

STUDENT HANDBOOK 2017-2018

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I. WELCOME

Dear Avila Student,

As a member of the Avila University community, you are a part of something greater than your individual talents and goals. You are now a part of a caring community dedicated to meeting the needs of the “dear neighbor” in the tradition of the Sisters of St. Joseph of Carondelet. Every member of the Avila family, students, staff, and faculty is charged with living by the values of our community both on and off campus.

Whether you are a new or returning member of our community, we encourage you to take the time to absorb the history, heritage and values that make Avila University such a special place. These three cornerstones (history, heritage and values), together with the dedicated students, staff and faculty, are at the core of everything we do.

As we embark upon a new academic year filled with promise and hope, we recommit ourselves to the pursuit of excellence that permeates this campus.

This pursuit, while challenging at times, has been shaped by our founders and has inspired the lives of our graduates. I encourage you to explore all the ways that Avila and our surrounding Kansas City community can help you achieve excellence...in the classroom, in the residence halls, in co-curricular activities, and in the community.

Embrace the new perspectives that undoubtedly will come as part of your college experience. Have fun as you pursue your degree and know that we are dedicated to supporting you in your personal growth and development. Don't hesitate to visit with us about how we can make the Avila experience better for all those involved. Here's to a wonderful 2016-17 academic year!

Introduction

This handbook is provided as a resource and guide that will help you in your educational journey. It states proudly and boldly the rights and expectations of the members of our community. One of the first responsibilities of any Avila student is to read this handbook and to understand your responsibilities under the Student Code of Conduct section as well as the University Policies section.

There are some occasions during the course of an academic year when there are modifications to the policies contained within; normally these are distributed

after approval through the appropriate channels, many of which involve student input. All academic policies are contained in the Avila University Online Catalog, of which you need to be familiar with as well. If you have any questions concerning the Student Handbook, please contact the assistant vice president of student development and success—your input is welcome.



MISSION STATEMENT

Avila University, a Catholic university founded and inspired by the Sisters of St. Joseph of Carondelet, provides undergraduate and graduate education in the liberal arts and professional studies, preparing lifelong learners who make meaningful contributions to the global community.

(adopted 1986; reviewed 1995; revised 2005; revised 2016)

COMMUNITY VALUES

Guided by our Catholic identity as expressed through the heritage and vision of the Sisters of St. Joseph, the Avila community values...

- Excellence in teaching and learning
- The worth, dignity, and potential of each human being
- Diversity and its expression
- The development of the whole person
- Right relationships, with God, self, others, and creation
- Service with the dear neighbor

(adopted 1986; reviewed 1995; revised 2005; revised 2016)

PRAYER OF ST. TERESA OF AVILA

Let nothing disturb you.
Let nothing frighten you.
All things are passing.
God only is changeless.
Patience gains all things.
Who has God wants nothing.
God alone suffices.

HISTORY

The Sisters of St. Joseph were founded in LePuy, France in 1650 to serve their neighbors by responding to the needs of society. In 1836, six Sisters arrived in America and traveled up the Mississippi to St. Louis, Missouri and settled in a small town south of the city known as Carondelet. These women established several schools and were soon known as the Sisters of St. Joseph of Carondelet.

In 1866, five Sisters came to Kansas City and opened the first private high school for young women, St. Teresa's Academy. In 1916, the academy administration chartered the first private college for women in Kansas City, the St. Teresa College, and offered a two-year program leading to an Associate of Arts Degree. Fifteen years later, St. Joseph's Hospital School of Nursing became affiliated with the College and nursing students were enrolled in basic science and humanities courses.

In 1940, the College was expanded to a four-year liberal arts college with professional programs in nursing, education and business. It was fully accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools in 1946 and was called the College of St. Teresa.

The College established Kansas City's first baccalaureate degree program in nursing in 1948 and was accredited by the National League for Nursing in 1966. Additional programs in allied health, social work and special education were developed to complement strong programs in the liberal arts.

The growth of the College resulted in a move to its present campus in 1963, which is located in suburban south Kansas City, three miles from Interstate 435. Seeking to serve a diverse population, the College became co-educational in 1969, established graduate programs in business, education and psychology in 1978, and began Kansas City's first weekend College in 1984. Due to its continued growth as a comprehensive institution of higher learning during the 1990s, offering undergraduate, graduate and professional programs, Avila became, in 2002, Avila University.

Since its founding 1916, Avila University has been committed to excellence in teaching and learning in an environment that respects the uniqueness of each person and stresses responsible service to others.

ACCREDITATION

Avila University is accredited by:

The Higher Learning Commission of the North Central Association

30 North LaSalle St., Suite 2400

Chicago, Illinois 60602-2504

800.621.7440 • Fax 312.263.7462

Internet: info@ncacihe.org

Please refer to the Avila University Online Catalog for information on specific program accreditation.

AVILA UNIVERSITY CURRICULUM AND UNIVERSITY-WIDE EDUCATIONAL OUTCOMES

Please refer to the Avila University Online Catalog for a complete listing of the Avila curriculum, University-wide educational outcomes, programs and courses of instruction.

I. CAMPUS RESOURCES

ACADEMIC AFFAIRS OFFICE 3759

Ext. 3758 /

Blasco Hall ▶ Upper Level
Office Hours ▶ Mon – Fri ▶ 8 am – 5 pm

The offices of academic affairs are located in this area. Information concerning Commencement, the Honors and Recognition Ceremony, grade appeal procedures, and credit for prior learning procedures can be obtained in the Office of Academic Affairs. The office also works with students on academic probation, written requests received for late withdrawals from classes, and/or refunds of tuition for extraordinary circumstances.

ALUMNI ASSOCIATION

[Avila Alumni](#)

Ext. 3780

Blasco Hall ▶ Lower Level
Office Hours ▶ Mon – Fri ▶ 8 am – 5 pm

Ever since the first student graduated from St. Teresa's College in 1918, the Avila University Alumni Association has been working hard to keep our alumni connected to their alma mater. Through numerous events like the Homecoming festivities and Alumni Nights at various events, the Alumni Association continues to welcome our alumni to reconnect with former classmates, meet new alumni friends, and stay in touch with the University.

ATHLETIC DEPARTMENT

[Avila Athletics](#)

Ext. 3634

Mabee Fieldhouse

Office Hours ▶ Mon – Fri ▶ 8 am – 5 pm
Fieldhouse Hours ▶ Mon – Thu ▶ 8 am – 10 pm
▶ Friday ▶ 8 am – 5 pm
▶ Saturday ▶ Closed
▶ Sunday ▶ 4 pm – 10 pm

Mabee Fieldhouse hours of operation are subject to availability as the athletic department and teams have priority over the facility at all times. All holidays recognized by the University are observed.

The athletic department is responsible for the development and administration of an intercollegiate sports program that provides quality and competitive opportunities for students in a variety of fields. Avila offers intercollegiate women's competition in basketball, cross-country, soccer, softball, track & field and volleyball. Intercollegiate opportunities for men's competition include baseball, basketball, cross-country, football, soccer and track & field. In addition, Avila sponsors spirit squads that include a performance and competitive dance and cheer team.

The director of athletics/swa, in conjunction with coaches and staff, coordinates recruitment of student athletes, promotion of athletic programs, and management of all athletic facilities and equipment including Mabee Fieldhouse, the Pavillion and the Zarda Sports Complex.

The Eagles are members of, and compete at the National Association of Intercollegiate Athletics (NAIA) level and have a conference affiliation with the Heart of America Athletic Conference.

Avila students, faculty and staff receive free admission to all home athletic contests with a valid Avila ID. For more information about Avila's Athletic Programs and current game schedules check the website at [Avila - Eagles Athletics](#)

BOOKSTORE [avila.bookstore](#) **Avila Bookstore** **Ext. 3630**

Marian Center ▶ Lower Level
Hours ▶ Mon – Thurs ▶ 8:30 am – 8:00 pm
▶ Friday ▶ 8:30 am – 4:00 pm
▶ Sat & Sun ▶ Closed

In addition to providing required textbooks for Avila University courses, the campus bookstore also offers school and office supplies, soda pop, candy, logo clothing, and miscellaneous gifts. The bookstore carries postage stamps as well. Cash, checks, Visa, MasterCard, and Discover are accepted. For more information, please call 816.501.3630, or check-out the Web using the link listed above.

BUSINESS OFFICE businessoffice@avila.edu **Ext. 3700**

Blasco Hall ▶ Lower Level
Office Hours ▶ Mon – Fri ▶ 8 am – 5 pm

The business office handles financial matters of the University. Payments may be made online by logging into your personal account on the Avila Web site at [myau.avila.edu](#), select Finances, student account, and view Bill-Payment options to make a payment or set up an automated payment plan. You may pay online using MasterCard, Discover, Visa, and American Express credit cards or by eCheck for tuition, room, board, fees, and fines.

Students may cash personal checks up to \$10.

Questions related to student account balances or Perkins loans should be directed to the business office.

Perkins loan promissory notes must be signed each semester in the business office within the first two weeks of the semester to avoid a \$25 late fee.

TUITION DEFERRED PAYMENT PLAN DUE DATES

2017	2018
August 5	January 5
September 5	February 5
October 5	March 5
November 5	April 5

For questions on tuition refund policies, please contact the business office at ext. 3700, or check the adjustment schedule at [Avila - Undergraduate Tuition & Fees](#).

CAMPUS LIFE OFFICE [Avila Campus Life](#) **Ext. 3660**

Wylie Hall ▶ Lower Level
Office Hours ▶ Mon – Fri ▶ 8 am – 5 pm

The campus life office includes residence life, student life, student activities and organizations, and new student programs. Drop by the campus life office to arrange for a student activity van, obtain a residence hall contract, residence hall meal plan subway cards, receive resident student meal plan information, or to join a student organization.

The Assistant Vice President of Student Development and Success office is designed to assist students in enrolling and reaching their full potential in and out of the classroom. Activities, services, programs and opportunities for development and assistance in many areas are available and encouraged.

Information about and referral to a variety of campus services are available in this office, including information concerning the Student Handbook and the Student Code of Conduct. If students have any needs or interests that are not being addressed, they may contact the office at any time.

CAMPUS SERVICES

Ext. 3629

Campus services is responsible for campus safety, building maintenance, grounds, and equipment on the campus along with housekeeping services. Any questions or concerns about these areas should be directed to campus services at ext. 3629.

CAMPUS SAFETY

[Avila Campus Safety](#)

Ext. 2466

Whitfield Center ▶ Next to Subway

Campus Safety Officers can be reached immediately at 816.985.6079.

If the situation requires immediate emergency response from local authorities, call 911 (campus phones – dial 9.911).

Campus safety is available for safety escorts on campus, completing incident reports, emergency response planning, crime statistics, and safety education. All campus crimes or incidents must be reported to Campus Safety. To view the campus crime report go to <http://www.avila.edu/campuslife/crimestats.asp>

CAREER SERVICES

[Avila Career Services](#)

Ext. 2901 or 3767

Hodes Center ▶ Lower Level

Office Hours ▶ Mon – Fri ▶ 8 am – 5 pm

Career Services offers a variety of resources and programs to assist students and alumni with career planning and job search needs. Some of the resources and services available include:

- College Central Network ([CCN](#)), an online job posting system for jobs and internships
- [Do What You Are](#), an online personality and career assessment
- Career counseling to assist with major and career decision-making
- Assistance with résumé, cover letters, job search and interview skills
- Career workshops and presentations
- Practice Interviews (videotaping available)
- Career/Job Fairs
- Annual Etiquette Dinner

Assistance is provided through scheduled appointments, walk-ins, and email (careers@avila.edu). Appointments outside normal office hours are available by special appointment.

COUNSELING SERVICES

[Avila Counseling Services](#)

Ext.

2901 or 3767

Hodes Center

Office Hours ▶ Mon – Fri ▶ 8:00 am – 5:00 pm

Services provided include:

- Personal counseling dealing with a wide range of issues
- Support for those struggling with a personal crisis
- Referrals to outside agencies
- Workshops, information sessions, and small group sessions.

Counseling is provided through schedule appointments and walk-ins. Appointments outside normal office hours are available by special arrangements. Counseling services are free, confidential and available to all Avila students.

DISABILITY SERVICES

[Avila Disability](#)

Ext. 3666

Hodes Center

Office Hours ▶ Mon – Fri ▶ 8 am – 5 pm

Evening & weekend appointments available if scheduled in advance.

Avila University welcomes students with disabilities who can be successful learners and contributors to the Avila community. To apply for accommodations in your learning environment (curricular and co-curricular), please contact disability services. The disability services staff welcomes questions, issues and concerns. For more information or schedule an appointment, call disability services or see the Web site at the link listed above.

FINANCIAL AID OFFICE

[Avila Financial Aid](#)

Ext. 3600

Blasco Hall ▶ Upper Level

Office Hours ▶ Mon – Fri ▶ 8 am – 5 pm

Avila University believes every student should choose a college based on the academic quality of the institution, not the cost. Our Financial Aid office staff is dedicated to assisting students in the pursuit of higher education. Approximately 93% of the students at Avila University receive some form of financial aid, such as scholarships, grants, loans, and the campus work program.

For more information, and how to apply for these sources, please contact the Financial Aid office.

FOOD SERVICE

[Great Western Dining](#)

Ext. 3755

Marian Center

▶ Upper Level

▶ Dining Hall

Dining Hall Hours

▶ Mon – Thurs

▶ 7:15 am – 7 pm

▶ Tues & Thurs

▶ 8:45 pm - 9:15 pm

▶ Fri

▶ 7:15 am – 6 pm

▶ Sat & Sun

▶ 10:30am – 6pm

***Dining hall hours are subject to change
and are always posted outside of the dining hall main entrance.***

The University, through a private contractor, provides a variety of food service programs and services for the campus. The primary food service facility on campus is the dining hall located in Marian Center.

All resident students must select a meal plan option. Currently, resident students have the choice of three meal plan options. Complete resident student meal plan information is available through the campus life office at ext. 3660.

Food service offers commuter students, faculty and staff the option of a punch-card meal plan. Information for commuter student and the employee option is available through the food service office.

Catering available upon request. Please contact the director of food service for further information.

HEALTH SERVICES

Ext. 3668

Hodes Center

Office Hours ▶ Mon – Friday 8 am – 5 pm

Fall & spring semesters only, closed during breaks and when the University is closed

The health center is staffed by a nurse practitioner from St Joseph's Hospital.

Appointments can be scheduled by contacting the Hodes Center office manager at 816-501-3666 or 816-501-3668. Walk-in clinic hours are available. Health services are confidential, and available to all Avila students, staff and faculty.

HUMAN RESOURCES

Ext. 3618

Payroll Office

Ext. 3690

Blasco Hall ▶ Lower Level

Office Hours ▶ Mon – Fri ▶ 8 am – 5 pm

Student Payroll: Federal work program students are paid once a month; see the pay schedule in the financial aid office. To be paid, all students must have current federal and state W-4 and I-9 forms on file with the Office of Human Resources.

To obtain checks, students must present valid Avila ID or driver's license in the business office.

IDENTIFICATION CARD (ID)

Ext. 2950

Whitfield Center ▶ Campus Safety Office ▶ Next to Subway
ID Service ▶ M-F 8:30 – 11:30a & 1:00 – 4:00p

All students are required to have an official, Avila University ID card. Students shall present their ID card upon request of an authorized official for services, admittance to activities, events, and the use of some facilities. ID cards are required for students on meal plans to access food service and for resident students to gain access to the residence halls. Resident students must have a valid ID at all times. Some local businesses grant discounts to students who present a valid ID. Replacement ID cards are available at a cost of \$20, due at the time of card replacement. For more information, contact the campus safety office. You may apply for your ID card online at any time at <http://www.avila.edu/campuslife/campus-safety.asp>

INTERNATIONAL STUDENT SERVICES

Ext. 3772

Hodes Center

Office Hours ▶ Mon – Fri ▶ 8 am – 5 pm

International students are also assisted with cultural adaptation and assistance with acclimating to the U.S. education system.

LEARNING SERVICES

[Avila Learning Services](#)

Ext. 3666

Hodes Center

Office Hours ▶ Mon – Fri ▶ 8 am – 5 pm

Evening appointments may be available if scheduled in advance.

To ensure academic success, Avila encourages students to meet with a member of the Learning Services staff for support and advice. Together students and staff will explore such areas as writing, time management, note and test taking, study strategies, and other academic skills.

Peer and Professional Tutors are available to work with students on a variety of content areas. Tutoring sessions are available in a variety of formats including individual tutoring, study groups, on line and small group sessions for test preparation and review.

Face to Face Tutoring is offered during regular office hours (listed above) during the fall and spring semesters and by appointment in the summer.

Online Tutoring is offered and available to all registered students through Canvas.

LIBRARY, HOOLEY-BUNDSCHU LEARNING COMMONS

Ext. 3621

Second Floor, Whitfield Center

- ▶ Mon – Thu ▶ 7:30 am – 11 pm
- ▶ Friday ▶ 7:30 am – 6 pm
- ▶ Saturday ▶ 10 am – 5 pm
- ▶ Sunday ▶ 12 pm – 11 pm

Hooley-Bundschu Learning Commons (1978) The Hooley-Bundschu Learning Commons, renovated in the summer of 2014, is the information resource center for the campus (<http://www.avila.edu/hbl/library/index.aspx>). The Learning Commons offers a full-service learning, research and project space. The Learning Commons includes

Circulation Desk: This is where you can request a laptop computer for use in the library or to use for class, headphones to listen to music while you write a paper, check out a camcorder, make a reservation for a group study room, or the presentation space, get markers and erasers for writable surfaces, get help requesting books, searching a database, find out scheduled tutoring hours.

IT Help Desk: Get help setting up your laptop, resetting a password, getting email on your smartphone, help with any network problems you may be having. The IT Help Desk will be staffed during posted hours.

The Learning Commons includes:

- o multiple desktop computers and Mac's
- o numerous laptop computers (we have streamlined the checkout process),
- o three printers can also copy and scan
- o six study rooms with monitors and wireless access for students to share work
- o ability to make video tape presentations
- o wireless printing

The Learning Commons offers staff assistance to meet student's information and academic needs and is designed to provide an environment conducive to learning and research in an age that merges written and electronic media. The Learning Commons is a member of MOBIUS, a statewide consortium of over 60 academic libraries with a shared on-line catalog, providing access to holdings statewide and delivered by courier 5 days a week. The Library also provides access to full-text and bibliographic databases such as and many others.

EBSCO's Academic Search Premier	ProQuest Psychology Journals
Business Source Premier	PsycArticles
Contemporary Women's Issues	BioOne
Access World News Research	CINAHL
CREDO Literati	JSTOR
eMO!: ebooks	MANGO Languages

The Learning Commons subscribes to online search service DIALOG as well as providing student access to the bibliographic databases *FirstSearch* and the *MLA International Bibliography*. In addition, The Learning Commons also provides a designated QUIET STUDY AREA, a collection of over 30,000 print books and 125,000 ebooks, a current subscription list of 283 periodicals and newspapers, videotapes, and DVDs to support the curriculum. The Laura Sloan Children's Literature Collection, Curriculum Collection, Play Scripts, Reference, and Current Periodicals are also housed in the Learning Commons, as is the Reference Collection for Saint Paul's School of Theology.

Tutoring Space

There is a dedicated space for tutoring services. Hours of availability are posted at the Circulation Desk. Services available include:

- o **Writing Center**—assistance with writing staffed by the English Department's writing fellows (contact them at Writing.Center@avila.edu to make an appointment)
- o **Tutoring**- face to face and online tutoring is available in all subject areas.
- o **Math Tutoring** is provided by the Math Department and Learning Services.

Presentation Space

This space allows the videotaping of presentations and special speakers. Learning Commons's staff provides workshops on editing. Possible applications include:

- o rehearsing class presentations,
- o taping scenes staged for acting class,
- o guest speakers,
- o save information on videotape for later viewing by students who can't be present,

Learning Space

The Learning space offers Laptop Computers, TVs for displaying work, and an opportunity to work collaboratively in a classroom setting. This space is scheduled for activities at the Circulation Desk.

The Learning Commons also offers a Recreational DVD Collection for student use, and includes titles requested by student for students. The Avila University Circulating Collection of books is housed in compact shelving in O'Rielly Hall and available on request.

The mission of the Hooley-Bundschu Learning Commons is to help students succeed in the classroom and to help the faculty teach more effectively in the classroom. By upholding this mission, the library enhances "life-long learning" and the pursuit of knowledge...for either academic, professional, or personal reasons.

LOST AND FOUND

Ext. 2950

Whitfield Center ▶ Campus Safety Office ▶ Next to Subway

Books and personal property found on campus are held in the campus safety office. To turn in or recover lost articles, contact the campus safety office at **816.501.2950**.

MARTHA SMITH, CSJ ARCHIVES & RESEARCH CENTER

Ext. 3620

Second Floor, Whitfield Center

Located in the Hooley-Bundschu Library and Learning Commons, the Martha Smith, CSJ Archives & Research Center actively collects, preserves, and makes our collections available to students, faculty, staff and independent researchers. The Archives is currently comprised of three collecting areas, the Women Religious Special Collections, the CSJ Heritage Center Archives, and the Avila University Archives.

Women Religious Special Collections Begun in the fall of 1997, these collections are unique as the first college/university Special Collection focused entirely on the experience of Catholic sisters and nuns. Intended as a repository for out-of-print and contemporary books, manuscripts, pamphlets, photographs, ephemera and other materials *by, for and about* American sisters, the Women Religious Special Collections were created to provide researchers with access to these materials, which relate to the communities and activities of sisters and nuns in the United States.

CSJ Heritage Center Archives Contains the records of the U. S. Federation of the Sisters of Saint Joseph. The Federation is an association of congregations of women religious who acknowledge Saint Joseph as their patron, Father Medaille as their founder, and share a common tradition and a unique spirit as their heritage. The Federation records describe the structure of the organization by giving details of its origin in 1966, as well as its administrative features, including the officers, official meetings and committee structures and activities.

Avila University Archives Within these collections you will find a wide variety of primary source material that relates to all aspects of the history of Avila University, from its foundation in 1916 to the present day. These materials include official records, university publications, photographs, ephemera, memorabilia, as well as materials related to alumni, former faculty, staff and administrators.

All materials within the Martha Smith, CSJ Archives & Research Center are non-circulating. However, we welcome researchers, visitors, and questions. If you would like to schedule a visit, have materials we might be interested in, or, would like further details about the Archives, please contact the Archivist at 816-501-3620 or via email at, msarchives@avila.edu

Ministry, Spirituality & Action

Ext. 2423 or 0427

Carondelet Hall ▶ Enter doorway on fountain side of the building

Foyle Hall ▶ Chapel and Chaplain Office

Campus Ministers ▶ Office hours are normal business hours and many evening hours. You are always welcome to drop in, but an appointment is recommended to guarantee a meeting. E-mail Dave.Armstrong@avila.edu, Julie.Cowley@avila.edu, Mary.Whitacre@avila.edu

Chaplain ▶ You are welcome to drop in, but an appointment is recommended to guarantee a meeting. E-mail Keith.Branson@avila.edu

Chapel Hours ▶ Seven-days a week ▶ 7 a.m. – 9 p.m.

Chapel Use ▶ Chapel is available for all students and groups to use for prayer and other appropriate occasions or proceedings. To inquire about chapel use, contact the Director of Campus Ministries. Please note: The chapel cannot be used for weddings.

More Information ▶ <http://www.avila.edu/campuslife/campus-ministry/>,
<https://www.facebook.com/avilacampusministries>, <https://twitter.com/AvilaMinistry>,

Mass Times: Sundays at 11:00 a.m. ***
Wednesdays at 4:30 p.m.

Confessions: By appointment: E-mail Fr. Keith Branson at keith.branson@avila.edu

***All masses are held in Orscheln Chapel in Foyle Hall. Everyone is welcomed to attend. Masses are held only when school is in session and are not held on holiday weekends or Fall break, Thanksgiving, and Spring break. The mass schedule may vary throughout the semester according to other events on campus. Please pick up a Mass schedule from the Office of Campus Ministries or consult the web site. Everyone is invited and welcome to worship with the Avila Community.

Spiritual Direction/Pastoral Assistance: You may contact any of our staff if you need spiritual guidance or would like to discuss any other concern or need. We are here for you, to help you and to guide you in your faith and life journey.

How to join Campus Ministry

We are here to serve the spiritual needs of all students who attend Avila. Therefore, there is nothing to join. Your level of involvement is up to you. You may choose to become heavily involved in our ministries through leadership or occasionally involved by attending any of the many worship services, prayer groups, community service programs, retreats or community events we offer that are student led and organized. There are many ways to be a part of campus ministry.

Here are ways to be involved...

- **Leadership:** Student leaders typically meet once per week to plan events focusing on community service, prayer and worship and developing our Avila community. If you would like to be a part of our ministry leadership please contact Julie Cowley at Julie.cowley@avila.edu or 816-501-0427.
- **Small Faith Communities:** These prayer groups/Bible studies meet for six-week increments over the course of each semester.
- **Community Service:** Campus Ministry partners with various local organizations to volunteer for a couple hours or a full day several times/month.
- **Service Immersion Trip Opportunities:** Groups are sent to these service sites; Kansas City, MO; Okolona, MS; Salem, WV; Hinton, WV; Quito, Ecuador. We believe it is important to serve, work and learn locally, nationally and globally.
- **Worship Services:** The Avila community celebrates mass together and everyone is welcome.
- **First Year Retreat:** Each Fall we take first year students on retreat to discern how to keep God as the foundation of their college experience.

- **Other retreats:** Each semester we offer 2 busy person retreats and in the spring, a student-led overnight retreat.
- **Jerusalem Farm Retreats:** These specialized weekend retreats are offered on weekends once per semester.
- **Other prayer events:** Food 4 the Soul: every Monday night, dinner is served in the Ministry Activity Room in Carondelet Hall after we share prayer together. Dinner & Dialogue: Every second Wednesday night, we offer free catered food and special topic for discussion.
- **Community Nights:** Once per month Campus Ministry sponsors a fun-filled fellowship event. Events include ice cream socials, cookouts, pumpkin carving, chili cook-off, and much more.

Other Faiths: Avila welcomes and treasures people of all faiths. If you need help finding a place of worship that would best enrich your faith experience, please contact Campus Ministries. We have a list of several churches and denominations in the area. We encourage all faith traditions to join us for as much as they feel comfortable. We especially invite you to join us for a service immersion trip throughout the year. We also coordinate an interfaith day of service on Martin Luther King Day in January of every year. Please feel welcome to participate.

Other Needs: If you have a program or service (e.g. Prayer group, Bible Study, Service idea) that you would like to coordinate and lead, let us know. We would be happy to assist you in your efforts. E-mail Julie.Cowley@avila.edu

REGISTRATION & STUDENT RECORDS [Avila Registrar](#) **Ext. 2410**

Blasco Hall ▶ Upper Level
 Office Hours ▶ Mon – Fri ▶ 8 am – 5 pm
 Course Enrollment Hours ▶ 8:30 am – 4:30 pm

Please check the Avila Web site at the link listed above for important student information. Your grades, class schedule, advising information, and financial accounts are available via your MyAU portal. **Official notifications are sent via your Avila e-mail account.** See ▶ p51

Listed below you will find just a few of the many services the registration office provides:

- Registration and drop/add in Avila courses
- Off-campus course permission requests
- Change in advisor, catalog, major and/or minor requests
- Academic transcript, enrollment verification and credential requests
- International students – I-20 issuance and practical training request submissions
- Transcript evaluations for transferring courses to Avila

The Family Educational Rights and Privacy Act (FERPA) requires students to show a picture ID and/or provide a written signature, to obtain copies of official academic documents. See ▶ p27

RESIDENCE LIFE **Ext. 2485**

Wylie Hall ▶ Lower Level
 Office Hours ▶ Mon – Fri ▶ 9 am – 5 pm

As an integral part of the campus life office, the Residence Life Program strives to complement a student’s academic program through a community living experience. Along with the convenience of living on campus, living in the residence halls allows you to interact with students of diverse backgrounds, cultural experiences, and lifestyles.

Each residence hall consists of a fully air-conditioned environment, featuring student rooms to accommodate up to 380 students, professional live-in staff, and well trained student and graduate student staff. The residence hall complex contains lounges, kitchen facilities, and laundry facilities. Each student room comes complete with cable television service, local telephone service, and Internet service.

Additional information about the residence halls, including the community living standards, staff contact information, and processes and procedures can be found in the residence life sections of this handbook. See ►p52 To find out how to become more involved in residence life, contact the director of residence life at 816.501.2485.

STUDENT ACTIVITIES

Ext. 3754

Marian Center ► Lower Level
Office Hours ► Mon – Fri ► 8 am – 5 pm

The office of student activities supports over 40 student organizations that sponsor activities such as social events, entertainment, speakers, trips, recreation, films, leadership development, workshops, publications, resource libraries, and service learning. Our goal is to create leadership and involvement opportunities where students can enhance leadership skills and personal development. The office of student activities also coordinates the operation of the Marian Center and new student orientation activities.

For free tickets that may be available to Avila students, contact the student activities office.

TEXT MESSAGES

[Avila Alerts](#)

Avila University has created a text message alert service as one method by which members of the Avila community may be contacted in the event of an emergency.

Follow the registration link found at <http://www.avila.edu/safe/> to sign up for the free service.

TRIO Offices-Student Support Services and Upward Bound

Ext. 2438 or Ext. 3719

Hodes Center
Office Hours ► Mon, - Fri ► 8 am – 5 pm

The TRIO program funded by the U.S. Department of Education to help low income and first generation high school & college students successfully overcome barriers to higher education. Program participants receive year-round tutoring and are exposed to a college campus experience. Program staff work in partnership with Avila faculty, staff and students to help low income and first generation participants realize their goal to successfully attain a college education.

III. STUDENT CODE OF CONDUCT

Purpose of the Code

As a Catholic University, sponsored by the Sisters of St. Joseph of Carondelet, Avila maintains a position that its educational role is more than an exchange of knowledge and the pursuit of wisdom. Avila is committed to the educational development of the total person and seeks to develop an environment that is conducive to academic, social, spiritual, personal, and physical growth with an emphasis on individual self-discipline and responsibility. The Student Code of Conduct serves to create an environment in which students have the best chance to learn, to study, to grow as members of our campus community, and the greater global community. This Student Code of Conduct allows members of our diverse community to live in harmony, to interact effectively, and to learn from each other.

The University operates from a value system in which caring, sharing and respect are paramount. While we value diversity and seek to serve all segments of society, we do not aspire to be only a reflection of society. We seek higher goals, with higher values, and higher standards. This is the community that you have chosen; one that expects more from itself, more from one another, and more from you.

It is the intent of this Code to set forth in a clear, concise and uniform manner the expectations of students who join with the University community and to set forth administrative and judicial procedures whereby those accused of violating the rules may be treated fairly.

Application of the Code

Students attending Avila University automatically place themselves under the jurisdiction of the Student Code of Conduct. It is of paramount importance for students to familiarize themselves with the rules and regulations affecting them. Participation in the Avila community entails responsibilities as well as privileges. Acceptance and adherence to these policies are necessary for the protection of the rights of others and the community. Violation of the policies and procedures contained within the Student Handbook may limit your privileges and jeopardize your membership in the Avila University community.

Attendance at a private educational institution is not compulsory. The individual who enters this community voluntarily assumes obligations of performance and behavior required by the institution, relevant to its purposes, mission & values and functions. These obligations are generally higher than those imposed on citizens by civil and criminal laws. The Student Code of Conduct, and the policies and procedures contained within it, apply to all students enrolled in any program on our campus. The Code applies to all University premises and at all University activities whether on or off campus. As the development of character consistent with our community values is a critical educational purpose, the Code may also apply to student behavior even when it is off campus and unconnected to a school activity if the conduct adversely impacts the University community or its objectives.

Policies and Procedures under the Code

Contained within this Student Handbook you will find a listing of policies and procedures designed to help achieve the overall purpose of the Code – to create a harmonious living/learning environment. While not intended to be all-inclusive, the items contained in this handbook should offer guidance and example for anyone trying to live by the values and mission of this institution. The policies set forth basic standards of behavior and conduct. Students are expected to adhere to the letter and the spirit of these standards. When appropriate, students shall participate in the formulation of policies and rules pertaining to student conduct and in the enforcement of such rules.

It is impossible to list every type of violation possible under the Student Code of Conduct. The ideal is to have as few regulations as possible and to be guided by broad statements that exemplify who we are as an institution and the values we hold dear. **Even if a type of behavior isn't covered under the University Policies section of this handbook, we should all be guided by the Mission of the University, the Values of the University, and the statements made above concerning the purpose and application of the Student Code of Conduct.** We expect all members of the community to have respect for oneself, respect for others, respect for property, respect for authority, and to conduct themselves in an honest and truthful manner. We expect all members to live in harmony, to interact effectively, and to learn from each other. Although the following list is not intended to be all-inclusive, normally, misconduct of the following nature is subject to discipline and/or civil and criminal penalties:

1. Dishonesty such as cheating, plagiarism, or knowingly furnishing false or misleading information to University officials
2. Forgery: alteration or use of University documents, records, or instruments of identification with intent to defraud
3. Action which disrupts or tends to disrupt teaching, research, administration, disciplinary proceedings, or other University activities on or off University premises or which endangers or tends to endanger the safety, health, or life of a person, including but not limited to:
 - a. physical or verbal abuse of any person;
 - b. sexual assault of any person;
 - c. hazing in any and all forms;
 - d. disorderly conduct, loud, indecent or obscene conduct
 - e. turning in false fire alarms or tampering with fire equipment.
4. Action that damages or tends to damage public property or private property not one's own

5. Appropriating for one's own use public or private property without the consent of the owner or the person legally responsible for that property
6. Physical contact of a sexual nature, whether in public or private, is prohibited on campus.
7. Actions inconsistent with published rules relating to the use of campus buildings and other facilities
8. Actions inconsistent with the mission statement of the University
9. Failure to comply with directions of University officials acting in the performance of their duties
10. Violations of civil laws and University regulations concerning the possession and/or use of illegal drugs and alcoholic beverages
11. Violations of federal, state and municipal laws or any other conduct not included above which adversely affects the function of the University and the pursuit of its educational purposes and objectives

Standard of Proof for Student Responsibility

In any hearing to determine whether a student is responsible for violating University policies, the standard used is a "preponderance of evidence" (i.e. "more likely than not") as used in civil situations. The standard is not "beyond a reasonable doubt" as is used in criminal cases.

Violations and condoning violations - Simply put, if a student is where a violation is occurring, he/she has two choices, one to leave, the other to stay. If the student chooses to stay, he/she may be found in violation, which will result in University disciplinary action. The student is responsible for knowing what is going on in a room he/she is visiting. "I didn't see anything" or "I didn't know" will not be considered excuses for violations.

Interaction with Local Authorities

When a student has been apprehended for violations of local, state or federal laws, the University will not request or agree to special consideration due to that individual's status as a student. The University will cooperate fully with law enforcement agencies and other agencies responsible for rehabilitation efforts. In addition to any action taken by civil or criminal authorities, the University reserves the right to impose its own disciplinary sanctions if the University believes that the student's conduct interferes with the purposes, objectives or responsibilities of the University.

While the activities covered by the laws of the larger community and those covered by the University's rules may overlap, it is important to note that the community's laws and the University's rules operate independently and that they do not substitute for each other. The University may pursue enforcement of its own rules whether or not legal proceedings are underway or in prospect and may use information from third party sources, such as law enforcement agencies and the courts, to determine whether University rules have been violated.

THE DISCIPLINE PROCESS

Students violating the policies and/or standards of conduct contained in this handbook will be referred to the appropriate campus authority depending on where the violation occurred, the person(s) involved, and the type of violation. Ultimately, it is the duty of the assistant vice president of student development and success to enforce the Student Code of Conduct. The assistant vice president of student development and success may designate other department(s) and/or campus official(s) in monitoring and regulating the Code as he/she deems appropriate. **At times, the assistant vice president of student development and success may immediately intervene and administer the disciplinary process directly through his/her office or his/her designee. This may include, per the discretion of a vice president, a choice of various disciplinary processes or procedures deemed best suited to meet the educational needs of the student(s) involved and the interests of the University community.**

Temporary Suspension

As a general rule, an individual's status as a student shall not be altered until a hearing occurs, and the issues involving violation of policies have been discussed with that student. Experience has shown, however, that prompt and decisive disciplinary action may be required in extreme cases before there is an opportunity to conduct a hearing as in cases where a student's continued presence on campus constitutes a threat or injury to the well-being or property of the University community or to the orderly functioning of the University. The assistant vice president of student development and success, or their designee(s), may immediately remove a person from campus until such time a disciplinary hearing may be conducted. Incident reports can be submitted by any member of the Avila University community. Incidents involving behavior in the residence halls should be given to the appropriate residence life official. Incidents involving behavior outside of the residence halls should be submitted to the director of student life.

Disciplinary Procedures

1. The discipline process is usually initiated by the writing of an "Incident Report" concerning the alleged violation of campus policies. Or if the University is given notice of possible policy violations
2. Alleged violations of Avila University rules and regulations will result in a fact-finding investigation. Students either directly or indirectly involved with the alleged violation may receive a request from the University official conducting the investigation for a meeting. A student's failure to respond to a request to meet for such a purpose is considered a serious violation itself that could result in immediate sanctions and loss of any right to appeal.
3. The University official will meet and conduct a disciplinary hearing with the student(s) alleged to have violated University policy. The student(s) will be informed of the alleged violation of University policy. The student(s) will be free to present his/her side of what happened. If the student(s) refuses to participate the process will continue without their contribution.
4. If the student is found responsible for violating campus policies, then the University official will also determine the appropriate sanction(s) for the violation and a time frame for its completion. The student will be given a discipline form or letter detailing the violation(s) for which he/she is being held responsible and detailing the sanction parameters. Students involved in sexual assault, dating violence, domestic violence and/or stalking policy hearings will be given sanctions concurrently and within 24 hours of findings.
5. The student does not have the right to representation by legal counsel at most hearings. Students involved in sexual assault, dating violence, domestic violence and stalking investigations are allowed to have attorneys present as advisors only. Students who have concurrent criminal charges pending against them are permitted to consult with counsel during their disciplinary hearing although the role of counsel is limited to consultation only.
6. Possible levels of sanctions and consequences from each level are described in the Level System section below. Decisions involving Level 1 offenses cannot be appealed. Decisions involving Level 2 or higher offenses can be appealed to the hearing officer's supervisor according to the appeal process listed below.
7. Should the student wish to appeal the decision of the University official for a situation where appeals are permissible, he/she must submit a written request to the appropriate University official, usually the supervisor of the University official presiding over the original hearing. All appeal requests must be made within five working days of receipt of the original sanction. Grounds for the appeal must be contained in the appeal request. Standard grounds for an appeal include:
 - a. original hearing was not conducted fairly in accordance with set procedures;
 - b. the decision wasn't based on substantial information;
 - c. the sanctions imposed were inappropriate for the violation;

The University official reviewing the appeal will communicate his/her decision to the student.

THE LEVEL SYSTEM

The disciplinary process at Avila involves the use of certain levels and disciplinary sanctions. Since no two incidents are identical, campus officials will use their discretion in issuing appropriate sanctions that best fit the policy violation and the circumstances involved. The list of sanctions is not all-inclusive and the sanctions can be used at all levels. It is important to remember that the levels need not be sequential in order. In other words, a student may be immediately placed on a higher level of sanctions without progressing sequentially through the lower levels (i.e. an incident listed as a Level 1 may, based on the circumstances, result in a finding of Level 2 responsibility and sanction). Also the following is meant to be a guideline, not a cookbook, of possible sanctions resulting from policy violations. If there is a cost associated with an element of a student's sanction, the cost will be the responsibility of that student.

Level 1: Warning Status

Typical consequences:

1. Students will receive a written warning
2. He/she may also lose special privileges, may have special conditions attached, or
3. May be required to make fiscal restitution
4. May be required to deliver an apology to those affected by the behavior/violation

Level 2: Probationary Status – Disruptive behavior of a more serious nature

Typical consequences include the range of sanctions available in a Level 1 violation and the possible implementation of additional sanctions. Examples can include:

1. Loss of special residence hall and/or other campus privileges or the addition of special conditions that need to be fulfilled
2. Loss of participation in any University sponsored activities and functions such as athletics, student government, etc.
3. FERPA, the Family Educational Rights and Privacy Act of 1974, is a Federal law that regulates disclosure of, and access to, educational records of students. This statute allows a university to notify parents/legal guardians of students under the age of 21 that the student has been found responsible for violation of the university's policies regarding alcohol consumption and/or drug use.
4. Community restitution behavioral expectations, including referral to the University Counseling & Career Services Office or various referrals to other on/off-campus offices and/or agencies
5. Sanctions emulating restorative justice practices-giving back what was taken by the behavior/violation

Level 3: Final Warning Status

This level means that your behavior severely calls into question your suitability as an Avila student. Any further violations will result in a recommendation for your suspension and/or dismissal.

Typical consequences include the range of sanctions available in a Level 2 violation and the possible implementation of the following additional sanctions:

1. Expulsion from the residence halls
Students removed from the halls are not entitled to any financial refund or release from financial liability. Food service privileges may or may not be affected. Students may be forced to move out of the residence halls immediately, although an attempt will be made to allow the student time to find other housing arrangements. The time allotted for moving out will not normally exceed 24 hours.
2. Loss of the ability to represent the University in any official capacity and severe restrictions on your activities on campus
3. Any other sanction designed to help the student learn and be accountable for his/her actions

Level 4: Suspension

This level is one of involuntary separation of the student from the University for a definite period of time after which the student is eligible to return. The disciplinary authority may establish additional individual requirements that must be fulfilled by the student prior to reinstatement.

Level 5: Dismissal

This sanction is one of involuntary separation of the student from the University. The separation is permanent in that it does not project a definite time of eligibility to return. Any student who has been dismissed from the University for a disciplinary reason may be readmitted only by the authority of the president upon the recommendation of the assistant vice president of student development and success.

IV. UNIVERSITY POLICIES

Alcohol and Drug Policy

The misuse of alcohol and other drugs pose major health problems, are potential safety and security problems, can adversely affect academic and job performance, and can generally inhibit the educational development of students. Avila University, therefore, prohibits the unlawful manufacture, distribution, dispensing, possession, or use of illicit* drugs and alcohol. This applies to all premises or property or as part of any student activity, more specifically:

1. The possession, being in the presences or consumption of alcoholic beverages or the possession of alcohol paraphernalia in the residence halls is prohibited regardless of the age of those involved. This applies to the residents of all halls, all Avila students, and all guests to the campus. However, **the following specific Alcohol Policy is written for Thompson Hall:**
 - a. As per federal, state and local regulations, alcoholic beverages may be responsibly consumed or possessed only within individuals' suites in Thompson Hall where all assigned residents are 21 years of age and have completed education steps through the assistant vice president of student development and success' office;
 - b. Alcohol may not be consumed in a room or suite where any of the assigned residents are less than 21 years of age, regardless of the age of guests or visitors.
2. It is unlawful for residents of all halls, all Avila students, and all guests to the campus to have an open container of alcohol in a public place (e.g., hallways, lounges, lobbies, patios, on the street or sidewalk).
3. The possession or consumption of alcoholic beverages or the possession of alcohol paraphernalia is prohibited anywhere on campus or at campus events unless explicitly allowed by the appropriate vice president, suites in Thompson Hall where all assigned residents are 21 or only for specific special events.
4. The possession of empty or full kegs, pony kegs, "party balls," or other common source containers of alcohol is strictly prohibited in all University residences. Possession or use of beer bongs is also prohibited.
5. Possessing, using, being in the presence or distribution of illicit drugs, controlled substances (including marijuana), or drug paraphernalia is strictly prohibited.
6. Disorderly behavior, vandalism, excessive noise, damage to University property, or other disruptive behavior related to possessing, using, being in the presence, smelling or distribution of alcohol or illicit drugs is strictly prohibited.
7. Attending classes, events or participating in any college activities while under the influence of or impaired by alcohol and/or other illicit drugs is prohibited.
8. Disciplinary Actions

- a. Students who violate the above regulations are subject to disciplinary sanctions. Possible sanctions range from a Level 1 warning up to and including a Level 5 dismissal from the institution.
- b. In conjunction with the imposition of any of the disciplinary sanctions set forth in the Student Code of Conduct, students may also be referred to appropriate local, state or federal law enforcement agencies for prosecution.
- c. In conjunction with the imposition of any of the disciplinary sanctions set forth above, students may be required to complete an appropriate counseling, rehabilitation or substance abuse program.
- d. FERPA, the Family Educational Rights and Privacy Act of 1974, is a Federal law that regulates disclosure of, and access to, educational records of students. This statute allows a university to notify parents/legal guardians of students under the age of 21 that the student has been found responsible for violation of the university's policies regarding alcohol consumption and/or drug use.
- e. All disciplinary proceedings shall be conducted in accordance with or as provided by the Student Code of Conduct.

9. Legal Sanctions

In addition to University rules, there are legal consequences for violating federal, state and local drug and alcohol laws. The severity of the sanctions imposed for drug possession or distribution offenses depends on the type and quantity of drugs, prior conviction, and whether death or serious injury resulted. Sanctions may be increased for offenses which involve distribution to minors or occur on or near University premises. In addition, other federal laws require or permit forfeiture of personal or real property used to illegally possess, facilitate possession, transport, or conceal a controlled substance. A person's right to purchase a firearm or receive federal benefits, such as student loans, grants, contracts, or professional or commercial licenses may also be revoked or denied as a result of a drug conviction. Under Missouri law, conviction for possession of illicit drugs results in up to seven years' imprisonment and a maximum fine of \$5,000, unless the offense involves 35 grams or less of marijuana, which entails up to one year in prison and a fine of \$1,000. Under federal law, conviction for possession of illicit drugs results in one to three years' imprisonment and a minimum fine of \$1,000, unless the offense involves cocaine base (crack) which may carry mandatory imprisonment for five to 20 years. Drug trafficking can result in life sentences under both state and federal law. Under federal law, drug trafficking penalties range from \$100,000 to \$10 million. State penalties for drug trafficking may be imposed in an amount up to \$20,000. Missouri's Liquor Control Law makes it illegal for a person under the age of 21 years to purchase, attempt to purchase, or possess any intoxicating liquor. Violation of this provision can subject one to a fine between \$50 and \$1,000 and/or imprisonment for a maximum term of one year. County and municipality ordinances contain similar prohibitions and sanctions. The same penalties apply to persons knowingly furnishing alcohol to minors.

10. Health Risks Associated with the Abuse of Alcohol or Use of Illicit Drugs

The use, misuse or abuse of illicit drugs and alcohol can lead to or result in a variety of health risks including, but not limited to: addiction, dependency, physical infirmities, trauma, mental and emotional disorders, and in some cases harm to unborn children. Basic information and literature about these health risks are available in career & counseling services and health services offices.

11. Drug and Alcohol Programs

Students with alcohol or other drug related problems are encouraged and, in some cases, may be required to utilize the services of private and community agencies to receive appropriate information, treatment, counseling, or referral services. Avila's Counseling & Career Services offers short-term counseling available to students free of cost. Referrals to outside professionals in the area of alcohol or drug treatment may be appropriate. Students are responsible to pursue these options on their own and at their own expense. A variety of campus organizations and departments are involved in providing programs to all community members as to the risks of substance abuse.

These may include workshops, lectures and films. The athletic department ensures that athletes be exposed to substance abuse information and are aware of available resources.

*Illicit drugs include illegal drugs (such as cannabis, opiates, and certain types of stimulants), pharmaceutical drugs (such as pain-killers and tranquillisers) when used for non-medical purposes, and other substances used inappropriately (such as inhalants).

ANTI-HARASSMENT/ANTI-DISCRIMINATION POLICY

Policy Statement

Avila University's policy is to maintain an environment for all of our employees and students that is free of unlawful harassment, illegal discrimination, and unprofessional conduct. It is never justifiable to harass one of our employees or students because of their race, color, gender, religion, national origin, age, disability, or sexual orientation. Unlawful harassment is counterproductive and does not serve the principles on which Avila University operates. We respect the dignity and worth of each employee and student. We believe that each employee and student should be free to develop fully his or her potential, neither hindered by artificial barriers nor aided by factors that are not related to merit. Avila University also prohibits unprofessional conduct and comments that may not amount to unlawful harassment. All employees are expected to use good judgment and to avoid even the appearance of impropriety in all of their dealings with other employees and students. Supervisory employees especially must exhibit the highest degree of personal integrity at all times, refraining from any behavior that might be harmful to their subordinates, students or to the University.

Racial, Religious, Sexual Orientation and National Origin Harassment

Racial, religious, sexual orientation, and national origin harassment is expressly prohibited. Racial, religious, sexual orientation, and national origin harassment includes any oral statement, written statement, or physical act in which race, religion, sexual orientation, or national origin is used or implied in a manner that makes another person uncomfortable in the work or educational environment or that would interfere with another person's ability to perform his or her job. Examples of racial, religious, sexual orientation, or national origin harassment include jokes that include reference to race, religion, sexual orientation, or national origin. The display or use of objects or pictures that adversely reflect on a person's race, religion, sexual orientation, or national origin or use of language that is offensive due to a person's race, religion, sexual orientation, or national origin.

Sexual Harassment

Sexual harassment is a form of sex discrimination, which is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students. Sexual harassment is also illegal under Missouri State Law and prohibited by Avila University. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either explicitly or implicitly a term or condition of employment
- Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee
- Such conduct has the purpose or effect of substantially interfering with the employee's work performance or creates an intimidating, hostile, or offensive work environment
- Submission to the conduct is made either explicitly or implicitly, a condition of a student's participation in a school program or activity or the basis for an educational decision affecting a student
- Such conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an education program or activity or creates an intimidating, threatening, or abusive educational environment

Prohibited acts of sexual harassment can take a variety of forms ranging from off-color jokes to subtle pressure for sexual activity to physical assault. It is not possible to identify each and every act that may constitute sexual harassment. Examples of conduct that may constitute sexual harassment are:

- Repeated or unwelcome sexual flirtations, advances, propositions, touching, remarks, or requests for sexual favors
- Repeated verbal abuse of a sexual nature
- Graphic verbal comments about a person's body
- Sexually degrading words used to describe a person
- The display of sexually suggestive objects or pictures
- Unwelcome questions or comments about private sexual matters
- Slurs, "off-color" jokes or degrading comments related to gender
- Demeaning, discourteous conduct or negative stereotyping
- A sexual relationship with a subordinate or a student

No Retaliation

It is strictly against University policy to retaliate against anyone who reports or assists in making a complaint of prohibited harassment. Retaliation is contrary to this policy statement and may result in discipline up to and including termination for employees and dismissal for students. Anyone who feels that retaliatory action has been taken because of his or her report or assistance in making a complaint of prohibited harassment should immediately bring the matter to the University's attention as described below.

How to Report Instances of Harassment or Retaliation

The University cannot resolve matters that are not brought to its attention. Any student or employee, regardless of position, who has a complaint of, or who witnesses harassment, or retaliation at work by anyone including instructors, students, supervisors, managers, employees, or even non-employees has a responsibility to immediately bring the matter to the University's attention. If the complaint or observation involves someone in the employee's direct line of command or if the employee is uncomfortable discussing the matter with his or her direct supervisor, the employee is urged to go to another supervisor, a University vice president, or to the director of human resources.

If the complaint or observation involves a student, the report should go to the vice president for academic affairs or the vice president for enrollment and student development. Student-to-student harassment complaints may be referred to the disciplinary system in the school's Student Code of Conduct for the appropriate investigation and resolution of such complaints.

How the University Will Investigate Complaints

The University will thoroughly and promptly investigate all claims of harassment or retaliation. A complainant will be given the opportunity to provide a good faith list of persons who may have information regarding the subject matter of the complaint, and those persons will be contacted by a representative of the University. If an investigation confirms that harassment or retaliation has occurred, the University will take prompt, corrective action as is appropriate. Complaints of harassment and retaliation will be kept as confidential as possible.

Avila's Commitment to an Effective No Harassment Policy

If you feel that the University has not met its obligations under this policy, you should contact the Office of Human Resources.

BUILDING ACCESS

Campus facilities are open to students, faculty/staff and guests of the University at various hours for specific buildings and areas. Check with the campus safety office for specific hours of operation. Campus safety makes rounds in each building after they have been secured. Individuals found in buildings after hours will be asked to show identification, and those who are in the buildings without proper authorization will be referred for disciplinary and/or criminal action. Propping open the doors to any building especially the residence halls causes a significant security risk to those inside. Such action will be viewed as a serious violation of school policy. Being in an unauthorized section of any building or in any area for which public access is not allowed, including boiler rooms and roofs of buildings, is also strictly prohibited.

CAMERA / VIDEO RECORDING DEVICE USAGE

Due to the increased ability of technology to covertly capture and electronically distribute images across the Internet or through other means, it is important to remember and to respect the privacy rights of all Avila community members in areas considered residential or restrictive on this campus. While it is advisable, if reasonably possible, to get a person's consent before photographing or video recording them, Avila will consider it mandatory if someone is within the confines of their residential living quarters (e.g. in the residence halls in general or in their residence hall room). Also certain areas on campus will be considered restricted as far as the use of any type of cameras (including cell phone cameras) or video recording devices. These restricted areas would be the locker rooms, training rooms, health service rooms, or restroom areas on campus. In these areas all cameras must be kept inoperable and stowed away on your person or in a locked area. This rule extends to any room or area that may be serving as a residential or restricted area in a similar manner as those listed above.

CANCELED CLASSES DUE TO INCLEMENT WEATHER

Students will **not** be notified individually of class cancellations due to inclement weather. University officials will contact local television and radio stations, and have the announcement made via their normal notification process. A notice also will be placed on the University Web site. In situations where University officials have not canceled classes, students are urged to use their own judgment in deciding whether it is safe to travel to campus. As in all situations, students who miss classes will be held responsible for material covered during the class session.

CANCELLATION / WITHDRAWAL OF ENROLLED COURSES

avila.edu/registrar/withdraw

The link above shows the tables of criteria and timeline used for cancellation or withdrawal from enrolled courses and tuition and fee adjustments. The actual last date for cancellation or withdrawal is determined by the length of the course and/or the semester of the course. For questions, please contact the registration and student records office at ext. 2410.

NOTE: The date the "Change of Program" form is filed in the registration and student records office is considered the official date for determining cancellation/withdrawal and tuition adjustments.

Appeal Policy

Students who feel their individual circumstances warrant an exception from the cancellation or withdrawal policy may appeal by submitting a signed appeal letter. The appeal letter should include a statement of the exception requested, an explanation as to why an exception should be granted, and appropriate materials to support the request for the exception. Send the signed letter and supporting materials to the Academic Affairs Office, Avila University, 11901 Wornall Road, Kansas City, MO 64145. Once all appeal materials are complete in the academic affairs office, the appeal will be reviewed, and the student will receive written notification of the decision.

Student Cancellation of Registration

A cancellation of enrolled courses will result in the cancellation of all tuition and fees. Students who cancel all courses will be assessed a cancellation fee (\$100 for full-time; \$25 for part-time) at the time of total cancellation. This will be assessed to the student's account, and this fee will reduce any refund amount.

Administrative Cancellation of Registration

Undergraduate students who do not cancel by the last cancellation date and do not attend any courses may be administratively cancelled. Administrative cancellations will result in a cancellation of tuition only. Fees are not cancelled or refunded. The student will be charged an administrative cancellation fee (\$100 for full-time and \$25 for part-time) at the time of administrative cancellation. If the student attends any classes, they cannot be administratively cancelled.

Graduate students who do not cancel their registration by 5 pm on the night of the first class and do not show up for class (unless special arrangements have been made) will be administratively canceled from class. The administrative cancellation will result in a refund of tuition only. Fees are not canceled, and the student will be assessed a \$50 administrative cancellation fee.

Tuition Adjustments

avila.edu/registrar/withdraw

The link above shows the tables of criteria and timeline used for cancellation or withdrawal from enrolled courses and tuition and fee adjustments/refunds. The actual last date for cancellation or withdrawal is determined by the length of the course and/or the semester of the course.

For questions on tuition refund policies, please contact the business office at ext. 3700.

Tuition Refund Appeal Policy

Students who feel their individual circumstances warrant an exception from the above-stated tuition refund policy may appeal by submitting a signed appeal letter. The appeal letter should include a statement of the exception requested, an explanation as to why an exception should be granted, and appropriate materials to support the request for the exception. Send the signed letter and supporting materials to the Academic Affairs Office, Avila University, 11901 Wornall Road, Kansas City, MO 64145. Once all appeal materials are complete in the academic affairs office, the appeal will be reviewed, and the student will receive written notification of the decision. Appeals for tuition adjustments will generally be considered for up to one year from the last date of the semester in which the tuition was charged.

Financial Aid Adjustments

NOTE: Please see avila.edu/financialaid or visit the Avila University Financial Aid Office for complete policies.

Complete Withdrawal

Students who withdraw completely from all classes prior to the completion of 61 percent of the academic term are required to return to the federal government the unearned portion of any federal financial aid the student has received. If the student withdraws after completion of 60 percent of the academic term, the student is not required to return the unused portion of federal funds.

The federal Return of Title IV Funds dictates the amount of Federal Title IV aid (e.g., Pell Grant, SEOG, Federal loans, unsubsidized or subsidized, Stafford, Perkins or PLUS) that must be returned to the federal government. **The student may be required to repay some of the federal grants or loans released to the student's account.**

Change from Full-time to Part-time Status

Part-time students are not generally eligible for Avila University institutional awards. Students who change from full-time to part-time status prior to the completion of 60 percent of the academic term will lose their Avila University awards (e.g., athletic awards, scholarship awards, transfer grants and awards). Federal aid will be reassessed based on the number of enrolled hours, and the student is required to return to the federal government the unearned portion of any federal financial aid the student has received. **In some cases, changing from full-time to part-time may reduce the amount of financial aid and will not reduce the amount of tuition and fees owed. The student is responsible for the difference owed to Avila University.**

The federal Return of Title IV Funds dictates the amount of Federal Title IV aid (e.g., Pell Grant, SEOG, Federal loans, unsubsidized or subsidized, Stafford, Perkins or PLUS) that must be returned to the federal government. **The student may be required to repay some of the federal grants or loans released to the student's account.**

Return of Title IV Federal Student Aid

Students who withdraw from all courses before 61 percent of the semester has elapsed will be evaluated according to the Department of Education guidelines and formula as stipulated by the Higher Education Amendments of 1998. Federal aid is earned by the percentage of the payment period the student completes. The percentage of aid earned is derived by dividing calendar days attended in the period by total days in that period. Weekends are included, but scheduled breaks that are at least five (5) days long are excluded. If the student completes more than 60 percent of the term, 100% of the aid is earned for the period and no immediate repayment obligation results. If the student completes 60 percent or less of the term, the portion of the federal aid determined to be unearned must be repaid to the federal programs. The Title IV federal programs that are affected include Pell Grants, SEOG, Perkins Loans, and Stafford Subsidized and Unsubsidized loan programs. Federal aid programs are returned in the following order: Stafford Unsubsidized Loan, Subsidized Loan, Perkins Loan, PLUS loan, Pell Grant, SEOG, and other Title IV programs.

Avila will return Title IV aid from the student's account according to the federal formula. A student may be required to return a Title IV aid overpayment. When a student receives notification from Avila of an overpayment, the student has 45 days to return the funds to the business office. Students not complying with the 45-day requirement will be submitted to the Department of Education for collection. The student will be ineligible for further Title IV aid until the overpayment has been paid in full or satisfactory repayment arrangements have been made with the Department of Education.

The return of enrollment charges policy calculation and applicable institutional refunds will be done within 30 days of the withdrawal date. A letter indicating the calculation results, any applicable refund or the adjusted statement of charges will be sent to the student's home address.

Return of Non-Federal Student Aid

The return of federal funds is the first priority for students receiving federal aid. If the student received institutional aid, state aid, or made personal payment, the institutional and state aid are repaid proportionally according to the source of the payment. If repayment of aid programs results in a balance owed to Avila on the student's account, it is the responsibility of the student to repay the amount owed and that amount is due upon notification that a balance owed exists.

Financial Aid Policy Appeal Process

Students who feel their individual circumstances warrant an exception from the above-stated financial aid policy may appeal by submitting a signed appeal letter. The appeal letter should include a statement of the exception requested, an explanation as to why an exception should be granted, and appropriate materials to support the request for the exception. Send the signed letter and supporting materials to the Financial Aid Office, Avila University, 11901 Wornall Road, Kansas City, MO 64145. Once all appeal materials are complete in the financial aid office, the appeal will be reviewed, and the student will receive written notification of the decision.

Residence Hall Refunds

Students who have been granted a withdrawal from the University may check-out of the residence halls and receive refunds as follows:

- Refunds will be calculated by dividing the total amount of their room and board contract by the number of weeks in the semester and then multiplying that by the number of weeks they have resided in the residence halls. An administrative fee of \$200 will also be charged.
- Students who are dismissed from the halls for disciplinary reasons will not receive a refund.

COMMUNICABLE DISEASE POLICY

Avila University has a responsibility to ensure a safe environment and protect students, faculty and staff from individuals who may pose a risk of spreading a reportable communicable disease. Reportable communicable

diseases included in this policy, which pose a significant health risk to others include (but are not limited to) measles, mumps, German measles, hepatitis A, hepatitis B, tuberculosis, chickenpox, H1N1, HIV, AIDS, and meningitis.

It is the responsibility of persons diagnosed with (or those suspecting) any of the communicable diseases listed above to report their concern to Avila University Health Services. All cases will be dealt with on an individual basis. Avila University Health Services respects that an individual with a reportable communicable disease has the right to privacy and confidentiality.

Avila University students, faculty and staff diagnosed with a reportable communicable disease shall be allowed to work and/or attend classes as long as they pose little or no risk of transmission of disease with reasonable precautions. If the risk is greater, than persons diagnosed with a highly communicable disease may be asked to leave campus for the length of time appropriate to the disease. Avila University Health Services may require verification from a licensed healthcare professional for the person to return to work and/or to attend classes.

Guidelines for reporting and outbreak control measures will be followed in accordance with Kansas City, Jackson County, and Missouri Department of Health standards. The Centers for Disease Control guidelines will be followed as needed.

In recognition of the importance of awareness, prevention, and proper medical care, basic information and literature about reportable communicable diseases are available from the Avila University Health Services.

CONSENSUAL RELATIONSHIPS

Amorous relationships between persons of unequal power and position within an organization can lead to difficulties and liabilities for all parties. Avila University considers amorous relationships between employees and students to be unethical when the employee has professional responsibility for the student in the context of supervision, teaching, or advisement or has direct power to control benefits, rewards, privileges, or penalties.

DRUGS

See **ALCOHOL AND DRUG POLICY** ► **p20**

EQUAL OPPORTUNITY IN EDUCATION

Avila University is an Equal Opportunity Employer and is committed to achieving and maintaining equal opportunity in employment and personnel actions and procedures including, but not limited to, recruitment, hiring, training, transfer, promotion, compensation, and services.

Further, Avila University is committed to nondiscrimination and equal opportunity to its students including, but not limited to, recruitment, admissions, financial aid, educational policies, placement services, housing, athletics, sponsorship, conduct of co-curricular activities, and other University administered programs and services.

These policies for students, faculty, and staff are to be administered without regard to sex, race, religion, age color, sexual orientation, disability, or national origin.

Any concerns regarding discrimination should be addressed to the director of human resources on the 1st floor of Blasco Hall, 816.501.3618. Good faith concerns can be raised without fear of reprisal.

FACILITIES AND SERVICES

Avila University encourages the use of its facilities by Avila students and recognized student groups. Although many facilities are used primarily for academic purposes, there are many locations that may be reserved (on a first-come, first-serve basis) to conduct meetings, presentations and other programs. All use of Avila facilities and services must be within the parameters of the Avila Mission, Values, and Student Code of Conduct. For a specific room set up, please fill out an "Event Set Up Request" form and send it to the campus services office.

FAILURE TO RESPOND

Students are required to comply with the reasonable requests of University faculty and staff members acting in the performance of their duties. This includes the requests of resident assistants and other housing staff personnel.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Avila University is in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974. This Act, also known as the Buckley Amendment, helps protect the privacy of student records. The Act provides for the right to inspect and review educational records, to seek to amend those records, and to limit disclosure or information from the records.

Official student records are maintained in the Registration and Student Records Office.

Students and parents of dependent students may request to review official educational records under the following procedure.

- The student must provide a written request to review the education record. Written requests need to identify the record(s) requested for review. Parents of dependent students must supply evidence of the income-tax dependency of the student if the student does not sign a release. If the parent provides documentation, the academic advisor and/or instructor will be notified.
- An appointment to review the record will be set with the Registrar/Director of the Office or with the Associate Vice-President for Academic Affairs within 45 days of the date the University received the request.
- If the student believes that inaccurate or misleading information is contained in the educational record, or that the information is in violation of the student's rights of privacy, the student may submit a written request to the administrator of the office responsible for that record. The written request submitted should include the part of the record that is believed to need change and why it is believed the information is inaccurate, misleading, or in violation. The university will investigate the request and notify the student of the decision. If the record is not amended as requested, the student has the right to request a hearing.

Institutions may disclose information on a student without violating FERPA if they have designated the information as "directory information." At Avila University, this includes:

1. Verification of enrollment status including full-time, part-time, graduate, undergraduate, and classification.
2. Student name, major and minor fields of study, academic honors, and degrees.
3. Student address and telephone numbers (only in connection with campus events and to persons with legitimate reason).
4. Student email address (only available to authorized users of the Avila University email system).
5. Dates of attendance.
6. Participation in campus activities and sports.
7. Weight and height of members of athletic teams.
8. Most recent education agency or institution attended and hometown.
9. Student photograph.

Students have the right to "opt out" of providing directory information. Requests to limit the release of directory information must be provided in writing to the Registration and

Student Records Office by the end of the second week of each semester. Institutions may disclose non-directory information without violating FERPA under the following conditions:

- with the student's written request;
- to school officials with "legitimate educational interests;"
- to parents of dependent students;
- to a person in response to a lawfully issued subpoena or court order.

For questions regarding FERPA, please contact the Registrar or the Academic Affairs Office. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

FIRE SAFETY EQUIPMENT

Tampering with fire equipment, elevator alarm bells, and fire exit doors and signs places everyone at risk and will result in serious disciplinary action for any party found engaging in such actions. In addition, pulling a false fire alarm is a violation of state and federal law and will be treated as such. Anyone found to be responsible for a false alarm will be subject to University disciplinary action and referral to local authorities.

FIREWORKS / EXPLOSIVES

Possession or use of fireworks and/or other explosives on University property is strictly prohibited.

GAMBLING

Gambling is prohibited on the Avila University campus in compliance with Missouri state law. As defined by the Missouri state law, a person engages in "**gambling**" when he/she stakes or risks something of value upon the outcome of a contest of chance, or a future event not under his/her control or influence, or upon an agreement or understanding that he/she will receive something of value in the event of a certain outcome.

GUEST SPEAKER / PERFORMER POLICY FOR CO-CURRICULAR PROGRAMS

Avila University is committed to an objective search for truth. A healthy dialogue among the campus community is fostered as varying viewpoints and ideas are freely presented. The University encourages recognized campus organizations to invite speakers from the community to participate in this ongoing dialogue and search for truth.

Speakers/performers whose topic and manner of delivery are consistent with the mission and values of Avila University are welcome on campus. Invitations to guest speakers/performers are subject to the approval of the provost and/or assistant vice president of student development and success.

HAZING

Hazing of individuals as members or prospective members of any campus entity shall not be tolerated. Campus entities include any group of persons operating under the name Avila University as employees, students, alumni, friends, or other association. They include, but are not limited to, staff or faculty groups, residence hall living units, athletic teams, fraternal Greek organizations, honorary societies, and recognized campus organizations.

Hazing activities are defined as any action taken or situation created, intentionally, whether off or on campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include, but are not limited to the following: required use of alcohol or other drugs, paddling in any form, creation of excessive fatigue, physical or psychological shocks, wearing of public apparel which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games, and any other activities which are not consistent with the Avila University Values Policy or regulations.

IDENTIFICATION CARD (ID)

All students are required to have an official, validated Avila University ID card. Students shall present their ID card upon request of an authorized official for services, admittance to activities, events, and the use of some facilities. ID cards are required for students on meal plans to access food service and for resident students to gain access to the residence halls. Resident students must have their valid ID at all times. Some local businesses grant discounts to students who present a valid ID. Replacement ID cards are available at a cost of \$20, due at the time of card replacement. For more information or a schedule of times for ID service, contact the campus safety office.

INFORMATION DISSEMINATION See POSTING POLICY ► p36

INFORMATION TECHNOLOGY

The primary purpose of the information technology system on the Avila University campus is for educational related activities. Members of the Avila community must adhere to the following:

System Integrity

1. Ultimate responsibility for proper use and misuse of the system (including all computers, software, related equipment, and the network) lies with each individual user.
2. Actions taken by users that deliberately deny authorized persons access to any aspect of the system are prohibited.
3. Actions taken by users that interfere with or alter the integrity of the University's equipment or software are prohibited.
4. Intentional actions taken by users that place onto any Avila equipment any icons, screensavers or items of a nature that would be considered offensive are prohibited.

Privacy and No Harassment

1. Students are required to respect others' right to privacy in the electronic forum. Avila University prohibits users of University technology, including computers and users of personally owned computers linked via University telecommunications equipment to other systems, from violating such rights. This includes, but is not limited to, attempts to read another person's electronic mail, to access another's files, to access electronic records containing information concerning another person, use of another person's e-mail account, and use of another person's password.
2. Accounts are not to be shared by multiple users.
3. Fraudulent, harassing, nuisance, threatening, offensive or obscene messages and/or materials are not to be displayed, sent with or stored onto any Avila equipment, or displayed with private equipment in any public forum.
4. This policy does not prohibit Avila University from monitoring users of University technology. Users should have no expectation of privacy in Avila owned equipment or technology.

Copyright Observance

1. Avila University purchases or licenses the use of copies of computer software from a variety of outside companies. The University does not own the copyright to this software or its related documentation. Users may not reproduce any portion for use on another computer without permission from information and technology services. Permission is granted only if it complies with the University's licensing or receives permission from the software developer.
2. Copyright with regards to traditional written materials applies to works in electronic forms. Users must comply with all copyright rules and regulations according to the U.S. Copyright Law.
3. Software may not be loaded and/or saved onto any Avila University equipment without written permission from the director of information and technology services.
4. Observances or other information regarding misuse of software or related documentation must be reported to the assistant vice president of student development and success.

Courtesy

1. Users must observe basic technology courtesy with regards to other users. This includes, but is not limited to, refraining from excessive use of paper, refraining from making electronic mass mailings for non-University business use, and refraining from using University owned computers or other technology for personal monetary gain.
2. The primary purpose of University-owned computers on the campus is for educational purposes. Users needing the computers for academic purposes will have priority over users playing games, in chat rooms, sending personal e-mails, or other personal uses.

Enforcement

Avila University may monitor and record usage of network resources. Information gained in this way may be used in disciplinary and/or criminal proceedings. Violations of this policy will be reported to the assistant vice president of student development and success. The above listed items of prescribed conduct are not intended

to be all-inclusive. Any behavior that is contrary to the ethical use of Avila computer technology will be subject to disciplinary action.

MISSING RESIDENT STUDENT POLICY

Current residents of campus housing have the option to identify an individual to be contacted by the institution after it is determined that the student is missing according to procedures identified below.

Each student should register emergency contact information with the Campus Life Office. A place for this information will be provided on the student's residence hall contract and can be changed upon request with the Campus Life Office.

If upon consultation with law enforcement, it is determined that the student has been missing for more than 24 hours and has not returned to campus, the Assistant vice president of student development and success office will initiate the emergency contact procedures in accordance with the student's designation.

Any dependent student under the age of 18 and living in a campus housing facility is advised that the institution will notify the appropriate custodial parent or guardian not later than 24 hours after it is determined that the student is missing.

An appropriate law enforcement agency will be notified not later than 24 hours after the time it is determined that the resident student under the age of 18 is missing.

Official notification procedures

Official notification of a missing student will originate from the Campus Safety Office in conjunction with the Office of Marketing and Communication and the Assistant Vice President of Student Development and Success Office.

Any report relating any missing student or any such student determined to be missing must be referred immediately to the Campus Safety Office.

1. Official receiving a complaint of a missing student will immediately contact the Campus Safety Supervisor on duty.
2. The responding supervisor will gather all information regarding the person. General descriptions, clothes last worn, where subject might be, who they might be with, vehicle description, for example, are items to share.
3. Supervisor obtains information from the card access information, dining services, and residence life to ascertain more information. Residence Life will conduct a room search in accordance with their procedures.
4. The Supervisor will also contact the coordinator of the Care Team to gather information regarding the missing person's well-being and physical state.
5. Appropriate campus personnel will be enlisted to aid in the search for the missing person.
6. Class schedules will be obtained and a search of the classrooms will be conducted at that time and at the time of the classes.
7. Information ascertained from the above will be referred to the Assistant Vice President of Student Development and Success Office for consultation with other offices including the Office of Marketing and Communication.

If the above are unsuccessful in locating the person or it is apparent from the beginning that the person is actually missing, the investigation will be turned over to the appropriate local law enforcement agency. At this time, they become the authority in charge and the Campus Safety Department will assist them in any way necessary.

The assistant vice president of student development and success or their designee will be responsible for the continuing communicating with the family or guardian of the missing person until the missing person is found or when law enforcement officials end their search.

MISSING PERSON (NON-RESIDENT) POLICY

Any report relating any person who is not a resident student and determined to be missing must be referred immediately to the Campus Safety Office.

1. Official receiving a complaint of a missing person will immediately contact the Campus Safety Supervisor on duty, or notify emergency services at 9-911 from any campus phone, or 911 from any cellular phone.
2. Campus Safety Supervisor will contact emergency services and inform of the situation. Supervisor follows all directions from emergency services. Campus Safety will assist emergency services in any way necessary.
3. Campus Safety may gather information similar to the procedure used as outlined for Resident Students to aid in a missing person's search.

PARKING

Overview

The parking policy is intended to provide reasonable access to parking for Avila's faculty, staff, students, and visitors. Parking regulations are needed to facilitate traffic flow, control parking, protect emergency vehicle access, and reserve certain critical areas for special use. The following regulations apply to anyone that uses any type of motor vehicle on campus, whether a member of the Avila community or a guest/vendor on our campus. If you have any questions concerning the following regulations or procedures, please contact the campus safety office.

Registration of Vehicles

All members of the Avila University community must register their vehicles with the campus safety office if they plan on parking a vehicle on campus property. A parking sticker will be provided to those that register their vehicles. **A valid Avila University parking sticker must be displayed on the vehicle when it is on campus property.**

Parking stickers are to be displayed on the rear windshield, lower left corner (behind the driver). Failure to register one's vehicle or failure to display the appropriately assigned sticker will result in a parking citation, an additional \$40 fine, possible revocation of parking privileges, and possible towing of the vehicle from the campus property. Additional and replacement stickers are available in the campus safety office with a fee of \$5 applied.

All students must re-register their vehicle every academic year to receive the proper year's resident parking sticker.

Visitors

Any person who is not currently a member of the Avila University faculty, staff, or student body is a Visitor. Visitors to the campus may park in the designated visitor spaces or, if none are available, use any parking spaces on campus that are not restricted. Visitors will be held to the same parking regulations as community members.

Parking Registration Fee

There is not a registration fee to park on campus. One sticker will be given to each student free of charge.

Driving on Campus

The maximum speed limit is 15 mph assuming the vehicle is operated in a safe and controlled manner.

Driving is permitted only on designated, surfaced drives. No vehicles are allowed on grass, lawns, or fields without special permission.

Parking Spaces

Vehicles should only be parked in spaces clearly marked as valid parking spots. Parking along curbs, unless clearly marked as a parking space, is a violation. Parking across more than one spot is a violation, regardless of the location of other cars in the lot. Reserved parking spaces can only be used for the posted purpose and only by those for whom the space is intended. Designated times for use on certain spaces may also be posted and will be enforced.

Loading and unloading spaces have been designated and so marked. Some of these areas can be used for specific amounts of time and must be vacated after the time period has elapsed; use of these areas for any other reason is strictly prohibited and can result in citation and/or immediate towing of the vehicle.

Use of emergency flashers does not justify parking in violation of regulations and is not an appropriate cause for appeal.

Condition / Abandonment of Vehicles

All vehicles parked on the campus must be registered with the appropriate state licensing office. All vehicles must display a valid license plate and registration sticker. The vehicle must be maintained in a drivable condition. Vehicles that are abandoned or left unmoved for an extended period of time or are left in a dilapidated state of condition may be towed from the campus. If the vehicle is registered on campus, Campus Safety will attempt to contact the owner and give a reasonable amount of time to have the vehicle repaired and/or removed from campus.

Handicap Spaces

Certain spaces on campus are reserved for those needing closer access to campus buildings due to a temporary or permanent disability. People requiring permanent handicap parking privileges will need to display a state issued handicapped license plate or parking tag.

Vehicles illegally parked in a handicap spot will be cited, fined, and may be immediately towed from campus.

Explanation of Restrictions

Employee Reserved Parking

Designated areas have been designated as employee only due to high demands from faculty or staff whose teaching course content necessitates close proximity to the core of campus.

Future Eagle Parking

Designated Admissions parking only and assigned by the Office of Admissions

Reserved Parking

Campus Safety may reserve certain areas for events or visitor parking. F/S/C/R parking in these areas may be ticketed. In extreme instances, violators may be towed.

No Overnight Parking

Parking in lots designated as "No Overnight Parking" are designated to promote areas that are clear during the overnight hours. This promotes safety by consolidating overnight parking into designated areas. Overnight is defined as after events or classes are finished for the evening. Hours are variable. During snow events, these parking areas may be declared to promote snow clearing for the University.

Resident Parking

Areas have been designated as "Resident Parking" to facilitate the residents to find a home for their vehicles at all times. Residents are only allowed to park in these areas on campus. Special permits are available to park in these areas after August 1 and expire July 31. Upon departing the residence halls, but remaining an Avila student, the permit must be surrendered to Campus Safety or evidence given that the parking permit was destroyed. These areas are reserved for current residents only.

Summer Resident Parking

Parking for Resident Students during the summer is only allowed for students living in the residence halls during the summer sessions. No long term parking is available for students wishing to leave their cars on campus during the summer.

Thirty Minute Parking

Parking spaces designated “30 Minute Parking” are implemented as designated drop-off or pick-up locations for individuals needing closer access to a building. These are open access spaced able to be used by all of the community for a brief period of time.

Explanation of Parking Citations

Standard Fine = \$40

Vehicle has NO VALID PARKING PERMIT

- Vehicle has no parking permit or the permit is not displayed properly.
- Standard Fine

Parked in DISABLED PERSONS’ space/area

- Vehicle has parked in a disabled person’s spot without proper authorization displayed
- \$200 Fine

Parked in NO PARKING space/area

- Vehicle has parked in an area designed as “No Parking.” This citation would also include parking overnight in an overnight parking area. Grassy areas not otherwise designated as parking are considered no parking.
- Standard Fine

Parked in RESERVED or DESIGNATED space/area

- Improperly parked in a designated reserved area or in a temporarily designated reserved area.
- Standard Fine

Parked in 2 SPACES

- Vehicle has parked in more than one space not allowing another vehicle to park next to them.
- Standard Fine

Blocking driveway or access

- Vehicle has parked so that access to a normally accessible area is not allowed. Will also be used to mark abuse of a 30-minute parking spot.
- Standard Fine

Enforcement Details

1. Tickets

- a. First Ticket – Fine
- b. Second Ticket – Fine
- c. Third Ticket – Fine & Referral to Assistant vice president of student development and success Office,

Disciplinary Sanction

- d. Fourth Ticket – Fine & Referral to Assistant vice president of student development and success Office, Tire Booting or Towing, Increased Disciplinary Sanctions up to Suspension Avila University

2. Ticket counts, but not the fines associated with the tickets, restart every academic year.

3. Tickets received by staff or faculty will be referred to the appropriate department on campus.

The Disciplinary Process, Sanctions, and the Levels associated with them begin on pg 18 of the Student Handbook.

Unpaid fines will be treated as any other unpaid balance on a student’s bill and may result in an administrative hold and/or submittal of the balance into the collection process.

Payment Details

Payment of parking tickets can occur at the business office during normal business hours.

Tire-Lock / Booting

Vehicles incurring four or more parking citations or repeatedly failing to acquire and display a proper parking permit for Avila University, may have a tire boot applied to their vehicle. The vehicle will be immobilized rather than towing off of Avila property. Removal of the boot is a \$100 cash fee due in full plus payment of all prior vehicle citations before removal of the boot. Vehicles may be towed from property if the tire boot is not removed within 24 hours.

Towing Policy

The decision to tow a vehicle will not be taken lightly. In most cases Campus Safety will make every effort to contact the owner/operator in an attempt to get the vehicle moved prior to towing.

The university reserves the right to remove motor vehicles **at the vehicle owner's expense** for any of, but not limited to the following:

1. Vehicles incurring **four or more parking citations**.
2. Vehicles parked in no parking areas that are impeding traffic or pedestrians.
3. Vehicles blocking legally parked vehicles.
4. Vehicles that pose hazards or are impeding necessary maintenance (e.g. blocking a fire lane, snow removal, repaving, crossing a barrier, etc.)
5. Vehicles that are displaying a permit that has been reported as lost, stolen or altered.
6. Vehicles parked in disabled parking spaces without the proper permits.
7. Vehicles parked on unpaved areas.
8. Vehicles parked in tow zones.

Parking Appeal Process

Appeals for parking violations need to be made within **five business days** of the issued citation. Appeals received after five days will not be considered and the fine amount will automatically be added to the student bill. An appeal form is available in the campus safety office and must be returned to that office within the five business days. The appeal must explain why the ticket should be voided and offer any evidence in support. Consequences for the ticket will be suspended until the appeal is considered. If the citation is deemed justified, the fine will be added to the student bill. Appeals will be reviewed as soon as reasonably possible by an appeals board dependent upon the availability of those members. At certain times of the year when the appeals board is not readily available, the director of campus safety or their designee will act in lieu of the appeals board. The decision to tow a vehicle from the campus property cannot be appealed.

Referral to Assistant vice president of student development and success Office / Flagrant Parking Violations

In the case of flagrant parking violations or a referral to the assistant vice president of student development and success office, the assistant vice president of student development and success, or his/her designee, reserves the right to supplement the above sanctions with sanctions available in the Student Code of Conduct including and up to revocation of parking privileges, suspension, and/or dismissal from the institution. Local police authorities may be involved, if necessary, depending on the circumstances of the violation.

Record Keeping

The campus safety office keeps a record of all registered vehicles and any associated citations. All registered vehicles will have their violation total reset to zero at the beginning of each academic year unless parking privileges were revoked for a period of time extending across multiple academic years.

Bike Parking Permits

Bike permits are available from the Campus Safety office. Permits should be affixed to the main body of the bike easily visible.

Motorcycle Parking Permits

Motorcycle permits are available from the Campus Safety office. Permits should be affixed to the driver's side mirror or to an approved place on the license plate of the vehicle. Motorcycle riders as well as any rider of a motorized two wheel vehicle should affix the permit to the outside of the driver's side rear view mirror. Motorcycle riders should follow DOT regulations and suggestions in parking in the parking lots.

PERSONAL PROPERTY LOSSES

The University is not responsible for the loss or damage to property owned by students or their guests, regardless of the cause.

POSTING POLICY

Students and student organizations are encouraged to have notices and promotional materials concerning items of interest to the entire community posted on campus. As with all actions on campus that affect the entire community, procedures on how this can best be accomplished in a community setting must be followed. This policy exists in order to maximize limited bulletin board space on campus, to facilitate fair usage, to better communicate with the campus community, and to maintain a safe and aesthetically pleasing environment. The campus life office will administer this posting policy in conjunction with the Office of Student Activities. The following procedures must be followed when posting items on campus.

- Bring your signs to the campus life office in the Marian Center. The number of signs needed will be decided each year and communicated to those interested. The maximum size sign allowed to be submitted is 14" x 22." If the signs are approved, they will be posted on all general use student life bulletin boards, kiosks, or other areas so designated by the campus life office. That office maintains a listing of the locations where signs will be posted.
- The campus life office will be responsible for posting and removing the signs, once the event/meeting has occurred.
- Signs need to include, at the very least, the name of the person or organization responsible for the sign, and the name, date, time, and location of the event. It is recommended that information describing the event also be included.
- All posting and promotional materials must be in good taste and within the letter and spirit of the Avila Mission, Values, and Student Code of Conduct. In no manner can publicity emphasize or promote the sale, distribution, or consumption of alcohol or drugs, nor depict the use of alcoholic beverages or drugs.
- The campus life office is responsible for approving postings on campus and will notify the appropriate individual if the signs are unacceptable.
- If acceptable, the campus life office will post the signs as soon as possible but no earlier than two weeks prior to the event.
- Signs not approved will be removed and discarded. Individuals and/or organizations violating this policy will be sanctioned per the discipline system as defined in the Student Handbook.
- Postings may only occur on appropriate, general posting, student life bulletin boards or on other authorized areas so designated by the campus life office. Signs posted on all other surfaces will be removed. This includes, but is not exclusive to signs posted on doors, windows, walls, fences, other bulletin boards, etc. Posting signs on departmental bulletin boards is regulated by that specific department and should be cleared through the appropriate departmental office.
- Off-campus persons and organizations may petition the campus life office to have signs posted on campus life designated areas. This decision is totally within the discretion of the assistant vice president of student development and success.
- Postings in the residence halls is regulated by the housing staff. If you would like signs posted in the residence halls, please add 19 additional copies to those that you leave with the campus life office. Please contact the appropriate resident coordinator or director of student life concerning any other posting issues in the residence halls.

- Postings of a larger nature (banners and sheet signs) also need to be approved by the campus life office. If approved, possible locations will be designated by that office and the manner of hanging the sign will be discussed with the interested parties.
- Courtesy and respect for the freedom of expression by others dictates that poster/signs should not be marked on, destroyed or removed, except through appropriately approved channels. Anyone discovered defacing posters would be subject to disciplinary action through the Student Code of Conduct.
- Handbills or fliers may not be placed on car windshields. The campus life office reserves the right to regulate locations on campus where handbills and fliers may be distributed.
- Any other type of promotional or informational media display not covered by the above posting policy guidelines must be approved by the campus life office prior to displaying on campus.

REGISTERED SEX OFFENDER INFORMATION

The Missouri Sex Offender Registry can be access through the Missouri State Highway Patrol's website. Registered sex offenders throughout the state are posted along with their name, address, date of birth and photo to identify the offender. Information about the offense is also available.

www.MSHP.DPS.MISSOURI.GOV

Please feel free to call the hotline number if you have questions about the offenders in your area.

1-888-767-6747

Telephone numbers for information on registered sex offenders by county are:

- o Jackson County sexual offender data is (816) 524-4302.
- o Platte County sexual offender data is (816) 858-2424.
- o Cass County sexual offender data is (816) 380-5200.
- o Clay County sexual offender data is (816) 792-7614.

To search for offenders anywhere in the United States, try searching the National Sex Offender Registry at:

www.nsopr.gov

RETALIATION

Retaliation is contrary to Avila's mission and values and will result in discipline up to and including termination for employees and dismissal for students. Anyone who feels that retaliatory action has been taken because of his or her report or assistance in making a complaint should immediately bring the matter to the University's attention.

SALES AND SOLICITATION

No person, firm or corporation shall engage in the business of selling or advertising services, activities, goods, take orders or make contracts for purchase or delivery, sell or offer for sale tickets, goods, activities or services, solicit funds, subscriptions, or orders for any purpose within the boundaries of Avila University without the written consent of the assistant vice president of student development and success and/or vice president for enrollment and student development.

Recognized campus organizations and individual students may request permission from the director of student life to allow for the sale of goods and services or solicitation of funds. Permission may be granted provided that advertising and activities are planned and approved in advance, and that the financial arrangements have been made and coordinated in the campus life office.

SEXUAL AND GENDER-BASED HARASSMENT, SEXUAL VIOLENCE, RELATIONSHIP AND INTERPERSONAL VIOLENCE AND STALKING POLICY*

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I. STATEMENT OF PURPOSE

Avila University, a Catholic University sponsored by the Sisters of Saint Joseph of Carondelet, is committed to creating and maintaining a community in which all persons who participate in Avila University's programs and activities can work together in an atmosphere free from all forms of harassment, abuse, assault, exploitation, or intimidation. Sexual misconduct or harassment are unacceptable and will not be tolerated at Avila University. Accordingly, Avila University urges an individual to make a formal report if that individual is the victim of sexual misconduct or harassment, has knowledge of another person being the victim of sexual misconduct or harassment, or believes in good faith that he/she has witnessed a possible warning sign of sexual misconduct or harassment. A report of sexual misconduct or harassment will be dealt with promptly. Confidentiality will be maintained to the greatest extent possible.

Further, Avila University is committed to nondiscrimination and equal opportunity to its students including, but not limited to, recruitment, admissions, financial aid, educational policies, placement services, housing, athletics, sponsorship, conduct of co-curricular activities, and other University administered programs and services.

These policies for students, faculty, and staff are to be administered without regard to sex, race, religion, age, color, sexual orientation, gender identity, disability, or national origin.

The University operates from a value system in which caring, sharing and respect are paramount. While we value diversity and seek to serve all segments of society, we do not aspire to be only a reflection of society. We seek higher goals, with higher values, and higher standards. This is the community that you have chosen; one that expects more from itself, more from one another, and more from you.

It is the intent of this policy to set forth in a clear, concise and uniform manner the expectations of students, faculty & staff who are a part of the University community and to set forth administrative and judicial procedures whereby those involved in gender-based misconduct may be treated fairly.

a. Amnesty

At times, an individual(s) may be hesitant to report the occurrence of misconduct to Avila officials because they are concerned that they themselves, or a witness to misconduct, may be found responsible for other policy violations, such as alcohol or drug violations. Although violations of University policy are not condoned, the importance of addressing the alleged misconduct takes priority. Therefore, Avila will not refer an individual or a witness who makes a report of misconduct to the student conduct system as a responsible party for any other violations that may have occurred in connection with the reported allegations of misconduct.

b. False Reports

Avila prohibits students from knowingly making false reports of sexual misconduct (including sexual assault and sexual harassment). Knowingly making false reports of sexual assault, dating/domestic violence and/or stalking constitutes a violation of the Student Code of Conduct and will result in disciplinary action. However, a report made in good faith is not considered false merely because the evidence does not ultimately support the allegation.

All members of Avila University's community, including but not limited to students, faculty (including adjunct faculty), staff, volunteers and independent contractors are subject to this policy.

Avila University is committed to making reasonable efforts to protect the privacy interests of a reporting party, a respondent and/or other individuals involved in a report under this policy.

This policy is in compliance with applicable legal requirements including Title IX of the Education Amendments of 1972; relevant provisions of the Violence Against Women Reauthorization Act of 2013; Title VII of the Civil Rights Act of 1964; the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act; and other applicable federal and Missouri state laws.

c. Privacy

For the purposes of this policy, privacy generally means that information related to a report of misconduct will be shared with a limited circle of individuals who "need to know" in order to assist in the review, investigation, and findings, and related issues. All employees who are routinely involved in Avila University's Title IX response receive specific training and guidance about safeguarding private information in accordance with applicable laws.

d. Confidentiality

Students who would like to discuss their situations in a confidential environment, and share or seek information about a sexual misconduct, dating/domestic violence, or stalking issue without making a report, have a number of options. At various offices on campus and off campus, students can speak to individuals who have a professional or legal obligations to keep communications with the student confidential. To view

options of confidential resources on and off campus please view Avila's [Resource and Referral Options worksheet](#).

II. EMPLOYEE RESPONSIBILITY TO REPORT ALLEGATIONS

There are 2 general classifications of individuals on campus and the respective ability of these categories of individuals to maintain a reporting party's confidentiality differs:

a. Confidential and Anonymous Resources: Confidential and Anonymous Resources can maintain the confidentiality of a reporting party's disclosures and will not share any information with Avila University. If the victim does not want to pursue action within the University system or the criminal justice system at this time, she/he may still want to consider having a confidential or anonymous report made. The purpose of a confidential or anonymous report is to comply with the victim's wish to keep the matter private while taking steps to ensure future safety for the victim and others. The reporting party will be asked to sign a Complaint Acknowledgement Form from the University, which protects their right to pursue action at a later time, if they so choose.

- University Counselor:
Elizabeth McKinley- (816) 501-3767

- Office of Ministry, Service and Action
Dave Armstrong (816) 501-2423
Julie Cowley (816) 501-0427
Fr. Keith Branson padrekb_CPPS@yahoo.com

- Anonymous Reporting
Campus Conduct Hotline: (866) 943-5787

b. Responsible Employees: While able to maintain an individual's privacy, Responsible Employees are required to immediately share all known details of incidents of misconduct with the Title IX Co-Coordinators.

- "Responsible Employee" means those designated employees in a leadership or supervisory position, or who have significant responsibility for the welfare of Students or Employees. Responsible Employees include all full-time, regular part-time, faculty, adjunct faculty and staff employees.

- "Responsible Student Employee" means students serving in certain positions of leadership or authority, such as Resident Assistants, student supervisors and managers, Graduate Assistants and First Year Mentors, are also considered Responsible Employees.

This list is not exhaustive; any questions about the status of an employee as a 'Responsible Employee' should be addressed to the Title IX Co-Coordinators.

c. Title IX Co-Coordinators

- Janet McManus (816-501-3618 or janet.mcmanus@avila.edu)
- Darby Gough (816-501-3748 or darby.gough@avila.edu).

III. RELATIONSHIP & INTERPERSONAL VIOLENCE

a. Dating Violence

Dating Violence is defined by Violence Against Women Reauthorization Act (VAWA) as “violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship would be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, the frequency of interaction between the persons involved in the relationship.” Examples of this type of behavior include, but are not limited to:

- **Verbal**—name-calling, putdowns, yelling or shouting, threatening the partner or one of the partner’s family members
- **Emotional**—excessive jealousy, trying to control the partner’s activities, calling or paging frequently to “keep tabs” on the partner, telling the partner how to dress, stalking,
- **Physical**—hitting, slapping, punching, shoving, pinching, kicking, hair pulling
- **Sexual**—unwanted touching or kissing, forcing the partner to have sex or engage in any unwanted sexual activity, not allowing the partner to use birth control

b. Domestic Violence

Domestic Violence is defined by VAWA as “...violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse...” Examples of domestic violence include:

- Causing or attempting to cause physical or mental harm to a family or household member
- Placing a family or household member in fear of physical or mental harm
- Causing or attempting to cause a family or household member to engage in involuntary sexual activity by force, or duress
- An act taken toward a family or household member that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed or molested.

Domestic violence also is viewed as a learned pattern of physical, verbal, sexual and/or emotional behaviors in which one person in a relationship uses force and intimidation to dominate or control the other person.

IV. SEXUAL AND GENDER-BASED HARASSMENT, SEXUAL VIOLENCE

All forms of sexual and gender-based harassment and sexual violence, including rape and other unwanted sexual contact, will not be tolerated by Avila University. The University is committed to fostering and maintaining a safe environment for all of its students and employees.

Offenses include, but are not limited to the following:

a. Sexual Assault

VAWA defines sexual assault as “an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.” Penetration, no matter how slight,

of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Examples of sexual assault under this policy include, but are not limited to, the following behaviors, however slight, when consent is not present:

- Sexual intercourse (anal, oral, or vaginal). Intercourse, however slight, meaning vaginal penetration by a penis, object, tongue, or finger; anal penetration by a penis, object, tongue, or finger; or oral (mouth to genital contact or genital to mouth contact)
- Intentional contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts.

b. Sexual Exploitation

Sexual Exploitation occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses.

- Voyeurism (such as watching or taking pictures, videos, or audio recording of another person in a state of undress or of another person engaging in a sexual act without the consent of all parties).
- Exposing portions of one's body in such a manner that it may be seen by someone who reasonably could be offended.
- Disseminating, streaming, or posting pictures or video of another in a state of undress or of a sexual nature without the person's consent.
- Prostituting or trafficking another person.

c. Sexual Harassment

Sexual harassment is a form of prohibited harassment. Sexual harassment is defined as unwelcome sexual conduct of any nature that creates an offensive or hostile work environment or unwelcome sexual conduct that is made a condition of working at the University. Sexual harassment, like other forms of prohibited harassment, will not be tolerated. Examples of prohibited sexual harassment include unwelcome sexual conduct such as:

- Verbal harassment (e.g., sexual requests, comments, jokes, slurs);
- Physical harassment (e.g., touching, kissing) and;
- Visual harassment (e.g., posters, posts on social media, electronic communication, cartoons or drawings of a sexual nature.)

Sexual harassment is not about sexual attraction or desire, it's about power and control. It may occur between members of the opposite sex or members of the same sex, regardless of their sexual orientation. It also may be in the form of non-sexual, offensive conduct that is directed at an employee or student because of his or her gender (including gender identity and gender expression).

Verbal Assault, without accompanying physical contact, is not sexual assault, but may fit the criteria for sexual harassment.

The legal standards and consequences of unlawful sexual harassment are still evolving. The University's policy is more all-encompassing than what the law prohibits. This is because the University's policy rests on the fundamental precept that each employee and student must treat all others with respect, dignity and professionalism. Deviation from that standard will not be tolerated.

V. ADDITIONAL APPLICABLE DEFINITIONS

a. Consent

Consent is a verbal agreement or action that must be active, voluntary, informed, and mutual. Consent or lack of consent may be expressed or implied.

- Each participant in a sexual encounter must obtain consent for all sexual activities. Consent to one form of sexual activity does not constitute consent to engage in all forms of sexual activity.
- Consent to engage in a sexual encounter with one person does not imply consent to engage in a sexual encounter with another.
- Consent consists of an outward demonstration indicating that an individual has freely chosen to engage in sexual activity. Consent may not be inferred from silence, passivity, lack of resistance or lack of response alone. A person who does not physically resist or verbally refuse sexual activity is not necessarily giving consent.
- Consent may be withdrawn by either party at any time. Withdrawal of consent should be outwardly demonstrated by words or actions that clearly indicate a desire to end sexual activity. Once withdrawal of consent has been expressed, sexual activity must cease.
- Individuals with a previous or current intimate relationship do not automatically give either initial or continued consent to sexual activity. Even in the context of a relationship, there must be mutually understandable communication that clearly indicates a willingness to engage in sexual activity.
- Consent cannot be given by a person who lacks the mental capacity to authorize the sexual encounter/activities and such mental incapacity is manifest or known to the individual initiating the act
- Consent cannot be given by a person who by reason of youth, mental disease or defect, or incapacitated, is clearly unable or known by the individual initiating the act to be unable to make a reasonable judgment as to the nature or harmfulness of the sexual encounter/activities; or
- Consent cannot be induced by force, duress, or deception.

b. Coercion or Force

Coercion is verbal and/or physical conduct, including manipulation, intimidation, unwanted contact, and express or implied threats of physical, emotional, or other harm, that would reasonably place an individual in fear of immediate or future harm and that is employed to compel someone to engage in sexual contact. Force is the use or threat of physical violence or intimidation to overcome an individual's freedom of will to choose whether or not to participate in sexual contact.

c. Incapacitation

An individual who is incapacitated lacks the ability to make informed judgments and cannot consent to sexual contact. Incapacitation is the inability, temporarily or permanently, to give consent because an individual is mentally and/or physically helpless, asleep, unconscious, or unaware that sexual activity is occurring. Mentally helpless means a person is rendered temporarily incapable of appraising or controlling one's own conduct. Physically helpless means a person is physically unable to verbally or otherwise communicate consent or unwillingness to an act. Where alcohol or other drugs are involved, incapacitation is a state beyond impairment or intoxication. Where alcohol or other drugs are involved, evaluating

incapacitation requires an assessment of how the consumption of alcohol and/or drugs affects a person's: decision-making ability; awareness of consequences; ability to make informed, rational judgments; capacity to appreciate the nature and quality of the act; or level of consciousness. The assessment is based on objectively and reasonably apparent indications of incapacitation when viewed from the perspective of a reasonable person.

VI. STALKING

It is unlawful for a person to stalk another person. The term stalking is defined as "purposely and repeatedly harass or follow with the intent of harassing another person."

As used in this policy "harass" means "engaging in a knowing course of conduct directed at a specific person that serves no legitimate purpose, that would cause a reasonable person to (1) fear for his or her safety; or (2) suffer substantial emotional distress, and that actually causes substantial emotional distress to that person." For purposes of this policy there must be a "course of conduct" meaning "two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property."

Examples of stalking under this policy include, but are not limited to:

- Non-consensual communication including in-person communication, telephone calls, voice messages, text messages, email messages, social networking site postings, instant messages, postings of pictures or information on Web sites, written letters, gifts, or any other communications that are undesired and/or place another person in fear
- Following, pursuing, waiting, or showing up uninvited at a workplace, place of residence, classroom, or other locations frequented by a victim
- Surveillance and other types of observation, whether by physical proximity or electronic means
- Trespassing
- Vandalism
- Non-consensual touching
- Direct physical and/or verbal threats against a victim or a victim's loved ones
- Gathering of information about a victim from family, friends, co-workers, and/or classmates
- Manipulative and controlling behaviors such as threats to harm oneself, or threats to harm someone close to the victim
- Defamation or slander against the victim

VII. INFORMATION AND SUPPORT FOR VICTIMS/SURVIVORS: WHAT DO I DO IF I HAVE EXPERIENCE GENDER-BASED VIOLENCE

1. Go with your instincts. Whatever you decide to do is a decision you must feel comfortable with. You will react to the crime in the way that makes the most sense to you at the time.

2. Get to a safe place—a friend’s house or any place where people can give you emotional support.
3. For survivors of Sexual Assault:
 - Metropolitan Organization to Counter Sexual Assault (MOCSA): 24-hour Crisis Line: 816-531-0233 or 913-642-0233 or Rape, Abuse & Incest National Network (RAINN): 24-hour Phone Hotline: 1-800-656-HOPE (4673) or 24-hour Online Hotline: <https://ohl.rainn.org/online.rainn.org/> for confidential counseling, assistance and referral.

For survivors of Dating/Domestic Violence:

- Hope House: 24-hour Crisis Line: 816-461-4673 or The National Domestic Violence Hotline: 1-800-799-7233 or www.thehotline.org for confidential counseling, assistance and referral.
4. Seek medical help immediately for the treatment of any injuries.
 5. Sexual Assault: If you do plan to report the incident to authorities, there is an additional reason to seek medical attention. Medical evidence can be collected. For preservation of evidence, it is recommended to not douche, bathe, shower or change your clothes before seeking medical attention.
 6. Avila encourages the preservation of evidence and information immediately following an incident. It is extremely important, and what is done with the evidence and information can be determined by the reporting party of the crime, but it is recommended to be preserved at that time.
 7. If you feel comfortable, report the incident to Campus Safety (816-985-6079) and/or Kansas City Police (816-234-5550). This is your decision. While the University recommends that the Campus Safety department and local law enforcement are both notified, you have the choice to decline notifying either or both. If you don’t feel comfortable reporting, that’s okay, there is no time limit on when a report of sexual assault, dating/domestic violence and/or stalking have to be made.
 8. Whether or not you decide to report the crime or participate in legal action you may seek counseling. Counseling can be beneficial as you work through your reaction to sexual assault.
 - On-Campus: Professional counseling is available on-campus through the Counseling and Career Services Center (816-501-3767)
 - Local Sexual Assault Agency: MOCSA (816-531-0233)
 - Local Domestic Violence Agency: Hope House (816-461-4673)
 - Local LGBTQ Agency: KCAVP (816-561-2755)
 - National Resource: RAINN (1-800-656-HOPE)
 9. File a report following the judicial process if the perpetrator is part of the Avila community. An investigation for appropriate disciplinary action under the University’s conduct system will occur.
 10. Tell your story soon to avoid forgetting details. Alternatively, write out the details for yourself or use a tape recorder.
 11. Take whatever steps are necessary to work through the assault. This might include talking to your partner, friend or counselor about your feelings. Resume your normal routine as much as possible.

VIII. INFORMATION AND SUPPORT FOR THE RESPONDENT: WHAT TO DO IF I AM ACCUSED

Assistance for students accused of sexual misconduct or other unwelcome sexual behavior, dating/domestic violence, and/or stalking,

1. Due process. The University will treat accused students with fairness and respect in accordance with the principles of due process. A student who is accused of sexual misconduct may be assisted by an attorney or other advocate of his or her choosing.
2. The Title IX Co-Coordinators 816-501-3748 or 816-501-3618 can assist with understanding the University policies and the Student Judicial Procedure, listen to concerns, help identify options, and refer to other resources as needed.
3. The Counseling and Career Services 816-501-3767 can confidentially assist in dealing with stress related to the report and work to develop strategies for healthy coping.
4. Eagles Aware Project Coordinator 816-501-2909 can assist you with the understanding the University policies and the Student Judicial Procedure.

IX. MAKING A REPORT OF SEXUAL MISCONDUCT, DATING/DOMESTIC VIOLENCE, AND/OR STALKING

a. How to Report If I'm A Student, Visitor, Witness or 3rd Party Vendor (Reporting Party)

1. Avila takes all incidents of sexual misconduct, dating/domestic violence, and/or stalking very seriously. There are several options for the reporting party to make a report of sexual misconduct. The reporting party may pursue one or all options.
2. The reporting party can make a report about sexual misconduct, dating/domestic violence, and/or stalking by contacting the;

On-Campus Resources:

Title IX Co-Coordinators at 816-501-3748 or 816-501-3618

Campus Safety at 816-985-6079

Career and Counseling Services 816-501-3767

Campus Ministry 816-501-2423

Eagles Aware 816-501-2909

Health Services 816-501-3668

3. A student can make a report with local law enforcement. For emergencies please call 911 from wherever you are, and a law enforcement officer will respond to assist you or call KCPD-Victim Service Unit at 816-234-5111.
4. If the reporting party does not want to pursue action within the University system or the criminal justice system at this time, she/he may still want to consider having an anonymous report made. A member of the Counseling and Career Services staff or Campus Ministry can report the details of the incident to the Campus Safety without revealing the identity of the reporting party. The reporting

party will be asked to sign a Complaint Acknowledgement Form from the University, which protects their right to pursue action at a later time, if they so choose.

University Counselor

Elizabeth McKinley- (816) 501-3767

Office of Ministry, Service and Action

Dave Armstrong (816) 501-2423

Julie Cowley (816) 501-0427

Fr. Keith Branson padrekb_CPPS@yahoo.com

Anonymous Reporting

Campus Conduct Hotline: (866) 943-5787

5. There is no time limit on making a report to the University. However, individuals are strongly encouraged to report incidents of, or share information about, sexual misconduct, dating/domestic violence or stalking as soon as possible after the incident occurred. Factors that could negatively affect the University's ability to investigate include loss of physical evidence, the potential departure of witnesses, or loss of memory.

b. How To Report If I'm A "Responsible Employee"

1. As a responsible employee, you are required to contact Avila University's Title IX Co-Coordinators (Janet McManus 816-501-3618 or Darby Gough 816-501-3748). If you believe there is a risk of imminent harm to someone, you should also contact Campus Safety at 816-985-6079 or the Kansas City Police Department at 816-234-5550
2. If you feel as though someone is about to disclose information of sexual misconduct or violence, compassionately interrupt the conversation and explain that you are obligated to report any incidents and that you cannot maintain complete confidentiality.
3. If the individual wants to talk with someone who can maintain confidentiality, direct them to on-campus resources:

University Counselor

Elizabeth McKinley- (816) 501-3767

Office of Ministry, Service and Action

Dave Armstrong (816) 501-2423

Julie Cowley (816) 501-0427

Fr. Keith Branson padrekb_CPPS@yahoo.com

4. If the individual wants to tell you what happened, but also wants to maintain confidentiality, you should tell them that the University will consider the request, but that you must report the incident to one of the Title IX Co-Coordinators and cannot guarantee that the University will be able to honor the request for confidentiality.
5. If the individual proceeds to share their experience it's crucial that you:
 - Don't judge
 - Don't probe for details
 - Let the individual take the lead

- Encourage the individual to seek help
6. Encourage (but do not pressure) the individual to report the incident so that the situation can be addressed and potential future threats can be prevented.
 7. Ask the individual about any immediate needs they may have
 8. Share the Resource and Referral Options sheet
 9. After the individual leaves, call one of the Title IX Co-Coordinators at 816-501-3618 or 816-501-3748. The Title IX Co-Coordinators will ask you for all relevant information regarding the incident. Relevant information includes: name of student, name of the alleged perpetrator, the incident that occurred, dates, times and locations.
 10. **Do not** try to **mediate or resolve** the issue yourself

After meeting with the individual and reporting the matter to the Title IX Co-Coordinators, you have fulfilled your primary responsibility. While the University is responding to the incident, you may need to play a limited role by serving as a witness in the investigation process. As a University employee it's important that you keep the allegations as confidential as possible to respect the privacy of all individuals, to treat the people involved fairly and respectfully, to be mindful of the rights of all parties and to not take sides.

X. NON-RETALIATION & NON-INTIMIDATION

Retaliation against individuals for filing a report, reporting an incident of sexual assault, dating/domestic violence, stalking, or for participation in an investigation under this policy will be cause for independent disciplinary action. Intimidation of any kind is prohibited.

XI. PROCEDURES FOR DEALING WITH SEXUAL MISCONDUCT, DATING/DOMESTIC VIOLENCE, AND STALKING OFFENSES

1. A report that a University policy has been violated may be brought by any person, or by the University itself. Reports will be forward to the Title IX Co-Coordinators.
2. If a sexual misconduct, dating/domestic violence, or stalking was filed by a person other than the victim, the Title IX Co-Coordinators will notify the victim of the report and will determine whether the victim wants the University to investigate the report. In some cases, the University may need to move forward with an investigation contrary to a victim's wishes when a risk of imminent harm to an individual or others or a threat to the health and safety of the campus is determined to exist. In those cases, a victim is not obligated to participate in the process and will be notified that an investigation is moving forward.
3. The Title IX Co-Coordinators will assign a designee to investigate and then one of the Title IX Co-Coordinator will be the hearing officer for grievances. During the investigation, both the reporting party and the respondent will be allowed to do all of the following: bring an advisor of choice to any meeting with the investigator; submit documents and other relevant evidence to the investigator; identify witnesses who may have information relevant to the report; and receive periodic updates on the status of the investigation. Investigations will be completed promptly.
4. In any hearing to determine whether an individual is responsible for violating University policies, the standard used is a "preponderance of evidence" (i.e. "more likely than not") as used in civil situations. The standard is not "beyond a reasonable doubt" as is used in criminal cases.
5. An individual in possible violation of a University policy is subject to a hearing and possible disciplinary action via the University's Conduct Process. The respondent will be subject to disciplinary action that may include termination, expulsion, and suspension, removal from campus, cancellation of contract, other appropriate institutional sanctions or any other means necessary to address the behavior.
6. Prosecution by civil authorities may also occur separately from the University's Conduct Process.
7. When an individual has been apprehended for violations of local, state or federal laws, the University will not request or agree to special consideration due to that individual's relationship with the University. Avila will not stop its own investigation or process, regardless of an ongoing criminal investigation. However, the University may temporarily delay its fact finding while criminal fact finding is occurring. The University will cooperate fully with law enforcement agencies, other agencies responsible for rehabilitation efforts and any and all documentation in the range of protective orders.

a. Disciplinary Process:

The discipline process is usually initiated by the writing of an "Incident Report" concerning the possible violation of campus policies. Or if the University is given notice of possible policy violations.

Possible violations of Avila University rules, regulations, state, local or federal law will result in a fact-finding investigation. Students/Employees either directly or indirectly involved with the possible violation may receive a request from the Title IX Investigator conducting the investigation for a meeting. A student/employee's failure to respond to a request to meet for such a purpose is considered a serious violation itself that could result in immediate sanctions and loss of any right to appeal.

The Title IX Investigator will meet and conduct a prompt, fair, and impartial disciplinary hearing with the student/employee(s) alleged to have violated University policy. The student/employee(s) will be informed of the possible violation of University policy, state, local or federal law. Both the reporting party and

respondent will be free to present his/her side of what happened. If the reporting party or respondent refuses to participate the process will continue without their contribution.

Throughout the process, both the reporting party and the respondent shall be entitled to present witnesses and evidence in their favor. They will also have equal access to any information that may be used in informal or formal proceedings. They may also have an advocate of their choice present at meetings and hearings, though that advocate will not be allowed to actively participate in the proceedings.

Both parties will receive written notification, concurrently and within 24 hours, of the following: (A) The result of any disciplinary hearing; (B) The University's procedures for the parties to appeal the result of the disciplinary hearing; (C) Any change to the result; and (D) When such results become final.

If the student/employee is found responsible for violating campus policies, then one of the Title IX Co-Coordinators will determine the appropriate sanction(s) for the violation and a time frame for its completion. The student/employee will be given a discipline letter detailing the violation(s) for which he/she is being held responsible and detailing the sanction parameters. Students/employees involved in sexual misconduct, dating/domestic violence and/or stalking policy hearings will be given sanctions concurrently and within 24 hours of findings.

The student/employee does not have the right to representation by legal counsel at most hearings, although students/employees involved in sexual misconduct, dating/domestic violence and stalking investigations are allowed to have attorneys present as advisors only.

b. Student Sanctions

Possible levels of sanctions and consequences from each level are described in the Level System section below. Decisions involving Level 1 offenses cannot be appealed. Decisions involving Level 2 or higher offenses can be appealed to the Title IX Co-Coordinators according to the appeal process listed below. Students found in violation of the sexual misconduct, dating/domestic violence and/or stalking policies will receive Level 2 up to Level 5 sanctions:

Level 2: Probationary Status- Disruptive behavior of a more serious nature

Typical consequences include the range of sanctions available in a Level 1 violation and the possible implementation of additional sanctions. Examples can include:

1. Loss of special residence hall and/or other campus privileges or the addition of special conditions that need to be fulfilled
2. Loss of participation in any University sponsored activities and functions such as athletics, student government, etc.
3. FERPA, the Family Educational Rights and Privacy Act of 1974, is a Federal law that regulates disclosure of, and access to, educational records of students. This statute allows a university to notify parents/legal guardians of students under the age of 21 that the student has been found responsible for violation of the university's policies regarding alcohol consumption and/or drug use.
4. Community restitution behavioral expectations, including referral to the University Counseling & Career Services Office or various referrals to other on/off-campus offices and/or agencies
5. Sanctions emulating restorative justice practices-giving back what was taken by the behavior/violation

Level 3: Final Warning Status

This level means that your behavior severely calls into question your suitability as an Avila student. Any further violations will result in a recommendation for your suspension and/or dismissal. Typical consequences include the range of sanctions available in a Level 2 violation and the possible implementation of the following additional sanctions:

1. Expulsion from the residence halls. Students removed from the halls are not entitled to any financial refund or release from financial liability. Food service privileges may or may not be affected. Students may be forced to move out of the residence halls immediately, although an attempt will be made to allow the student time to find other housing arrangements. The time allotted for moving out will not normally exceed 24 hours.
2. Loss of the ability to represent the University in any official capacity and severe restrictions on your activities on campus.
3. Any other sanction designed to help the student learn and be accountable for his/her actions.

Level 4: Suspension

This level is one of involuntary separation of the student from the University for a definite period of time after which the student is eligible to return. The disciplinary authority may establish additional individual requirements that must be fulfilled by the student prior to reinstatement.

Level 5: Dismissal

This sanction is one of involuntary separation of the student from the University. The separation is permanent in that it does not project a definite time of eligibility to return. Any student who has been dismissed from the University for a disciplinary reason may be readmitted only by the authority of the president upon the recommendation of the Assistant Vice President of Student Development and Success.

a. Title IX Appeal Process

An individual in possible violation of this policy or the reporting party who filed the report may appeal the decision of such a hearing. One of the Title IX Co-Coordinators will serve as the appeal officer.

Should a student/employee (reporting party or respondent) wish to appeal the decision of a Title IX Co-Coordinator for a situation where appeals are permissible, he/she must submit a written request to either Title IX Co-Coordinator.

All appeal requests must be made within five working days of receipt of the original sanction. Grounds for the appeal must be contained in the appeal request. Standard grounds for an appeal include:

1. original hearing was not conducted fairly in accordance with set procedures;
2. the decision wasn't based on substantial information;
3. the sanctions imposed were inappropriate for the violation;

The Title IX Co-Coordinator reviewing the appeal will communicate his/her decision to the student/employee.

XII. RESOURCES AVAILABLE

Unfortunately, gender-based violence is a frightening reality for anyone to have to face alone. But, you are not alone. You can recover from this. Avila University is concerned about your physical and mental well-being, and will be ready to assist you in dealing with the aftermath of an incident. A reporting party may request options for changing academic, living, working and transportation arrangements through the Assistant Vice President to Student Development and Success. The University will honor such a request as long as such other arrangements are reasonably available. Also, the Counseling and Career Services Office is available if a

student desires to process what has occurred and seek professional assistance in coping with the effects of an assault, violence and/or stalking.

On-Campus Resources:

Title IX Co-Coordinator at 816-501-3748 or 816-501-3618

Campus Safety at 816-985-6079

Career and Counseling Services 816-501-3767

Campus Ministry 816-501-2423

Eagles Aware 816-501-2909

Health Services 816-501-3668

Confidential Campus Resources:

University Counselor (816) 501-3767

Office of Ministry, Service and Action (816) 501-2423 or (816) 501-0427

Anonymous Reporting Campus Conduct Hotline: (866) 943-5787

Community Sexual Assault/Rape Hotlines and Counseling

Metropolitan Organization to Counter Sexual Assault (MOCSA)

24-hour Crisis Lines (816) 531-0233 (Missouri) or (913) 642-0233 (Kansas)

www.mocsa.org

National Sexual Assault/Rape Hotline and Counseling:

Rape, Abuse & Incest National Network (RAINN)

24-hour Phone Hotline (800) 656-HOPE (4673)

www.rainn.org

Community Dating & Domestic Violence Hotlines:

Hope House (Lee's Summit, MO)

Hotlines (816) 461-4673 or (816) 468-5463

www.hopehouse.net

Rose Brooks Center (Kansas City, MO)

Hotline (816) 861-6100

www.rosebrooks.org

Safehome (Overland Park, KS)

Hotline (913) 262-2868

www.safehome-ks.org

National Dating & Domestic Violence Hotlines:

The National Domestic Violence Hotline

1 (800) 799-7233

www.thehotline.org

Community LGBTQ Sexual Assault and Domestic Violence Hotline:

Kansas City Anti-Violence Project (KCAVP)

Hotline: (816) 561-0550

www.kcavp.org

XIII. MISSOURI REVISED STATUTES

a. Domestic Violence

Chapter 455 of the Missouri Revised Statutes defines domestic violence and the different degrees of abuse. Domestic violence is a criminal act carrying a penalty of varying degrees. For more detailed information on this Chapter 455 of the Missouri Revised Statutes, refer to <http://www.moga.mo.gov/mostatutes/ChaptersIndex/chaptIndex455.html>

b. Sexual Offenses

Chapter 566 of the Missouri Revised Statutes defines sexual offenses. It lists the sections and degrees of sex crimes. Sexual assault is a criminal act carrying a penalty of varying degrees. For more detailed information on this Chapter 566 of the Missouri Revised Statutes, refer to <http://www.moga.mo.gov/statutes/c566.htm>

c. Stalking

Chapter Section 565.225.2 of the Missouri Revised Statutes defines stalking and the various penalties. Stalking is a criminal act. For more detailed information on this Chapter 455 of the Missouri Revised Statutes, refer to <http://www.moga.mo.gov/mostatutes/stathtml/56500002252.html>

SMOKING

See **TOBACCO POLICY** ► p54

SUBSTANCE ABUSE

See **ALCOHOL AND DRUG POLICY** ► p20

TELEPHONE USE

Inappropriate use of the campus telephone system will not be tolerated. It is against Avila University policy and criminal statutes to defraud or attempt to defraud the telephone company. It is also against Avila policy and potentially against criminal statutes to use the telephone equipment for:

- placing any anonymous calls in a manner which could reasonably be expected to annoy, abuse, torment, harass, or embarrass any person.
- cursing at, or abusing another, or using profane, obscene, indecent, or vulgar language
- threatening to commit a crime against any person.

Students who receive annoying or obscene phone calls should notify the residence coordinator and/or the director of student life immediately. Students are responsible for all phone calls made from their residence hall rooms, regardless of the person placing the call.

THEFT

Taking or damaging property that belongs to others or belongs to Avila University is always inappropriate and not tolerated. The act of theft may lead to dismissal from the residence halls and/or campus, per the Student Code of Conduct. Resident students should report thefts, no matter how small, to hall staff. Commuter students should report thefts to the campus safety office (x2950 or x2425). Avila University is not responsible for loss, damage or theft of property.

THREATENING, HARMFUL OR INTIMIDATING BEHAVIOR

Avila University strives to maintain a peaceful environment. Further, in the spirit of the Sisters of Saint Joseph of Carondelet, the Avila University community commits itself to liberation from violence by the promotion of right relationships within community, with the dear neighbor, and with all creation. In this spirit, students are expected to act in a controlled, safe, and orderly manner at all times. Any type of threatening, violent, or disorderly behavior (verbal or nonverbal) on the part of students will not be tolerated. This includes students who endanger the property or well-being of others or self.

TOBACCO POLICY

Smoking, and the use of any tobacco products (“chew”, hookah or smoke vapors,) are prohibited in all buildings on campus including outdoor facilities except parking lots. Members of the Avila community and their guests must exercise courtesy at all times in the use of smoking and smokeless tobacco products.

VANDALISM / DESTRUCTION OF PROPERTY

Vandalism is considered a serious offense and will not be tolerated.

Vandalism may include the following:

1. Inciting to action or participating in unauthorized activities resulting in destruction of property
2. Tampering with telephone, vending machines, or laundry facilities or causing destruction of any form on campus
3. Damaging or destroying property in rooms, residence halls, dining hall, or other University facilities
4. Removing, damaging or destroying posters, advertisements or signs on campus

Those found in violation of the Vandalism Policy will be billed for cleaning and repair or replacement of damaged property. In addition, the student will be subject to disciplinary action. Members of individual residence floors or residence hall buildings may be assessed cleaning fees or damage charges if those who are responsible do not come forward, or are not turned in as the persons responsible.

WEAPONS / HAZARDOUS ITEMS

Avila University is an institution of higher education located on private property that forbids concealed carry or possession of weapons on University property. This is in compliance of Missouri statute 571.030.

Firearms, knives longer than 3 inches, swords, arrows, or any weapons or hazardous materials, or any item resembling a weapon are strictly forbidden. Possession of any of these items at a University sponsored event, whether on or off campus, is also prohibited.

If you are uncertain about whether an item you possess is in violation of this policy you should inquire with Campus Safety prior to bringing the item on campus. Any object used or threaten to be used to cause bodily harm can be classified as a weapon and may fall under additional disciplinary actions.

VI. RESIDENCE LIFE - GENERAL INFORMATION

THE RESIDENCE LIFE STAFF

Resident Assistants (RAs) are students who have been carefully selected and trained to assist you in making the residence halls a positive living environment. The RAs are responsible for community building, educational and social programming, policy enforcement, and peer mentorship. Your RA is a source of information and support and a great listener.

Director of Residence Life (Director) is a professional staff member who lives on-campus and is responsible for the daily management of the residence hall complex. The Director serves as a resource and is helpful in addressing any concerns you may have about living in the residence halls.

Residence Life Graduate Assistant/Head Resident Assistant (GA & HRA) work with the student staff and resident students to attain and maintain a positive community environment in the residence halls.

Director of Residence Life

Steven Sweat

Office: Wylie Hall

x2485

Residence Life Graduate Assistants

Malachi Daniels

Office: Wylie Hall

x2488

Brayle Brown

Office: Wylie Hall

x2488

The BASICS

Some of the things you might want to know.

What is my mailing address?

Mail is delivered to the campus daily except Saturday, Sunday and holidays. Mail is distributed to your mailbox by the front desk generally by 5 pm each day. Your mailbox combination code is handed out by your RA in the first floor meeting. If you lose or forget your mailbox combination or have difficulty accessing your mailbox with the code provided, contact your RA for assistance. Your new mailing address is:

Your Name
Room Number and Residence Hall
11901 Wornall Road
Kansas City, MO 64145

Outgoing mailbox is in front of O’Rielly Hall. Stamps may be purchased from the Bookstore.

Additional Residence Hall Facilities and Services

Telephones

Local and on-campus telephone service is provided at no cost to you upon your request. Residents must provide their own touch-tone phone.

Kitchens

Each building is equipped with kitchen areas. Residents must observe any posted kitchen policies. Garbage disposals are provided in the kitchens for food disposal. Food disposal is not permitted in bathroom or laundry room sinks or drains. All residents are responsible for cleaning the kitchens after use.

Laundry Facilities

Laundry facilities are located in each building.

Lounges

Each floor has a lounge for student use. The lounge furniture is provided for use in the lounges only and cannot be removed.

Storage

Summer storage is not available. Any personal items remaining after the hall closing will be immediately discarded.

Vending Machines

Snack and drink vending machines are located in the 24-hour access areas for each building.

Wireless Access

For students with their own computers, wireless access is available in all the residence halls.

Safety in the Halls

The degree of safety in residence halls depends on residents taking responsibility for their own safety. A safe community requires all members to be alert and observe basic safety precautions.

Please review the safety tips and instructions in the following section.

TOP 10 SAFETY TIPS

1. **ALWAYS** lock your door!
2. **NEVER** prop open exterior building doors.
3. Report all suspicious activity or persons to hall staff or the campus safety office.
4. Use the buddy system when going out at night.
5. Tell somebody where you are going and call when you arrive at your destination.
6. **NEVER** let a stranger into the building. If they are really here to see somebody, that person will meet them to let them in.
7. Report any missing items to your hall staff immediately.
8. Your RA can help with security questions.
9. In case of an emergency, call 911 and then campus safety cell phone at 816.985.6079.
10. **ALWAYS** think about how your actions might impact the community.

[Avila Alerts](#) Text Messages

Avila University has created a text message alert service as one method by which members of the Avila community may be contacted in the event of an emergency.

Dangerous Weather

From time to time, hazardous weather conditions develop in the Kansas City area. Should the campus civil defense sirens sound, seek shelter immediately. The residence life staff will be working to evacuate the building. Keep noise to a minimum, and listen for directions from a safety shift supervisor. The sirens are tested the first Wednesday of every month at 11 am. Do not confuse this test with an actual emergency.

Fire Safety

If you discover a fire:

- Pull the nearest alarm pull station.
- Notify residence hall staff immediately of the fire location.

When the Fire Alarm Sounds:

- Leave the building immediately.
- Close all doors behind you as you exit.
- Walk, **DO NOT RUN** as you exit the building.
- Stand clear of the building after evacuating.
- Do not re-enter the building until you are instructed to do so by residence hall staff or fire safety professionals.

Fire Safety Tips:

- Do not open the door if the doorknob is hot.
- If you cannot leave the room, go to the window and signal for help.
- If there is smoke, keep low to the floor.
- **DO NOT** attempt to fight the fire when the alarm has sounded, evacuate the building.

For your own protection, obey fire regulations. Failure to evacuate when the alarm sounds will result in disciplinary action.

Illness or Injury

In case of accident or illness:

- Inform a residence hall staff member.

- Contact health services, Hodes Center, 501.3668
- **In an emergency call 9.911.**
- If ambulance transport is required, you will be transported to the nearest medical facility (St. Joseph Health Center). You will be responsible for ambulance and medical charges.

The Residence Hall Contract

Contract Terms

The Residence Hall and Food Service Contract, which you signed, is in effect for one full academic year, consisting of fall and spring semesters. All individuals living in a campus residence hall must be enrolled as a student at Avila University. The contract does not cover room and board for the Thanksgiving break, semester break, Spring break, or summer break. Students interested in housing during these periods will need to contract separately.

Contract Termination

Students can only be released from their housing contract under a few specific circumstances. Permission to cancel the contract must be obtained from the Housing Exemptions Committee. The Housing Exemptions Committee meets once a month from October through August. Refer to your Residence Hall and Food Service Contract for further details regarding contract termination.

Residence Hall Procedures

Avila University Residence Life strives to provide an environment, which is safe, feels comfortable, and supports the academic mission of the University. The procedures listed below serve as guidelines for you as a resident and a member of the University community.

Check-In and Check-Out Procedures

All residents must complete a "Room Condition Report" form with their RA at check-in. Complete the form thoroughly with time taken to document concerns regarding the move-in condition of your room. Your hall staff will provide guidance in completing this form.

Check-out procedures will be posted prior to final exams. To check-out of your room you must schedule a time with a residence life staff member. All residents must follow formal check-in and check-out procedures. Failure to follow check-in or check-out procedures will result in additional charges.

Lock Outs

Each resident is expected to carry his/her key and door access card at all times. Students who are locked out of their room may call the RA duty phone at 816.256.6197. **A fee will apply to residents with excessive lock outs during the year.** If you lose your key, you may obtain a temporary key from the residence life staff. Temporary keys are for 24-hour use after which time, if you have not found your key and returned the temporary key, you will be charged a fee of \$50 to replace your lock and produce new keys for your room.

Maintenance

If something needs repaired in your room, please send an email to the director of residence life. **Be sure to note your name and room number in your email and write a detailed description of the issue you are reporting.** Report emergency repairs directly to the on-duty RA at 816.256.6197.

Residency Requirement

Avila University believes in its responsibility to ensure that each new student is given maximum opportunity to succeed academically, developmentally and socially. This can best be accomplished through a total integration of the University's environment and residence on campus. Therefore, all full-time, single first-year and sophomore students under the age of 21 are required to live in the University residence halls if they are not residing with parents or legal guardians within a commutable distance from campus. Contact the campus life office for further information or exceptions to this policy. Housing is available to part-time students pending availability and approval of the assistant vice president of student development and success.

Room Changes

Room assignments are intended for the entire academic year. Room/roommate changes are considered on an individual basis. If you would like to discuss the possibility of making a room/roommate change, you must first meet with your RA to discuss your situation and attempt roommate reconciliation.

V. RESIDENCE LIFE POLICIES

Every community has basic guidelines in which all members are expected to live cooperatively. The residence hall setting presents a special situation where students are living in close contact with each other on a daily basis. In this special situation, it is most important that all residents respect the rights and privileges of others.

A resident student is a member of both the campus residential community and the overall University community. With the additional privileges afforded to resident students are accompanying responsibilities. The policies listed here, in addition to all general University policies, serve as a guideline for you as a member of the campus residential community. These policies are not, and cannot, be considered all-inclusive—any issue not specifically covered will be addressed as necessary in congruence with the Avila University Mission and Values statements.

BUILDING SECURITY

Any action seen as compromising the safety of the hall and its residents will be viewed as a serious violation of Avila University policy. Examples can include allowing entry of non-residents; propping, damaging or tampering with exterior doors; and giving keys and/or access cards to non-residents. Each resident is responsible for taking part in the security of the residence hall.

BUNK BEDS / LOFTS

Hand-constructed lofts are not permitted in the residence halls due to safety concerns.

Avila University furniture that can be lofted or bunked must be done so safely using appropriate materials. Pins to bunk or loft beds are available from the hall staff. Placing lofted or bunked beds in front of the windows is prohibited. Questions about proper placement may be referred to the hall staff.

CHILDCARE

Childcare is not permitted in the residence halls. Children under the age of 12 are not permitted in the residence halls past Quiet Hours.

COOKING APPLIANCES

Due to concerns for fire and safety standards, only microwaves, automatic coffee makers, and "dorm-size" refrigerators (5.5 cubic feet or less) may be used in resident rooms. Each building is equipped with a kitchen area for student use. To prevent fires, cooking appliances must always be attended while in use. No toasters are allowed in Residence Halls.

DAMAGES

Damages to the residence hall should be reported to your RA or other hall staff immediately. All rooms are inspected prior to occupancy and again when you vacate the room. Any damage will be charged to the room occupants. If the responsible party cannot be identified, both occupants will share the charge.

In the event of damages to common areas, residents of that floor or building will be held responsible if the responsible party cannot be identified.

ELEVATOR MISUSE

Damages or break down of an elevator due to the capacity being exceeded or mistreatment (jumping, etc.) will be billed to the student(s).

FIRE HAZARDS

Due to the potential for fire, use of incense, candles, explosives, fireworks, gasoline, potpourri burners, and incendiary devices of any kind are not permitted in the residence halls. Grills (including George Foreman style electric indoor grills) and hibachis are not permitted inside the residence halls.

FURNITURE

Residents are responsible for all University furniture provided in their rooms. All furniture is to remain in your room. Any damaged or missing furniture will be billed to your account. Common area furniture is for the use of all residents and must remain in its original area. Students found to have such items in their rooms will be fined a minimum of \$100 per item, and disciplinary sanctions could be assigned.

GUESTS / VISITATION

Residents are permitted to have guests in their rooms. The only people allowed to live or stay overnight in the room or suite are those assigned to that room or guests with permission. All overnight guests must be registered and approved the director of residence life at least 24 hours prior to their stay during office hours Monday through Friday. To register a guest, send an email to both the director of residence life with your name, your contact phone number, your room number, your guest's name, your guest's contact phone number, and the specific dates your guest will be spending the night. Guest registration is critical in case of an emergency. All guests in the residence halls are required to have valid photo ID or Avila ID on them at all times. Overnight guests may not stay for more than three days during any thirty-day period.

Guests are responsible for policies and residents are responsible for the behavior of their guests and can be held responsible for their guests policy violations. Guests must be escorted at all times.

HALL SPORTS

In the interest of personal safety, sporting activities in the hallways and in individual student rooms are not permitted. This includes, but is not limited to, bouncing, kicking, hitting or throwing balls or other objects, running, jumping or jogging, and using equipment such as baseball bats or golf clubs.

INTERNET ACCESS

Each residence hall room on main campus has one active Ethernet port per resident, which allows residents to connect to the Internet at 50 Mbps. Internet service is included in the room rate. Devices including, but not limited, to hubs, switches, bridges, routers, wireless network access points, network firewalls, VPN concentrators, and remote access devices are strictly prohibited.

KEYS

Each student will receive a room key. Keys are issued to residents for their personal use only. Under no circumstances may the key be loaned or given to another person. Reproduction of a room key is strictly prohibited. Any time a student moves out of the residence hall or changes rooms within the residence halls, all keys must be returned to an authorized staff member for collection and verification. Returned keys are noted by the staff person on the "Room Inventory" form for the rooms being vacated. Failure to return any key will result in a charge for replacement. Loss of a room key must be reported to the Director immediately. See Lock Out procedure for more information. ► p57

PETS

Small fish in bowls or aquariums (maximum capacity of 10 gallons) are allowed in student rooms. No other pets are permitted in the residence halls.

QUIET HOURS

All residents have the right to a reasonable amount of time for study and sleep. Out of respect for all residents, noise is expected to be kept at reasonable levels 24-hours a day.

Quiet hours are:	Sunday – Thursday	10 pm – 10 am
	Friday & Saturday	Midnight – Noon

Noise heard outside of a closed door or within student rooms from the hallways will be considered a violation of the quiet hours policy.

Quiet hours may be adjusted by the residence life staff as necessary and will be during finals week. Any changes will be communicated to the residents in writing.

Courtesy hours are 24 hours a day, 7 days a week.

ROOM DECORATIONS

Students are encouraged to personalize their rooms by adding their own decorating touches. However, no permanent changes may be made. In keeping with Avila's Mission and Value statements, the display of signs, posters, or other messages that are obscene, offensive, or demeaning are not allowed. The use of nails is prohibited and use is subject to a fine. The use of double-sided tape and contact paper is discouraged. The use of duct tape or other materials to seal resident room doors or doorways is prohibited. All materials and residue must be removed and cleaned from room walls, ceiling, door and floor before checking out for the year. Failure to comply with the above will result in damage charges and fines.

ROOM ENTRY

Avila University may enter and search any area on campus for whatever reason it deems appropriate. In most cases, entry/search is done for the following reasons, but is not limited to these:

- Suspected violation of University policy and/or of local, state or federal law
- Concern for life, safety, health, or property
- Inspections for purpose of sanitation, repair or renovation

SEXUAL MISCONDUCT

Physical contact, penetration, exposure, solicitation or request of any sexual nature, whether in public or private, is prohibited on campus.

SMOKE DETECTORS

Residents are required to test the smoke detectors in their room on a monthly basis. Replacement batteries may be obtained from the hall staff. Students are not to alter the smoke detector function in any way. As the malfunction of a smoke detector places all residents at risk, students may be required to submit written verification of their monthly detector tests.

STUDENTS NOT ASSIGNED

Students not assigned to a room on campus cannot live in the Residence Halls.

WINDOWS

Window screens must remain in the window at all times. Tossing any item from any window is strictly prohibited.

OTHER UNIVERSITY POLICIES

Note: Please refer to the Avila University Online Catalog for the following:

- Academic Policies
 - o Academic Advising
 - o Academic Honesty
 - o Academic Honors
 - o Application for Degree
 - o Academic Advising
 - o Application for Degree
 - o Class Attendance
 - o Course Numbering System

- o Credit Hours and Grading System
- o Degree Requirements
- o Exceptions to Academic Policies
- o Grade Reports
- o Participation in Commencement
- o Permission to Attend Another College
- o Placement Examinations
- o Probation and Dismissal
- o Procedure for Grade Appeal
- o Program Changes and Withdrawals
- o Registration
- o Release of Student Information
- o Repeated Coursework
- o Student Load and Classification
- o Student Responsibility for Degree Completion
- o Transcripts
- o Transfer of Credit
- Academic Program Information
- Admission Procedures
- Financial Regulations
- Financial Aid Processes
- Undergraduate Programs/Courses

VII. ORGANIZATIONS

Getting involved in organizations and activities is an important part of the University's total educational experience. As a participant, you develop such skills as interpersonal communication, organization, budgeting, time management, delegation, motivation, and the art of compromise. **Avila University supports over 40 student organizations which provide leadership and involvement opportunities for all students.** If you would like further information about any of the groups listed, please stop by the campus life office in Hodes or see current an organization list, brief mission statements, and organization advisor contact information at <http://www.avila.edu/campuslife/clubs.asp>.

ORGANIZATION GUIDELINES

Membership

Campus organizations must be open to all students without regard to sex, race, religion, age, color, sexual orientation, disability, or national origin. Active membership in recognized campus organizations is limited to members of the Avila University community (students, faculty, staff, and administration). Voting privileges and the right to hold office are limited to the student members of the University community. Organizations may affiliate with external organizations whose philosophy and operations are consistent with the campus organization and the values of Avila University.

Recognition as an Official Avila University Club/Organization

When formed, the purpose and operation of campus organizations must be consistent with the philosophy of Avila University and be approved by the assistant vice president of student development and success. Students should seek the assistance of the director of student life in exploring possible interest in a proposed new organization/club. If significant interest exists, students can begin the formal process to become recognized.

The formal process to become recognized as an Avila organization is as follows:

1. Create a club constitution and submit it to the director of student life. The constitution must include, at a minimum, a statement of purpose, criteria for membership, and the club's rules and procedures.

2. Submit a list of proposed officers.
3. Identify an advisor.
4. Meet with the director of student life to obtain his/her recommendation to the Student Senate for approval as an official recognized club.
5. Schedule a time with the Student Senate to propose the new club, and to seek their official recognition of the club.
6. The Senate will forward their recommendation to the assistant vice president of student development and success. No club or organization is officially recognized as an Avila organization without the final approval of the vice president for enrollment and student development.

In order to continue to be recognized each year, campus organizations must register annually with the campus life office. The organization must make sure the following is updated and on file in the campus life office:

1. A club constitution that includes, at a minimum, a statement of purpose, criteria for membership, and the club's rules and procedures
2. The name of the current advisor and the current list of officer addresses.
3. Any student organization that fails to provide updated information within the first 45 days of the academic year will be listed as dormant. This includes loss of all privileges listed below until information becomes current.

Recognized Student Organization Benefits

Recognized student organizations may, in compliance with University policies:

1. Use University facilities and services
2. Sponsor on-campus fundraising events
3. Apply for funds through the Student Activity Fee Board.
4. Sponsor programs and activities under the auspices of Avila University
5. Access to supplies for student organization use (such as paper, etc. for advertising)

Loss of Recognized Club/Organization Status or Discipline

Revocation of recognized campus organization status may result if:

1. An organization strays significantly from its purpose
2. There is a mismanagement of funds
3. The organization incurs debts
4. There is misuse of facilities or services
5. A violation of policy occurs
6. Lack of participation in the Council of Presidents meetings

Recognized campus organizations are responsible for compliance with the Student Code of Conduct. Infractions committed by organizations or individuals will subject both organization and individuals to possible disciplinary action.

Council of Presidents

The Council of Presidents is comprised of the president or lead officer of each student organization and the director of student life. The council's purpose, among other responsibilities, is to improve communication between all organizations and to work for the betterment of campus life and campus activities. The council also provides a discussion forum of campus policies and procedures concerning organizations. **Throughout the academic year, each student club/organization must be represented at each Council of Presidents meeting.**

Dues

Recognized campus student organizations may charge minimal dues, if necessary, for the successful operation of the organization. The amount of such dues must be approved by the assistant vice president of student development and success. Dues must be charged equally to all members of the student organization.

Advisor

Campus organizations may recommend that a member of the Avila community serve as the organization's advisor. This recommendation should be submitted to the assistant vice president of student development and success who will decide whether to accept or reject this recommendation.

Access to Organizational Funds

Student Activity Fee Account (SAF)

1. Refer to your budget request and award letter to determine whether funds were allocated for this purpose. If you are unable to locate your award letter, contact the campus life office for award verification.
2. Student leader and advisor should confer to approve expenditure. The advisor signature is required on the fund request.
3. If there is a bill to be paid, submit invoice and check request to the campus life office to process payment. "Check Request" forms are available at the campus life office in Marian Center.
4. If there is a request for reimbursement, submit receipt and check request to the campus life office. "Check Request" forms are available at the campus life office in the Marian Center.

Allow one week for processing of a check request. (Check requests are for \$25 or more. Petty cash receipts must be submitted for amounts less than \$25.) Under normal conditions, check requests approved by the campus life office and submitted to the business office by 5 pm on Wednesday will be ready on Friday after 9 am. You have the option to have the check mailed to the appropriate person/agency or to pick it up in the business office. **All checks charged to the Student Activity Fee must be approved by the assistant vice president of student development and success.**

Recognized Clubs/Organizations are eligible to receive funds each year to be used toward programs and activities. This is similar to a line of credit provided through the Student Activity Fee Account. It is important to remember that if this funding is not used by the end of the fiscal year, June 30, unused portion is no longer available.

SAF funding must be used in accordance with the funding allocation. To use funds for a purpose not requested in your original funding request, you must submit a "Request to Change Funding Allocation" form to the Student Activity Fee Board. Forms are available in the campus life office. Allow at least one week for processing.

Independent Organization Account (IOA)

The campus life office also maintains an independent student club/organization account. This account is designed to accommodate deposits of funds raised by clubs/organizations (including membership dues).

Money collected by clubs/organizations must be deposited into the Independent Organization Account.

This is separate from the Student Activity Fee fund. Clubs may make deposits and withdrawals of funds by contacting the campus life office (ext. 3660). The campus life office acts as the treasurer of this account. The assistant vice president of student development and success or the vice president for enrollment and student development must sign all requests. The money in this account stays in this account until it is spent, regardless of Avila's fiscal year. Funds from the IOA account are requested in the same manner as SAF.

Different from Student Activity Fee Fund

The Student Activity Fee allocations or "lines of credit" must reflect submitted budgets and do not carry over from one year to another. Organizations may use IOA money in ways consistent with the philosophy and purpose of the organization and the University. **IOA funds are carried over from one year to the next.**

Allocation and Spending Guidelines

Allocation and operating guidelines that the Student Activity Fee Board (SAFB) and Avila University has deemed as appropriate:

- To receive funds, a student club or organization must be approved by the Student Senate and the vice president for enrollment and student development. At any point that this recognition occurs, the club/organization is eligible to receive the seed money that the SAFB has allocated for such entities.

- Clubs/Organizations, in order to receive funding, are required to participate in the Council of Presidents as organized by the director of student life.
- Access for funds will be weighed in light of the requests for funds that were approved by the Student Activity Fee Board. Organizations must make a special appeal to spend money outside of their approved requests. (A "Request to Change Funding Allocation" form must be submitted for consideration.)
- Activity fee funds may be used to pay honorariums.
- Activity fee funds may NOT be used to pay students as a salary compensation for duties fulfilled as part of co-curricular activities.
- Activity fee funds may NOT be used for food purchases over \$50 for regular meetings where only minimal members of the community benefit from this expenditure.
- Activity fee funds may be used to help fund participation in national conferences or events if funds have been requested specifically for this purpose.
- Capital outlays for equipment are reviewed on an individual basis and may be approved if the equipment is used for programming that benefits a large portion of the student body.

Contracts

In order to protect Avila University and its student organizations from financial and technical difficulties arising from contracts with entertainers, vendors, businesses, or other groups or persons offering services or products to students; all contracts for student sponsored events or services must be pre-approved and signed by the assistant vice president of student development and success and the group's advisor. A copy of all contracts must be filed in the campus life office.

Other Policies Applicable to Campus Organizations

Organizations are held to all the policies as listed in the University Policies section of this Student Handbook. In particular, organizations should reference the policies that directly affect aspects of their operation on campus, these include facilities and services, posting, sales and solicitation, and guest speakers and performers.

OTHER CO-CURRICULAR OPPORTUNITIES

GOPPERT THEATRE

A musical and three dramas or comedies are presented by the theatre program each academic year in Goppert Theatre. With directors drawn from the faculty and guest professionals, Avila students have the opportunity to audition for a role, stage-manage a show, work in the theatre box office or production office, design and build sets or lights, sew costumes or construct props, and all of the other numerous essentials that are part of live theatre. All students, regardless of major, are welcome to participate in the theatre productions. Auditions occur in late August and late November for each semester's shows and are publicized on campus prior to the actual dates. Every student enrolled at Avila is admitted to all theatre productions free of charge. For more information, contact either Robert Foulk at ext. 2405 or Charlene Gould at ext. 2411.

avila.edu/theatre/productions

STUDENT MEDIA AND PUBLICATIONS

SCOP is Avila's literary magazine. It is issued once-a-year at the end of the spring semester. Students comprise the entire editorial staff under the guidance of the faculty advisor from the English Department. The magazine publishes the best fiction, non-fiction, short plays, and poetry the University has to offer. Submissions to the magazine are open to all Avila students, faculty and staff. Awards are offered for the best work in each category.

THE TALON is the multimedia student news network. The Talon publishes a news magazine, a Web site, e-mail news updates, a blog, Facebook, and YouTube pages, as well as podcasts directed toward Avila students. The news magazine is published monthly and the Web sites are updated regularly. The Talon is a member of the Associated Collegiate Press and the College Publisher Network. Previous experience is **NOT** required to serve on the staff, and participation is open to ANYONE interested in news, magazine, Web, blog, social networking, photography, video, as well as electronic media production and distribution. Students will be actively engaged in the business, management, operational, advertising, design, sales, and reporting aspects

of the Talon Media Network. Students are encouraged to participate in this real-time practical learning experience.

thetalon-online

THORNHILL ART GALLERY is in the Dallavis Center. The gallery presents eight exhibits a year. Six of the exhibits feature local, regional and international artists. The gallery also sponsors a High School Invitational and a Senior Art Show every spring. To be considered for an exhibition, artists must submit a proposal with examples of work either electronically or in hard copy. Electronic submissions may be sent to Marci.Aylward@avila.edu. The contact number for the Thornhill Art Gallery is 816.501.2443 - Marci Aylward, curator.

Thornhill Art Gallery

KANSAS CITY HIGHLIGHTS

visitkc.com/

Places of Worship

All Saints Episcopal Church	9201 Wornall	363.2450
Beth Shalom Congregation	14200 Lamar Ave	361.2990
Church of Jesus Christ of Latter-Day Saints	8144 Holmes	363.2245
First Baptist Church of KC	100 W Red Bridge	942.1866
First Church of the Nazarene	11811 State Line	942.9022
Greek Orthodox Church of the Annunciation	12001 Wornall Rd	444.8045
John Knox Presbyterian	11430 Wornall Rd	942.3637
Red Bridge United Methodist	636 E 117 th Street	941.0112
St. Thomas More (Catholic)	11822 Holmes	942.2492

Area Shopping

Oak Park Mall	95th & Quivira, Overland Park, KS (20 min NW)
Ward Parkway	89th & Stateline (10 min NE)
Town Center Plaza	119th & Roe (5 min W)

Area Attractions

Kansas City Chiefs	816.920.9300	kcchiefs
Kansas City Royals Baseball	816.921.8000	kcroysals
KC Symphony	816.471.0400	kcsymphony
Kansas City Jazz Museum	816.474.8463	americanjazzmuseum
Kansas City T-Bones Baseball	913.328.2255	tbonesbaseball
Kansas City Sporting Soccer	913.387.3400	Sporting Kansas City
Kansas City Zoo	816.513.5700	kansascityzoo
Lyric Opera	816.471.7344	kc-opera
Missouri Repertory Theatre	816.235.2700	missourirepertorytheatre
Negro Leagues Baseball Museum	816.221.1920	nlbm
Nelson-Atkins Museum of Art	816.751.1278	nelson-atkins
Starlight Theatre	816.363.7827	kcstarlight

Area Banks

Bank of America	7624 State Line	816.979.8805
Commerce Bank	13333 Holmes	816.234.2656
US Bank	11204 Holmes	816.508.3861

Going to the Movies?

***Student Discount Offered**

AMC Ward Parkway 14	8600 Ward Parkway	816.333.1300
*Oak Park Plaza 6 AMC Theatre	9747 Quivira (near Oak Park Mall)	888.262.4386
Glenwood (Red Bridge Shopping Center)	11118 Holmes	816.333.FILM
*Town Center AMC 20 (Town Center Plaza)	11701 Nall Ave	913.498.8696

Who Delivers? Delivery drivers are not permitted in residence halls. They must be met at the main door.

If you wish to have your late night snack delivered, here are a few frequently used delivery numbers. When calling in a delivery order, please be sure to specify what building you are in and inform the driver that you will meet at the main door.

Pizza Hut	913.648.8888	Papa John's	816.941.2112
Domino's	816.942.3030	*Dragon Wok (Chinese)	913.338.1288



Classroom Locations

- Borserine Center** (BOR) - *Goppert Theatre, Humanities, Music, and Nursing Center*
Classrooms:
 - o Lower Level – 300 – 319
 - o Upper Level – 400 – 424
- Carondelet First Floor** (CAR) - *Office of Ministry, Service & Action, Advantage Program, Center for Global Studies & Social Justice*
Classrooms:
 - o A & B
 - o 101
- Dallavis Center** (DAL) - *Art Center, Communications, Photography, Thornhill Gallery and TV Studio*
Classrooms:
 - o 800 – 820
- Foyle Hall** - *Chapel and School of Education & Psychology*
Classrooms:
 - o 900
- Hodes Center** (HOD) - *Career & Counseling Services, Dance Studio, Disability Services, Eagles Aware, First Year Seminar & Retention, Health Services, International Student Services, Learning Services, and Upward Bound*
Classrooms:
 - o 714
 - o 150
- O’Rielly Hall** (ORI) - *Mathematics, Sciences, and Computer Labs*
Classrooms:
 - o Lower Level – 101 – 116
 - o Upper Level – 201 – 212
- Whitfield Center** (WHI) - *ATM, Business Department, Campus Safety, MBA Offices, and Subway*
Classrooms:
 - o 505 – 510

Other Public Campus Buildings

Blasco Hall

Admission Office, Alumni Office, Academic Affairs Office, Business Office, Financial Aid Office, Human Resources, President’s Office, Registration/Student Records

Hooley-Bundschu Library
Library, MOHELA Lab and Student Computer Labs
Mabee Fieldhouse
Athletic Department
Marian Center
Marian Center Lounge, Bookstore, Coffee Shop
Dining Hall, Eagles Nest (Student Union), Food Service Offices

2017-2018 Deans

<u>School</u>	<u>Dean</u>	<u>Phone</u>
Provost and Vice President for Academic Affairs	Dr. Sue Wilcox	816.501.3759
College of Liberal Arts and Social Sciences	Dr. Charlene Gould	816.501.3689
School of Business	Dr. Richard Woodall	816.501.3720
School of Education	Dr. Karen Garber-Miller	816.501.2467
School of Nursing	Dr. Janet Reagor	816.501.3682
School of Professional Studies	Ms. Kari Clevenger	816.501.3675
School of Science and Health	Dr. Larry Sullivan	816.501.3655
School of Visual and Communication Arts	Ms. Nicole Esquibel	816.501.3653