Ave Maria University
Student Handbook
2017 – 2018
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University Resources

Adaptive Services Office
Website: [www.avemaria.edu/student-services/adaptive-services-office](http://www.avemaria.edu/student-services/adaptive-services-office)
Phone Number: (239) 280-1654
Email Address: Jenifer.LeCompte@Avemaria.edu
Office Location and Hours: Canizaro Library, 1st floor Office #160; Monday–Friday: 9:00am – 5:00pm.

Bursars Office
Website: [www.avemaria.edu/future-students/student-billing](http://www.avemaria.edu/future-students/student-billing)
Phone: (239) 280-1673
Email: AMUBursar@avemaria.edu
Office Location and Hours: Canizaro Library, Third Floor; Monday–Friday: 8:00a.m. – 5:00p.m.

Career Services
Website: [www.avemaria.edu/CampusLife/CareerServices.aspx](http://www.avemaria.edu/CampusLife/CareerServices.aspx)
Phone Number: (239) 304-7228
Email Address: CareerServices@avemaria.edu
Office Location and Hours: Bob Thomas Student Union 1st floor; Monday–Friday: 9:00am – 5:00pm.

Clinical Counseling Services
Website: [www.avemaria.edu/student-services/counseling-services](http://www.avemaria.edu/student-services/counseling-services)
Phone: 239-280-2540
Email: AnaMaria.LiRosi@avemaria.edu
Office Location and Hours: Bob Thomas Student Union 2nd floor; Monday–Friday: 9:00am – 5:00pm.

Financial Aid
Website: [www.avemaria.edu/future-students/financial-aid](http://www.avemaria.edu/future-students/financial-aid)
Phone: (239) 280-1669
Email: AMUFinancialAid@avemaria.edu
Building address: Enrollment Services Center; Monday–Friday: 9:00am – 5:00pm

Mission Outreach and Campus Ministry
Website: [www.avemaria.edu/campus-life/campus-ministry](http://www.avemaria.edu/campus-life/campus-ministry)
Email: Campus.Ministry@avemaria.edu
Phone Number: 239-280-2518
Office Location and Hours: Bob Thomas Student Union 2nd floor; Monday–Friday: 9:00am – 5:00pm.

Mother Teresa Project and Service Learning
Website: [www.motherteresaproject.org](http://www.motherteresaproject.org)
Phone Number: 239-280-2540
Email Address: Student.Affairs@avemaria.edu
Office Hours & Location: Bob Thomas Student Union 2nd floor; Monday–Friday: 9:00am – 5:00pm.
Registration and Records
Website: www.avemaria.edu/registration-and-records
Phone: (239) 280-2565
Email: registrar@avemaria.edu
Office Location and Hours: Enrollment Services Center; Monday–Friday: 9:00am – 5:00pm

Residence Life and Housing
Website: www.avemaria.edu/future-students/housing
Email: ResidenceLife@avemaria.edu
Phone Number: 239-280-2540
Office Location and Hours: Bob Thomas Student Union 2nd floor; Monday–Friday: 9:00am – 5:00pm.

Security
Website: www.avemaria.edu/student-services/campus-safety
Email: securityamu@avemaria.edu
Phone: 239-304-7111
Office Location and Hours: Bob Thomas Student Union 2nd floor; Monday–Friday: 9:00am – 5:00pm.

Student Life
Website: www.avemaria.edu/campus-life
Email: StudentAffairs@avemaria.edu
Phone: 239-280-2540
Office Location and Hours: Bob Thomas Student Union 2nd floor; Monday–Friday: 9:00am – 5:00pm.

Student Support Services
Website: www.avemaria.edu/academic-support
Phone Number: (239) 304-7823
Email Address: SupportServices@avemaria.edu
Office Location & Hours: “The Hub” Bob Thomas Student Union 2007; Monday–Friday: 9:00am – 5:00pm.

Title IX Coordinator
Website: www.avemaria.edu/student-services/campus-safety/policies-and-procedures/
Phone Number: (239) 304-7920
Email Address: Kateri.Allen@avemaria.edu
Office Location & Hours: Bob Thomas Student Union 1st floor; Monday–Friday: 9:00am – 5:00pm.
Introduction

Ave Maria University is a Catholic, liberal arts institution of higher learning dedicated to the formation of joyful, intentional followers of Jesus Christ through Word and Sacrament, scholarship and service, inspired by Saint John Paul II and Blessed Teresa of Calcutta and devoted to Mary, the Mother of God.

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 of Ave Maria University. The official copy is the electronic copy accessible from the University’s website and Intranet at: http://www.avemaria.edu/CurrentStudents/StudentHandbookPolicies.aspx

The content of this August 2017 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 of 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 2017-2018 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 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 in 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.

Email Policy

The University has the need to send communications to students, faculty and staff via email 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 Email account in order to be able to receive University communications.
Students are expected to check email 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 email be checked daily, but at a minimum should be checked every other day. Regular email management will also minimize the risk that the inbox will be full, causing the email 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 Email messages to another email account (e.g., @gmail.com or @msn.com), but do so at their own risk, as the University cannot guarantee the proper handling of email by outside vendors. Forwarding email does not absolve a student of the responsibilities associated with communication sent to his or her official AMU Email address (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 ladies and gentlemen, in a way that respects each member of our community:

- Read, understand, and live out the principles contained in the University Mission Statement and Catholic Identity 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 community.
- Recognize the importance of service to others.
- Respect your body and avoid addictions.
- Develop Godly friendships and learn the value of team work.
- Be proud of Ave Maria—show school spirit and support University activities.
- Love God above all things and your neighbor as yourself and be merciful with others.

Discrimination against or harassment of any person on the basis of 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 John Paul II’s call for greater Catholic witness in contemporary society. In its teaching, research, learning, and community life, therefore, 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 always to act honorably and responsibly.

Code of Student Conduct

Purpose

1. Ave Maria University, an academic community committed to research, teaching, learning, and service, acknowledges specific core values that characterize the University community in all of its activities. These core values include integrity, respect, excellence, scholarship, responsibility, freedom, confidence, faith, service and community building. The ways in which the University embodies these core values are integral to the AMU experience and an enduring part of the life of each and all of its members.

2. 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 make choices that preserve a safe, secure, and moral environment in which all individuals are able to 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 his or her own actions and the conduct of his or her 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.

3. The primary purpose for maintaining discipline in the University setting is to protect the rights of each member of the campus community. The purpose of campus disciplinary proceedings is to 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.

4. This Code outlines processes for the exercise of individual and collective student rights and responsibilities and for implementing of student regulations.

Authority for Student Discipline

5. 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

6. 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.

Definitions

7. When used in this Code:

A. "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 Vice President for Student Affairs.
B. "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.

C. "Distribution" means any form of exchange, gift, transfer or sale.

D. "Institution" and "University" mean Ave Maria University and all of its undergraduate and graduate schools, divisions and programs.

E. "Respondent" means any person charged with a violation of this Code.

F. "Student" means any person who is taking or auditing classes at the University, or is matriculated in any University program.

G. The Student Affairs Committee consists of University members (students, faculty and staff) that hear appeals cases that can result in censure, fines, restitution, disciplinary probation, 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.

H. "University premises" means buildings or grounds owned, leased, operated, controlled or supervised by Ave Maria University.

I. "University sponsored activity" means any activity on or off University premises that is directly initiated or supervised by the University.

Interpretation of Regulations

8. The purpose of publishing disciplinary regulations is to give 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 neither the specificity nor the due process rights of criminal or civil statutes or procedures.

Inherent Authority

9. The Vice President for Student Affairs 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, 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 expectations 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.

10. The Vice President, 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

11. 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.

12. Any student found to have committed misconduct may be subject to disciplinary action and to the sanctions outlined in this Code. The following are examples of misconduct subject to disciplinary action (this list is not exhaustive):

A. 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.

1. **Assault:** Placing a person in fear of imminent physical danger or bodily harm.
2. **Battery:** The use of offensive body contact causing harm to an individual.
3. **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.
4. **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.

B. Harassment
   1. Any actions, threats, gestures, and/or words 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.
   2. **Cyberbullying:** the use of electronic communication 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.
   3. **Hazing:** defined as any conduct or initiation into any organization which willfully or recklessly endangers the physical or mental health of any person. Hazing, its imposition, or its use in any form of initiation is a criminal act and is prohibited.
   4. **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 or effect of unreasonably interfering with an individual’s work or educational performance or creating an intimidating, hostile or offensive work or learning environment.

C. Dangerous Items
   The use, possession or storage of any firearms, explosives, other weapons, fireworks or dangerous chemicals.
1. Firearms, ammunition, knives 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, or shots (including paint balls), regardless of the propellant used.
   - 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.
2. Unauthorized hazardous materials or chemicals.
3. Fireworks including, but not limited to, firecrackers, cherry bombs, smoke bombs, sparklers and similar devices.

D. Interfering with Fire Safety
1. Misusing, tampering with or damaging fire safety equipment including, but not limited to, fire extinguishers, smoke alarms, sprinkler systems or exit signs.
2. 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 pit, prior approval must be obtained from the Vice President for Student Affairs and there must be a professional staff member present at all times.
3. Disregarding a fire alarm signal or refusing to evacuate a building or a section of a building when a fire alarm is sounding.
4. Recklessly, or, intentionally activating an alarm when an emergency situation does not exist.

E. Alcohol
The use, abuse, possession or distribution of alcohol, except as permitted by law and University policy.
1. Possession of containers that previously contained alcoholic beverages by persons less than 21 years of age.
2. Possession of common source containers, whether full or empty, of alcohol such as kegs, beer balls or boxed wine.
3. Possession of alcoholic beverages by persons under 21 years of age.
4. Consumption of alcoholic beverages, including:
   a. Consumption of alcoholic beverages by persons under 21 years of age;
   b. Consumption of alcoholic beverages by persons 21 years of age or older in any public area on campus, including common spaces within the residence halls, unless approved by the RD on-call or at an official university-approved event.
5. Intoxication by any person, regardless of age.
6. Sale, distribution or provision or attempts to sell, distribute or provide alcoholic beverages to and/or by anyone under 21 years of age.

F. 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, conduct themselves in a manner reflecting credit on themselves and the University, and to share responsibility for the functioning of this policy.
1. The unlawful possession of controlled substances.
2. The unlawful use of controlled substances.
3. Possession of paraphernalia including any item used to, among other things, prepare, store, transport, inhale, ingest, inject, and/or mask illegal substances.
4. Any attempt, intent, or conspiracy to violate this policy.
5. 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. As such, any students in possession of medical marijuana prescriptions are not permitted to use or possess marijuana on University property.

Failure to follow the drug and controlled substance policies on or off campus will result in disciplinary action by Ave Maria University. Violations of this policy are serious in nature and any sanctions given will reflect the severity of the violation. Any attempt, intent, or conspiracy to violate this policy may be considered as a violation and handled by the disciplinary process accordingly.

G. Theft/Unauthorized Possession of Property
   1. Theft of property or of services or knowing possession of stolen property.
   2. Unauthorized possession of University property (including residence hall lounge furniture) or the property of others.

H. Damage to or Misuse of University /Individual Property
   1. Intentionally or carelessly destroying or damaging University property or the property of others.
   2. Unauthorized entry into University facilities or property, climbing on the walls or roofs of buildings, sitting on window ledges, etc.
   3. Unauthorized use or misuse of University property or the property of others.

I. Disorderly Conduct
   1. Acting in a manner to annoy, disturb, interfere with, obstruct or be offensive to another/others.
   2. Shouting or making excessive noise either inside or outside a building to the annoyance or disturbance of others.
   3. Verbally abusing University officials (including students appointed to act as representatives of the University) acting in the performance of their duties.
   4. Behaving in a lewd or indecent manner.
   5. Disrespect of sacred spaces on campus.

J. Academic and Nonacademic Dishonesty
   1. Academic dishonesty will include any violation of the honor code.
   2. Knowingly furnishing false information to the University or member of the University community.
   3. Furnishing false information at University judicial proceedings.
   4. Possession or use of false identification cards (including University, State and Federal IDs).
   5. Forgery, misuse, unauthorized alteration or creation of documents, records or identification cards.
   6. Fraud committed against a member of the campus community or others.
   7. Knowingly initiating or causing to be initiated any false report, warning or threat.

K. Interfering with University Events
   1. 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.
   2. Any effort by conspiracy or omission to impede or hinder any disciplinary proceeding.
L. Smoking
It is forbidden to smoke in any unauthorized place: e.g., University buildings, vehicles, lanais, balconies, ledges, or within 40 feet of a building.

M. Violating University Rules and Regulations
1. Any violation of other published University regulations including violation of rules governing residence in University-owned or controlled property.
2. 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.)
3. Any attempt, intent, or conspiracy to violate a University regulation or policy.

N. Noncompliance
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.

O. 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.

P. Gambling
Participation in any form of illegal gambling.

Q. Violation of Law
1. Violation of local, State or Federal laws, regulations or ordinances.
2. Feeding or harassment of wildlife.

13. 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.

Sanctions

14. Sanctions that may be imposed in accordance with this Code include:
A. Censure: An official written reprimand for violation of specified regulations.
B. Fines: Amount to be determined according to the severity of each case.
C. Disciplinary Probation: 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.
D. 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.
E. Denial of Access to Specific Areas: Ban from certain nonacademic area(s) for a specified length of time.
F. 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 of time. 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.

G. 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 Vice President for Student Affairs. Readmission, however, is not guaranteed.

H. 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.

I. 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.

J. 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.

15. The imposition of sanctions is based on the nature of the violation and the severity of any damage, injury or harm resulting from it, present demeanor of the student, and the past disciplinary record of the student. In some cases, a sanction may be held in abeyance for a specific period. This means that, should the student be found in violation of this Code during the stated period, he or she may be subject to the deferred sanction in addition to the disciplinary action appropriate to the new violation.

Disciplinary Conference

16. Any person may refer a student suspected of violating this Code to the Vice President for Student Affairs. Referrals should normally be made within ten working days after the discovery of the alleged violation and/or identification of the alleged violator.

17. After the Vice President for Student Affairs or a designee has reviewed the reported allegation, he or she will meet with the student in question. The student will be informed in writing of the time and place of the meeting, if appropriate and if possible. At this meeting, the Vice President or designee will determine the appropriate disciplinary or administrative action to be taken. He or she will:
   A. Determine if the student is responsible for violating the Code of Conduct.
   B. Determine whether a sanction should be imposed;
   C. Impose a sanction(s);

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 options to appeal (under sections 18 – 26 of the Code) a determination of responsibility as are afforded the charged student.
Appeals

18. A student subject to eviction from residence, suspension, dismissal, or expulsion from the University is entitled to an appeal before the Student Affairs Committee.
   A. An appeal will normally consist of a formal hearing with the respondent and members of the Student Affairs Committee present. In the event that the Committee is not in session, a quorum will conduct an administrative hearing. The full range of sanctions may be imposed during the administrative hearing.
   B. Please note: An appeal involves a formal hearing, where the student is subject to the disciplinary sanctions as outlined in this Code. In the event of an appeal, 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.

19. An appeal request must be submitted to the office of the Vice President for Student Affairs no later than two business days after the sanction(s) has been imposed. This written appeal must state the specific reason for the appeal, based on one or more of the following:
   A. A preponderance of evidence does not exist to support the decision reached;
   B. The sanction imposed is unduly harsh; and/or
   C. New evidence that significantly alters the findings of fact, that was previously unknown to the respondent, has been discovered.

20. The Vice President for Student Affairs will submit the student’s written request for appeal to the Student Affairs Committee. The Student Affairs Committee will review the case file and the student’s written request for appeal. After reviewing the case file and appeal request, the Student Affairs Committee may:
   A. Decide to accept the request for appeal and schedule a hearing;
   B. Decide to deny the request for appeal for lack of adequate grounds.

21. The decision of the Student Affairs Committee will be conveyed to the student in writing, normally within three working days of receipt of the appeal.
   A. If the Student Affairs Committee denies the request for appeal, any sanction(s) imposed by the Vice President 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, no. 26).
   B. If the Student Affairs Committee accepts the request for appeal, the student will be notified in writing of the time and place for the hearing.

22. The imposition of sanctions will be deferred during the pendency of the appeal process, unless, at the discretion of the Vice President, 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.

Procedural Guidelines for Appeals Hearings

23. The following procedural guidelines shall be applicable in all appeals hearings:
   A. A respondent shall receive written notification of the specific charges and the date, time and location of the scheduled hearing normally at least two working days prior to the hearing. The respondent may request an extension of time to prepare for the hearing. Requests for an extension will not be granted for a period to exceed two working days unless the respondent can demonstrate the necessity for a longer delay. All requests for extension of time should be made in writing at least 24 hours prior to the scheduled hearing, except in cases of documented serious illness or emergency.
   B. The respondent shall be afforded reasonable access to the case file prior to and during the hearing.
C. The respondent shall have an opportunity to respond to the evidence and to call relevant and necessary witnesses. Character witnesses will not be heard. All witnesses are expected to provide information that is true and correct. Any student who knowingly provides false information during a hearing (or other disciplinary proceeding) or who knowingly fails to appear as a witness may be charged with violation of this Code.

D. The respondent shall have the right to be accompanied by an advisor as provided in Parts 25-26 of this Code.

E. A respondent may elect not to speak on his or her behalf. A respondent who fails to appear at a scheduled hearing, upon proper notice of such a hearing, will be deemed to have pled “not in violation” to the charges, may be adjudicated in absentia, and forfeits all rights to an appeal unless it is for lack of proper notice, as required herein. In such cases, decisions will be based solely on witness testimony and other information presented during the hearing.

F. The charges against the respondent must be established by a preponderance of the evidence. A "preponderance of the evidence" means it is "more likely than not" that a fact is true or an event occurred.

G. Appeals hearings and other disciplinary proceedings will be closed to the public.

Supplemental information regarding a disciplinary hearing will be provided to a respondent normally within two working days prior to the hearing.

Advisors

24. Representation is not permitted in University appeals hearings (or other disciplinary proceedings); however, a respondent may be accompanied by an advisor. The role of the advisor shall be limited to support and consultation with a respondent; the advisor may not speak on behalf of a respondent at any time during any disciplinary proceeding, nor shall the advisor cross-examine witnesses. Violation of this expectation will result in the advisor being removed from an appeals hearing (or other disciplinary proceeding) at the discretion of the Student Affairs Committee Chair. In extraordinary circumstances, the advisor may be legal counsel. A respondent should notify the Vice President for Student Affairs at least two working days prior to the proceeding if he or she will have legal counsel at the disciplinary proceeding.

25. In consideration of the limited role of an advisor, and of the compelling interest of the University to expeditiously conclude the matter, an appeals hearing (or other disciplinary proceeding) will not, as a general rule, be delayed if an advisor is unavailable.

Clemency

26. 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

27. 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 Vice President for Student Affairs, as outlined in the University policy governing student records.
Rules of Conduct

28. The Vice President for Student Affairs 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.

Recommended Minimum 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 taken into account 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 of time. 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, and/or fine.

Level Two Behaviors
- 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, and/or disciplinary probation; possible suspension, dismissal, or expulsion.

Sanctioning Guidelines for Drug Policy Violations

The following recommended sanctions for violations of the Code of Student Conduct involving drugs 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 taken into account when determining final sanctions. Repeat violators 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. 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 extra-curricular activities for a specified period of time. Parental notification maybe carried out in accordance with University policies.

**Level One Behavior**
- 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 or possession of marijuana.

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

**Level Two Behaviors**
- Any evidence of the manufacturing, distribution, or possession with the intent to distribute illegal drugs or controlled substances.
- Any evidence of use or possession of any drugs, including but not limited to ecstasy, heroin, LSD, cocaine, speed, other barbiturates, other amphetamines, and other hallucinogens.

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

**Please Note:** All violations of University policy will be judged on a case by case basis. The above recommended sanctions are merely guidelines. The University is not necessarily bound by the sanctions listed in the examples above. The University reserves the right to take immediate, necessary, and appropriate action to protect the health, safety, morals and well-being of the campus community. Such action may include pursuing disciplinary action for any violation of University policy or State or Federal law-on or off campus-that affects the University's interests.

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:
1. Excessively loud, late, and/or large parties; and/or
2. Illegal (i.e. underage and/or excessive) alcohol and/or drug-related activities; and/or
3. Related behaviors including interference with a neighbor's right of quiet enjoyment of their property; and/or
4. Any other conduct which, in the University's judgment violates the University's expectations for the behavior of its students.

**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 the 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:

St. 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 or a legal guardian within a commutable distance of 40 miles. 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.

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. All persons are 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 basic purposes of the University 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 is 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 and DVD player. Also provided in the residence hall are laundry facilities, computer labs, vending machines, and study rooms. Some halls have a chapel and kitchen open for use by all students.

Director of Residence Life & Housing

The Director of Residence Life & Housing 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 on the second floor of the Student Union Building.

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 weekday. The Residence Life Staff is 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 at (239) 280--7344.

Resident Assistants (RAs)
RAs are undergraduate resident students who have attended Ave Maria University for at least one year and have an understanding of 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 checks, and staff 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 they register for Housing by submitting the online housing 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. Residents who move to a different room without the authorization of their Residence Director will be subject to disciplinary action. If you have a concern about your living environment, the Residence Life staff is available to assist you.

Disability Accommodations
Students requesting special accommodations 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. Any time a student requests and is assigned a single room, regardless of circumstances, and if it is necessary to convert a multiple occupancy room to a single occupancy to accommodate a special need, the student may be charged the premium rate. Rooms shall not exceed a safe and manageable occupancy as determined by the University.

Summer Residency
Any student wishing to stay at the University for the summer term must meet one of two requirements:

1) Enrolled in at least one summer, on-campus course and/or
2) Employed by the University.

If you do not meet either of these requirements, you will not be permitted to stay on campus for the summer months, unless otherwise granted permission from the Director of Residence Life and Housing.
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 dorm room reservation. All students are expected to
clear their bill before they move into the dorms 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
Community Standards
One of the best ways to help ensure the successful growth of your 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.

On-Campus 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:
- Observe state and federal laws as well as University policies and regulations
- Respect the rights and privileges 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 in an effort 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, as well
as 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 maintain 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 above everything else. To report abuse or if you have any questions or concerns regarding Title IX issues please speak with AMU’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. She can be contacted at: AnaMaria.LiRosi@avemaria.edu. Referrals for prenatal health care and other supportive services will be made available through the 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
P: (239) 262-6381
http://www.communitypregnancyclinic.com/cpc/

**Attire**

The Catholic culture of Ave Maria University promotes the virtues of modesty and chastity and encourages students in the pursuit of these virtues. Students should dress appropriately at all times when on campus, particularly in sacred places (Oratory, adoration chapel, and residence hall chapels), and show good judgment in the choice of pool attire. The wearing of pool attire is restricted to the pool area and adjoining recreational field. Shoes must be worn in all University buildings except when inside your residence hall room.

**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 responsible party 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 damages or maintenance needs to their Residence Life staff member as well as the Physical Plant Department immediately so repairs can be made in a timely manner. 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 unknown. If you are aware of others damaging property, ask them to stop, and then advise 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 strictly 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 in the residence halls is prohibited. It is forbidden to smoke in any unauthorized place: e.g., 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.

Policies and Procedures Regarding Student Rooms and General Residence Hall Area
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 on 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.

Student Rooms

Check-In
All residential students are required to check-in to their assigned room by a designated date. All residents are required to complete a formal inventory check-in. For your protection, it is essential that you ensure that damages to your room prior to your occupancy are documented on the form. You are responsible for reviewing your inventory form and contacting the Residence Director (RD) of your hall 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. For your protection, the Room Inventory Form will be completed by a Residence Life Staff member. You are responsible for returning your room to its original state and scheduling a time to inventory your room. Students are responsible for all damages and assessed a monetary fine after Physical Plant staff inspects 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 damages, missing furnishings, extra cleaning charges (including common areas), 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. 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 Physical Plant 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, submit a Maintenance Request Form which can be found on the University's intranet system. Your signed housing 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 Physical Plant personnel. If there are pests or bugs in your room, please submit a work order request to Physical Plant 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 remain free of any obstruction at all times. This includes, but is not limited to, boxes, clothes, shoes, cleats, garbage, book bags, bikes, 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 possibly 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. All hallways and stairwells must be clear of obstructions at all times. Know the location of all fire exits, fire alarms, and extinguishers. All smoke detectors must be operational and have at least 18 inches of clearance (e.g., from shelves, drapes, etc.). The sprinkler heads must also have 18 inches of clearance and cannot be used to hang things. Tampering smoke detectors or sprinkler heads will result in a fine to each occupant. Pulling the fire alarm in a non-emergency situation or tampering with fire safety or firefighting equipment will result in disciplinary action. 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 the intranet. 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. 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. Tapestries or other large pieces of material cannot be hung from light fixtures, sprinklers or smoke detectors and 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. Do not hang items from or stick items to the ceiling. While 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 offensive item. 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 a University storage room are left at your own risk. Therefore, students are responsible for obtaining their own personal property insurance and liability coverage for damage, loss/theft of property, or fire.
Room Checks
Room checks are done at various times throughout the semester to ensure cleanliness, basic sanitation in the rooms and promote maintenance of AMU property. If you are unable to attend a room check, please reschedule with your RD. Failure to comply with room checks will result in a fine for the uncooperative residents of the room.

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

Residence Hall Common Areas

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 (with the exception of 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 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. Violations of this policy may result in disciplinary action.

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

Guests in the Residence Halls
Students must register overnight guests with their RD or the RD on-call 24 hours prior to the guest’s arrival and must obtain permission from their roommate(s) before a guest is permitted to stay in their room. Rooms should not exceed a safe and manageable occupancy that may be determined by the University. No guests are permitted during finals week. Guests must be escorted while in the building. Ave Maria students are expected to take responsibility for their guests’ behavior at all times. 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.

Common Space Reservations & Furniture
Common rooms are available for the residents of that particular building. To reserve a room for a group, find an RA or RD who will check the availability of the room. To reserve the lobby areas and/or kitchen of one of the halls, contact the RD of that particular hall for permission. It is the responsibility of that group to clean 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 the common areas 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.

Common Hours: Daily: 9:00am to 1:00am.
Each residence hall has designated common areas for the use of the residents and their guests for gatherings, watching movies or TV, group study sessions, household meetings, etc. Common rooms are open to the residents of
that hall 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 escorted by a member of the residence hall at all times and should not be left alone.

**Visiting Hours**

The University permits students to host visitors of the opposite sex in their residence hall rooms during visiting 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 Friday and Saturday evenings and on Sunday afternoons.

- **Thursday night:** 6:00 p.m. to 12:00 a.m.
- **Friday night:** 6:00 p.m. to 12:00 a.m.
- **Saturday night:** 6:00 p.m. to 12:00 a.m.
- **Sunday night:** 6:00 p.m. to 12:00 a.m.

Members of the opposite sex must be registered as visitors upon entrance to the residence hall and must be escorted by their host or hostess throughout the 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 be propped open at all times during visiting hours. 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 Visiting Hours are encouraged to seek the assistance of their Resident Assistants (RA) and/or Residence Hall Director (RD).

As determined by the Office of Residence Life, the common area of a suite or a quad can safely accommodate up to 25 persons and double-room can accommodate up to 10 persons. Any exceptions require the approval of the Hall Residence Director at least 5 hours in advance.

**Kitchenettes in Residence Halls**

Most residence halls have kitchenettes for student use. It is the responsibility of the residents to clean up after themselves. Failure to do so may result in a temporary closing of the facility at the RD’s discretion.

**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 a Residence Life Staff member.

**Laundry Facilities**

Each residence hall has a laundry room equipped with washers and dryers. Laundry facilities are for the residents of that hall and may not be used by other members of the community. If a laundry machine is broken, complete a service ticket using the instructions posted on the machine and report it to your Residence Life Staff. In the case of an urgent situation, please call the RD on-call.

**Lost and Found**

The Lost and Found areas on campus are in the Office of Student Affairs in the Bob Thomas Student Union Building and the RA offices in the residence halls. If not claimed, lost articles may be donated or discarded.
**Quiet Hours**

- **Sunday-Thursday:** 9:00 p.m.–9:00 a.m.
- **Friday and Saturday:** 11:00 p.m.–9:00 a.m.

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.

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**Permitted in the Residence Halls**

- Coffee pots with an automatic shut off function
- Refrigerators (up to 3.6 cubic feet)
- Bunk Beds. Some of the University residential rooms have beds that you are able to bunk. Students are free to arrange their rooms as they desire, provided that it is not in violation of fire or safety code. The beds are to be freestanding and must not be stacked on any other furniture to support the bunk. If you have any questions about the arrangement of the room or the furniture please see an RD.
- Bikes, roller skates, rollerblades, and skateboards: must be stored in your room or locked to bike racks. At the end of the academic year they should be stored with the rest of your belongings. Riding inside a university building and skating on railings, stairs, bike racks, ledges, etc. is prohibited.
- Fish and fish tank (up to 15 gallons)

**Not Permitted in the Residence Halls**

- 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 Open Flames
- Appliances with any type of exposed burner or open flame: including, but not limited to, toasters, toaster ovens, electric grills, slow cookers, crock pots, frying pans and hot plates.
- Halogen lamps and air conditioners
- Fireworks, Explosives and Dangerous Chemicals: such as compressed gas and equipment and vehicles that use combustible fuel.
- Lofts or elevated structures: unless by written, advanced approval by the Director of Residence Life.
- Students are not permitted to paint their rooms
- Pets: except for fish, unless they are approved by the Vice-President of Student Affairs.
- Live Christmas decorations: trees, wreaths, and holly.
- 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.
- Door-to-door solicitation: unless authorized by the Director of Residence Life. Residents may not operate a business in their rooms. Students are not permitted to use University room numbers, phone numbers or e-mail addresses as contacts for a place of business. You are permitted to use your room as a meeting place as long as it does not infringe on a roommate’s rights, create a disruption in your community, or violate any residence hall policies.
Department of Campus Security

The Ave Maria University Security Department of Campus Security exists to assure a safe educational environment by providing highly visible, professional, competent, courteous service, information and assistance to the campus community and to sustain the integrity of rules and regulations through necessary and appropriate enforcement actions. The Department of Campus Security provides physical security, fire protection and prevention, basic emergency first aid, and the investigation and enforcement of violations of the policies of the University and criminal offenses occurring on Ave Maria University property. Campus Security will investigate any actions on the part of the students that pose a threat to the safety and welfare of the University through actions, or obstructing the investigation process, and a report will be made to the Director of Campus Security and the Vice President for Student Affairs.

Students are expected to have their student identification cards on their person at all times while on campus and present them at the request of any University staff member, to include Security Officers. Students are expected to cooperate with all staff members in the performance of their duties.

Access to 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 general public is welcome to enjoy the grounds and common spaces of the Ave Maria Campus and to attend and participate in certain events, lectures and activities made available to the general public. Minors must be accompanied by an adult at all times while on University property. The University residence halls are not open to the general 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 open during operating hours.

Use of the University Library by the public is limited in accordance with its policies. Visitors may not dine in the cafeteria or use university athletic or other facilities unless a guest of, and accompanied by, a member of the University community. Visitors may dine in the Cafe. Visitors may use the Mailroom unless otherwise noted by Mailroom Staff.

Emergencies
Emergencies on campus should be reported directly to emergency services at 911. After contacting 911, Campus Security should be notified to coordinate the arrival of emergency services and for documentation purposes. The Security Officer may be reached at (239) 280-6289. The Office of Student Affairs is responsible for organizing and fully informing residents about emergency and safety procedures, including fire drills, hurricane response, tornado response, flooding, etc.

Medical Emergencies
In case of a medical emergency on campus, call 911 and notify your Residence Assistant, Residence Director or Security Officer. After contacting Emergency Medical Services (EMS), immediately contact Campus Security at (239) 280-6289. Emergency Medical personnel will make the determination to transport to a medical facility, if necessary. It is the student’s responsibility for all and any insurance documentation.

Non-Emergencies
Non-emergencies on campus can be resolved by calling the communication with Campus Security Officer at can be achieved by calling (239) 280-6289. This person can answer question or concerns related to security, wildlife, or building access. All emergencies should be reported to 911.
**Policy Enforcement**
University Security personnel are authorized and directed to enforce all University security, safety, motor vehicle, traffic, and parking regulations and policies. Failure to comply with the directions of Security personnel acting in the performance of their duties is a serious 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 serious violation of University regulations and may face disciplinary action and/or reporting to the Collier County Sheriff's Office.

**Campus Safety Equipment**
Tampering with fire safety equipment is against the law and a serious violation of Ave Maria University policy. Tampering with fire and safety equipment is strictly prohibited, and these items may only be used in case of an emergency. This includes, but is not limited to, Automatic External Defibrillators, fire alarm pull stations, fire extinguishers, and mechanisms to secure doors.

**Policy Enforcement**
Failure to comply with the directions of Security personnel acting in the performance of their duties is a violation of University regulations, and may result in disciplinary action. Campus Security may require any person on University Property, including an owner, operator, or passenger of a motor vehicle to produce identification. Refusal to identify oneself is a serious violation of University regulations and will be fined and/or reported to the Collier County Sheriff's Office.

**Parking Policy**
The Department of Campus Security is authorized and directed to enforce all security, safety, motor vehicle, traffic, and parking regulations on University-owned property to ensure the safety and security of the people, vehicles, and property. All vehicles are required to register and display an issued parking permit, which is free to University faculty, staff and students. Vehicle registration is conducted online at the link listed below. Vehicles must park in a designated parking space, and may not block or otherwise prohibit vehicle or foot traffic. The pavers are reserved for emergency and service vehicles only, unless prior approval is granted by the Department of Campus Security. 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. For the full parking policy, please see: www.avemaria.edu/parking.

**Golf Cart Policy**
Students wishing to bring a golf cart to campus must first obtain prior written permission through registration with both Ave Maria University and Ave Maria Masters Association. The list of safety requirements can be obtained from the latter organization. Please contact the Director of Security at SecurityAMU@avemaria.edu for registration with the University. Students wishing to do must sign the agreement that lays out the expectations of use on campus. A registration fee of $150 is issued per academic year.

**Reporting Criminal Activity**
Campus Security can be reached 24/7 by dialing (239) 280-6289 to report suspicious activity. Campus Security will respond, as well as contact the appropriate agencies if needed. Law Enforcement, Fire, and Emergency Medical Services are provided by Collier County. All emergency services may be contacted by calling 911.

All members of Ave Maria University community are encouraged to report all incidents of criminal activity and suspicious persons to Campus Security. Reporting may be done by phone, in person, or via the Security website at: http://www.avemaria.edu/CampusLife/StudentServices/CampusSafety/AnonymousReport.aspx.
Student IDs and Key Cards
All campus buildings have a card-lock access system for entry and are locked during outside of certain hours of the day. The residence halls are locked at all hours, and may only be accessed by residential students. To protect the safety and security of our community, propping open of any outside exterior door to a residence hall to any building is strictly prohibited.

Students are required to carry their ID with them at all times and present it when requested by any staff member. Student ID cards are used for using the library, printer systems, and entry to the cafeteria, student room and buildings. Students are responsible for their ID card. The fee for a replacement ID is $15.00. 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.

Weapons Policy
Ave Maria University prohibits 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 may be confiscated. 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. A copy of Ave Maria University’s Campus Weapons-Free Policy may be found at the website: https://www.avemaria.edu/student-services/campus-safety/

"Weapon" means any object or substance designed to inflict a wound, cause injury or incapacitate, or create a reasonable fear of harm. This includes, including 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 of conduct which may constitute a violation of this policy are urged to contact the 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
The Ave Maria University Campus is located in close proximity 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 emergency. The best way for students to stay safe is to stay away from wild animals. Feeding of or interacting with animals is strictly prohibited by both University Policy and Florida statute.

The following information is intended to give general introductory safety information, not to be an authoritative source: http://www.avemaria.edu/CampusLife/StudentServices/CampusSafety/Wildlife.aspx.

Safety is the responsibility of each member of our community. In case of an emergency, Ave Maria University has developed an Emergency Management Plan. Students will be contacted by Office of Student Affairs staff regarding procedures and policies to follow in the event of an emergency. Students are highly encouraged to register with the emergency notification system through the Office of Information Technology.

Lightning is most likely threat to safety in Florida. 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.
Prohibited Conduct:
Feeding of or interacting with wild animals
Possession of any type of weapon
Propping exterior doors
Recreational use of the bridge and canals (no fishing or swimming, etc.)
Behavior disrespectful to quiet and/or sacred spaces on campus

Food Services

Ave Maria University believes in the importance of sharing meals as a community and as such requires that all students residing on campus participate in the meal plan program. Commuter students are also invited to dine with residential students and may bring their lunch from home to enjoy in the cafeteria. Commuter students may also purchase the meal plan, multiple-meal cards, or pay for meals individually.

Food service is offered in the dining hall which is located on the first floor of the Bob Thomas Student Union Building. The meal plan includes 19 meals per week to be used in the cafeteria (3 per day Monday-Friday and 2 per day Saturday-Sunday). In addition to the meals, $50.00 worth of flex dollars per semester will be added to each meal plan. These flex dollars can be used in either the cafeteria or the Cafe. All flex dollar balances are lost at the end of each semester; under a “Use Them or Lose Them” policy. Additional flex dollars may be purchased. Please see the Food Service Director for details.

Hours of Operation during Academic Year
Monday – Friday:
- Continuous Service 7:00am – 7:30pm
- Full Breakfast 7:00am – 9:30am
- Full Lunch 11:30am – 2:00pm
- Full Dinner 4:30pm – 7:30pm

Saturday & Sunday:
- Continuous Service 10am – 7:30pm
- Full Brunch 10:00am – 2:00pm
- Full Dinner 4:30pm - 7:30pm

Additional Service:
- Express Breakfast swipe is available in the main dining hall from 8:30am-10:30am, Monday - Friday.
- Express lunch swipe is available in the café from 11:00am-2:00pm.
- Late Night Option: The Main Dining Hall will be open late night, from 9:00 pm – 11:00 pm, for 3 nights per week (Tuesday, Wednesday, and Thursday). This option will provide a limited menu. The late night swipe may be used only if 2 or fewer meals have been used that day.
- The Gyrene Café hours are: Monday – Friday 10:00 am – 1:00 am and Saturday and Sunday 6:00 pm – 1:00 am.

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.

**Special Dietary Accommodations**
The University’s food service contractor, Food Services, Inc. (FSI), 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.

In addition, as medically necessary, those students with documented dietary needs may be provided the opportunity to participate in a special dietary needs program available in the cafeteria. Please be aware that in order to participate in this program you may need to provide a letter from your medical doctor (letters from chiropractors are not acceptable) stating your medical diagnosis; in the event of food intolerances or allergies, the doctor must state what foods may not be consumed and the nature of the allergic reaction. Requests for participation in the special dietary program should be directed to the Director of Residence Life and Housing, located on the second floor of the Student Union.

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 accommodations cannot otherwise be arranged through FSI. Such exemptions will require extensive medical documentation and must be brought to the attention of the University through the Director of Residence Life and Housing prior to the start of the semester 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. Student Government is also responsible for funding the Student Activities Board, student events, and clubs and organizations, including households and ministries. As such, 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.
Life. Organizations are comprised of clubs, ministries, and households. Student Organizations can request funding from the Student Government Association 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 is in conflict with the mission of the University will not be recognized by Ave Maria University. The Director of Student Life 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 Assistant Director of Student Life for review. A guide for writing student organization constitutions is available in 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 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 constitution of the organization. A student is eligible for officer status if he or she:
  1. Maintains a GPA of 2.5 or above.
  2. Is not on disciplinary or academic probation.
  3. Is not engaged in any activity deemed to be inimical to the best interests of Ave Maria University.

Students interested in forming a new organization on campus should contact the Office of Student Life to begin the process of 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**

- **Academic** – Using our intellect to seek the truth in all areas of inquiry and to mold our wills around it.
- **Spiritual** – Placing Jesus and the Sacramental life of the Church at the center of our fellowship.
- **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.
- **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 particular household. If you are interested in starting a household, visit the Office of Mission Outreach, located on the second floor of the Student Union.
Event Planning
The Office of Student Life encourages student-initiated events and serves as a means of support for student clubs, households, and ministries who wish to plan an event. All student events must be approved by the Office of Student Life.

To ensure that your event runs as smoothly as possible, contact the Office of the 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 two 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.

Fundraising
Student organizations desiring to hold a fundraising event on campus must have prior 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 before the organizations can access the funds raised. To obtain permission, please contact the Director of Student Life.

Advertising and 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.
- In order 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 after the event.
- Students are prohibited from posting materials in the residence halls without permission from the Residence Director, Student Life, or Development.
- Student organizations wishing to advertise an event on the Daily Bulletin must submit their event advertisement to Daily.Bulletin@avemaria.edu using 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 one week in advance to the event.

Use of the Ave Maria University Logo and 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, or 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:

1. Be in writing and must be dated and signed by the student making the complaint.
2. Clearly identify the department(s) and issue(s) involved.
3. Indicate (and describe as appropriate) how the student has attempted to resolve the issue with the involved staff/faculty member prior to the submission of 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);
- the Vice President for Student Affairs (for complaints regarding residential life, athletics, food services, security, and similar student life issues); and,
- the Vice President for Enrollment Management (for complaints regarding admissions, financial aid, bursar, registrar, and facilities).
Complaints in areas not clearly under the administration of a particular Vice President should be directed to the Vice President for Student Affairs.

After receiving the complaint, the Vice President 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:

1. The Vice President 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.
2. Upon completion of its review, the director/chair or committee shall provide the student with a written response to the complaint.
3. 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 Vice President. Such appeal must be made within five (5) business days of the receipt of the decision of the director or committee.
4. Upon receipt of the appeal request, the Vice President shall review the institutional decision and the student's appeal request. The Vice President then shall either render a decision or elect to convene an ad hoc appeals committee consisting of the Vice President 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 Vice President for Student Affairs.

**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, students may contact the Southern Association of Colleges and Schools Commission on Colleges: 1866 Southern Lane, Decatur, GA 30033-4097
- Distance Education students who have completed the internal institutional grievance process and the applicable state grievance process may appeal non-instructional complaints to the FL-SARA PRDEC Council. For additional information on the complaint process, please visit the FL-SARA Complaint Process page, [http://www.fldoe.org/sara/complaint-process.stml](http://www.fldoe.org/sara/complaint-process.stml)
- For all other complaints, students may contact the Florida Department of Education. More information for this process may be found at the following link: [http://www.fldoe.org/policy/cie/file-a-complaint.stml](http://www.fldoe.org/policy/cie/file-a-complaint.stml)
  - To file a complaint, send a letter to: Commission for Independent Education 325 W. Gaines Street, Suite 1414, Tallahassee, FL 32399-0400
  - The letter should include:
    1. Name of Student (or Complainant)
    2. Complainant Address
    3. Phone Number
    4. Name of Institution
    5. Location of the Institution (City)
    6. Dates of Attendance
    7. A full description of the problem and any other documentation that will support your claim such as enrollment agreements, correspondence, etc.
8. 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.

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:

1. Disciplinary actions taken under the Ave Maria University Academic Honor Code.
2. Disciplinary actions taken under the Ave Maria University Code of Student Conduct.
3. 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, are able to 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)

Office of Intramural Athletics

Intramural Sports are vital to building community on campus as well as helping the student maintain balance and fitness in their lives. For more information, please contact the Director of Intramural Athletics, at (239) 280-1675 or via email at Curtis.Allen@avemaria.edu.

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

1. All persons, whether they are participants or spectators, are expected and required to conduct themselves in an appropriate manner. 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 Director of
Intramural Athletics. For the game, season, or year that the player is suspended, he or she is not allowed to be present at any intramural event.

2. Any player who is suspended from an intramural game must report to the Director of Intramural Athletics 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 Director of Intramural Athletics within this 24-hour period.

3. 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.

4. Appeals may be made in writing to the Director of Intramural Athletics or his designee and must be submitted within 2 days of the levied sanctions.

Weight Room Facilities
The Office of Student Affairs is able to offer a full Weight Room Facility in the Student Union for all students, faculty, and staff of Ave Maria University. The Weight Room offers numerous cardiovascular machines, along with free weights and dumbbells.

- The Weight Room is to be used only by current students, staff, faculty, and their spouses. Use of this facility will be at the person’s own risk.
- No one under 18 years of age will be allowed in the weight room unless accompanied by a parent or guardian.
- 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 Coordinator of Intramural Athletics 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.

1. Our top priority is to enable students and staff to encounter Jesus Christ.
2. Campus Ministry plans and executes a comprehensive campus-wide schedule of Mass, Confessions, Spiritual Direction, Eucharistic Adoration, and other sacramental needs.
3. Mission Outreach coordinates faith formation events, FOCUS, Retreats, Alpha courses, 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 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.

Mass & Liturgy Schedule during the Academic Year:
Sunday Mass Times:
Saturday: 5:00 p.m. (Vigil)
Sunday: 8:00 a.m. (Extraordinary Form)
10:00 a.m.
12:30 p.m.
8:30 p.m.

Daily Mass Times:
Monday–Friday: 7:30 a.m.
12:00 p.m.
5:00 p.m.
Saturday: 9:00 a.m.

Sacrament of Reconciliation
Monday–Friday: 2:45–3:45 p.m.
Saturday: 9:30–10:30 a.m.
By request to any priest.

Adoration of the Blessed Sacrament
Perpetual Adoration: In the Adoration Chapel, adjacent to the Library
Informal Adoration: Anytime in any chapel

Rosary Walk
Monday – Saturday: 9:00 p.m. departing from the dormitory quad
Sunday: 9:30 p.m. (followed by Household fellowship at the Goretti Lobby)

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

Ave Maria University Policy on the Pastoral Care of Students
As a Catholic institution and community, we at Ave Maria University are under the canonical authority and guidance of the Bishop of the Diocese of Venice in Florida. The persons presented to the Bishop for approval to serve in ministry and designated by the President of Ave Maria University to serve as leaders for the spiritual and pastoral needs of the students are the Director of Campus Ministry and his associates, and those who assist the Campus Ministry Office, in consultation with the Pastor of the Parish of Ave Maria.

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

The Mother Teresa Project
Ave Maria is wholeheartedly dedicated to promoting the New Evangelization by encouraging each student to develop a personal relationship with Jesus Christ, a love of Scripture and the Sacraments, and a desire to serve those in need. Students who graduate from Ave Maria University should be wholeheartedly and simultaneously “pro-life and pro-poor” and prepared to engage and transform the culture of the 21st century.

Ave Maria University is fortunate to be the only university in the United States with the official permission of the Missionaries of Charity (Mother Teresa’s congregation of nuns, brothers and priests with headquarters in Calcutta, India) to operate a project in her name to promote devotion to her spirituality and imitation of her legendary compassion. Service is at the heart of the Mother Teresa Project; we prepare our students to make the most of their service experience by providing formation in the spirituality of Mother Teresa. Our hope is the student’s acts of service are an expression of their desire to put into practice the wisdom of Mother Teresa. Students who wish to take
full advantage of what the Project has to offer may consider enrollment in the Mother Teresa Scholar Program, whereby students will earn the designation of "Mother Teresa Scholar" upon completion of the formation and service requirements.

Immokalee is fifteen minutes away from Ave Maria and is one of the poorest rural communities in the country. Students interested in volunteering hours of service have many options. Some examples are: serving meals in the local soup kitchen or homeless shelter, building houses with Habitat for Humanity, teaching English as a second language to young mothers so that they can advocate for their children, visiting the elderly in nursing homes, or playing sports with the children of Immokalee. In addition, in the last academic year we sponsored mission trips Mexico, Puerto Rico, the Dominican Republic, and Calcutta, India.

One of the primary motivators behind the Mother Teresa Project is the desire to perpetuate knowledge of, and devotion to, St. Teresa of Calcutta. To that end, the Project has established the Mother Teresa Exhibition Hall. We have been given unique permission from the Missionaries of Charity to display the story boards of Mother Teresa's life. We also are blessed to have a first class, and second class relics as well as memorabilia. The Exhibition Hall is meant to be a place of quiet refuge for the students; we hope many of you will visit us and find it so.

NOTIFICATION OF RIGHTS UNDER FERPA

Notification of Rights under the Family Educational Rights and Privacy Act (FERPA)
The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their education records. Ave Maria University has established the following policy:

1. The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access.

   Students should submit to the Office of Academic Records written requests that identify the record(s) they wish to inspect. The University Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education record that the student believes is inaccurate or misleading.

   Students may ask the University to amend a record that they believe is inaccurate or misleading. The student should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

   If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records except to the extent that FERPA authorizes disclosure without consent.

   One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agency); a person serving on the Board of Trustees; or a student serving on an official
committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Effective October 26, 2001, institutions are permitted to disclose — without the consent or knowledge of the student or parent — personally identifiable information from the student’s education records to representatives of the Attorney General of the United States in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes (USA Patriot Act of 2001). An ex parte order is an order issued by a court without notice to an adverse party. In addition, when the University makes a disclosure pursuant to an ex parte order, the University official is not required to record that disclosure of information in the student’s file.

As of January 3, 2012, the U.S. Department of Education’s FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities (“Federal and State Authorities”) may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is “principally engaged in the provision of education,” such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Ave Maria University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue SW
   Washington, DC 20202-4605

   The U.S. Department of Education will issue regulations to reflect the changes in FERPA. The Family Policy Compliance Office (FPCO) in the Department of Education administers both FERPA. Informal inquiries may be sent to FPCO via the following email address: FERPA@ED.Gov.

   Directory Information is information not generally considered harmful or an invasion of privacy if disclosed. It includes:

   Name, address, telephone listing, e-mail address
   Student status: Part-time/full-time; freshman/sophomore
   Major Field of study

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Weight and height of athletes
Most recent previous school attended
Photographs
Date* and place of birth
Participation in officially recognized activities and sports
Dates of attendance, degrees, date of graduation and awards

*Directory Information - date of birth: It is the practice of the University not to release a student’s date of birth except as required by law or as a validation of positive identification of a student when furnished by a person making an inquiry.

Directory Information does not include student identification numbers, social security numbers or other personally identifiable information.

A copy of Ave Maria University policy may be found in the Office of Academic Records.

Disability Access and Reasonable Accommodation

Ave Maria University strives to make reasonable adjustments in its policies, practices, services and facilities in accordance with The Americans with Disabilities Act, as amended, and the Section 504 federal legislation ensuring equal opportunity for qualified persons with disabilities to participate in all educational programs and activities. The student requiring specific accommodation or auxiliary aids must make application for such assistance through the Adaptive Services Office. Documentation of the disability will be required, as well as information regarding the specific limitations for which the accommodation is requested.

The University assumes no responsibility for personal assistance necessary for independent living or for specialized medical care. As a result of limited health facilities and health care professionals on campus, students requiring personal health assistance should be prepared to bear the expense of this care through a general hospital or private physician/clinic of their choice. The cooperation and support of all faculty and staff members is necessary in order to implement and maintain the policy:

A. Physical access to at least one section of course offerings must be provided as necessary.
B. Academic requirements which have not been demonstrated as essential to the program of instruction being pursued, nor to any directly related licensing requirement are subject to reasonable modification, i.e. extension of time limits, adaptations in format or presentation, assistance for recording lecture material, priority seating, testing services, etc.
C. Auxiliary aids are permitted when required to ensure full participation and equal educational opportunity for a student with a disability.

Accommodations for students with disabilities minimize the impact of the disability on student performance and allow the student equal opportunity to demonstrate his/her knowledge. These accommodations are generally made on an individualized and flexible basis, with input from the student, instructor, and the Adaptive Services Office.

AMU Adaptive Services Office#160
First Floor Canizaro Library
Manager: Jenifer LeCompte
Office Phone: 239-280-1654
Jenifer.LeCompte@Avemaria.edu

Ave Maria University
Adaptive Services Office
Division of Student Support
Documentation of Your Disability

Documentation serves to establish that a student has or has been considered to have a disability, describes the functional impact of the disability, and identifies accommodations such as auxiliary aids and other appropriate support services. The appropriate documentation verifies your disability and qualifies you for services. Compensatory services to address your disability are determined by the specific nature and severity of your disability. Documentation should include:

The specific disability diagnosed.
The current impact of the disability as it relates to your accommodation request.
The types of accommodations which will assist you in ameliorating the impact of the disability.

Recommendations from professionals with a history of working with the student provide valuable information for the review process. When recommendations go beyond the services and benefits that can be provided by the University, they may be used to suggest potential referrals to area service providers outside the University. Recent learning assessments and educational accommodation records are beneficial to document the existence and exact nature of a disability or disorder and to support requests for testing services and classroom and assignment accommodations.

You may be able to obtain an assessment or disability evaluation by requesting such information from your physician, or other medical personnel, psychologist, audiologist, Vocational Rehabilitation Services, private practitioners or other agencies serving people with disabilities in your area. Professionals qualified to conduct a comprehensive learning assessment can be found in a student's local public school district, at universities with a doctoral program in Psychology, or in the private sector.

Substantiation of the Learning Disability

Documentation should validate the need for services based on the individual's current level of functioning in the educational setting and can be substantiated by reports such as an Individual Education-504 Plan (IEP) identifying accommodations provided in the educational setting and medical/clinical records verifying a specific learning disorder or disability. A comprehensive learning assessment battery will include a diagnostic interview, assessment of aptitude and academic achievement, and a diagnosis. Information about the license or certification of the professional conducting the assessment should be identified. If you have questions about the documentation process, please call the Adaptive Services Office at 239-280-1654, which is located in Office #160 on the first floor of the Canizaro Library.

AVE MARIA UNIVERSITY
SEXUAL HARASSMENT AND SEXUAL VIOLENCE POLICY

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. Sexual harassment is 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 or effect of unreasonably interfering with an individual’s work or educational performance or creating an intimidating, hostile or offensive work or learning environment.

Sexual harassment can occur between/among supervisors/managers and subordinates, faculty and staff or students, peers, vendors/subcontractors/visitors and employees or students, or any combination thereof. Often, but not always, the harasser is in a more powerful position than the person being harassed. In such situations sexual harassment is particularly serious because it may unfairly exploit the power inherent in a supervisor’s or faculty member’s position. All forms of sexual harassment whether occurring on or off campus are violations of the University’s policy and will not be tolerated.

Sexual violence, as that term is used in Federal regulations, refers to 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. All such acts can be considered a form of sex discrimination, and like sexual harassment, are prohibited by Title IX of Federal law.

Sexual assault, a form of sexual violence, is defined as 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.

For the purposes of this policy, the term “consent” is defined as 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. Consent cannot be gained by force, or by ignoring or acting in spite of the objections of another. Incapacitated persons (as from the use of drugs or alcohol) or persons who are asleep or unconscious cannot give consent, nor can minors give consent. Silence or an absence of resistance does not imply consent. Consent obtained to engage in past sexual activity shall not be deemed to imply consent to future activity. Further, consent to one form of physical intimacy or sexual activity shall not be considered to imply consent to other forms of sexual activity.

As a Catholic university that believes in the inherent dignity and worth of each and every 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.

The University’s prohibition of sexual harassment and sexual violence wherever it occurs (on or off-campus) applies to all students, faculty and staff members as well as third parties (such as visitors to campus). The information provided here regarding processes, procedures and resources is primarily intended for the benefit of students. (Members of the faculty and staff of the University should contact Human Resources for information and resources designed for their benefit.)

The University encourages victims of sexual harassment and sexual violence to talk to somebody about what happened – so that victims can get the care and support that they need and so that the University can respond appropriately and work to prevent its recurrence and remedy any discriminatory effects. However, when seeking assistance from University employees in particular, students should understand that most employees are required by Federal law to report all details of an incident to the University (so that the University can take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably).
Students who make a report of sexual harassment or sexual violence (these students are referred to elsewhere within this and other University policies as "complainants") shall be informed of and encouraged to use all appropriate University, law enforcement, and community resources. The University's response to such reports will be conducted promptly, thoroughly and impartially. Students accused of sexual harassment or sexual violence (referred to within University policies as "charged students") shall receive appropriate procedural protection to ensure that they are treated fairly and in accordance with University policies and procedures. The investigation of any report of sexual harassment or sexual violence made to the University shall be completed as promptly as possible and in most cases within 60 days of the initial report.

Any actual or threatened retaliation, or any act of intimidation by a charged student or third party directed at any participant in the disciplinary process, intended to prevent or otherwise obstruct the reporting of sexual harassment or sexual violence or the participation in proceedings related to such reports, is prohibited by Title IX and University policy and will result in disciplinary action regardless of the outcome of the underlying misconduct complaint.

To support and assist students, both those who bring complaints and those who are charged with violations, the University provides a range of services and referrals for resources. Please see the references below for information related to medical, counseling and pastoral care.

HELP FOR VICTIMS OF SEXUAL VIOLENCE

Immediate Assistance: Reporting an Incident

Victims of sexual violence have several alternatives open to them for reporting the incident. Each of these resources can assist students in getting the help they need:

**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 so as to ensure that the reporting student is provided appropriate assistance.

**Collier County Sheriff’s Office Emergency**: 911, 8-911 (from a campus phone), or 239-252-9300
For incidents occurring on campus or in Ave Maria town, a victim of sexual violence may also report the incident directly to the local law enforcement authority, the Collier County Sheriff’s Office (CCSO). AMU Security can assist students in contacting the CCSO.

**AMU Title IX Coordinator, Mrs. Kateri Allen**: 239-304-7920
Reports may also be made to the AMU Title IX Coordinator, Mrs. Kateri Allen. 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 sexual violence.

Assistance for victims of sexual violence is also available from Project HELP: 239-262-7227. Project HELP (www.projecthelpnaples.org) is not affiliated with the University, but is a local non-profit organization 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). SART works with complainants individually or acting as advocates while they work with law enforcement.

**Immediate Assistance: Emergency Medical Care**

It is especially important for victims of sexual violence to seek immediate and appropriate medical treatment and assistance, if necessary. Note: Depending upon the nature of the incident, and for the purposes of preserving evidence in the event criminal prosecution is sought, it may be best for the victim not to shower, eat, change clothes, or brush teeth prior to seeking medical attention.

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:

<table>
<thead>
<tr>
<th>Hospital Name</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCH North Naples Hospital</td>
<td>11190 Health Park Boulevard</td>
<td>239-624-5000</td>
</tr>
<tr>
<td>Physicians Regional - Collier Boulevard</td>
<td>8300 Collier Boulevard</td>
<td>239-354-6000</td>
</tr>
<tr>
<td>NCH Downtown Naples Hospital</td>
<td>350 7th St. N.</td>
<td>239-436-5000</td>
</tr>
<tr>
<td>Physicians Regional – Pine Ridge</td>
<td>6101 Pine Ridge Road</td>
<td>239-348-4000</td>
</tr>
<tr>
<td>Naples, FL 34110</td>
<td>Naples, FL 34114</td>
<td>239-624-5000</td>
</tr>
<tr>
<td>Naples, FL 34119</td>
<td>Naples, FL 34102</td>
<td>239-436-5000</td>
</tr>
</tbody>
</table>

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.

**Ongoing Assistance: 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.

I. **The University Counselor, Ana Maria Li-Rosi, LMHC, NCC: 239-304-7372**

Students needing confidential counseling services should contact the University Counselor, Ms. Ana Maria Li-Rosi, a trained professional who can provide specialized support and assistance to students who have been subjected to sexual violence. Students may seek counseling at any time, no matter how long ago the incident occurred. Counseling services also are available to friends of a victim who may need support in assisting the student.

II. **Project HELP: 239-262-7227**
In addition to providing 24/7 assistance for sexual violence victims, Project HELP can also provide ongoing counseling and support services for students dealing with sexual violence.

III. Campus Ministry 239-280-2518, chaplain@avemaria.edu
The Campus Ministry staff is trained to provide pastoral counseling and support to students or to friends who wish to support and assist them.

IV. The on-call Residence Hall Director: 239-280-7344
The on-call Residence Hall Director can also provide assistance in obtaining counseling and pastoral guidance and support.

All of the services described above are available to student victims regardless of whether or not a victim chooses to report the incident or participate in any University disciplinary process or criminal process. The University Counselor, the priests in Campus Ministry staff and the staff of Project Help are confidential resources; for further information regarding confidentiality, please see the “Reporting Options and Confidentiality” section below.

Accommodations and Other Interim Measures

Students seeking support following an incident of sexual violence should contact the Office of Student Affairs (239-280-2540), where they will be referred to a professional staff member in the office who will identify, explain and navigate the available support services. This includes information regarding counseling, educational support, pastoral care, medical treatment, and information about the University’s disciplinary procedures.

The Office of Student Affairs can take steps to help ensure the safety and well-being of students who report sexual violence, such as providing alternative housing arrangements, helping to rearranging class or work schedules, identifying other academic assistance (e.g., tutoring) and seeking other academic accommodations if necessary.

In some cases, as a way to help students continue their academic endeavors with as little distraction and disruption as possible, the Office of Student Affairs may issue a “no-contact order” to some or all of the students involved. These no-contact orders have the force of a University regulation and normally prohibit the students involved from having any contact of any sort, either directly or through third parties, with each other. The issuance of no-contact orders is not a determination of responsibility (or lack thereof) attributable to either party, but is intended to help students focus on their school work with minimal distraction.

In each case, every effort will be made to accommodate all reasonable requests, to protect the student and the campus community, and to minimize the impact on the student’s educational endeavors. As with the resources described earlier, these academic accommodations and interim measures are available to student complainants regardless of whether any formal disciplinary action is initiated against an alleged perpetrator of sexual violence.
REPORTS TO THE UNIVERSITY

A student who reports an incident of sexual violence to the University will be referred to a professional staff member in the Office of Student Affairs who will identify, explain and navigate the available support services. The University's Student Code of Conduct and disciplinary policies and procedures will be explained to the student. The University's Student Code of Conduct may be found at: http://www.avemaria.edu/CurrentStudents/StudentHandbookPolicies.aspx.

A student always has the option to pursue a criminal complaint with the appropriate law enforcement agency, to pursue the University's disciplinary process, or to pursue both processes simultaneously.

The University Disciplinary Process

The Office of Residence Life and Housing is responsible for investigating and adjudicating alleged violations of the University's behavioral expectations, including alleged violations of the sexual violence policy. The University's Code of Student Conduct may be found at http://www.avemaria.edu/CurrentStudents/StudentHandbookPolicies.aspx. The Code of Student Conduct does not allow for the mediation of allegations of violations of the sexual violence policy.

Cases involving allegations of sexual harassment and sexual violence referred to the Office of Residence Life and Housing shall be adjudicated using a “preponderance of the evidence” (i.e., it is more likely than not that the sexual harassment or sexual violence occurred) as the standard for the determination of responsibility under the policy.

In cases of sexual harassment and sexual violence referred to the Office of Residence Life and Housing, both the complainant and the charged student shall be provided notice of the disciplinary setting (i.e., a case referral meeting or an appeal hearing); both parties shall be provided the opportunity to present witnesses and other evidence; both parties will be afforded similar and timely access to any information that will be used in the proceeding; both parties shall have the same opportunities to have an advisor present during a disciplinary proceeding; both parties shall be informed of the final determination of the proceeding in writing, as well as informed of any sanctions imposed against the charged student, and any options to appeal the determination of responsibility. Disciplinary action at the University may proceed while criminal or civil proceedings are pending, and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced, that no criminal charges have been brought, or that any civil action has been dismissed. Sanctions may be administered independent of any pending civil or criminal action or settlement reached. The full range of disciplinary sanctions, including expulsion from the University, may be considered, depending on the nature and severity of the offense.

OPTIONS AND CONFIDENTIALITY

As a community of scholars and students who aim to foster a genuine love and concern for one another, the University believes that members of the community should not bear the pain and effects of sexual violence on their own. The University encourages victims of sexual violence to seek out those who can help them
and offer support. The University also encourages victims to make reports to the University, so that it can take prompt and effective steps to end the violence, prevent its recurrence, and address its effects.

**Reports to University Employees**

The University acknowledges that sexual violence cases require extreme sensitivity and the exercise of discretion, and will make reasonable efforts to preserve an individual's privacy and protect the confidentiality of information. However, under Federal law, all University employees (except professional counselors with the University Counseling Center and priests within Campus Ministry) who receive information regarding sexual violence, whether from the student involved or a third party, are required to refer that information (including personal details) to the Title IX Coordinator and other University authorities for investigation and follow up.

University employees are directed to make every effort – before a student reveals information that he or she may wish to keep confidential – to ensure that the student understands that the employee has certain reporting obligations (i.e., to report the names of the alleged perpetrator and the student involved in the alleged violence, as well as relevant facts regarding the alleged incident including the date, time and location, to the Title IX coordinator or other appropriate school officials). University employees are also directed to refer students to counselors, health care providers, clergy, and others who can maintain confidentiality.

If the victim nonetheless wants to tell a University employee what happened but also wants to maintain confidentiality over the details of the incident, the employee should tell the victim that the University will consider the request, but because of its obligation to protect the campus community by trying to end the sexual violence and prevent its recurrence, cannot guarantee that the University will be able to honor the request. The University's Title IX Coordinator is responsible for evaluating these requests for confidentiality. Further, the student should be aware that honoring the request for confidentiality may limit the University's ability to respond fully to the incident.

**Reports to Local Law Enforcement**

Students may, at any time, make a report of an incident of sexual violence to the appropriate law enforcement agency. For sexual violence that is also criminal behavior alleged to have occurred on campus or in the town of Ave Maria, the Collier County Sheriff's Office (911, 8-911 from a campus phone, or 239-252-9300) is the appropriate law enforcement agency. Students pursuing this option should understand that the law enforcement agency may conduct an investigation that would not allow for the details of the incident to remain confidential.

**Discuss with a Privileged and/or Confidential Resource Person**

Students may report an incident of sexual violence to certain professionals who may maintain confidentiality. Medical care providers, licensed counselors, and pastoral counselors are not required to report any information about an incident of sexual violence to the University without a victim's permission.
If a student would like the details of an incident to remain confidential, the student should speak with one of the following persons:

- the University Counselor – Ana Maria Li-Rosi, LMHC, NCC: 239-280-2540
- a health care provider (such as a physician or staff member from one of the hospitals previously provided)
- a staff member at an off-campus rape crisis center (such as Project HELP: 239-262-7227)
- priests within Campus Ministry: 239-280-2518

At Ave Maria, professional licensed counselors and priests providing assistance to members of the University community are not required to report any information about an incident to the University or to the University’s Title IX coordinator.

**SOME WAYS THE UNIVERSITY TRIES TO PREVENT SEXUAL VIOLENCE**

The University's sexual violence prevention efforts are coordinated through the Office of Student Affairs. Through collaborative efforts with other University departments and outside agencies, Student Affairs works to prevent sexual violence through orientation sessions, education, awareness, 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.

**NOTES**

Nothing in this policy should be construed as curtailing, limiting, abridging, or in any way modifying the rights of students, faculty or staff to engage in legitimate academic inquiry or to express themselves in accordance with rights guaranteed under federal, state or local law, or otherwise provided by University policy.

Students with questions about Title IX may contact the Federal Department of Education’s Office for Civil Rights:

U.S. Department of Education - Office for Civil Rights
Lyndon Baines Johnson Department of Education Building
400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone: 800-421-3481; TDD: 800-877-8339  Email: OCR@ed.gov
## Fines & Community Restitution for Residence Hall Policy Violations

**NOTE:** Depending on the circumstances and the severity of the violation, the fines assigned can vary at the discretion of the Director of Residence Life. This is not meant to serve as an exhaustive list of all possible violations.

### Legend

<table>
<thead>
<tr>
<th>Legend</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOS: Dean of Students</td>
<td>Suspensions: Disciplinary Suspension</td>
</tr>
<tr>
<td>DRL: Director of Residence Life</td>
<td>Hrs: Hours of Community Service</td>
</tr>
<tr>
<td>RD: Residence Director</td>
<td>VP: Visitation Privileges</td>
</tr>
</tbody>
</table>

### Major Violations

#### Drug Policy Violations

<table>
<thead>
<tr>
<th>Violation</th>
<th>First Violation</th>
<th>Second Violation</th>
<th>Third Violation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use or possession of marijuana</td>
<td>$150 &amp; 10 hrs</td>
<td>$150 &amp; 20 hrs &amp; Refer to DRL</td>
<td>Refer to DOS &amp; Suspension</td>
</tr>
<tr>
<td>Misuse of prescription medication</td>
<td>$150 &amp; 10 hrs</td>
<td>$150 &amp; 20 hrs &amp; Refer to DRL</td>
<td>Refer to DOS &amp; Suspension</td>
</tr>
<tr>
<td>Possession of any other drug</td>
<td>$300 &amp; 10 hrs &amp; Refer to DRL</td>
<td>Refer to DOS &amp; Possible Suspension</td>
<td></td>
</tr>
</tbody>
</table>

### Alcohol Policy Violations

<table>
<thead>
<tr>
<th>Violation</th>
<th>First Violation</th>
<th>Second Violation</th>
<th>Third Violation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Underage intoxication, consumption, possession or transport of alcohol</td>
<td>$100.00</td>
<td>$100 &amp; 10 hrs</td>
<td>$100 &amp; 20 hrs &amp; Refer to DRL</td>
</tr>
<tr>
<td>Underage use of alcohol paraphernalia</td>
<td>Warning</td>
<td>$100 &amp; 10 hrs</td>
<td>$100 &amp; 20 hrs &amp; Refer to DRL</td>
</tr>
<tr>
<td>Intoxication (OF AGE)</td>
<td>$50.00</td>
<td>$100 &amp; Alcohol Module/Counseling</td>
<td>$150 &amp; refer to DRL</td>
</tr>
<tr>
<td>Consuming alcohol in public areas (OF AGE)</td>
<td>$50.00</td>
<td>$100.00</td>
<td>$150.00</td>
</tr>
</tbody>
</table>

### Procedural Violation (during Visiting Hours)

<table>
<thead>
<tr>
<th>Violation</th>
<th>First Violation</th>
<th>Second Violation</th>
<th>Third Violation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing a visitor on campus without permission</td>
<td>Warning</td>
<td>$25.00</td>
<td>$50 &amp; 2 weeks loss of VP</td>
</tr>
</tbody>
</table>

### Visitation Policy & Sexual Morality Violations

<table>
<thead>
<tr>
<th>Violation</th>
<th>First Violation</th>
<th>Second Violation</th>
<th>Third Violation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inappropriate Behavior (Common areas &amp; Visiting Hours)</td>
<td>Warning</td>
<td>$50 &amp; 2 weeks loss of VP</td>
<td>$75 &amp; 4 weeks loss of VP</td>
</tr>
<tr>
<td>Visitation Outside of Visiting Hours</td>
<td>Warning</td>
<td>$50 &amp; 2 weeks loss of VP</td>
<td>$75 &amp; 4 weeks loss of VP</td>
</tr>
<tr>
<td>Overnight visitation (member of opposite sex)</td>
<td>$100 &amp; 2 weeks loss of VP</td>
<td>$150 &amp; semester loss of VP &amp; refer to DRL</td>
<td>$200 &amp; DP &amp; refer to DRL</td>
</tr>
</tbody>
</table>

### Safety & Security Policy Violations

<table>
<thead>
<tr>
<th>Violation</th>
<th>First Violation</th>
<th>Second Violation</th>
<th>Third Violation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Violence of any kind and any act that intentionally injures a person</td>
<td>$100 &amp; Refer to DRL</td>
<td>Refer to DRL</td>
<td></td>
</tr>
<tr>
<td>Hazing or bullying, including cyber-bullying</td>
<td>$100 &amp; Refer to DRL</td>
<td>Refer to DRL</td>
<td></td>
</tr>
<tr>
<td>Verbal abuse of any kind</td>
<td>$50.00</td>
<td>$100 &amp; Refer to DRL</td>
<td>Refer to DRL</td>
</tr>
<tr>
<td>Disrespect of faculty or staff</td>
<td>$75.00</td>
<td>Refer to DRL</td>
<td></td>
</tr>
<tr>
<td>Destruction, damage, or misuse of property</td>
<td>Cost of replacement or restoration &amp; refer to DRL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Failure to exit during a fire alarm</td>
<td>$100.00</td>
<td>$150 &amp; Refer to DRL</td>
<td>$200 &amp; Refer to DRL</td>
</tr>
<tr>
<td>Theft of personal or University property</td>
<td>Refer to DRL &amp; Campus Security</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Minor Violations

<table>
<thead>
<tr>
<th>Violation</th>
<th>First Violation</th>
<th>Second Violation</th>
<th>Third Violation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quiet or courtesy hours violation</td>
<td>Warning</td>
<td>$20.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Loud or disruptive behavior</td>
<td>Warning</td>
<td>$20.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Playing offensive music</td>
<td>Warning</td>
<td>$20.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Failure to clean common area after use</td>
<td>Warning</td>
<td>$20.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Failure to comply with room checks</td>
<td>Warning</td>
<td>$20.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Failure to attend mandatory Residence Hall meeting</td>
<td>$25.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Improper checkout in the residence hall</td>
<td>$50.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laundry left in laundry room after hours</td>
<td>$10.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Common hours violation</td>
<td>$50.00</td>
<td>$75.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Lock Outs (AFTER FIRST THREE LOCKOUTS)</td>
<td>$10.00</td>
<td>$10.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Early arrivals/late stays in the Residence Hall without approval</td>
<td>$50 per night</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Fire Safety Policy Violations

<table>
<thead>
<tr>
<th>Violation</th>
<th>First Violation</th>
<th>Second Violation</th>
<th>Third Violation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Propped Exit Doors</td>
<td>Warning</td>
<td>$15.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>Exit of Alarmed Doors</td>
<td>Warning</td>
<td>$15.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>Smoking indoors</td>
<td>$100.00</td>
<td>$150 &amp; Refer to DRL</td>
<td>$200 &amp; Refer to DRL</td>
</tr>
<tr>
<td>Open flame or burning in any building (candles, stove tops, etc)</td>
<td>Warning</td>
<td>$50.00</td>
<td>$100.00</td>
</tr>
</tbody>
</table>