



JOHN CABOT UNIVERSITY

Student Handbook

2011/2012

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ACADEMIC POLICIES

Mission Statement

John Cabot University is an American institution of higher education in Rome, Italy. The mission of the University is to provide an educational experience firmly rooted in the American tradition of the liberal arts and solidly international in orientation. The academic programs are designed to take the best advantage of a multicultural and international student body, faculty and staff, and the extraordinarily rich culture and history of Rome and the surrounding region.

Academic Advising

Academic advising, the careful planning and monitoring of a student's progress through the academic program, is the most important service the University offers to its students.

All students are assigned an academic advisor drawn from the faculty. Once students have declared a major, they are assigned to a faculty member teaching within that discipline or a closely related one. Students confer with their advisors on a regular basis to plan course schedules and discuss their academic progress.

It is nonetheless the responsibility of each student to monitor his or her academic progress at John Cabot University. The student is expected to know the graduation requirements pertinent to his or her program, to be cognizant of his or her grade point average, to make appropriate elective course selections, and to add/drop courses to best facilitate the attainment of his or her educational goals.

Academic Honesty

The academic community is founded on a belief in the free exchange of ideas. An integral part of this free exchange is recognition of the intellectual work of others, and respect for the instructor and fellow students. All members of the John Cabot community are expected to maintain the highest standards of academic honesty in all aspects of the University's academic programs.

A student who commits an act of academic dishonesty is subject to disciplinary action. Two acts of academic dishonesty could result in dismissal from the University.

1. Definition.

Academic dishonesty is taking credit for academic work (including papers, reports, quizzes, examinations, etc.) that is not one's own. Such behavior is not tolerated in an academic community.

One form of academic dishonesty is **plagiarism**, which includes any use of another's ideas, words, or created product without crediting the source. Although individual instructors may suggest their own guidelines for avoiding plagiarism in papers and reports, the following rules should generally be observed:

- a. Any sequence of words appearing in a student essay or report that does not originate from the student should be enclosed in quotation marks and its source fully and accurately identified in a note or in the text. Great care must be taken that quoted material is quoted accurately.
- b. A paraphrase should not be enclosed in quotation marks but should be marked with an asterisk or a note number, and the source should be given in a note.
- c. An interpretation or idea based on a book or other source of information must be identified in a bibliographic note.

Another form of academic dishonesty is **cheating**, which includes giving or receiving assistance on a quiz, examination or other assignments in any way not specifically authorized by the instructor. In particular, the use of calculators, notes, formulas, dictionaries, tables, graphs, charts or other memory aids on a quiz or examination is permissible only with the explicit approval of the instructor.

A third form of academic dishonesty consists in submitting the same work in more than one course, without the explicit approval of both instructors.

2. Penalties.

Any student who commits an act of academic dishonesty will receive a failing grade on the work in which the dishonesty occurred. In addition, acts of academic dishonesty, irrespective of the weight of the assignment, may result in the student receiving a failing grade in the course.

Instances of academic dishonesty must be reported in writing to the Dean of Academic Affairs. The Dean's Office may notify a student's other instructors, present and future, that he or she has been reported for academic dishonesty. A student who is reported twice for academic dishonesty is subject to summary dismissal from the University. In such a case, the Academic Council will make a recommendation to the President, who will make the final decision.

3. Appeals.

The student may appeal the instructor's action by making a written request to the Dean for a hearing. The request must be received by the Dean within fourteen calendar days of the instructor's action and must set forth the arguments on which the appeal is based, including supporting evidence. The instructor will be given a copy of the student's request.

Within seven calendar days of receiving the request, the Dean will meet jointly with the student and the instructor to try to reach a resolution acceptable to both. If such a resolution is not reached, the matter will be referred to the Academic Council, which shall hear and decide appeals in accordance with procedures it may adopt. If the Council decides in the student's favor, the Dean and the Registrar will destroy all records of the alleged dishonesty. If the Council upholds the instructor's action, the Dean will be so notified; moreover, if the academic dishonesty is not a first offense, the Council will decide whether to make a recommendation to the President that the student be dismissed.

Academic Probation and Dismissal

A student whose cumulative grade point average at the University falls below 2.00 will be placed on academic probation. These students are allowed two regular semesters to remove themselves from probation. If they fail to do so, they are subject to dismissal from the University. Students who are dismissed can appeal the dismissal. Their appeal will be evaluated by the Academic Council and Admissions Committee. Students on academic probation are not eligible to hold office in student organizations or represent the University in any official capacity.

Academic Support

John Cabot provides faculty-staffed tutoring labs free-of-charge for all John Cabot students. Please check notices on bulletin boards for hours.

Writing Lab: The purpose of the Writing Lab is to provide support for students who would like to strengthen their writing skills. The focus is on both the form and mechanics of writing, i.e., spelling, punctuation, and grammar, as well as on the more subtle, yet equally important issues of usage, tone, and register. The parameters of scholastic honesty are also dealt with when appropriate, in order to recognize and clarify differences in cultural expectations. Students may work individually with a tutor, or in small groups according to areas of difficulty. Days and times vary and are scheduled with the tutor.

Math Lab: The purpose of the Math Lab is to provide assistance to students who would like to improve their math skills as well as provide tutoring for specific mathematics courses at the University.

Italian Tutoring Center: Students of all levels of Italian who need further explanation or review in the Italian language are welcome to visit the center.

In addition, John Cabot University's **Academic Success Program** has the mission of providing the academic support needed to maximize students' educational pursuits at JCU. Open to both degree-seeking and visiting students, the ASP provides assistance through individual or small group tutoring and sets up presentations or workshops aimed at developing the most important learning skills. The ASP team includes the University's Tutoring Labs (Math, English, and Italian), the Counseling Services, and the Library. The ASP team welcomes any questions and concerns you might have related to academics at JCU. For further information, email: academicsuccess@johncabot.edu.

Attendance Policy

In the American system of higher education, the number of academic credits assigned to a course is primarily determined by the number of weekly contact hours between students and instructor. Students are expected to attend class regularly and to contribute through their participation to the experience of the class.

Specific requirements for attendance in any given course, except as described below, are the prerogative of the instructor and will be stated in the course syllabus distributed by the instructor at the beginning of the term. The responsibility of meeting the instructor's attendance requirements rests with the student. Absences exceeding those allowed by the instructor may be excused by the Dean's Office only for serious impediments such as a student's own illness, hospitalization or death in the immediate family. In spending whatever "free" absences an instructor allows students should consider that absences owing to other meaningful conflicts, such as job interviews and family celebrations, will not be excused.

A student absent from a class meeting in which a major examination has been scheduled will be officially excused only if the student:

1. notifies the Assistant Dean for Student Academic Affairs of his or her inability to attend before the beginning of the class meeting in which the examination was scheduled;
2. subsequently presents to the Assistant Dean documented evidence of a serious difficulty preventing attendance.

Absences due to a student's own illness or hospitalization, death in the immediate family (in which the student is attending the funeral), or other situations of similar gravity will normally be excused. Absences due to travel difficulties, misunderstandings on the part of the student, or personal convenience will not be excused.

Instructors may, at their discretion, give makeup quizzes or other less important graded work to students absent without an official excuse. Major examinations, however, may not be re-administered by an instructor without approval from the Dean's Office.

Auditing Courses

It is possible for students to audit courses if space is available. If the tuition costs of taking the course(s) for credit would be covered by the general tuition payment for 12-17 credits, the course(s) may be audited for no additional fee. In all other cases, there is an auditing fee of \$1350 or € 1000 per course. Students must declare that they wish to audit a course by the end of the drop/add period. Please contact the Admissions Office for further information.

Classification of Students

Students are classified at the end of each semester according to the number of credit hours they have completed, including advanced standing credits and transfer credits, as follows:

0-29	Freshman
30-59	Sophomore
60-89	Junior
90 or more	Senior

Course Load

The normal course load at the University is 15 credits per semester, and 30 credits per year. The minimum full time course load is 12 credits per regular semester.

Exceptionally, students with strong academic credentials may petition the Dean for permission to take more than 15 credits in one semester. A maximum of six credits may be taken during each summer session.

Credits

Credits are expressed in semester hours. Most courses at John Cabot carry three semester-hours of credit and meet twice a week for 75-minute sessions.

Dean's List

Students who achieve a 3.50 grade point average in a semester earned in a program of not fewer than 13 completed semester hours are recognized at the end of the semester on a list published by the Office of the Dean of Academic Affairs.

Declaring A Major

Students must declare their major by the time that they have completed 45 credit hours. Transfer students who bring 45 or more hours of transfer credit must declare their major upon entry. Once declared, majors can be changed by notifying the Registrar's Office. Students considering a change of major should meet with their advisor to discuss the implications of such change.

Double Majors

Students may complete the requirements for more than one major through any allowable combination of courses that satisfies the individual requirements of the majors. Students may, therefore, simultaneously use a course to satisfy as many requirements as possible in both of their majors. In the case of students desiring the conferral of two degrees, however, a one-year additional residency (30 semester credits) is required for the second degree after the completion of the requirements for the first degree.

Drop/Add

The Drop/Add period is the first five days of a regular semester and the first three days of a summer session. Courses may be added or dropped freely during this period. Degree seeking students must use Drop/Add forms, for this purpose, obtainable from the Registrar. Study Abroad students will follow the online procedures for Drop/Add. After the Drop/Add period, no courses may be added and withdrawal penalties will apply (see Withdrawal from a Course). No refunds will be issued for courses dropped after the Drop/Add period.

A student who for any reason does not wish to attend a course for which he/she has registered must follow the usual Drop/Add or withdrawal procedures.

Final Exams

Students with more than two exams scheduled on the same day may file the Form for Rescheduling a Final Exam, available in the Registrar's Office or on the MyJCU Intranet Resources Students' page, with the Registrar by the course withdrawal deadline. Requests received after the deadline may not be honored.

Grading Policies

The following interpretations and numerical equivalents are associated with each letter grade. The grade F means failing work. A failed course must be repeated in order for the student to receive credit.

The grade of INC (Incomplete) should be assigned only in cases where illness, hospitalization, death in the family, or other situations of similar gravity temporarily prevent completion of the required course work. Please note that, as the policy on making up major assignments states, such cases should be reported to the Dean's Office to request the granting of approval to make up the missed work. In addition, grades of INC should be granted only to students who have completed the majority of the course work with a grade of C- or better. Students seeking an INC must ask their professors to submit a form (available on the MyJCU Intranet Resources Faculty page) describing the reasons for the non-completion, the work remaining to be completed and the expected date of completion, signed by the student, to the Registrar. If this form is not filled out with a clear indication of the work remaining to complete the course, students will receive an F instead of an INC. Incomplete work must be completed by the end of the first regular semester (excluding summer sessions) immediately following that in which the INC was assigned. Otherwise, the grade will be administratively converted to an F.

Students who withdraw before the deadline to withdraw (and after the Add\Drop period) will have a W recorded on their transcript.

For purposes of computing the GPA on a student's transcript, the following classification is used:

Designation	Interpretation	Numerical Value
A	Excellent	4.00
A-		3.67
B+		3.33
B	Good	3.00
B-		2.67
C+		2.33
C	Satisfactory	2.00
C-		1.67
D+		1.33
D	Poor but passing	1.00
D-		0.67
F	Failing	0.00

I	Incomplete
P	Passing (C or above)
NP	Not Passing (C- or below)
W	Official Withdrawal

Grade Point Average

To determine a student's grade point average the following procedure is used: the quality points for each course are calculated by multiplying the numerical value of the grade by the number of credit hours of the course. The total of the quality points earned is divided by the total number of credit hours earned. Thus, a student who has taken 30 hours of work and has earned B's (3.0) in all courses would have 90 quality points and would have a grade point average of 3.00. In the case of repeated courses, the number of quality points and hours includes only the most recent time the course was taken. Courses in which grades of INC, P, NP or W are assigned are not included in the quality point computation, nor is work completed at other institutions.

Guidelines for What Grades Mean at JCU

These guidelines are presented to provide students with a general idea regarding how letter grades are assigned at JCU. While each individual course may have different assessment criteria for each grade depending upon the material being taught, the general sense of academic expectations remains.

Grade	Description of academic work
A	Work of this quality directly addresses the question or problem raised and provides a coherent argument displaying an extensive knowledge of relevant information or content. This type of work demonstrates the ability to critically evaluate concepts and theory and has an element of novelty and originality. There is clear evidence of a significant amount of reading beyond that required for the course.
B	This is highly competent level of performance and directly addresses the question or problem raised. There is a demonstration of some ability to critically evaluate theory and concepts and relate them to practice. Discussions reflect the student's own arguments and are not simply a repetition of standard lecture and reference material. The work does not suffer from any major errors or omissions and provides evidence of reading beyond the required assignments.
C	This is an acceptable level of performance and provides answers that are clear but limited, reflecting the information offered in the lectures and reference readings. This level of performance demonstrates that the student lacks a coherent grasp of the material.
D	Important information is omitted and irrelevant points included. In effect, the student has barely done enough to persuade the instructor that s/he should not fail.
F	This work fails to show any knowledge or understanding of the issues raised in the question. Most of the material in the answer is irrelevant.

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Withdrawal from a Course

A student may withdraw from a course by submitting to the Registrar a completed drop/add form signed by the professor teaching the course. A course dropped during the drop/add period is not recorded on the transcript. A course officially dropped after the drop/add period but before the last day to withdraw from a course (see Academic Calendar) will be recorded on the transcript with a grade of W. No withdrawals will be allowed after the last day to withdraw from a course. Students are financially responsible for courses for which they are registered after the drop/add period.

Appeals Procedure: Dealing with Academic Complaints

Before resorting to the Appeals procedure, students should try to resolve academic complaints directly with their professor. Failing agreement, you are entitled to have, in turn, the Department Chair, Dean, and the Academic Council examine the issue and make a final disposition of the matter. The appeal will be processed as expeditiously as possible.

As a general principle, academic complaints will be resolved in your favor if the appeal finds that the professor's decision conflicted with law, University or department policy, or the professor's policy, as stated in the syllabus. The University privileges the professor's academic freedom, which includes the freedom to assign grades.

The Appeals Procedure

1. The student must first ask the professor to reconsider the grade, within a month of the learning of it or the end of the semester, whichever is earlier.
2. If the complaint is not resolved to the student's satisfaction, he or she may appeal in writing to the Chair of the department in which the complaint or dispute is centered. The student should provide the Department Chair with all documentation necessary to review the contested grade (e.g., course syllabus; the original, graded papers; tests; copies of presentations). Following receipt of a properly documented appeal, the Chair will meet with you both to try to mediate the dispute. If the professor concerned is also the Chair, the student should appeal directly to the Dean of Academic Affairs.
3. If the complaint is still not resolved to the student's satisfaction, the student may appeal in writing to the Dean of Academic Affairs. The Dean will notify the professor (cc Chair), and the professor will respond to you and the Dean within a reasonable time, attaching any additional relevant documents. The Dean will then meet with you and the professor to try to mediate the dispute. If the professor concerned is also the Dean, the student should appeal to the Department Chair and then to the Academic Council.
4. If the matter is not resolved to the satisfaction of both parties, either may appeal to the Academic Council, which will evaluate the records and hand down a decision.

Graduation Requirements

Degrees are awarded to candidates who meet the following requirements:

The B.A. Degree

1. Completion of a minimum of 120 credits distributed according to the general requirements of the University and the requirements of the major. At least 60 credits, including the last 30, must be earned in residence at the University.
2. An overall minimum grade point average of 2.00 in all courses taken at the University with no more than two grades lower than C- in core courses required for the major.
3. Payment of all financial obligations to the University.

The A.A. Degree

1. Completion of a minimum of 60 credits, distributed according to the general requirements of the University and the major requirements. At least 30 credits, including the last 15, must be earned in residence at the University.
2. A minimum grade point average of 2.00 with no more than one grade lower than C- in core courses required for the major.
3. Payment of all financial obligations to the University.

A B.A. degree may be completed after the granting of an A.A. degree once all of the additional B.A. degree requirements have been met, and on the condition that at least two additional semesters of coursework have been completed following the completion of the A.A. degree in question.

Candidates for graduation must satisfy the general University and major requirements in effect at the time of their entry to the University. Students who are absent from the University for a period of one year or more may be required to resume under different graduation requirements upon their return. Students who require more than five years completing their graduation requirements must meet the requirements in effect at the beginning of the fourth academic year prior to their graduation.

Candidates for graduation must petition with the Registrar at least one semester prior to the expected date of graduation, in order to ensure that all requirements have been met.

The commencement ceremony at the close of the spring semester in May is the University's public celebration of the accomplishments of its students. Only students who have completed all graduation requirements, or who have completed all but two courses of their graduation requirements and will complete those two courses by the end of the following summer sessions, will be allowed to participate in the ceremony. Students who complete graduation requirements at a time other than the end of a spring semester or the following summer sessions are urged to return to the University the following May to participate in the commencement ceremony.

Graduation Honors

Graduation Honors are awarded to bachelor's degree recipients whose cumulative grade point average at the University represents superior academic achievement. Students may graduate summa cum laude with a grade point average of 3.90 or above, magna cum laude with a grade point average of 3.70 to 3.89, or cum laude with a grade point average of 3.50 to 3.69.

The Valedictorian is the bachelor's degree recipient with the highest cumulative grade point average among those who have completed at least 60 semester hours at the University and who are attending the commencement exercises. The Valedictorian participates in the commencement ceremony by giving the valedictory address.

Honors Courses

Students who achieve high levels of academic excellence (minimum cumulative grade point average of 3.5) have the option of taking specially designated Honors Courses. These may also include occasional interdisciplinary seminars open only to such students. More frequently, regular John Cabot University courses may be offered with an option of taking them for four academic credits as Honors Courses. Students who register for such courses as Honors Courses must complete additional assignments (e.g., research papers or portfolios) in which they delve more deeply into the subject matter in question. These additional assignments are graded on a "grant of Honors credit/no grant of Honors credit" basis and are not calculated into the final grade for the course. For the granting of Honors credit, students should produce work of a quality that would receive a B (3.00/4.00) or higher and this will be noted on their transcripts. Students taking a course as an Honors Course also enjoy additional mentoring time with the instructor. Instructors for Honors courses are chosen by the Dean of Academic Affairs in conjunction with the Department Chair, based on their expertise and teaching excellence.

Independent Study Policy

With the approval of the academic advisor, the Department Chair, and the Dean of Academic Affairs, students may register for independent study options that allow them to receive credit for academic work supervised by a member of the Faculty in a non-classroom setting. Faculty supervision of independent studies is strictly voluntary, and therefore, the University cannot guarantee that a project may be undertaken. There are two types of independent study options:

a) Independent Study 281/381

Students must have a minimum GPA of 2.5 and have earned a minimum of 60 credit hours (junior status) to be approved. Any exceptions must be approved by the relevant Department Chair as well as the Dean of Academic Affairs. Students may earn a maximum of three credit hours through independent study, depending on the nature and extent of the project. Numbering for the course will be decided by the student's academic advisor and the respective Department Chair.

Registration for independent study must be completed during the normal registration period as stated in the approved academic calendar. Students may register for up to three credit hours of independent study during the summer sessions. The Registration Form is available online and must be accompanied by a syllabus describing the course to be undertaken.

Independent study may not be taken to satisfy core requirements in degree programs or for other specifically designated requirements. In exceptional cases, well-performing seniors may be allowed by the professor directing the course and the department chair to take one independent study to satisfy a major elective or a minor requirement. Courses offered regularly in the curriculum cannot normally be taken as independent study.

Independent study courses must be completed within one semester. Extensions must be requested and approved in the same manner established for classroom-based courses (see Grading Policies for University policy on incompletes). The normal grading scale applies to independent study courses.

b) Independent Research 481

Independent Research is limited to the academically strong and seriously motivated student. The same restrictions as for Independent Study 281/381 apply.

Leave of Absence

A leave of absence is a temporary leave from the university – a kind of “time out” which may be necessary during your undergraduate career. Students may elect to take a leave of absence for a variety of reasons, including: medical emergencies due to accident or illness; family crisis or some other personal situation that requires you to be away from school for some period; financial issues which may take time to resolve; academic difficulty which may best be handled by taking some time to refocus on your college work.

Typically a leave of absence is for one regular semester or one academic year. A leave may be extended by contacting the Dean of Academic Affairs. Students may apply for a leave of absence by submitting the proper paperwork to the Office of the Registrar. Following these guidelines will help assure catalogue rights (student rights stated in the catalogue) which apply on your return, ease financial aid processing, and provide you with the support you need to successfully return to JCU and finish your undergraduate degree.

Matriculation Policy

Students who have obtained an INC in a thesis course and who are not enrolled in any other courses during the completion of the incomplete thesis course must maintain matriculation, and are required to pay a matriculation maintenance fee of \$130 or 100 euro. This fee must be paid during the semester of completion of the thesis and is only valid for the one semester that students have to complete their theses without registering again for the thesis course. Students maintaining matriculation in this manner will not be charged student activity fees. Students must be either registered or matriculated in this manner in the semester they complete their degree. The matriculation maintenance fee is non-refundable and cannot be waived. (Should a student fail to complete the thesis during the additional one-semester matriculation period, normal policies regarding the repetition of classes apply.)

Petitions

Normally, all students must abide by the various academic and other regulations of the University. Occasionally, however, a waiver of these regulations may be necessary. In such instances, a written petition seeking an exception to one or more regulations must be submitted by the student, with the recommendation of the Advisor, for consideration by the Dean of Academic Affairs and the Academic Council. Forms for such petitions are available from the Registrar.

Placement Examinations

Entering students may be asked to take one or more placement examinations before registering to determine their proficiency in certain subject areas. There are placement examinations for English Composition, Italian and Mathematics. These examinations are administered during the orientation session at the beginning of each semester.

Registration

Registration dates for each term are listed in the University calendar. After these dates, continuing students may register but will be charged a €100.00 Late Registration Fee. No student will be allowed to register after the drop period.

It is the responsibility of the students to ensure that their registration schedule corresponds to the classes that they are attending, including the correct section number.

Permit to Stay Policy

In accordance with Italian law, all non-European citizens must obtain a Permit to Stay, which gives that person permission to live in Italy. At this time, even citizens of the European Union must register with the local authorities.

Students who are not citizens of the European Union need to have a student visa, and they are expected to apply for their Permit to Stay upon arrival in Italy.

All aliens are required to report their presence on Italian territory to the local Central Police Station (Questura) of the province in which they are staying within 8 working days from the date of entry, and apply for a Permit to Stay pursuant to article 5 of Law 286/1998. Aliens requesting this Permit to Stay are required to be fingerprinted.

Under the terms of article 5 of Law 286/1998, all students **MUST** obtain a Permit to Stay in order to be enrolled with the intention of remaining in Italy for more than three months. It is illegal to enter Italy under a tourist visa with the purpose of remaining more than three months.

Penalties for failure to comply with JCU's Permit to Stay Policy

If you fail to present your valid Permit to Stay to the Registrar within 30 days of the beginning of classes, or are not up to date with the Permit to Stay process, the University will:

1. Block your registration for the following term until a valid Permit to Stay is presented to the Registrar's Office.
2. Block your grades and transcripts if you have not complied by the end of the semester.

Any student who fails to abide by this policy will not receive any assistance from the University regarding student and residency status in Italy. Any readmission to the University will be made on a case-by-case basis.

Readmission

Students who have withdrawn from the University in good academic, financial and disciplinary standing will normally be readmitted, subject only to space limitations.

Students who have withdrawn while not in good standing or who have been dismissed from the University for any reason must apply for readmission. Applications for readmission must be submitted to the Registrar before the start of the term. Physician's reports, financial records, or interviews may be required in support of the application.

Students accepted for readmission must confirm their intention to return with the normal advance deposit to the Business Manager. The University catalog in effect at the time of readmission will apply to students who are readmitted to the University.

Repeated Courses

Courses in which a student received a final grade of C- or below may be repeated. No grade is removed from the transcript, but only the last grade received in a course is considered in computing a student's grade point average and credits earned (see Grading Policies).

Transcripts

The transcript is the official record of the student's coursework and progress toward his or her John Cabot University degree. It is printed on security paper that bears the seal of the University and the signature of the University Registrar. Official transcripts for all John Cabot students are issued upon written request to the John Cabot Registrar. Requests cannot be taken over the telephone or via email. Transcripts may be issued directly to the student or mailed to institutions designated by the student. One official transcript is issued free of charge to each student; €10.00 (\$10.00) will be charged for each additional transcript.

Transcripts cannot be provided to anyone whose record has been blocked (for outstanding University obligations - tuition and fees, library hold, etc.). Transcript requests are processed within two business days. JCU is not financially responsible for transcripts lost in the mail.

How to Request a Transcript:

- In person, at the Office of the Registrar on campus;
- Print, complete and fax and/or mail the Transcript Request Form (available on the JCU website) to the Office of the Registrar (Via della Lungara 233, 00165 Rome, Italy, fax n. 0039-06-6871320).

For more information, please call: 0039-06-68191218 or email: registrar@johncabot.edu.

Transfer Credit

Academic credit from recognized institutions may normally be transferred for course work corresponding to courses offered at John Cabot University where a grade of C or above was earned. The University generally requires an official course description or course syllabus before awarding transfer credit.

Withdrawal from the University

Students who wish to withdraw from the University should first discuss their plans with their advisor or the Assistant Dean for Student Academic Affairs. In order to withdraw from the University, a student must clear all debts with the University and submit to the Registrar an official withdrawal form, signed by the Dean of Academic Affairs, the Director of Admissions, the Housing Supervisor (if applicable), and the Business Manager. A grade of W will be recorded for all courses in progress at the time of withdrawal. A student who fails to follow the above procedure will be considered to have unofficially withdrawn. In this case, a grade of F will be recorded for courses not completed.

YOU ARE RESPONSIBLE FOR CHECKING THE JCU INTERNAL WEBSITE (“MyJCU”) REGULARLY FOR IMPORTANT INFORMATION SUCH AS:

- COURSE SCHEDULES
- SYLLABI
- COMMUNICATIONS FROM PROFESSORS
- TEXTBOOK LISTS
- CLASS CHANGES AND CANCELLATIONS

FINANCIAL POLICIES

For the latest information about Payment of Fees, Late Registration, Good Financial Standing, Withdrawal Policy and Refunds, please refer to our website www.johncabot.edu under the sections Admissions and Registrar.

STUDENT CODE OF CONDUCT

John Cabot University (JCU) has standards of conduct for all of its students. All John Cabot University students are responsible for upholding these standards within the University and within the local community.

Introduction

The Student Code of Conduct presents guidelines for the conduct of all JCU students. Procedures have been established to address allegations of student misconduct. The Community Standards and Disciplinary Procedures exist to protect members of the John Cabot University community and students accused of violating the community standards. The Discipline Process and Procedures is designed to educate students, encourage sound decision making and provide opportunities for growth and personal development.

Policies and Procedures concerning academics can be found in the JCU Student Handbook and John Cabot University Catalogue. All student matters regarding academics should be referred to the Assistant Dean of Student Academic Affairs. Matters involving faculty or other academic members should be referred to the Office of Academic Affairs.

All students of the John Cabot University community have certain rights. These include:

- ***The Right to Freedom of Expression*** - Students can freely examine and exchange diverse ideas in an orderly manner inside and outside the classroom.
- ***The Right to Privacy*** - Students have the right to be free of unreasonable intrusions into personal records and/or matters relevant to identity, living space and well being. No information or documentation referring to a student's academic or personal life is released to any part outside the University without the written permission of the student. Any request from a student, former student or graduate to release information from his or her personal file to a third party must be made in writing and include the student's signature.

Students have the right to inspect and review their official records, except for letters of recommendation when the right has been waived by the student.

- ***The Right to Participate in Community Affairs*** - Students have the right to opportunities for interaction with people and institutions both within and beyond the University community.
- ***The Right to Intellectual Inquiry*** - Students can expect academic and administrative policies that support intellectual inquiry, learning, and growth.
- ***The Right to Live in a Safe Environment*** - Students have the right to function in their daily activities without unreasonable concerns for personal safety.
- ***The Right to Live in an Environment Free From Harassment*** – Students have the right to freedom from harassment on the basis of such characteristics as race, religion, gender, age, disability, economic status, ethnicity, national origin, sexual orientation, gender identity, or gender expression.
- ***The Right to Freedom from Sexual Harassment*** - Sexual harassment is unwelcome physical, verbal or non-verbal conduct of a sexual nature. This includes comments about the way the person looks, indecent remarks, questions or comments about sex life, requests or demands for sexual favours, or any conduct of a sexual nature which creates an intimidating, hostile or humiliating educational environment.
- ***The Right to a Hearing and Appeal Process*** – Students have the right to be informed of any allegations of misconduct, the right to adequate time to prepare a response to the allegations, the right to prepare a response to the allegations, the right to hear information in support of the allegations, the right to present evidence against the allegations, the right to a fair process which is appropriate to the circumstances.

John Cabot University's Student Code of Conduct falls under the jurisdiction of the Dean of Academic Affairs and is administered by the Student Conduct Coordinator (SCC). The Student Conduct Coordinator is responsible for collecting information, responding to complaints about students, and maintaining discipline records. The purpose of campus disciplinary proceedings is to provide a fair evaluation of an accused student's responsibility for violating University regulations. Rules of evidence ordinarily found in legal proceedings are not applied.

When alleged violations of University Standards of Conduct take place off campus and come to the University's attention, the University reserves the right to take appropriate action if it is determined that the alleged conduct has a negative impact on the University community. Each student is individually responsible for being informed of the law. Ignorance of Italian law is not acceptable, either by JCU or the Italian authorities, as an excuse for engaging in prohibited conduct. Any violation of Italian laws is a matter between the student and Italian authorities; it is not within the jurisdiction of John Cabot University to intervene in Italian legal proceedings.

NOTE: If a non-Italian citizen is arrested, he or she has the right to contact his or her consulate. A suspect may remain incarcerated until brought to trial. An Italian lawyer is required for the defence of those arrested for infractions of Italian law and the student is responsible for any expenses in these cases.

Community Standards and Disciplinary Procedures for Students

These standards apply to all students whether the behavior occurs on or off campus, including JCU Housing, and at all JCU sponsored events. Students who violate the standards and University policies may be subject to disciplinary sanctions by the University and possible legal action under Italian law. Violations of Community Standards are expressly prohibited as stated below:

Alcohol and Drugs

Violation of the Alcohol and Drug Policy (Appendix A).

Distribution or Posting of Advertisements/Flyers

Distributing or posting any materials within University property, including JCU Housing, which advertise non-JCU sponsored events or programs without prior approval by a JCU staff member.

Destruction of Property

Intentionally or recklessly damaging, vandalizing, destroying, or tampering with University property or the property of any person or business.

Fire Safety

Tampering with or misuse of fire alarm and safety devices and system components or any emergency communication equipment will result in severe disciplinary action against all persons involved and may involve permanent dismissal and legal action.

General Behavior

Engaging in behavior that impedes the safety, security, and normal operation of the University or University-sponsored activities/events. Students are expected to cooperate with each other, guests, and University officials at all times.

Any disrespect, offensive or improper language, failure to follow directives, harassment, threats or acts of physical violence directed to any member of the University including students, staff, faculty, and support staff.

Guests

John Cabot University welcomes guests and visitors. The guests and visitors to JCU are required to be accompanied by the student to the Front Office, leave an ID, and receive a visitor pass. Guests should be accompanied at all times. Students are responsible for the actions of their guests while they are on campus property and will be held accountable for inappropriate behavior while on JCU premises.

Identification

Failure to properly identify yourself when requested to do so by any representative of the University. All students must carry a John Cabot University Student ID and present it when requested by any official of the University, including members of the faculty, staff, and security guards.

Harassment

Any threat to a member of the JCU community, any unwelcome communications, obscene or not, may constitute harassment. (The **Harassment/Bias Incident Form** can be obtained from the Dean of Academic Affairs or the Office of Student Conduct.)

- a. The University's definition of harassment is any physical conduct intentionally inflicting injury on the person or property of another, or any intentional threat of such conduct, or any hostile, intentional and persistent badgering addressed directly at another, or small group of others, that is intended to intimidate its victim(s) from any University activity, or any verbal attack, intended to provoke the victim to immediate physical retaliation.

- b. Discriminatory Harassment is described as the above if, in addition, it is accompanied by intentionally demeaning expressions concerning the race, gender, religion, age, sexual orientation, national origin, or disability of the victim(s).

Misuse of University Computer Security Systems

Violating the University's computer security systems and altering the configuration of University computers, any technical property owned by the University, software, e-mail accounts, or any other computer files. Theft or other abuse of computer facilities and resources, including but not limited to:

- a. Use of another individual's identification and/or password.
- b. Use of computing facilities and resources that interfere either intentionally or unintentionally with the work of another student, faculty member or University Official.
- c. Use of computing facilities and resources to send obscene or abusive messages.
- d. Use of computing facilities and resources to interfere with normal operation of the University computing system.

Pets

Bringing pets on University property including JCU Housing.

Possession of Dangerous Weapons or Materials

Possession of dangerous weapons or materials of any kind, such as but not limited to firearms, martial arts weapons, knives, explosive devices, fireworks, ammunition, chemicals, or any item deemed to be dangerous by University Officials on University premises including any JCU Housing.

Quiet Hours

Disregarding the prevalence of the 24 hour-a-day reasonable quiet on all University property including JCU Housing to allow for an environment conducive to learning. Furthermore, excessive noise after 11:00 pm is against the law in Italy and could be reported to the police.

Smoking

Smoking in restrooms, entrances to buildings, student lounges, lobbies, classrooms, private offices, the Don Bosco Courtyard, and in all areas of JCU Housing; the rights of non-smokers to a smoke-free environment always take precedence over the desire of smokers to smoke. The Lemon Tree Courtyard, Roof Terrace (between Kushlan Wing and Main Building), and the mid-level terrace of the main building are designated smoking areas.

Theft

Attempted or actual theft of and/or damage to property of the University or property of a member of the University community or other personal or public property, on or off campus.

Trespass

Any unauthorized presence in a construction area or other restricted area. Unauthorized possession, duplication or use of keys to any University premises or unauthorized entry to or use of University premises.

Use of University Name or Logo

The use of the University name or logo in any public statement, advertisement or demonstration is prohibited unless prior authorization is issued by the President of the University.

Violence

Any act of physical violence or any act which causes personal injury to another person.

STUDENT DISCIPLINARY PROCESS AND PROCEDURES

The student discipline process is designed to manage alleged violations of John Cabot University's Student Code of Conduct and other University policies, rules and regulations. This system is based on the principles of fairness, fostering community, upholding the common good, and respecting the individual. If a student disregards these principles, he or she is held accountable and sanctions are imposed. The student disciplinary process exists within the University's larger educational system and does not function as a court of law.

Initiating a Complaint and Disciplinary Referrals

Any student or member of the internal or external community of John Cabot University may initiate a complaint against a student member of the community by submitting in writing to the Office of Student Conduct the following information:

- a) *The name(s) of the accused*
- b) *A statement explaining the nature and circumstances of the complaint, including a list of possible witnesses*
- c) *The names, addresses and phone numbers of those filing the complaint*

Referrals for disciplinary review may also be generated through reports received from campus offices or in the case of Harassment from the **Harassment/Bias Incident Form** which can be obtained from the Dean of Academic Affairs or in the Office of Student Conduct. The Student Conduct Coordinator (SCC) reviews all complaints and reports and determines the appropriate community standard charges and establishes the time and location and persons involved.

Notification of Disciplinary Charges

Students accused of violating the community standards receive written notification by email of the following:

- *alleged community standard violation(s)*
- *location, description, and date of incident (if known)*
- *time and place of Disciplinary Conference*

Students are required to attend all disciplinary meetings and/or all hearings. If a student willfully misses a meeting and/or hearing, the case may proceed and a determination may be made in the student's absence without the right of appeal or review.

Parents/guardians will be notified in cases where the sanction could result in the student being removed from JCU Housing or dismissed from the University, provided that privacy laws have been observed.

Disciplinary Conference

Students accused of violating the Student Code of Conduct are subject to a **Disciplinary Conference**. The Disciplinary Conference is a one-on-one meeting with the accused student and the SCC. At this meeting the

matter may be resolved, dropped, or may be referred to another appropriate hearing authority as determined by the SCC. The Dean of Academic Affairs will review all hearing decisions and sanctions.

Pursuant to a Disciplinary Conference the SCC may decide that:

- *A case be held for further information/review.*
- *A case be dropped for insufficient information or because the alleged violation does not constitute a policy violation.*
- *The student is “responsible”, “not responsible”, “responsible for a lesser violation.” The SCC may also decide to make “no finding”. In the case of a visiting student found to be “responsible” or “responsible for a lesser violation”, his or her home university will be notified.*

After the Disciplinary Conference, the SCC confers with the Dean of Academic Affairs and the accused student is then notified by email the findings of the Disciplinary Conference including the sanctions, if any, to be applied.

Both the accused student and the student bringing the complaint may appeal the determination of a Disciplinary Conference by asking for an ***Administrative Hearing***.

Administrative Hearing

In addition to functioning as an appeal to a Disciplinary Conference, an Administrative Hearing may also be called for when there is a dispute of the facts, a need to hear from witnesses or to hear from both the accused student and the accuser.

Within a reasonable amount of time after the Disciplinary Conference, the SCC shall convene a panel of two University employees (a faculty member and a staff member) and a representative of Student Government. The faculty and staff members are chosen from all employees who have worked at JCU for at least one year. As soon as membership has been determined, everyone involved in the dispute shall be sent written notice of the time and place of the Administrative Hearing. The panel will identify a chair and the SCC will act as secretary. Students may bring an advisor to this hearing.

The panel will examine the allegation and hear the accused student’s explanations and the complaining student’s rebuttal, if applicable. The Dean of Academic Affairs serves as a non-voting adviser to the panel and participates in all of its deliberations. On issues pertaining to JCU Housing, the Housing Coordinator will also serve as a non-voting adviser to the panel. The chair of the panel will rule on all matters of procedure. Formal rules of evidence shall not be applicable to any hearing before the panel and any evidence or testimony which the committee believes to be relevant to a fair determination of the complaint may be admitted.

Basis for Findings

The standard or basis for findings refers to the criterion or measure of proof that is used to assess if a student is responsible or not for violating the Student Code of Conduct.

The basis for findings used during university disciplinary proceedings is “more likely than not,” which means that more than 50% of the information presented indicates that a violation has occurred and that the student should be found responsible.

The Administrative Hearing panel may decide that the student is “responsible,” “not responsible,” “responsible for a lesser violation” or make “no finding.” If the decision is “responsible,” the panel may recommend sanctions up to and including suspension, expulsion, or removal from JCU Housing. The Dean of Academic Affairs may uphold or alter the recommendations of the panel.

Hearing Procedures

- I. *The Chairperson will convene the panel, have all parties introduce themselves, explain the purposes of the panel, address the issues of honesty and confidentiality, and explain the role of the advisors if any are present. All witnesses will be asked to leave the room.*
- II. *Chairperson reads the allegation against the accused.*
- III. *The accuser is given an opportunity to present her/his statement. The accused is given an opportunity to respond.*
- IV. *Panel members question both parties.*
- V. *Each side is given an opportunity to question the other. The Chair may facilitate the questioning of each party.*
- VI. *Witnesses are brought into the room individually and answer questions from all parties. Witnesses for the accuser are heard first. Questions for witnesses from the accuser and accused may be directed through the Chair. Once witnesses have given their statement they are asked to leave the room.*
- VII. *The accuser and the accused, respectively, are given the opportunity to make a final summary statement to the panel.*
- VIII. *Upon hearing all relevant information, the panel discuss the information given and will make a decision.*
- IX. *The panel will determine if it is more likely than not that the accused has violated the Student Code of Conduct. If a finding of responsibility is determined, the panel will then recommend appropriate sanctions. Final recommendations shall reflect the majority opinion of the hearing panel.*
- X. *The findings and recommendations will be forwarded to the Dean of Academic Affairs who will uphold or alter the recommendations of the panel.*
- XI. *The SCC shall be responsible for providing written notification of the final findings to the accused and accuser within three business days after the conclusion of the hearing.*

Emergency Administrative Action

If an individual appears to pose a risk of danger or disruption to the community or any individual, Emergency Administrative Action may be taken, including removal of the individual from the University community. This action does not require an admission of responsibility on the part of the accused student. The decision whether or not to take Emergency Administrative Action is vested solely within the non-reviewable discretion of the Dean of Academic Affairs and the President of the University, or their designee. Within a reasonable amount of time of the Emergency Administrative Action, a *Notice of Conduct Violation* will be provided to the accused student. The Student Conduct Coordinator will schedule a hearing as soon as reasonably possible after the *Notice of Conduct Violation* is presented to the accused student.

Appeal Process

A student has the right to appeal a decision of an Administrative Hearing if he/she can demonstrate a) a lack of fairness in the procedures, b) a violation of the process, or c) if there is significant new information (previously unknown) that has been revealed or discovered which alters the facts of the matter and may alter the outcome.

The severity of a sanction is not a legitimate ground for an appeal. However, a student may ask that the sanction be reviewed as part of the appeal process. Letters of appeal addressed to the Dean of Academic Affairs must be received within five (5) business days of the date of the notification of the final findings. Only a sanction of expulsion may be appealed to the President of the University.

If the Dean of Academic Affairs decides that the appeal has merit, (e.g. a case in which there is proof of improper procedures and/or where new information would be likely to change the previous result) s/he may:

- a. alter the recommended sanction by making it more severe, less severe or otherwise different;
- b. refer the case to a new Administrative Hearing panel; or
- c. remand the case to the original hearing panel for further review.

If the Dean of Academic Affairs decides that the appeal does not have merit, the sanctions are immediately effective.

During the appeal process, the Dean of Academic Affairs will determine which, if any, sanctions will be imposed awaiting a final decision.

Statement on Confidentiality

All parties including the accused student, the accuser and the hearing panel, are required to respect the right of confidentiality. Students appearing before a panel, their advisors and witnesses, must not communicate with any member of the panel or with the accuser(s) and their witnesses prior to the hearing. Any act which violates this confidentiality may be dealt with as a subsequent violation or as grounds for dismissal from the hearing.

Any implied or actual act of intimidation or harassment is strictly prohibited and may also be dealt with as a subsequent charge. Hearing results shared with a victim/accuser are confidential and should be treated as such.

Disciplinary Sanctions

The well-being and safety of the entire University community is of prime importance. If a student is determined to have engaged in conduct contrary to the Code of Conduct or other University rules and regulations, disciplinary action will be taken. Sanctions will be imposed based on the type of inappropriate behavior in which the student engaged and the student's level of responsibility for the incident. Every effort will be made to implement sanctions that are educational in nature, to correct inappropriate behavior, and prevent the reoccurrence of misconduct in the future. Factors such as the seriousness of the incident and the student's past disciplinary history will be taken into account in determining appropriate sanctions. Sanctions range from written warnings and fines to dismissal from the University.

The following sanctions, singly or in combination, may be applied to students found responsible for a violation of the Student Code of Conduct. Examples include, but are not limited to:

1. **Warning:** a notice in writing to the student that the student is violating or has violated institutional regulations.
2. **Fine:** in all cases of fines, payment must be made in the form of may be paid in either US DOLLARS or EUROS.
3. **Work Sanction:** supervised volunteer work in the University, office buildings, JCU Housing, or off campus programs.
4. **Restitution:** based on the value of any damages.
5. **Educational Classes/Projects:** such as Alcohol or Substance Abuse Education classes.
6. **Referral:** counselling may be mandated.
7. **Other Sanctions:** as appropriate to the circumstances of a given case.
8. **Housing Relocation:** loss of the privilege of remaining in current JCU Housing and requirement to immediately relocate to other JCU Housing.
9. **Housing Expulsion:** loss of the privilege of living in any University housing at any time. No refunds will be given.
10. **Non-academic Probation:** students on non-academic probation are not permitted to hold elected office or participate in extracurricular activities of the University during the probation period. Should they violate other standards of conduct while on probation, they may be suspended or dismissed from the University.
11. **University Suspension:** suspension from the University for a specified period of time. This suspension shall be noted as "Disciplinary Suspension" on the academic transcript.
12. **Disciplinary Dismissal:** permanent termination of the individual's relationship with the University; this includes all activities, services, facilities, and all access to University property. A dismissal shall be noted as "Disciplinary Dismissal" on the academic transcript.

ALCOHOL AND DRUG POLICY

Appendix A

The John Cabot University Alcohol and Drug Policy aims to ensure appropriate social behavior in our students and to prevent antisocial and dangerous behavior. The policy is based on the use of alcohol in moderation and under appropriate circumstances; fitting to the cultural environment of Italian life. It is the policy of John Cabot University that on-campus events sponsored by the JCU Administration or Student Affairs Division may provide modest amounts of wine or beer when the event is planned for cultural and social purposes.

Alcohol

- a. Bringing alcoholic beverages on University premises is prohibited.
- b. Any student who is under the influence of alcohol and causes a disturbance in public or on JCU property, destroys or damages any property as the result of alcohol use, or is hospitalized as a result of alcohol is subject to fines, removal from JCU Housing, suspension, or dismissal from the University. Alcoholic beverages will not be served at student-sponsored events. The University does not authorize the use of the student activity fee or other student funds collected and administered by the University to provide alcoholic beverages for any off-campus student events.
- c. Alcoholic beverages, companies, distributors or drinking establishments are not to be advertised on University property.
- d. Print, electronic, and broadcast media funded in full or in part by the University, or by University-solicited funds, or bearing University sponsorship by use of its name, may not contain advertisements promoting alcohol or events that have alcohol as their focus.
- e. Any exceptions to the Alcohol and Drug Policy must be approved by the Dean of Academic Affairs.

Drugs

The use, possession, sale, giving, or exchange of illegal drugs, (as defined by U.S. law) chemicals for use as drugs, or controlled substances is strictly prohibited on all University property including Housing provided by the University or its affiliated organizations. Furthermore, no person may use or possess drug paraphernalia.

JCU STUDENTS' RIGHTS

John Cabot University Students have the following rights:

- **The Right to Freedom of Expression** - Students can freely examine and exchange diverse ideas in an orderly manner inside and outside the classroom.
- **The Right to Privacy** - Students have the right to be free of unreasonable intrusions into personal records and/or matters relevant to identity, living space and well being. No information or documentation referring to a student's academic or personal life is released to any party outside the University without the written permission of the student. Any request from a student, former student or graduate to release information from his or her personal file to a third party must be made in writing and include the student's signature.
Students have the right to inspect and review their official records, except for letters of recommendation when the right has been waived by the student.
- **The Right to Participate in Community Affairs** - Students have the right to opportunities for interaction with people and institutions both within and beyond the University community.
- **The Right to Intellectual Inquiry** - Students can expect academic and administrative policies that support intellectual inquiry, learning, and growth.
- **The Right to Live in a Safe Environment** - Students have the right to function in their daily activities without unreasonable concerns for personal safety.
- **The Right to Live in an Environment Free From Harassment** – Students have the right to freedom from harassment on the basis of such characteristics as race, religion, gender, age, disability, economic status, ethnicity, national origin, sexual orientation, gender identity, or gender expression.
- **The Right to Freedom from Sexual Harassment** - Sexual harassment is unwelcome physical, verbal or non-verbal conduct of a sexual nature. This includes comments about the way the person looks, indecent remarks, questions or comments about sex life, requests or demands for sexual favours, or any conduct of a sexual nature which creates an intimidating, hostile or humiliating educational environment.

Note: TO REPORT HARASSMENT, COMPLETE THE *HARASSMENT/BIAS INCIDENT REPORT FORM* AVAILABLE IN STUDENT SERVICES AND SUBMIT IT TO THE DEAN OF ACADEMIC AFFAIRS

STUDENTS WITH DISABILITIES

John Cabot University does not discriminate on the basis of disability or handicap.

In order to ensure a satisfactory learning experience, we follow a three-step process in dealing with student limitations. First, we require students who are aware that they have learning or other disabilities to identify themselves at the time they pay their tuition deposit or housing placement fee. Second, for students who have informed us of their learning or other disability, we require detailed, medical documentation and/or psychological documentation of the situation, in order to determine the nature of the problem and the recommended management. Third, in conjunction with the student and professional advisors, we assess the accommodations that would be necessary for the student to complete a course or program at JCU. In the event it appears that reasonable accommodations cannot be made for a student with learning or other disabilities, the University will refund the application fee, the tuition deposit, and the housing placement fee.

John Cabot University cannot provide individual learning or other disability accommodations to students who do not follow the above guidelines.

For more information, contact the Admissions Office in Rome at: +39-06-583937405/404/403. Any other questions regarding admissions can be emailed to: admissions@johncabot.edu .

Religious Holidays

John Cabot University respects students' religious obligations, and will make every reasonable effort to accommodate students who must be absent from class in order to observe a religious holiday.

Absences from class due to the observance of a religious holiday normally will be excused. Individual students who will have to miss class to observe a religious holiday must notify their instructors by the end of the Add/Drop period (during the first week of classes). Students missing a class for this reason also must make prior arrangements with their instructor to make up any work missed.

STUDENT SERVICES

JCU Student Services Office Hours are Monday through Friday, 9:00 am – 5:00 pm.

Student Services' aim is to enhance total student development and the quality of student life at JCU. Student Services provides non-academic student assistance in a caring environment, as well as specific programs and services designed to promote the ongoing development of the person as a whole.

This development is facilitated through a partnership among student services, JCU administrative staff, faculty and students.

Student Services is student-centered in all its functions, and affirms the inherent dignity and worth of every student in the JCU multicultural environment.

In order to facilitate this development, Student Services provides non-academic programs, including Student Government activities, Athletics, quality Housing, Counseling Services, and Career Services.

All students who are enrolled at John Cabot University are eligible to apply for any student program. Students must be in good academic standing and making a satisfactory academic progress to maintain eligibility. Students who are currently in their first semester are eligible to work in all areas with the exception of students who have been admitted conditionally to the University. Students on Academic Probation are not allowed to hold office in student organizations or represent the University in any official capacity.

Student can apply for the following programs:

- Student Employment Program
- Orientation Worker Program
- Resident Assistant Program
- Governance positions in Clubs and Associations

Athletics

John Cabot University welcomes students, faculty and staff to participate in its recreational sports program.

The program provides three types of membership (Students, Faculty, and Staff) and a variety of opportunities to enjoy the benefits of exercise:

- 1) Fitness: Gym, Fitness Center
- 2) Intramural Sports: Soccer Tournament, Basketball Tournament, Tennis Table Tournament
- 3) Personal Training Services;
- 4) Outdoor Sports : hiking, running club

Italian law requires that anyone who wants to participate in any activities or use any sports facilities must submit a *Physical Exam* certificate, issued by an Italian doctor. This certificate can be obtained in the following ways:

- 1) Members of sports teams must undergo a *visita medica agonistica*, performed by an Italian physician specialized in sports medicine;
- 2) Everyone else must undergo a *visita medica di sana e robusta costituzione*, performed by an Italian physician.

The certificates will be kept on file in the Athletics Office located on the Tiber Campus.

Student Government

The Student Government of John Cabot University seeks to provide the official voice through which student opinion may be expressed. It undertakes to provide and stimulate student participation in overall policy and decision-making within the University. Student Government endeavours to encourage interaction between all three branches of the academic community: administration, faculty and student body. The Government works closely with the Student Services Coordinator and a Faculty Advisor in planning social, cultural, intellectual, and sports activities based on students' interests and needs. It is committed to supporting the mission of the University "by using to the fullest extent the unique resources of a multicultural faculty, an international student body and the incredibly rich culture and history of Rome and the surrounding region." stugov@johncabot.edu

Volunteering

Students interested in volunteering to work with the disabled, homeless, etc. should see Student Services. JCU has agreements with various non-profit organizations, some of which are located in the University's immediate vicinity. They include Amnesty International (www.amnesty.org) and Italian charities such as the Comunità di St. Egidio (www.santegidio.org) and the International House for Women (www.casainternazionaledelledonne.org)

Student Employment Program

Student employment is available to full-time students who demonstrate financial need. This is a work-study program, and eligible students are assigned a position in any of the offices where student help is needed. Preference is given to students who have been at John Cabot for at least one year. However, full-time first year students are also eligible when the need arises. Assistants at John Cabot work in the Computer Labs, the Library, Student Services Area, Housing and the Admissions Department. See the Student Employment Coordinator for an application and a list of general qualifications or email at workstudy@johncabot.edu

Orientation Leader Program

The Orientation Leader program has been created whereby students work for three of four consecutive orientations, attending training sessions on public speaking, leadership, etc., during career week, and volunteer some time during the semester to assist staff with external events and fairs. For more information and a list of general requirements, email studentservices@johncabot.edu.

Counseling Services

University years are a period of transition and change for most students. It is not at all unusual to feel a need to talk about issues of concern and confusion. The University employs 2 counselors who are available to all students who may need help in facing a personal, family, or emotional problem that may interfere with their well being or academic performance. The counseling office is located at the Tiber Campus on the ground floor. Office hours are posted on the door. They can also be reached at: eluti@johncabot.edu

Career Counseling

There are several resources and events available to assist students in determining their career goals. A Career Week is held every semester to give students an opportunity to speak with representatives of various multinational companies and international organizations. Resume Writing Workshops are held in order to help students who are

seeking a job or an internship and need assistance in perfecting their resume. Students may set up an appointment with the Career Services Coordinator to discuss internship possibilities or get advice in searching for jobs, writing resumes and cover letters. For more information, email: careerservices@johncabot.edu

Student ID Cards

The JCU I.D. card identifies students as members of the John Cabot University community and provides them access to the Guarini and Tiber Campuses, Gianicolo Residence (if accompanied by a resident), Gym, and Library. For security purposes all students are required to carry their cards as their primary means of identification on John Cabot University properties. Students cannot enter any JCU facility without their JCU I.D.

Students living in the Gianicolo Residence will be issued a Gianicolo Residence I.D. card by the Housing Office. This is the only I.D. card that you will receive and it is valid to enter all JCU premises. Please see JCU Housing Policies and Regulations for more information or contact housing@johncabot.edu.

The John Cabot I.D. card also permits access to outside sports facilities and events and qualifies you for discounts at local businesses..

Lost, stolen, or damaged I.D. cards should be reported immediately to the Tiber Front Office. When an I.D. card is lost, stolen, becomes illegible, or no longer functions, the I.D. Center issues a replacement card with the photograph on record. To obtain a replacement I.D. card, the student must go in person to the Tiber Front Office during normal business hours. There will be a replacement fee of 10 Euros. For security reasons, the student must bring some other form of photo identification, such as a driver's license or passport.

Permit to Stay (Permesso di Soggiorno) for Non-Europeans

All citizens who do not belong to European Union countries may enter Italy by presenting their passport and, where required, a student visa issued in their country of origin by the Italian Consulate. Non-EU citizens intending to stay in Italy for more than three months must apply for a Permit to Stay **within 8 days** of their arrival in Italy.

John Cabot staff will assist students in requesting the Permit to Stay. Students must comply with the steps and instructions provided by the staff and provide a valid email address where notices and reminders may be sent.

Students must also produce proof of their legal status upon request of John Cabot staff and may not be registered for classes if the documents are not provided.

Students who require a Permit to Stay will be held responsible for completing the necessary steps and maintaining their legal status throughout their enrollment at John Cabot University.

Failure to comply with the Permit to Stay may result in the following:

1. Student's transcripts may be withheld, student may be dropped from classes or prohibited from registering.
2. Student may be fined or deported

Those exempt from requesting the Permit to Stay are:

- holders of **European passports** and

- Holders of Diplomatic* passports (*where the Italian Ministry of Foreign Affairs has issued the Permit to Stay card in lieu of the local Police).

John Cabot staff is available to answer questions about the Permit to Stay: ps@johncabot.edu.

Cell Phones

JCU Students may rent phones from [Piccell Wireless](#) during their stay at JCU. Piccell provides a variety of phones and plans. They also provide phone maintenance service.

Students who do not wish to rent a phone from Piccell may do so by going to TIM, Vodafone, Tre or WIND stores. You will need to bring your passport.

HOUSING

JCU Office of Housing and Residential Life Hours are Monday through Friday, 9:00 am – 6:00 pm.

The Office of Housing and Residential Life is committed to providing adequate and secure accommodations. Our main structure, the Gianicolo Residence, is located in a quiet part of the Trastevere neighborhood just minutes from JCU. Our outside apartments are located in residential neighborhoods throughout Rome. All of our housing allows students to learn about typical daily life in Rome.

The Gianicolo Residence is JCU's apartment-style, academic living community in Trastevere, just a 5 minute walk from the Guarini Campus and a 10 minute walk from the Tiber Campus; the University also has external apartments outside the residence. All apartments provide basic furnishings and supplies to include functioning kitchens and wash machines. External apartments are often clustered together in the same buildings or neighborhoods, and are no farther away than a 30 minute walk or bus ride from the University (considered a quick commute by Roman standards). It should be mentioned that aesthetics can vary and one may encounter apartments with an older décor. Students must understand that external apartments are Italian by nature in every way, this includes, but it is not limited to: structure, layout, surroundings, utilities, furnishings, and neighborhood. Wireless Internet, though available free-of-charge in many, if not all, external apartments *is not included as a basic standard amenity* since local internet providers can be unreliable. The University does not accept any liability for problems with local providers and will not intervene in internet maintenance. For academic research, students should utilize the wireless internet service available on both campuses.**

**Students housed in external apartments will be required to sign a waiver stating their recognition and understanding that external apartments do not have comparable amenities and standards to those offered in the Gianicolo Residence (including, but not limited to, furnishings, structure, internet service, air conditioning, linens, proximity and neighborhood, appliances, maintenance, etc.).

You can call 06 68191276 and ask for the Office of Housing and Residential Life during these hours or email: housing@johncabot.edu. Information on Housing options for the summer, spring, and fall semesters is on the University's website at: http://www.johncabot.edu/Student_Life/Housing/Housing_Options.aspx.

Resident Assistants

Residents Assistants (RAs) are student extensions of the Housing Office. Each RA is assigned to a specific area in the Gianicolo Residence and to outside apartments. One of the main functions of an RA is to help students acclimate to their new neighborhood. They organize group activities so students can get to know the other JCU students living near them.

The RA is also available as an informational resource to help refer questions to the appropriate offices, assist students in accessing the online resources offered by JCU, and to make sure housing questions get answered.

COMPUTER LABS

There are several computer labs at JCU. The Chapel Lab can be reached through the Student Lounge on the ground floor. The Secchia Lab is located on the bottom floor of the Kushlan wing and can be reached through the Lemon Tree Courtyard. The Kushlan Lab is located on the upper floor of the Kushlan wing and can be accessed via the stairway in the Lemon Tree Courtyard.

At the beginning of each semester, students are given a print credit and once this limit has been reached, students may purchase additional print credits. Students may scan documents free of charge and may purchase floppy disks, CD's, and network cables from the Front Office. Additional resources available to students include network access for laptops via the JCU wireless network or via ethernet cable connections (in the library).

Downloading programs from the Internet is strictly prohibited.

FROHRING LIBRARY

Hours

The Frohring Library is primarily dedicated to John Cabot University members (students, faculty and staff) and it is normally open according to JCU opening hours:

Monday-Thursday:	8:30AM-10:30 PM
Friday:	8:30 AM-21:00 PM
Saturday and Sunday:	12:00 PM-7:00 PM

Extended hours are normally offered before exams, and posted on the Library website.

Library website

It is available from the John Cabot University website and provides all necessary information, as well as on-site and off campus access to the catalog and the databases.

Card

All the students will receive a JCU card with their library barcode. The card is necessary to undertake all library transactions.

Loans

The following materials cannot generally be borrowed:

- Books in the Reference section
- Materials that may be subject to damage
- Journals
- Videos and DVDs
- Items on Reserve

JCU Students may borrow up to 6 books for a period of 2 weeks.

Students working on their thesis may borrow up to 15 books for a period of 2 weeks.

Loans can be renewed, provided that there aren't other requests.

Library clients can check the status of their loans from their personal library account and are responsible for returning or renewing items on time. Automated e-mail notifications are sent for fines and overdue books. Fines are applied as follows:

- Overdue books: €0.50 per book per day

- Lost items: replacement cost + €15.00 (processing fee).

Reserve Collection

Reserve items cannot be taken outside the Library, and their normal borrowing period is 2 hours.

Overnight loans are also possible for these items, excluding professors' personal copies. The documents must be requested within two hours of closing time and must be returned during the first opening hour of the following day.

Fines are applied as follows:

€5.00 per item per hour;

€25.00 per item when irregularly checked out

Reference Services

A librarian is always present during opening hours.

Behavior

The Library is divided in two areas: quiet study areas where mobile phones, food and drinks are not allowed, and a learning commons area, where limited noise is permitted. Check the signs.

MEDICAL SERVICES

The health and safety of our students is of utmost importance to JCU. The University encourages all students to contact staff when they need assistance in this area. A JCU Administrator always has the JCU Emergency Phone 24/7 (to be called only in real emergencies). The Student Services Office maintains a roster of English-speaking physicians and counselors in Rome qualified to assist our students at all times and makes referrals, but assumes no responsibility for these medical referrals.

In case of extreme illness or injury call an **AMBULANCE** on the toll free number below specifying the place of the accident and the conditions of the person who needs help:

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Public Hospitals and Emergency Treatment

The following are the closest public hospitals to John Cabot University with “Pronto Soccorso” (emergency room) service:

Hospital	Address	General Location	Phone Number
Ospedale di Santo Spirito	Lungotevere in Sassia, 1	Near JCU - At the end of Via della Lungara after the traffic lights	Tel: 06-68351.
Ospedale Fatebenefratelli	Isola Tiberina	Just past the Garibaldi Bridge	Tel: 06-68371 Emergencies: 06-6837299
Ospedale San Camillo	Circonvallazione Gianicolense, 87	Just past Stazione Trastevere	Tel: 06-58701
Ambulatorio Nuovo Regina Margherita	Viale Trastevere, 72	Near the OVIESSE	Tel: 06-58441 Emergencies: 06-58446650
Ospedale S. Giacomo	Via Canova, 29	Between Via del Corso and Via di Ripetta	Tel: 06-36261 Emergencies: 06-36266354

NON-EMERGENCY TREATMENTS

Doctor Visits

Student Services can assist you in making an appointment with an English-speaking doctor from 9:00am-5:00pm. Doctors do not accept overseas payments from insurance companies and students will be asked to pay up-front for the visit. Doctors will provide students with receipts/invoices in order to be reimbursed by their insurance company back home.

For additional English speaking doctors and specialists, you may also consult the English Yellow Pages available in the Student Services Office or the list of physicians maintained by the [US Embassy in Rome](#).

Private Hospitals and Clinics

The Following have an English speaking staff and may be used for normal visits other than first aid “Pronto Soccorso” (emergency visits). If you would like to be treated in a private clinic or international hospital, you are responsible for payment and should consult your with your insurance company for reimbursement policies. Please note that these hospitals are not included under insurances that only cover for emergency room treatment in public hospitals:

- Aventino Medical Group (multilingual staff) JCU discount available
Via S. Alberto Magno, 5 Tel: 06-5780738 <http://www.aventinomedicalgroup.com/meet1.htm>

The following two hospitals have a medical doctor on call on Saturdays and Sundays. However, they cannot treat emergency first aid cases as they only have a skeletal medical team over the weekends. You must call first:

- Rome American Hospital (multilingual staff)
Via Emilio Longoni, 69 (off Via Prenestina – an exit off the Grande Raccordo Anulare - GRA)
Tel: 06-22551
<http://www.rah.it/english/index.htm>
- Salvator Mundi International Hospital (multilingual staff)
Viale delle Mura Gianicolensi, 67 (at the end of Via Garibaldi)
Tel: 06-588961
<http://salvatormundi.net/>

Medical House Calls

Medline provides 24-hour English-speaking home medical service and a house call will cost around euro 90- 150. You can reach Medline at 06-8080995. The Italian Guardia Medica (permanent first aid station) is available for home visits from 8:00pm – 8:00am at 06-58201030.

Medication

It is unlawful to have medication mailed to you and it will be stopped at customs. Students should bring enough of their prescription medication with them to last their entire stay in Rome (this is also true for contact lenses, favorite over-the-counter cold and allergy medicines and vitamins). American prescriptions will not be honored here. If you need a prescription while abroad, you will have to see an Italian doctor and have a new prescription written (make sure that your doctor at home lists the generic name of the medicines). You will also be asked to pay the full market price and be reimbursed by your insurance company later. Also, not all medications are available in Italy i.e. ADD and ADHD medications.

For further information please contact studentservices@johncabot.edu.

Health Insurance

Italian law requires that all non-Italian students living in Italy have medical insurance, either through an Italian or a foreign insurance company. [Eduitalia](#) is available to assist you in obtaining a Health Insurance for your time abroad. Italian Health Insurance may also be purchased privately.

By Italian law, emergency medical treatment in public hospitals will be provided to Italian nationals and foreign nationals alike. Any treatment received in Italian Emergency Rooms is subject to a medical fee. Policies on public hospital charges vary from region to region.

Private clinics accept patients covered by private insurance plans, but insurance clauses should be verified in advance. Not all private hospitals accept overseas payments from insurance companies and students may be asked to pay up-front for the visit and request reimbursement from your insurance company later.

Before finalizing your decision to purchase any form of additional coverage, please familiarize yourself with the previously mentioned sections.

Continued Medical Treatment

If you require continued medical treatment during your stay in Rome, please notify the University ahead of time to better assist you. Please contact studentservices@johncabot.edu.

JCU Emergency Phone

335 775 5474

The JCU staff member answering the Emergency Phone will make every possible effort to assist you or refer you to the proper person, agency or service. The JCU Emergency phone is not an "emergency response team" and in emergency situations (serious illness, fire, theft, etc.) students should first call Italian emergency services listed on the JCU Emergency Card handed out during Orientation.

All non-emergency medical issues should be brought to the attention of Student Services staff during normal business hours (generally 9-5).

The Emergency Phone should only be called in a *true* emergency. Students are expected to exercise discretion to distinguish between an inconvenience that can be remedied by themselves and a real emergency requiring immediate assistance. Misuse of the Emergency Phone can result in fines charged to your student account in addition to charges incurred by JCU in responding to any 'false alarm'.

ACADEMIC CALENDAR 2011/2012

FALL SEMESTER 2011

31	August-1 September	Wed-Thurs	JCU Housing move-in Orientation for all new students; English
31	August-4 September	Wed-Sun	composition, Mathematics, and Italian placement tests
3	September	Sat	Registration for new degree-seeking students
5	September	Mon	Classes begin
9	September	Fri	Last day to drop or add classes; last day for late registration
23	September	Fri	Make-up day for Tuesday, November 1
14	October	Fri	Make-up day for Thursday, November 24
21	October	Fri	Make-up day for missed exams
1	November	Tues	Holiday (Make-up day Friday, September 23)
7	November	Mon	Deadline for Faculty submission of mid-term warnings
14	November	Mon	Last day to withdraw from a course
18	November	Fri	Make-up day for Thursday, December 8
			Deadline for Registration for Spring Semester
24	November	Thur	Thanksgiving Holiday (Make-up day Friday, October 14)
7	December	Wed	Classes end
8	December	Thurs	Holiday (make-up day Friday, November 18)
9	December	Fri	Study Day
10-16	December	Sat-Fri	Final Examinations (weekend examinations by Faculty choice)
17	December	Sat	JCU Housing move-out deadline
19	December	Mon	Winter Vacation begins

SPRING SEMESTER 2012

11-12	January	Wed-Thurs	JCU Housing move-in
11-15	January	Wed-Sun	Orientation for all new students; English composition, Mathematics, and Italian placement tests
14	January	Sat	Registration for new degree-seeking students
16	January	Mon	Classes begin
20	January	Fri	Last day to drop or add classes; last day for late registration
3	February	Fri	Make-up day for Monday, April 9
2	March	Fri	Make-up day for missed exams
9	March	Fri	Make-up day for Wednesday, April 25
16	March	Fri	Deadline for Faculty submission of mid-term warnings
19-23	March	Mon-Fri	Spring Vacation
26	March	Mon	Classes resume
30	March	Fri	Last day to withdraw from a class
9	April	Mon	Holiday (make-up day Friday, February 3)
20	April	Fri	Deadline for degree-seeking student registration for Fall Semester
25	April	Wed	Holiday (make-up day Friday, March 9)
26	April	Thurs	Classes end
27	April	Fri	Study Day
28	April-4 May	Sat-Fri	Final Examinations (except for May 1, weekend examinations by Faculty choice)
5	May	Sat	JCU Housing move-out deadline
14	May	Mon	Commencement

SUMMER SESSION I 2012

17	May	Thurs	JCU Housing move-in
17-18	May	Thurs-Fri	Orientation/Registration for all students
21	May	Mon	Classes begin

23	May Wed	Last day to drop or add classes; last day for late registration
13	June Wed	Last day to withdraw from a class
21	June Thurs	Classes end
22	June Fri	Final Examinations; Summer Session I ends
23	June Saturday	JCU Housing move-out deadline

SUMMER SESSION II 2012

28	June Thurs	JCU Housing move-in
28-29	June Thurs-Fri	Orientation/Registration for all students
2	July Mon	Classes begin
4	July Wed	Holiday (Make-up day July 13)
5	July Thurs	Last day to drop or add classes; last day for late registration
13	July Fri	Make-up day for July 4 Holiday
18	July Wed	Last day to withdraw from a class
2	August Thurs	Classes end
3	August Fri	Final Examinations; Summer Session II ends
4	August Sat	JCU Housing move-out deadline