfare.

This means that students have both the right and the responsibility to charitably confront each other directly in a constructive manner when problems occur. Residence Life Staff will support and work with students to understand and abide by university policies. Students are also responsible for abiding by all policies, rules, and regulations for on-campus living contained in this student handbook, including the Code of Student Conduct, and information from Residence Life Staff.

Sexual Morality

Ave Maria University affirms the Catholic Church's teaching that sexual intimacy is reserved within the binding union of sacramental marriage. Mature, responsible social behavior in accordance with Catholic moral teaching is expected of all students and visitors. For more guidance on this topic, please reference the Catechism of the Catholic Church, especially paragraphs 2337-2345.

In view of this, we strictly adhere to federal Title IX guidelines. We are committed to maintaining an environment which respects the dignity of each person. Sexual harassment, misconduct, or abuse of any kind are not tolerated. If you or someone you know feels victim to these mistreatments, we strongly encourage you to come forward under the knowledge that you will be treated with compassion. The safety and wellbeing of our students are paramount. To report abuse, or if you have any questions or concerns regarding Title IX issues, please contact the University's Title IX Coordinator.

Student Pregnancy Information

- Ave Maria University is committed to the pro-life teachings of the Catholic Church and will support students who become pregnant. Consistent with its belief in the dignity of the human person, Ave Maria University encourages students who do become pregnant to continue their studies with the support of Academic Affairs and Student Affairs.
- The Director of Counseling Services is available as a confidential contact who can assist students in finding whatever resources are needed; to meet with Counseling Services or schedule a counseling appointment, please visit: <https://www.avemaria.edu/resources/counseling-services>.
- Students can also make an appointment at the Campus Health Clinic for pregnancy tests and assistance. To make an appointment please visit: <https://www.avemaria.edu/campus-life/campus-health>
- Referrals for prenatal health care and other supportive services will be made available through the Campus Health Clinic, Counseling Office, Residence Life Office, Campus Ministry Office, and/or Student Life Office as necessary and requested.
- **Additional Local Resource:** Community Pregnancy Clinic – 940 5th Ave N, Naples, FL 34102; Phone: (239) 262-6381; <https://communitypregnancyclinic.com/>
 - Pregnancy Services
 - Adoption Information
 - Post-Abortion Healing

Attire

- The Catholic culture of Ave Maria University promotes the virtues of modesty and chastity and encourages students in the pursuit of these virtues. As an authentically Catholic University, AMU recognizes the dignity of each of its students as a son or daughter of God. We recognize the reality that we, as human persons, are incarnate beings, and as such, self-presentation reveals the interior life of the person through behavior, speech, and dress. Therefore, attire should be chosen to reflect the dignity of the person and to aid themselves and others in remembering that dignity.

The primary duty of those who attend AMU is that of a student, and so it follows that attire,

especially during class, should reflect that responsibility. Since the formation of the intellect through education is a professional endeavor, students should seek to elevate their dress in the classroom.

- Attire in public on campus, including business offices, the cafeteria, classrooms, chapels, and the library should avoid causing distractions and respect the dignity and Catholic identity of the campus community.
- In chapels or churches, please wear appropriate, modest dress: “To prepare for worthy reception of this sacrament, bodily demeanor (gestures, clothing) ought to convey the respect, solemnity, and joy of this moment when Christ becomes our guest.” CCC 1387. When in doubt always err on the side of more formal rather than less formal.
 - **Ladies:** Please avoid wearing spaghetti strap, strapless, low-cut, backless, or midriff exposing tops. Please also avoid tight-fitting bottoms. Dresses, skirts, and shorts should reach mid-thigh or longer. Jeans should not have large holes.
 - **Gentleman:** Please avoid wearing clothes that are significantly torn, tattered, or ripped. Shorts should have a longer inseam (at least mid-thigh), and not be tight-fitting. Jeans should not have large holes. A collared shirt (polo, button down, etc.) is preferred for liturgical services.
- The wearing of pool attire is restricted to the pool area only. See pool rules below.
- Shoes should be worn in all University buildings except when inside your residence hall room.

St. Adjutor Pool

St. Adjutor Pool, centrally located near the residence halls, is available for the leisure of students, staff, faculty, or escorted guests of those previously mentioned. Students should show good judgment in what is worn at the pool. Pope Saint John Paul II in his work *Theology of the Body* notes that modest attire protects the body, which, like the soul is uniquely good. In the spirit of Christian charity, please dress and behave appropriately.

Pool Attire

- Modest swim attire is required.
- For ladies, the midriff cannot be showing. Swimsuits (which can be either a one-piece or a two-piece) must cover the midriff completely. Thongs, see-through clothing, etc., are not acceptable. Ladies must cover their swimsuit when going to and before leaving the pool area by wearing a coverup.
- Gentlemen must wear appropriate trunks; speedos and cut-offs not permitted.
- Gentlemen must wear a shirt when going to and before exiting the pool area

Pool Rules

- Pool facilities are open to students, faculty, staff, and authorized visitors. Current AMU ID required.
- Pool opens after sunrise and closes at sunset. No swimming after dark.
- AMU is not responsible for any accidents or injuries while using this facility. Participants are responsible for knowing their own physical limitations.
- No lifeguard on duty; swim at your own risk.
- No horseplay, vulgar language, loud or explicit music, or inappropriate behavior.
- No children under 17 without adult supervision.

- No animals in pool facility.
- Surface may be slippery at times.
- No food, alcohol, or glass allowed inside pool.
- No littering; clean up after yourself.
- Rings are for emergency use only. Tampering with equipment is strictly forbidden.
- No skateboards, scooters, or rollerblades, or anything that would damage surfaces.
- No diving in the shallow end.
- No vandalism. Violators subject to penalty under law.
- Ave Maria University reserves the right to eject any person or persons engaging in conduct that is unlawful, disruptive, abusive, or offensive on the premises.
- For emergency assistance, call 911. For non-emergency assistance, contact Campus Security at 239-280-6289.

Damage or Loss of University Property

- Student rooms and the furnishings provided are to be used in the manner for which they are designed. If you lose or damage University property, you will be billed for the cost of replacement or repair.
- If property is damaged in your room and the party responsible is unknown, each roommate will be responsible for an equal percentage of the total cost.
- Residents are responsible for the actions of any guests they invite to campus and for any costs they incur.
- Charges for repairs or replacement will be assessed to your university account.
- Damage or loss within student rooms is the joint responsibility of the students assigned.
- Students are responsible for reporting any room damage or maintenance needs to their Residence Life staff member and the AMU Facilities Department via a work order ticket immediately so repairs can be made promptly.
- Work orders should be submitted via Technology and Facility Help Desk.
- Because all residents share responsibility for damage or loss to public areas of their building, an entire room/floor may be charged for damages or losses to public areas of the building when the person(s) responsible is/are unknown via the University's Hall Fines policy
- If you are aware of others damaging property, ask them to stop, and then contact a university staff member immediately. Damages and resulting charges are reduced when everyone in a community works to ensure residents and guests respect others' property.

Entertainment

- Your enjoyment of music, movies, television, internet programming, and printed materials must respect the Catholic culture of the campus. Any entertainment which is sacrilegious, obscene, or gratuitously violent undermines this culture and is not permitted.
- Possessing, viewing, or distributing pornography is forbidden.
- All audible entertainment should be at levels that do not disturb the peace of others. Students are not permitted to watch online entertainment in the classrooms or computer labs.

Smoking

- All University buildings and residence halls are designated "No Smoking" areas.
- Smoking/vaping in the residence halls is prohibited.

- It is forbidden to smoke in any unauthorized place, including University buildings, vehicles, lanais, balconies, ledges, or within 40 feet of a building.

Prescription Drugs

- A student on prescription drugs or who has a chronic illness should inform the RD what may need to be done in an emergency, and what effects the medication may have on the student's life.
- If a student has a medical condition that may require intervention in case of emergency, they should contact the school nurse to establish an emergency action plan. To make an appointment to discuss medication management, please visit: <https://www.avemaria.edu/campus-life/campus-health>

Policies and Procedures Regarding Middlebrooke Apartments, Student Rooms, and General Residence Hall Area

Check-In

All residential students are required to check-in to their assigned room by a designated date. These check-in dates are listed in the University's Academic Calendar. Unauthorized early arrivals will result in a fine per day as determined by the Office of Residence Life. All residents are required to complete a Room Condition Report (RCR) provided to them by Residence Life staff. For your protection, it is essential that you ensure that damages to and out-of-place items in your room prior to your occupancy are documented appropriately in the RCR form. You are responsible for completing, reviewing, and returning your Room Condition Report and making edits to the document within 24 hours of moving into your room if you wish to make any corrections/additions.

Check-Out

Students are responsible for checking out of their room with a Residence Life Staff member whenever they move rooms or leave at the end of each semester or their contract period. Unauthorized late departures will result in a fine per day as determined by the Office of Residence Life. During check-out, your Room Condition Report from check-in will be referenced by a Residence Life Staff member. You are responsible for returning your room to its original state and scheduling a time to check out of your room as designated by Residence Life Staff. Students are responsible for all damages not listed on the RCR and will be assessed a monetary fine after Residence Life staff inspect the rooms and common areas after check-out.

The staff looks for cleanliness, damages beyond normal wear and tear, and missing furnishings. Residents will be assessed for any damage, missing furnishings, extra cleaning charges (including common areas via hall fines), damaged or missing equipment or furniture, and the removal/disposal of abandoned furniture, carpet, or other personal property. No personal items may be left in the room or the hall at the end of the Spring semester. Items left on campus will be considered abandoned and are subject to donation or disposal at the student's expense. Residents who fail to check-out properly will be issued a monetary fine.

Maintenance Repairs

- The AMU Facilities staff and the Information Technology staff make every effort to keep the residence halls and wireless internet in good condition. To order repairs in your room, or to report

any internet connection issues, please submit a ticket at support.avemaria.edu.

- Your signed Housing Application/Contract authorizes a university staff member to enter your room to complete any work order that you submit throughout the contract period.
- Please report emergency maintenance situations to a Residence Life Staff member or Facilities personnel.
- If there are pests or bugs in your room, please submit a work order request to AMU Facilities and notify a Residence Life Staff member immediately.

Entry of Rooms

It is the University's policy to respect your right to maximum privacy in your room. When possible, notice is given prior to entering your room for routine maintenance and inspection. However, University personnel and their authorized designee(s) may enter your room without notice for an emergency, maintenance work, fire safety inspections, fire drills, ensuring compliance with health standards, or if there is reasonable cause to believe there have been violations of university policy, state, or federal law. Your room may be entered during semester breaks without prior notice by university personnel when they are conducting building inspections and doing maintenance work.

Hallways

- Hallways and stairwells must always remain free of any obstruction. This includes boxes, clothes, shoes, cleats, garbage, book bags, bikes, scooters, skateboards, and other obstructive items.
- Failure to remove items may result in the Residence Life Staff confiscating or discarding those items left in the hall, and a monetary fine.

Fire Safety

- Fire extinguishers are located throughout each building. Tampering with or misusing fire extinguishers is a serious violation of university policy and a violation of the law as a class III felony.
- All hallways and stairwells must always be clear of obstructions.
- Know the location of all fire exits, fire alarms, and extinguishers.
- The sprinkler heads must also have 18 inches of clearance and cannot be used to hang anything on them. Hanging anything on a sprinkler can set the sprinkler off and result in a great deal of damage. Students will be financially responsible for any damage to the property of both the University and other residents due to hanging items on a sprinkler head.
- Tampering with smoke detectors or sprinkler heads is strictly prohibited and could result in fines or disciplinary action to each occupant.
- Pulling the fire alarm in a non-emergency situation or tampering with fire safety or firefighting equipment will also result in disciplinary action up to and including dismissal. This equipment includes fire extinguishers, smoke detectors, sprinklers, fire alarms, EXIT signs, electrical systems, lighting, and automatic door closures.

- If an alarm is intentionally set off or equipment is tampered with and the responsible party is unknown, the entire living unit may be held responsible. If a battery is low (beeping), submit an emergency work order via support.avemaria.edu. Never remove the battery. In the event of a fire alarm, you are expected to leave your room, close the door behind you, and evacuate the building according to the posted evacuation routes. Stay away from the building until instructions are given to return.
- All hallways and stairwells must always be clear of obstructions. All smoke detectors must be operational and have at least 18 inches of clearance (e.g., from shelves, drapes, etc.).
- Halogen lights generate a considerable amount of heat and have been responsible for fires. Due to the potential hazards, halogen lights are not permitted on campus.

Decorations in Student Rooms

- Furniture may be added if it does not create a health or fire hazard. Students are responsible for any damage their personal furniture causes to the dorm room when assessed during Spring semester checkout. Students are also responsible for the removal of all their personal furniture and belongings at the end of the Spring semester. Personal furniture and/or decorations cannot interfere with or be hung from light fixtures, sprinklers, or smoke detectors. All Large tapestries or cloth decorations must be fire retardant.
- Lights cannot be covered, tampered with, or have the bulbs removed.
- Do not use duct tape, large nails, screws, pins, cellophane tape, double-sided mounting tape, or stickers to hang or mount things to the walls or doors. Any adhesive that causes damage to the wall or ceiling will be grounds for a fine during Spring semester checkout.
- Shower shelves with adhesive backing are not allowed as it can damage the shower's fiberglass lining.
- You are encouraged to personalize your living space; possessions or displays which are inconsistent with accepted University standards or policies should not be displayed in or outside your room, on doors, or in general view of the public, such as your room windows. If you display an item which is incongruent with this goal, a Residence Life staff member will discuss the concern with you, and you will be required to remove the item in question. Check with a Residence Life Staff member if you have questions about what may or may not be appropriate.

Insurance for Personal Property

The University assumes no responsibility for damage, loss, or theft to residents' personal property from any cause. Items you place in University housing (residence halls and Middlebrooke) are left at your own risk. Therefore, students are responsible for obtaining their own personal property insurance, i.e., renters' insurance and liability coverage for damage, loss/theft of property, or fire.

Room Inspections

Room inspections are done at various times throughout the semester to ensure cleanliness, basic sanitation in the rooms and promote maintenance of AMU property. Residence Life staff will post the cleaning requirements ahead of time. Cleaning supplies are available to check out from the RA office in each residence hall. If you are unable to attend a room inspection, please reschedule with your RD. Failure to comply with room inspection will result in a fine for the uncooperative residents of the room.

Storage on Campus

Storage for students is not available in the residence halls, outside of their assigned room. Students may not leave belongings during the summer break.

Building Access

Campus residence halls are open when the University is in session. They are closed during the Christmas break between the fall and spring semesters. All residence halls are locked 24 hours a day (except for move in and move out days), and all buildings have a card-lock access system for entry. Your Student ID Card accesses the exterior building door, your room door, and the door to the lobby area of each hall. The unauthorized possession, use, reproduction, or sale of keys to university facilities, as stated in the Code of Conduct above, is prohibited.

Propped Doors

To protect the safety and security of all residents, exterior building doors are not to be tampered with, disabled, or propped. Interior residence hall doors are also to never be propped unless a student is actively occupying the room; never utilize the deadbolt as a prop. Tape, coins, magnets, etc. are never used to inhibit the closing of a residence hall door. Violations of these policies may result in disciplinary action. If a door is not properly working, please submit a ticket to Physical Plant/AMU Facilities immediately and inform the hall's respective RD via email.

Lockouts

If you get locked out of your room or residence hall, contact your roommate first, then your RAs. Residence Life Staff members and Campus Security can open your room, should your roommate or RAs not be available. Multiple lockouts will result in a monetary fine.

Guests in the Residence Halls and Middlebrooke Apartments

- Students must register overnight guests by requesting permission from the Office of Residence Life through the normal guest approval process and notifying their RD at least 72 hours prior to the day of the guest's arrival and must obtain permission from their roommate(s) before a guest is permitted to stay in their room.
- Student residents of Middlebrooke must notify the Office of Residence Life 72 hours in advance of their guests' arrival.
- No guests are permitted during winter or summer breaks, pre-season athletic training, Orientation, and

finals week, or for more than 3 consecutive nights.

- Guests must be escorted while in the building. Ave Maria students are expected to always take responsibility for their guests' behavior.
- All guests are expected to be knowledgeable about and abide by university regulations.
- At the discretion of any University official, a guest may be denied admission or removed from university housing, facilities, and grounds at any time.
- Failure to register a guest may result in denial of admission to the guest and a monetary fine to the student host. Rooms and apartments should not exceed a safe and manageable occupancy that may be determined by the University.

Common Rooms, Reservations, & Furniture

- Each residence hall has designated common areas for the residents and their guests' use for gatherings, watching movies or TV, group study sessions, household meetings, etc. Common rooms are open 24 hours a day. Common Hours are designated for members of the opposite sex to visit in the common areas of other residence halls. Guests of the residence halls and members of the opposite sex must be always escorted by a member of the residence hall and should not be left alone.
- **Common Room Hours for visitation:** Daily from 12:00 p.m. to 12:00 a.m.
- As determined by the Office of Residence Life, the common area of a suite can safely accommodate up to 15 persons and a quad or triple-room can accommodate up to 8 persons.
- To reserve a common room or kitchen for a group, follow the normal reservation process posted around the residence halls. That student group is responsible for cleaning the common room, lobby, or kitchen when they are finished. Lounge furniture is intended for the use and enjoyment of all residents. Proper care and use of this furniture is everyone's responsibility. Removal of furniture from dorm rooms and/or the common areas of university buildings is considered theft. Furniture that is removed, damaged, or stolen is the financial responsibility of the individuals involved if known, or the residents of that particular residence hall if unknown.

Visitation Hours

The University permits students to host visitors of the opposite sex in their residence hall rooms during visitation hours only. Mature, responsible social behavior in accordance with Catholic moral teaching is expected of all students and visitors. As we seek to promote true freedom in Christian behavior and balanced social communities in the residence halls, we allow members of the opposite sex to visit each other at specified times on most Thursday through Sunday evenings 7:00 pm – 12:00 am.

All visitors must sign in. Sign-in sheets are located by the respective RA offices.

All members of the opposite sex must be accompanied by their host or hostess throughout the entire duration of their visit. Within suites, visitors of the opposite sex are permitted only within the common rooms of the suites. The doors of residence hall rooms where members of the opposite sex are visiting must always be

fully propped open during visitation hours, and a light must be on. The wishes of a roommate desiring privacy within their room should generally prevail over those of a roommate desiring to entertain visitors.

Roommates experiencing difficulties regarding Visitation Hours are encouraged to seek the assistance of their Resident Assistants (RA) and/or Residence Hall Director (RD).

Kitchens/Kitchenette in Residence Halls

All residence halls have kitchens or kitchenettes for student use. It is the responsibility of the residents to clean up after themselves. Failure to do so may result in the temporary closing of the facility and/or hall fine at the RD's discretion.

Kitchens Rules for the Opposite Sex by Residence Hall

- Sebastian, Goretti, Joseph Hall Kitchens are located in the dorm lobbies, and therefore can be used by both male and female and students 24/7.
- The Xavier Kitchen is only allowed to be used by male students when accompanied by female students during common room hours.
- Female students are not allowed to use the Mother Tereasa Hall kitchen without being accompanied by a male student during common room hours.
- Male students are not allowed to use the John Paul II Hall kitchenettes without being accompanied by a female student during common room hours.
- The entry way areas between the first and second security door of John Paull II and Mother Teresa Halls on all floors are considered common rooms. As such, common room hours and rules apply in these spaces.

Vending Machines

Food and beverage machines are provided in the residence halls. Vending machines are not to be tampered with or damaged. Should a machine be empty, broken, or keep your money without returning goods, please report it to the respective Residence Hall Director.

Laundry Facilities

- All residence halls have laundry rooms equipped with washers and dryers. Laundry facilities are for the residents of that hall of the same sex and may not be used by other members of the community. Male and female residents are not permitted in each other's laundry facilities for any reason.
- High efficiency liquid laundry detergent is to be utilized and powder detergent is always prohibited. If a laundry machine is broken, complete a service ticket using the instructions posted in the laundry room, and report it to your Residence Life Staff via email.

- In case of an urgent situation, (i.e. flooded machine) please call the RD On-Call. 239-280-7344.
- All laundry rooms are to be kept clean and organized. Do not leave cleaning supplies or clothes for an extended amount of time. Laundry rooms that are left in disarray are the financial responsibility of the individuals involved if known, or the residents of that particular residence hall if unknown.
- If you are missing laundry, please email your RD with the specific timeframe it went missing. The University is not responsible for lost or stolen laundry.
- All laundry rooms are checked and maintained by Residence Life Staff regularly. Confiscated laundry is removed once per week.

Lost and Found

The Lost and Found area on campus is the Security Desk on the first floor of the Bob Thomas Student Union Building. If not claimed within two weeks, lost articles may be donated or discarded.

Quiet Hours

During Quiet Hours, voices should be kept low in the hallways, common room doors should be kept closed, music played softly, etc. Serious or repeated violations of Quiet Hours will result in disciplinary action.

Quiet Hours are:

- Sunday through Thursday: 9 pm – 9 am
- Friday and Saturday: 11 pm – 9 am

Permitted in the Residence Halls & Middlebrooke:

- Coffee pots with an automatic shut off function.
- Small Refrigerators (up to 3.6 cubic feet)
- Microwaves
- Dehumidifiers/Air Purifiers
- Bunk Beds: Some University residential rooms have beds you can bunk. Students are free to arrange their rooms as they desire, provided that it does not damage the furniture, is a safety risk, and is not in violation of fire or safety code. All furniture must be back in its original configuration at the time of Spring semester checkouts.
- All beds are to be freestanding and must not be stacked on any other furniture to support the bed. If you have any questions about the arrangement of the room or the furniture please see an RD.
- Electric Scooters, Bikes, roller skates, rollerblades, and skateboards: must be stored in your room or securely locked to bike racks. At the end of the academic year, they should be removed and stored with the rest of your belongings.

****Riding any object with wheels, or anything that may cause damage inside a university building and skating on railings, stairs, bike racks, ledges, etc. is prohibited.

Not Permitted in the Residence Halls & Middlebrooke:

- Any material/item that the University deems is sacrilegious or directly in opposition to the doctrine of the Catholic Church (I.e. Ouija boards, tarot cards, demonic figurines, or any material, reference to Satanic material).
- Hoverboards: Due to reported safety risks with Hoverboards (including Segways or similar devices), the University prohibits the use, possession, or storage of these items on campus.
- Candles / Incense (even if not intended to be burned) and any kind of open flames.
- Appliances with any type of exposed burner, open flame, or tendency to short circuit: including, but not limited to, space heaters, air fryers, toasters, toaster ovens, electric grills, slow cookers, crock pots, and hot plates. Students may use and store these items in university kitchens but not in their dorm rooms (these items are permitted in Middlebrooke kitchens).
- LED “strip or tape lights =” which have an adhesive backing
- Shower shelves that have adhesive backing. These shelves can permanently damage the fiberglass walls of the shower. Instead, use a shelf that hangs from the shower head.
- Anything that would cause permanent damage to the drywall or paint (I.e. nails, excessive groups of thumb tacks, drywall anchors, dart boards, or in wall shelving is not allowed.
- Halogen lamps and portable, or window air conditioners
- Fireworks, Explosives and Dangerous Chemicals: such as compressed gas and equipment and vehicles that use combustible fuel.
- Personal lofts or elevated structures.
- Bidets are not permitted.
- Students are not permitted to paint their rooms.
- Live Christmas decorations: trees, wreaths, and holly.
- Mini freezers or chest freezers are NOT allowed in the residence halls
- Hall Sports: Including but not limited to, skating, kicking/tossing balls or Frisbees, playing basketball or football, wrestling, or jumping rope, as well as the use of water balloons and water guns.
- Riding scooters, bikes, or other personal transportation devices in the residence halls.
- Door-to-door solicitation: unless authorized by the Director of Residence Life.
- Residents may not operate a business in their rooms. You are permitted to use your room as a meeting place if it does not infringe on a roommate’s rights, create a disruption in your community, or violate any residence hall policy.

University Pet Policy

- The University does NOT allow students to have any kind of pets within the Residence Halls.
- **This includes fish and fish tanks.**
- Residential students found with an unauthorized animal or pet in the dorms will be fined, and the animal will be promptly removed at the owner's expense.
- Middlebrooke residents are allowed to have pets in their apartments. However, there is a \$500 non-refundable pet deposit per pet for Middlebrooke residents.

UNDERSTANDING FLORIDA'S HUMIDITY AND MOLD: A BRIEF GUIDE FOR RESIDENTIAL STUDENTS

Welcome to Florida! As you may already know, Florida is famous for its sunny beaches, warm weather, and high humidity. However, this beautiful climate also creates ideal conditions for mold and mildew growth. Mold is a type of fungus that thrives in moist, dark, environments, and it is quite common in places with similar climates to Southwest Florida. But do not worry—while mold is prevalent in Florida, it is typically

easy to manage with the right knowledge and preventative measures.

Understanding Mold, Humidity, and Mildew

Different types of molds or mildew can be found in virtually every environment, and most are not harmful to healthy individuals but can cause allergies or respiratory issues in people sensitive to mold. Common indoor molds include *Aspergillus*, *Penicillium*, and *Cladosporium*. Florida's humid climate, high temperatures, and frequent rain make it a common issue for buildings in Florida.

Preventive Measures: Managing Mold and Humidity at Ave Maria University

Ave Maria University recognizes the potential for mold related issues on our campus. Our Facilities and Residence Life staff take the following preventive measures to provide a clean and healthy living environment for our students:

- All our Residence Halls are inspected by facilities personnel and thoroughly cleaned prior to students' arrival.
- Every dorm room has an HVAC system with a HEPA filter rated above the industry standard.
- The HVAC system is regularly inspected, maintained, and managed by licensed HVAC facilities personnel.
- Dorm room HEPA filters are changed every three months by our facilities staff.
- Guidelines to prevent mold and humidity issues are posted in every dorm room and are also listed below.
- Room inspections are conducted three times each semester by Residence Life staff to ensure students are doing their part to maintain a clean and healthy environment in their dorm rooms.
- Cleaning requirements for room inspections are provided to students ahead of time, and can be found in this University Student Handbook above.
- As mold is a common issue in Southwest Florida, we consult with other Universities and professionals to
- maintain the best possible preventative measures. Our facilities as well as Residence Life staff are trained and equipped to handle mold-related issues should they arise.

Guidelines to Avoid Mold and Moisture Problems in Southwest Florida Dorm Rooms:

1. No wet clothes or other wet personal property in wardrobes or dresser drawers. Moisture-wicking materials especially need time to allow to dry out before storing in wardrobe/dressers. (ex. baseball hats, shoes/cleats, jerseys, etc.)
2. Hang wet towels in bathroom on towel rack(s). Do not hang wet towels on furniture, wardrobe closet doors, or leave them on the floor.
3. Keep bedroom/bathroom doors open whenever possible to encourage good air flow throughout the dorm room.
4. Do not block, touch, or manipulate air vents.
5. Avoid leaving "privacy curtains" hung in the entry closed for long periods of time as they will block proper airflow in the room.

6. Shower curtains should be placed properly inside the shower while in use (this is to avoid water leaking and splashing outside the shower on the floor/walls).
7. Bedrooms and bathrooms (especially showers) should be cleaned properly and regularly (not just before room inspection!).
8. Laundry should be done regularly. If dirty laundry is damp or wet, it should be done in a timely fashion. Do not leave wet clothes on the floor or in dressers, wardrobes etc.
9. Report any problems immediately (leaks, dripping faucets, wet floor, etc.) by submitting a [Service Ticket](#) to our AMU Facilities team and notifying your Residence Director (RD) as needed.

Understanding the Student Role in Preventive Measures

Our students play a crucial role in maintaining a healthy living environment in the dorm rooms, especially when it comes to preventing mold and humidity issues. In addition to following the posted guidelines referenced above. Below are three simple preventative measures for students to remember and follow.

1. **Keep it Dry**
 - Ventilation: Ensure good airflow by using fans as needed, and never block or cover HVAC air vents.
 - Dehumidifiers: Some students choose to use a dehumidifier to reduce indoor humidity levels, especially during the wetter months.
2. **Clean Regularly**
 - Prevent Wet Surfaces: Regularly CLEAN and dry surfaces, especially in showers and bathrooms where moisture accumulates.
 - Do your Laundry: Avoid leaving damp clothes, athletic clothes, or towels in piles; wash and dry them promptly after use.
3. **Address Leaks Immediately**
 - Plumbing and Showers: If you become aware of any leaks in plumbing, showers, or elsewhere, submit a service ticket to AMU Facilities aka “Physical Plant” via support.avemaria.edu as soon as they are detected to prevent water accumulation or further issues.
 - Inspections: Regularly inspect areas prone to leaks, such as under sinks and showers.

By following the above simple preventative measures, you can help minimize mold related issues and contribute to a cleaner, more comfortable space for everyone. Remember, mold is a common issue in humid areas like Southwest Florida, but with proper care and vigilance, it can be effectively managed. Therefore, moisture control, proper use of thermostats to allow for air circulation, and good housekeeping practices are necessary to control mold growth.

Additionally, general good housekeeping practices (vacuum floors, wipe down counters, clean up spills, wipe the inside and outside of refrigerators, etc.) should be shared by all roommates to help reduce the potential for mold growth.

To help prevent the growth of mold and mildew in residential spaces, it is essential that resident students also do the following:

- Keep bathroom doors closed while showering.
- Keep air vents unobstructed and avoid leaving “privacy curtains” closed for long periods of time.
- Students must purchase and use shower curtains and shower mats.
- Hang wet towels or clothing to allow them to dry.
- Keep all surfaces, furniture, and clothing dry.
- Routinely clean bathroom areas (including the shower walls and ceiling) to prevent the growth of soap scum or buildup of mildew.
- Report any water problems (leaks, dripping faucets, wet carpet, drips heard behind the air intake cover, etc.) immediately by submitting a Ticket to Facilities through the university ticket system.

How to Respond When You See Mold or Mildew

- If you see a little pink substance around the bottom of your shower curtain, a little black substance on your windowsill or other possible mold growth, don’t panic. Mold or mildew growth is generally not a cause for concern unless you have been identified as someone with asthma or severe allergic reactions to mold.
- To prevent further growth, clean the area with hot soapy water or use one of the many quaternary-ammonium-based cleaners commonly available as soon as you see the first signs of mold or mildew. Do not use household bleach.
- Check the area to determine if the housekeeping practices listed above are not being followed or should be improved. Not following these guidelines may cause excess moisture to build up inside residential spaces and lead to the growth of mold or mildew.
- Check the area to see if there is a leak or a maintenance issue causing the excess moisture and if so, submit a [service ticket](#) immediately. For your own safety, and to prevent unnecessary damage to university property, students should never attempt to perform maintenance tasks on their own.
- Keep in mind that cleaning just once will not result in never having to clean that same area again. Regular cleaning is necessary to prevent mold.
- If you have any questions or concerns, don't hesitate to reach out to our Residence Life staff and review the guidelines to prevent mold and humidity issues referenced above. They are equipped to handle mold-related issues and support our students in keeping their living space healthy. Let's work together to ensure a comfortable and mold-free environment!

DEPARTMENT OF CAMPUS SAFETY AND SECURITY

The Department of Campus Safety and Security at Ave Maria University exists to ensure a safe educational

environment for the students, staff, faculty, and visitors who make up our campus community. Campus Safety and Security provides professional direction and support in matters of physical security, safety, fire prevention, emergency response, and investigation into violations of both university policy and the law. Campus Safety and Security may investigate behavior, activity, or obstructions to the investigative process that pose a threat to the safety and welfare of the University and document its findings in a report to AMU administration.

The stakeholders of this community are expected to utilize their personal cell phones or other devices to dial 911 if they face an imminent threat to their personal safety. Students are expected to cooperate with all staff and faculty members acting in the performance of their duties. Students must always have their student identification cards on their person while on campus and present them at the request of any University staff member, including Security Officers.

Access to Residence Halls and Other Campus Facilities

- The campus grounds and University facilities are private property and the presence of any person on campus is at the pleasure of the University. It is the University's expectation that visitors abide by university rules.
- The public is welcome to enjoy the grounds and common spaces of the campus and to attend and participate in certain events, lectures and activities made available to the general public. Minors must be always accompanied by an adult while on university property.
- The University residence halls are not open to the public; guests of students may be admitted to the hall in accordance with the University's Residence Life Guest Policy. Residential halls are locked 24/7, while other buildings may remain open during operating hours.
- Use of the University Library, dining, athletics, and other facilities by the public is limited in accordance with university policy.
- Visitors may not dine in the cafeteria or use University athletics or other facilities unless a guest of, and accompanied by, an authorized member of the University community. Visitors may dine in the Cafe.
- At the discretion of the University, visitors may also use the Mailroom. Additional fees may apply to those not affiliated with the university.

Emergencies

- Emergencies on campus should be reported directly to 911 emergency services. After reaching 911, Campus Safety and Security should be notified to help coordinate the arrival of emergency services and to document the event.
- Examples of emergencies include, but are not limited to, serious physical or emotional health matters, acts or threats of violence, or criminal activity in progress. In a true emergency, you should always dial 911 first, then call Campus Security Patrol at (239) 280-6289. The Office of Student Affairs, including the Director of Campus Safety and Security, the Director of Residence Life, and the Residence Hall Directors, is responsible for organizing and fully informing residents about emergency procedures, including fire drills, hurricane response, tornado response, flooding, etc.

- Medical Emergencies
- In case of a medical emergency on campus, call 911 for Emergency Medical Services (EMS), and then notify Campus Security Patrol, the campus nurse, and the RD on call, or your Residence Director (RD) or Residence Assistant (RA). EMS personnel will make the decision to transport to a medical facility, if necessary. All health insurance documentation is the student's responsibility.
- Non-Emergencies
- Non-emergencies on campus can be resolved by calling the Campus Security Patrol at (239) 280- 6289. The duty officer can answer most questions or concerns related to security, safety, wildlife, or building access. All emergencies should be reported to 911.
- Reporting Criminal Activity
- Campus Security Patrol can be reached daily 24/7 by dialing (239) 280-6289 to report suspicious activity. Campus Security will also contact the appropriate agencies as needed. As always, in the event of an emergency, Law Enforcement, Fire, and Emergency Medical Services (EMS) may be contacted by dialing 911. All emergency services are provided by Collier County.
- All members of the AMU community are encouraged to report all incidents of criminal activity and suspicious persons to Campus Safety and Security or to the Collier County Sheriff's Office (CCSO). Reports can be made by phone, in person, through the emergency notification app, or via the Campus Safety and Security website at: <https://www.avemaria.edu/campus-safety/make-an-anonymous-report/>

Policy Enforcement

AMU Safety and Security personnel are authorized and directed to enforce all University security, safety, motor vehicle, traffic, and parking policies. Some examples of prohibited conduct include (but are not limited to):

- Possession of any type of weapon.
- Sale or possession of illegal substances or drug paraphernalia.
- Propping exterior doors.
- Tampering with safety or security equipment.
- Feeding or interacting dangerously with wild animals.
- Recreational use of the bridge and canals (no swimming or fishing off the bridge).
- Behavior disrespectful to quiet and/or sacred spaces on campus.

Failure to comply with the direction of Campus Safety and Security personnel acting in the performance of their duties is a violation of university regulations. Campus Security may require any person on campus, including an owner, operator, or passenger of a motor vehicle to produce identification. Refusal to identify oneself is a violation of university regulations and may result in disciplinary action and/or referral to the Collier County Sheriff's Office.

Alcohol and Drug Policy

- Students are prohibited from using, possessing, manufacturing, or transporting narcotics or any type of illegal drugs.
- Students 21 years of age and older may have alcohol in their rooms. However, alcoholic beverages may

not be displayed or consumed in any common or public area of the University property or at university events without the explicit permission from the departments of Residence Life or Student Life.

- AMU recognizes its duty to uphold state and federal law. Students are reminded that violations of local, state, or federal law may be filed as misdemeanors or felonies.
- Any violations of the law or this policy may also be reported to the appropriate law enforcement agency and student judicial council.
- AMU does recognize that alcohol and drug dependence is an illness, and University officials may make treatment recommendations in lieu of or in addition to any imposed sanctions. Students may be required to submit to a drug test if evidence of probable drug use exists.

Fire and Safety Equipment

Tampering with fire safety equipment is a violation of AMU policy and the law. Tampering with fire and safety equipment is strictly prohibited, as use of these items is only authorized in case of an emergency. Safety equipment includes but is not limited to: Smoke alarms and fire detection equipment, fire alarm pull stations, sprinkler heads, fire extinguishers, automatic external defibrillators (AED's), and mechanisms to secure doors.

Student Use of University Fire Pits

Students can use University owned fire pits with permission from both the Office of Residence Life and AMU Security. Currently, the Associate Director of Residence Life and Director of Campus Safety and Security must approve these events beforehand, if the following rules are met:

1. Residence Life and Security are notified at least two business days ahead of time.
2. The local weather conditions do not increase the risk of fire spread/student injury; or the county has a "no burn" order in place.
3. There is a suitable water source available to put out the fire. More than enough water is on hand to put out the fire in buckets, and/or a hose connected to a water line when available.
4. Absolutely NO Alcohol is allowed at these events, unless it is a University sponsored event with staff members present.
5. The fire pit is properly put out, the coals and ashes are scattered, and all burned materials are properly wet down and disposed of.
6. All trash from the event and personal belongings are removed from the site afterwards.
7. The Director of Residence Life or his/her designee will inform AMU Safety and Security of the time/place of the bonfire ASAP after the request is approved.
8. Students must adhere strictly to the rules above and make sure the fire is completely put out/trash is removed from the area before they leave for the night.
9. Failure by students to follow these rules as outlined above will result in their inability to get approval for

future firepit use and/or other disciplinary consequences. Sexual Assault

Persons who have been sexually assaulted or were the subject of any sex offense should immediately contact the Collier County Sheriff's Department by dialing 911 and University Security at (239) 280-6289 to initiate a crime report. University Security is available by phone 24/7. Persons who have been sexually assaulted or were the subject of any sex offense may go to the NCH North Collier Hospital Emergency room for treatment – 11190 Health Park Blvd., Naples, FL 34110; (239) 552-7000; www.nchmd.org.

During normal business hours, students may also contact the Dean of Students at (239) 280- 2484, the Director of Residence Life at (239) 280-2542, or Counseling Services at (239) 304-7372 for information and assistance regarding the filing of a criminal complaint or to initiate a complaint under the procedures set forth in this Handbook.

The preservation of criminal evidence is essential to the successful prosecution of a sex offense. The Collier County Sheriff's Department will provide personnel trained in the proper handling, identification, collection, and preservation of such evidence. Therefore, it is essential that in cases of sexual assault, the Collier County Sheriff's Department and University Security be contacted as soon as possible. AMU counseling members and Campus Health Clinic staff are available to assist and accompany the victim of a sex offense from the initial report to the final resolution of the case. Victim information will be kept at the highest level of privacy.

AMU students and employees suspected of committing a sex offense of any kind are subject to criminal prosecution as well as disciplinary action under campus policies and procedures. Campus disciplinary action may take place even if criminal charges are not filed. Following the final determination of a campus disciplinary procedure regarding an allegation of sexual criminal conduct, sanctions may be imposed that include, but are not limited to, suspension or dismissal of offending student(s) and censure, demotion, suspension, or termination of employment of an offending AMU employee(s).

In addition to criminal prosecution, complaints against students accused of sexual battery, attempted rape, rape, or other sex offenses will be processed in accordance with the procedures in the Student Handbook. The accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary hearing; both shall be informed of the outcome of any campus disciplinary proceeding brought forth alleging a sex offense. Student sexual assault victims also have the option of changing their academic or on-campus living arrangements after an alleged sexual assault if such changes are reasonably available.

Student IDs and Key Cards

All campus buildings have a card- access system for entry, and most remain locked during certain hours of the day. The residence halls remain locked at all hours and may only be accessed by residential students and authorized staff. To protect the safety and security of our community, propping open any outside exterior door to a residence hall or to any secured university building is strictly prohibited, and may result in disciplinary action up to and including dismissal.

Students are required to always carry their student ID with them and present it upon request by any staff member. Student ID cards are also used for access to the library, use of the library printer systems, and entry to the cafeteria, student rooms, and other campus buildings and facilities. Students are responsible for securing and retaining their ID cards. The fee for a replacement ID is \$22.

For the security of all campus residents, students may not lend their ID card to anyone. In addition, the

unauthorized possession, use, reproduction, or sale of keys to university facilities is a violation of university policy and is prohibited. Violations may result in disciplinary action, up to and including dismissal.

Weapons Policy

Ave Maria University prohibits, on school property or school sanctioned events, the possession or use of firearms, deadly weapons, airsoft guns, explosive devices, fireworks, nunchakus, metal/brass knuckles, billy clubs, and knives prohibited by state and federal law, except as required in the lawful course of business or authorized in writing by the Director of Security Services.

Weapons found on school property will be confiscated and/or turned over to law enforcement. Additionally, the State of Florida prohibits the possession of a concealed weapon in any dormitory or classroom building of the University.

Violators of this policy are subject to penalties under any applicable state and federal laws as well as sanctions from the University up to and including dismissal. A copy of AMU's Campus Weapons-Free Policy may be found at the website: <https://www.avemaria.edu/campus-life/campus-safety>.

"Weapon" means any object or substance designed to inflict a wound, cause injury, incapacitate, intimidate, or create a reasonable fear of harm. This includes, but is not limited to, all firearms, including air rifles and pellet guns; bow and arrows; ammunition; switchblade knives; and knives with blades four or more inches in length; martial arts weapons; brass knuckles; explosives; and dangerous chemicals or poisons that are possessed with the intent to injure another or to cause damage to property.

Persons with knowledge or information regarding conduct which may constitute a violation of this policy are urged to contact either the Department of Campus Security or the Office of Student Life. Questions regarding this policy should be directed to the Director of Campus Security at (239) 280-2401.

Weather and Wildlife Safety

- Safety is the responsibility of each member of our community. In case of an emergency, AMU has developed an Emergency Management Plan. Students will be contacted by the Office of Student Affairs staff about procedures and policies to follow in an emergency. Students must register with the emergency notification system through the link on the web page.
- Lightning is a significant threat to safety in Florida. A combination of factors that include heat, humidity, and geographic location helps make Florida a national leader in lightning strikes. In case of lightning, students should use prudence and common sense to ensure safety. Students should immediately go indoors when thunder is heard or lightning is seen and remain indoors until the storm passes.
- AMU's campus is close to multiple areas of critical wetlands and other natural habitats. Due to the proximity of these large environmental reserves, there is a possibility of encountering wildlife on campus, including a small number of venomous species. It is prudent to be familiar with their appearance and to know what to do in the case of an encounter. The best way for students to stay safe is to stay away from wild animals. Feeding or interacting with the wildlife is strictly prohibited by both University Policy and Florida statute and may result in disciplinary action up to and including dismissal.

- The following guidance is intended to provide general safety information and not as an authoritative source: <https://www.avemaria.edu/campus-safety/wildlife/>.

Parking Policy

- The Department of Campus Safety and Security is authorized and directed to enforce all parking, traffic, and motor vehicle regulations on AMU property. Vehicle registration is required of all students, staff, and faculty. This includes commuter students, adjunct faculty, athletic coaches, and all persons associated with the university seeking on-campus parking.
- All vehicles must display a current and valid university-issued parking permit for the specific lot or street area to which they are assigned. Commuter students and Middlebrook residential students are also required to display parking permits and park within their assigned lot while on campus.
- Vehicle registration is conducted online at the link listed below. At the start of each academic year, all students are required to register their vehicle with Ave Maria University and obtain a permit to park in an assigned parking lot or lined street space on campus. All student permits from the previous academic year expire on August 1st of the new academic year, and new permits applications will be required. Vehicle registration is conducted online at: www.avemaria.edu/parking. Parking fees will be charged to your student account payable through your tuition bill at the Bursar's office.
- Permits must be hung and displayed in such a way that the permit number is facing outward and is fully visible to security patrols through the front windshield. Permits are also valid only to the specific vehicle listed on the registration; they cannot be shared with a different person or placed for use on a different vehicle without the expressed consent and authorization of Campus Safety and Security. The penalty for falsification, misuse, or otherwise altering a permit is revocation of parking privileges.
- While on campus, vehicles must park in approved, lined parking spaces, and may not block or otherwise prohibit vehicle or foot traffic. Driving or parking on pavers is not allowed. The pavers are reserved for emergency and service vehicles only unless prior approval is granted by the Department of Campus Safety and Security.

Parking Citations and Appeals

- Failure to comply with the parking policy may result in sanctions, which may include a fine, revocation of parking privileges, and/or towing of a vehicle at the owner's expense. Excessive or repeated violations could result in disciplinary actions.
- Fines may vary according to the specific violation and total number of repeated violations. For most infractions, the fine will double on the third infraction. Some of the most frequent infractions include, but are not limited to: parking without a valid permit; parking in an unauthorized area or space; parking in a no parking area; parking over 2 spaces; blocking pavers, driveways, or other access; etc.
- Most citations are written with a paper ticket placed on the vehicle windshield. Other violations

may be observed by video or eye-witness account. In all cases the fine is charged to the vehicle and/or the vehicle's permit holder in the absence of specific driver information. All fines and payments are listed on the student account and payable at the Bursar's office. Each infraction is also listed on the permit holder's parking account, which is opened when a vehicle is successfully registered. Unregistered vehicle operators will not have a parking account, so it is a student's responsibility to monitor the activity and charges on their student account.

- An appeals process to an AMU Parking Citation exists and is outlined below:
 - A parking citation appeal must be submitted in writing through the Parking Administrator program to the operator's parking account within 14 days of the infraction date.
 - The written appeal must state the specific reason the citation may have been written in error.
 - Unregistered vehicle infractions are not eligible for appeal.
 - Parking citation appeals will be forwarded to the AMU Parking Appeals Committee for review.
 - The decision of the Parking Appeals Committee will be conveyed to the student in writing.
 - All decisions of the Parking Appeals Committee are considered final.
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- All decisions of the Parking Appeals Committee are considered final.

Commuter Students and Middlebrooke Residents

A valid permit is required for on-campus commuter parking. For commuter students and Middlebrooke students, there are limited parking spaces available on a "first come, first served" basis in the Prince Lot (Lot I). Clancy Street is also available to these students, or they may seek public parking off-campus. A valid permit is required for on-campus commuter parking.

Visitor Parking

Overnight visitors should contact Campus Safety and Security for the current availability of on-campus visitor parking. Other visitors should park in off-campus public parking. The full parking policy can be found at www.avemaria.edu/parking.

Bicycle Policy

- Bicycles parked on campus must be registered with Campus Safety and Security and display a valid registration permit. Bicycles parked on campus without this permit are subject to removal.
- Bicycles in Ave Maria are an ideal form of transportation. Because we live in a relatively safe community, there is a tendency to abandon bicycles or leave them unsecured in front of building doors or in areas not designed for bicycle storage. This often leads to theft and safety concerns. The University is committed to supporting a comprehensive bicycle policy for the campus community.
- Bicycles parked on campus must be registered with Campus Safety and Security and display a valid registration permit.

- Bicycle registration is available at no cost for all students, faculty, and staff who utilize bicycles on campus. Upon registration, the bike owner will receive a numbered sticker to be affixed to the bicycle, allowing identification back to its owner should it be stolen or removed. No personal information will be displayed.
- All bicycles should be stored and secured in the bicycle storage racks provided near most campus buildings.
- Prohibited bike storage areas include: building access points, railings, stairwells, handicapped access ramps, posts, benches, or any location that would impede accessibility or pose a safety hazard.
- Bicycles removed due to abandonment or improper parking can be reclaimed through Campus Safety and Security, 239-280-6289.
- There is a \$20 reclaim fee, payable to the University Bursar before the time of pick up.
- If the bicycle is not already registered with Campus Safety and Security, the bicycle lock combination or key must be provided at the time of pick up.
- Bicycles will be stored in the University storage area for a minimum of 30 days, after which the bicycles will be donated to a local charity.
- Bicycle racks on campus are intended for short-term bicycle parking. Long-term bike storage during summer breaks or study abroad may be arranged by contacting the AMU Security Patrol at 239-280-6289.

Electric Scooter/Skateboard Policy

The following policies are especially established with a view to safety.

EScooters/eSkateboards, or other motorized personal transportation devices not otherwise outlined in this handbook must adhere to the following policies:

- Registration is available at no cost for all students, faculty, and staff who utilize them on campus. Upon registration, the owner will receive a numbered sticker to be affixed to the device, allowing identification back to its owner should it be stolen or removed. No personal information will be displayed.
- If parked on campus must be registered with Campus Safety and Security and display a valid registration permit.
- If parked on campus without this permit are subject to removal.
- Similar to bicycles, prohibited storage areas include building access points, railings, stairwells, handicapped access ramps, posts, benches, trees, or any location that would impede accessibility or pose a safety hazard.

- Devices removed due to abandonment or improper parking can be reclaimed through Campus Safety and Security, 239-280-6289.
- There is a \$20 reclaim fee, payable to the University Bursar before the time of pick up.
- If not already registered with Campus Safety and Security, the driver must provide proof of ownership at the time of pick up.
- Devices will be stored in the University storage area for a minimum of 30 days, after which the devices will be donated to a local charity.
- Speed of travel is not to exceed 15 mph while on campus pavers, parking lots, and walkways.

Golf Cart/Utility Cart Policy

- Charging electric carts on campus is only allowed for university staff vehicles. Residential students are not allowed to bring golf carts to campus. Local commuter student-owned carts are restricted to specific golf cart parking areas. Golf carts/utility carts are not to be parked in front of building entrances, exits, or pedestrian walkways. Violators may be ticketed or towed.
- Overnight golf/utility cart parking on campus is restricted to university vehicles only, and there is currently no option available for students to charge their personal electric golf carts, vespas, or similar vehicles on campus without expressed written authorization from the Department of Student Affairs.
- For daily commuter students, there are a limited number of golf cart parking locations on campus. Commuter students wishing to utilize their golf cart on campus daily must sign an agreement that lays out the expectations of use on campus. A registration fee per academic year may be required in accordance with our vehicle registration policy.
- Speed of travel for golf carts and scooters is not to exceed 15 mph while on campus pavers, parking lots, and walkways.

FOOD SERVICES

Ave Maria University believes in the importance of sharing meals as a community and requires that all students residing on campus participate in the meal plan program. Commuter students may bring their own food to eat outside the cafeteria on the tables by the café, or purchase the meal plan, multiple-meal cards, or pay for meals individually to eat inside the cafeteria. All students must use their student ID or pay to eat inside the dining hall.

Food service is offered in the dining hall on the first floor of the Bob Thomas Student Union Building. Students may choose from one of the two available meal plans:

1. Unlimited meals per week to be used in the cafeteria, 3 meal exchanges and 50 per semester.
2. 14 meals per week in the cafeteria, 2 meal exchanges per day and 150 per semester.

Meal exchanges can be used for express meals, late night, or The Daily Grind. The Daily Grind meal option

includes one coffee beverage and one bakery item.

The deadline to request a meal plan change is Friday of the first full week of classes.

Students who take food without paying or swiping their ID card may be subject to disciplinary action. This includes students who provide food to another person who did not pay for the meal. Such actions will be treated as theft.

All food is to be consumed in the dining hall area. You may not bring your own refillable drink containers to use in the dining areas or transport elsewhere, but you may drink all you wish while dining, using the cups/glasses provided.

All cafeteria items (for example, cups/glasses, plates, trays, silverware, condiments, etc.) must remain in the dining area. Any specific questions regarding food service or preparation can be directed to the Food Service Director for Ave Maria University at 239-280-2506.

AMU Points

- AMU Points can be used with a student ID card in the University cafeteria, the Gyrene café, The Coffee Shop located in the Library, The Bean restaurant, the Pub and Grill of Ave Maria, and Tropical Smoothie Café.
- 1 AMU Point = \$1.00. AMU Points cannot be used for the purchase of alcoholic products.
- All AMU Point balances are lost at the end of each semester.
- Additional AMU Points may be purchased through Self Service or by visiting the Business Office on the library's 3rd floor. Please see the Food Service Director for details.
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Hours of Operation

During the Academic Year, hours of operation are as follows:

- Dining Hall:
Continuous Dining: Monday - Friday 7:00 a.m. - 8:00 p.m.; Saturday and Sunday 9:00 a.m. - 8:00 p.m.
Late Night Dining (Pizza & Grill Only): Monday - Sunday 8:00 p.m. - 10:00 p.m.
- Daily Grind
Library: Monday-Thursday 7:00 a.m.–9:00 p.m.; Friday 7:00 a.m.–5:00 p.m.
Meal Exchange: Monday-Friday 7:00 a.m.–11:00 a.m.
- Gyrene Café: Monday-Friday 8:00 a.m.–12:00 a.m.; Saturday and Sunday 6:00 p.m. – 12:00 a.m.

Special Dietary Accommodations

The University's food service contractor, Metz is aware that some students may have particular dietary needs and provides the services of a Registered Dietician to assist students in ensuring that they can have these needs met through the meal plan. If you have a particular dietary need, please contact the Director of Food Services at 239- 280-2506.

Exemptions from participation in the meal plan program are very rarely provided and granted only when extreme medical conditions are documented to exist and when appropriate accommodation cannot otherwise be arranged through Metz. Such exemptions will require extensive medical documentation and must be brought to the attention of the University through the Director of Food Services within the first week of classes of the academic year in which the exemption is sought.

OFFICE OF STUDENT LIFE

The Office of Student Life works closely with representation from the student body, including the Student Government Association, the Student Activities Board, Residence Hall staff, and the student organizations to minister to the students' needs and offer programming that is balanced and faithful to the mission of the University. Student Life is committed to accompanying the students throughout their academic journey and to provide the students with opportunities for growth outside the classroom.

Student Government Association

The Student Government Association is a student council comprised of an executive board and class representatives elected by their peers to represent the student body. The role of the Student Government Association is to take upon itself a special responsibility to uphold the proper balance of intellectual, spiritual, and social development of the student body, and strives to be guided and directed by the Mission Statement of Ave Maria University.

The Student Government is designed to listen to and address the needs of the student body. Students are encouraged to contact their elected representatives or the Office of Student Life to propose suggestions or ask questions.

Student Organizations

Student organizations are vital to the social life on campus and serve the student body by bringing people of common interest together to pursue a common goal. A student organization is defined as a group of students joined in the pursuit of a common purpose, guided by an approved constitution under the direction of chosen or elected officers, advised by a faculty or staff member, and officially recognized by Ave Maria University through the Office of Student Life. Organizations are comprised of clubs, ministries, and households. Student Organizations can request funding from the Office of Student Life for their group activities.

Students are encouraged to take an active role in student organizations, since such activity contributes to their total education as a whole person and the educational goals of Ave Maria University. Correlative to that end, a student organization that conflicts with the mission of the University will not be recognized by Ave Maria University. The Clubs Coordinator is the proximate administrative officer appointed to advise and oversee all student organizations.

In order for a student organization to be approved by Ave Maria University, the group must complete the following:

- Have at least five students interested in joining the organization.
- Write a constitution to be submitted to the Clubs Coordinator for review. A guide for writing student organization constitutions is available from the Office of Student Life.
- Have a faculty or staff member as its advisor. To ensure proper coordination and communication, the advisor must be consulted on plans for activities and must be informed of all matters of organizational business.
- Have, at minimum, three elected or appointed student officials who coordinate the operations of the specific organization. The number of officials and roles of various positions will be outlined and explained in the organization's constitution.

A student is eligible for officer status if he or she:

- Maintains a GPA of 2.5 or above.
- Remains in both academic and disciplinary good standing according to the Ave Maria Student Handbook. Is not engaged in any activity deemed to be inimical to the best interests of Ave Maria University.

Full information about the formation and operation of student organizations is available in the Ave Maria University Student Organizations Handbook.

Students interested in forming a new organization on campus should contact the Office of Student Life to begin official approval. As a general recommendation, students ought to limit their time participating in co-curricular activities (e.g., student clubs and organizations, drama club, campus ministry and outreach, club and intramural athletics, etc.) and on-campus employment to no more than 15-20 hours per week.

Households

A Household is a group of 3 or more male or female students who mutually support each other by spending time together in prayer and recreation. Households are not meant to divert students from their studies, friendships, or other personally fulfilling pursuits but rather are designed to help them flourish in these areas. It is through the congruent living of the four pillars that the households will be able to reach their goal of social, spiritual, academic, and moral excellence.

The Four Pillars of Household Life

1. Academic – Using our intellect to seek the truth in all areas of inquiry and to mold our wills around it.
2. Spiritual – Placing Jesus and the Sacramental life of the Church at the center of our fellowship.
3. Social – Establishing lifelong friendships embedded in the dignity of the human person through common meals, individual and group meetings, intramural athletic teams, and community life in the residence halls.
4. Moral – Endeavor to model our behaviors after the pattern of Christ and rooted in the reality of our dignity as sons and daughters of God.

If you are interested in joining a household, contact the student coordinator to learn about the initiation process for that household. If you are interested in starting a household, visit the Office of Mission Outreach, located on the first floor of the Student Union.

Policies and Guidelines for Student Organizations are also put forth in the AMU Student Organizations Handbook, which will be made available to all Student Organizations leaders at the beginning of the academic year.

Event and Program Planning

The Office of Student Life encourages student-initiated events and programs and serves as a means of support for student clubs, households, and ministries who wish to plan an event. All student events and programs must be approved by the Office of Student Life.

To ensure that your event runs as smoothly as possible, contact the Office of Student Life for the Event Planning Procedure and submit the completed forms to Student Life for approval. To avoid scheduling conflicts, please reserve rooms for your event through the Office of Student Life at least four weeks in advance of the date you wish to hold your event.

School-Sponsored Events

- All sweatshirts, t-shirts, and articles that are to be sold or distributed on campus must have the design and/or artwork approved by the Director of Student Life before such articles are ordered.
- The University reserves the right of confiscation, or any other appropriate penalties should this regulation be violated.
- The sponsoring or booking of any film or speaker by a recognized student organization requires permission and approval from the Office of Student Life.
- All speakers must be aligned with the University's speaker policy which states that "advance approval must be obtained by all registered student organizations before program planning. Student organizations shall solicit the input of students, staff, and faculty before presenting a proposal regarding a speaker or program to the Department of Student Life."

Fundraising

- Student organizations desiring to hold a fundraising event must have prior written approval from the Office of Student Life. If permission is granted, the organization must follow the guidelines laid out by the Office of Student Life. All charitable donations must be turned into the Office of Student Life to be processed. To obtain permission, please contact the Office of Student Life.
- Student Organizations wishing to submit Grant Requests to any outside organization must receive written approval from the Office of Student Life, who will work with the Office of Advancement to submit the request.

Advertising & Signs Policy

Any group, organization, or individual advertising or posting signs on campus must comply with the University's policy:

- The content of all signs, advertisements, and table tents must be consistent with the University's

identity and mission as a Catholic institution.

- All postings must be approved by the Office of Student Life prior to being posted. To receive approval, please bring your flyer to the Office of Student Life. Any signs that have been posted without approval or in undesignated areas will be removed.
- To preserve the appearance of our campus buildings and grounds for both the University community and its visitors, postings are generally restricted to certain areas on campus, mainly bulletin boards around campus.
- Postings may not be placed on vehicle windshields or taped to the windows or entrances to the buildings. Posting should be posted with masking tape or push pins (bulletin boards). Do not use duct tape or packing tape, as either will damage the walls.
- All postings must be removed within 24 hours following the event.
- Students are prohibited from posting materials in the residence halls without permission from the Director of Residence Life and the Office of Student Life.
- Student organizations wishing to advertise an event in the Weekly Bulletin or University website must submit their event advertisement to my.avemaria.edu, following the appropriate guidelines.
- The Office of Student Life is not responsible for creating advertisements for events hosted by student organizations. Should the need arise, the Office of Student Life is happy to assist in printing and posting advertisements, provided that the desired postings are submitted in their final form at least two weeks in advance of the event.

Use of the Ave Maria University Logo & Name

The name “Ave Maria University” is registered and marked with the United States Patent and Trademark Office. Accordingly, the University reserves all rights regarding the use of its name or logos or facsimile representations thereof. Persons wishing to publish or imprint the name, logo, or representations of Ave Maria University in any form must obtain permission from the Office of Student Life.

In addition, **students are not permitted to make any commitments or sign any contracts in the name of Ave Maria University.** No one is permitted to use University facilities for or in any connection with commercial activity of any kind whatsoever without obtaining prior written approval and permission from the appropriate University authority. The approval process must begin with the Director of Student Life. No solicitation, advertisement, or commercial communication should expressly, or by reasonable implication, make a representation of university sponsorship without prior approval and permission of the appropriate University authority.

STUDENT COMPLAINT PROCEDURE

The Ave Maria University Student Complaint Policy is designed to assist students in resolving complaints regarding a violation, interpretation, or application of a university policy or procedure. Ave Maria University is committed to maintaining a learning environment which promotes student academic excellence and personal development. To facilitate this learning environment, the university provides informal and formal processes to resolve complaints. Please note that the University maintains a separate set of procedures to address complaints related to alleged violations or issues involving discrimination, harassment, Title IX, the Honor Code, and the Code of Student Conduct, as detailed below under “Exclusions.”

Informal Process

The student should first attempt to resolve complaints informally by requesting the opportunity to meet with the staff or faculty member who is alleged to have caused the complaint. If the complaint cannot be resolved at this level, then the student is encouraged to continue to pursue informal resolution by presenting the complaint orally or through email correspondence through appropriate administrative channels up to the Office of the Vice President in whose area the complaint originated. If an informal resolution cannot be reached, then the student may initiate the formal complaint process.

Formal Process

A complaint must be filed in a timely fashion. Formal written complaints must involve a specific event or incident occurring within thirty (30) days of filing. The student should attempt resolution of the matter in the Informal Process before filing a formal written complaint. University officials shall make reasonable efforts to respond to complaints within fifteen (15) business days of when initially submitted. Formal complaints must:

- Be in writing and must be dated and signed by the student making the complaint.
- Clearly identify the department(s) and issue(s) involved.
- Indicate (and describe as appropriate) how the student tried to resolve the issue with the involved staff/faculty member before submitting the formal complaint.

Formal Complaint Procedure

The formal written complaint should be submitted to the appropriate Vice President:

- The Vice President for Academic Affairs (for complaints regarding grading, classroom issues, advising, and similar academic matters, registrar);
- The Dean of Students (for complaints regarding residential life, athletics, food services, security, and similar student life issues);
- and the Chief Operations Officer (for complaints regarding admissions, financial aid, bursar, and facilities).

Complaints in areas not clearly under the administration of a particular Vice President should be directed to the Dean of Students.

After receiving the complaint, the Dean of Students shall attempt to respond to and resolve the complaint. The Vice President may, at his or her discretion, also choose to initiate the following process:

- The Dean of Students may route the complaint to the director/chair of the appropriate department where the issue originated or to an ad hoc committee of faculty or staff established for this purpose. The director/chair or committee shall review the complaint and investigate the issues identified.
- Upon completion of its review, the director/chair or committee shall provide the student with a written response to the complaint.
- If the student feels the response provided by the director or committee does not address the complaint properly, the student may appeal the decision to the Dean. Such an appeal must be made within five (5) business days of the receipt of the decision of the director or committee.

Upon receipt of the appeal request, the Dean shall review the institutional decision and the student's appeal request. The Dean then shall either render a decision or elect to convene an ad hoc appeals committee consisting of the Dean and other University faculty and/or administrators. If constituted, the committee shall investigate the issue and render a decision on the complaint appeal. In either case, the decision is final and shall be reported to the student in writing.

However, the complaint is resolved (i.e., whether by director, by committee, or the vice president), documentation of the resolution of the formal complaint shall be maintained by the Dean of Students.

Complaints to Outside Agencies

If the formal complaint has not been satisfactorily resolved by the University, students may file a complaint with the following agencies:

- For complaints pertaining to AMU's compliance with academic program quality and accrediting standards to the Southern Association of Colleges and Schools Commission on Colleges: 1866 Southern Lane, Decatur, GA 30033-4097, or for complaints under the applicable state grievance process, students may contact the Florida Department of Education. To file a complaint, send a letter to: Office of Articulation, Department of Education, articulation@fldoe.org, 850-245-0427.
 - The letter should include:
 - Name of Student (or Complainant)
 - Complainant Address
 - Phone Number
 - Name of Institution
 - Location of the Institution (City)
 - Dates of Attendance
 - A full description of the problem and any other documentation that will support your claim such as enrollment agreements, correspondence, etc.
 - The complaint process of the Commission involves contacting the institution to obtain their response to your complaint. If you do not want the Commission to contact the institution you are attending, you must state so in your complaint; however, doing so will greatly hinder the Commission's ability to assist you with your complaint.
- Students who have completed the internal institutional grievance process and the state grievance process may appeal non-instructional complaints to the FL-SARA PRDEC Council if they are Distance Education students. For additional information on the complaint process, please visit the FL-SARA Complaint Process page, <http://www.fldoe.org/sara/student-concerns.stml>

Exclusions

Ave Maria University maintains a separate set of procedures to address complaints related to alleged violations or issues involving discrimination, harassment, Title IX, the Honor Code, and the Code of Student Conduct. Complaints, appeals, or grievances pertaining to the following matters shall not be processed under this policy, but shall be processed as described in their respective policies:

- Disciplinary actions taken under the Ave Maria University Academic Honor Code.
- Disciplinary actions taken under the Ave Maria University Code of Student Conduct

Complaints involving allegations of discrimination, harassment, or violations of Title IX (see the

complaint/grievance sections of the Sexual Harassment, Sexual Misconduct and/or Sexual Assault policies for more information). Students should contact the Office of Student Affairs or the Title IX Coordinator for assistance in resolving any discrimination or harassment issue.

Parental Communication with the Office of Student Affairs

The Office of Student Affairs encourages open communication between students, parents, and the University. The University encourages students to contact their parents/guardians regularly and keep them up to date with what is happening in their lives.

The Office of Student Affairs assumes that students, as maturing adults, can attend to their affairs without parental intervention. Normally, the Office of Student Affairs will not initiate contact with parents unless the student's status with the University is seriously threatened for health or disciplinary reasons, in which case the University will initiate contact with parents or guardians in person, over the phone, or in writing. The University will follow the Family Educational Rights and Privacy Act regulations. (For more details on FERPA, please visit <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>)

INTRAMURAL ATHLETICS

Intramural Sports are vital to building community on campus and helping the student maintain balance and fitness in their lives. For more information, please contact the Intramurals Coordinator in the Office of Student Affairs.

Academic Eligibility Requirement

All students on academic probation, in order to be eligible to participate in Intramural Athletics, must meet with Academic Support Personnel regularly until such time as they are no longer on probation. The decision to meet regularly with academic support personnel is totally voluntary, but students choosing not to participate will be ineligible from Intramural Athletics until grades are improved beyond probationary levels.

Conduct and Sportsmanship

- All people, whether participants or spectators, are expected and required to conduct themselves appropriately. Any swearing, fighting, or disrespect shown to officials, staff, or another player will be considered unsportsmanlike conduct and will result in an immediate suspension from participation in the current game being played and from participation in the following game(s). This kind of behavior may also result in a suspension for the entire season or year. This decision will be made by the Intramurals Coordinator. For the game, season, or year that the player is suspended, he or she is not allowed to be present at any intramural event.
- Any player suspended from an intramural game must report to the Intramurals Coordinator within 24 hours of the inappropriate and unsportsmanlike conduct. The player must initiate this meeting, and the actions and consequences will be discussed. Eligibility for the player will be reinstated (if this is the decision made) when he or she meets with the Assistant Athletic Director for Intramural Athletics within this 24-hour period.
- At no time will any person be permitted to threaten an official, another player, or staff member in

any way before, during, or after a contest. Any such action will result in a suspension from all intramural competition for the remainder of the school year.

- Appeals may be made in writing to the Intramurals Coordinator or his designee and must be submitted within 2 days of the levied sanctions.

FITNESS CENTER FACILITIES

- The Office of Student Affairs offers a full fitness center in the Student Union for all students, faculty, and staff of Ave Maria University. The Fitness Center offers numerous cardiovascular machines, along with weight machines.
- The Student Union Fitness Center is to be used only by current students, staff, and faculty. Use of this facility will be at the person's own risk.
- No one under 17 years of age will be allowed in the Fitness Center unless accompanied by a parent or guardian.
- A second fitness center is located on the third floor of Xavier Hall and is open to female residential students.
- It is up to each individual to help maintain a clean and safe facility for other patrons.
- Any issues, such as broken equipment or housekeeping issues, should be directed to the Office of Student Affairs as soon as possible.

CAMPUS MINISTRY & MISSION OUTREACH

The Offices of Campus Ministry and Mission Outreach facilitate the spiritual life on campus by bringing together students, faculty, and staff for prayer, worship, service, and learning. Our top priority is to enable students and staff to encounter Jesus Christ.

- **Campus Ministry** plans and executes a comprehensive campus-wide schedule of Mass, Confessions, Spiritual Direction, Eucharistic Adoration, and other sacramental needs.
- **Mission Outreach** coordinates faith formation events, Retreats, Peer Ministry, RCIA, Households, and student ministries.
- Through these many services, Campus Ministry, Mission Outreach, and Student Life collaborate to help students integrate spiritual, academic, and personal growth. The sacramental life of the Ave Maria University community is provided by the Parish of Ave Maria.
- The Campus Minister is a Catholic priest whose full-time responsibility is the pastoral care of the entire University community. He provides regular sacramental ministry and spiritual counseling, as well as help and support to students in times of crisis or guidance in making decisions.
- The Office of Campus Ministry promotes the building of a genuine Catholic community on campus

through a ministry of Word and Sacrament.

- Priests are available daily in the Campus Ministry offices for spiritual direction and the Sacrament of Reconciliation. The Sacrament of Reconciliation is also available daily in our chapel on campus surrounding the daily Mass times.
- The life of faith at Ave Maria University has many distinctive features. Each student residence has a chapel where the Blessed Sacrament is reserved. Informal Eucharistic Adoration is available in each student residence hall.
- **On-Campus Mass & Confession Schedule:** For the most up to date information, please visit <https://www.my.avemaria.edu/mass-and-confession-times>
- **Off-Campus Mass & Confession Schedule:**
 - **Ave Maria Parish Church** – For the most up to date information, please visit <https://www.avemariaparish.org/> or call the Parish Office at (239) 261-5555.
- **Adoration of the Blessed Sacrament**
 - **Perpetual Adoration:** In the Martha J. Burke Adoration Chapel, adjacent to the Library
 - **Informal Adoration:** Anytime in any chapel
- **Rosary Walk**
 - Monday – Saturday: 9 pm, departing from the dormitory quad.
 - Sunday: 9:30 pm (followed by Household fellowship at the Goretti Lobby)

Dress and Decorum

Please be reverent and quiet in the Church and Chapels and near the Blessed Sacrament. Take special care always to be dressed modestly and appropriately when in the Church or Chapels.

- **Ladies:**
 - Please avoid wearing spaghetti strap, strapless, low-cut, backless, or midriff exposing tops. Please also avoid tight-fitting bottoms.
 - Dresses, skirts, and shorts should reach mid-thigh or longer. Jeans should not have large holes.
- **Gentleman**
 - Please avoid wearing clothes that are significantly torn, tattered, or ripped.
 - Shorts should have a longer inseam (at least mid-thigh) and not be tight-fitting.
 - Jeans should not have large holes.
 - A collared shirt (polo, button down, etc.) is preferred for liturgical services.

Ave Maria University Policy on the Pastoral Care of Students

As a Catholic institution and community, Ave Maria University's Campus Ministry is under the canonical authority and guidance of the Diocese of Venice in Florida. Those designated by the President of AMU, with approval to serve in ministry on campus by the Bishop, are the Director of Campus Ministry and his associates.

Any person or group who wishes to conduct, promote, or advertise a significant pastoral or spiritual activity on campus must request permission in writing from the Office of Campus Ministry. Such requests are submitted to the Bishop of Venice's office for approval.

Spiritual Opportunities:

- Daily Mass & Confessions
- One on one Spiritual Direction
- Multiple weekend Retreats per year, including Sports Team-specific retreats
- Households of small single gender Covenant Communities
- Mother Teresa Project: Service opportunities & Mission trips
- Outdoor Activities: Camping/Bonfire with Faith Testimonies
- Special Events for Freshmen sponsored by Campus Ministry Team
- Bible Study / Lectio Divina
- Theology on Tap and other events with Guest Speakers
- *Oremus* Evenings of Praise
- Pure in Heart addiction support groups
- Frassati Night Dorm Socials

THE MOTHER TERESA PROJECT

Ave Maria University received permission in 2013 from the Missionaries of Charity to establish "The Mother Teresa Project" – an initiative that brings to life the legacy of Mother Teresa and inspires students to follow in her footsteps by serving those most in need.

Demonstrating love through service, AMU students have many opportunities both locally, through service projects, and abroad, through our mission trips, to be Christ to those in need. Locally, AMU students have the opportunity to serve meals at a soup kitchen and mentor children in Immokalee, visit the elderly at nursing homes in Naples, assist disabled adults in Fort Myers, and serve the homeless in Miami. Abroad, the Mother Teresa Project offers missions trips in a wide array of locations, such as: Washington D.C., Mexico, Brazil, the Dominican Republic, and Uganda. During these trips, students serve alongside the Missionaries of Charity who conduct the work of Saint Teresa of Calcutta every day.

Mother Teresa Scholars

In addition to serving those in need both locally and abroad, AMU students have the unique opportunity to immerse themselves in the spirituality and life of Mother Teresa by enrolling in the Mother Teresa Scholar Program. To qualify as a Mother Teresa Scholar, students apply for and complete the requirements of study. For additional information or to apply, please contact the Director of the Mother Teresa Project.

Mother Teresa Museum

To the end of perpetuating knowledge of and devotion to St. Teresa of Calcutta, the Mother Teresa Project has established the Mother Teresa Museum, located on campus in the Tom and Selby Prince Building. The Museum is open to students, faculty, staff, and the general public. It is the only Museum dedicated to the story of Mother's life in the United States and is officially recognized by the Missionaries of Charity. AMU is

blessed to house several of Mother's relics in the Museum, providing a peaceful refuge and a holy space. Free tours are offered daily.

NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their educational records. The link to learn more can be found at: [Family Educational Rights and Privacy Act \(FERPA\)](#)

DISABILITY ACCESS AND REASONABLE ACCOMMODATION

Ave Maria University is committed to ensuring that all qualified individuals with disabilities have the opportunity to take part in educational and employment programs and services on an equal basis. It is the policy of the University to extend reasonable accommodations to known limitations of qualified individuals with documented disability. The documentation specified in the Ave Maria University Policy on Disability Access and Reasonable Accommodation must be submitted along with the Request for Accommodations forms to the Adaptive Services Office two weeks prior to the start of classes. Reasonable accommodations are made on an individual and flexible basis, and will be provided in a timely and cost-effective manner. To schedule an appointment, please call (239) 280-1654. Further information can be found on the AMU Student Support Services webpage.

STUDENT HEALTH CLINIC: POLICY FOR CLASS/ATHLETIC EXCUSAL

- The purpose of the Campus Health Clinic (CHC) at Ave Maria University is not to confirm illness or injury for the purpose of excusal. For this reason, any student who has not been seen in the CHC for illness or injury or who has a non-communicable or minor illness or injury is responsible for contacting professors/coaches/ employers/ etc. to request excusal.
- A written class/work excuse is given only if a student has been examined by a nurse at the Ave Maria University Health Clinic and the examiner requests that the student not attend class/practice due to serious communicable illness, such as strep throat, active fever at time of appointment, etc.
- Those students diagnosed in clinic with serious communicable illnesses will be given a timeline for excusal from classes and activities and this will be communicated by Adaptive Services to relevant parties.
- Students are still responsible for contacting professors/coaches/etc. in addition to communications sent out by Adaptive Services to inform of absence and obtain any relevant information about make-up work or what to do in periods of absence.
- **It is the student's responsibility to attend class.** If illness prevents this, the student must tell the professor about the absence and how long he or she anticipates being out of class.
- Even if a medical excuse is provided, individual professors will decide whether an absence will be excused.
- No medical excuse can be given retroactively to a student who was not seen by the staff of the CHC, e.g., if you are sick in the morning and miss class, staff will not provide a note for class missed before the student's appointment.

- Staff at the CHC will not determine past illness for the purpose of paper extensions or exam rescheduling.
- CHC does not provide class excuses for routine visits or minor medical issues. It is recommended that students schedule these appointments at a time that does not conflict with class or work whenever possible. Examples: allergy injections, dressing changes, blood sugar checks, the common cold, headaches, vitals checks, nonspecific minor illnesses, etc.

AVE MARIA UNIVERSITY'S INVOLUNTARY WITHDRAWAL POLICY

Ave Maria University is concerned about the safety, health, and well-being of all its students, faculty, staff and visitors. The University is especially concerned about behaviors and activities that are disruptive to the university, significantly interfere with the student's education or the rights of others or are threatening to the student or others.

In circumstances where a student is unable or unwilling to agree to a voluntary medical withdrawal from the college, the Dean of Students or a designee may impose on the student an involuntary medical withdrawal or mandatory medical and/or psychological evaluation.

A student may be subject to involuntary medical and/or psychological withdrawal from Ave Maria University or from campus housing if it is determined that the student is suffering from a medical and/or psychological condition and (a) engages in behavior which poses a danger of causing, or threatening to cause, physical harm to self or others; or (b) engages in behavior which poses a danger of causing, or threatening to cause, emotional harm to self or others; or (c) engages in behavior which poses a danger of causing, or threatening to cause, significant property damage; or (d) engages in behavior which substantially impedes or disrupts, or threatens to impede or disrupt, the lawful activities of others and/or the educational processes of the university; or (e) is physically unable to undergo the withdrawal process on his/her own (e.g., in a serious car accident, recovering in hospital, etc.).

These standards do not preclude removal from Ave Maria University, or campus housing, in accordance with the Terms and Conditions of the Housing Contract, or the Ave Maria University Code of Student Conduct.

After a student has been issued an involuntary medical withdrawal, the student will not be permitted on the college campuses (including classes) and will be denied access to any other college activities and privileges for which the student might otherwise be eligible, unless and until the student is subsequently permitted to re-enroll at the University.

CODE OF CONDUCT ON TRANSGENDERISM

As a Catholic institution of higher learning, Ave Maria University adheres to the following essential points of Catholic teaching on the nature of the human person vis-à-vis gender and biological sex:

- Human beings are created male and female by God (Gen. 1:27).
- The human person is a body-soul union. The body—created male or female—is a constitutive aspect of the human person.

- Sexual difference is willed by God as part of the divine plan. The complementarity that results from this differentiation is ordered to the human good, particularly to marriage and family life.
- For the sake of their flourishing and fulfillment, all human beings are called to accept their sexual identity, manifested through the body, as a fixed and unchanging element of their psychosomatic identity and personhood.

As a result of these essential points of Catholic teaching, the conduct of all members of the Ave Maria University community, including, but not limited to, students, faculty (full and part-time), staff (administration and coaches, whether full or part-time), will be held accountable to the following expectations:

- They will conduct themselves in accord with their biological sex at all times, both on campus and when representing the school at off-campus events.
- They will dress in a manner that corresponds with their biological sex. No administrator, employee, or student of the University may waive this requirement.
- They will participate in competitive athletics and other University-related events, live in residence, use bathrooms or changing facilities, and address themselves and be addressed with pronouns and proper names that are in accord with their biological sex.

AVE MARIA UNIVERSITY'S TITLE IX SEXUAL HARASSMENT GRIEVANCE POLICY & PROCEDURE

Introduction

Ave Maria University is committed to maintaining a positive learning and working environment for students, faculty and staff. Sexual harassment, a form of sex discrimination, detracts from a positive environment and is absolutely prohibited. As a Catholic university that believes in the inherent dignity and worth of each person, Ave Maria University prohibits sexual harassment and all forms of sexual violence as inimical to the common good and deeply offensive to the God-given dignity and worth of the person.

This Title IX Sexual Harassment Grievance Policy & Procedure will be used to process any report or complaint of "Title IX Sexual Harassment," as defined herein. Any person may report Title IX Sexual Harassment under this policy & procedure, whether or not the reporting party is the person alleged to be the victim of the conduct. Reports of Title IX Sexual Harassment may be made in person, by mail, by telephone, or by electronic mail at any time (including during non-business hours) directed to the Title IX Coordinator using the contact information contained in this policy & procedure. If an Official With Authority, as defined herein, receives a report or otherwise has knowledge of a report or incident of Title IX Sexual Harassment, the Official with Authority must promptly report such information to the Title IX Coordinator.

Processing a report or complaint under this Title IX Sexual Harassment Grievance Policy & Procedure does not preclude processing some or all allegations of a report or complaint under other policies and procedures, to the extent allowed by Title IX and other laws.

This grievance policy & procedure complies with all requirements of Title IX and its implementing regulations and provides required notice of the procedure used to respond to complaints of Title IX Sexual

Harassment for necessary stakeholders.

If the regulations implementing Title IX at 85 Fed. Reg. 30026, 30026-30579, are enjoined or invalidated by a Federal Court with jurisdiction over the University or reversed or replaced by any agency with sufficient authority, this Title IX Sexual Harassment Grievance Policy & Procedure will immediately cease to apply to reports and complaints of sexual harassment and sexual misconduct, including Title IX Sexual Harassment, unless and until any such injunction, invalidation, reversal, or replacement is overturned or reversed.

Definitions

“Actual Knowledge”—Notice of Title IX Sexual Harassment or allegations of Title IX Sexual Harassment to the University’s Title IX Coordinator or to any Official With Authority, as defined herein. Assumption of knowledge based solely on the University’s status as an employer or other presumption under law does not constitute Actual Knowledge. This standard is not met when the only official of the University with Actual Knowledge is the Title IX Respondent.

“Notice” as used here includes, but is not limited to, a report or complaint of Title IX Sexual Harassment to the Title IX Coordinator or any Official With Authority in person, by mail, by telephone, or by email using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator or University Official With Authority receiving the person’s verbal or written report.

“Business Days”—Days on which the University main office is open.

“Consent”—Informed, freely given, mutually and clearly understandable words or actions that convey, and are intended to be taken as conveying, a willingness to engage in sexual activity. A person can withdraw consent at any time. There is no consent when there is force, threats, intimidation, or duress. A person’s lack of verbal or physical resistance or manner of dress do not constitute consent. Consent to past sexual activity with another person does not constitute consent to future sexual activity with that person. Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person. A person cannot consent to sexual activity if the person is unable to understand the nature, fact, or extent of the activity or give knowing consent due to circumstances including without limitation the following:

1. the person is incapacitated due to the use or influence of alcohol or other drugs;
2. the person is asleep or unconscious;
3. the person is under the legal age to provide consent; or
4. the person has a disability that prevents such person from having the ability or capacity to give consent.

“Education Program or Activity”—Locations, events, or circumstances in the United States over which the University exercises substantial control over both the Title IX Respondent and the context in which Title IX Sexual Harassment occurs and also includes any building owned or controlled by a student organization that is officially recognized by the University. Depending on the facts, this phrase may extend to off- campus Title IX Sexual Harassment incidents.

“Officials With Authority”—Includes any official designated by the University to have authority to institute corrective measures on behalf of the institution, including the President, the Chief of Staff, and

any vice president.

“Title IX Appellate Decisionmaker”—One or more individuals designated to conduct an appeal required by Title IX and this Title IX Sexual Harassment Grievance Policy & Procedure. The Title IX Appellate Decisionmaker cannot be the Title IX Coordinator, the Title IX Investigator, or the Title IX Decisionmaker assigned to the same Formal Complaint, must be free from conflicts of interest or bias against complainants and respondents generally and against an individual Title IX Complainant or Respondent, and must be trained to properly implement this Title IX Sexual Harassment Grievance Policy & Procedure and to serve impartially.

“Title IX Complainant”—An individual who is alleged to be the victim of conduct that could constitute Title IX Sexual Harassment.

“Title IX Coordinator”—An individual designated and authorized by the University to coordinate its efforts to comply with and carry out its responsibilities under the regulations implementing Title IX. The Title IX Coordinator’s contact information can be found in this policy & procedure.

“Title IX Formal Complaint”—A document filed by a Title IX Complainant or signed by the Title IX Coordinator alleging Title IX Sexual Harassment against a Title IX Respondent and requesting that the University investigate the allegation. At the time of filing a Formal Title IX Complaint, a Title IX Complainant must be participating in or attempting to participate in the University’s Education Program or Activity within which the Formal Title IX Complaint is filed. A Formal Title IX Complaint may be filed with the Title IX Coordinator in person, by mail, or by email, by using the contact information required to be listed for the Title IX Coordinator in the University’s Nondiscrimination Policy and included in this Policy & Procedure. As used here, the phrase “document filed by a Title IX Complainant” means a document or electronic submission (such as by email or paper or electronic form provided for this purpose by the University) that contains the Title IX Complainant’s physical or digital signature or otherwise indicates that the Title IX Complainant is the person filing the Formal Title IX Complaint. Where the Title IX Coordinator signs a Formal Title IX Complaint, the Title IX Coordinator is not a complainant or otherwise a party under this Title IX Sexual Harassment Grievance Policy & Procedure.

“Title IX Informal Resolution Facilitator”—An individual designated by the Title IX Coordinator to seek an informal resolution of a Formal Title IX Complaint in accordance with this Title IX Sexual Harassment Grievance Policy & Procedure. The Title IX Informal Resolution Facilitator must be free from conflicts of interest or bias against Complainants and Respondents generally and against an individual Title IX Complainant or Respondent, and must be trained to properly implement this Title IX Sexual Harassment Policy & Procedure and to serve impartially.

“Title IX Investigator”—An individual designated to investigate a Formal Title IX Complaint according to this Title IX Sexual Harassment Grievance Policy & Procedure. The Title IX Investigator cannot be the Title IX Decisionmaker or the Title IX Appellate Decisionmaker assigned to the same Formal Complaint, must be free from conflicts of interest or bias against complainants and respondents generally and against an individual Title IX Complainant or Respondent, and must be trained to properly implement this Title IX Sexual Harassment Grievance Policy & Procedure and to serve impartially.

“Title IX Respondent”—An individual who has been reported to be the perpetrator of conduct that could constitute Title IX Sexual Harassment.

“Title IX Sexual Harassment”—Conduct on the basis of sex that satisfies one or more of the following:

- A University employee conditions the provision of an aid, benefit, or service on an individual’s participation in unwelcome sexual conduct; or
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University’s education program or activity; or
- *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(10), domestic violence as defined in 34 U.S.C. §12291(a)(8), or stalking as defined in 34 U.S.C. §12291(a)(30).
 - *Sexual assault* means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system (UCR Program) of the Federal Bureau of Investigation (FBI). 20 U.S.C. §1092(f)(6)(A)(v). For more information regarding the FBI UCR Program, see www.fbi.gov/services/cjis/ucr/.
 - *Dating violence* means violence committed by a person: (1) who is or has been in a social relationship of a romantic or intimate nature with the victim, and (2) where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. 34 U.S.C. §12291(a)(10).
 - *Domestic violence* includes any felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of Florida. 34 C.F.R. §12291(a)(12).
 - *Stalking* means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) fear for his or her safety or the safety of others, or (2) suffer substantial emotional distress. 34 C.F.R. §12291(a)(30).

“Title IX Supportive Measures”—Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to a Title IX Complainant or Respondent before or after the filing of a Formal Title IX Complaint or where no Formal Title IX Complaint has been filed. Such measures are designed to restore or preserve equal access to the University’s Education Program or Activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the University’s educational environment and deter sexual harassment. Title IX Supportive Measures may include but are not limited to counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

“Title IX Team”—The group of individuals responsible for addressing reports and complaints of Title IX Sexual Harassment, including the Title IX Coordinator or designee, Title IX Investigators, Title IX Decisionmakers, Title IX Appellate Decisionmakers, and Title IX Informal Resolution Facilitators.

“Title IX Decisionmaker”—An individual designated by the Title IX Coordinator or designee to reach a determination regarding responsibility in a Formal Title IX Complaint by applying the clear and convincing

evidence standard of proof. The Title IX Decisionmaker cannot be the Title IX Coordinator, the Title IX Investigator, or Title IX Appellate Decisionmaker assigned to the same Formal Complaint, must be free from conflicts of interest or bias against complainants and respondents generally and against an individual Title IX Complainant or Respondent, and must be trained to properly implement this Title IX Sexual Harassment Grievance Policy & Procedure and to serve impartially.

AMU Good Faith Disclosure Policy

- Ave Maria University is concerned first and foremost with the safety of the entire campus community. Students may be hesitant to report to University officials the occurrence of Title IX Sexual Harassment because they are concerned about charges for violating the University's Code of Student Conduct or the University's Sexual Morality and/or Visiting Hours policies.
- While violations of the Code of Student Conduct, Sexual Morality, and/or Visiting Hour policies are not condoned by the University, the University encourages individuals to report potential Title IX Sexual Harassment.
- Ave Maria University will not pursue disciplinary action against students for disclosure of personal violations of the Code of Student Conduct, the Sexual Morality, and/or the Visiting Hours policies, where the disclosure is made in connection with a good faith report or investigation of prohibited Title IX Sexual Harassment. The University may initiate an educational discussion or pursue other non-disciplinary options regarding university violations that may have occurred.

Title IX Grievance and Investigation Procedures

If the University has Actual Knowledge of Title IX Sexual Harassment, the University shall respond in a manner that is not clearly unreasonable in light of the known circumstances by using this Title IX Sexual Harassment Grievance Policy & Procedure. No person designated or serving as a Title IX Coordinator or designee, Title IX Investigator, Title IX Decisionmaker, Title IX Appellate Decisionmaker or Title IX Informal Resolution Facilitator will have a conflict of interest or bias for or against Title IX Complainants or Respondents generally or against an individual Title IX Complainant or Title IX Respondent. The University's Title IX Office is responsible for investigating complaints of Title IX Sexual Harassment. Nothing in this Policy and Procedure shall be construed or interpreted in a manner that is inconsistent with the Ave Maria University Faculty Handbook or an individual faculty member's employment contract.

The University's response will include, at a minimum, the following:

Whether or not a Formal Complaint alleging Title IX Sexual Harassment is filed, at a minimum, the Title IX Coordinator or designee will:

- Initiate an initial meeting with the Title IX Complainant to:
 - Discuss the availability of Supportive Measures;
 - Inquire about and consider the Title IX Complainant's wishes with respect to Supportive Measures;
 - Inform the Title IX Complainant of the availability of Supportive Measures with or without the filing of a Formal Complaint; and
 - Explain to the Title IX Complainant the process for filing a Formal Complaint as set forth in this Title IX Sexual Harassment Grievance Policy & Procedure.

Supportive Measures: The University will maintain as confidential any supportive measures provided to the Title IX Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of the University to provide the Supportive Measures. The University may not impose any disciplinary sanctions or other actions that are not Supportive Measures against a Title IX Respondent unless a Formal Complaint has been filed and a finding of responsibility has been issued against the Title IX Respondent under this Title IX Sexual Harassment Grievance Policy & Procedure.

Emergency Removals/Leaves of Absence: The University may, however, remove a student-Title IX Respondent from its education program or activity on an emergency basis, provided that the University makes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the Title IX Respondent with notice and an opportunity to challenge the decision immediately following the removal. The University also may place a non-student employee Title IX Respondent on paid administrative leave during the pendency of this Title IX Sexual Harassment Grievance Policy & Procedure. Such emergency removals/leaves of absence must comply with any other relevant laws, policies, administrative procedures, and agreements governing removals of students and/or employees from the institution's program or activity.

If a Formal Complaint alleging Title IX Sexual Harassment is filed or initiated, the Title IX Coordinator or designee will, at a minimum:

- Provide written notice to any known Title IX Complainant(s) and Title IX Respondent(s), including:
 - A copy or link to this Title IX Sexual Harassment Grievance Policy & Procedure;
 - Notice of the allegations of Title IX Sexual Harassment in the formal complaint, including the identities of all known parties involved in the incident(s), the conduct allegedly constituting Title IX Sexual Harassment, the date and location of the alleged incident, and any other details necessary to prepare a response; such notice must be provided with sufficient time for the parties to prepare a response before any interview, which in no case shall be less than 24 hours;
 - A statement that the Title IX Respondent is presumed not responsible for the alleged conduct;
 - A statement that a determination regarding responsibility is made at the conclusion of the grievance process;
 - Notice to the parties that they may have an advisor of choice who may be, but is not required to be, an attorney;
 - Notice to the parties that they may suggest witnesses and questions, provide evidence, and to fully inspect and review evidence obtained during the investigation.
- If at any time during the course of the investigation additional allegations of Title IX Sexual Harassment arise that will be investigated and that were not included in the written notice, the Title IX Coordinator or designee will, within 5 Business Days of the decision to add the allegations to the investigation, provide notice of the additional allegations as described above to the parties whose identities are then

known.

Mandatory Dismissals: Within ten (10) Business Days of receiving a Formal Complaint filed by a Complainant, dismiss under this Title IX Sexual Harassment Grievance Policy & Procedure any allegation in the Formal Complaint that would not constitute Title IX Sexual Harassment, even if true; that did not occur in the University's education program or activity; or that did not occur against a person in the United States. Nothing precludes action on any dismissed allegations under another policy, procedure, or rule of the University. Upon such dismissal, the Title IX Coordinator or designee will send written notice of the dismissal and reason(s) therefore simultaneously to the parties.

Identification of Investigator: Identify and document one or more qualified Title IX Investigator(s) who will investigate the Formal Complaint. The Title IX Investigator(s) will investigate the allegations of Title IX Sexual Harassment in a Formal Complaint.

Informal Resolution: Unless the Formal Complaint involves an allegation of sexual misconduct by a University employee against a student, the Title IX Investigator will, within ten (10) Business Days of assignment to the Formal Complaint, notify the Title IX Complainant and the Title IX Respondent of the option to complete informal resolution. The University will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of Formal Complaints of Title IX Sexual Harassment consistent with this policy & procedure.

The University also will not require parties to participate in an informal resolution process under this policy & procedure and may not offer an informal resolution process unless a Formal Complaint is filed. However, at any time prior to reaching a determination regarding responsibility, the University may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the University:

- Provides to the parties a written notice disclosing:
 - the allegations;
 - the requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a Formal Complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the Formal Complaint; and
 - any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
- Obtains the parties' voluntary, written consent to the informal resolution process, and
- Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

If informal resolution is undertaken, the Title IX Coordinator or designee will assign an Informal Resolution Facilitator who will attempt to informally resolve the matter between the parties. During the informal

resolution process, all timeframes under this Title IX Sexual Harassment Grievance Policy & Procedure will be tolled. If no resolution is reached within twenty (20) Business Days of commencement of the informal resolution, unless such 20-day time period is extended by agreement of the parties, or if the parties do not elect to engage in informal resolution, the Title IX Investigator(s) will recommence the investigation and the timeframes under this Title IX Sexual Harassment Grievance Policy & Procedure will recommence.

During the investigation of a Formal Complaint and throughout the Title IX Sexual Harassment Grievance Policy & Procedure, the Title IX Team must:

1. **Burdens:** Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the University and not on the parties, provided that the University cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the University obtains the voluntary, written consent to do so from that party.
2. **Equal Treatment – Evidence Presentation:** Provide an equal opportunity to the Complainant(s) and the Respondent(s) to present evidence in support of or in mitigation of their respective positions, including fact and expert witnesses. The University will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.
3. **Equal Treatment – Advisors:** Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of an advisor for either the Title IX Complainant or Title IX Respondent in any meeting or grievance proceeding; however, the University may establish restrictions regarding the extent to which the advisor may participate in the proceedings, if at all, as long as the restrictions apply equally to both parties. If a party does not have an advisor present at the live hearing, the University will provide an advisor of the University's choice who may be, but is not required to be, an attorney to conduct cross-examination on behalf of that party. Complainant and Respondent will receive written notification of any meetings or interviews conducted by the Title IX Office related to the complaint.
4. **Written Notice of Meetings:** Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews and other meetings, with sufficient time for the party to prepare to participate.
5. **Equal Opportunity – Evidence Review:** Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a Formal Complaint, including the evidence upon which the University does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the Title IX Investigator(s) must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 calendar days to submit a written response, which the Title IX Investigator(s) will consider prior to completion of the investigative report.

6. **Investigative Report:** Generally, within 90 Business Days of receipt of the Formal Complaint, the Title IX Investigator will create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to a live hearing or other time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

The process used to investigate and resolve a Formal Complaint will also meet the following additional requirements:

1. The process used must treat Title IX Complainants and Title IX Respondents equitably in all manners, including by providing remedies to a Title IX Complainant where a determination of responsibility for Title IX Sexual Harassment has been made against the Title IX Respondent, and by following this Grievance Process before the imposition of any disciplinary sanctions or other actions that are not Supportive Measures against a Title IX Respondent.
2. All members of the Title IX Team will operate under a presumption that the Title IX Respondent is not responsible for the alleged conduct described in the Formal Complaint until a determination regarding responsibility is made at the conclusion of the Title IX Sexual Harassment Grievance Policy & Procedure.
3. No information protected by a legally recognized privilege will be sought out or used by the school unless a party chooses to voluntarily waive such privilege. Such information includes but is not limited to attorney-client conversations and confidential medical information.
4. The Title IX Investigator and the Title IX Decisionmaker will objectively review all relevant evidence, including both inculpatory and exculpatory evidence, and credibility determinations will not be based on a person's status as a Title IX Complainant, Title IX Respondent, or Witness.
5. Remedies may include, but are not limited to, the same individualized services described as Supportive Measures in this policy & procedure but need not be non-disciplinary or non-punitive and need not avoid burdening the Title IX Respondent. Student discipline can involve a range of consequences, which may include, but are not limited to, Supportive Measures, a warning, recommendation for suspension and/or expulsion, depending on the severity of the action and circumstances of the student(s) involved. The full range of applicable sanctions is listed in Ave Maria University Student Handbook, the Ave Maria University Employee Handbook or the Ave Maria University Faculty Handbook. Discipline for employees also includes a range of options, including, but not limited to, a letter of reprimand, reassignment, suspension with or without pay, discharge or recommendation for discharge, notifying appropriate legal authorities and/or taking legal action against the employee.
6. The Title IX Coordinator or designee may consolidate Formal Complaints as to allegations of Title IX Sexual Harassment against more than one Title IX Respondent, or by more than one Title IX Complainant against one or more Title IX Respondents, or by one party against the other party, where the allegations of Title IX Sexual Harassment arise out of the same facts or circumstances.

After the investigation of a Formal Complaint, the Title IX Coordinator or designee and the Title IX Decisionmaker will comply with the following:

1. **Designation of Decisionmaker:** The Title IX Coordinator or designee will identify one or more Title IX Decisionmakers for the Formal Complaint, which cannot include the Title IX Coordinator or designee, or the Title IX Investigator assigned to the Formal Complaint.
2. **Live Hearing:** A live hearing will be scheduled not less than ten (10) days after the Title IX Investigator's report is sent to the parties for review. The live hearing will comply with the following requirements:
 - a. The hearing will be conducted by a Title IX Decisionmaker or Title IX Decisionmakers appointed by the Title IX Coordinator. The Title IX Decisionmaker(s) shall be impartial and free from bias or conflict of interest. The parties will be informed of the identities of the Title IX Decisionmaker(s) before the live hearing. If a Complainant or Respondent has concerns that one or more of the Title IX Decisionmakers cannot conduct a fair and unbiased hearing, they may report those concerns to the Title IX Office. The Title IX Office will assess the circumstances and determine whether a different Title IX Decisionmaker should be assigned.
 - b. The hearing is an opportunity for the parties to address the Title IX Decisionmaker(s) in person and to question the other party and/or witnesses. The live hearing is also an opportunity for the Title IX Decisionmakers to obtain additional information that is necessary to make a determination of whether a policy violation occurred.
 - c. The Title IX Decisionmaker(s) have broad discretion to establish rules for the live hearing, which may include, but are not limited to, governing decorum, setting time limits for opening and closing remarks, empowering the Title IX Decisionmaker(s) to take a temporary recess, and any such other rules deemed prudent for the effective and efficient conduct of the live hearing; provided however, that any such rules must be consistent with this policy & procedure and must apply equally to the Title IX Complainant and Respondent.
 - d. All live hearings will be held in person at a designated University location. Upon the request of either party, and at the University's discretion, a live hearing may be held via a remote meeting application. If held remotely, the parties will be placed in different rooms but will be able to see and hear each other through the use of an online meeting application or similar software.
 - e. The live hearing is closed to the public. The Complainant and Respondent are allowed to have one advisor of their choice present throughout the hearing process. Parties will be notified in advance of the identities of those who will be in attendance or presenting witness testimony.
 - f. An official audio recording or official transcription will be made of the live hearing. Parties are prohibited from making any audio or video recordings of any kind during the hearing, including cellphone recordings. No audio or video recording equipment will be permitted in the hearing rooms except as arranged by the Title IX Office.
 - g. At the hearing, the Title IX Decisionmaker(s) must permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Only relevant cross-examination and other questions may be asked of a party or witness. With respect to cross-examination:
 - i. Cross-examination must be conducted by the party's advisor, and never by the party. If

a party does not have an advisor present at the live hearing, the University will provide an advisor of the University's choice, without charge to the party, who may be, but is not required to be, an attorney to conduct cross-examination on behalf of the party.

- ii. Questions and evidence about the Title IX Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Title IX Complainant's prior sexual behavior are offered to prove that someone other than the Title IX Respondent committed the conduct alleged by the Title IX Complainant, or if the questions and evidence concern specific incidents of the Title IX Complainant's prior sexual behavior with respect to the Title IX Respondent and are offered to prove Consent.
 - iii. The Title IX Decisionmaker must explain to the party proposing the questions any decision to exclude a question as not relevant. Cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by the party personally.
 - h. Complainant, Respondent, witnesses, and other individuals providing information to the decision-makers are expected to provide truthful information in any proceeding under this policy & procedure.
3. **Written Determination:** Within 20 Business Days of receipt of the final written responses and evidence from the parties, the Title IX Decisionmakers will issue a written report regarding the determination of responsibility. To reach this decision, the Title IX Decisionmakers will apply the clear and convincing evidence standard. The written determination shall include:
- a. Identification of the allegations potentially constituting Title IX Sexual Harassment;
 - b. A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
 - c. The Title IX Decisionmakers' factual findings supporting the determination;
 - d. A determination regarding the application of this Title IX Sexual Harassment Grievance Policy & Procedure to the facts;
 - e. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the University will impose on the Title IX Respondent, and whether remedies designed to restore or preserve equal access to the University's Education Program or Activity will be provided by the University to the Title IX Complainant; and
 - f. The University's procedures and permissible bases for the Title IX Complainant and Title IX Respondent to appeal.
4. **Notice of Written Determination:** The Title IX Decisionmaker(s) or designee will send the written

determination simultaneously to the parties along with information about how to file an appeal.

5. **Appeal:** Both parties may appeal from either a determination regarding responsibility or from the University's dismissal of a Formal Complaint or any allegations therein, on the following bases:
 - a. Procedural irregularity or error that affected the outcome of the matter;
 - b. New evidence or information that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
 - c. Claims that the Title IX Coordinator or designee, Investigator(s), or Decisionmaker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual Title IX Complainant or Title IX Respondent that affected the outcome of the matter; and/or
 - d. The sanction is disproportionate with the violation (applicable only to complaints of sexual violence, domestic violence, dating violence, and stalking).

A Title IX Complainant or Title IX Respondent who wishes to appeal must submit a notice of appeal to the Title IX Coordinator within 5 calendar days of the date of the Title IX Decisionmaker(s)' decision. An appeal may be filed by email, mail, or hand delivery to the Title IX Coordinator. If delivered by mail, the notice of appeal must be postmarked by the 5th calendar day after the date of the Title IX Decisionmaker(s)' decision.

Upon receipt of an appeal

1. The Title IX Coordinator or designee must do the following:
 - a. Within 5 Business Days of receipt of the appeal, notify the other party in writing that an appeal was filed.
 - b. Implement appeal procedures equally for both parties.
 - c. Ensure that the Appellate Decisionmaker(s) are not the same person(s) as the Title IX Decisionmaker(s) that reached the determination regarding responsibility or dismissal, the Title IX Investigator(s) assigned to the formal complaint, or the Title IX Coordinator or designee.
 - d. Ensure that the Title IX Appellate Decisionmaker(s) complies/comply with the standards set forth in this policy & procedure for appeals.
2. The Title IX Appellate Decisionmaker(s) must do the following:
 - a. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.
 - b. Issue a written decision describing the result of the appeal and the rationale for the result

within 30 Business Days of receipt of the notice of appeal.

- c. Provide the written decision on appeal simultaneously to both parties.

If an appeal is successful, the Title IX Coordinator or designee will remand the matter back to the appropriate member of the Title IX Team to remedy the concern. A determination regarding responsibility becomes final on the date that (1) if an appeal is filed, the Title IX Appellate Decisionmaker or designee provides the parties with the written determination of the result of the appeal upholding the determination; or (2) if an appeal is not filed, the date on which an appeal would no longer be considered timely. The Title IX Coordinator or designee is responsible for effective implementation of any remedies.

After the conclusion of the Title IX Sexual Harassment Grievance Policy & Procedure, the University or the parties may exercise any rights ancillary to this Title IX process as necessary, e.g., disciplinary processes for suspensions or expulsions of students; tenured faculty dismissal proceedings; any other pre-remedy process required by any applicable law, agreement, policy, or contract; etc.

Confidentiality

The University may disclose information regarding any individual who has made a report or complaint of sexual discrimination, including Title IX Sexual Harassment; any person who has filed a Formal Complaint of sexual harassment; any Title IX Complainant; any individual who has been reported to be the perpetrator of sex discrimination; any Title IX Respondent; and any witness as required by law or as needed to conduct any investigation, hearing, or judicial proceeding arising under this Title IX Sexual Harassment Grievance Policy & Procedure. The University will only disclose information to the extent required to comply with relevant law or to conduct an investigation, hearing, or proceeding arising under this Title IX Sexual Harassment Grievance Policy & Procedure and will otherwise keep such information confidential to the extent practicable.

Retaliation Prohibited

No person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by the State or federal Constitution, State or federal statute, the University policy, this Title IX Sexual Harassment Grievance Policy & Procedure, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Title IX Sexual Harassment Grievance Policy & Procedure.

Charging an individual with a code of conduct violation for knowingly making a materially false statement or knowingly providing false information in the course of an investigation under this Title IX Sexual Harassment Grievance Policy & Procedure is not prohibited retaliation; provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement or knowingly provided false information. Complaints alleging retaliation may be filed under the Ave Maria University Student Handbook, the Ave Maria University Employee Handbook, or the Ave Maria University Faculty Handbook.

Required Title IX Training

Any person serving as a Title IX Coordinator or designee, Title IX Investigator, Title IX Decisionmaker, Title IX Appellate Decisionmaker, or Title IX Informal Resolution Facilitator, as those terms are defined by this

Title IX Sexual Harassment Grievance Policy & Procedure, will be trained regarding the definition of Title IX Sexual Harassment, the scope of the University's Education Program or Activity, how to conduct this Title IX Sexual Harassment Grievance Policy & Procedure, including appeals and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudice of the facts at issue, conflicts of interest, and bias.

Any person serving as a Title IX Appellate Decisionmaker or Title IX Decisionmaker under this Title IX Sexual Harassment Grievance Policy & Procedure will receive training on the issues of relevance of questions and evidence, including when questions and evidence about the Title IX Complainant's sexual predisposition or prior sexual behavior are not relevant.

Any person serving as a Title IX Investigator under this Title IX Sexual Harassment Grievance Policy & Procedure will receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

Any materials used to train Title IX Coordinators, their designees, Title IX Investigators, Title IX Decisionmakers, Title IX Appellate Decisionmakers, and Title IX Informal Resolution Facilitators must not rely on sex stereotypes and must promote impartial investigations and adjudications of Formal Complaints of Title IX Sexual Harassment. The University will make all materials used to train Title IX Team members publicly available on its website.

Required Title IX Recordkeeping

The Title IX Coordinator or designee will maintain, for a period of at least 7 years, records of:

- Any actions, including any Supportive Measures, taken in response to a report or Formal Complaint of Title IX Sexual Harassment. In each instance, the Title IX Coordinator or designee must document the basis for the conclusion that the University's response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the University's Education Program or Activity. If no Supportive Measures are provided to the Title IX Complainant, then the Title IX Coordinator or designee must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the University in the future from providing additional explanations or detailing additional measures taken;
- Each Title IX Sexual Harassment investigation, including any determination regarding responsibility and any disciplinary sanctions imposed on the Title IX Respondent, and any remedies provided to the Title IX Complainant designed to restore or preserve equal access to the University's Education Program or Activity;
- Any appeal and the result therefrom;
- Any informal resolution and the result therefrom; and
- All materials used to train Title IX Coordinators, their designees, Title IX Investigators, Title IX Decisionmakers, Title IX Appellate Decisionmakers, and Title IX Informal Resolution Facilitators.

Right to Pursue Other Remedies Not Impaired

The right of a person to resolve a report or complaint under this policy & procedure shall not be impaired by the person's pursuit of other remedies, such as criminal complaints, civil actions, etc. Use of this policy & procedure is not a prerequisite to the pursuit of other remedies and may not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy & procedure, the University will conduct its own investigation; although in some cases, delays due to another process may be warranted or required.

Deadlines

All timeframes under this Title IX Sexual Harassment Grievance Policy & Procedure may be temporarily extended for good cause by Title IX Coordinator or a designee. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; the need for language assistance or accommodation of disability; and other circumstances outside of the institution's control. The Title IX Coordinator or a designee shall notify the parties in writing when a timeframe is extended.

Additional Information

Inquiries about this Title IX Sexual Harassment Grievance Policy & Procedure may be directed to the Title IX Coordinator or the United States Office for Civil Rights (contact information available online at: <https://www2.ed.gov/about/offices/list/ocr/addresses.html>).

Other Procedures

To the extent that they do not conflict with any requirements of this Title IX Sexual Harassment Grievance Policy & Procedure and are implemented equally and fairly as to the parties, the Title IX Team may use processes from the University sexual harassment and sexual misconduct processes outlined in this Policy & Procedure when processing Title IX Sexual Harassment reports and complaints. If the University intends to use any such processes in addressing Title IX Sexual Harassment reports or complaints, the Title IX Coordinator or designee will make available written administrative procedures supplementing this Title IX Sexual Harassment Grievance Policy & Procedure and detailing the additional procedures to be used.

Resources

1. Reporting an Incident

Title IX Coordinator: TitleIXCoordinator@avemaria.edu 239-304-7894

The University's Title IX Coordinator is the designated agent of the University with primary responsibility for overseeing Title IX compliance efforts. The Title IX Coordinator serves as a primary point of contact for those seeking information or wanting to report potential Title IX Sexual Harassment.

AMU Security Department: 239-280-6289

AMU Security is available 24 hours a day, 7 days a week. AMU Security may contact the Collier County Sheriff's Office or other local law enforcement agencies, as appropriate. AMU Security

will also notify the AMU Title IX Coordinator as well as the Office of Student Affairs.

Collier County Sheriff's Office Emergency: 911, 8-911(from a campus phone), or 239-252-9300

Project HELP: 239-262-7227.

Project HELP (<https://projecthelpnaples.org/>) is a local non-profit organization, not affiliated with the University, staffed by professional counselors and advocates committed to providing assistance to those affected by sexual violence. Project HELP maintains a 24/7 Crisis and Referral Hotline (239-262-7227) and is the local state certified Rape Crisis Center. Project HELP provides free counseling and advocacy services, and staffs a Sexual Assault Response Team (SART) which includes a Sexual Assault Nurse Examiner (SANE).

2. Emergency Medical Care

Immediate emergency medical care is available through the Collier County Emergency Medical Services system (dial 911).

Collier County EMS: Dial 911

The nearest hospitals to Ave Maria University are:

NCH North Naples Hospital
11190 Health Park Boulevard Naples, FL 34110
239-624-5000

Physicians Regional - Pine Ridge
6101 Pine Ridge Road
Naples, FL 34119
239-348-4000

Physicians Regional - Collier Boulevard
8300 Collier Boulevard
Naples, FL 34114
239-354-6000

NCH Downtown Naples Hospital
350 7th St. N.
Naples, FL 34102
239-436-5000

Ave Maria University Security, residence hall directors and/or staff from Student Affairs (239-280-2540) can assist students who need transportation or would like to be accompanied to any of these off- campus medical resources.

3. Medical, Counseling, & Pastoral Care Resources

Besides immediate emergency care, ongoing care is also critically important. Students are encouraged to make use of the following resources. All of the resources described below are available to students regardless of whether or not a Formal Complaint of Title IX Sexual Harassment is filed.

- a. **Counseling Services**, <https://www.avemaria.edu/resources/counseling-services>: Students needing confidential counseling services should contact Counseling Services, where a trained professional can provide specialized support and assistance to students. Students may seek counseling at any time.
- b. **The Campus Health Clinic, (239) 304-7970**: Students needing confidential assistance and support can contact the campus nurse, who has been trained to provide education and support to victims of sexual assault.
- c. **Project HELP, 239-262-7227**: Project HELP can also provide ongoing counseling and support services.
- d. **Campus Ministry, 239-280-2518**: The Campus Ministry staff is trained to provide pastoral counseling and support to students or to friends who wish to support and assist them.
- e. **The On-Call Residence Director, 239-280-7344**: The on-call Residence Hall Director can also provide assistance in obtaining counseling and pastoral guidance and support.

Preventing Sexual Harassment

The University's harassment prevention efforts are coordinated through the Office of Student Affairs' Title IX Office. Through collaborative efforts with other University departments and outside agencies, Student Affairs works to prevent sexual harassment through annual awareness seminars, education, and the promotion of a caring community, and skill building. Programs include self-defense workshops, educational seminars, advocacy and volunteer opportunities, resource and referral information, and Love Week.

ON-CAMPUS STUDENT EMPLOYMENT

Why Consider Student Employment

Student employment is an integral part of Ave Maria University. Most academic, organizational, and administrative departments employ students. It is an opportunity for students to earn money while at school, but also to hone their work skills and habits, such as leadership, time management, and communication.

Furthermore, student employment allows students to strengthen and expand their connections within the Ave Maria Community as they are in close contact with key management personnel.

Expectations of a Student Worker

Consistent with the Catholic principle of freedom for excellence, Ave Maria University expects her student workers to conduct themselves as Christian men and women, in a way that respects each member of our

community:

- Must be punctual.
- Be diligent, honest, and sincere in your work.
- Must be in a good academic standing with at least 2.5 GPA.
- Exercise stewardship, initiative, and integrity in all that you do.
- Exceptional time management and organization skills.
- Strong oral and written communication skills.
- Ability to work independently, collaboratively, and under supervision.
- Ability to receive constructive feedback.
- Communication with direct supervisor on scheduling conflicts in a timely manner.
- Willingness to serve and build relationships within the Ave Maria University community.
- Ability to balance student academics and employment.

Equal Employment Opportunity Policy

Please be aware that student employment is not under contract. Ave Maria University is an "at will" employer, and neither the student nor the University is bound to continue the employment relationship if either chooses, at its will, to end the relationship with or without cause or notice.

Dress Code

The dress code for each University department varies based on work conditions, i.e., some may require more formal attire while others may allow for more casual wear. Nevertheless, students should exemplify modesty as a representative of Ave Maria University. Please refer to the Dress Code section of the Student Handbook to find attire that is inappropriate/unacceptable for all University employees.

Student workers who violate the dress code will have the option of correcting the violation. Student workers who violate the dress code repeatedly will forfeit eligibility to remain in a student worker position. Student workers who have a question about the appropriateness of an item should discuss the specific issue with their hiring manager before wearing the item.

Authority for Student Discipline

Disciplinary authority is delegated by the President of the University to respective hiring managers. The Dean of Students possesses the inherent authority to manage disruptive and/or dangerous conduct of student workers.

Drug and Alcohol Policy

Student employees must not drink or be under the influence of alcohol during work hours. Additionally, the distribution, consumption, and/or possession of any unprescribed drugs, including marijuana, are prohibited without any exception.

Suspected or reported violations of substance abuse inside or outside of the workplace are subject to disciplinary consideration by Student Affairs and the student's hiring manager. Violation will result in termination of employment and potential ineligibility to be rehired in any University departments.

Worker's Compensation

Ave Maria University provides comprehensive workers' compensation insurance at no cost to employees. This covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the student employee is hospitalized, immediately. If you sustain a work-related injury or illness, you must inform your supervisor immediately. No matter how minor an on-the-job injury may appear, it is important to report it immediately. This will allow you, if eligible, to qualify for coverage as quickly as possible.

Neither Ave Maria University nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during your voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Ave Maria University.

Worker's Compensation posters are located in each building where employees frequent with guidance, instructions, and contact information.

Student Employment Eligibility

To be eligible for student employment, all students:

- Must be enrolled in Ave Maria University;
- Must submit an employment application form via Handshake or link sent by the position's hiring manager; and
- Must be eligible to work in the United States; must be ready to provide two original government or State issued forms of identification, and not copies, per the requirements of the United States Citizenship & Immigration Services (for more information, see here: <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>).

In addition, the following criteria must be appropriately met:

- Undergraduate Student Eligibility
- Must maintain at least a 2.5 GPA and a good standing with the University.
- Dual-Enrolled Student Eligibility
- Must be at least 17 years of age.
- Must be enrolled in a minimum of one 4-credit class.
- Must be a Florida resident.

Graduate Student Eligibility

Must maintain at least a 3.0 GPA and a good standing with the University.

International Student Eligibility

In addition to the specified degree status requirements listed above, international students must obtain a Social Security Card before beginning employment.

Ave Maria University only accepts international student workers if:

1. They hold F-1 Visas and comply with all F-1 regulations and maintain valid Immigration Status.
2. They have a valid I-20, a valid passport, and a valid I-94 card (marked F-1 D/S)
3. Must maintain full-time enrollment (12 credit hours for undergraduates and 9 credit hours for graduates) For furthermore information, please contact the Departments of Registrar and Human Resources.

Summer Employment Eligibility

- Must have academic affiliation with the school (previous, current, or prospective enrollment in the University).
- Must have completed the previous semester with good standing.
- Both undergraduate and graduate students who are employed during the school year are exempt from Social Security and Medicare taxes if they are enrolled in at least 12 credit-hours.

Student Wage Scale

The Student Wage Scale is determined by objective characteristics on the nature of work and in respect to each University department's budget process. The factors that comprise the nature of work and include the determination of the pay rate are as follows:

- Responsibility
 - Initiative of the individual impacts the success of the department.
- Confidentiality
 - Select information and tasks hold integral significance and are not to be shared outside the workplace.
- Complexity of the Task
 - Complicated tools and steps are needed to complete tasks.
 - Heavy use of Adobe, Microsoft, and/or other software systems.
 - Heavy physical work and/or specific hands-on skills and use of tools.
- Collaboration
 - Work requires involvement with various departments.
- Related/Past Experience (individually applied)
 - 6 months of previous experience in a similar organization benefits effectiveness of current role.
- Length of Service (individually applied)
 - Employee has worked over 12 months for the same department.

Terms of Employment

- Student workers cannot work for more than two departments simultaneously.
- **Hours:**
 - Freshmen and sophomores can work a maximum of 15 hours/week.
 - Juniors and seniors can work a maximum of 20 hours/week.
 - All students must meet a minimum of 15 hours per month to continue their employment.
- **Payroll:** Student workers are paid on a monthly cycle during the academic year and on a biweekly

cycle during the summer. Instructions for timekeeping will be provided upon hire.

- **Absences:** Athletes must inform their hiring manager two weeks in advance of planned work absence due to a sports practice, game, or other related event.
 - Unplanned absence due to sickness, family reasons, etc. must be communicated to the student worker's hiring manager as soon as possible and will be dealt with respectfully.
 - Unexpected school or athletic obligations must be communicated as soon as practical.
- Student workers are not eligible for unemployment compensation upon leaving employment.
- **Confidentiality:**
 - As many students are exposed to confidential information during work, it is crucial to keep department information in strict confidence.
 - Student employees must sign a confidentiality agreement upon beginning employment.
 - Failure to keep information confidential can lead to termination of employment and ineligibility of rehire in the University.

All policies, standards, procedures, and other statements in this publication are subject to modification in the University's sole discretion at any time, including during an academic year. The contents of this publication do not constitute a contract (whether in their own right or as part of any other express or implied contract), nor do students have a contractual right to any of the policies, standards, procedures, and other statements contained herein. All policies, standards, procedures, and other statements in this publication shall be interpreted and applied in a manner consistent with Catholic teaching and the University's Mission and Values as determined in the sole discretion of the University. Additionally, the University retains discretion to interpret and apply all provisions of this document in a manner that is not clearly unreasonable, even if the University's interpretation or application is different from the interpretation of the subject student or person. Inquiries regarding compliance with these laws, orders, and regulations may be directed toward the Office of Student Affairs.