



JOHN CABOT  
UNIVERSITY

*An American university in the heart of Rome*

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## CONTINUING EDUCATION STUDENT HANDBOOK

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2025-2026

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# MISSION STATEMENT

John Cabot University (JCU) is an American institution of higher education in Rome, Italy. The mission of the University is to provide an educational experience firmly rooted in the American tradition of the liberal arts within a dynamic international community. The academic programs are designed to take the best advantage of the rich diversity reflected in the student body, faculty, and staff, as well as the extraordinary history of Rome and Italy. An experience at JCU is an opportunity to engage academically with a global vision of mutual dialogue, discovery, and innovation.

## EXPECTATIONS FOR BEHAVIOR

JCU values human connection. We recognize that individual action impacts the surrounding community. This Student Handbook and the JCU Code of Conduct are a shared set of principles that reflect our commitment to mutual respect and the creation of a safe and healthy educational and living environment. To that end, all members of the JCU community are expected to respect the standards for behavior set forth in this handbook. Any instance of misconduct should be reported immediately to [communitystandards@johncabot.edu](mailto:communitystandards@johncabot.edu). The JCU conduct process is further outlined in this handbook.

## JCU STUDENT RIGHTS

JCU students have the following rights:

1. The Right to Freedom of Expression: Students can freely examine and exchange diverse ideas in an orderly manner inside and outside the classroom.
2. The Right to Privacy: Students have the right to be free of unreasonable intrusions into personal records or disclosures of sensitive personal information. Information or documentation referring to a student's academic record or personal life will be released to third parties in accordance with the relevant privacy norms. Students have the right to inspect and review their official records, except for letters of recommendation when their right has been waived by the student. Students may not be recorded or photographed without their consent<sup>1</sup>.
3. The Right to Free Intellectual Inquiry: Students can expect academic and administrative

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<sup>1</sup> FERPA and Privacy While JCU may not release directory information contained in a student's education records, on the basis of Italian legislative decree n. 196 dated 30 June 2003, threat to life takes precedence over the University's obligation to protect its students' privacy. In situations where a student's life is at risk, the University reserves the right to notify the emergency contact on record.

policies that support free intellectual inquiry, learning, and growth.

4. The Right to a Safe Environment: Students have the right to perform their regular university activities without unreasonable concerns for their personal safety.
5. The Right to an Environment Free from Harassment: Students have the right to freedom from harassment on the basis of such characteristics as race, religion, gender, age, disability, economic status, ethnicity, national origin, sexual orientation, gender identity, or gender expression, which creates an intimidating, hostile or humiliating educational or working environment.
6. The Right to a Fair Hearing and Appeal Process: Students have the right to a fair process which includes:
  - a. the right to be informed of any allegations of misconduct;
  - b. adequate time to prepare a response;
  - c. the right to access the evidence underlying the allegations;
  - d. the right to present evidence of their own.

## UNIVERSITY 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. For more information and resources visit the [Center for Careers Services webpage](#).

### 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. MacBook chargers can only be used for three hours at a time.

Students can book private study rooms for a maximum of two hours per day from the [Library section of the website](#) and collect the keys at the Welcome Desk.

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 hour
Overnight laptops	€25.00 for every night out
Overdue equipment	€0.50 for every overdue hour
Overdue MacBook charger	€3.00 for every overdue hour
Overdue study room key	€0.50 for every overdue hour
Lost book replacement fee	When a book is lost, patrons will have to pay a replacement fee, in addition to a processing fee of €25.00. The maximum is more than €50.00.
<i>The total amount is always generated when the item is returned.</i>	

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.

Students can request materials not available in the Frohring Library collections through [Interlibrary Loan and Document Delivery services \(ILL/DD\)](#).

All correspondence is sent to their JCU email 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 section of the JCU 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 email 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. To reserve your spot in the Aurelian Wing or at one of the Library's computers, it is important to book your space using the Library's [booking system](#).
4. The main section of the Library is NOT a quiet study area, therefore low-level chatting and group study are allowed.
5. Always leave the desks as you find them (and as you would like to find them).
6. The Library staff is not responsible for items left unattended in the Library.
7. Food is not allowed. Drinks are permitted only in covered containers.
8. Should the security gate alarm sound as you exit the Library, return to the Welcome Desk to resolve the situation.
9. Smoking or vaping is not permitted anywhere in the Library, including the courtyard.

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.
5. Priority is given to students who are working on school-related projects.
6. 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.
7. 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.
8. Do not print transparencies.
9. 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 €10.00 for the first re-printing and €25.00 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.

Refer to 'Identification' for more information.

### **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. / 3.00 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; the email address used will be the one provided during registration if you are a visiting student, or the @johncabot.edu email address if you are a degree seeker.
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).



## **DINING**

### *Tiber Cafeteria*

The Tiber Cafeteria is a space designated for consuming food and drinks purchased on site with Meal Plan points, cash, or card. While some tables and seating are available for study purposes and socializing, priority will be given to diners at busier moments such as breakfast and dinner; and space is reserved exclusively for lunch during the hours of 12:00 midday to 14:00, Monday through Thursday.

To adhere to hygiene and allergy guidelines, food not prepared and/or sold on site, except for water, may not be brought into or consumed in the cafeteria. Community members who consume external food and drink in the cafeteria will be asked to leave.

Several spaces on campus are designated for independent lunch, such as the Lemon Tree Courtyard and middle terrace at the Guarini Campus.

### *New Campus Bar*

The same hygiene and allergy guidelines as for the Tiber Cafeteria apply to the New Campus Bar, for which reason external food and drinks may not be brought into or consumed in the bar.

Moreover, while to-go food and drinks purchased at the Tiber Cafeteria may be consumed in the outdoor area of the New Campus Bar, trays may not be brought into the bar or the bar's outdoor space.

## NON-ACADEMIC POLICIES AND SERVICES

JCU offers a robust network of student support services and extracurricular activities to facilitate the education experience, boost integration in the local community, and promote cultural awareness and leadership opportunities.

### HEALTH AND WELLBEING

Obtain resources in support of physical and mental health to better achieve educational and personal goals. Beyond assisting with daily health concerns, the Office of Health and Wellbeing coordinates long-term medication management, specialist care, and urgent interventions. To proactively support student wellbeing, the Office also runs campus campaigns to encourage advocacy and awareness.

INTERNAL RESOURCES		
Medical Advisor/ On-Call Doctor	Campus Doctors	Counseling Center
<ul style="list-style-type: none"> <li>• 24/7</li> <li>• Free guidance and advice</li> <li>• Telephone, text, and Whatsapp</li> <li>• Accepts many insurance plans</li> </ul>	<ul style="list-style-type: none"> <li>• Included in tuition</li> <li>• Multiple days per week</li> <li>• English and Italian</li> </ul>	<ul style="list-style-type: none"> <li>• Included in tuition</li> <li>• Short-term counseling; psychiatry appointments</li> <li>• English and Italian</li> </ul>
+39 320 40 65 709	<a href="#">Booking Link</a> Guarini Campus <a href="mailto:health@johncabot.edu">health@johncabot.edu</a>	<a href="#">Booking Link</a> Gianicolo Residence <a href="mailto:counseling@johncabot.edu">counseling@johncabot.edu</a>

EXTERNAL RESOURCES		
MedInAction	Pharmacies	Dr. Please
<ul style="list-style-type: none"> <li>• Home Visits</li> <li>• Online Consultations</li> <li>• Specialist Appointments</li> <li>• Possibility of direct billing</li> </ul>	<ul style="list-style-type: none"> <li>• Identifiable by green cross outside</li> <li>• Some drugs available over the counter; others require a prescription</li> <li>• Some medication unavailable in format/</li> </ul>	Students enrolled in the JCU-specific CISI plan have access to the Dr. Please app for minor illnesses

	under brand name with which you are familiar. <ul style="list-style-type: none"> <li>Local pharmacies typically close between the hours of 1.00 pm and 4.00 pm, at 8.00 pm, and on Sundays.</li> </ul>	
+39 375 572 4686 <a href="mailto:medinaction.com">medinaction.com</a>		Email medassist-usa@axa-assistance.us with: <ul style="list-style-type: none"> <li>Your full name</li> <li>A copy of your Participant ID card</li> <li>A note stating that you are a JCU student requesting app access because you are currently unwell.</li> </ul>

### Health Insurance Policy

All students must submit proof of health insurance coverage from move in to move out as per the academic calendar via the [Student Portal](#) by the deadline provided. If no valid coverage is received by the deadline, access to campus will be blocked and the student may be **automatically enrolled in the [JCU Specific CISI plan](#) (billed as a one-time payment to the student account)**.

### Coverage Dates

New Students	Returning Students
Coverage must match your official Admissions Acceptance Letter (two consecutive semesters or full program duration).	Coverage must match the academic calendar (one semester, from move-in to move-out).

### Exemptions

1. Tessera Sanitaria (or provisional certificate)
2. Tessera MAE (Diplomatic ID)
3. European Health Insurance Card/EHIC (or provisional certificate)
4. Study abroad program insurance (check with your home university for details)
5. Private Insurance (only for students enrolled *before* Fall 2024/EU student who enrolled in Fall 2024 and not later):
  - Must match CISI coverage
  - Submit a coverage letter to [healthinsurance@johncabot.edu](mailto:healthinsurance@johncabot.edu) with:
    - Full name (student or immediate family)

- Valid coverage dates (must include Fall 2025)
- Coverage area (must include Italy)
- Renewal information

### Questions?

First-semester students at JCU should contact [immigrationservices@johncabot.edu](mailto:immigrationservices@johncabot.edu).

Returning students should contact [healthinsurance@johncabot.edu](mailto:healthinsurance@johncabot.edu).

### Policy Validity

The plan is no longer valid in the following situations:

- Students who withdraw from JCU;
- Students taking the Fall and/or Spring semester off;
- Students not actively taking classes at JCU (except during the Summer sessions).

### Refund Policy

If the policy hasn't started, a full issue can be refunded. After the policy has begun, a partial refund of unused months may be issued.

### Mandatory Medical Leave of Absence

In some circumstances, and only after an individualized assessment, the Dean of Students may require a student to take a medical leave of absence. The assessment would need to conclude that:

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

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

### New Campus

Lungotevere Raffaello Sanzio, 11

[health@johncabot.edu](mailto:health@johncabot.edu)

### IMMIGRATION SERVICES (Permit to Stay and Declaration of Presence Policy)

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.

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 obtaining and maintaining 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.

**Visiting and ENLUS** students who obtain a visa for less than 150 days will need to file a Declaration of Presence (dichiarazione di presenza), while **Visiting and ENLUS** students whose visa is longer than 150 days will need to request a Permit to Stay (permesso di soggiorno).

**DS, Master students, and students who are registered for two consecutive semesters must request the Permit to Stay.**

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.

#### *Obtaining/Renewing a Permit to Stay*

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 email 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:

- Students who miss their scheduled Post Office appointment will be fined **€100.00** and a hold will be placed on their student account.
- Students who miss their scheduled Fingerprinting appointment will be fined **€250.00** and a hold will be placed on their student account.

- 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.
- Immigration paperwork varies by student. Be sure to check your requirements from the moment you receive your acceptance letter and throughout your time at JCU.

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.

#### *Other Important Considerations and Travel Restrictions*

- Students going through the immigration process are expected to check their JCU email 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.

Frohring Campus  
Lungotevere Raffaello Sanzio 12  
[immigrationservices@johncabot.edu](mailto:immigrationservices@johncabot.edu)

## RESOURCES

Assistance is available for all JCU students. Review the circumstances and consult the chart below to help decide which resource best meets the needs of those involved.

Urgency of Need	Description	Examples	Resource
<b>Medical</b>			
<b>Immediate/Resuscitation</b>	Life threatening; immediate intervention necessary	Severe bleeding, respiratory distress, cardiac arrest	<b>112</b>
<b>Emergency</b>	Could become life-threatening if not addressed quickly	Unstable vital signs, severe pain, significant injury requiring immediate stabilization	<b>112</b>
<b>Urgent</b>	Requires prompt attention	Fractures, minor wounds	<b>JCU Emergency Phone</b>
<b>Semi-urgent</b>	Can be addressed with reasonable waiting time	Injuries that do not require hospitalization	<b>JCU Emergency Phone</b>
<b>Non-urgent</b>	No medical attention necessary	General wellness concerns that can be addressed without immediate threat	<b>Email appropriate <a href="#">Office</a></b>
<b>Safety</b>			
<b>Emergency</b>	Life threatening; immediate intervention necessary	Natural disaster, fire, active shooter, break-in while you are present	<b>112</b>
<b>Urgent</b>	Requires prompt attention	Flooding in apartment	<b>JCU Emergency Phone</b>
<b>Semi-urgent</b>	Can be addressed with reasonable waiting time	Power cut, stolen property (bank cards, passport), break-ins discovered after the fact	<b>JCU Emergency Phone</b>
<b>Non-urgent</b>	No immediate attention necessary	Maintenance concerns that do not pose immediate safety or hygiene concerns (unstable Wi-Fi)	<b>Email appropriate <a href="#">Office</a> / <a href="#">Maintenance Request</a></b>

### Note on Privacy

While the University values student privacy, it may sometimes be necessary to share sensitive information with specially trained staff.

JCU counselors may disclose details to relevant staff, only if they feel the student's life is at imminent risk, or if the student poses such a risk to other individuals. 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.

<b>112 – Public Emergency Services</b>	Ambulance service, police, fire brigade
<b>JCU Emergency Number</b> <i>See reverse of JCU ID badge for number, or refer to JCU app</i>	24/7 line, reserved for situations of urgent or semi-urgent need that require immediate or prompt intervention. JCU Residents should contact their RD or RA directly.
<b>International SOS</b> <i>Refer to <a href="#">JCU Telehealth Resources</a> for login credentials and contact number</i>	Worldwide emergency services (security, theft, medical), especially outside of Rome. Comprehensive travel and security information via real-time updates. Short-term emotional support services available in up to 60 languages.
<b>1522 Counseling Hotline</b> <i>Use Italian phone number/app to access support</i>	For victims of sexual abuse and violence. (Dedicated to female victims but open to everyone.) Available in Italian and English.
<b><a href="#">Antiviolence Centers</a></b> <i>Consult the <a href="#">list of centers</a> to choose the nearest or most convenient service.</i>	Welcoming female and male victims of violence and stalking: a listening ear, legal advice, and psychological support.
<b>Telefono Amico Suicide Hotline</b> +39 02 2327 2327 +39 324 011 7252 (Whatsapp)	Volunteers trained to offer support and guidance during an emotional crisis, 10.00 a.m.-midnight (CET), 7 days per week. Italian; English and Spanish available by appointment.
<b>YouPol App</b>	Use the YouPol app to report a crime or gather information. Users of the YouPol will be referred to the local police station.



<b>Sportello Donna Antiviolenza</b> 06 58703216 +39 327 360 3369	For survivors of sexual violence; legal counsel available. Call to make an appointment or go directly to the Emergency Room of the San Camillo Hospital and ask for the Sportello Donna.
<b>Public Hospital</b> <a href="https://www.aslroma2.it/index.php/violenza-di-genere">https://www.aslroma2.it/index.php/violenza-di-genere</a>	In an emergency, go to the closest or most conveniently located public hospital.
<b>Gay Helpline</b> 800 713 713 <a href="mailto:info@gayhelpline.it">info@gayhelpline.it</a>	Community open to all genders. Assistance contacting local police. Psychological support available.
<b>Embassy</b>	Foreign students should contact their embassy for services and resources available to them through their government.
<b>Office of the Dean of Students</b> <a href="mailto:deanofstudents@johncabot.edu">deanofstudents@johncabot.edu</a>	The Dean's Office offers support and can coordinate staff assistance for sensitive and stressful activities such as police reports or medical exams following a sexual assault.
<b>Office of Community Standards</b> <a href="mailto:communitystandards@johncabot.edu">communitystandards@johncabot.edu</a>	The Community Standards staff manages internal complaints of harassment and discrimination.

### Reporting Sexual Assault – What You Need to Know

*It is your right to report sexual assault to the authorities*

Medical support in Italy is offered through the public health system:

- Doctors will perform a full medical exam and collect evidence;
- Referral to a public hospital in Rome for preventative treatment;
- Psychological assessment with social workers.

Important: 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.

To press charges, medical documentation from a public hospital is essential.

See <https://www.differenzadonna.org/codice-rosa/> for additional details of Italian initiatives to support victims of sexual violence.

# COMMUNITY STANDARDS & DISCIPLINARY PROCESS

Through shared adherence to the University's Code of Conduct, students can contribute to a culture of cooperation and mutual respect. JCU's established set of Community Standards covers physical and virtual spaces on and off campus, making students ambassadors for the University within the local community. These rules also serve to protect all members of the JCU community, including students accused of violations.

Lungara Residence  
Via Della Lungara, 3  
[communitystandards@johncabot.edu](mailto:communitystandards@johncabot.edu)

## SPECIFIC POLICIES

### Alcohol and Drugs

While the legal drinking age in Italy is 18 years, the University limits the possession and consumption of alcoholic beverages on campus as follows:

- Residents of JCU Housing should consult the [JCU Housing Policies and Regulations](#)
- Students may not bring their own alcoholic beverages, including sealed or closed containers, onto campus (buildings, courtyards, terraces).
- Student funds, collected and administered by the University, may not be used to provide alcoholic beverages for student events hosted off campus.
- For authorized student events, consult the [Social Events Policies and Procedures](#) handbook.
- Any substance or product containing legal marijuana, 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.

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.

### Resources

Alcohol and other substances can cause dependence and pose serious risks to your health, impacting everything from your overall wellbeing and personal relationships to your studies and finances.

[Alcoholics Anonymous in Rome](#) and [Narcotics Anonymous Italia](#) are two resources that offer English-speaking services in Rome.

## **Animals on Campus**

Refer to Animals on Campus Policy on the [Disability Accommodations page of the JCU website](#).

### **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, Bullying**

JCU Community Standards prohibit discrimination and harassment, including bullying, hate speech, gender-based harassment, and sexual harassment.

### *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.

Refer to the full [Discrimination/Harassment Policy](#) published on the JCU website.

#### **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 incapacitated by drugs or alcohol, or who are asleep or unconscious. Agreement to sexual activity under coercion is not considered consensual.

### **Identification**

Students must scan their JCU ID badge to enter and exit University premises must also present it when asked by any official of the University, including faculty, 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.

In the event of a system malfunction or temporary outage affecting the ID scanning system or the digital ID platform, students will be required to present their *physical* JCU ID badge to gain

access to campus buildings. During such periods, campus security will manually verify identification. All students, therefore, must always carry their physical ID badge, even if they primarily use the digital version. Failure to present a valid physical ID badge during system failure may result in delayed entry or denied access until identity can be verified through alternative means.

Failure to scan your JCU ID badge upon entry/exit to campus will result in access restrictions:

1. Entry without scanning will prevent the community member from exiting the campus.
2. Exiting without scanning will result in restricted access to other University campuses.
3. Access to a different campus is only permitted after a correct scan-out from any other campus previously entered. The system will not authorize entry to another location if a prior scan-out is not recorded.

If you forget to scan out or experience technical difficulties:

1. You must report the issue immediately to the nearest Front Office or the Security Desk.
2. Front Office/Security staff will verify your location history and may issue a temporary override.
3. Repeatedly forgetting to carry/present your JCU ID badge may result in disciplinary sanctions.

Misuse of the JCU ID badge compromises campus security and may result in disciplinary action. Examples include:

- Using another community member's badge to gain access to campus facilities
- Lending your badge to others
- Attempting to bypass the scanning system
- Tampering with ID technology

## Tabling

Tabling can be an effective means by which University clubs and associations raise awareness of services or upcoming events. For a guide on ethical media posting, refer to page 25 of this handbook. Any materials to be displayed or distributed during such an activity must support the club's mission. Submit all proposed content to the Office of Student Engagement via e-mail ([studentengagement@johncabot.edu](mailto:studentengagement@johncabot.edu)) no less than five business days before the event. Disputes or questions over the appropriateness of the material will be referred to the Office of Community Standards ([communitystandards@johncabot.edu](mailto:communitystandards@johncabot.edu)) for a final decision. Only material that has been authorized in advance may be used during the activity.

Printed media to be displayed in cases or on billboards around campus must first receive a stamp

by the authorizing office.

Students who wish to use tabling to raise awareness or promote activities and who are not members of a University student club or organization should refer to the guidelines on the Distribution or Posting of Advertisements/Flyers.

Staff or Faculty must obtain approval from the Chief of Staff and Dean of Academics respectively before distributing or posting materials that are not a required component of their work or course.

### Prohibited Conduct

<b>Damage or Destruction of Property</b>	Intentionally or recklessly damaging, vandalizing, destroying, or tampering with University property or the property of any person or business
<b>Distribution or Posting of Advertisements/Flyers</b>	Promoting external events or services that are not sponsored by JCU. See 'Guidelines for Ethical Media Posting.' <i>For questions or to request an exception, contact the Office of Community Standards</i> ( <a href="mailto:communitystandards@johncabot.edu">communitystandards@johncabot.edu</a> )
<b>Forgery</b>	Producing a fraudulent copy or imitation of any document required by the University or submitted to obtain privileges, rights, and authorization, such as an Excused Absence Request Form following illness. This also includes editing dates and changing student names on health insurance documentation and notes issued by medical doctors.
<b>Inappropriate Language</b>	Students should address members and guests of the community with respect, avoiding offensive or improper language; and be mindful of expectations in terms of address, for example using 'Dr.' for those with a terminal or medical degree, and 'professor' for those teaching courses.

<b>Intellectual Property and Privacy Rights of Others – Disregarding</b>	<p>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.</p>
<b>Misuse Of University Computer Facilities</b>	<p>Prohibited misuse includes the following:</p> <ul style="list-style-type: none"> <li>Altering the configuration of University computers, any technical property owned by the University, software, email accounts, or any other computer files</li> <li>Theft of computer facilities and resources</li> <li>Using another individual's identification and/or password</li> <li>Intentionally or unintentionally interfering with the work of another community member, including University officials</li> <li>Sending obscene or abusive messages</li> <li>Illegally downloading or distributing copyrighted materials, including unauthorized peer-to-peer file sharing. Such activities may also carry civil and criminal liability.</li> </ul>
<b>Possession Of Dangerous Weapons or Materials</b>	<p>Dangerous weapons or materials of any kind on University premises, including 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.</p>
<b>Privacy Breach</b>	<p>Video recording, photographing, and audio recording JCU community members, including students, staff, faculty, and security personnel, without their permission; unauthorized or inappropriate use and/or distribution of such material.</p> <p>Beyond internal rules, recording others and distributing the material is also a violation of GDPR<sup>3</sup>.</p>

<b>Retaliation</b>	Taking action 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.
<b>Safety Devices – tampering with</b>	Tampering with or misusing fire alarms and safety devices, system components, or any emergency communication equipment.
<b>Safety, Security, or Normal Operations of the University – impeding</b>	Any behavior that impedes the safety, security, and normal operations of the University, University-sponsored activities and events, or the greater community.  Students are expected to cooperate with each other, faculty, staff, administration, and guests. Students may be sanctioned for reckless behavior, whether or not motivated by drugs and alcohol, that compromises either individual or community safety, privacy, and security.
<b>Smoking</b>	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. <b>Fines of €275.00/\$290.00 may be applied to students who do not respect these rules.</b>
<b>Theft</b>	Attempted or actual theft, on or off campus, of the property of the University, of a JCU community member, or of other personal or public property.
<b>Trespassing</b>	Accessing restricted areas of University premises; unauthorized possession, duplication, or use of University keys.



<b>Unauthorized Guests</b>	<p>Students must coordinate with the JCU Front Office to obtain authorization for bringing external guests onto campus.</p> <p>All current JCU students are permitted to visit residents in JCU Housing buildings between 9.00 a.m. and 11.00 p.m. Guests of residents must follow the same <a href="#">Housing Policies and Regulations</a> that apply to residents.</p>
<b>Unreasonable Noise Levels</b>	<p>Students must not exceed a level of reasonable volume on University premises, including in JCU Housing.</p>
<b>Use of University Name or Logo</b>	<p>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.</p>
<b>Violence</b>	<p>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.</p>

## Other Guidelines

### *Dress Code*

Students are permitted to wear the clothing of their choice, regardless of traditional gender norm conformity, provided that such clothing does not violate other aspects of the University Code of Conduct.

### *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.

## **CODE OF CONDUCT**

The University's disciplinary procedures are designed to foster community and uphold reasonable expectations for good behavior. Our internal policies are not the same as legal proceedings, but they do aim to provide a fair evaluation of individual responsibility, educate all involved parties, and safeguard the wellbeing of the University community.

- The Code of Conduct is administered by the Office of Community Standards.
- Student Conduct Coordinators (SCCs) may be appointed to facilitate the process.
- Reports accusing staff of violations will involve the Chief of Staff.
- Complaints against faculty will involve the Dean of Academics.

## **COMPLAINTS PROCESS**

1. Email the Office of Community Standards ([communitystandards@johncabot.edu](mailto:communitystandards@johncabot.edu)) with questions, concerns, or details of an incident.
2. To report a violation of University policy, thoughtfully review the regulations, policies, and procedures; and be ready to articulate the issue. Third-party reports are also accepted. (See note on anonymous reporting.)
3. Allegations of harassment, discrimination, and bullying can be made via a specific form that the Office of Community Standards can provide.
4. The complaint will be carefully reviewed. If the report has merit, the accused parties will be notified, and the complainant will receive a notification that the formal investigation process is underway. (For incidents that do not meet the standard of actionable behavior, the Office of Community Standards may resort to less formal processes to remedy the situation. The case may be dismissed if insufficient information is available.)
5. Be ready to attend a meeting to discuss the complaint in greater detail (Discovery Conference) and to respond to questions which may arise during the investigation. This phase can take several days or weeks, depending on how many parties are involved, and how much evidence needs to be reviewed to make a decision. Meetings will be recorded for note-taking purposes. The original audio file will then be destroyed. In other cases, a meeting may not be necessary.
6. An outcome letter will be sent to both the complainant and the accused parties, detailing whether a violation of the Code of Conduct took place, the reasons for reaching such a conclusion, and describing any sanctions.

### **Note on Anonymous Reporting**

Requests for confidentiality or that no investigation into a particular incident be conducted will be weighed against the University's obligation to provide a safe, nondiscriminatory environment for all students, faculty, and staff. Action may need to be taken even 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 should understand that an investigation or disciplinary action against the accused parties may not be possible.

### *Evidentiary Basis for Findings*

The evidentiary basis for findings of responsibility is 'more likely than not', referring to the preponderance of the evidence standard. This means that the party with the burden of proof must demonstrate that it is more probable than not that their claim is true. Essentially, more than 50% of the evidence presented must indicate that the alleged violation occurred.

### *Outcomes*

Per alleged violation, accused students may be found Responsible or Not Responsible. If the student accepts responsibility, the findings will be described as Accepted Responsibility. In situations where insufficient evidence is available to support the findings that a violation was more likely to have taken place than not, No Finding will be specified. At times, the disciplinary process may reveal that a different violation more accurately describes the misconduct, in which case the case notification sent to the respondent and the complainant will detail this.

### *Notification Of Findings*

Both the respondent and the complainant will be notified of the findings at the conclusion of the case by the Office of Community Standards. For privacy reasons, not all details featured in the respondent's notification will be included in the complainant's letter. The University uses the software Maxient to issue official conduct documentation. Students who do not retrieve correspondence via the Maxient link sent to them may be contacted via email. The home institution of Visiting Students may also be notified, should the respondent be found responsible for one or more violations (refer to 'Sanctions' for more information).

### *Emergency Administrative Action*

When a JCU student poses a significant risk to community safety, Emergency Administrative Action may be taken, including removing the student from the University. Such an action does not require a final determination of responsibility, or the admission of responsibility by the respondent. The decision is unappealable and is made at the discretion of the Office of Community Standards, the Dean of Students, and the President of the University, or their

designee. Following the Emergency Administrative Action, a conduct violation notice will be provided to the respondent. The SCC will then schedule a Discovery Conference meeting as soon as possible.

### *Sanctions*

The Office of Community Standards seeks to educate community members on appropriate and respectful behavior, especially in situations where misunderstandings, errors in judgment, or violations of the Code of Conduct interrupt the normal operations of the University. This extends to consequences for confirmed violations, including sanctions applied to students found responsible for breaking the rules.

Below is a general guide that provides examples of some sanctions that may be applied to specific violations, designed to enforce and reinforce Community Standards, encourage sound decision-making, and provide the opportunity for personal development:

<b>Violation</b>	<b>Sanction</b>
Alcohol and Drugs Policy violation	Written Warning; Education module for repeat violations
Violence	Probation; Possible suspension
Sexual Assault	Expulsion

- The Office of Community Standards may notify the home institution of Visiting Students found responsible for any violation; Visiting Students may then 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 benefit from temporary immunity of the application of the JCU Alcohol and Drugs Policy.
- 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 typically result in notifying the emergency contact and home institution.

### *Appealing a Decision*

Students found responsible for violations may appeal an outcome reached by the Office of Community Standards, as may complainants in cases where the respondent is found "not responsible". To be granted, these appeals, reviewed by the Office of the Dean of Students, must

meet one of the following standards:

1. Demonstrate a lack of fairness in the disciplinary process.
2. Provide details of significant new information that alters the facts of the matter.
3. Articulate an outstanding dispute over the facts, and thus a need to hear from witnesses, the respondent, or the complainant.

Submit the appeal via the Outcome Appeals Form (link provided in Maxient correspondence) within five (5) business days of the date of the notification of the final findings. The content should be formal, articulating at least one of the accepted grounds of appeal. The severity of a sanction is not a valid basis for an appeal.

Should the appeal not have merit, any sanctions applied will remain in effect. Otherwise, the Office of the Dean of Students may:

1. Remand the case to the Office of Community Standards for further review
2. Modify the sanction
3. Refer the case to an Appeals Panel

#### *Appeals Panel*

Should the Office of the Dean of Students issue a motivated decision to refer the case for review by a panel, the following group will be set up by the Office of Community Standards.

<b>Appeal Panel Structure</b>
Member of Community Standards – Secretary
Faculty Member (employee of JCU for at least one year)
Staff Member (employee of JCU for at least one year)
Representative of Student Government
Dean of Students – Non-voting Advisor (participates in all deliberations)
Director of Housing – Non-voting Advisor in JCU Housing cases

The purpose of the panel is to examine the allegations and hear the respondent's explanation and the complainant's response. The Appeal Panel secretary will issue all involved parties a written notice.

Once the Panel has reached a decision, the Secretary will communicate the findings and recommendations to the Dean of Students who may uphold or modify the recommended sanctions. The Secretary will then provide written notification of the finalized outcome to both the respondent and the complainant within three (3) business days of the conclusion.

For details of the full procedure, contact the Office of Community Standards ([communitystandards@johncabot.edu](mailto:communitystandards@johncabot.edu)).

### **Violations of Italian Law**

Breaking a University rule or standard sometimes constitutes Italian criminal or civil liability as well. Becoming familiar with both JCU Community Standards and Italian law is important because ignorance of laws and rules 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.

#### **Note on Retaliation**

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.

For more details, the [JCU website](#) offers a wealth of information on academics, facilities and services, and resources to help students get the most out of their time with us.

**EXPLORE. EXPERIENCE. EXCEL.**

## USEFUL CONTACTS

Executive Director of Center for Graduate Studies

Prof. Michèle Favorite

Phone: 06 68191 258

Email: [m.favorite@johncabot.edu](mailto:m.favorite@johncabot.edu)

Operations and Faculty Support for Graduate Studies

Phone: 06 68191 262

Email: [graduatestudies@johncabot.edu](mailto:graduatestudies@johncabot.edu)

JCU Dean of Students Office

Email: [deanofstudents@johncabot.edu](mailto:deanofstudents@johncabot.edu)

IT Support

Email: [itsupport@johncabot.edu](mailto:itsupport@johncabot.edu)

Office of Health and Wellbeing

Email: [health@johncabot.edu](mailto:health@johncabot.edu)

Center for Career Services

Phone: 06 68191 267/357

Email: [careerservices@johncabot.edu](mailto:careerservices@johncabot.edu)

Library Welcome Desk

Email: [library@johncabot.edu](mailto:library@johncabot.edu)

Moodle Support

Email: [moodlesupport@johncabot.edu](mailto:moodlesupport@johncabot.edu)

Front Office

Phone: 06 68191 200

Email: [frontoffice@johncabot.edu](mailto:frontoffice@johncabot.edu)

JCU EMERGENCY NUMBER

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