



STUDENT HANDBOOK

2026-2027

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University Mission Statement

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

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

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

Office of Student Affairs Mission Statement

The Office of Student Affairs exists to serve the overall mission of the Catholic Liberal Arts Education at Ave Maria University through fostering the integrated health and development of each student in his or her spiritual, personal, and academic journey.

Principles for Living in a Catholic University Community

To best attain the aims of university life all members ought to live as a community of friends dedicated to the pursuit of wisdom. Among the most foundational principles for upholding this way of life are:

- Love God above all things and your neighbor as yourself and be merciful with others.
- Be diligent and sincere in your education: open to learning and striving for academic excellence.
- Be honest and have integrity in all that you do.
- Demonstrate courage under pressure.
- Exercise stewardship within our greater campus community.
- Recognize the importance of service to others.
- Grow in virtue and help others to do the same.
- Develop Godly friendships and learn the value of teamwork.
- Be proud of Ave Maria—show school spirit and support University activities.

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

Introduction

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

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

The content of this publication replaces and supersedes all previous editions of the AMU Student Handbook. If there is a conflict between policies and regulations contained in alternative student publications, the policy contained in this version of the Student Handbook shall have precedence. All students at Ave Maria University, including undergraduate and graduate students as well as both residential and commuter students, are responsible for knowing and observing the

policies, procedures, and regulations contained in this handbook, as well as additional policies or changes in policy officially distributed or posted online during the current academic year. Failure to read this handbook does not excuse a student from the requirements and regulations described herein.

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

Other Sources of Official Information for Students

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

E-Mail Policy

The University has the need to send communications to students, faculty, and staff via e-mail, and the right to expect that those communications will be received and read in a timely fashion. Ave Maria University expects all students, faculty, and staff to activate and actively maintain their AMU e-mail account in order to receive University communications.

Students are expected to check e-mail on a frequent and regular basis in order to stay current with university-related communications, recognizing that certain communications may be time-critical. It is recommended that e-mail be checked daily.

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

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

FERPA

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

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

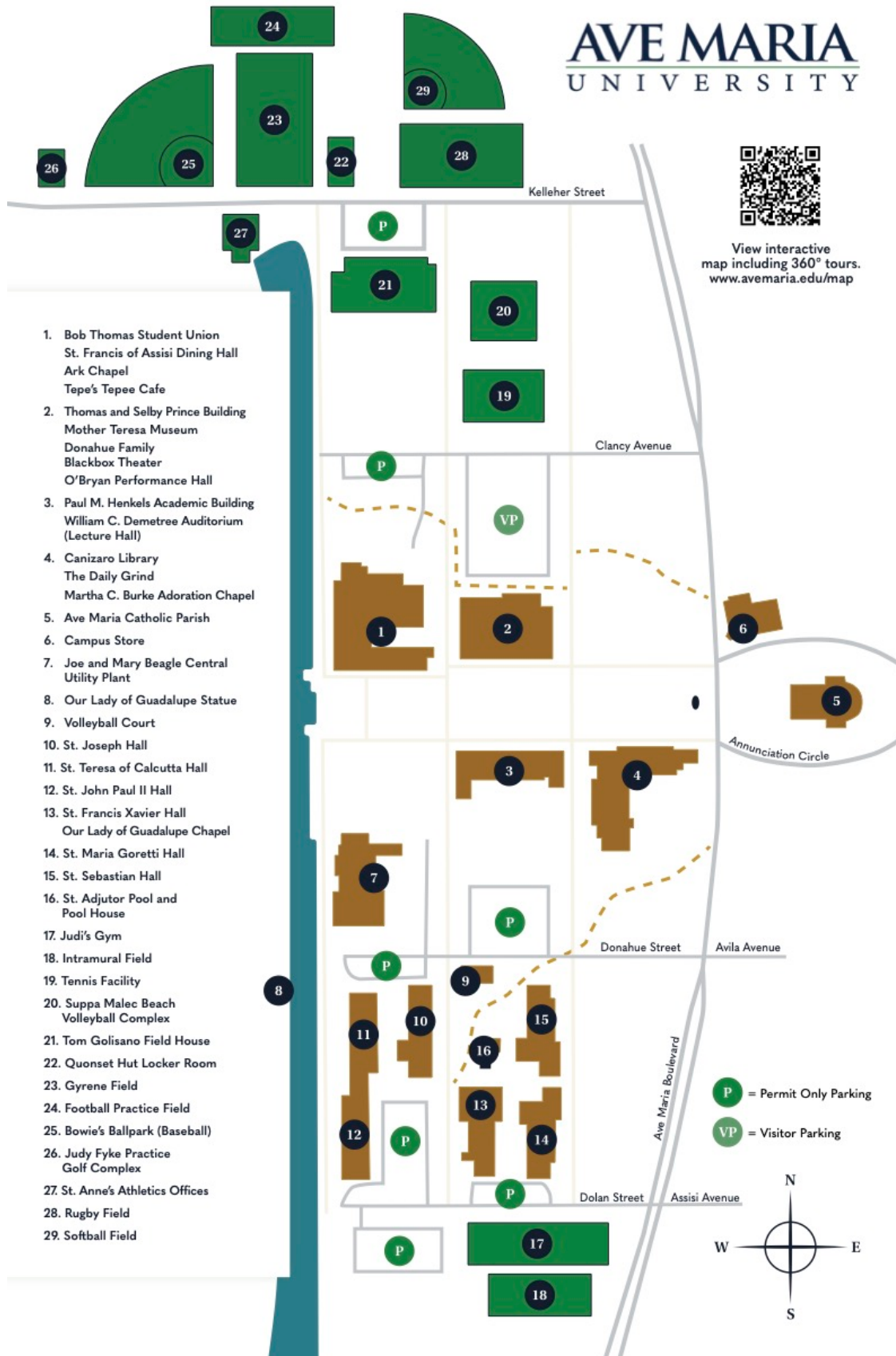
The Office of Student Affairs assumes that students, as maturing adults, can attend to their affairs without parental intervention. Normally, the Office of Student Affairs will not initiate contact with parents unless the student's status with the University is seriously threatened for health or disciplinary reasons, in which case the University will initiate

contact with parents or guardians in person, over the phone, or in writing. The University will follow the Family Educational Rights and Privacy Act regulations. (For more details on FERPA, please visit <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>)



View interactive
map including 360° tours.
www.ave maria.edu/map

1. Bob Thomas Student Union
St. Francis of Assisi Dining Hall
Ark Chapel
Tepe's Tepee Cafe
2. Thomas and Selby Prince Building
Mother Teresa Museum
Donahue Family
Blackbox Theater
O'Bryan Performance Hall
3. Paul M. Henkels Academic Building
William C. Demetree Auditorium
(Lecture Hall)
4. Canizaro Library
The Daily Grind
Martha C. Burke Adoration Chapel
5. Ave Maria Catholic Parish
6. Campus Store
7. Joe and Mary Beagle Central
Utility Plant
8. Our Lady of Guadalupe Statue
9. Volleyball Court
10. St. Joseph Hall
11. St. Teresa of Calcutta Hall
12. St. John Paul II Hall
13. St. Francis Xavier Hall
Our Lady of Guadalupe Chapel
14. St. Maria Goretti Hall
15. St. Sebastian Hall
16. St. Adjutor Pool and
Pool House
17. Judi's Gym
18. Intramural Field
19. Tennis Facility
20. Suppa Malec Beach
Volleyball Complex
21. Tom Golisano Field House
22. Quonset Hut Locker Room
23. Gyrene Field
24. Football Practice Field
25. Bowie's Ballpark (Baseball)
26. Judy Fyke Practice
Golf Complex
27. St. Anne's Athletics Offices
28. Rugby Field
29. Softball Field



Student Resources and Contact Information

Campus Ministry

For questions regarding Sacraments, Mass and Confession, Spiritual Direction, OCLA, Households, Campus Ministry Team, Marriage Preparation, Retreats, please contact:

Fr. Joseph Lugalambi, Director of Campus Ministry

Office: SUB 1071

Phone: (239) 280-2519

Email: Fr.Joseph.Lugalambi@avemaria.edu

Sr. Maria Ecclesiae, Pastoral Associate Director of Campus Ministry

Kerry Estes, Director of Mission Outreach

Office: SUB 1072

Phone: (239) 280-2519

Email: Kerry.Estes@avemaria.edu

Hannah Baalman, Campus Ministry Coordinator

Office: SUB 1072

Phone: (239) 280-2519

Email: Hannah.Baalman@avemaria.edu

For more information regarding Campus Ministry, please visit: <https://www.avemaria.edu/campus-life/campus-ministry>

For Mass and Confession Times, please visit this webpage for an updated schedule: <https://www.avemaria.edu/campus-life/mass-and-confession-schedule>

For more information regarding Households, please visit: <https://www.my.avemaria.edu/households>.

Chaplains and Sisters on Campus

To schedule Spiritual Direction with one of the chaplains, please visit: <https://www.avemaria.edu/campus-life/campus-ministry> or email chaplain@avemaria.edu.

Fr. Joseph Lugalambi

Director of Campus Ministry

Office: SUB 1071

Phone: (239) 280-2519

Sr. Maria Eccelsiae, Daughters of Holy Mary of the Heart of Jesus

Pastoral Associate to the Director of Campus Ministry

We also have sisters from the Daughters of Mary of Nazareth on campus for those who wish to speak to them or participate in book studies with them.

Sister Guadalupe Karol & Sister Bernadette Solanus
Office: Prince 161

Office of Academic Affairs

Dr. Roger Nutt, Provost

Office: ACAD 3020

Email: Roger.Nutt@avemaria.edu

Phone: 239-304-7127

Dr. Seana McGuire, Vice President of Academic Affairs

Office: ACAD 3056

Email: Seana.McGuire@avemaria.edu

Phone: 239-280-1625

Dr. Daniel Davy, Dean of Faculty

Office: ACAD 2056

Email: Daniel.Davy@avemaria.edu

Phone: 239-304-7127

Dr. Michael Breidenbach, Dean of the Honors College

Office: ACAD 2014

Email: Michael.Breidenbach@avemaria.edu

Phone: 239-280-1570

Academic Catalog

Please see the Academic Catalog for more information regarding Academic Affairs: <https://www.avemaria.edu/academics/academic-catalog>.

Office of the Registrar

For questions regarding records, transcripts, class schedules, enrolling in classes, etc.

Carolina Fernandez, Registrar

Phone Number: (239) 280-2565

E-Mail Address: AMURegistrar@avemaria.edu

Office Location and Hours: Canizaro Library, 1st floor

Monday-Friday, 9 am – 5 pm

For more information, please visit: <https://www.avemaria.edu/academics/registration-records>

Student Support Services

For questions and help with class schedules, balancing academics and extracurricular activities, planning, studying more effectively, academic support, etc.

Dr. Daniel Davy, Dean of Faculty, Student Support Services

Phone Number: (239) 304-7823

E-Mail Address: SupportServices@avemaria.edu
Office Location and Hours: Canizaro Library, 1st & 2nd floor
Monday-Friday, 9 am – 5 pm

For tutoring hours and for more information, please visit: <https://www.avemaria.edu/academics/student-support-services>

Adaptive Services

For questions regarding accommodations for classes due to a documented disability, injury, sickness, etc.

Jenifer LeCompte

Phone Number: (239) 280-1654
E-Mail Address: Jenifer.LeCompte@avemaria.edu
Office Location and Hours: Canizaro Library, 1st floor, Office 160
Monday-Friday, 9 am – 5 pm

For more information, please visit: <https://www.avemaria.edu/resources/adaptive-services>.

Financial Aid

For questions regarding financial aid, tuition and costs, scholarship, grants, etc.

Niurka Lopez, Director of Financial Aid

Phone Number: (239) 280-1669
E-Mail Address: AMUFinancialAid@avemaria.edu
Office Location: Canizaro Library, 3rd floor
Monday-Friday, 9 am – 5 pm

For more information, please visit: <https://www.avemaria.edu/admissions/financial-aid>.

Bursar

For questions regarding billing, making payments, refunds, etc.

Dwain Keddo, Bursar

Phone Number: (239) 280-1673
E-Mail Address: AMUBursar@avemaria.edu
Office: Canizaro Library, 3rd Floor, rm. 331
Monday-Friday, 9 am – 5 pm

Please visit the website for more information: <https://www.avemaria.edu/admissions/student-billing>.

Office of Student Affairs

Dr. Daniel Lendman, Dean of Students

Office: Prince 158
Email: DanielW.Lendman@avemaria.edu
Phone Number: (239) 304-7934

To set up an appointment with Dr. Lendman, please contact Julianna Rival.

Julianna Rival, Executive Assistant

Office: Prince 159

Email: Julianna.M.Rival@avemaria.edu; StudentAffairs@avemaria.edu

Phone Number: (239) 280-2540

Lauren Lahr, Student Affairs Strategy, Operations, and Events Manager

Office: Prince 155

Email: Lauren.Lahr@avemaria.edu

Student CARE and Conduct Specialist, and Title IX Coordinator

For questions or issues regarding Title IX, students of concern, or student conduct

Julia Davis

Email: TitleIXCoordinator@avemaria.edu; Julia.Davis@avemaria.edu

Office: Prince 160

Phone: (239) 304-7163

Housing and Middlebrooke

For questions regarding housing, housing selection process, and housing exemptions

Jeff Stankovsky, Program Manager, Housing Compliance Security Services

Email: Jeffrey.Stankovsky@avemaria.edu

Phone: 239-304-7906

Residence Life: Resident Area Managers (RAMs) and RA Staff

Email: ResidenceLife@avemaria.edu

Office phone numbers for each Residence Hall:

Mother Teresa Hall: 239-280-151

John Paul II Hall: 239-280-1579

St. Joseph Hall: 239-304-7326

St. Francis Xavier Hall: 239-304-7206

St. Sebastian Hall: 239-304-7187

St. Maria Goretti Hall: 239-304-7313

Campus Recreation Coordinator

For questions regarding Intramurals, Clubs, or Club Sports

Benedict Niewald

Email: Benedict.M.Niewald@avemaria.edu

Phone: (239) 304-7118

Office: Prince 153

Please see my.avemaria.edu for more details about signing up for intramurals or getting the intramurals app: <https://www.my.avemaria.edu/intramurals>.

Please see [my.avemaria.edu](https://www.my.avemaria.edu/clubs) for information regarding Clubs and Club Sports: <https://www.my.avemaria.edu/clubs>.

Counseling

Mary von Mohr, LCSW

Director of Counseling Services and Counselor

Phone Number: (239) 304-7372

Office: Prince 162

Hours: Monday-Friday, 9 am – 5 pm

For more information or to schedule an appointment, please visit the website: <https://www.avemaria.edu/resources/counseling-services>

Campus Nurse

Rachel McDonald, RN, MSN

Phone number: (239) 304-7970

Email address: campusnurse@avemaria.edu

Office Location: Mother Teresa Hall Room 101

For more information or to schedule a visit, please visit the website: <https://www.avemaria.edu/campus-life/campus-health>

Student Mission Trips, Pilgrimages, and Mother Teresa Project

For questions about mission trips, pilgrimage opportunities, the Mother Teresa Project, etc.

Jesse Ray, Director of Student Mission, Service, and Pilgrimage Initiatives

Phone number: (239) 402-7148

Email: Jesse.Ray@avemaria.edu

Office Location: Prince 152

For more information, please visit the website: <https://www.avemaria.edu/travel>

Study Abroad: Rome and Ireland

*For questions regarding the **Rome** Study Abroad Program, please contact:*

Alexandrea Bartsch, Study Abroad Manager

Phone: (239) 280-2511

Email: AMUAbroad@avemaria.edu

Please also see the website for more details: <https://www.avemaria.edu/rome>

*For questions regarding the **Ireland** Study Abroad Program, please contact:*

Jesse Ray, Director of Student Mission, Service, and Pilgrimage Initiatives

Phone: (239) 402-7148

Email: ireland@avemaria.edu

Office: Prince 152

Please also see the website for more details: <https://www.avemaria.edu/ireland>

Security

For questions regarding safety, security, and parking

Rick Huntzinger, Senior Director of Campus Safety and Security

Email: SecurityAMU@avemaria.edu

Security Office: 239-280-2460

Security Emergency 24/7 Phone Number: (239) 280-6289

For more information and for emergency protocols, please visit the website: <https://www.avemaria.edu/campus-life/campus-safety>

Information Technology (IT)

For issues or questions regarding e-mail, Wi-Fi, passwords, etc.

Email: IThelpdesk@support.avemaria.edu

Phone: (239) 280-2585

Location: On the west side of the Canizaro Library

To submit a ticket to IT, please visit: [Services.avemaria.edu](https://services.avemaria.edu)

Facilities

For issues or questions regarding your room or residence hall maintenance or if something needs to be fixed

Shawn Scanlan: Shawn.Scanlan@avemaria.edu

To submit a ticket to Facilities, please visit: services.avemaria.edu

Student Life, Security, and Well-Being

“Now the company of those who believed were of one heart and soul. . .” Acts 4:32

Students on Campus

Residential Undergraduates:

Residential Undergraduates are those students who are full-time students seeking a bachelor's degree who live in one of the following single-sex Residence Halls on campus or in Middlebrook:

- A. Pope John Paul II Hall – 5287 Dolan Street, Ave Maria FL
- B. Mother Teresa Hall – 5287 Dolan Street, Ave Maria FL
- C. St. Francis Xavier Hall – 5281 Dolan Street, Ave Maria FL

- D. St. Maria Goretti Hall – 5277 Dolan Street, Ave Maria FL
- E. St. Joseph Hall – 5262 Donahue Avenue, Ave Maria FL
- F. St. Sebastian Hall – 5254 Donahue Avenue, Ave Maria FL

Ave Maria University has a residency requirement for all undergraduate students unless they are married, over the age of 23, or living with parents, grandparents or legal guardians full-time in Collier County, Lee County, or within 45 miles of campus. In extreme circumstances, the Housing Exemption Committee may approve an exception to the residency requirement policy. Students in such circumstances should contact the Office of Residence Life via email to obtain the Housing Exemption Request Form.

Commuter Undergraduates

Commuter Undergraduates are students seeking a bachelor's degree who live off campus. As stated above, these undergraduate students must be married, over the age of 23, or living with parents, grandparents, or legal guardians full-time in Collier County, Lee County, or within 45 miles of campus. In extreme circumstances, the Housing Exemption Committee may approve an exception to the residency requirement policy.

International Students

All international students must maintain full-time status as a student and their F-1 status, if applicable. For an F-1 international student, any disciplinary action will be handled by the Student Affairs Office. Any Code of Conduct violation could affect your status and eligibility. If a student is suspended or expelled, they may be required to depart the United States immediately. Please see the International Students Handbook for more information or contact the designated school official (DSO).

Transfer Students

Transfer students are defined as students who were previously enrolled in another college or university following graduation from high school. Please see the Academic Catalog for additional information regarding credit transfers and graduation requirements.

Part-Time Students

Students with part-time status are not allowed to live in university housing unless they receive special permission the Dean of Students. The University reserves the right to remove students from housing if they do not maintain full-time status. For undergraduates, full-time status requires enrollment in at least 12 credit hours or three classes per semester, except for the final semester in which they will receive their degree.

For graduate students full-time status is defined as enrollment in two or more graduate-level classes per semester.

Dual-Enrolled Students

As stated in the Academic Catalog, Dual-Enrolled students are high school students who have enrolled for part-time study while finishing their high school graduation requirements. High school students in their junior or senior year of high school may dual-enroll. For more information, please visit the Academic Catalog.

- A. Dual-enrolled students are welcome to use academic facilities such as the Canizaro Library, the Henkels Academic Building, and the Tom and Selby Prince Building. They also have access to the IT Helpdesk located in the Canizaro Library.
- B. Dual-enrolled students are expected to follow the Code of Conduct and campus rules and regulations. All violations will be addressed by the same disciplinary process as undergraduate students.
- C. Student Affairs facilities are reserved for full-time students only and may not be used by dual-enrolled students. These include the Student Union weight room and fitness center, Field House facilities and gymnasiums, athletic fields, Judi's gym, tennis courts, and residence halls (including common rooms).

- D. **Dual-enrolled students may not attend social events sponsored by the University, unless they are open to the public, such as athletic events, which they can attend free of charge with a current University ID.**

Graduate Students

Those seeking a graduate degree from one of our graduate programs: M.A. in Theology, Ph.D. in Theology, MBA, M.A. in Communications, Rhetoric, and Writing, M.Ed. in Catholic Educational Leadership, and M.A. in Philosophy.

Graduate students are an essential part of our campus culture and are encouraged to take part in campus events and activities. The disciplinary process for graduate students in Code of Conduct violations is the same as with undergraduate students.

Non-Student Visitors

Non-student visitors to campus may be invited to campus by individuals or as part of university programs or events. All visitors are expected to abide by the policies of the University.

Visitors are not permitted to stay in the residence halls without prior approval by the Dean of Students or his/her designee.

Honor Code

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

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

Please see the Academic Catalog on the University website for the Academic Honor Code.

Code of Conduct

“Lead a life worthy of the calling to which you have been called, with all lowliness and meekness, with patience, forbearing one another in love, eager to maintain the unity of the Spirit in the bond of peace.”

-Ephesians 4:1-3

Purpose

Ave Maria University—an academic community committed to study, research, teaching, learning, and service—holds that a life of virtue is indispensable for a healthy community in service of the mission of the university. The Code of Conduct fosters a life of virtue suited to the life of a student in pursuit of wisdom here at Ave Maria University.

Each student has an obligation to know and understand the contents of the Student Handbook and abide by the code therein. Each community member is responsible for their own actions and the conduct of their guests. Failure to uphold university, state, and/or federal laws and regulations are serious infractions and will likely result in the disciplinary action within the University as outlined in this Code of Student Conduct.

The main purpose for maintaining discipline in the University is to protect the common good of the community and the good of each member. Campus disciplinary proceedings determine if an accused student is responsible for violating University regulations. The University is entitled to use all reasonable means of ascertaining whether a violation has occurred.

Authority of Student Discipline

- A. **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.
- B. **Email Communication:** In the disciplinary process, Student Affairs and Residence Life staff communicate with students via email, either from their staff emails or from the system, **Maxient**. Maxient emails link to letters regarding scheduled conduct or witness meetings, case updates, and sanctions. **If a student receives an email from Maxient with a link, the student should open the email promptly.**
- C. **Student Participation:** Students are asked to assume positions of responsibility in the University disciplinary system so that they may contribute their skills and insights to the resolution of disciplinary cases. Final authority in disciplinary matters, however, is vested in the President, and in the University administration.
- D. **Interpretation of Regulations:** Publishing disciplinary regulations gives students general notice of prohibited behavior and their rights and responsibilities during the disciplinary process. This Code does not, nor is it intended to, afford either the specificity or the due process rights of criminal or civil statutes or procedures.
- E. **Disciplinary Action while Criminal Charges are Pending:** Students may be accountable both to civil/criminal authorities and to the University for acts that constitute violations of law and this Code. Disciplinary action at the University will normally proceed during the pendency of criminal proceedings and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced or that no criminal charges have been brought. Penalties shall not be increased in severity because civil or criminal action may be pending.

Types of Sanctions

Students found in violation of the student code of conduct are subject to sanctions. These include, but are not limited to:

- A. **Warnings, either verbal or written:** An official written or oral warning for violation of specified regulations.
- B. **Community Service Hours:** Amount to be determined according to the severity of each case and according to the discretion of Dean of Students and designated authorities.
- C. **Fines:** Amount to be determined according to the severity of each case and according to the discretion of Dean of Students and designated authorities.
- D. **Suspension of Privileges:** Ban from certain nonacademic areas, activities, events, or programs for a specified length of time according to the discretion of Dean of Students and designated authorities.

- E. **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.

- F. **Suspension:** Exclusion from classes and other privileges or activities, including access to university premises or University-sponsored activities off campus, as set forth in the notice of suspension, normally for at least one semester. A student who is suspended is not entitled to any tuition or fee refund and is banned from university premises for the duration of the suspension. A student may re-join the University community at the end of the designated term of suspension pending approval of the Admissions Committee and the Dean of Students. Readmission is not guaranteed.
- G. **Eviction from Residence:** Termination of the residence hall agreement and exclusion from visiting within certain or all residential facilities, as set forth in the notice of eviction, for a specified period. A student who is evicted is not entitled to a refund of room fees. A student who is evicted from residence is unable to fulfill residency requirements and may be suspended, upon review.
- 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. Readmission 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 and Fines:** 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, Alcoholics Anonymous, and/or mandatory referral to counseling services.

Disciplinary Procedures

Dean of Students Authority

The Dean of Students (or a designee) reserves the right to take immediate, necessary, and appropriate action to protect the health, safety, morals, and well-being of any student and/or the University community.

Such action may include pursuing disciplinary action for any violation of university policy or state or federal law, on or off university premises, by a student that affects the University's interests and/or is inconsistent with the University's expectation for students. Administrative action, in lieu of formal disciplinary action, may be taken at the discretion of the University, in an appropriate and reasonable manner, to address student behavior.

The Dean of Students, at his or her sole discretion, may evict a student from University housing, restrict a student's access to and movement about the campus, and/or suspend a student from the University for an interim period whenever the continued presence of the student at the University is deemed to pose a serious threat to him or herself,

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.

Resident Area Manager Authority

Resident Area Managers are designated representatives of the Dean of Students to enforce the code of conduct on campus. They are within their authority to issue all sanctions except suspension, eviction, dismissal, and expulsion.

Resident Assistant Authority

Resident Assistants are designated representatives of the Dean of Students to enforce the code of conduct on campus. They are within their authority to issue sanctions of warnings, community service, and fines up to \$100.

Disciplinary Process

General Information

- A. The Dean of Students shall have the power to enact rules for the conduct of all proceedings provided that such rules do not conflict with any provision of this Code, and that notice of these rules is given to all concerned parties.
- B. The files of students found in violation of any prohibited conduct will normally be retained as a disciplinary record in written or electronic form in the Office of the Dean of Students, as outlined in the University policy governing student records.
- C. **Parental Notification.** As stated above and required by the Family Educational Rights and Privacy Act (FERPA) of 1974, AMU cannot disclose a student's education records without the written consent of a student or without proof that the student is a tax dependent of the parent. However, AMU may disclose information to parents, without written consent from the students, when notification is determined to be necessary to protect the health or safety of the student or others. This notification may occur due to a medical emergency, an incident of imminent danger, or another situation in which staff deems such action necessary.
- D. 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.

Standard Process

- A. Any person may refer a student suspected of violating this Code to the Dean of Students or their designee. The Dean of Students or a designee will be responsible for reviewing alleged violations for a prompt and equitable resolution. This will be conducted with fairness to all concerned and the University's legal obligations, including those under Title IX. Referrals should normally be made within ten working days after the discovery of the alleged violation and/or identification of the alleged violator.
- B. After the Dean of Students or designee has reviewed the reported allegation, he or she will meet with the respondent. The respondent will be informed in writing of the time and place of the meeting and the alleged violation.

- C. At this meeting, the Dean of Students or designee will review the facts to make an initial assessment and determine if further investigation is required. The respondent will have the opportunity to respond, present witnesses, or other evidence. During any investigation and resolution of a complaint, the respondent has the opportunity to obtain counsel from advisors. If further investigation is determined necessary, the respondent will be informed in writing.
- D. Advisors may attend the disciplinary meeting either in person or by telephone, or video conferencing. The advisor is not permitted to speak during the disciplinary meeting.
- E. After reported allegations have been reviewed and the respondent has had the opportunity to respond, the appropriate disciplinary or administrative action to be taken will be determined. The Dean of Students or designee will:
 - 1. Determine if the respondent is responsible for violating the Code of Conduct.
 - 2. Determine whether a sanction should be imposed.
 - 3. Impose a sanction or sanctions.
 - 4. **Repeated violations:** Students found responsible for repeated disciplinary infractions/code of conduct violations that are serious and/or intentional will be subject to more severe sanctions including eviction, suspension and/or expulsion based on continued non-compliance with university standards of conduct.

Disciplinary Hearing Process for Serious Sanctions

- A. Serious violations, especially those which can be liable to the sanctions of eviction, suspension, or expulsion, are always heard by the Dean of Students and one other designee, or at least two designees of the Dean of Students. These comprise the disciplinary committee. As needed and/or appropriate, a representative from Campus Safety and Security may also attend.
- B. The same procedures for a standard disciplinary process obtain for the disciplinary committee hearing.
- C. The disciplinary committee has one week from the hearing to come to a decision regarding responsibility and sanctions, provided there is no pressing reason to extend this time.
- D. Final decision regarding responsibility and sanctions belongs to the Dean of Students.

Disciplinary Appeals

- A. A student sanctioned to eviction from residence, suspension, dismissal, or expulsion from the University may submit an appeal request.
- B. An appeal request must be submitted in writing (email is acceptable) to the Office of the Dean of Students no later than two business days after the sanction or sanctions have been imposed. This written appeal must state the specific reason for the appeal, based on one or more of the following:
 - 1. Clear and convincing evidence does not exist to support the decision reached.
 - 2. New evidence that significantly alters the findings of fact that was previously unknown to the respondent has been discovered.
- C. The respondent will have the opportunity to submit a written statement to the Dean of Students delineating the argument for the appeal no later than **five business days** after the sanction or sanctions have been imposed. The statement should be no longer than five pages, double-spaced, and must be submitted in PDF format.
- D. The Dean of Students will submit the appealing party's written request for appeal to the Student Appeals Disciplinary Committee.

- E. The Student Appeals Disciplinary Committee may:
 - 1. Grant the request for appeal, or
 - 2. Deny the request for appeal for lack of adequate grounds.
- F. If the Student Disciplinary Appeals Committee grants the appeal, the student will be notified in writing of any changes or alterations to the student's findings of responsibility or sanctions to be imposed.
- G. The Dean of Students may issue an alternate, lesser sanction. This second sanction is not subject to appeal to the Student Disciplinary Committee but may be appealed to the President for clemency.
- H. If the Student Disciplinary Appeals Committee denies the request for appeal, any sanction(s) imposed by the Committee will stand. The student may, at this point, submit a written request for clemency to the President of the University (for further details, see "Clemency").

Clemency

Any person found responsible for a violation of this Code may petition the President for clemency after a severe sanction has been imposed (i.e., eviction, suspensions, dismissal, or expulsion) and all other appeal options have been exhausted. This petition must be filed within **three business 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.

The Processes for Disruptive or Dangerous Conduct and Possible Involuntary Medical Withdrawal

- A. The University strives to balance the concerns for the health and safety of individual students with those of the larger campus community. When a student's conduct is disruptive or dangerous to campus or in the University's opinion a student's continued presence on campus or participation in an educational program/activity of the University presents a direct threat to the health/safety of the student or others, the University may intervene. The University reserves the right to protect its interests when dealing with a student who, in the sole judgment of the University, is considered a danger to himself/herself and others.
- B. In some cases, the Dean of Students, in consultation with Counseling Center staff, may offer the student (or the student may request) the option of obtaining a psychological assessment with a licensed mental health professional through an approved agency, institution, or practitioner external to pending other action. Recommendations regarding the assessment venue will be made on a case-by-case basis.
- C. A student engaging in assessment will be required to sign a release of information authorizing the University to access assessment results and to discuss these results with the health care professional conducting the assessment. The University will use assessment information in consultation with the student to determine whether the student can be reasonably accommodated to permit him/her to participate in university education programs and activities, including living in the residence halls, without causing an undue hardship or presenting a direct threat to the health or safety of other members of the University community.
- D. If a student chooses not to obtain an assessment, the Dean of Students may ask the student to leave the University or restrict the student's access to educational programs and activities, university services, and university property.
- E. A student may be permitted to continue at the University under conditions developed by the University or restrict the student's access to educational programs and activities, university services, and university property.

- F. The Dean of Students may determine, after the assessment, that the student cannot be permitted to remain on-campus and can issue an “Involuntary Medical Withdrawal.”
- G. A student may be permitted to continue at the University under conditions developed by the University considering the recommendations of the assessing agency/practitioner and in consultation with the student. The student will be required to sign a statement authorizing the University to monitor compliance with the treatment plan and the conditions of his/her continued participation in educational programs and activities of the University including living in the residence halls. The student will be responsible for paying for the cost of treatment, including costs associated with the initial assessment.
- H. Failure to adhere to the treatment plan or any condition, further endangerment to the health or safety of others within the University community, further disruption of the campus environment or other violation of the Code of Student Conduct may result in the student being asked to leave the University.
- I. A student otherwise permitted to continue at the University will be required to comply with all restrictions set by the University on the student’s continued participation in university educational programs and activities, including living in the residence halls. Failure to comply with all restrictions may result in the student being asked to leave the University.

Civil Law

Civil Law is to be observed at all times by Ave Maria University’s students both on and off campus. Failure to comply with the law can result in university sanctions as well as a report to proper authorities.

Prohibitions

A. 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.

B. 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, including actions, oral or written statements, communications, conduct, gestures, expressions, or acts made in any medium (e.g., in-person, via letter, telephone, text message, electronic mail, social media or any other method).
5. Any sexual misconduct or excessive physical displays of affection.
6. Disrespect of sacred spaces on campus
7. Behaving in a degrading or demeaning manner to others, including expressions or acts made in any medium. This includes anonymous social media and online messages
8. 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

C. Dangerous Conduct

1. Intentionally or carelessly engaging in conduct that threatens or endangers health or safety or causes physical harm to any person, including the violator.
2. **Assault:** Placing a person in fear of imminent physical danger or bodily harm.
3. **Battery:** The use of offensive body contact causing harm to an individual.
4. **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.
5. **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.

D. Non-Compliance

1. Failure to comply with reasonable directives of university official 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.

E. Non-Academic Dishonesty

1. Knowingly furnishing false information to the University or member of the University community
2. Furnishing false information at university disciplinary proceedings
3. Possession or use of false identification cards (including University, State, and Federal IDs)
4. Forgery, Misuse, unauthorized alteration or creation of documents, records, or identification cards
5. Fraud committed against a member of the campus community or others
6. Knowingly initiating or causing to be initiated any false report, warning, or threat
7. Working as a student-worker on campus but not attending classes in which the student is currently enrolled

F. Sanction Violation

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

G. Theft

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

H. Harassment

1. **General Harassment:** Any actions, threats, gestures, oral or written statements, communications, conduct, expressions, or acts made in any medium (e.g., in person, via letter, telephone, text message, electronic mail, social media, or any other method) directed toward another person which have the purpose or which tend to incite a breach of the peace, create a hostile environment, bully or cause emotional distress to that person because of the humiliating, degrading, intimidating, insulting, coercive, ridiculing, and/or alarming nature of the conduct. It frequently, but not always, involves a pattern of conduct.
2. **Discriminatory language and inappropriate comments:** Language or remarks that demean or disparage individuals for any reason. Jokes, slurs, or epithets that are offensive or

degrading to any individual or group. Any other communication or behavior that contributes to a hostile or exclusionary environment.

3. **Sexual Harassment:** Defined as any unsolicited, offensive behavior that inappropriately asserts sexuality over status as a student or an employee, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of employment or academic admission or advancement; submission to or rejection of such conduct is used as the basis (or threatened to be used as the basis) for employment actions or academic decisions or evaluations; or such conduct has the purpose of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive work or learning environment. For more details on sexual harassment and Title IX violations, please see the Title IX Handbook.
4. **Voyeurism:** Defined as an interest in observing unsuspecting people while they undress, are naked, or engage in sexual activities.

I. Misuse and Abuse of University Property and Resources

1. Destructive Conduct

- i. Destructive conduct includes behavior that intentionally, recklessly, or negligently causes damage to, defaces, misuses, or destroys university property, personal property, or the property of others. This includes, but is not limited to, vandalism, tampering with equipment or safety devices, misuse of facilities, theft-related damage, unauthorized alterations to property, or conduct that creates unsafe or hazardous conditions. Destructive conduct that disrupts university operations, residential communities, or the educational environment may result in disciplinary action and restitution for damages.

2. Misuse of Technology

- i. **Pornography:** Possession, use, manufacture, or distribution of pornography is forbidden.
 1. The University reserves the right to (and does) block pornographic websites and other sites that stand in opposition to our identity as a Catholic institution. This is to protect and preserve our dignity as man and woman, made in the image of God.
 2. Students found downloading or viewing pornography on the University's network may have their use of the University's network restricted or terminated.
 3. Those who find that they are struggling with internet pornography addiction are encouraged to seek help. Counseling Services, Campus Ministry, Residence Life, and other members of the university community are sources of support and information.
4. **Deep Fakes:** Manufacture, possession, or distribution of false images, videos, or recordings of students or employees (usually, explicit, sexual or otherwise inappropriate) known as "deep fakes." This can include using AI/technology to create and share this type of material.
5. **Cyberbullying:** the use of electronic communication, digital platforms, social media, messaging services, gaming platforms, email, or other technology to harass, threaten, intimidate, humiliate, target, or harm another individual or group. Cyberbullying may include repeated unwanted contact, spreading rumors, sharing private information or images without consent, impersonation, exclusion, stalking behaviors, or the posting or transmission of harmful, degrading,

or discriminatory content. Conduct that interferes with a student's educational experience, safety, or well-being may be subject to disciplinary action regardless of whether it occurs on or off campus.

3. Unauthorized Possession or Use of University Keys

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

4. Tampering with Door Mechanisms

- i. Taping, blocking, or otherwise inhibiting proper use of the door mechanism is prohibited and will be subject to disciplinary action.

5. Misuse of Visitation Privileges

- i. Students are responsible for the conduct of their guests and for ensuring that shared spaces, furnishings, equipment, and facilities are treated with care. Damage, misuse, theft, tampering, excessive noise, or inappropriate use of university resources may result in disciplinary action, restitution costs, and/or loss of intervisitation privileges.
- ii. Intervisitation must not interfere with the academic environment, custodial operations, safety procedures, or the ability of roommates, suitemates, or community members to reasonably access and enjoy their living spaces. Students are expected to maintain appropriate behavior and cleanliness while upholding all residence hall policies during visitation hours.
- iii. The University reserves the right to restrict or revoke intervisitation privileges when conduct is inconsistent with community standards, safety expectations, or responsible stewardship of university property and resources.

6. Misuse of AMU Branding

- i. The name, logos, seals, trademarks, branding elements and other identifying marks of Ave Maria University are the property of the University and may not be used without consent from an authorized University official.
- ii. Unauthorized alteration, misuse, or reproduction of AMU branding is prohibited. Use of AMU branding must remain consistent with the mission, values, and visual identity standards established by the University.
- iii. The name, logos, seals, trademarks, and other identifying marks of Ave Maria University may not be used on social media accounts, pages, groups, or digital platforms without appropriate authorization from the University. Any approved use of AMU branding must accurately represent the organization, department, or purpose for which permission was granted and must remain consistent with the mission, values, policies, and standards of the University.

- iv. Students, student organizations, employees, and affiliates are prohibited from creating or operating social media accounts that falsely imply official University sponsorship, endorsement, or representation. AMU branding may not be used in connection with content that is misleading, discriminatory, harassing, unlawful, obscene, or otherwise inconsistent with the Catholic mission and community standards of the University.
- v. The University reserves the right to require the removal, modification, or deactivation of accounts or content that misuse AMU branding or misrepresent the University. Violations of this policy may result in disciplinary action.

J. The Use of Prohibited Substances and Misuse of Restricted Substances and Alcohol

1. 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 comply with federal and state laws, conduct themselves in a manner that reflects positively on themselves and the University, and to share responsibility in the functioning of this policy.

The following are prohibited:

- i. The unlawful possession of controlled substances.
- ii. Possession of paraphernalia, including any item used to, among other things, prepare, store, transport, inhale, ingest, inject, and/or mask illegal substances.
- iii. Any attempt, intent, or conspiracy to violate this policy.
- iv. The manufacture, distribution, and/or dispensation of controlled substances. Controlled substances broadly include narcotics, stimulants, depressants, hallucinogens, and performance-enhancing substances deemed illegal to possess without a doctor's prescription by federal or state statutes. In accordance with federal law, the University does not permit the possession, use or distribution of marijuana, including THC or Cannabis oil. As such, any students in possession of medical marijuana prescriptions are not permitted to use or possess marijuana on university property.

NOTE: Possession of THC or cannabis oil in any form, i.e. "Delta" 7, 8, etc. typically used in vapes, is considered a felony in the state of Florida: Florida Statute 893.13 makes it a third-degree felony or first degree misdemeanor offense to possess synthetic drugs such as spice, K2 and other substances that are similar in chemical structure to those that are illegal.

2. Alcohol

The use, abuse, possession, or distribution of alcohol, except as permitted by law and University policy, is prohibited. Ave Maria University is concerned first and foremost with the safety of the entire campus community.

The University will not pursue disciplinary action against students for disclosure of personal violations of the alcohol policy where the disclosure is made in connection with a good faith report of intoxication or alcohol addiction with the intention to keep oneself or another student safe. The University may initiate an educational discussion or pursue other non-disciplinary options regarding university violations that may have occurred.

- i. If one or more residents of the room are of legal age, they must store the alcohol explicitly on their side of the room, or in their individual bedroom (in suites). Alcohol cannot be stored in the common area of a suite if one or more residents in that suite are under 21 years of age.

ii. The following is prohibited:

1. Possession and consumption of alcoholic beverages by persons under 21 years of age.
2. Possession of containers that previously contained alcoholic beverages by persons under 21 years of age.

Note: Underage possession includes the presence of alcohol, in any capacity, in a room where only students under 21 reside in that room.

3. Possession of common source containers, whether full or empty of alcohol, such as kegs etc.
4. All drinking games, i.e. beer and water pong, are not permitted.
 - i. Consumption of alcoholic beverages by persons 21 years of age or older in any public area on campus, which includes outside the buildings, unless at official University events. This includes common spaces within the residence halls, unless approved by the RAM On-Call in advance, or at an official university approved event.
 - ii. Intoxication by any individual, regardless of age. This policy applies to both on- and off-campus behavior. Students are expected to conduct themselves with the same level of responsibility and decorum off campus as they do on campus. Any student who arrives at a school-sanctioned event intoxicated will be denied entry or asked to leave the event.
 - iii. Sale, distribution, provision or attempts to sell, distribute or provide alcoholic beverages to and/or by anyone under 21 years of age.

2. **Tobacco**

- a. It is forbidden to smoke or vape in any unauthorized place: e.g. University buildings, vehicles, lanais (excluding the Rosary Wall lanais), balconies, ledges, or within 40 feet of building entrances.
- b. For certain university sanctioned events, smoking can be allowed in otherwise prohibited areas, such as the balcony of the Student Union Building. Approval can be obtained from the Chief Operating Officer of the University.

K. Prohibited Items

The following items are prohibited. Possession of these items will result in sanctions.

1. **Weapons**

- i. Firearms, ammunition, knives (except small pocketknives), or other weapons, or objects that could be construed as weapons and items that pose a potential hazard to the safety or health of others.
- ii. Firearms are defined as any gun, rifle, pistol, or handgun designed to fire bullets, BBs, pellets (including airsoft guns) or shots (including paint balls, gel or hard plastic projectiles), regardless of the propellant used. Nerf guns and plastic toys are permitted.
- iii. 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.
- iv. Unauthorized hazardous materials or chemicals.

2. **Explosives**

- i. Any explosive or explosive device.
- ii. Fireworks including, but not limited to, firecrackers, cherry bombs, smoke bombs, sparklers and similar devices.

3. Sex paraphernalia

- i. “Sex toys” or sex-related paraphernalia (including condoms).
- ii. Public display of attire, objects, or property that represent or promote principles/beliefs contrary to Catholic teaching or the mission of the University.
- iii. Posters, magazines, and other print and virtual materials that display sexually suggestive images, gestures, or verbiage.

4. Drug Paraphernalia

- i. Any item used to, among other things, prepare, store, transport, inhale, ingest, inject, and/or mask illegal substances.
- ii. Visual materials that depict, glamorize, encourage, or reference illegal drug use or drug culture (i.e. posters, flags, signs, clothing, accessories, stickers, or artwork featuring marijuana leaves, drug symbols, or paraphernalia)

5. Items that Pose a Fire Hazard

- i. Candles/Incense (even if not intended to be burned) and any kind of open flames.
- ii. Appliances with any type of exposed burner, open flame, or tendency to short circuit: including, but not limited to, space heaters, air fryers, toasters, toaster ovens, electric grills, slow cookers, pressure cookers/Instapots, Crock Pots, and hot plates. Students may use and store these items in university kitchens but not in their rooms.

6. Items that Violate Mission and Identity

- i. Any material/item that the University deems is sacrilegious or directly in opposition to the doctrine of the Catholic Church (I.e. Ouija boards, tarot cards, demonic figurines, or any material, reference to Satanic material).

7. Electric Scooters and Other Personal Electric Vehicles (PEVs)

- i. The operation, charging, or storage of electric scooters or any personal electric vehicle, especially those powered by lithium-ion batteries, is prohibited on campus.
- ii. Certain accommodations can be made for American Disability Act devices. These requests should be made through Adaptive Services.

L. Hazing Policy

Hazing: Defined as any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that:

- 1. Is committed in the course of an initiation into, or an affiliation with, or the maintenance of membership in, a student organization.
- 2. Causes or creates a risk, above the reasonable risk encountered in the course of participation in the University or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including:
 - i. Whipping, beating, striking, electronic shocking, placing of a harmful substances on someone's body, or similar activity;
 - ii. Causing, coercing or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or another similar activity;
 - iii. Causing, coercing or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
 - iv. Causing, coercing or otherwise inducing another person to perform sexual acts;
 - v. Any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
 - vi. Any activity against another person that includes a criminal violation of local, state, tribal, or

- federal law; or
- vii. Any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, state, tribal, or federal law.

NOTE:

- A. A student organization is defined as “an organization at the University (such as a club, society, association, household, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band or student government) in which two or more of the members are students enrolled at the University, whether or not the organization is established or recognized by the University.”
- B. Hazing is prohibited by state law as reflected in Florida Statute 1006.63 et seq. Florida State law prohibits “hazing”, which is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to: (a) initiation into any organization operating under the sanction of Ave Maria University; (b) admission into any organization operating under the sanction of Ave Maria University; (c) affiliation with any organization operating under the sanction of Ave Maria University; or (d) the perpetuation or furtherance of a tradition or ritual of any organization operating under the sanction of Ave Maria University. Under State law, “hazing” includes, but is not limited to, pressuring or coercing a student into violating state or federal law; any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of a student; or any activity that would subject a student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student.
- C. A person commits hazing under State law when he or she intentionally or recklessly commits, solicits a person to commit, or is actively involved in the planning of any act of hazing upon another person who is a member or former member of, or an applicant to, any type of student organization and the hazing (1) creates a substantial risk of physical injury or death; or (2) results in permanent injury, serious bodily injury, or death.
- D. Allegations of hazing should be made in writing or via email to the Dean of Students and shall be investigated by the Department of Security under the direction of the Dean of Students. Allegations of hazing shall be adjudicated in a manner consistent with the Student Code of Conduct disciplinary process.
- E. The Dean of Students is responsible for providing information to all students at the commencement of each new school year relating to the University’s primary hazing prevention strategies. Such information may include seminars, video presentations, power point presentations, pamphlets and other media describing the University’s strategies to stop hazing before it occurs, develop skill-building for bystander intervention, encourage ethical leadership and promote the building of group cohesion without hazing.

Title IX

Julia Davis is the Title IX Coordinator

Contact Information

Email: TitleIXCoordinator@avemaria.edu

Phone: 239-304-7163

Office: Prince 160

Ave Maria University affirms the Catholic Church’s teachings that every person holds the utmost dignity and 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, faculty, staff, and visitors. In view of this, we strictly adhere to federal Title IX guidelines. We are committed to maintaining an environment which respects the

dignity of each person. Sexual harassment, misconduct, or abuse of any kind are not tolerated and considered deeply offensive to the God-given dignity and worth of the person.

An annual Title IX training is required to be completed by all students by September 20. The course is available on Canvas.

For more information, please see Ave Maria University's Title IX Handbook and Sexual Harassment Grievance Policy and Procedure.

Policy on Transgenderism

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

- A. Human beings are created male and female by God (Gen. 1:27).
- B. The human person is a body-soul union. The body – created male or female – is a constitutive aspect of the human person.
- C. Sexual difference is willed by God as part of the divine plan. The complementarity that results from this differentiation is ordered to the human good, particularly to marriage and family life.
- D. For the sake of their flourishing and fulfillment, all human beings are called to accept their sexual identity, manifested through the body, as a fixed and unchanging element of their psychosomatic identity and personhood.

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

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

Residence Halls

Quiet Hours

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

Quiet Hours are:

Sunday through Thursday: 9 pm – 9 am

Friday and Saturday: 11 pm – 9 am

Visitation Policy

- A. The University permits students to host visitors of the opposite sex in their residence hall rooms during visitation hours only. Mature, responsible social behavior in accordance with Catholic moral teaching is expected of all students and visitors. As we seek to promote true freedom in Christian behavior and balanced social communities in the residence halls, we allow members of the opposite sex to visit each other at specified times on **most Thursday through Sunday evenings 7:00 pm – 12:00 am**.
- B. **All visitors must sign in.** Sign-in sheets are located by the respective RA offices.
- C. All members of the opposite sex must be accompanied by their host or hostess throughout the entire duration of their visit.
- D. Within suites, visitors of the opposite sex are permitted only within the common rooms of the suites.
- E. The doors of residence hall rooms where members of the opposite sex are visiting must always be fully propped open during visitation hours, and a light must be on.
- F. The wishes of a roommate desiring privacy within their room should generally prevail over those of a roommate desiring to entertain visitors.
- G. Roommates experiencing difficulties regarding Visitation Hours are encouraged to seek the assistance of their Resident Assistants (RAs), who can then escalate to the Resident Area Manager (RAM) as needed.

Overnight Guests

- A. Students must register overnight guests by requesting permission from the Office of Residence Life through the normal guest approval process, notifying their RAM at least 72 hours prior to the day of the guest's arrival, and obtaining permission from their roommate(s) before a guest is permitted to stay in their room.
- B. Student residents of Middlebrooke must notify the Office of Residence Life 72 hours in advance of their guests' arrival.
- C. Guests must be escorted while in the building.
- D. No guests are permitted during winter or summer breaks, pre-season athletic training, Orientation, and finals week, or for more than 3 consecutive nights.
- E. All guests are expected to be knowledgeable about and abide by university regulations and residents are held responsible for the actions of any guests they invite to campus and for any costs they incur. 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.
- F. At the discretion of any University official, a guest may be denied admission or removed from university housing, facilities, and grounds at any time.
- G. Failure to register a guest may result in denial of admission to the guest and a monetary fine to the student host. Rooms and apartments should not exceed a safe and manageable occupancy that may be determined by the University.
- H. Guests of the opposite sex of their host cannot be permitted to stay in the residence halls, even if they are a close family relation.

Common Recreational Spaces in Residence Halls, Reservations, and Furniture

Students are expected to clean up after themselves and leave shared spaces, including common rooms, lounges, hallways, study spaces, kitchens, laundry rooms, bathrooms, and other shared spaces in good condition for others. This includes, but is not limited to:

- A. Disposing of trash properly
- B. Cleaning spills and wiping surfaces after use
- C. Returning furniture or equipment to its original arrangement
- D. Removing personal items promptly after meetings or gatherings
- E. Respecting university property and the shared environment
- F. Not engaging in sports within the building, 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

To reserve a common room or kitchen for a group: follow the normal reservation process posted around the residence halls. The person or group who reserved the room is responsible for cleaning the common room, lobby, or kitchen when they are finished.

Lounge Furniture is intended for the use and enjoyment of all residents. Proper care and use of this furniture is everyone's responsibility. Removal of furniture from common areas of university buildings is considered theft. Furniture that is removed, damaged, or stolen is the financial responsibility of the individuals involved, if known, or the residence of that particular residence hall if unknown.

Failure to maintain community spaces appropriately may result in removal of items, temporary loss of privileges within the space, closure of the space, hall fines, or other conduct action as deemed appropriate by the University.

Common Rooms

- A. Each residence hall has designated common areas for the residents and their guests' use for gatherings, watching movies or TV, group study sessions, household meetings, etc.
- B. Common Rooms are open 24 hours a day to residents within the residence hall.
- C. Common Hours are designated for members of the opposite sex to visit in the common areas of other residence halls.
- D. Common Room Hours for Visitation: Daily from 12pm (Noon)- 12:00am (Midnight)**
- E. Guests of the residence halls and members of the opposite sex must always be escorted by a member of the residence hall and should not be left alone.

NOTE: The entryway areas between the first and second security door of John Paul II and Mother Teresa Halls on all floors are considered common rooms. As such, common room hours and rules apply in these spaces.

Kitchens in the Residence Halls

- A. Sebastian, Goretti, Joseph Hall Kitchens are located in the residence hall lobbies and therefore can be used by both male and female and students 24/7.
- B. The Xavier Kitchen is only allowed to be used by male students when accompanied by female students during common room hours.
- C. Female students are not allowed to use the Mother Theresa Hall kitchen without being accompanied by a male student during common room hours.
- D. Male students are not allowed to use the John Paul II Hall kitchenettes without being accompanied by a female student during common room hours.

Other Spaces on University Campus

Chapels

- A. There is a chapel located in every residential hall on campus, with Our Lady of Guadalupe Chapel located adjacent to St. Francis Xavier Hall.
- B. Students are always encouraged to spend time with our Savior in the Blessed Sacrament. Informal adoration is available in any chapel, and Perpetual Adoration is available in the Martha J. Burke Adoration Chapel adjacent to the library.
- C. The Our Lady of Guadalupe Chapel, adjacent to St. Francis Xavier Hall, and the St. Gerard Majella Chapel, located in the 4th floor breezeway in between Mother Teresa Hall and St. John Paul II Hall, can be visited 24/7 with keycard access by either male or female student visitors.
- D. The chapels located in St. Sebastian Hall, St. Maria Goretti Hall, and St. Joseph Hall can be visited anytime with keycard access by residents of their respective residence hall, but visitors of the opposite sex can only visit during common room hours.
- E. Please note:
 - 1. Loud conversations, shouting, or disruptive behavior are not permitted in or immediately surrounding the Chapel, particularly during scheduled Masses, prayer services, confessions, and other liturgical events.
 - 2. Music played through phones, speakers, vehicles, or other electronic devices must be kept at a respectful volume and may not interfere with Mass or prayer.
 - 3. Students are encouraged to silence cell phones and electronic devices while inside the Chapel.
 - 4. Individuals entering or exiting the Chapel should do so quietly and respectfully.
 - 5. Gatherings near the Chapel should remain mindful of Mass (especially on Saturday afternoons and Sundays).
 - 6. Take special care always to be dressed modestly and appropriately when in the Church or Chapels. (See Dress Code section below for more details).

Student Union Building

First Floor:

Campus Ministry and Office of Mission Outreach
 Mailroom
 Dining Hall
 Full Fitness Center

Second Floor:

Honors Lounge
Fitness Center
The Institute Offices
Office of Enrollment
Office of the President

Henkels Academic Building

Classrooms
Professor Offices
Labs

Thomas and Selby Prince Building**Mother Teresa Museum**

To the end of perpetuating knowledge of and devotion to St. Teresa of Calcutta, the Mother Teresa Project has established the Mother Teresa Museum, located on campus in the Tom and Selby Prince Building. The Museum is open to students, faculty, staff, and the general public. It is the only Museum dedicated to the story of Mother's life in the United States and is officially recognized by the Missionaries of Charity. AMU is blessed to house several of Mother's relics in the Museum, providing a peaceful refuge and a holy space. Free tours are offered daily.

O'Bryan Performance Hall
Black Box Theatre
Classrooms
Faculty Offices
Student Affairs Offices on the West side of the building

Library

Please see the website for Library hours and for more information: <https://www.ave maria.edu/library>.

First Floor:

The Daily Grind Coffee Shop
Student Support and Tutoring Services
Office of the Registrar
Classrooms
Study Areas

Second Floor:

Quieter Study Areas
Classrooms
Faculty Offices
Lactation Room

Third Floor:

Financial Aid
Bursar's Office
Department of Exercise Physiology

Please Note: Non-student, faculty or staff will need to present a valid government ID to receive a visitor badge to enter the library during public hours.

St. Adjutor Pool

- A. St. Adjutor Pool, centrally located near the residence halls, is available for the leisure of students, staff, faculty, or escorted guests of those previously mentioned. Students should show good judgment in what is worn at the pool. Pope Saint John Paul II in his work *Theology of the Body* notes that modest attire protects the body, which, like the soul is uniquely good. In the Spirit of Christian charity, please dress and behave appropriately.
- B. Pool Rules:
1. Pool facilities are open to students, faculty, staff, and authorized visitors, current AMU ID required.
 2. Pool opens after sunrise and closes at sunset. No swimming after dark.
 3. AMU is not responsible for any accidents or injuries while using this facility. Participants are responsible for knowing their own physical limitations.
 4. No lifeguard on duty; swim at your own risk.
 5. No horseplay, vulgar language, loud or explicit music, or inappropriate behavior.
 6. No children under 17 without adult supervision.
 7. No animals in pool facility.
 8. No running. Surfaces may be slippery at times.
 9. No food, alcohol, or glass allowed inside the pool.
 10. No littering; clean up after yourself.
 11. Rings are for emergency use only. Tampering with equipment is strictly forbidden.
 12. No skateboards, scooters, or rollerblades, or anything that would damage surfaces are permitted in pool area.
 13. No diving in the shallow end.
 14. No vandalism. Violators subject to penalty under law.
 15. Ave Maria University reserves the right to eject any person or persons engaging in conduct that is unlawful, disruptive, abusive, or offensive on the premises.
 16. For emergency assistance, call 911. For non-emergency assistance, contact Campus Security at 239-280-6289.
- C. Pool Attire
1. Modest swim attire is required.
 2. For ladies, the midriff cannot be showing. Swimsuits (which can be either a one-piece or a two-piece) must cover the midriff completely. Thongs, see-through clothing, etc., are not acceptable. Ladies must cover their swimsuit when going to and before leaving the pool area by wearing a coverup.
 3. Gentlemen must wear appropriate trunks; speedos and cut-offs not permitted.
 4. Gentlemen must wear a shirt when going to and before exiting the pool area.

Outdoor Recreation Spaces

1. The Student Park
2. Sand volleyball courts
3. Fire Pits
4. Judi's Gym
5. Intramural Field

Fire Pits

Students can use University owned fire pits with permission from both the Office of Residence Life and AMU Security. Currently, the Dean of Students and Director of Campus Safety and Security must approve these events beforehand.

Please see below for fire pit rules:

1. Residence Life and Security must be notified at least two business days ahead of time.
2. There must be a suitable water source available to put out the fire.
3. The fire pit must be properly put out, the coals and ashes scattered, and all burned materials must be properly wet down and disposed of.
4. All trash from the event and personal belongings must be removed from the site afterwards.

Fitness Center and Exercise Facilities Usage

The Office of Student Affairs offers a full fitness center in the Student Union for all students, faculty, and staff of Ave Maria University. The Fitness Center on the second floor of the Student Union offers numerous cardiovascular machines, along with weight machines.

- A. The Student Union Fitness Center is to be used only by current students, staff, and faculty. Use of this facility will be at the person's own risk.
- B. No one under 17 years of age will be allowed in the Fitness Center unless accompanied by a parent or guardian.
- C. A second fitness center is located on the third floor of Xavier Hall and is open to female residential students.
- D. It is up to each individual to help maintain a clean and safe facility for other patrons.
- E. Any issues, such as broken equipment or housekeeping issues, should be directed to the Office of Student Affairs as soon as possible.
- F. All students may also use the weightroom facilities in the Golisano Field House during the open hours.

Dress Code

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

The primary duty of those who attend AMU is that of a student, and so it follows that attire, especially during class, should reflect that responsibility. Since the formation of the intellect through education is a professional endeavor, students should seek to elevate their dress in the classroom. In general, if your attire is not appropriate for the chapel, it is not appropriate for the classroom.

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

Campus Safety and Security

Role and Authority of Security

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

1. Possession of any type of weapon.
2. Sale or possession of illegal substances or drug paraphernalia.
3. Propping exterior doors.
4. Tampering with safety or security equipment.
5. Interacting dangerously with wild animals.
6. Recreational activity in canals (no swimming, canoeing, kayaking or boating. Fishing is permitted.).
7. Behavior disrespectful to quiet and/or sacred spaces on campus.

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

Contact Information

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

Phone Number: (239) 280-2460

E-Mail Address: SecurityAMU@avemaria.edu

For non-emergency, non-urgent matters, please use the following link to schedule an appointment for Security Services: <https://tinyurl.com/ywcskn3s>.

Campus Safety

Key Cards

- A. All students need to have their University ID/badge for entry into any/all campus buildings. The residence halls remain locked at all hours and may only be accessed by residential students and authorized staff.
- B. To protect our community, propping open any outside exterior door to a residence hall or to any secured university building is strictly prohibited, and may result in disciplinary action up to and including dismissal.
- C. Students are required to always carry their student ID/badge with them and present it upon request by any staff member. Student ID cards are also used for the library printer systems, and entry to the cafeteria, student rooms, and other campus buildings and facilities. Students are responsible for securing and retaining their ID cards. If an ID badge needs to be replaced there will be a fee for a replacement. For the security of all campus residents, students may not lend their ID card to anyone. In addition, unauthorized possession, use, reproduction, or sale of keys to university facilities is a violation of university policy and is prohibited. Violations may result in disciplinary action, up to and including dismissal.

Parking Policy

- A. The Department of Campus Safety and Security is authorized and directed to enforce all parking, traffic, and motor vehicle regulations on AMU property. Vehicle registration is required of all students, staff, and faculty. This includes commuter students, adjunct faculty, athletic coaches, and all persons associated with the university seeking on-campus parking.

- B. Vehicle Parking registration is conducted online. No physical parking permit/tag will be issued. At the start of each academic year, all students are required to register their vehicle with Ave Maria University and obtain a permit to park in an assigned designed area. All student permits from the previous academic year expire on August 1st of the new academic year, and new permits applications will be required. Parking fees will be charged to your student account payable through your tuition bill at the Bursar's office.
- C. Permits are valid only to the specific vehicles listed on the registration. Up to three vehicles may be registered per permit. Only one registered vehicle may be on campus at any time unless the expressed consent and authorization of Campus Safety and Security has been given for another vehicle registered to that permit to park. The penalty for falsification, misuse, or otherwise altering a permit is revocation of parking privileges.
- D. While on campus, vehicles must park in approved, lined parking spaces, and may not block or otherwise prohibit vehicle or foot traffic. Driving or parking on pavers is not allowed. The pavers are reserved for emergency and service vehicles only unless prior approval is granted by the Department of Campus Safety and Security.

Parking Citations and Appeals

- A. Failure to comply with the parking policy may result in sanctions, which may include a fine, revocation of parking privileges, and/or towing of a vehicle at the owner's expense. Excessive or repeated violations could result in disciplinary actions.
- B. Most citations are written with a paper ticket placed on the vehicle windshield. Other violations may be observed by video or eye-witness account. In all cases, the fine is charged to the vehicle and/or the vehicle's permit holder in the absence of specific driver information. All fines and payments are listed on the student account and payable at the Bursar's office. Each infraction is also listed on the permit holder's parking account, which is opened when a vehicle is successfully registered. It's the student's responsibility to monitor the activity and charges on their student account.

Appeals process for an AMU Parking Citation:

- A. A parking citation appeal must be submitted through the Parking Administrator program to the operator's parking account within 14 days of the infraction date.
- B. The appeal must state the specific reason the ticket may have been written in error. Only tickets that were written in error may be approved. All appeals issued for personal justification/s may be denied.
- C. Unregistered vehicle infractions are not eligible for appeal.
- D. Parking citation appeals will be reviewed by the AMU Parking Appeals Committee.
- E. The decision of the Parking Appeals Committee will be conveyed to the student via electronic response.
- F. All decisions of the Parking Appeals Committee are considered final.

Commuter Students and Middlebrooke Residents

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

Golf Cart/Utility Cart Policy

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

Bicycle Policy:

- A. Bicycles parked on campus must be registered with Campus Safety and Security and display a valid registration permit. Bicycles parked on campus without this permit are subject to removal.
- B. Bicycles in Ave Maria are an ideal form of transportation. Because we live in a relatively safe community, there is a tendency to abandon bicycles or leave them unsecured in front of building doors or in areas not designed for bicycle storage. This often leads to theft and safety concerns. The University is committed to supporting a comprehensive bicycle policy for the campus community.
- C. Bicycles parked on campus must be registered with Campus Safety and Security and display a valid registration permit.
- D. Bicycle registration is available at no cost for all students, faculty, and staff who utilize bicycles on campus. Upon registration, the bike owner will receive a numbered sticker to be affixed to the bicycle, allowing identification back to its owner should it be stolen or removed. No personal information will be displayed.
- E. All bicycles should be stored and secured in the bicycle storage racks provided near most campus buildings.
- F. Prohibited bike storage areas include: building access points, railings, stairwells, handicapped access ramps, posts, benches, or any location that would impede accessibility or pose a safety hazard.
- G. Bicycles removed due to abandonment or improper parking can be reclaimed through Campus Safety and Security, 239-280-6289.
- H. There is a \$20 reclaim fee, payable to the University Bursar before the time of pick up.
- I. If the bicycle is not already registered with Campus Safety and Security, the bicycle lock combination or key must be provided at the time of pick up.
- J. Bicycles will be stored in the University storage area for a minimum of 30 days, after which the bicycles will be donated to a local charity.
- K. Bicycle racks on campus are intended for short-term bicycle parking. Long-term bike storage during summer

breaks or study abroad may be arranged by contacting the AMU Security Patrol at 239-280- 6289.

Fire Safety

- A. Fire extinguishers are located throughout each building. Tampering with or misusing fire extinguishers is a serious violation of university policy and a violation of the law as a class III felony.
- B. All hallways and stairwells must always be clear of obstructions.
- C. All students, faculty, and staff should know the location of all fire exits, fire alarms, and extinguishers.
- D. The sprinkler heads must also have 18 inches of clearance and cannot be used to hang anything on them. Hanging anything on a sprinkler can set the sprinkler off and result in a great deal of damage. Students will be financially responsible for any damage to the property of both the University and other residents due to hanging items on a sprinkler head.
- E. Tampering with smoke detectors or sprinkler heads is strictly prohibited and could result in fines or disciplinary action to each occupant.
- F. Pulling the fire alarm in a non-emergency situation or tampering with fire safety or firefighting equipment will also result in disciplinary action up to and including dismissal. This equipment includes fire extinguishers, smoke detectors, sprinklers, fire alarms, EXIT signs, electrical systems, lighting, and automatic door closures.
- G. If an alarm is intentionally set off or equipment is tampered with and the responsible party is unknown, the entire living unit may be held responsible. If a battery is low (beeping), submit an emergency work order via support.avemaria.edu. Never remove the battery. In the event of a fire alarm, you are expected to leave your room, close the door behind you, and evacuate the building according to the posted evacuation routes. Stay away from the building until instructions are given to return.
- H. All hallways and stairwells must always be clear of obstructions. All smoke detectors must be operational and have at least 18 inches of clearance (e.g., from shelves, drapes, etc.).
- I. 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.
- J. Hallways and stairwells must always remain free of any obstruction. This includes boxes, clothes, shoes, cleats, garbage, book bags, bikes, scooters, skateboards, and other obstructive items. Failure to remove items may result in the Residence Life Staff confiscating or discarding those items left in the hall, and a monetary fine.

Wildlife

AMU's campus is close to multiple areas of critical wetlands and other natural habitats. Due to the proximity of these large environmental reserves, there is a possibility of encountering wildlife on campus, including a small number of venomous species. It is prudent to be familiar with their appearance and to know what to do in the case of an encounter. The best way for students to stay safe is to stay away from wild animals. Feeding or interacting with the wildlife is strictly prohibited by both university policy and Florida statute and may result in disciplinary action up to and including dismissal.

Weather

Lightning is a significant threat to safety in Florida. A combination of factors that include heat, humidity, and geographic location helps make Florida a national leader in lightning strikes. In case of lightning, students should

use prudence and common sense to ensure safety. Students should immediately go indoors when thunder is heard or lightning is seen and remain indoors until the storm passes.

Emergencies

Safety is the responsibility of each member of our community. In case of an emergency, AMU has developed an Emergency Management Plan. Students will be contacted by the Office of Student Affairs staff about procedures and policies to follow in an emergency. Students must register with the emergency notification system through the link on the web page. Please see the website for detailed emergency procedures: <https://www.avemaria.edu/campus-life/campus-safety>.

Threat Emergencies

AMU has adopted the Run. Hide. Fight. Response to an active assailant that the Federal Bureau of Investigation (FBI) and the U.S. Department of Homeland Security recommend. **Individuals experiencing an active assailant situation should either run, hide, or as a last resort, fight.**

Medical Emergencies

Emergencies on campus should be reported directly to 911 emergency services. After reaching 911, Campus Safety and Security should be notified at (239) 280-6289 to help coordinate the arrival of emergency services and to document the event.

Students should also, if possible, connect with a RA in an emergency situation.

EMS personnel will make the decision to transport to a medical facility, if necessary. All health insurance documentation is the student's responsibility.

Health & Wellness

Campus Nurse at Padre Pio Campus Health Clinic

Nurse: Rachel McDonald, R.N.

Location: Mother Teresa Hall, Room 101

Hours: Please see the website for updated hours, services available, and how to make an appointment: <https://www.avemaria.edu/campus-life/campus-health>

Policy for Class/Athletic Excusal

- A. The purpose of the Campus Health Clinic (CHC) at Ave Maria University is not to confirm illness or injury for the purpose of excusal. For this reason, any student who has not been seen in the CHC for illness or injury or who has a non-communicable or minor illness or injury is responsible for contacting professors/coaches/employers/etc. to request excusal.
- B. **It is the student's responsibility to attend class.** If illness prevents this, the student must tell the professor about the absence and how long he or she anticipates being out of class.
- C. A written class/work excuse is given only if a student has been examined by a nurse in person at the CHC and the examiner requests that the student not attend class/practice due to serious communicable illness, such as strep throat, active fever at time of appointment, etc.
- D. Those students diagnosed in clinic with serious communicable illnesses will be given a timeline for excusal from classes and activities. This will be communicated by Adaptive Services to relevant parties.

- E. Students are still responsible for contacting professors/coaches/etc. in addition to communications sent out by Adaptive Services to inform of absence and obtain any relevant information about make-up work or what to do in periods of absence.
- F. Even if a medical excuse is provided, individual professors will decide whether an absence will be excused.
- G. Staff at the CHC will not determine past illness for the purpose of paper extensions or exam rescheduling.
- H. CHC does not provide class excuses for routine visits or minor medical issues. It is recommended that students schedule these appointments at a time that does not conflict with class or work whenever possible. Examples: allergy injections, dressing changes, blood sugar checks, the common cold, headaches, vitals checks, nonspecific minor illnesses, etc.

Chronic Illness

- A. A student with a chronic illness or on prescription drugs should inform Residence Life and the Padre Pio Campus Clinic on proper protocol in case of an emergency, and what effects the medication may have on the students' daily functioning
- B. An emergency action plan can be established with the Padre Pio Clinic

Counseling Services

Mary von Mohr, LCSW

Director of Counseling Services and Counselor

Phone Number: (239) 304-7372

Office Location: Prince 162

Hours: Monday-Friday, 9 am – 5 pm

Please see the website for more details and to make an appointment: <https://www.avemaria.edu/resources/counseling-services>

Pregnancy

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.

- A. To meet with Counseling Services or schedule a counseling appointment, please visit: <https://www.avemaria.edu/resources/counseling-services>.
- B. Students can also make an appointment at the Campus Health Clinic for pregnancy tests and assistance. To make an appointment please visit: <https://www.avemaria.edu/campus-life/campus-health>
- C. For accommodations for pregnancy and birth as covered by Title IX, please contact the Title IX Coordinator at TitleIXCoordinator@AveMaria.edu.

- D. Referrals for prenatal health care and other supportive services will be made available through the Campus Health Clinic, Counseling Office, Residence Life Office, Campus Ministry Office, and/or Student Affairs Office as necessary and requested.
- E. Additional Local Resource: Community Pregnancy Clinic – 940 5th Ave N, Naples, FL 34102; Phone: (239) 262-6381; <https://communitypregnancyclinic.com/>
 - a. Pregnancy Services
 - b. Adoption Information
 - c. Post-Abortion Healing

CARE Support

The CARE Team meets weekly to discuss the care and wellbeing of the university students. If you are concerned about a fellow student and it is not an emergency, please fill out the online form found on my.avemaria.edu: https://cm.maxient.com/reportingform.php?AveMariaUniv&layout_id=1.

The CARE Team is led by the Dean of Students and consists of the following people and departments:

- A. Resident Area Managers (RAMs)
- B. Resident Assistants (RAs)
- C. Campus Nurse
- D. Life Coaches
- E. Athletic Coaches
- F. Sports Medicine
- G. Counselors
- H. Student Support Services
- I. Adaptive Services
- J. Chaplains
- K. Care and Conduct Specialist/Title IX Coordinator

Thrive Wellness

Thrive Wellness seeks to support students in the areas of nutrition, hormone health, physical fitness and Catholic mindset/well-being. Presentations, workshops and coaching are offered throughout the year on various topics such as hormone health/menstrual cycles, Natural Family Planning (NFP), balancing vitamins/minerals, Root Cause Protocol (RCP) and group fitness classes to include Soul Core and dance fitness.

Student Complaints Process

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:

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

The formal written complaint should be submitted to the appropriate administrator:

- A. The Dean of Faculty (for complaints regarding grading, classroom issues, advising, registrar, and similar academic matters; please also refer to grade appeal policy in the Academic Catalog)
- B. The Vice President of Enrollment (for complaints regarding admissions)
- C. The Vice President of Finance (for complaints regarding bursar and financial aid)
- D. The Chief Operations Officer (for complaints regarding facilities, IT, and security)
- E. The Vice President of Athletics (for complaints regarding athletics)
- F. The Dean of Students (for complaints regarding residence life, food services, and student affairs).
- G. Complaints in areas not clearly under the administration of a particular Vice President should be directed to the Dean of Students

After receiving the complaint, the University Administrator shall attempt to respond to and resolve the complaint. The University Administrator may, at his or her discretion, also choose to initiate the following process:

- A. The University Administrator 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.
- B. Upon completion of its review, the director/chair or committee shall provide the student with a written response to the complaint.
- C. If the student feels the response provided by the director or committee does not address the complaint properly, the student may appeal the decision to the Dean of Students. Such an appeal must be made within five (5) business days of the receipt of the decision of the director or committee.
- D. Upon receipt of the appeal request, the Dean shall review the institutional decision and the student's appeal request. The Dean then shall either render a decision or elect to convene an ad hoc appeals committee consisting of the Dean and other University faculty and/or administrators. If constituted, the committee shall investigate the issue and render a decision on the complaint appeal. In either case, the decision is final and shall be reported to the student in writing.

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

Complaints to Outside Agencies

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

For complaints pertaining to AMU's compliance with academic program quality and accrediting standards to the Southern Association of Colleges and Schools Commission on Colleges: 1866 Southern Lane, Decatur, GA 30033-4097, or for complaints under the applicable state grievance process, students may contact the Florida Department of Education. To file a complaint, send a letter to: Office of Articulation, Department of Education, articulation@fldoe.org, 850-245-0427.

The letter should include:

- A. Name of Student (or Complainant)
- B. Complainant Address
- C. Phone Number
- D. Name of Institution
- E. Location of the Institution (City)
- F. Dates of Attendance
- G. A full description of the problem and any other documentation that will support your claim such as enrollment agreements, correspondence, etc.
- H. The complaint process of the Commission involves contacting the institution to obtain their response to your complaint. If you do not want the Commission to contact the institution you are attending, you must state so in your complaint; however, doing so will greatly hinder the Commission's ability to assist you with your complaint.

Students who have completed the internal institutional grievance process and the state grievance process may appeal non-instructional complaints to the FL-SARA PRDEC Council if they are Distance Education students. For additional information on the complaint process, please visit the FL-SARA Complaint Process page, <http://www.fldoe.org/sara/student-concerns.stml>

The Office of Student Affairs

The Office of Student Affairs 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 (SGA)

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

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

Student Activities Board (SAB)

The Student Activities Board (SAB) of Ave Maria University is a student-run programming organization that exists to cultivate the University's vibrant campus culture through the planning and hosting of campus-wide social events throughout the year.

Student Clubs and Organizations

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

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

Full information about the formation and operation of student organizations is available in the Ave Maria University Student Organizations Handbook on my.avemaria.edu: <https://www.my.avemaria.edu/clubs>.

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

Mother Teresa Project

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

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

Mother Teresa Scholars

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

Event and Program Planning

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

To ensure that your event runs as smoothly as possible, contact the Office of Student Affairs 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 Affairs at least four weeks in advance of the date you wish to hold your event.

As a religious organization, Ave Maria University is prohibited by Section 501(c)(3) of the Internal Revenue Code from directly or indirectly participating in, or intervening in, any political campaign on behalf or (or opposing to) any candidate for elective public office.

The University welcomes officeholders, public figures, and subject-matter experts — including individuals who may also be candidates — when they appear in a non-candidate capacity, provided that no reference is made to any election or campaign, no campaign or fundraising activity occurs, the non-candidate capacity is identified, and a nonpartisan atmosphere is maintained.

The University does not host partisan political rallies or campaign events, and it does not lend its name, funds, facilities, or personnel to any candidate, party, or political committee.

Recognized student organizations and qualified independent outside groups may invite speakers and use University facilities on the same terms available to all groups and subject to these same conditions; such invitations are those of the sponsoring group and not of the University.

All cases should be directed to the Office of General Counsel before a commitment is made.

Conclusion

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