

# Graduate Student Handbook 2024/2025



# JOHN CABOT UNIVERSITY

# Table of Contents

.....	1
ACADEMIC POLICIES.....	5
ACADEMIC ADVISING.....	5
ACADEMIC DISPUTES.....	5
ACADEMIC INTEGRITY.....	6
ATTENDANCE POLICY AND ABSENCES.....	8
AUDITING COURSES.....	9
CLASSIFICATION OF STUDENTS.....	9
CLASSROOM ETIQUETTE.....	9
COURSE LOAD.....	10
CREDITS.....	10
DISABILITY ACCOMMODATIONS.....	10
DROP/ADD.....	10
EXAMS, ABSENCES AND MAKEUPS.....	11
FINAL EXAMS.....	11
FINANCIAL AID.....	11
GRADING POLICIES.....	12
GUIDELINES FOR WHAT GRADES MEAN AT JCU.....	14
GRADUATION REQUIREMENTS.....	15
LEAVE OF ABSENCE.....	16
MATRICULATION POLICY.....	16
PETITIONS.....	16
PLACEMENT EXAMINATIONS.....	17
READMISSION.....	17
REGISTRATION.....	17
TRANSCRIPTS.....	17
TRANSFER CREDIT.....	17
WITHDRAWAL FROM A COURSE.....	18
WITHDRAWAL FROM THE UNIVERSITY.....	18
ACADEMIC SUPPORT.....	18

WRITING CENTER .....	18
MATH TUTORING CENTER .....	19
FOREIGN LANGUAGE RESOURCE CENTER.....	19
NON-ACADEMIC POLICIES AND SERVICES .....	20
JCU COMMUNITY STANDARDS .....	20
ALCOHOL AND DRUG POLICY.....	20
DISCRIMINATION/HARASSMENT POLICY.....	24
DISCRIMINATION .....	24
HARASSMENT.....	24
SEXUAL HARASSMENT .....	25
Note on Consent .....	25
DAMAGE/DESTRUCTION OF PROPERTY.....	25
DISTRIBUTION OR POSTING OF ADVERTISEMENTS/FLYERS .....	25
DRESS CODE .....	26
GENERAL BEHAVIOR .....	26
GUESTS.....	26
IDENTIFICATION .....	27
INTELLECTUAL PROPERTY & PRIVACY RIGHTS OF OTHERS.....	27
MISUSE OF UNIVERSITY COMPUTER FACILITIES.....	27
POSSESSION OF DANGEROUS WEAPONS OR MATERIALS .....	27
PRIVACY.....	27
QUIET HOURS.....	28
RETRALIATION .....	28
SAFETY DEVICES .....	28
SMOKING .....	28
THEFT .....	28
TRESPASSING .....	28
USE OF UNIVERSITY NAME OR LOGO .....	28
VIOLENCE .....	28
STUDENT DISCIPLINARY PROCEDURES .....	29
REPORTING A VIOLATION .....	29

PERSONAL COMPLAINTS.....	29
THIRD-PARTY REPORTS .....	29
ANONYMITY .....	29
PROCESS FOR REVIEWING A COMPLAINT OR REPORT .....	30
DISCOVERY CONFERENCE .....	30
EVIDENTIARY BASIS OF FINDINGS.....	31
NOTIFICATION OF FINDINGS.....	31
APPEALS .....	31
APPEALS PANEL.....	32
EMERGENCY ADMINISTRATIVE ACTION .....	33
STATEMENT ON CONFIDENTIALITY IN AN APPEALS PANEL MEETING.....	33
STUDENT DISCIPLINARY SANCTIONS .....	33
THE OFFICE OF IMMIGRATION SERVICES.....	34
THE OFFICE OF THE DEAN OF STUDENTS.....	35
THE OFFICE OF ORIENTATION.....	36
ORIENTATION LEADERSHIP PROGRAM.....	36
THE OFFICE OF COMMUNITY SERVICE, RELIGIOUS LIFE, AND MULTICULTURALISM .....	36
COMMUNITY SERVICE.....	36
THE OFFICE OF HEALTH AND WELLBEING.....	37
COUNSELING CENTER .....	37
DOCTORS.....	37
HEALTH INSURANCE POLICY .....	37
MANDATORY MEDICAL LEAVE OF ABSENCE.....	38
THE OFFICE OF STUDENT ENGAGEMENT.....	38
ATHLETICS AND OUTDOOR EDUCATION PROGRAM .....	38
CULTURAL PROGRAM, ACTIVITIES & TRIPS .....	39
PERFORMING ARTS.....	39
CLUBS & ORGANIZATIONS .....	39
STUDENT GOVERNMENT .....	41
STUDENT POLICY ADVISOR .....	41
COMMUNICATION GUIDELINES.....	41

THE OFFICE OF HOUSING AND RESIDENTIAL LIFE.....	41
RESIDENT ASSISTANTS & RESIDENCE DIRECTORS.....	41
CLEANING SERVICES.....	42
ALCOHOL POLICY.....	42
VISITOR POLICY .....	42
MAINTENANCE AND RECYCLING.....	42
SAFETY AND SECURITY .....	42
ADDITIONAL FACILITIES AND SERVICES .....	42
CENTER FOR CAREER SERVICES.....	42
FROHRING LIBRARY.....	43
COMPUTER LABS.....	44
STUDENT ID CARDS .....	44
MAIL AND PACKAGE PICK-UP POLICIES .....	45
EMERGENCY ASSISTANCE .....	46
JCU EMERGENCY NUMBER .....	46
INTERNATIONAL SOS.....	46
MENTAL HEALTH – JCU COUNSELING AND 1522 COUNSELING HOTLINE .....	46
TELEFONO AMICO SUICIDE HOTLINE.....	47
LAW ENFORCEMENT .....	47
THE SENIOR DIRECTOR OF COMMUNITY STANDARDS AND/OR JCU ON-CALL DOCTOR.....	47
SEXUAL ASSAULT INFORMATION AND RESOURCES .....	47

## **ACADEMIC POLICIES**

### **ACADEMIC ADVISING**

All students are assigned an academic advisor, who is a faculty member teaching within their discipline. Students confer with their advisors on a regular basis to plan their course schedules and discuss their academic and career plans. Students are still always expected to know their graduation requirements and to make appropriate course selections to best attain their educational goals.

### **ACADEMIC DISPUTES**

Students should first try to resolve academic disputes directly with their instructor by asking for an explanation of the motivation for the disputed grade. Students who are not able to resolve academic

disputes directly with their instructor may appeal, in turn, to the relevant Department Chair, the Dean of Academics, and the Academic Council, to examine the issue and make a final disposition of the matter.

Academic disputes are reviewed to assess whether the instructor's grade determination conflicted with law, University or department policy, or the instructor's own policies, as stated in the syllabus. The University privileges the instructor's academic freedom, which includes the freedom to assign grades. Academic disputes may be resolved in the student's favor if the underlying discrepancy resulted in the student getting a lower grade than they effectively deserved. Such review may also reveal that the student's initial grade determination was too high, and students pursuing an academic complaint do run the risk that their grade may be lowered.

**Procedure for disputing a grade determination:**

1. The student must first ask the instructor to reconsider the grade, within a month of the learning of it or the end of the semester, whichever is earlier. To do this, they should email the instructor, with the Department Chair and Associate Dean in cc, setting forth their concern, and asking for their grade breakdown for the course, if relevant.
2. If the instructor is not able to resolve the dispute to the student's satisfaction, the student may appeal in writing to the Department Chair with the Associate Dean in cc. 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 work with both the student and the instructor to try to resolve the dispute. If the instructor concerned is also the Department 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 instructor (cc'ing the Department Chair), and the instructor will be expected to respond to the student and the Dean within a reasonable time, attaching any additional relevant documents. The Dean will then consider the positions of both the student and the instructor and make a final determination. If the instructor concerned is also the Dean, the student should appeal to the Department Chair and then to the Academic Council.
4. The Dean's decision may be appealed, by either the student or the instructor, to the Academic Council.

Academic disputes will be processed as expeditiously as possible.

**ACADEMIC INTEGRITY**

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 integrity in all aspects of the University's academic programs.

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

*Definition*

Academic dishonesty is taking credit for academic work (including papers, reports, quizzes, examinations, etc.) that is not one's own or has not been originally produced for the course in which it has been submitted.

Academic dishonesty can take many forms:

- Knowingly **assisting another student** in submitting work not their own
- **Plagiarism**, which includes direct copying, as well as any use of another's ideas, words or created product, without properly crediting the source. Plagiarism can be deliberate or accidental; students are responsible for ensuring that any work submitted with their name on it is properly referenced.

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 using a proper bibliographic reference.
- c. An *interpretation or idea* based on a book or other source of information should be identified via a bibliographic reference.

- The **unauthorized use of generative AI**
- **Cheating**, which includes giving or receiving assistance on a quiz, examination, or other assignments in any way not specifically authorized by the instructor. Cheating also includes the unauthorized possession or use of generative AI, calculators, notes, formulas, dictionaries, tables, graphs, charts, or other memory aids on a quiz or examination. Students are responsible for making sure that all unauthorized materials are completely put away and may be sanctioned for mere negligence in appearing to possess unauthorized materials.
- **Submitting the same work** in more than one course, without the explicit approval of both instructors. This includes courses with the same code (such as different sections of AH 601), so that a student who is retaking a course may not submit the same work in a subsequent semester without the permission of the instructor.
- **Paying a third party** to prepare work that is submitted for academic credit in a student's name

#### *Penalties*

A student who commits an act of academic dishonesty will generally receive a reduced, if not failing, grade on the work in which the dishonesty occurred. Severe acts of academic dishonesty may result in the student also receiving a failing grade in the course.

Instructors must report material instances of academic dishonesty to the Dean of Academic Affairs.

A student who is reported twice for material acts of plagiarism, cheating, or double submissions is subject to dismissal from the University. Students found to have paid third parties for their work do not get a second chance and will be subject to immediate dismissal on the basis of that act alone. In these cases, the Dean will ask the Academic Council to make a recommendation to the President, who will make the final decision.

### *Appeals*

A student may appeal an instructor's determination of academic dishonesty by submitting a written statement to the Dean, setting forth the relevant facts and interpretations. The statement must be received by the Dean within seven working days of when the student is informed of the instructor's determination of academic dishonesty. The instructor will be given a copy of the student's statement, and the chance to respond to it.

The Dean will review the various submissions and may grant the appeal if the instructor's determination appears unreasonable. If an appeal to the Dean is not resolved to the student's satisfaction, the student may ask the Dean to refer the matter to the Academic Council. When an appeal is resolved in the student's favor, the Dean will delete the report of academic dishonesty and direct the instructor to grade the disputed material on its merits.

### **ATTENDANCE POLICY AND ABSENCES**

Specific requirements for attendance in any given course or program, except as described below, are the prerogative of the instructor or Academic Director and will be stated in the course syllabus provided by the instructor at the beginning of the term or in the program requirements. Students are responsible for being informed of their attendance policies. A student's absence from a given class may be excused by the instructor in accordance with the policy indicated in the syllabus for the class and otherwise at the instructor's discretion.

For students in the Dual Degree MBA program, it is expressly understood that the unexcused absences of the Participant shall never exceed the 15% for each course of the program, otherwise the provisions of POLIMI-GSOM 4.9 Terms and Conditions will apply.

An absence from a given class may *also* be excused by the Dean's Office for reasons such as the following:

- the student's own illness or hospitalization;
- the student's physical inability to reach the university campus;
- death in a student's immediate family (when the student attends the funeral)
- impending death or life-threatening illness or injury in the student's immediate family, when the student is absent in order to be present with the ill or injured person;
- the pursuit of high-level activities in such areas as champion-level competitions or professional artistic pursuits;
- the observance of a religious holiday; or
- required military service on the part of the student.

The Dean's Office will not excuse absences resulting from, e.g., job interviews, family celebrations, travel difficulties, student misunderstandings of instructor or university policies, or other matters involving the personal convenience of a student.



In order to request an excused absence from the Dean's Office, the student must submit the Excused Absences Request Form along with the appropriate documentation supporting the request. A request will not be granted without the necessary documentation, nor will it be granted when a request is made more than five academic days after a student returns to campus following an absence.

When the Dean's Office grants an excuse request, it will notify the faculty member. While the Dean's Office may validate students' requests when proper documentation is provided, this does not exempt the student from meeting the learning objectives of the course as set by the instructor. Students are always advised to communicate with their instructors regarding the impact of their absences on their academic circumstances. An instructor may advise a student to withdraw from a class if absences seem likely to prevent the student from successfully completing the course. If the deadline to withdraw has already passed, students should contact the Dean's Office for advising.

An instructor will provide a student whose absence from a class is excused with:

- a. an appropriate opportunity to make up for the credit lost because the student failed to complete an in-class credit-bearing exercise scheduled for a day when the student was absent with excuse;
- b. an appropriate opportunity to submit credit-bearing homework the student was unable to submit by virtue of an excused absence. (It will ordinarily be assumed that a student can submit a homework exercise remotely. It is the responsibility of the student to make the case that completing and submitting an exercise was not realistically possible under the circumstances.)

**Absences from major examinations** require a Dean's Office excuse. Students requesting such an excuse must submit the Excused Absences Request Form as soon as possible, and no later than the beginning of the exam. Once a request is accepted, it will be the instructor's prerogative to have the student take a make-up exam, submit a make-up assignment, or have the weight of the missed exam shifted to another assessment. Note that as with absences from classes, absences or rescheduling requests due to other meaningful conflicts, such as job interviews, family celebrations, travel difficulties, student misunderstandings or personal convenience, will not be excused.

#### **AUDITING COURSES**

It is possible for students to audit courses if space is available, with permission of the Graduate Program Director and Dean of Academic Affairs. Students must declare that they wish to audit a course by the end of the drop/add period. An auditing fee may be charged for students taking classes outside of their academic program requirements.

#### **CLASSIFICATION OF STUDENTS**

Students who are in Master's programs are classified as graduate students.

#### **CLASSROOM ETIQUETTE**

Effective teaching and learning require a classroom ethos of mutual respect. Instructors have a duty to maintain basic decorum in the classroom, whether in person or online, and to discipline disruptive students who interfere with teaching and with other students' learning.

The following rules of basic etiquette are expected of students in the classroom:

- a. Come to class on time.
- b. Stay in class for the full class meeting, in the absence of an emergency or prior permission.
- c. Listen actively while others are talking and do not interrupt.
- d. Clean up after yourself.

Instructors may generally restrict the use of laptops and cellphones in class. When allowed, students are expected to avoid inappropriate use of them for non-class purposes.

### **COURSE LOAD**

The normal course load for graduate studies at the University is 12 credits per semester (or summer). The minimum full-time course load is 9 credits per regular semester (Fall, Spring) and 6 credits in during the summer session. Students, with the recommendation of their Academic Advisor, may petition the Academic Council to take more than 12 credits in one semester.

Course loads for students in the Dual Degree MBA program follow the program structure over the academic year for 30 credits for completion. The program requirements are that program attendance must be 85 percent or higher.

### **CREDITS**

Credits are expressed in academic hours. 1 academic credit equals 50 minutes per week for 15 weeks. Most courses at John Cabot carry three academic hours of credit and meet once a week for 150 minutes or twice a week in 75-minute sessions for 15 weeks.

For students in the Dual Degree MBA program, equivalent credits are:

1 ECTS = 1 CFU = 0.50 Sem. Hrs.

### **DISABILITY ACCOMMODATIONS**

Students seeking disability accommodations should identify themselves at the time they pay their tuition deposit or housing placement fee following JCU's [Disability Policy](#).

Students requesting accommodations for **medical or physical disabilities, chronic conditions, or learning disabilities** should contact the Coordinator of Disability Accommodations, Dr. Carmen Franzese at [disabilityaccommodations@johncabot.edu](mailto:disabilityaccommodations@johncabot.edu).

To determine feasible and appropriate recommendations, the university will need recent (no older than four years) and detailed documentation of the disability to be accommodated. In the case of learning disabilities, this includes the report of a cognitive assessment specifying recommended accommodations. The university assesses the accommodations that would be necessary for the student to complete a course or program at JCU. After this evaluation has taken place, students will be informed directly by the Coordinator for Disability Accommodations of the accommodations that have been granted. In the event it appears that reasonable accommodations cannot be made for a student with a learning or other disability, 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 these policies.

### **DROP/ADD**

For students in the Dual Degree MBA, Fall semester is Term 1; Spring semester is Term 2 and 3; Summer is Term 4 and the Drop/Add period is within the first day of any class. **Dual Degree MBA students should be aware that dropping a course may result in not obtaining the final degree.**

For all other Master students, the following applies.

During the Fall and Spring semesters, the Drop/Add period lasts until Friday of the first week of class. Courses may be added or dropped, subject to availability and approval by the student's academic advisor, during this period. 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 they have registered must follow the usual Drop/Add or withdrawal procedures.

### **EXAMS, ABSENCES AND MAKEUPS**

Instructors may, at their discretion, allow students without an official excuse to make-up missed quizzes or other, less important graded work. Major examinations (midterms, finals) may only be re-administered, or otherwise excused or accommodated, with the permission of the Dean's Office.

The standard for justifying an absence from a major examination is evidence of a **serious difficulty** preventing attendance. A **serious difficulty** includes a student's own illness or hospitalization, a death in the immediate family (when the student attends the funeral), or other situations of similar gravity. Missed exams owing to other meaningful conflicts, such as job interviews, family celebrations, travel plans or difficulties, student misunderstandings, alarm clock failure, or personal convenience, will not normally be excused.

Students seeking an excuse for an absence from a major exam must notify their Instructor or the Dean's Office prior to the exam, and submit the [Excused Absences Request Form](#), also available on the Registrar's Office webpage.

### **FINAL EXAMS**

Until the final exam schedule is posted, students should assume that they may have exams as late as the last exam period and not make other plans.

The University will not reschedule final exams to accommodate travel plans for anything less than a serious difficulty preventing attendance.

### **FINANCIAL AID**

Financial Aid for students in the Dual Degree MBA program follows the [POLIMI Financial Aid Program](#).

#### *Financial Aid and Scholarships*

The JCU Financial Aid Office is committed to helping finance students' education. Financial aid at JCU exists in various forms, such as University-funded scholarships, U.S. government loans, and other resources.

#### *University Funded Scholarships and Grants*

John Cabot University offers a limited number of University-funded merit-based scholarships and need-based grants to incoming graduate students admitted to JCU. Details regarding these scholarships are posted on the JCU website.

### *US Federal Direct Loans*

Citizens and permanent residents of the United States who are enrolled as degree-seeking students at John Cabot University may be eligible to participate in the Direct Loan Program. Parents may borrow through the Direct Plus for Undergraduate Students loan program.

*Note:* Current United States government legislation prohibits U.S. citizens enrolled in colleges or universities outside the United States from receiving Pell Grants, SEOG, Perkins Loans, or Federal Work Study funds, even though they may be eligible for such assistance.

Satisfactory Academic Progress (SAP) Policy: To remain enrolled and receive Federal Direct Loans, a student must make satisfactory academic progress, as measured by cumulative grade point average and the ratio of credits earned vs. attempted (completion rate). Please see the complete policy in the Financial Aid and Scholarships section of the JCU website, under U.S. Federal Aid/Loans.

### *Private Loans*

Private loans are an additional way for students to finance their education at JCU. Private loans are not administered or backed by the federal government (unlike Direct Loans), so there may be no deferment or forbearance options for postponing payment. Typically, these loans are credit based, which means borrowers are required to pass a credit check. In some cases, a co-signer may be required.

Department of Veteran Affairs Benefits: All degree programs at John Cabot University have been approved by the United States Veterans Administration for educational training under the G.I. Bill. Qualifying veterans may contact the Financial Aid Office for further information.

Cost of Attendance: Please consult the JCU website under the Financial Aid/Scholarships section to review an anticipated budget for cost of attendance.

For further details on Scholarships and Financial Aid, please visit the JCU website [www.johncabot.edu](http://www.johncabot.edu) or contact the Office of Financial Aid at [financialaid@johncabot.edu](mailto:financialaid@johncabot.edu).

### **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, or an approved equivalent course completed, in order for the student to receive credit.

The grade of INC (Incomplete) may be assigned only in cases where illnesses, hospitalization, death in the family, or other situations of similar gravity temporarily prevent completion of the required course work ("non-academic conditions"). Grades of INC will normally be granted only to students who have completed the majority of the course work with a grade of C- or better ("academic conditions"). Students who have difficulty completing their work can withdraw from the class up until the deadline for withdrawal indicated on the academic calendar.

The Dean's Office determines whether the non-academic conditions for an INC have been met. Students interested in requesting an INC must contact Assistant Dean Annette Bryson as soon as they can. The professor determines whether the academic conditions – completion of a majority of the work at a C- or

better – have been met. The professor can then submit the Request for Incomplete Grade form. Once the work has been graded, the professors submits a Change of Incomplete form to assign the final grade.

Students are informed of the work that they must complete at the time that the INC grade is assigned. They should expect that professors may not be available to further guide them on their assignments after the semester’s grades have been submitted.

For Incompletes given at the end of the Spring term, the work must be completed by the following 1 January. After that time, the grade will be administratively converted to an F. For Incompletes granted at the end of the Fall term, the work must be completed by the following 1 August. After that time, the grade will be administratively converted to an F. For Incompletes given at the end of a Summer session, the work must be completed by the following 1 March. After that time, the grade will be administratively converted to an F.

For students in the Dual Degree MBA program, work must be completed before the program end date of July 31<sup>st</sup>.

Students who withdraw by the withdrawal deadline (and after the Add\Drop period) will have a W recorded on their transcript. This does not affect their GPA.

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

<b>Designation</b>	<b>Interpretation</b>	<b>Numerical Value</b>
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
INC	Incomplete	
P	Passing (C or above)	
NP	Not passing (C or below)	
W	Official withdrawal	

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 a B (3.0) in all courses would have 90 quality points and a grade-point average of 3.00.

Courses in which grades of INC, P, NP or W are assigned are not included in the quality-point computation.

For students in the Dual Degree MBA program, the following grade equivalences are used.

GRADING SYSTEM AND U.S. EQUIVALENCY1 Grading Scale	Translation	U.S. Equivalent
30-30 e lode	Outstanding	A
28-29		A-
27		B+
26	Good	B
25		B-
24		C+
23	Passing	C
22		C-
21		D+
20	Poor but passing	D
18-19		D-
<18	Fail	F

#### 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. Many instructors assign grades in their class based upon a 100-point (100 percent) conversion. An example of these standard numerical equivalents is given below.

Grade	Description of Academic Work
<b>A (90-100)</b>	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>B (80-89)</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.
<b>C (70-79)</b>	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.
<b>D (60-69)</b>	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.
<b>F (59 and below)</b>	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.

### **GRADUATION REQUIREMENTS**

Degrees are awarded to candidates who meet the following requirements:

#### *The MA in Art History Degree*

1. Completion of 36 semester credits distributed over fifteen months of full-time study in three phases: a Foundation Year of research seminars and coursework; a Master's Exam, administered in June; and a Thesis Semester, with a Professional Experience component, MA Thesis, and MA Thesis Colloquium. All credits must be earned in residence.
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.
3. Part-time students take between three and nine credit hours per term and are allowed four years to complete all degree requirements.

#### The MA in International Affairs Degree

1. Completion of 36 semester credit hours according to the requirements of the degree.
2. An overall minimum grade point average of 2.00 in all courses taken at the University, and with no more than two grades lower than C- in core courses required for the degree. All credits must be earned in residence.
3. Part-time students take between three and nine credit hours per term and are allowed four years to complete all degree requirements.

#### The M.B.A. Dual Degree with Milan Polytechnic Graduate School of Management

1. Completion of 30 semester credit hours.
2. Completion of all program requirements.
3. Overall minimum cumulative GPA of 2.00.

Candidates for graduation must satisfy the general University and degree 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.

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 session, 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 encouraged to return to the University the following May to participate in the commencement ceremony.

Students in the Dual Degree MBA program must complete all requirements of Terms 1, 2, and 3 may participate in the May commencement ceremony.

#### **LEAVE OF ABSENCE**

A leave of absence is a temporary leave from the university. Students may take a leave of absence for such reasons as independent study abroad, medical treatment, family crises, or financial issues. A leave of absence usually runs for one regular semester or academic year. Students may apply for a leave of absence by submitting the proper paperwork to the Office of the Registrar. To extend a leave that has already been granted, contact the Registrar.

Dual Degree MBA students should refer to POLIMI-GSOM tuition and fee policies.

#### **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 their matriculation at the University. To do this, they must pay a matriculation maintenance fee during the semester of completion of the thesis. Students maintaining matriculation in this manner will not be charged student activity fees. A student who fails to complete the thesis in this period would receive an F for the thesis course, and have to re-register for it, paying the regular tuition costs for that course.

The above policy does not apply to students in the Dual Degree MBA program.

#### **PETITIONS**

All students must abide by the various academic and other policies of the University. Occasionally, however, an exemption from these policies may be justified. In such instances, a written petition seeking an exemption to one or more policies must be submitted by the Academic Director for consideration by the Dean of Academic Affairs and the Academic Council. Forms for such petitions are available on the JCU Website/Registrar.

Students in the Dual Degree MBA program must have their petition approved by both the POLIMI and JCU Academic Program Directors.



## **PLACEMENT EXAMINATIONS**

Entering graduate students may be asked to take one or more placement examinations to determine foreign language proficiency.

## **READMISSION**

Students who withdraw or have been withdrawn from the University and seek to continue their studies at the University must apply for readmission. Applications for readmission must be submitted to the Admissions Office before the start of the term. The University catalog in effect at the time of readmission will apply to students who are readmitted to the University.

Dual Degree MBA students should refer to POLIMI-GSOM Admissions.

## **REGISTRATION**

The registration dates for each term are listed in the University calendar. During the registration period, degree-seeking students meet with their Academic Advisor in order to select their courses for the upcoming semester/Summer session. After the registration period, continuing students may register, but will be charged a late registration fee. No student will be allowed to register after the drop/add period.

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

## **TRANSCRIPTS**

Transcripts, both official and unofficial, are available to students through the Registrar's Office.

Transcripts cannot be issued for 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.

Students in the Dual Degree MBA program may also request transcripts from POLIMI-GSOM.

## **TRANSFER CREDIT**

Transfer credits for graduate programs will depend on each program's residency requirements. In general, upon initial entry or readmission to JCU, academic credit from nationally-accredited institutions may normally be transferred for academic coursework where a grade of C or above (or national equivalent) was earned. The University generally requires an official course description or course syllabus before awarding transfer credit.

Students who are currently matriculated may transfer credit for courses taken at other institutions by submitting a Course Away form to the Registrar before the courses are taken. Transfer credit will be granted for all passing grades earned, and all grades will be registered on JCU transcripts and factored into the JCU GPA. Students receiving U.S. government financial aid should check with the JCU Financial Aid Office before enrolling in courses at other institutions.

Students may also be in programs where transfer credits are part of an articulation agreement. In that case, the Registrar's office will transfer in the credits as indicated in the articulation agreement.

Students in the Dual Degree MBA will have automatic transfer of credits and grades between JCU and POLIMI-GSOM.

### **WITHDRAWAL FROM A COURSE**

For students who are pursuing the MA in Art History or International Affairs, 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. A student may withdraw from a course by submitting a [Single Course Withdrawal form](#). Students are financially responsible for courses for which they are registered after the Drop/Add period, even if they ultimately withdraw from them.

Students need to check with their Academic Directors as withdrawing from a course may result in not completing the graduation requirements.

Students in the Dual Degree MBA program may withdraw from a class after being approved to do so by both JCU and POLIMI-GSOM Academic Directors. A grade of W will be recorded on the transcript.

### **WITHDRAWAL FROM THE UNIVERSITY**

Students who wish to withdraw from the University should first discuss their plans with their Academic Director or an Academic Dean, and then can submit an Official Withdrawal form. In order to withdraw from the University, a student must clear all debts with the University.

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, and simply stops going to class, may receive a failing grade for courses not completed.

### **Students who fail to register for courses for two consecutive semesters will be automatically withdrawn from the university.**

Students who, at the end of their first semester, fail to demonstrate minimal academic progress (more than a 1.0 GPA or for the Dual Degree MBA not maintaining the minimum attendance requirement of 85 percent) AND have not enrolled for the following semester or otherwise demonstrated an intention to continue their studies will be administratively withdrawn from the university. In the case of students who have been granted a one-year permit to stay, the University will notify the Italian authorities that they are no longer JCU students.

### **ACADEMIC SUPPORT**

John Cabot provides faculty-staffed tutoring centers free-of-charge for all John Cabot students.

### **WRITING CENTER**

The Writing Center offers free, one-hour consultations to all JCU students on: brainstorming, choosing a topic, developing research questions; formulating a thesis, building an argument, drafting, and revising; grammar, organization, clarity and style; evaluating and integrating source information; MLA/APA documentation and formatting; and writing statements of purpose/personal statements, cover letters and resumes/CVs.

The Writing Center does not proofread or correct papers. Instead, it promotes a collaborative effort between tutor and tutee that results in effective writing. 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 academic honesty are also dealt with when appropriate, in order to recognize and clarify differences in cultural expectations.

Students may make appointments twice per week. Beyond that, students can attend appointments on a walk-in basis. Appointments can be made online through the “Schedule an appointment” button on the website. Please arrive on time for your appointment. Students who arrive late may lose their appointment if another student arrives. Please come to your appointment well-prepared. Bring assignment guidelines, drafts, and/or graded papers with professors' comments, and come with specific questions in mind.

### **MATH TUTORING CENTER**

The Math Center provides academic support in quantitative subjects (such as mathematics, statistics, economics, and finance) to all students enrolled at John Cabot University.

Students may schedule appointments on-line at <http://www.meetme.so/jcumathtutoringcenter> or by simply walking in.

### **FOREIGN LANGUAGE RESOURCE CENTER**

The FLRC provides academic support in Italian, French, and Spanish to all students enrolled in JCU Foreign Language courses at any level, in order to create an open atmosphere of learning for students who would like to improve their language skills - speaking, writing, reading, and listening comprehension.

FLRC tutors are all mother-tongue or near-native speakers and are selected, trained, and supervised by the FLRC Coordinator. Students may make appointments online (up to 24 hours in advance) at the following link: <http://www.meetme.so/jcuitalianatutoringcenter>

FLTC also offers Language Conversation Tables to enable students to practice and improve their oral proficiency. Check the bulletin board outside the FLTC for the Language Conversation Tables hours.

## **NON-ACADEMIC POLICIES AND SERVICES**

JCU offers a robust network of student support services and extracurricular activities to facilitate the educational experience, boost integration in the local community, and promote cultural awareness and leadership opportunities. Participation in JCU programs and activities is contingent upon the student's compliance with immigration regulations, health insurance subscription, and respect for community and academic standards.

### **JCU COMMUNITY STANDARDS**

All JCU community members are expected to contribute to a culture of cooperation and mutual respect through shared adherence to the Code of Conduct. Students who act in disrespectful, negligent, or inappropriate ways compromise the wellbeing of the community and their personal reputation.

For this reason, all JCU students are responsible for upholding the University's established set of Community Standards within its physical and social (virtual) space, and in the local community, i.e., on and off campus. These standards, along with the University's disciplinary procedures, serve to protect all members of the JCU community, including students accused of any violations. The disciplinary process is designed to enforce and reinforce Community Standards, encourage sound decision-making, and provide the opportunity for personal development.

Visiting students may be subject to disciplinary action by their home institution as well.

Bystanders reporting other students for violations that endanger student safety and/or wellbeing may enjoy temporary immunity from enforcement of the JCU Alcohol and Drug Policy.

Insofar as some violations of Community Standards may also be violations of Italian law, students may be subject to Italian criminal or civil liability as well. Students are responsible for being informed of both JCU Community Standards and Italian law, and ignorance of Italian law is not an excuse for engaging in prohibited conduct. Any violation of Italian law is a matter between the student and Italian authorities; it is not within the power of JCU to intervene in Italian legal proceedings.

Non-Italian citizens have the right to contact their consulate if arrested. Any suspect may remain incarcerated until brought to trial. An Italian lawyer is required for the defense of those arrested for violations of Italian law, and the student is responsible for any expenses incurred.

Neither acts of retaliation (punishing, either overtly or covertly, or taking negative actions to deter a complainant from making a discrimination or harassment complaint or participating in discussions of such), nor false reporting will be tolerated by JCU and will be subject to disciplinary action through the established disciplinary procedures of the University.

### **SPECIFIC JCU COMMUNITY STANDARDS**

#### **ALCOHOL AND DRUG POLICY**

The JCU Alcohol and Drug Policy aims to prevent antisocial and dangerous behavior. The policy is informed by the cultural environment of Italian life that accepts the consumption of alcohol in moderation and under appropriate circumstances. In keeping with Italian tradition, cultural and social events hosted on campus and sponsored by JCU Administration may provide a limited quantity of wine. Regulations for dispensing alcohol at student events are laid out by the Office of Student Engagement in their [Alcohol Policies document](#).

Students may not bring alcoholic beverages onto University premises.  
Students living in JCU Housing should refer to the JCU Housing Policies and Regulations.

Any substance or product containing legal marijuana<sup>1</sup>, Synthetic Cannabinoids (commonly known as K2/Spice), or any New Psychoactive Substances (NPS) sold in store or on the street is prohibited on campus.

The use, possession, sale, giving, or exchange of illegal or prescription drugs (as defined by Italian law) is strictly prohibited on all University premises.

While alcoholic beverages may be served at student-sponsored events, provided the Alcohol Events Guidelines are respected, the University does not authorize the use of student funds collected and administered by the University to provide alcoholic beverages for any student event held off campus.

Alcoholic beverages, companies, distributors, or drinking establishments are not to be advertised on University property. Print, electronic, and broadcast media funded by or associated with the University may not contain advertisements promoting alcohol or alcohol-centered events. The University's name or logo may not be used to promote alcohol-centered events.

Any student who causes a disturbance on or off campus, destroys or damages property, harms any person, or is hospitalized as a result of alcohol or drug use, is subject to disciplinary action.

### **ANIMALS ON CAMPUS**

John Cabot University ('JCU' or 'the University') generally prohibits the bringing of animals onto campus, including in University-owned and -rented property, such as the residences. An exception is provided for students with documented disabilities who need a Service Animal to support their ability to function at the University.

This Policy outlines the procedures for gaining authorization to bring a Service Animal onto campus, and the relative responsibilities of Service Animal Owners, in compliance with Italian law. This Policy and related procedures are applicable to all JCU community members and external visitors or guests, in all University-owned and -rented spaces.

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<sup>1</sup> The use of legal marijuana for medical reasons must be approved by the Office of Health & Wellbeing prior to the start of the semester.

For the purposes of this Policy, “Service Animal” is defined as an animal, usually a dog, that is individually trained to do work or perform tasks for individuals with a disability or disabilities. This specialized training to perform tasks for individuals with disabilities is what distinguishes it from a pet (an animal companion) or emotional support animal.

### **Policy**

Neither pets nor emotional support animals are permitted on campus or in University-owned or -rented buildings, including offices, terraces, or vehicles.

Service Animals may accompany their owners on campus and in University-owned or -rented property. Certain spaces may be restricted for specific reasons, such as health and safety concerns. These spaces include, but are not limited to, rooms that house machinery, spaces in which hazardous chemicals and cleaning products are stocked, areas where protective clothing must be worn, and locations where equipment must be used. Access to spaces that are generally off limits, such as art studios, may be permitted on a case-by-case basis to allow for individual needs in accordance with the [JCU Disability Accommodations Policy](#).

### **Authorization to Bring a Service Animal into JCU Spaces**

In order to bring a Service Animal into JCU spaces, owners of a Service Animal will have to follow the procedures for obtaining a disability accommodation, **providing recent documentation of a disability necessitating the support of a Service Animal to perform specific tasks so that the JCU community member may function normally in their roles at the University.**

### **Student Requests**

To request authorization for a Service Animal, undergraduate and postgraduate students should contact the Office of Disability Accommodations at [disabilityaccommodations@johncabot.edu](mailto:disabilityaccommodations@johncabot.edu).

The request must be made by the time the student pays their tuition deposit or housing placement fee. Details of payment deadlines may be consulted on the JCU website.

### **Owner Responsibilities for Service Animals at JCU**

The owner alone is responsible for their Service Animal, both at the moment of entry into Italy or exit from the country, and for the duration of the time at JCU.

Owners must present to the relevant University office an annual clean bill of health, issued by a registered veterinarian.

The University has the right to ask for any additional documentation that attests to compliance with regional or national ordinances, laws, and/or regulations.

Upon receipt of authorization to bring a Service Animal into JCU spaces, the Owner commits to meeting the following requirements:

- Always keep control of the animal
- Ensure appropriate conduct of the animal, so that it does not interfere with the normal operations of the University

- Assume financial responsibility for any bodily injury or property damage caused by the animal
- Dispose of animal waste promptly and appropriately
- Maintain correct hygiene of the animal

When outside the Owner's accommodation unit, the Service Animal must be kept within a transport box or secured to a harness or leash that does not exceed six ft. (182.88 cm.) in length; the Owner should retain control of the opposite end of this restraint.

In the event such constraints are impractical for the purposes of performing the Service Animal's work, or are incompatible with the owner's disability or disabilities, the owner must remain in full control of the Service Animal through other effective means, such as voice commands.

Owners are expected to comply with designated University personnel with regards to all terms of this Policy, such as agreeing upon an outdoor relief area, and appropriately disposing of animal waste.

### **Expectations for Community Members**

All JCU community members must respect the following expectations for interacting with Service Animals and their owners:

- Do not touch a Service Animal
- Do not feed a Service Animal
- Do not harass a Service Animal
- Do not separate or attempt to separate an Owner from their Service Animal: in accordance with this Policy, Service Animals must be permitted to accompany their owner at all times and in all places in JCU spaces, except where animals are prohibited for reasons of health, safety, or security.

JCU community members are also asked to respect the following additional guidelines:

- Do not ask about the nature or extent of an individual's disability
- Do not ask for proof that the animal has been certified, trained, or licensed as a Service Animal
- Do not require the animal to wear an identifying vest or tag
- Do not ask that the animal demonstrate its ability to perform the task or work

### **Removal of Service Animals**

In the following instances, the University reserves the right to remove a Service Animal from JCU spaces, temporarily or permanently, or to require the owner to do so:

- The owner fails to comply with the terms of this Policy
- The animal poses a threat to the health or safety of the JCU community
- The animal causes significant damage to University property or to the property of one or more of its community members
- The animal causes unreasonable disturbance, or unreasonable interference with the routine operations of the University

### **Conflicting Health Conditions**

The following offices and individuals are available to work with members of the JCU community negatively impacted by the presence of a Service Animal (for example, allergies, phobias, respiratory diseases):

- Health & Wellbeing
- Disability Accommodations
- Housing (in the case the owner is a JCU resident)
- Chief of Staff (where the owner is a staff member)
- Dean of Academics (for owners who are professors or teaching staff)

### **Resources**

The Office of Disability Accommodations and the Chief of Staff will coordinate as necessary with other offices such as Housing for the implementation of appropriate and reasonable adjustments of Service Animal arrangements implemented under this Policy.

The Office of Health & Wellbeing offers support and assistance to JCU community members who may be adversely impacted by the presence of a Service Animal in JCU spaces. Staff will liaise with the appropriate office to reach a resolution or make reasonable accommodations to support the wellbeing and safety of all JCU community members.

For further information on Service Animals in a University environment, JCU community members may refer to the relevant section of the [Americans with Disabilities Act](#).

### **DISCRIMINATION/HARASSMENT POLICY**

JCU is an academic community committed to valuing mutual respect, human dignity, and individual differences; the University supports intellectual, personal, and professional growth.

The University is dedicated to inclusion and diversity and does not tolerate discrimination and harassment of any kind based on race, color, ethnic or national origin, religion, sex, age, sexual orientation, gender identity, marital or parental status, or disability in any of its policies, programs, and services. All members of the JCU community have the right to an environment free of discrimination and harassment, which includes online/virtual spaces.

The JCU Discrimination/Harassment policy prohibits the following:

#### **DISCRIMINATION**

Treating an individual or group less favorably than others because of race, religion, ethnicity, national origin, gender, age, marital status, familial status, disability, economic status, or sexual orientation or reassignment, or any other factor unrelated to effective contribution, ability, or potential.

#### **HARASSMENT**

Unwanted conduct or speech violating a person's dignity, or creating an intimidating, hostile, degrading, humiliating, or offensive environment that interferes with a person's learning, work, or social wellbeing. Harassment includes the following:

- **Bullying:** repeated or persistent action, criticism or abuse in public or private which intentionally or unintentionally humiliates, denigrates, undermines, intimidates, or injures the recipient.



Bullying includes setting up a person to fail, ridicule, exclusion, victimization, unfair treatment, or the abuse or misuse of power.

- **Hate Speech:** highly derogatory or grossly degrading speech intended to dehumanize, humiliate, or incite hatred against persons or groups because of their race, religion, gender, sexual orientation, or disability.
- **Gender-based Harassment:** acts of verbal, non-verbal or physical aggression, sexual bullying, intimidation, or hostility on the basis of sex or sex-stereotyping (such as sabotaging female students' work or heckling a student because of their sexual orientation or gender identity, whether or not disclosed).

### **SEXUAL HARASSMENT**

Unwelcome verbal or physical conduct of a sexual nature, including sexual advances, statements, and requests for sexual favors. The unwelcome nature of such verbal or physical conduct may be inferred by such characteristics as aggression, or persistence even after its target has expressed that it is unwelcome. Sexual harassment will be implied where there is power asymmetry (such as that between an instructor and a student, or a supervisor and a worker). Sexual harassment includes:

- Unwanted sexual statements: jokes, comments on physical attributes, spreading rumors, sexual bullying, or talking about or rating others' sexual activity or performance.
- Unwanted personal attention: letters, phone calls, texts, visits, pressure for sexual favors, or unnecessary personal interaction, with an evident sexual or romantic intent, including stalking.
- Unwanted physical or sexual advances: unwanted touching, hugging, kissing, fondling, touching oneself sexually for others to see, or other sexual activity. This includes domestic violence and sexual assault. Sexual assault is understood as sexual activity in which one party did not or could not consent.

### **Note on Consent**

Within this context, consent is an agreement between two or more participants to engage in sexual activity. Consent should be clearly and freely communicated.

Consent cannot be given by minors, or by individuals who are intoxicated or incapacitated by drugs or alcohol, or who are asleep or unconscious. Agreement to sexual activity under coercion is not considered consensual.

### **DAMAGE/DESTRUCTION OF PROPERTY**

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

### **DISTRIBUTION OR POSTING OF ADVERTISEMENTS/FLYERS**

Students must obtain authorization from the Office of the Dean of Students to distribute or post any materials on University premises, including in JCU Housing, which advertise non-JCU sponsored events or programs.

### **GUIDELINES FOR ETHICAL MEDIA POSTING**

1. Transparency: indicate your identity and intent
2. Reliability: acknowledge information sources; avoid generalizations and negative stereotypes
3. Impact: consider the likely effects on the community

4. Sensitivity: try to include support resources when posting on marginalized communities or sensitive issues; be respectful and open-minded
5. Consent: Never post anything without first obtaining the relevant consent.
  - a. If a person gives consent to the use of their image, make sure the post in question gives them a voice and spreads the message they would like to communicate. The purpose should be to provide a platform through which others can be heard.
  - b. Never post pictures of minors or those who are unable to give consent; their identities must be protected.

### **DRESS CODE**

JCU does not have an official dress code and is proud to afford each student significant freedom in their choice of attire. Students should nonetheless be aware that, in Italy, one would never wear such casual articles as pajamas or beachwear to class.

All students are permitted to wear the clothing of their choice, regardless of traditional gender norm conformity. Students may dress in accordance with their gender identity and gender expression, provided that such clothing does not violate other aspects of the University Code of Conduct.

### **GENERAL BEHAVIOR**

Any behavior that impedes the safety, security, and normal operation of the University, University-sponsored activities and events, or the greater community, is prohibited. Students are always expected to cooperate with each other, faculty, staff, administration, and guests. Students may be sanctioned for any disrespect, or offensive or improper language, directed against any member or guest of the University. This includes reckless behavior, whether or not motivated by drugs and alcohol, that compromises either individual or community safety, privacy, and security.

### **GUESTS**

Students seeking to bring guests onto campus must coordinate with the JCU Front Office to obtain authorization for their entry to campus.

All current JCU students are permitted to visit residents in JCU Housing buildings between 9am and 11.00 p.m. All students entering JCU housing are obliged to follow Housing Policies (see section below). External visitors are NOT allowed to enter JCU Housing buildings. Next of kin (parents/guardians or siblings) may be granted access, if the following criteria are met and appropriate request is sent:

- No visits are allowed during Orientation week or the last two weeks of the semester.
- Students MUST confirm that their roommates have agreed to the visit taking place. If a roommate conflict develops over the visit, it will result in a conduct investigation for non-compliance.
- Visitors MUST be next of kin (parents/guardians or siblings).
- No more than two visitors are allowed per visit.
- Visits will be granted for a maximum of 1h only.
- Visiting hours are Monday - Friday from 10.00 a.m. to 5.00 p.m. Visits are not allowed on University-observed Holidays.

- Requests must be sent 48 hours prior (72 hours if the visit is for a Monday or following a holiday) via the following [form](#).
- Visitors must be accompanied by their host at all times and the host takes responsibility for their guests' actions.
- Students are not allowed more than TWO approved external visits during the semester.

Please note that authorization for visits is granted at the discretion of staff and is not guaranteed.

### **IDENTIFICATION**

Students must scan their JCU ID badge to enter and exit University premises. Students must also present their JCU ID badge when requested by any official of the University, including faculty members, staff, and security guards.

Italian law enforcement officials may ask to see a valid form of photo identification which includes passports, national identity cards, and European driving licenses. The JCU ID badge is not a valid form of identification for purposes outside the University.

### **INTELLECTUAL PROPERTY & PRIVACY RIGHTS OF OTHERS**

All members of the JCU community are expected to respect the intellectual property and the privacy rights of others. This includes instructors' and fellow students' right to intellectual property in their lectures, notes, slides, and other course-specific materials, and the right to limit the distribution of images and recordings of themselves.

### **MISUSE OF UNIVERSITY COMPUTER FACILITIES**

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

1. Using another individual's identification and/or password
2. Interfering either intentionally or unintentionally with the work of another student, faculty member, or University official
3. Sending obscene or abusive messages
4. Interfering with normal operations of the University computing system
5. Downloading illegally or distributing without authorization copyrighted materials, including unauthorized peer-to-peer file sharing. Such activities may also subject students to civil and criminal liabilities.

### **POSSESSION OF DANGEROUS WEAPONS OR MATERIALS**

Dangerous weapons or materials of any kind on University premises, including in JCU Housing, are strictly prohibited. These items include but are not limited to firearms, martial arts weapons, knives, pepper spray, explosive devices, fireworks, ammunition, chemicals, or any item deemed to be dangerous by University officials, including security guards.

### **PRIVACY**

Video recording, photographing, and audio recording JCU community members, including students, staff, faculty, and security personnel, without their permission is strictly prohibited, as is the unauthorized or inappropriate use and/or distribution of such material.

Additionally, under the GDPR<sup>2</sup>, recording someone else and distributing this material without their informed consent is prohibited.

### **QUIET HOURS**

Students are expected to respect a standard of reasonable quiet on all University premises, including JCU Housing, to allow for a conducive learning environment.

Moreover, excessive noise between the hours of 11.00 p.m. and 8.00 a.m. is prohibited under Italian law and may be reported to the police.

### **RETALIATION**

It is a violation of University policy to retaliate in any way against an individual because they raised allegations of prohibited conduct. The University recognizes that retaliation can take many forms, including threats, intimidation, pressuring, continued abuse, or violence.

### **SAFETY DEVICES**

Tampering with or misusing fire alarm and safety devices, system components, or any emergency communication equipment is prohibited.

### **SMOKING**

Smoking on University premises is permitted only in designated areas, including marked areas of the Lemon Tree and Critelli courtyards, the Guarini Roof Terrace (between the Kushlan Wing and Main Building), and the Guarini Mid-Level Terrace of the main building. Smoking, including the use of e-cigarettes and vapes, is prohibited in all other spaces, including in JCU Housing.

### **THEFT**

Attempted or actual theft, whether on and off campus, of University property, the property of a member of the JCU community, or other personal or public property, is prohibited.

### **TRESPASSING**

Any unauthorized presence in a restricted area is prohibited, as well as the 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**

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<sup>2</sup> The General Data Protection Regulation is a European Union regulation on information privacy in the EU and the EEA.

Any act or threat of physical violence, or any act which causes personal injury to another person, is prohibited. This includes sexual assault, understood as sexual activity in which one party did not effectively consent.

## **STUDENT DISCIPLINARY PROCEDURES**

JCU's Student Code of Conduct is administered by the Office of Community Standards which may appoint one or more Student Conduct Coordinators (SCC) to facilitate the investigation process. The disciplinary procedure is designed to foster community, uphold the common good, and respect the individual through requiring adherence to the University's Community Standards. Internal disciplinary proceedings, distinct from external legal proceedings, aim to provide a fair evaluation of an accused student's responsibility, and apply appropriate sanctions to educate and hold accountable the responsible party while safeguarding the University community.

### **REPORTING A VIOLATION**

The Office of Community Standards reviews both personal complaints and third-party reports by students, collaborating with the Director of Administration on complaints involving staff and students, and with the Dean of Academics on complaints involving faculty and students.

The Office of Community Standards responds to all formal student complaints of sex/gender discrimination, harassment, and assault within the University.

### **PERSONAL COMPLAINTS**

Any member of the JCU community may initiate a personal complaint against another community member. A personal complaint requests that the University investigate alleged offenses by and against JCU community members. Students may initiate a complaint completing the [Official Complaint Form](#) or e-mailing [communitystandards@johncabot.edu](mailto:communitystandards@johncabot.edu)

The complainant should review the JCU Code of Conduct and articulate the violation clearly.

### **THIRD-PARTY REPORTS**

Any individual who witnesses or becomes aware of an alleged violation of the Student Code of Conduct by a JCU student, should report the violation to any member of the Office of Community Standards. Other violations of University standards committed by any member of the JCU community may also be reported to the Office.

### **ANONYMITY**

If a complainant reports an incident but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the SCC must weigh that request against the obligation to provide a safe, nondiscriminatory environment for all students, faculty, and staff. The SCC will evaluate the merit of an investigation and may take action in cases where a complainant would prefer complete confidentiality. The Office of Community Standards may consult with senior Administration, including the President, when considering actions that may conflict with the complainant's request.

Complainants who insist that their name or other identifiable information not be revealed understand that the SCC may be unable to investigate the incident or pursue disciplinary action against the alleged perpetrator.

### **PROCESS FOR REVIEWING A COMPLAINT OR REPORT**

Once an alleged violation is reported, the SCC prepares an incident report, describing the nature and circumstances of the incident and the parties involved. All incident reports are reviewed by the Office of Community Standards to determine whether the allegations may constitute a violation of the Student Code of Conduct. For incidents that do not meet the standard of actionable behavior, the Office of Community Standards may initiate a dialogue with the relevant parties to mediate the conflict between them.

If the Office of Community Standards determines that a personal complaint or third-party report is actionable, they will notify the accused students of the following:

1. Alleged Community Standard violation(s)
2. Location, description, and date of incident (if known)
3. Time and place of the Discovery Conference

Complainants (those who have formally made a personal complaint against another JCU student, faculty member, or staff member) will be kept informed as the Office of Community Standards addresses their claim.

Parents/guardians may be notified in cases where the sanction could result in the student being removed from JCU Housing or dismissed from the University. In accordance with the relevant privacy laws, JCU reserves the right to communicate with a student's parent or guardian at any time to discuss student misconduct or behavior that risks student health and wellbeing. Situations involving emergency services or significant risk to student life automatically result in parental/guardian and home institution notification.

### **DISCOVERY CONFERENCE**

The Discovery Conference is a meeting between the accused student(s) and the SCC to determine the events that took place. An invitation letter, issued through the Maxient system, initiates the investigation process. A Discovery Conference is called when the SCC determines there is need for additional investigation and discussion regarding the details of the alleged misconduct.

Should the SCC determine that a Discovery Conference is unnecessary, a single decision letter will be issued to document the incident, determine responsibility, and assign any appropriate sanctions. Students may appeal an initial decision by the SCC via the Appeals Process.

At the conclusion of the Discovery Conference, the SCC may determine that:

1. Additional fact-gathering is warranted. The SCC may call a follow-up conference on the basis of any new information or make a determination. Any follow-up meeting may be called for by the SCC via e-mail or phone call.

2. The case be dismissed for insufficient information, or because the alleged behavior does not constitute a violation of Community Standards.
3. The accused student is “responsible,” “not responsible,” or “responsible for a different violation.” In some cases, the SCC may determine that an allegation is “not applicable”, or that “no finding” can be made due to insufficient evidence.
4. A distinction may be made between “accepted responsibility” and a finding of responsibility where the accused student refutes the allegation, particularly with regards to any sanctions applied.

Students who may have been a witness to an alleged violation, or may have pertinent information regarding an alleged violation, may be invited to speak with the SCC. This meeting invitation may be initiated through the Maxient system or via e-mail.

### **EVIDENTIARY BASIS OF FINDINGS**

The evidentiary basis for findings of responsibility for violating the Student Code of Conduct is “more likely than not,” which means that more than 50% of the information presented indicates that a violation has occurred.

### **NOTIFICATION OF FINDINGS**

Both the accused and any personal complainant will be notified of the decision at the conclusion of a review by the SCC and investigation of the incident, which may or may not include a Discovery Conference, in an official letter issued through the Maxient reporting system. The home institution of Visiting Students found responsible for any violation may also be notified.

### **APPEALS**

Students who have been found responsible for violations may appeal that determination. In the case of personal complaints in which the accused is found “not responsible”, the complainant may also appeal. Appeals are considered first by the Office of the Dean of Students which ascertains whether one or more of the following grounds may be demonstrated:

1. A lack of fairness in the discovery procedures
2. Significant new information that alters the facts of the matter and thus the appropriate outcome
3. An outstanding dispute over the facts, and thus a need to hear from witnesses, the accused student, or the accuser.

Appeals that cannot be resolved by the Office of the Dean of Students can be reviewed by a panel made up of two University employees (a faculty member and a staff member), and a representative of Student Government. The Dean of Students will issue a motivated decision to allow the appeal to proceed to an Appeals Panel.

The severity of a sanction is not a valid basis for an appeal. However, a student may ask that the sanction be reviewed as part of the appeals process.

Letters of appeal addressed to the Dean of Students must be received within five (5) business days of the date of the notification of the final findings. The sanction of expulsion from the University may be appealed directly to the President of the University. Letters of appeal must be submitted by the appealing

student, written from their perspective, signed, and in PDF or Word format. Appeal letters are expected to be formally written and to raise at least one of the recognized grounds for appeal.

If the Office of the Dean of Students decides that the appeal has merit, it may:

1. modify the sanction determined by the SCC, for example by making it more or less severe
2. refer the case to an Appeals panel, or
3. remand the case to the SCC for further review.

If the Dean of Students decides that the appeal does not have merit, the sanctions will remain in effect.

### **APPEALS PANEL**

Within a reasonable time frame, after the Dean of Students Office refers a case for appeal, 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 will be sent written notice of the time and place of the appeals panel meeting. The panel will identify a Chair and the SCC will act as secretary. Students may bring an advisor to this meeting. The advisor must be an individual from within the JCU community, for example, Academic Advisor, mentor, or friend.

The panel will examine the allegation and hear the accused student's explanations and the complainant's rebuttal, if applicable. The Dean of Students serves as a non-voting adviser to the panel and participates in all its deliberations. Regarding JCU Housing issues, the Director of Housing 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 discussion before the panel, and any evidence or testimony which the panel believes to be relevant to a fair determination of the complaint may be admitted.

The Appeals Panel may decide that the student is "responsible," "not responsible," "responsible for a different violation" that better describes the infraction, or make "no finding." If the student is held "responsible," the panel may recommend sanctions up to and including suspension, expulsion, or removal from JCU Housing. The Dean of Students may uphold or modify the panel's recommended sanctions.

### **APPEALS PANEL PROCEDURES**

1. The Chair convenes the panel, has all parties introduce themselves, explains the purposes of the panel, addresses the issues of honesty and confidentiality, and explains the role of the advisors if any are present.
2. The Chair reads the allegation(s) against the accused.
3. In the case of an appeal by a student who has made a personal complaint, the complainant is given an opportunity to present their statement. The accused is given an opportunity to respond. Then:
  - a. Panel members question both parties.
  - b. Each side is given an opportunity to question the other. The Chair may facilitate the questioning of each party.
4. 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 complainant and the



accused may be directed through the Chair. Once the witnesses have given their statement, they are asked to leave the room.

5. The complainant and the accused, respectively, are given the opportunity to make a final summary statement to the panel.
6. In the case of an appeal brought by a student who has been found responsible for a violation, the student shall have the opportunity to present further arguments and information, and to call witnesses.
7. Upon hearing all relevant information, the panel adjourns for deliberation until it arrives at a decision.
8. The panel's determination will be based on its assessment that it is more likely than not that the accused has violated JCU Community Standards. If a finding of responsibility is determined, the panel will then recommend appropriate sanctions. Final recommendations will reflect the majority opinion of the Appeals Panel.
9. The findings and recommendations will be forwarded to the Dean of Students who may uphold or modify the recommended sanctions of the panel.
10. The SCC is responsible for providing written notification of the final findings and sanctions to the accused and complainant within three (3) business days of the conclusion of the hearing.

#### **EMERGENCY ADMINISTRATIVE ACTION**

If an individual appears to pose a risk of danger or disruption to the community or to any individual, Emergency Administrative Action may be taken, including removal of the student from the University community. This action does not require an admission or final determination of responsibility of the accused student. The decision to take Emergency Administrative Action is at the sole, non-reviewable discretion of the Office of Community Standards 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 SCC will schedule a Discovery Conference as soon as reasonably possible after the notice of conduct violation is presented to the accused student.

#### **STATEMENT ON CONFIDENTIALITY IN AN APPEALS PANEL MEETING**

All parties, including the accused student, the complainant and the members of the appeals panel, are required to respect the relevant parties' 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 meeting. Any act which violates this confidentiality may be dealt with as a subsequent violation or as grounds for exclusion from the meeting. Appeals panel determinations shared with a complainant are confidential and should be treated as such.

Any implied or actual act of retaliation, intimidation or harassment is strictly prohibited and may also be dealt with as a separate violation.

#### **STUDENT DISCIPLINARY SANCTIONS**

Sanctions will be imposed based on the type of violation, and the student's degree of responsibility for it. Sanctions shall aim to be 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 may be taken into account in determining appropriate sanctions.

Sanctions may range from written warnings and fines to dismissal from the University. The following are examples of sanctions that may be imposed:

1. Formal Warning: a written notice that the student is violating or has violated Community Standards and that this behavior must cease immediately
2. Restorative Justice Work Project: supervised work in the University or off-campus programs.
3. Financial Restitution: based on the value of any damages to JCU property.
4. Educational Modules/Projects: alcohol or substance abuse education modules or reflection papers that prompt the student to consider the consequences of their actions and articulate how they will moderate their behavior in the future.
5. Housing Relocation: immediate relocation to alternative JCU Housing.
6. Housing Expulsion: removal of the right to live in University housing for a given period or for the remainder of the student's time at JCU. No refunds will be given.
7. 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.
8. University Suspension: suspension from the University for a specified time. This suspension shall be noted as "Disciplinary Suspension" on the academic transcript.
9. Disciplinary Dismissal: permanent termination of the individual's relationship with the University. This includes all activities, services, facilities, and access to University property. A dismissal shall be noted as "Disciplinary Dismissal" on the academic transcript.
10. Parental Notification without consent

## **THE OFFICE OF IMMIGRATION SERVICES** **(Permit to Stay and Declaration of Presence Policy)**

In accordance with Italian law (Art. 5 of Law 286/1998), JCU requires all foreign students to be authorized to study in Italy. The Office of Immigration Services guides JCU students to obtain and maintain their legal status in Italy.

To enter Italy with the purpose of study, non-European citizens must first obtain an Italian student visa (except for stays of less than 90 days during the summer sessions, based on the student's nationality). It is illegal to enter Italy under a tourist visa with the purpose of remaining more than 90 days.

Once in Italy, Non-European students attending the Fall or the Spring semesters must fulfill the appropriate immigration requirements within 8 working days of their date of entry. Students who obtain a visa for less than 150 days will need to file a Declaration of Presence (*dichiarazione di presenza*), while students whose visa is longer than 150 days will need to request a Permit to Stay (*permesso di soggiorno*).

Non-European students attending summer sessions might need to request a Declaration of Presence: the process is only required when they do not obtain an entry stamp from an Italian airport.

The Office of Immigration Services acts as point of reference with Italian immigration authorities and ensures students comply with immigration directives, including attending the mandatory appointments to request a Permit to Stay.

The steps to obtain or renew a Permit to Stay are:

1. Attend the Post Office appointment and obtain the Permit receipt and fingerprinting appointment date;
2. Attend the fingerprinting appointment at the Questura (central police station);
3. Wait for the e-mail from the Office of Immigration Services, informing students that the Permit to Stay card is ready for collection (usually 50/60 days after the fingerprinting appointment)

Please note:

1. Students who miss their scheduled Post Office appointment will be fined €100 and a hold will be placed on their student account.
2. Students who miss their scheduled Fingerprinting appointment will be fined €250 and a hold will be placed on their student account.
3. In order to be sponsored throughout the immigration process, students must be registered full-time for classes and must not have any holds on their student account.

Students are responsible for keeping their Permit to Stay up to date and must go through the above three steps again to renew it. Students must provide the Office of Immigration Services with a copy of their valid Permit to Stay once they collect it.

If the Office of Immigration Services does not receive a copy of a valid Permit to Stay, the University will:

1. Block the student's registration for the following term (until a valid Permit to Stay is presented).
2. Block the student's transcripts if they have not complied by the end of the semester.
3. Withdraw the student from classes and suspend participation in any University activity.

Students going through the immigration process are expected to check their JCU e-mail account regularly for communications from the Office of Immigration Services.

Students waiting for their very first Permit to Stay Card may leave and reenter Italy only if they have a valid multi-entry visa. Students traveling under circumstances other than these do so at their own risk.

Non-European citizens applying for or renewing a Permit to Stay cannot travel within the Schengen Area unless they have a valid visa or a valid Permit to Stay card. Direct flights from Italy to outside the EU are permitted, but free travel within the Schengen Area is not allowed without a valid Permit to Stay card or a valid visa.

It is the student's responsibility to follow all immigration directives as stipulated by the Italian government and EU law. JCU will assist students with meeting these requirements, but students are ultimately responsible for understanding and following all immigration regulations and procedures.

## **THE OFFICE OF THE DEAN OF STUDENTS**

The Office of the Dean of Students oversees the entirety of the Student Affairs Department and manages the student experience outside of the classroom, involving the offices of Community Service, Community

Standards, Health and Wellbeing, Immigration, Orientation, Residential Life, and Student Engagement. The role of the Office of the Dean of Students is to provide support and accountability to students as they pursue their academic goals, with a focus on Safety and Emergency Management. The Office views Student Affairs as a student support network to ensure each student's academic career is predicated on healthy and responsible behaviors.

Students are welcome to request a meeting with the Office of the Dean of Students by writing to [deanofstudents@johncabot.edu](mailto:deanofstudents@johncabot.edu).

## **THE OFFICE OF ORIENTATION**

### **ORIENTATION LEADERSHIP PROGRAM**

The Orientation Leadership Program allows mature and dedicated undergraduate and graduate students to become mentors of new incoming students and guide them in exploring academic and student life at JCU. Orientation Leaders (OLs) collaborate with all facets of the JCU community, including but not limited to Residential Life, Housing, Student Engagement, Immigration, the Dean of Students, and the Dean of Academic Affairs. OLs are trained throughout the semester to prepare them for the following Orientation. The OL position provides the opportunity to develop communication and leadership skills, and obtain experience in creative student programming and fostering an inclusive and supportive learning environment. For more information, contact [orientation@johncabot.edu](mailto:orientation@johncabot.edu)

## **THE OFFICE OF COMMUNITY SERVICE, RELIGIOUS LIFE, AND MULTICULTURALISM**

### **COMMUNITY SERVICE**

The Community Service Program supports students' personal development and civic engagement. JCU has a wide variety of working relationships with various non-profit organizations, some of which are located in the University's immediate vicinity.

Students who volunteer at least 15 hours with JCU-affiliated organizations and attend at least two Classroom Experiences (Lectures or Workshops pertaining to the humanitarian field) may earn an official Certificate of Participation from JCU.

Students who volunteer at least 15 hours with JCU-affiliated organizations during Fall and Spring semesters, 10 hours during Summer sessions, and attend at least two Classroom Experiences (Lectures or Workshops pertaining to the humanitarian field)/submit a write-up may earn an official Certificate of Participation from JCU.

Any student who must cancel a community service obligation must give at least 24-hours advanced notice, and repeated cancelations without a medical note may result in a suspension of any rescheduling for the participant for future events. The Office's relationship with its community service sites depend on the consistent and scheduled participation of engaged students, and the University encourages students take these opportunities with an open heart and committed spirit to invest in the local community. For more information, contact [jcucommunityservice@johncabot.edu](mailto:jcucommunityservice@johncabot.edu)

## THE OFFICE OF HEALTH AND WELLBEING

The Office of Health and Wellbeing connects students with physical and mental health resources to enable them to better achieve their educational and personal goals. The Office oversees student health services, including day-to-day needs, long-term medication management, specialist care, and urgent interventions. Students wishing to discuss any aspect of their overall wellbeing should contact [health@johncabot.edu](mailto:health@johncabot.edu)

### COUNSELING CENTER

The Counseling Center offers students short-term individual counseling sessions in English and Italian. The University's counselors are available to all students who may need help in facing personal, family, or emotional problems that may interfere with their wellbeing or academic performance. Counseling and psychiatric services are offered free of charge. To make an appointment, e-mail [counseling@johncabot.edu](mailto:counseling@johncabot.edu) with your schedule/availability.

### DOCTORS

#### Campus Doctor

A general practitioner is available free of charge multiple times per week. Appointments are held in the Guarini doctor's office, next to the Aula Magna, and can be scheduled via the [Online Booking Calendar](#). Please contact [health@johncabot.edu](mailto:health@johncabot.edu) for current information.

#### Medical Advisor and On-Call Doctor

Dr. Andrea Guerriero is available 24/7 and offers free guidance and advice to all JCU students. He is available via telephone, through text message, or WhatsApp:

Tel./WhatsApp: +39 320.40.65.709

E-mail: [andrea.guerriero@medinaction.com](mailto:andrea.guerriero@medinaction.com)

### HEALTH INSURANCE POLICY

Italian law requires that all non-Italian students living in Italy have medical insurance, whether they need a Permit to Stay or not. John Cabot University works with [Cultural Insurance Services International](#) (CISI) to assist you in obtaining high-quality health insurance that will fulfill your immigration requirements.

Under Italian law, *emergency* medical treatment is provided to Italian nationals and foreign nationals alike, regardless of insurance coverage. (Treatment received in Italian Emergency Rooms may be subject to a small fee.) If follow-up care is required, the hospital will ask for proof of insurance. Policies on public hospital charges vary from region to region.

Students are required to have a health insurance plan valid in Italy throughout their course of study at John Cabot University as follows:

#### European Students

National health insurance cards from European countries (EHIC) are theoretically accepted in Italy. However, private health insurance is highly recommended for the following reasons:

- Confirmation required from issuing country for specific treatment in Italy
- Excessive waiting periods; limited opening hours
- Language barrier of medical staff
- Even for emergency and critical care, treatments received are partially paid for by the patient

- Reimbursement is not guaranteed in Italy – ask the competent authority in the issuing country
- Private practitioners do not have to accept EHIC

To make an appointment once in Italy, students with the EHIC card should visit their local health office (ASL) to consult the list of available practitioners. They can then select a doctor from the directory to contact to set up the medical visit.

JCU highly recommends purchasing the CISI plan, designed specifically for community members, offering tried and tested coverage for a range of medical needs, including mental health. Should you decide to arrive in Italy with your EHIC card, a copy must be uploaded to the Student Portal prior to your arrival. Learn more about the [EHIC](#).

### **Incoming Non-European DS Students (enrolled after and including Fall '24)**

All incoming non-European DS students must enroll in the JCU-specific CISI policy. This high-quality coverage also fulfills student immigration requirements.

### **Returning Non-European DS students (enrolled before Fall '24) and Visiting Students**

Private non-Italian medical insurances are accepted only if the insurance company issues a letter summarizing the conditions of the policy, stating that it is valid in Italy, and clarifying that there are no restrictions on the validity of the policy. It is important to note that, depending on your country of origin, the policy you arrive with may not provide adequate coverage here in Italy. Because of this, we strongly recommend purchasing the CISI health insurance plan to obtain a high-quality health insurance that will fulfill your immigration requirements.

**IMPORTANT:** Every semester, this document must be uploaded to the Student Portal.

### **MANDATORY MEDICAL LEAVE OF ABSENCE**

In some circumstances, the Dean of Students may require a student to take a medical leave of absence. This action would only be taken after an individualized assessment concludes that:

- there is a significant risk to the student's health or safety, or to the health or safety of others, or that the student's behavior severely disrupts the University environment, and
- that no reasonable accommodations can adequately reduce the risk or disruption.

For further details, refer to the [Mandatory Medical Leave of Absence Policy](#).

## **THE OFFICE OF STUDENT ENGAGEMENT**

The Office of Student Engagement aims to develop programs that foster critical thinking skills and support holistic student development beyond the classroom. These endeavors are integral to the University's strategy for student retention and the cultivation of a vibrant campus community. The Office oversees a wide range of areas that encompass various aspects of student life. Below is a list of student clubs, activities, services available to students at JCU, and policies administered by the Office of Student Engagement.

### **ATHLETICS AND OUTDOOR EDUCATION PROGRAM**

Sport programming is offered and coordinated by the external amateur sport association "ASD Stone Tower". Their mission is to offer exceptional educational and instructional programs, services, and

facilities to the JCU community, including to students, faculty, staff, and alumni. ASD Stone Tower promotes health and wellness, provides sports and recreational activities, and fosters a strong sense of community on campus.

Their athletics program encompasses a wide range of offerings, including recreational activities, sports teams, and outdoor education. Any participation in any sports programming including Outdoor Education trips, as required by Italian Law, require a physical examination, either basic or competitive issued by a sports doctor acting on behalf of the Italian National Health Care System. This physical exam can be scheduled through the ASD Stone Tower Sports association at the start of the semester for a small fee.

To use the fitness center and take part in athletic activities, including varsity teams, fitness classes, intramurals and other events organized by ASD Stone Tower, returning students, faculty, and staff must register with ASD Stone Tower by filling out a membership form. For more information, please contact ASD Stone Tower at [athletics@johncabot.edu](mailto:athletics@johncabot.edu). Their office is located in the Gianicolo Residence in Vicolo della Penitenza, 26.

Compliance with the [ASD Stone Tower Athletics Handbook](#) and local legislation, in addition to University's Community Standards, is required.

### **CULTURAL PROGRAM, ACTIVITIES & TRIPS**

The Office of Student Engagement offers a diverse and engaging Cultural Program each semester. All JCU trips and activities have been specifically chosen to teach students about the rich history and culture of Italy in an engaging and interactive manner. Before the start of each semester, the Office of Student Engagement publishes the latest calendar of events.

- Students must read the Terms and Conditions before signing up. By registering for an activity or trip, students acknowledge they have read, understood, and accepted the Terms and Conditions.
- Students must be 18 years old or older and be currently enrolled at JCU to participate in any activity or trip.
- All trips and activities are non-refundable after the withdrawal deadline.

Sign up for activities and trips or contact the Office of Student Engagement at [tripsandactivities@johncabot.edu](mailto:tripsandactivities@johncabot.edu) for further details. The office is located on the ground floor of the Frohring Campus at Lungotevere Raffaello Sanzio, 12.

Refer to [Trips and Activities Terms and Conditions](#) for policy details. Violations may result in removal from a trip or activity; the offending party may need to return home at their own expense.

While every effort is made to ensure a safe trip, the University cannot be held responsible for any accidents or damages caused by students' negligence or misconduct, or by "force majeure".

### **PERFORMING ARTS**

The goal of the Performing Arts Company is to forge a group of theatre lovers to commit to performing in a play or a musical. Study abroad and degree-seeking student actors, singers, and dancers are welcome. Roles include music, scenery, stage management, technical assistance, costumes and makeup. Teamwork and the development of self-expression and personal skills culminate each semester in impressive productions for both the JCU community and the public.

### **CLUBS & ORGANIZATIONS**

Student Organizations are a vital part of student life as they develop skills in a variety of areas including time management, organization and management, communication and leadership, teamwork, problem solving, conflict resolution, human relationships, social networking, personality development, and long-lasting friendships.

The Clubs and Organizations Program supports registered student organizations/clubs and societies and student groups. All JCU students in good standing are encouraged and welcome to participate. There are three types of student organizations:

1. Club/Organization: an officially recognized Student Organization at JCU, representing specific community, social, or cultural student interests.
2. Society: a recognized Student Organization affiliated with and supported by the academic departments they belong to (e.g. Economics Student Society, Computer Science Society).
3. Groups: Student/Interest Groups are groups of students that wish to meet informally according to common interests and needs. The development of a constitution and formal structure is not necessary for Student/Interest Groups.

To start a new club or organization, students must complete the Registration and Recognition process to be officially recognized and supported by the University. Official registration allows clubs to receive support and funding from the Office of Student Engagement and specifies the rights, duties, privileges, and responsibilities of each Student Organization.

Students interested in creating a club, and those wishing to return as leaders to an existing club, must fulfill the following eligibility criteria:

- a. Be current enrolled students
- b. Be in good academic standing
- c. Be in good conduct standing
- d. Be in good financial standing with the University

The Registration and Recognition process includes:

1. Scheduling a meeting with the Associate Dean of Student Engagement
2. Forming an executive board with currently enrolled JCU students
3. Submitting the Intent to Organize Form
4. Securing an Advisor. All clubs must have a staff or faculty member as an Advisor
5. Writing a Letter of Interest addressed to the Dean of Academic Affairs and Associate Dean of Student Engagement
6. Submitting a mission statement and a constitution for the club
7. Submitting all the above material to the Associate Dean of Student Engagement

Proposals are reviewed by the Deans. If approved, a letter will be sent to the organization chairperson, advisor, and Office of Student Engagement. At this point, the organization is considered a recognized organization with all its rights, obligations, responsibilities, and privileges which include use of University facilities, representation at plenary meetings, leadership roundtables, and programs.

As role models within the University, student organizations members are required to abide by all policies and procedures in the [Recognized Student Organizations Handbook](#), in addition to the standards required of all JCU students.



## **STUDENT GOVERNMENT**

JCU seeks to create an inclusive learning environment in which students feel supported to express their opinions constructively. The Student Government is formed of a Cabinet and a Senate. The Senate is made up of elected Representatives for each Academic Department that students can contact to raise concerns, propose initiatives for events, petitions, etc. The Student Government seeks to provide the official voice through which student concerns, needs, opinions, and ideas may be expressed. It provides and stimulates student participation in overall policy and decision-making within the University.

Student Government endeavors to encourage interaction between all three branches of the academic community: administration, faculty, and the student body. 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."

Students may e-mail [stugov@johncabot.edu](mailto:stugov@johncabot.edu) with questions or to find out more about Student Government initiatives on campus.

## **STUDENT POLICY ADVISOR**

The Student Policy Advisor (SPA) is a student leader in Student Government. The SPA can advise individual students on the University's academic and disciplinary policies and procedures as well as recommend policy changes to the administration. E-mail [studentpolicyadvisor@johncabot.edu](mailto:studentpolicyadvisor@johncabot.edu)

## **COMMUNICATION GUIDELINES**

For reasons pertaining to GDPR, only authorized personnel may send mass e-mails to distribution lists. If a club wishes to communicate with the entire JCU community, they may do so through the Office of Student Engagement with the approval of their Advisor and a Dean.

# **THE OFFICE OF HOUSING AND RESIDENTIAL LIFE**

Residents in JCU Housing will have the rewarding experience of being a part of both a residential and educational community. To create and maintain a healthy and safe community, it is important that you read and understand the [Housing Policies and Regulations](#). If you have any questions about the material, please ask for clarification during your RA Meeting held during Orientation Week. You may also contact the Office of Housing and Residential Life directly via e-mail at [housing@johncabot.edu](mailto:housing@johncabot.edu) at any point during the academic semester. JCU Housing and Residential Life Offices are located in the Gianicolo building in Vicolo della Penitenza, 26.

Below is an abbreviated list of policies for students living in or frequenting the University's residential spaces.

## **RESIDENT ASSISTANTS & RESIDENCE DIRECTORS**

Whether this is your first international experience, or you are a seasoned traveler, the Office of Housing and Residential Life offers a full support system to aid your transition to Rome and improve the quality of your educational experience. At the center of this network are your Resident Assistant (RA) and Residence Director (RD) who will help you settle into the city, foster a sense of community in the neighborhood, and serve as your point of reference whenever you may need assistance during your stay in JCU Housing. RAs and RDs facilitate roommate agreements and oversee the daily community wellbeing within the student

residence spaces. RAs and RDs are on call during evenings and weekends to respond to situations of urgent need, working in coordination with Student Affairs offices JCU campus security personnel.

### **CLEANING SERVICES**

Under JCU housing services, all student housing properties are regularly cleaned to insure the best maintenance of residential spaces. Cleaning staff will enter student apartments and clean common areas (kitchen, hallway, bathroom, living room) according to the cleaning schedule communicated during Orientation Week. Any contraband or violations discovered in the student apartment during cleaning will be reported to JCU offices accordingly.

### **ALCOHOL POLICY**

Within the student residences and apartments, only occupants of that residence are permitted to bring alcohol into their apartment. Alcohol is limited to one bottle of beer or wine per person. The total number of bottles in the apartment at any given time, including empties, must not exceed the limit. No hard alcohol (14% and above) is permitted on JCU premises at any time.

### **VISITOR POLICY**

See 'Guests' under List of Community Standards.

### **MAINTENANCE AND RECYCLING**

Students must report maintenance concerns as soon as possible through submitting a [Maintenance Request Form](#) or in person during office hours. For situations of urgent need, contact your RA, RD, or call the JCU emergency number printed on the back of your JCU ID badge.

Students must sort their trash and recycling before depositing it in the designated bins near and around campus. Failure to do so can result in fees from both JCU offices and local municipal authorities.

### **SAFETY AND SECURITY**

All JCU residences (not including neighborhood apartments) are under the surveillance of 24/7 building security. RAs and RDs live in these student residences to provide additional logistical support and intervention in situations of urgent need. Within the residences, students can contact an RA, RD, or security guard for assistance. For urgent assistance off campus, students should call the JCU emergency number, printed on the back of the JCU ID badge.

## **ADDITIONAL FACILITIES AND SERVICES**

### **CENTER FOR CAREER SERVICES**

The [Center for Career Services](#) is dedicated to helping students and alumni successfully enter the workforce. Students should make an appointment to meet the Career Services team early in their university career. The Center for Career Services is open to degree-seeking students, study-abroad students, and alumni, to discuss internship possibilities or provide advice in searching for jobs and writing resumes and cover letters.

## FROHRING LIBRARY

The [Frohring Library](#), located in the Guarini Campus, provides numerous learning and research support services for students, faculty, staff and the local community.

### Circulation Policies

Undergraduate students may borrow up to six books at a time. Books in the Main Collection can be checked out for two weeks; and books in the Reserves can be checked out for three hours, for use within the Library only.

Graduate students may borrow up to 15 books at a time.

The Library has a very limited collection of textbooks that can only be used in the Library. While all materials marked as reserve or required readings in the course syllabi are made available, the Library does not purchase textbooks; and students are responsible for obtaining their own copy of the textbooks assigned by professors.

The Library has a small supply of electronics and related equipment available for checkout by members of the community. This includes laptops, headphones, calculators, and chargers.

Laptops can only be used for five hours within the Guarini campus, while other equipment may be kept for six hours.

### Fines and Fees

- Overdue books - €0.50 per book per day
- Overdue reserve books - €3.00 per book per hour
- Overdue laptops and equipment - €3.00 for every overdue day
- Lost book replacement fee - €50.00

The total amount is generated when the item is returned.

Library privileges may be suspended for students with outstanding fines or for those who have lost items; and a hold may be placed on the student's transcript and/or registration.

Students may review their [library account information online](#). Books on loan and fines will be displayed. All correspondence is sent to their JCU e-mail address, including the overdue and fine notices. Failure to receive a notice does not absolve the borrower of their responsibility to return materials or to pay the overdue fine.

Students are responsible for all transactions charged with their JCU ID cards.

For complete details about Library circulation policies, please refer to the Library website.

### Reference Services

Students can find Reference Librarians that will provide assistance with research assignments and with understanding how to use the resources, including the electronic resources available 24/7.

The Reference Librarians can be contacted via e-mail at [referenceservices@johncabot.edu](mailto:referenceservices@johncabot.edu) or via chat on the Library website. Students can also schedule individual appointments with the Reference Librarians via the [online booking form](#).

### **Rules of Common Sense**

1. Silence your phone and be respectful of others.
2. Keep your voice down in the designated quiet study areas (Aurelian Wing and Upper Reading Room).
3. The main section of the library is NOT a quiet study area, therefore low-level chatting and group study are allowed.
  - Always leave the desks as you find them (and as you would like to find them).
  - The Library Staff is not responsible for items left unattended in the Library.
  - Food is not allowed. Drinks are permitted only in covered containers.
  - Should the security gate alarm sound as you exit the Library, return to the Welcome Desk to resolve the situation.

For full details, visit the [Library section](#) of the JCU website. Direct any questions to the Library Welcome Desk at [library@johncabot.edu](mailto:library@johncabot.edu)

## **COMPUTER LABS**

There are seven computer labs at John Cabot University, with a total of more than eighty computers. The Secchia Lab is located on the ground floor of the Kushlan Wing (across the Lemon Tree Courtyard). The Kushlan Lab is located on the second floor of the Kushlan Wing and can be accessed using the staircase from the Lemon Tree Courtyard. The Frohring computer lab is located on the second floor of the Frohring campus. The Garibaldi Lab is located in Via Garibaldi 88/c. The Frohring Library is also equipped with a multimedia lab. Refer to current [Computer Lab hours](#).

### **Computer Lab Rules**

1. No food is allowed in the computer labs. Drinks are permitted only in covered containers.
  2. Keep noise to a minimum: low level chatting is permitted.
  3. It is strictly prohibited to share your user ID and password with other students or friends. Students found in violation risk suspension of their account for the rest of the semester.
  4. Your computer will be offered to a waiting student should you remain absent from the station for more than five minutes.
- Priority is given to students who are working on school-related projects.
  - Do not install or remove any software on computers in the computer labs. If there is software that you need installed, e.g. digital camera software, please ask IT to install it for you.
  - The IT Department is not responsible for files stored on the hard drive. Since computers in labs are cleaned up daily, we advise students to save files to their cloud.
  - Do not print transparencies.
  - Most items found in the computer labs will be placed in the Lost and Found box. Items of value, such as cell phones and keys, will be handed in to Lost and Found at the Front Office.

### **STUDENT ID CARDS**

The JCU ID card identifies students as members of the JCU community, entitling them to access the Guarini, Frohring, and Critelli campuses; the Library; the Fitness Center; University residences (if a resident or accompanied by a resident); Largo dei Fiorentini; and outside sports facilities or events.

For security purposes, students are required to carry their JCU ID card as their primary means of identification on University premises. Students may not enter any JCU facility without their JCU ID badge. Lost, stolen, or damaged ID cards should be reported immediately to any campus Front Office during normal business hours; and a replacement ID badge may then be requested. Students who forget their JCU ID badge must either return to campus with their JCU ID or pay for a replacement in the moment (form of photo identification required; replacement fee of €10 for the first re-printing and €25 for any subsequent re-printing).

ID badges may only be used by the rightful possessor. Impersonating fellow JCU community members, including, but not limited to, switching IDs with other JCU students, loaning IDs to external visitors, or scanning on behalf of someone else, is strictly forbidden.

JCU IDs will, by default, reflect a student's legal name. However, lived/preferred names may be used by filling out the [Name Form](#) to request a change. This change requires five business days to process.

Students who purchase JCU Meal Plans will have their ID cards credited with the purchased amount of meal plan points.

JCU Administration reserves the right to confiscate the ID cards of students with outstanding account balances.

#### **MAIL AND PACKAGE PICK-UP POLICIES**

The JCU Mail Office receives student mail and packages. It does not provide shipping or mailing services for sending items on behalf of students. Students are restricted to receiving mail and packages no larger than a shoebox. Any items exceeding this limit will be automatically returned to the sender, as will any mail or packages addressed to individuals other than registered JCU students. JCU will store packages for up to six months from the end of the semester and/or summer session during which the package is received. After this time, the University will dispose of any uncollected mail or packages.

#### **Guidelines**

1. Mailing Address Format: ensure that the University mailing address is formatted as follows:
  - Name of Receiver: [Your Name]
  - Address: Via della Lungara 233, 00165 Rome, Italy
2. JCU Mail Room location: the office is located on the ground floor of the Kushlan Wing in the Guarini Campus.
3. JCU Mail Room Operating Hours:
  - Monday-Thursday: 11.00 a.m. – 1.00 p.m. / 03.00 p.m. – 5.00 p.m.
  - Friday: 11.00 a.m. – 1.00 p.m.
  - Saturday and Sunday: Packages can be retrieved upon request; send to [frontoffice@johncabot.edu](mailto:frontoffice@johncabot.edu)

4. Mail Receipt Notification: students are notified by the Front Office to the e-mail used will be the one provided during registration if you are a visiting student or, the @johncabot.edu e-mail if you are a degree seekers.
5. Package retrieval: to retrieve mail and packages each student must come in person, carrying a valid Id. A student can authorize another student to retrieve a package by notifying [frontoffice@johncabot.edu](mailto:frontoffice@johncabot.edu).

## **EMERGENCY ASSISTANCE**

While the University is available to coordinate access to resources and provide additional information, we collaborate and rely on the intervention of local emergency services such as the police, EMTs, firefighters, and Carabinieri (state police). In the event of a medical or security emergency off campus, those in need should reach out to local emergency officials or call **112** (valid for all of Europe) to be connected with an Emergency Services Operator.

### **JCU EMERGENCY NUMBER**

Any currently enrolled student can reach out to the 24/7 Emergency Number printed on the back of the JCU ID card (+39 331 656 1907), as can an individual acting on the student's behalf. This line is reserved for situations of urgent need. In addition, students may approach any JCU Front Office during office hours for assistance. Those students living in JCU housing should reach out to their assigned Residence Director or Residence Assistant for help.

### **INTERNATIONAL SOS**

All JCU students have access to International SOS, a world-wide emergency services company that will liaise with the caller to assist in resolving emergency situations (security, theft, medical, travel, etc.). International SOS works with JCU to collaborate on assistance for students in need outside of Rome.

International SOS also offers short-term emotional support services for JCU international students to call and access resources meant to provide short-term care and guidance. Call one of the ISOS Assistance Centers, such as the Paris Office (+33 155 633 155), to be connected with an Emotional Support specialist who will direct your call to a trained professional. You can always ask the Assistance Center to call you back if you have concerns about international calling. This 24/7 support includes consultations with professionals in up to 60 languages. Short-term counseling can take place over the phone, via video-call, or face-to-face sessions. Every international student is allowed 5 counseling sessions per individual issue of concern. This emotional support service is meant to be a temporary means to access assistance with issues of emotional wellness.

Students must register with International SOS by downloading the app inputting the JCU ID number (302SCA834985). This app connects the user with a 24/7 operator while also providing comprehensive travel and security information in real-time updates. Students may also call the International SOS Paris headquarter (+33 155 633 155). Verify your membership with JCU by giving the membership number (302SCA834985) or stating you are a student of JCU

### **MENTAL HEALTH – JCU COUNSELING AND 1522 COUNSELING HOTLINE**

Students may wish to speak with a trained counselor. Counselors are available internally at the JCU counseling center. An appointment can be schedule by writing to [counseling@johncabot.edu](mailto:counseling@johncabot.edu). Externally to the University, Italy provides a hotline for victims of sexual abuse and violence. Dial 1522 from an Italian phone or use the 1522 app to access support (service available in Italian and English)

### **TELEFONO AMICO SUICIDE HOTLINE**

The Telefono Amico Suicide Hotline is serviced by volunteers trained to offer support and guidance during an emotional crisis. The hotline is available by phone call (+39 02 2327 2327), Whatsapp (+39 324 011 7252), and e-mail (mail@micaTAI), seven days per week between the hours of 10.00 a.m. and midnight CET. The operators work mostly in Italian although alternative language operators speaking in English or Spanish may be available through appointment.

### **LAW ENFORCEMENT**

Students who wish to speak with Italian law enforcement may:

- Use the YouPol app to report a crime or gather information. Users of the YouPol will be referred to the local police station.
- In Trastevere you can find law enforcement at the following locations:
  - The Trastevere Police Station, which is located at Via di S. Francesco a Ripa, 64. Services available in English. Open 8am-8pm, Monday – Saturday. Phone: 06 583 9141.
  - The Trastevere Carabinieri (Military Police) station, which is located at Via Garibaldi, 43. Open 24/7. Phone: 06 5859 6700.

### **THE SENIOR DIRECTOR OF COMMUNITY STANDARDS AND/OR JCU ON-CALL DOCTOR**

Students can contact the Senior Director of Community Standards and/or the JCU On-Call Doctor for further information about resources. Roman Clark can be reached at [rclark@johncabot.edu](mailto:rclark@johncabot.edu) / [communitystandards@johncabot.edu](mailto:communitystandards@johncabot.edu). Dr. Andrea Guerriero can be reached at any time on +39 320 4065709 or at [andrea.guerriero@medinaction.com](mailto:andrea.guerriero@medinaction.com).

When dealing with medical emergencies or situations that jeopardize student safety, the University will take the greatest care possible to respect student privacy. JCU may need to share sensitive information internally with specially trained staff. JCU counselors will share information with relevant staff only if they feel the student’s life is at imminent risk. JCU will inform partner institutions if their student is a victim or perpetrator of a crime or serious breach of the JCU Code of Conduct, as well as any emergency medical situations that require hospitalization.

### **SEXUAL ASSAULT INFORMATION AND RESOURCES**

#### **a. Support Resources**

- JCU Emergency Phone: Students are strongly encouraged to call the JCU Emergency Phone Number (+39 331 656 1907) for assistance and guidance in utilizing University and public resources. JCU staff is trained in helping student navigate the complex medical and legal systems in Italy that students may need to engage with when experiencing an emergency. We will provide as much support as the student is comfortable with.
- Office of the Dean of Students Office: provides information and logistical resources.
- Office of Health & Wellbeing: provides additional guidance, can assist in scheduling counseling and medical appointments, and collaborates with Academics in the coordination of necessary academic accommodations.

- Office of Community Standards; manages internal complaints of harassment, discrimination, and bullying between JCU community members.
  - Counseling: appointments available at the JCU Counseling Center, through a referral to an external counselor, or via the International SOS Emotional Support service.
  - Student Policy Advisor: provides additional clarity on the CU Student Handbook policies and procedures (studentpolicyadvisor@johncabot.edu)
  - 1522: the anti-violence hotline/app that connects victims of domestic abuse, stalking, and sexual violence to local resources.
  - Gay Helpline: contact by phone on 800 713 713 or by e-mail [info@gayhelpline.it](mailto:info@gayhelpline.it) Mondays, Wednesdays, Thursdays, and Saturdays between 4.00 p.m and 8.00 p.m. Offers support with selecting and making contact in advance with a Questura (police station). Psychological support is also available.
  - Legal advice. Embassy: Foreign students should contact their Embassy to understand additional resources afforded to them by their government.
- b. Medical Intervention
- The Office of the Dean of Students can accompany and support the student throughout the process. Students preferring to act without staff assistance should follow these steps:
- Those seeking medical intervention for a sexual assault **must** go to a public hospital, per Italian legal guidelines and reporting procedures related to sexual violence. Private physicians are legally obliged to refer victims of sexual violence to the police and the ER for treatment and support.
  - San Camillo Hospital and the Sportello Donna Antiviolenza (06 58703216 /+39 327 360 3369). This hospital is structured to receive and process female survivors of sexual violence and can connect students with legal counsel. Call to make an appointment or go directly to the Emergency Room of the San Camillo Hospital and ask for the Sportello Donna.
  - In an emergency, go to the closest or most conveniently located public hospital: <https://www.aslroma2.it/index.php/violenza-di-genere>
  - Reporting a sexual assault to the hospital has both medical and legal implications:
    - i. Doctors will perform a full medical exam, collecting evidence, refer the student to Spallanzani Hospital for prophylaxis treatment, and coordinate a psychological assessment with social workers.
    - ii. Doctors are obliged to contact the police who will either come to the hospital to take a statement or will set up an appointment for the following days. JCU can accompany the survivor to the police station for this appointment.
    - iii. <https://www.differenzadonna.org/codice-rosa/> provides additional details regarding national Italian initiatives to support victims of sexual violence.
- c. Police and Legal resources
- The survivor may wish to report the incident to the Italian authorities. Students may use the YouPol app to report a crime or can be referred to a Trastevere police station to file a report in person.
  - The Trastevere Police Station is located at Via di S. Francesco a Ripa, 64. Services available in English. Open 8.00 a.m. to 8.00 p.m., Monday through Saturday. Phone: 06 583 9141.
  - The Trastevere Carabinieri (Military Police) station is located at Via Garibaldi, 43. Open 24/7. Phone: 06 5859 6700.



- The Office of the Dean of Students can send a staff member to assist in filing a report and to follow up as necessary.
- The Sportello Antiviolenza Donna at San Camillo also provides legal advice.