



**JOHN CABOT
UNIVERSITY**

An American university in the heart of Rome

CONTINUING EDUCATION STUDENT HANDBOOK

2026-2027

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MISSION STATEMENT

Rooted in the American liberal arts tradition and inspired by the rich history of Rome, John Cabot University provides a dynamic international experience. We challenge our diverse community members to engage with the world through a lens of discovery, innovation, and global dialogue.

JCU STUDENT RIGHTS

1. Freedom of Expression and Inquiry

Students have the right to freely examine, debate, and exchange diverse ideas. This right extends to both formal classroom settings and the broader campus community, provided such expression is conducted in an orderly and respectful manner.

2. Privacy and Personal Data

Students are protected from unreasonable intrusions into their personal lives and records. This includes:

- **Confidentiality:** Personal and academic records will only be disclosed to third parties in strict accordance with privacy laws.¹
- **Access:** The right to inspect official academic records, except where the student has specifically waived access to letters of recommendation.
- **Consent:** Protection against being recorded or photographed without explicit prior consent.²

3. Safety and Physical Wellbeing

Students have the right to a secure campus environment. The University is committed to maintaining facilities and policies that allow students to pursue their education without unreasonable concern for their physical safety.

¹ Under **FERPA**, JCU may not release all directory information contained in a student's education records. In emergency situations that involve a student's health or safety, the University reserves the right to notify the emergency contact on record.

² These rights are grounded in personality rights, civil privacy protections, and image rights under Italian civil law.

4. Freedom from Harassment and Discrimination

Students have the right to an educational environment free from intimidation, hostility, or humiliation. JCU prohibits harassment based on race, religion, gender, age, disability, economic status, ethnicity, national origin, sexual orientation, gender identity, or gender expression.

5. Due Process and Fair Adjudication

In any disciplinary or academic matter, students are entitled to a transparent and fair process, including:

- **Notification:** Timely written notice of any allegations of misconduct.
- **Preparation:** Adequate time to review the case and prepare a response.
- **Discovery:** The right to access and review the evidence supporting the allegations.
- **Defense:** The right to present evidence, call witnesses, and provide their own account of events.
- **Appeal:** The right to request a review of the decision by an impartial third party.

ACADEMIC RESOURCES

Physical spaces, equipment, and digital tools available for student use.

COMPUTER LABS

John Cabot University provides eight computer labs equipped with over 80 computers across our campuses.

Lab Locations

- **Secchia Lab:** Kushlan Wing, ground floor (across the Lemon Tree Courtyard)
- **Kushlan Lab:** Kushlan Wing, second floor (accessible via the courtyard staircase)
- **Frohring Lab:** Frohring Campus, second floor
- **Multimedia Lab:** Located inside the Frohring Library
- **Garibaldi Lab:** Located at Via Garibaldi 88/c
- **Digital Media Lab (Macs):** Guarini Campus
- **Mac Lab:** Pavoncello Campus
- **Mac Lab:** Via Benaglia Campus

Please check the university website or lab doors for current operating hours.

Computer Lab Rules

To maintain a productive and secure environment, all students must follow these guidelines:

- **Food and Drink:** Food is not allowed in the labs. Drinks are only permitted in covered containers (like travel mugs or capped bottles).
- **Noise Level:** Keep noise to a minimum. Quiet, low-level talking is permitted, but please respect those studying around you.

- **Account Security:** Sharing your JCU user ID or password is strictly prohibited. Violating this rule may result in your account being suspended for the semester.
- **Station Time Limits:** If you leave your computer station unattended for more than five minutes, your spot will be given to a waiting student.
- **Academic Priority:** Priority use of all computers is given to students working on university-related projects.
- **Software Changes:** Do not install, update, or remove any software on lab computers. If you need specific software for a class, please submit a request to the IT Department.
- **File Saving:** The IT Department is not responsible for files saved on local computer hard drives. Lab computers are automatically cleaned up daily, so you must save your work to your personal cloud storage.
- **Printing Restrictions:** Do not print on transparencies or non-standard paper styles.
- **Lost and Found:** Most items left behind will be placed in the lab's general lost and found box. High-value items (such as phones, wallets, or keys) will be handed in directly to the campus Front Office.

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

Students may borrow up to 15 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.

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, and calculators.

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

Students can book private study rooms for a maximum of 2 hours per day from the [Library website](#).

Fines and Fees	
Overdue books	€0.50 per book per day
Overdue reserve books	€3.00 per book per hour
Overdue laptops	€3.00 for every overdue hour
Overnight laptops	€25.00 for every night out
Overdue equipment	€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 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 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.
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. Low-level chatting and group study are allowed in areas that are not designated as quiet study areas.
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 Service 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 staff at library@johncabot.edu.

ACADEMIC SERVICES

Free staff- and faculty-driven programs, designed to help you succeed academically and professionally.

TUTORING CENTERS

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 [book an appointment online](#) (up to 24 hours in advance).

FLRC also offers Language Conversation Tables to enable students to practice and improve their oral proficiency. The Conversation Tables take place in the Tiber Café and are led by FLRC tutors. Check the bulletin board outside.

Math Tutoring Center

The Math Center provides academic support in quantitative subjects (such as mathematics, statistics, economics, and accounting) to all students enrolled at John Cabot University. Tutoring is available during the Fall and Spring semesters. The Center is supervised by a faculty member and supported by JCU peer tutors. Students may [schedule](#) up to one tutoring appointment per week.

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. Students can [book an appointment](#) online. Please arrive on time for the appointment. Students who arrive late may lose their appointment if another student arrives. Please come to the appointment well prepared. Bring assignment guidelines, drafts, and/or graded papers with professors' comments, and come with specific questions in mind.

DISABILITY ACCOMMODATIONS

Support, services, and adjustments to ensure an inclusive and accessible campus experience for every student.

ACADEMIC DISABILITY ACCOMMODATIONS

John Cabot University strives to foster an inclusive academic environment that ensures equal access to the course of study for students with diverse abilities. To this end, we are committed to providing reasonable academic accommodations to students who demonstrate a need for them. These accommodations are designed to enable instructors to accurately assess students' work on the basis of their abilities, not their disabilities. Academic accommodations are not meant to provide an unfair advantage or alter the course requirements. Students who receive academic accommodations are expected to meet the same learning objectives and grading standards as their classmates.

- JCU follows current Italian and U.S. disability laws³;
- Information regarding students' disability status is handled confidentially;
- John Cabot University does not discriminate on the basis of disability;
- Students receive reasonable and appropriate accommodations.
- John Cabot University cannot guarantee timely academic or other disability accommodations for students who do not follow the procedures outlined below, including meeting established deadlines.

When to Apply

Students requesting disability-related academic accommodations should identify themselves at the time they pay their tuition deposit or housing placement fee. To ensure adequate time for processing, requests for academic accommodations should be submitted no later than the dates reported below:

Fall	July 1 st
Spring	November 15 th
Summer I	May 15 th
Summer II	May 30 th

³ LEGGE 5 febbraio 1992, n. 104 (Legge-quadro per l'assistenza, l'integrazione sociale e i diritti delle persone handicappate); Legge 8 ottobre 2010, n. 170 (DSA); Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990.

How to Apply

To initiate the process to apply for accommodations, students need to submit an online application and provide documentation to support their request by filling out [this form](#).

To determine appropriate accommodations, the University requires recent (no older than four years) and detailed medical or psychological documentation of the specific disability for which they are seeking accommodation.

Acceptable documentation:

- Must be provided by a qualified diagnosing professional
- Must include the diagnosis, symptoms, limitations, and recommended accommodations (if applicable).

Please note: Documentation of accommodations granted from another institution is neither necessary nor sufficient.

Students needing assistance in submitting their online application can contact the Coordinator for Disability-related Academic Accommodations at disabilityaccommodations@johncabot.edu, and submit their files directly to this email address.

Obtaining and Renewing Documentation

Students who lack documentation, or whose documentation is older than the four-year limit established by the University, may want to reach out to the Office of Health and Wellbeing, where they will be assisted in connecting with local professionals able to assess their abilities.

Documentation Review and Appointment

After reviewing the provided documentation, the Coordinator for Disability-Related Academic Accommodations, Professor Carmen Franzese, will contact students to schedule an appointment with the aim of discussing their situation in detail so as to identify appropriate accommodations for their studies at John Cabot.

Approval of Academic Accommodations Requests

After the evaluation, students will be directly informed by the Dean of Academics' Office of any accommodations granted through an official JCU letter. Students are responsible for forwarding this letter to their instructors, signifying their acceptance of the accommodations.

In cases where reasonable accommodations cannot be made for a student with a learning or other disability, the University will refund the application fee, tuition deposit, and housing placement fee.

NB

John Cabot University cannot provide individual learning or other disability accommodations to students who do not follow these policies.

Information for Prospective Students

Prospective students who haven't received their JCU credentials yet, but want information about services for students with disabilities, are also encouraged to contact the Coordinator for Disability-Related Academic Accommodations by writing to disabilityaccommodations@johncabot.edu.

Please note that the process for applying for academic accommodations is separate from applying for admission to JCU. Once admitted and assigned a JCU ID number, students can then apply for academic accommodations.

Students who wish to request special housing accommodations must contact the [Housing Office](#) directly at housing@johncabot.edu. Please be aware that there are specific deadlines for applying for housing, which are listed on their dedicated page.

For questions about admissions, please contact admissions@johncabot.edu.

Rights, Responsibilities, and Important Information

Student Responsibilities:

- Self-identify;
- Follow policies and procedures for requesting and using accommodations;
- Apply for accommodations;
- Meet with the Coordinator for Disability-Related Academic Accommodations;
- Forward their JCU accommodation letters to their instructors at the beginning of each semester.

Assistive Technology

The following are examples of tools included in our JCU computers that can aid our students with special learning needs:

- **Narrator:** A screen reader that reads aloud text on the screen, which can assist students who have difficulty reading.
- **Magnifier:** A tool that enlarges parts of the screen, making it easier for students with low vision to see content.
- **Speech Recognition:** This allows students to control their computer using voice commands, which can be beneficial for those with physical disabilities.
- **Read Aloud in Microsoft Edge:** This feature reads web pages aloud, supporting students who struggle with reading comprehension.
- **Text Suggestions:** This can help students with dyslexia by suggesting words as they type, reducing spelling errors and improving writing efficiency.

SERVICE ANIMALS POLICY

John Cabot University is committed to accessibility. While pets and Emotional Support Animals (ESAs) are strictly prohibited on campus, documented Service Animals are welcome.

Definitions

- **Service Animal ('Animal'):** An animal (typically a dog), trained to perform specific tasks or work directly related to an individual's disability.
- **Handler:** The individual with a disability who utilizes a Service Animal, or a designated third party who actively controls it.
- **Emotional Support Animal (ESA)/Pet:** Companion animals that provide comfort but are not trained for specific tasks. **These are not permitted on campus.**

Documentation Process & Deadlines

1. **Contact:** Reach out to the [Coordinator for Disability-Related Academic Accommodations](#) to document your Service Animal for campus access and coordinate necessary accommodations before arriving.
2. **Deadline:** For general campus access, the documentation process must be completed by the time you pay your tuition deposit to formally enroll. **For deadlines by semester, please refer to the *When to Apply* section of the [Disability Accommodations Policy](#).** To offer the necessary support, these deadlines are strictly enforced.
3. **Housing Note:** If you are applying for JCU Housing, please refer separately to the [Housing Policies and Regulations](#), and contact [JCU Housing Administration](#) to request the Service Animal Accommodation addendum.
4. **Housing Guest Access:** General campus clearance does not grant automatic or unannounced access to JCU Housing. Handlers (including non-residents) who wish to visit a JCU residence or apartment with their documented Service Animal must notify and coordinate directly with [JCU Housing Administration](#) **prior to entry** to ensure there are no conflicting health conditions with building residents.

Handler Responsibilities & Compliance

Handlers must maintain full control of their Animal at all times and meet the following strict criteria:

1. **Pre-Arrival**
 - **International Travel:** The Handler is solely responsible for researching, financing, and complying with all Italian customs, vaccinations, and [EU entry requirements](#).
 - **Health Documentation:** The Handler must provide the [Coordinator for Disability-Related Academic Accommodations](#) with evidence of full compliance with all EU veterinary entry rules and Italian public health laws (including, but not limited to, microchip, rabies vaccination, and EU Health Certificate regulations). The Handler is solely responsible for researching and maintaining ongoing compliance with local Italian animal registration requirements (such as the ASL registry) upon arrival. **Because regulations are subject to change by government authorities, Handlers must independently verify current requirements prior to travel.**

- **Liability:** In accordance with **Italian Civil Code, Art. 2052**, the Handler holds full civil and financial liability for the Animal's actions, including property damage, bodily injury, or specialized cleaning costs.
- **Insurance:** Handlers are strongly encouraged to secure third-party liability insurance covering the Service Animal for the duration of their enrollment. JCU assumes no financial, legal, or health responsibility for the Animal.

2. Campus Rules

- **Restraint & Muzzles:** In accordance with Italian public safety laws, Service Animals must be kept on a physical leash or harness (maximum 150 cm) or secured in a travel crate when outside private residences. In compliance with Italian national regulations, Handlers must carry a suitable muzzle at all times and apply it when using public transit, during emergencies, or if requested by competent authorities.
- **Behavior & Waste:** Animals must not disrupt campus operations. Handlers are solely responsible for promptly cleaning up and disposing of animal waste in designated areas.

3. Enforcement

Immediate Temporary Removal: A Service Animal may be temporarily excluded from a classroom, dining area, or university event if it displays out-of-control behavior (such as growling, lunging, biting, unprovoked barking, or indoor elimination) and the Handler fails to take immediate, effective corrective action. The Handler must remove the Animal from the area immediately, but is encouraged to return alone, if possible, to complete their academic work or attend the event once the Animal is safely secured.

External Venues & Trips

- **Off-campus Classes, Required Field Trips & Site Visits:** JCU's campus clearance does not grant automatic access to third-party spaces in Italy. Handlers must notify the [Office of Health & Wellbeing](#) at least **10 business days in advance** of any required off-campus academic travel. While JCU will make reasonable efforts to coordinate with external venues, the Handler remains ultimately responsible for complying with Italian accessibility laws, local regulations, and the specific entry rules of those facilities (including public transit and museums)
- **Leisure & Extracurricular Trips:** For voluntary activities organized by the [Office of Student Engagement](#) (or other university clubs), Handlers must check with the event organizers prior to signing up to determine if the external venues, transportation, or activities can accommodate a Service Animal under Italian law. The Handler remains solely responsible for ensuring compliance at all times during the trip.

Medical Emergencies

In a severe medical crisis requiring ambulance transport, **Italian emergency healthcare protocols take precedence**. If a Handler is incapacitated or unconscious, JCU personnel will coordinate with local authorities to ensure the temporary safety and care of the Animal.

Community Expectations

To protect the working environment of a Service Animal, all JCU community members must avoid:

- Touching, feeding, distracting, or harassing a Service Animal.
- Asking a Handler about their specific disability or demanding a demonstration.

Conflicting Health Conditions

If you have a documented allergy, phobia, or medical condition impacted by the presence of a Service Animal, please contact the [Office of Health & Wellbeing](#) or the **Office of Disability Accommodations**. JCU will work to arrange reasonable space adjustments for all parties.

NON-ACADEMIC POLICIES

1. INSTITUTIONAL COMPLIANCE & SAFETY

IMMIGRATION

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).

Important Note:

- Students who miss their scheduled Post Office appointment will be fined **€100.00/\$120.00** (based on the currency of your student account) and a hold will be placed on their student account.
- Students who miss their scheduled Fingerprinting appointment will be fined **€250.00/\$300.00** (based on the currency of your student account) and a hold will be placed on their student account.
- To be sponsored throughout the immigration process, students must be regularly registered, full-time students attending classes in person, 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.

ORIENTATION COMPLIANCE & SAFETY

Depending on your program, participation during your first week may be required for establishing campus safety, local legal compliance, and community standards. Where applicable:

- **Mandatory Sessions & Modules:** Completion of all online pre-arrival modules and attendance at all scheduled Orientation Week sessions is mandatory. Optional activities will be clearly marked as ‘Optional’ in the schedule.
- **Orientation Week Regulations:** To ensure student safety during the transition to living in Rome, students must strictly abide by all temporary rules established for Orientation Week, including designated evening curfews.
- **Policy Enforcement:** Failure to complete mandatory modules, missing required sessions, or violating Orientation regulations may result in disciplinary action or a review of your enrollment status.

Medical Amnesty (Good Samaritan) Policy

The University places the highest priority on the health, safety, and well-being of its students. The Medical Amnesty (Good Samaritan) Policy is intended to remove barriers to seeking emergency medical assistance by encouraging students to seek help for themselves or others whenever a medical emergency occurs. Seeking medical assistance should never be delayed because of concerns about possible disciplinary action.

Students should immediately contact local emergency services (112), university emergency personnel, Residential Life staff, or another appropriate University official whenever an individual may be experiencing a medical emergency.

When a student or student organization acts in good faith to request emergency medical assistance for themselves or another individual, the University will ordinarily not pursue formal disciplinary action under the Student Code of Conduct for minor conduct violations that come to its attention solely because assistance was requested. While this policy most commonly applies to the personal possession or consumption of alcohol or other drugs, the University may extend Medical Amnesty to other conduct directly related to the medical emergency, as determined by the University.

To be eligible for Medical Amnesty, students must remain with the individual in need, when it is safe to do so, until emergency responders or appropriate university personnel arrive and must fully cooperate with emergency responders and University officials.

Students granted Medical Amnesty will ordinarily be required to participate in an educational intervention, such as a meeting with a member of the Residential Life or Dean of Students team, completion of an educational module, or another appropriate follow-up designed to promote health, safety, and responsible decision-making. These interventions are educational and supportive in nature and are not considered disciplinary sanctions.

Medical Amnesty applies only to minor conduct violations directly related to the medical emergency. It does not exempt students or student organizations from accountability for serious misconduct committed during the same incident, including but not limited to acts of violence or

aggression, hazing, sexual misconduct, endangering behavior, damage or destruction of property, the distribution, manufacture, or sale of illegal substances, driving under the influence, failure to comply with university officials or emergency responders, or other significant violations of university policy. Repeated incidents demonstrating a pattern of high-risk behavior may also result in disciplinary action.

Medical Amnesty is an internal university student conduct policy. It does not prevent action by Italian law enforcement, medical authorities, or other governmental agencies when required under Italian law.

The University reserves the right to determine whether Medical Amnesty applies based on the specific facts and circumstances of each incident.

MANDATORY MOBILE CONNECTIVITY & EMERGENCY CONTACTS

- **Phone and Data Requirement:** By the first day of classes, all students must have their own working cell phone and phone number. The phone must have cellular data (internet access) that functions in Italy and in any other country the student visits during the semester.
- **Emergency Contact:** Students must provide the name and number of an adult emergency contact. This person must agree to be contacted by the University in an emergency. The student's phone number and the emergency contact's number **must be different**.

How to Meet This Requirement

- **Check if your phone is 'unlocked':** If it is, you can buy a local physical SIM card or download an eSIM (virtual SIM) when you arrive.
- **Buy a local plan on campus:** A local Italian mobile provider will be on campus during Orientation Week to help you purchase a plan.
- **If your phone is 'locked':** You can either buy an international plan from your current carrier before leaving or buy/rent an inexpensive mobile phone in Italy.

2. CAMPUS ACCESS & STATUS

JCU STUDENT ID CARD POLICY

Your JCU ID card is your primary identification. It gives you access to the Guarini, Frohring, and Critelli campuses, the Library, the Fitness Center, university residences, Trastevere Art Studio, outside sports facilities, and your JCU Meal Plan points.

Rules of Use

- **Mandatory Entry:** You must have your JCU ID card (physical or virtual) to enter any university building.
- **Personal Use Only:** Your ID belongs to you alone. Lending your card, using someone else's card, or scanning in for another person is strictly forbidden.
- **Outstanding Balances:** The University reserves the right to confiscate or block ID cards

if a student has unpaid account balances.

Security & Verification

- **Identity Visibility:** To maintain campus safety, items that completely obscure your face—such as motorcycle helmets, full-face hoods, or balaclavas—must be removed at security checkpoints.
- **Religious and Cultural Dress:** The University respects religious dress practices. If you wear a religious face covering, security must still verify your identity against your photo. To respect your privacy, you may request this check be done in a private space. Where possible, requests for the check to be performed by a staff member of the same gender will be accommodated.
- **Lost, Stolen, or Forgotten Cards**
- **Lost or Stolen:** Report lost or damaged cards immediately to any campus Front Office to request a replacement.
- **Forgotten Cards:** If you forget your ID, you must either go back and get it, or download the app on your phone, or pay for an immediate replacement at the Front Office (photo ID required).
- **Replacement Fees:** €10.00 for the first replacement; €25.00 for any replacements after that.

Preferred Name Changes

By default, ID cards show your legal name. To request a preferred/lived name on your card, fill out the [Name Form](#). Please allow five business days for processing.

CAMPUS ACCESS & ENROLLMENT STATUS

- **Active Enrollment Required:** Access to JCU campuses, residences, and facilities is strictly limited to semesters or terms in which you are actively registered for courses. Campus access is temporarily paused during terms you are not registered (such as during a leave of absence, summer sessions, or study away).
- **Exceptions by Petition:** Exceptions may be granted for specific roles, including student leaders, student workers, or those conducting approved campus research. To request continuous access during an unregistered term, you must submit an official **Campus Access Exception Form**.
- **ID Expiration Date Note:** Please note that the expiration date printed on your physical JCU ID card does not guarantee continuous access to facilities if your enrollment status changes.
- **Visitors:** All external visitors must be invited and sponsored by a university host, and require proper authorization.
 - **Access to Residences:** obtain prior authorization from the Office of the Dean of Students by submitting the [JCU Housing Visitor Request form](#), observing the notice period and regulations outlined in the form.

- **General Campus Access:** requests must be made to Front Office (frontoffice@johncabot.edu), at least 24 hours before the planned visit. Visits must respect the following hours:
 - **Monday–Friday:** 9:00 a.m. – 6:00 p.m.
 - **Saturday–Sunday:** 12:00 p.m. – 6:00 p.m.

Visitors must vacate the premises by 6.00 p.m. and should therefore allow time to return to Front Office to exchange their visitor’s badge for their ID.
- The host is responsible for their visitor(s) at all times while on campus and must accompany them throughout their visit. Visitors must not be given keys, access cards, or login credentials belonging to the host or another member of the university community.
- For more information regarding non-community members accessing the University premises, please refer to *Unauthorized Visitors*.

ADMINISTRATIVE WITHDRAWAL FOR NON-ATTENDANCE

This policy applies strictly to students who fail to attend classes and do not maintain an active physical presence on campus.

- **Expectation of Attendance:** Registration at John Cabot University requires regular, active participation in all enrolled courses from the start of the semester.
- **Non-Attendance Trigger:** Students who fail to attend their registered classes for an extended period at the beginning of the term, or who cease attending all classes without an approved leave of absence, will be subject to an Administrative Withdrawal.
- **Consequences of Withdrawal:** An Administrative Withdrawal results in the immediate cancellation of your course registration, the deactivation of your JCU ID card, and the removal of campus and residence access privileges. JCU will inform Italian authorities about non-compliance of administratively withdrawn students whose immigration status it sponsors. JCU-specific CISI health insurance coverage will also cease upon withdrawal.

MANDATORY MEDICAL LEAVE

John Cabot University is committed to the well-being and safety of its community members and the integrity of its learning environment. A crisis occurs when someone’s behavior or actions are putting themselves or others at risk. The situation is so extreme and disruptive that it needs to be contained promptly to avoid injury to the student or others.

JCU is committed to managing such events with the aim of protecting the safety and wellbeing of the community, with the assistance of qualified specialists and infrastructures. JCU’s mission is not to investigate the clinical, social and psychological causes of a behavioral crisis, but to implement the appropriate measures to avoid harmful events for the student and the community, while preserving the continuity of the educational project.

In some circumstances, a student who displayed behavioral crisis may require the implementation of a customized study program/supporting measures. The related assessment will be carried out by

JCU Medical Advisor and/or by the Head Counselor and may result in a mandated leave of absence.

In some circumstances, the University may require a student to take a medical leave of absence. This action would only be taken after an individualized assessment concludes that (i) 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 (ii) that no reasonable accommodations can adequately reduce the risk or disruption.

The individualized clinical assessment is carried out by the JCU Medical Advisor and/or the Head Counselor, who will provide their expert opinion to the Dean of Students. A student may also be placed on a mandatory medical leave of absence if they refuse to cooperate with the measures deemed necessary by the JCU Medical Advisor and the Head Counselor, or when it has been assessed that the student's behavior poses a threat to the safety and wellbeing of the JCU Community.

The Dean of Students' decision to place a student on a mandatory medical leave of absence will be in writing and will include:

- The basis for the decision
- A timeline for the student's departure from campus
- If possible, when the student may be eligible for return as per the doctor/counselor recommendation
- Any conditions the student must satisfy before returning to the University
- It will also include information about the appeal process

Once mandatory medical leave evaluations by the JCU Medical Advisor and/or Head Counselor begin, a student may not be granted an ordinary leave of absence without being subject to re-entry requirements.

A student who is required to take a medical leave of absence will have five (5) calendar days from the date of notification to appeal the decision in writing to the President. During the appeal process, the student is expected to comply with the leave of absence requirements which will be specified in the notification letter.

When deemed necessary for the safety of the student and of the JCU Community, immediate suspension from all university activities, including classes and extracurricular activities, may be instituted pending the appeal.

Coursework in Process

Students on a mandatory medical leave of absence may not attend classes or submit additional coursework as of the date of their leave. Based on the amount of coursework completed at the start of their leave, students may be:

- Withdrawn from all courses in progress

- Granted INC grades in one or more courses
- Evaluated based only on the work already completed.

The Dean of Academic Affairs' office will work with students and their instructors to determine the best resolution to the interrupted semester.

Duration of Mandatory Medical Leaves of Absence

The recommendation for the length of the leave will be individualized and based on a clinical assessment. Students may remain on a medical leave of absence for a longer period, if they wish. The medical leave is intended to allow students to achieve the level of sustained stability needed to support a successful return, and students are encouraged to take the time they need.

Activity While on Leave

Students on a medical leave of absence are expected to receive appropriate medical treatment for the condition(s) that resulted in the leave. Many students also find it helpful to engage, when possible, in other focused activities — e.g., part-time volunteering or employment, and so on— but this is not required in most situations. Students are encouraged to prioritize medical treatment.

Finances

The financial consequences of the medical leave of absence will depend on the timing, and on whether the student purchased tuition insurance. See JCU Tuition Refund Policy. Students receiving financial aid should contact the Financial Aid Office upon receipt of a decision requiring a medical leave. The office will help answer questions students may have regarding if and how their leave might affect financial aid and help identify any impacts to their financial obligations (including student loan information). Students required to take a medical leave of absence who have received long-term loans will be sent information about loan repayment obligations, which in most cases begin six (6) months after the last day of formal enrollment at JCU.

Campus Access

Students on involuntary medical leave of absence may not be present on JCU's campus and activities, even as guests/visitors nor remain a resident in JCU Housing.

Email and Library Access

Students on leave ordinarily retain remote library privileges and email access for three (3) years from the date of their leave.

Campus Employment

Students on mandatory medical leave may not hold student employment jobs or work at JCU in other employment categories.

Disciplinary Violations

A mandatory medical leave of absence does not preclude students from being charged with disciplinary violations of the Student Code of Conduct or other university policies and regulations in relevant circumstances.

Emergency Contact Notification

For all students, JCU will notify emergency contacts, or guardians in the case of minor students, when a student is prescribed a mandatory medical leave of absence.

JCU Summer Session Classes

Students on a mandatory medical leave of absence are not eligible to enroll or return during JCU Summer Session courses.

Returning from an Involuntary Medical Leave of Absence

Medical leaves are intended to give students time to receive appropriate treatment and focus on their health and wellbeing. The medical clearance process(see materials below) by which students return is intended to allow students to demonstrate that they will be able to adequately monitor their own health and function effectively in the autonomous student environment at JCU, without significant disruptions to others in the campus community. The goal is for students to be able to return to campus and be successful in their academic, cocurricular, and extra-curricular pursuits.

A student on medical leave from JCU with pending disciplinary charges will not be eligible to return to JCU or to receive a JCU degree until the student's case has been adjudicated in accordance with university disciplinary policies and procedures.

Deadlines for Requesting Reinstatement

To return for a fall term, reinstatement requests and all accompanying materials must be submitted by 5 p.m. (CST) on June 1. To return for a Spring term, reinstatement requests and all accompanying materials must be submitted by 5 p.m. (CST) on November 1. Students who have missed the deadline may send inquiries to deanofstudents@johncabot.edu; permission for late requests is granted only in exceptional circumstances.

Materials to be Submitted

The Online Reinstatement Request form is located on the Registrar's Forms and Petitions page which requires the following information.

1. Brief Statement (approximately 500-750 words) describing the circumstances that led to the medical leave, the treatment received while on leave and any other activities the student deems relevant, and the student's own sense of their readiness to return to JCU.
2. Name and contact information for the clinician who will be submitting the documentation.
3. **Medical letter from the relevant specialist, attesting to the student's readiness to resume academic activities and university life.** The medical letter should include:
 - a. The clinician's credentials and clinical setting;
 - b. The nature of their work with the student, including the duration and frequency of their contact;
 - c. Any observed progress in the student's recovery from the medical condition that led to the leave of absence;

- d. The clinician's assessment of the student's clinical status and their readiness to successfully resume academic activities and university life;
- e. The justification for their assessment of the student's readiness.

Meeting

Once the above documents, including the Medical Letter have been received, a meeting will be scheduled with JCU's Medical Advisor, the Head Counselor, or their official designee(s). The Medical Advisor or the Head Counselor, or their official designee(s), will provide a recommendation to the Dean of Students and Dean of Academic Affairs as to whether the student is ready to successfully resume academic and university life.

Individual Assessment of Request

The Dean of Students and Dean of Academic Affairs will review all the information provided, make an individualized determination as to whether the student has met the criteria to be cleared for return, and notify the student accordingly. When the Dean of Students and Dean of Academic Affairs clear a student for return, they will assess the number of remaining course credits and allocate additional terms of enrollment (beyond the standard eight terms) as necessary. Reinstated students are not required to take these additional terms but are encouraged to do so in order to avoid taking an academic overload. Students should check with Financial Aid regarding loan disbursements or other financial implications. If a student is not cleared for return, the Deans will provide a written explanation to help the student understand the reasons behind their decision and will recommend steps the student might take to be more successful in future requests.

Appeal Process

Students who are not cleared to return may appeal the decision. The appeal must be made in writing to the Dean of Students no later than five (5) calendar days from the date on which the student is notified of the decision. The university President or designee shall decide the appeal.

3. CAMPUS ENVIRONMENT

DINING SERVICES

Tiber Café – Frohring Campus

The Tiber Café is a space designated for consuming food and drinks purchased on site with Meal Plan points or cash. 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.

Il Melograno Bar – Pavoncello Campus

The same hygiene and allergy guidelines as for the Tiber Café apply to the Il Melograno 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 Café may be consumed in the outdoor area of the Il Melograno, trays may not be brought into the bar or the bar's outdoor space.

MAIL & PACKAGE SERVICES

The JCU Mail Office receives incoming student mail and packages. **Please note:** The University does not provide outbound shipping or mailing services for students.

Location & Hours

- **Location:** Guarini Campus, Kushlan Wing (ground floor).
- **Monday–Thursday:** 10.30a.m. – 1:30 p.m. & 2.45 p.m. – 4.45 p.m.
- **Friday:** 11:00 a.m. – 1:00 p.m.
- **Saturday & Sunday:** Closed (for urgent weekend pickups, email frontoffice@johncabot.edu).

Mailing Address Format

To ensure your mail arrives safely, always use the following exact format:

[Your Full Name]
Via della Lungara 233
00165 Rome, Italy

Policies & Restrictions

- **Size Limit:** Students may only receive items **no larger than a standard shoebox**. Larger items will be automatically returned to the sender.
- **Recipient Names:** The name on the package must match a registered JCU student, or it will be returned to the sender.
- **Storage Limit:** Uncollected packages are stored for up to six months after the end of the semester/summer session. After six months, items will be disposed of.

Notifications & Pickup

- **Notifications:** You will receive an email notice when mail arrives. Visiting students will be emailed at their registration address; degree-seeking students will be emailed at their @johncabot.edu address.
- **In-Person Pickup:** You must pick up your mail in person and present a valid photo ID.
- **Alternative Pickup:** To authorize another student to collect your package, you must email frontoffice@johncabot.edu in advance.

4. COMMUNITY CONDUCT

DIGITAL CITIZENSHIP & MEDIA RESPONSIBILITY

The University respects students' rights to free expression; however, online behavior must align with community standards of respect and safety.

- **Behavioral Expectations:** All students are expected to maintain a respectful digital presence. Using social media, messaging apps, or online forums to harass, bully, threaten, or defame fellow students, faculty, or staff is a direct violation of the Student Code of Conduct. *Refer to Bullying & Cyberbullying in the Student Code of Conduct for more information.*
- **Privacy and Consent:** Recording or posting photos, videos, or audio of JCU community members in private spaces (such as university residences, classrooms, or offices) without their explicit consent is strictly prohibited. *More information is available under Privacy in the Student Code of Conduct.*
- **Institutional Representation:** Personal social media accounts must not claim to officially represent John Cabot University. *For rules regarding the use of official logos, names, and trademarks, please refer to the Unauthorized Use of University Marks section of the Student Code of Conduct.*

RESOURCES

A resources network to help students resolve a range of issues.

EXTERNAL SUPPORT

Crime

YouPol App

Use the YouPol app to report a crime or gather information. Users of YouPol will be referred to the local police station.

Emergencies

- **112 – Public Emergency Services**
Ambulance service, police, fire brigade
- **Public Hospital**
In an emergency, go to the closest or most conveniently located public hospital.

Government Assistance

Embassy

Non-Italian students should contact their embassy for services and resources available through their government.

Psychological Support

- **1522 Counseling Hotline⁴**
For victims of sexual abuse and violence. Dedicated to female victims but open to everyone. Available in Italian and English.
- **Telefono Amico Suicide Hotline**

⁴ Use Italian phone number/app to access support

Volunteers trained to offer support and guidance during an emotional crisis. Italian; English and Spanish available by appointment. 10.00 a.m.-midnight (CET), 7 days per week. +39 02 2327 2327 / +39 324 011 7252 (Whatsapp)

Sexual Assault & Violence

- **Sportello Donna Antiviolenza**

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. **06 58703216 / +39 327 360 3369**

- **Antiviolence Centers**

For female and male victims of violence and stalking: a listening ear, legal advice, and psychological support. Consult the [list of centers](#) to choose the nearest or most convenient service.

- **Gay Helpline**

Community open to all genders. Assistance contacting local police. Psychological support available. **800 713 713 / info@gayhelpline.it**

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:

- Full medical exam and evidence collection by medical staff
- Referral to a public hospital in Rome for preventative treatment
- Psychological assessment with social workers

Very 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/en/codice-rosa-en-translation/> for additional details of Italian initiatives to support victims of sexual violence.

Substance Use & Dependence

For assistance with alcohol abuse or substance use, the following groups offer English-speaking services in Rome:

- [Alcoholics Anonymous](#)
- [Narcotics Anonymous Italia](#)

INTERNAL SUPPORT

Crisis Intervention; Safety & Security

- **International SOS⁵**

⁵ Refer to [JCU Telehealth Resources](#) for login credentials and contact number

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.

- **Office of the Dean of Students**

Primary advocate for students. Offers guidance for sensitive and complex student issues.

Grievance & Conflict Resolution

Office of Community Standards

Manages internal complaints of bullying, discrimination, and harassment, including sexual misconduct.

Assessing Urgency

Review the circumstances and consult the chart below to help decide which resource best meets the needs of those involved.

URGENCY	DESCRIPTION	EXAMPLES	RESOURCE
Medical			
Immediate/Resuscitation	Life threatening; immediate intervention necessary	Severe bleeding, respiratory distress, cardiac arrest	112
Emergency	Could become life-threatening if not addressed quickly	Unstable vital signs, severe pain, significant injury requiring immediate stabilization	112
Non-urgent	No medical attention necessary	General wellness concerns that can be addressed without immediate threat	Email Appropriate Office
Safety			
Emergency	Life threatening; immediate intervention necessary	Natural disaster, fire, active shooter, break-in while you are present	112
Non-urgent	No immediate attention necessary	Maintenance concerns that do not pose immediate safety or hygiene concerns (unstable Wi-Fi)	Email appropriate Office / Maintenance Request

Privacy and Disclosure

While the University holds student privacy in the highest regard, certain exceptions apply when safety is at stake.

- **Institutional Reporting:** To ensure the safety of our global community, JCU may notify partner institutions if a student is involved in a serious crime, a significant breach of the Code of Conduct, or a medical emergency requiring hospitalization. These disclosures are made

with the sole intent of coordinating necessary support and ensuring compliance with safety protocols.

CODE OF CONDUCT

USER GUIDE

Violations

- Examples are intended as a guide and not an exhaustive list.
- Definitions are listed in alphabetical order; the order is not indicative of severity.
- Equivalent violations of the Housing Policies and Regulations are indicated with the symbol (III) and the corresponding number, and with the symbol (AA) for references to Academic Affairs policies and regulations.

Sanctions

- **Application and Discretion:**
 - The sanctions listed in this handbook are not progressive or restricted to specific violations unless expressly stated.
 - The University reserves absolute discretion to impose any listed sanction or combination of sanctions – up to and including suspension or expulsion – for any single violation of the Student Code of Conduct.
 - Sanctions are determined on a case-by-case basis. Hearing officers and panels will consider the nature of the offense, the student's prior disciplinary history, mitigating or aggravating circumstances, and the impact of the behavior on the campus community.
- Sanctions are listed in alphabetical order; the order is not indicative of severity.

GLOSSARY

Term	Definition
Authorized Official/Office	A university employee or administrative office with the formal delegated authority to grant permissions, waive requirements, or oversee the use of University resources related to their functional area.
Faculty	Any person who holds a current academic appointment within the University.
Guest	Any member of the university community who is accessing a residence they are not assigned to, or a part of campus to which they are not usually authorized access.
Host	A current student who brings, or facilitates the entrance of, a on university premises.

Member of the University Community	Any person who is a student, faculty member, university official, or any other person employed or retained by the University.
Property	Belongings, buildings and their fixtures, equipment, or materials. In addition, property may include the belongings, equipment, or materials produced, owned by or in possession of students, faculty, staff, guests, vendors, contractors, or members of the community.
Student	Any person matriculated and/or enrolled in a university course or program, from the time of admission through the awarding of a degree. This status runs from the date a person matriculates and/or enrolls and the date the person is awarded a university degree.
Student Group	Includes Registered Student Organizations, Graduate Student Organizations, athletic teams or clubs, musical or theatrical organizations, groups established within academic units, and any number of individuals associated with the University and one another, but who have not registered, or are not required to register, as student organizations.
The University	Refers to John Cabot University and all related campuses including all land, buildings, facilities, and other property owned, used, or leased by, or under the control of the University.
University Official	Any person employed by the University (including, but not limited to, faculty, staff, security, and student staff members), acting within the scope of their job duties.
University Premises	Buildings or grounds owned, leased, operated, controlled, or supervised by the University.
University-Sponsored Activities	Any academic, co-curricular, extra-curricular, or other activity or event, on or off campus, which is initiated, aided, authorized, or supervised by the University.
Visitor	Any non-university member who requires authorization to access campus.

VIOLATION DEFINITIONS

1. Academic Dishonesty (AA)

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. This includes assisting others in generating or claiming academic work that is not their own, as well as paying someone else to complete work on their behalf.

2. Acts of Violence and Aggression (III 3.4)

Intentional or reckless acts that cause, attempt to cause, or are reasonably likely to cause physical injury or psychological harm to any person. This includes making threats of harm through spoken, written, or electronic means, such as verbal abuse, pressure, or harassment, and behaving in ways that are intended to or are likely to intimidate, humiliate, or create a hostile environment.

Note: Conduct involving sex discrimination, sexual harassment, or assault is also governed by specific policies (refer to violations 7 and 26).

3. Alcohol on Campus⁶ (III 15.1-15.6)

The on-campus distribution, sale, or manufacturing of alcohol (including alcohol-without-liquid products) without prior authorization from the appropriate office. The carrying, possession, or consumption of alcohol at a university-sponsored activity outside designated areas or beyond the authorized venue, and of any alcohol not obtained through an authorized source on campus. The use of student funds, collected and administered by the University, to provide alcohol at student events hosted on and off campus.

Note: Designated areas are defined as the Tiber Cafe after 6:00 PM, inside residence apartments as outlined in the [JCU Housing Policies & Regulations](#), and at university-sponsored activities that have received prior approval from the Authorized Office for distributing alcohol:

For university-sponsored activities, refer to individual Program Policies for details on the regulation of alcohol.

- Student Clubs & Organizations: [Student Clubs & Organizations Handbook](#) for authorized student events and the Office of Student Engagement
- Guarini Institute: Office of the President
- Faculty events: Office of the Dean of Academic Affairs

4. Animals on Campus (III 31.2 **h)

The University regulates any and all animals on university premises, including the residences. This regulation of animals aligns with university Community Standards to promote community health and wellbeing and to safeguard against any practice or behavior that would interfere with the

⁶ In this context, all buildings, corridors, courtyards, buildings, terraces, and spaces owned or managed by The University, distinct from JCU Housing.

normal operations of the University or jeopardize the safety of members of the university community and the wider public.

The complete policy for the [Regulation of Animals on Campus](#) outlines which animals are authorized to be present on university premises, and the implications of such authorization, including standards for animal owners and other members of the university community, in compliance with Italian law. These regulations and procedures are applicable to all members of the university community and visitors or guests on university premises.

5. Bullying and Cyberbullying (III 3)

Any repeated or persistent action, criticism, or abuse – whether conducted in person, in writing, or through electronic means – which intentionally or unintentionally humiliates, denigrates, undermines, intimidates, or injures the recipient. This includes, but is not limited to, ridicule, social exclusion, victimization, unfair treatment, the abuse or misuse of power (including student-to-student social power e.g. club president), and intentionally creating conditions that place an individual at a severe disadvantage or in a position of certain failure.

In the digital context, this includes cyber-stalking and doxing, impersonation, digital harassment, exclusionary tactics, and the persistence of digital content, where a single digital act (such as a viral post) may constitute ‘persistent’ bullying due to its continuous availability and repeated viewing by others.

6. Damage or Destruction of Property (III 37)

Any act or attempt to vandalize, deface, alter, destroy, or tamper with property belonging to the University, members of the university community, or third-party entities, regardless of whether the objective is achieved.

7. Discrimination and Harassment (III 3.3-3.4)

Discrimination: the act of 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, 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.

Note: for more information, read the complete [Discrimination/Harassment Policy](#).

8. Disorderly Conduct

Any unreasonable or reckless behavior⁷ that creates a risk of physical harm to persons or property, or which seriously interferes with the rights of others to a peaceful and safe environment.

⁷ Choosing to ignore a serious and obvious risk without a valid reason, in a way that most people would consider careless or unsafe

Note: While the University protects the right to free speech and peaceful assembly, any threatening or harmfully deceptive act will be considered Disorderly Conduct.

9. Disruptive Behavior

Any individual or group activity that significantly interrupts, obstructs, or inhibits the regular operation of a class, administrative office, or other university-sponsored activity, particularly conduct that persists even after a request to cease.

10. Drugs & Controlled Substances (H 15.7-15.10)

The use, possession, distribution, or promotion of illegal drugs, unauthorized prescription medications, cannabis products, synthetic drugs, and drug-related paraphernalia is strictly prohibited, in accordance with applicable Italian law and university regulations. Below is a list of substances that are strictly prohibited on all university premises, including residential facilities and at university-sponsored activities:

- **Controlled substances:** any illegal drugs or unauthorized prescription medications as defined by the Italian Consolidated Law on Drugs (*Testo Unico Stupefacenti*).
- **Cannabis products:** any substance containing marijuana or its derivatives, regardless of legal status for 'light' or technical use under local law.
- **Synthetic & emerging drugs:** synthetic Cannabinoids (e.g. K2 or Spice) and all New Psychoactive Substances (NPS), including 'legal highs' or research chemicals sold in retail or via secondary markets.
- **Drug paraphernalia:** equipment or accessories intended for the use, manufacture, or distribution of the substances listed above.

Note on Medical Emergencies: While the University prioritizes student health, hospitalizations resulting from substance misuse will be reviewed under the Student Code of Conduct to determine if community safety was compromised.

See also *Medical Amnesty Policy*.

11. Endangering Behavior

Any conduct that jeopardizes the health or safety of any person, including the respondent. This includes actions that interfere with safety systems or create hazardous conditions that a reasonable person would recognize as life-threatening or injurious.

12. Failure to Comply

Failure to comply with any reasonable verbal or written requests from public or university officials in the performance of their duties.

13. Gambling (H 22)

Gambling on university premises, at university-sponsored events, or in university online spaces is prohibited. This includes betting, wagering, or operating games of chance for money or other items of value.

14. Hazing

Any action taken or situation created, whether on or off university premises, that causes or is likely to cause mental or physical discomfort, embarrassment, harassment, or ridicule as a condition of membership or initiation into a group. Hazing is implied where a power imbalance exists and is a violation regardless of a member of the university community's consent to participate.

15. Identification and Access Integrity (III 23)

Unauthorized use, sharing, evasion, or tampering that involves university identification credentials or access credentials. This includes, but is not limited to, utilizing the ID card or credentials of another member of the university community, lending or transferring one's own ID card or credentials to another person, attempting to bypass or circumvent electronic scanning systems or security checkpoints, or altering, duplicating, or interfering with the technological components (e.g. chips or magnetic strips) of an official identification credential.

16. Inappropriate Disposal of Items or Waste (III 17)

Improper disposal, abandonment, or mishandling of waste, debris, or personal property on university premises or in surrounding areas. This includes, but is not limited to, general littering, unsafe disposal of smoking materials or electronic waste, contamination of recycling systems, and the unauthorized dumping of large items or off-campus trash.

17. Intellectual Property Rights of Others

All members of the university community are required to respect the intellectual property rights of others. This includes honoring instructors' and fellow students' ownership of lectures, notes, slides, assignments, and all other course-related materials. It also includes respecting individuals' rights to control the distribution of images, audio, video, and other recordings of themselves. Unauthorized use, reproduction, or dissemination of such materials is prohibited.

18. Misrepresentation of Information

The willful falsification, distortion, omission, or misrepresentation of information – whether spoken, written, or electronic – to members of the university community, law enforcement, or officials at other institutions. This includes actions intended to mislead administrative processes or investigations, or actions that could reasonably be expected to adversely affect members of the university community, or the mission, integrity, or operations of the University.

19. Misuse of Technology and Digital Resources

Misuse of university technology includes altering the configuration of university computers, networks, software, email accounts, or other technology property; using another individual's account or credentials; interfering with the work of members of the university community or university officials; sending obscene or abusive electronic communications; and illegally downloading or distributing copyrighted materials, including unauthorized peer-to-peer file sharing.

20. Misuse of University Equipment

The unauthorized use, misappropriation, or reckless handling of physical university assets, including but not limited to furniture, athletic equipment, classroom supplies, and recreational facilities. This includes unauthorized removal, negligent or reckless use, use for commercial or personal gain, vandalism or alteration, and prohibited access.

21. Privacy (III 10)

Recording, photographing, livestreaming, or otherwise creating audio or video recordings of members of the university community without their knowledge or consent constitutes a privacy violation when it occurs in settings where the individual has a legitimate expectation of privacy, including private or non-public spaces. A privacy violation also includes the unauthorized sharing, posting, or distribution of such recordings or images, even when they were initially obtained with permission. Privacy violations may occur in physical or digital environments and may involve any member of the university community or visitors. Such conduct may also violate applicable privacy and data protection laws, including the General Data Protection Regulation (GDPR).

22. Promoting Non-University Activities (III 12)

All posting on university premises or university-affiliated social media accounts is restricted to university-sponsored activities and services, or those sponsored by Recognized Student Organizations. The promotion of third-party businesses, external events, or commercial services not formally affiliated with the University is strictly prohibited without authorization.

Note: Refer to the Marketing Department's Social Media Guidelines (marketing@johncabot.edu).

23. Retaliation

Any adverse action, intimidation, threat, coercion, or discriminatory act taken against an individual because they have made a report, filed a complaint, or participated in an investigation or disciplinary proceeding is prohibited. This includes both direct actions, such as threats or physically intimidating behavior, and indirect actions, such as social media smear campaigns or encouraging others to harass the complainant. It also includes actions taken against a friend, family member, or witness connected to the complainant.

Note:

- Retaliation can occur regardless of whether a formal No-Contact Order or interim measure has been issued. The absence of such an order does not permit any party to engage in retaliatory behavior.
- Protection against retaliation applies even if the underlying complaint is ultimately dismissed, provided the report was made in good faith.
- Under the jurisdiction of Academic Affairs are unwarranted grading penalties, loss of employment or scholarship opportunities, social exclusion orchestrated by an involved party, or any act that would dissuade a reasonable person from reporting a violation (**AA**).

24. Safety, Security, or Operations of The University (III 34)

The intentional or reckless act of obstructing, disrupting, or interfering with the teaching, research, administrative, or disciplinary functions of the University or its authorized activities.

25. Sexual Misconduct (III 3.3)

- I. Unwelcome conduct of a sexual nature, expected by a reasonable person to offend, humiliate, or intimidate the recipient.
- II. Sexual Assault
Any non-consensual sexual act or contact perpetrated against a person's will or where a person is incapable of giving consent (due to intoxication, age, or unconsciousness), including:
 - **Non-consensual penetration** (rape).
 - **Non-consensual sexual contact:** this generally includes 'groping' or the intentional touching of a person's genitals, breasts, or buttocks (directly or through clothing) without consent.
 - **Unauthorized physical contact:** any intentional physical contact of a sexual nature, or contact that a reasonable person would find offensive or intimate.
 - **Sexual coercion:** the act of using pressure, emotional manipulation, or threats (including threats to grades [AA]) to force someone to engage in a physical sexual act, including forcing the victim to touch the perpetrator.

Affirmative Consent

- A **knowing, voluntary, and clear agreement** through **words or actions** to engage in **specific physical activity**.
- Consent must be **active**, meaning it is given through a positive 'yes' (verbal or non-verbal) rather than inferred from silence or a lack of resistance.
- It is **revocable**, meaning it can be withdrawn at any time, and it is **informed**, meaning it cannot be obtained through force, threats, or by taking advantage of someone who is incapacitated by drugs, alcohol, or sleep.

F	Freely Given	A choice made without pressure, manipulation, or influence of power
R	Reversible	Anyone can change their mind at any time
I	Informed	All parties honestly know what they are agreeing to
E	Enthusiastic	A clear 'yes,' not a 'maybe' or a reluctant 'I guess'
S	Specific	Saying yes to one thing does not mean saying yes to everything else

26. Smoking (III 35)

The use of any tobacco, nicotine, or aerosolizing products is strictly prohibited on university premises, except in specifically marked 'Designated Smoking Areas'.

- **All forms of smoking and inhalation:** combustible products, electronic delivery systems, heat-not-burn products, and alternative smoking tools.

- **Prohibited locations:** all indoors spaces, all enclosed and semi-enclosed outdoor spaces, and within ten meters of any building entrance, exit, window, or air intake vent.
- **Disposal and environmental stewardship:** all cigarette butts, matches, and tobacco-related waste must be extinguished and disposed of in provided fire-safe receptacles within Designated Smoking Areas.

Note:

- Spent vape pods, cartridges, and lithium-ion batteries are considered hazardous waste and may not be discarded in general trash or recycling bins.
- Chewing tobacco and snuff are permitted, provided used products are disposed of according to university policy.

27. Tampering with Life Safety and Emergency Equipment (III 34)

The unauthorized use of, or tampering or interference with equipment designed for the safety and protection of members of the university community or the response to medical and fire emergencies:

- **Fire safety systems:** Intentionally initiating a false fire alarm; discharging a fire extinguisher for non-emergency purposes; or tampering with smoke detectors, sprinkler heads, and fire hoses.
- **Medical emergency equipment:** unauthorized opening, removal, or tampering with Automated External Defibrillators (AEDs), first aid kits, or emergency medical stations.
- **Emergency signaling:** misusing or damaging emergency exit signs or lighting systems.
- **Obstruction of safety assets:** hanging items from sprinkler pipes or blocking access to fire extinguishers, alarm pull stations, or AED cabinets.
- **Failure to evacuate:** refusing to vacate a building during a fire alarm, or interfering with the duties of fire wardens or emergency responders.

28. Theft

The taking, withholding, or use of property or services belonging to the University, a member of the university community, or a campus visitor without explicit authorization. This includes any intentional action that serves as a substantial step toward committing a theft (even if the attempt is interrupted or remains unsuccessful), and the acquisition of stolen goods.

29. Trespassing

Being on university property without authorization, legitimate purpose, or adherence to university policies or directives. This also includes unauthorized possession, duplication or use of university keys, as well as presence in areas where access has been restricted by an authorized official. Additionally, trespassing includes entering or attempting to enter another student's assigned room, apartment, or living space without authorization.

30. Unauthorized Use of University Marks

The use of the university name, logo, seal, or other official symbols in any public statement, advertisement, or demonstration is prohibited without prior written authorization. This includes use for commercial endorsements or sponsorships, political campaigning or lobbying, and promotional materials for non-university events. The creation, without authorization, of social media accounts, websites, or other digital platforms that suggest an official connection with the University is also prohibited. Approval must be granted by the Cabinet, the Office of the Dean of Students, or the Marketing Department.

Note: unofficial accounts must include a disclaimer in the bio/description stating, ‘This account is not an official university entity.’

31. Unauthorized Visitors (III 38)

Any external individual or group entering university property without proper authorization obtained through a university host. All visitors must be invited and sponsored by a university host. The host is responsible for their visitor(s) at all times while on campus and must accompany them throughout their visit. Visitors must not be given keys, access cards, or login credentials belonging to the host or another member of the university community. Refer to *Campus Access & Enrollment Status* for more information.

Note: The University reserves the right to revoke access or escort any unauthorized individual from the premises at its discretion.

32. Weapons and Dangerous Items (III 31)

Misuse of an authorized tool or the possession, use, display, sale, or distribution of weapons and dangerous items, including:

- **Firearms:** any device which shoots a projectile by gunpowder or compressed air (e.g. handguns, rifles, shotguns, BB/pellet guns).
- **Bladed instruments:** knives with fixed blades, folding knives with locking blades, machetes, swords, and daggers.
- **Projectiles:** crossbows, longbows, slingshots, and any associated ammunition.
- **Impact and stunning devices:** batons, clubs, blackjack, brass knuckles, and tasers or electronic stun guns.
- **Explosives and chemicals:** fireworks, incendiary devices, bombs, or harmful chemical agents.
- **Replicas and facsimiles:** any object that realistically resembles a weapon (e.g. airsoft guns, toy weapons, or 3D-printed replicas) that could reasonably be perceived as a threat. Exceptions (e.g. for specific theatrical products) require authorization by the Office of Community Standards, in collaboration with the Director of Security.

33. Violation of Law

Any student whose conduct violates Italian law may also constitute a violation of the Student Code of Conduct, regardless of whether criminal or civil proceedings are pursued. The University reserves the right to address such conduct through its own disciplinary procedures when it adversely affects the safety, welfare, or educational mission of the university community.

DISCIPLINARY PROCEDURES

Step 1: Submitting a Complaint

- **What to do:** Students who believe a violation of university policy has occurred may submit a formal complaint via the resources catalog on the [MyJCU landing page](#) or visit the Office of Community Standards.
- **Timeline:** The University accepts complaints up to 30 calendar days from the date of the alleged violation. For serious allegations such as Sexual Misconduct or Discrimination & Harassment, there is no strict time limit for filing an internal complaint, provided the Respondent is still affiliated with the University. The sooner a complaint is filed, the more likely a conduct administrator will be able to access and review relevant evidence and interview witnesses to determine responsibility for the alleged violations.
- **What to include:** Dates, times, locations, names of witnesses, and any supporting documentation or evidence (emails, texts, photos).

Step 2: Initial Assessment

- Upon submission of a complaint form, the Complainant will receive an automatic notification.
- Within 5 business days, a conduct administrator or representative will review the submission and determine if the allegations fall under the University's jurisdiction and violate one or more specific policies.

Complainant

- Where appropriate, the Complainant will receive an email scheduling an informational meeting, during which student rights, reporting options, and the disciplinary process will be explained. This is *not* the same as an administrative hearing that forms part of the Formal Investigation pathway.
- Should the complaint fall under the jurisdiction of another university office, such as the Office of Academic Affairs, the Complainant will be referred as appropriate.

Respondent

- Students accused of violating university policy will also receive an email scheduling an informational meeting. As for the Complainant, the Respondent will be informed of student rights, reporting options, and the disciplinary process. The meeting invitation is *not* a notice of allegations; and the Respondent does not therefore need to prepare any response or defense for the initial meeting.

Note: Cases in which staff or faculty are accused of violations will involve the Chief of Staff or the Dean of Academic Affairs, respectively.

Step 3: Resolution Pathways

Option 1: Alternative Resolution

This option focuses on an agreed-upon resolution by all parties, bypassing the formal hearing process while maintaining accountability. This resolution pathway requires that the Respondent accept the facts of the alleged violation(s) and/or acknowledge responsibility.

- This pathway includes a range of methods, such as mediation, shuttle diplomacy, and facilitated dialogue. For all approaches, both parties must agree to all terms and sign an Alternative Resolution Agreement to conclude the case.
- Either party may ask to revert to a Formal Investigation at any time during the process but not after the Agreement has been signed.
- The Complainant can request safety measures and sanctions, to be agreed upon with the other party. Via an Alternative Resolution, it is also possible to agree that no disciplinary notes will be recorded on the Respondent's conduct record or transcript. Upon acceptance of the Agreement, both parties waive the right to a hearing and an appeal.
- If no consensus is reached, the terms will undergo further review. Should either party refuse the terms, the case may revert to a Formal Investigation. Failure to comply with the agreed upon terms in the co-signed Agreement will be considered a violation and may result in disciplinary sanctions.

Note: Not all allegations are eligible for Alternative Resolution. A conduct administrator or representative is responsible for making the final decision regarding the suitability of this pathway, and may change the determination upon receipt of additional information during the process.

Option 2: Formal Investigation and Administrative Resolution

In most Formal Investigations, a designated conduct administrator or representative reviews the information with both parties in separate administrative hearings. Both parties present their case, and a determination of responsibility is made based on the evidence:

- Where the Complainant or Respondent requests a Formal Investigation, or the nature of the alleged violations is such that an Alternative Resolution is inappropriate, a conduct administrator or representative will issue a notice of allegations to both parties:
 - The Complainant will receive a formal notification that the University has formally initiated a process based on their report, ensuring they are kept aware of the case's progression.
 - The Respondent will receive a formal notification of the specific policy violations they are alleged to have committed, giving them the necessary details to prepare a response or defense.

- A conduct administrator or representative will interview the Complainant, the Respondent, and any relevant witnesses.
- Both parties have the right to be accompanied by a support person during these meetings.
- All parties will have the opportunity to review and respond to the evidence gathered before the investigation concludes.

Participation in the Process

- Should the Respondent fail to respond by the deadlines stipulated by the Office of Community Standards, or choose not to participate in the resolution process, a Formal Investigation may proceed in their absence, and any appropriate outcomes will be applied.
- Concurrent university processes, or criminal or civil proceedings, do not automatically exempt a Respondent from participating in the resolution process; and multiple cases may be conducted simultaneously.
- The University will not draw any adverse inferences from a Respondent or witness' decision to not participate or to remain silent during the resolution process. The Office of Community Standards will make findings and reach a decision based on the information and evidence available, in accordance with the University's standard of evidence.

Formal Investigation (Option 2) Decision

- In formal adjudications, accused students may be found **Responsible** or **Not Responsible**.
 - **No Finding:** In situations where insufficient evidence is available to support a finding that a violation was more likely to have taken place than not, *No Finding* will be specified.
 - **Charge Adjustments:** At times, the disciplinary process may reveal that a different violation more accurately describes the misconduct. In such cases, the updated case notification sent to both the Respondent and the Complainant will detail this change.
- A written decision letter, detailing the findings and any applicable sanctions, is sent to the Respondent within seven (7) business days of the administrative hearing. The hearing is considered concluded after the final meeting with relevant parties, e.g. witnesses.
- A summary of findings is sent to the Complainant at the same time.
- The entire process can take between 60 and 90 business days and may take longer for good cause.

Case Notification and Correspondence

At the conclusion of the case, the Office of Community Standards will notify both the Respondent and the Complainant of the final resolution. If a visiting student is found responsible for one or more violations, their home institution may also be notified (refer to the *Sanctions* section for more information).

Step 4: Appeal

- Both the Complainant and the Respondent have the right to appeal against the decision via an electronic appeal form, hyperlinked in the decision letter, within 5 business days of the issuance of the outcome.
 - To be eligible for review, the appealing party must meet one or both of the following criteria:
 - (a) demonstrate a procedural irregularities
 - (b) present significant new evidence not available at the time of the original investigation, the absence of which can be shown to have materially affected the outcome
 - (c) demonstrable bias/conflict of interest of conduct administrator

If none of the grounds is met, the appeal will be denied.

- In the case of an accepted appeal, both parties will receive a formal notification. While the appeal is reviewed by an Appeals Officer, any sanctions will be stayed (placed on hold until an appeal decision is reached). The other party will be given the opportunity to submit a written response to the appeal for consideration by the Appeals Officer.

Note: In cases where the Respondent is deemed to pose a direct, imminent, or substantial risk to the community, campus access may be suspended while the appeal is reviewed. *Such an interim safety measure is not to be confused with a finding of responsibility.* Following the appeal, the Respondent's campus access may be reinstated; or the temporary measure may be formalized as a sanction.

Refer to *Emergency Administrative Action* for more information.

After reviewing the appeal, the Appeals Officer may:

- i. Reject the appeal if the aforementioned grounds are determined to have not been met
- ii. Confirm grounds for appeal and/or refer the case to an Appeals Panel

The Appeals Panel is formed of 3 neutral members (selected from staff, faculty, and sometimes a trained pool of student representatives, who have no previous knowledge of the case or any conflict of interest). This group will review the case files and issue a recommendation to the Appeals Officer.

How the Final Decision is Delivered

Once the Appeals Panel finishes reviewing the case, they will refer their findings and any suggested sanction changes in a report to the Appeals Officer.

1. **Review by the Appeals Officer:** The Appeal Officer reviews the report and makes the final approval: the Appeals Officer may decide to maintain the original outcome or modify the consequences or sanctions. The process is usually concluded within 30 business days, though extenuating circumstances may prolong the appeal.

2. **Official Notification:** Once finalized, the Appeals Officer will send an official email with the final decision to both the student who filed the appeal and the other party. **This decision is unappealable.**
3. **Timeline:** The students involved will receive this official decision letter within **five (5) business days** after the Appeals Hearing ends.

Note:

- An appeal is *not* a second investigation. New material evidence, unavailable at the time of the investigation and that could reasonably affect the outcome of the case, may be presented for review.
- The final appeal decision **may not be appealed**.

Note on Audio Recordings during Disciplinary Procedures

- Upon agreement by all parties, meetings and interviews may be recorded for the purpose of transcribing minutes to add to case records.
- These notes will be securely stored and handled in accordance with JCU's privacy standards. Original audio files will subsequently be destroyed.
- All parties will be provided with a waiver before recording begins. Any party may withhold their consent, in which case notes will be taken by the conduct administrator or representative.

Emergency Administrative Action (Immediate Campus Removal)

If a student's behavior poses an immediate danger to the university community, the University may temporarily remove them from campus. This is an *interim safety measure* to safeguard the community, not a final decision of responsibility.

- The decision is made by the Office of Community Standards, the Dean of Students, the President, or their representatives.
- Because this is an immediate safety measure, the interim removal itself cannot be appealed.
- The student will receive an official notice, and the Office of Community Standards will schedule an initial review meeting as soon as possible to address the situation.

Note on Anonymous Reporting

Reporting misconduct can be intimidating, particularly when there is a power imbalance or fear of personal or academic repercussions. Please be assured that the University strictly enforces its anti-retaliation policy (Violation 23); retaliation against anyone who brings forward a complaint or participates in a conduct process is a severe, separate violation of the Code.

To lower barriers to reporting, the University allows third-party and anonymous submissions. However, if a Complainant requests that their identity remain confidential or asks that no formal investigation be conducted, the University's ability to respond may be limited.

The Balancing Test

While we strive to honor a student's wishes regarding how to proceed, the University cannot guarantee absolute confidentiality or inaction if there is an ongoing threat. In such cases, the

Administration must weigh the student's request against the potential risk to the safety and well-being of the broader campus community. If a significant risk of repeated or severe misconduct exists, the University may be required to initiate an investigation or take protective action, even if it goes against the student's initial wishes. Should this occur, the student will be notified and supported throughout the process.

Standard of Proof and Findings

The University uses the **preponderance of the evidence** standard to determine findings of responsibility. This means that for a student to be found responsible, the total weight of the credible information presented must demonstrate that the alleged violation was **more likely than not** to have occurred. It is a determination based on the quality and reliability of the information, not simply the quantity of evidence presented.

SANCTIONS

Behavioral Probation	A designated period during which the Respondent is given the opportunity to demonstrate that they can effectively function as a responsible member of the university community. While on Behavioral Probation, the Respondent is considered 'not in good standing' with regard to conduct. Any subsequent violation of university policy while on this status will be viewed with increased gravity and may serve as grounds for immediate separation from the University.
Community Restitution	A task that benefits the individual, campus, or community (such as a service-related activity).
Educational Intervention	Reflection and skill-building engagement project which may consist of online modules, self-guided research, or community-based activities. While the Respondent may complete the work at their own pace, all requirements must be met by the assigned deadline. Failure to complete the project in a meaningful way may result in further administrative action.
Deferred Expulsion	The Respondent must correct a specific behavior or behaviors, as communicated by Authorized Offices (e.g. Dean of Students, Community Standards); otherwise, immediate expulsion from the University may result.
Deferred Suspension	A probationary period of one semester to comply with the Student Code of Conduct, following serious offenses. Further violations during this period may lead to immediate suspension or expulsion from the University.
Deferred Termination of Housing Contract	A formal notice that the Respondent's behavior has warranted the immediate cancellation of their housing agreement, but that the termination is being stayed (suspended) to allow the Respondent a final opportunity to demonstrate they can live responsibly within the

	community. During the period of deferment, the Respondent remains in their assigned space, but any further violation of the Student Code of Conduct or Housing Policies & Regulations will typically result in the immediate activation of the termination.
Delayed Awarding of Degree	In student conduct cases involving second-semester seniors when probation or suspension might otherwise be assigned, the University may withhold the Respondent's degree for a specified period. When this occurs, the Respondent may be permitted to remain on campus to complete the requirements for the degree, although its award will be delayed.
Expulsion	The permanent removal of the Respondent from the University without the possibility of readmission. This action is reserved for the most serious violations of the Code of Conduct, including acts of violence, significant threats to campus safety, or a persistent failure to adhere to university standards following previous interventions. A permanent notation of expulsion will be recorded on the Respondent's academic transcript, and the individual is indefinitely barred from all university premises and events.
Financial Restitution	Payment for damages done or expenses incurred as a result of the Respondent's violation of the Student Code of Conduct.
Interim Measures⁸	Temporary, non-disciplinary actions implemented by the University upon receipt of an allegation of misconduct. These measures are designed to protect the safety of the community, preserve an environment conducive to learning, and maintain the integrity of an ongoing investigation.
Loss of Privileges and Restriction on Activities & Programs	The withdrawal of specified benefits or the right to participate in certain university activities for a definite period. Should the Respondent violate the terms of their restricted standing by attempting to access a prohibited activity or facility, they may face further disciplinary action, including suspension.
Payment of Fines	A monetary penalty imposed as a consequence of a Code of Conduct violation, intended to serve as a reminder of the importance of community standards. Failure to pay an assessed fine by the established deadline may result in a financial hold being placed on the Respondent's account, preventing registration, the release of transcripts, or the awarding of a degree.
Partner Institution Disciplinary Action	Independent disciplinary action in response to student conduct reported by, or occurring within, partner programs. Removal from a partner

⁸ Non-disciplinary measures that may be implemented before or during an Alternative Resolution or an investigation into a Formal Complaint.

	program serves as grounds for institutional review, which may result in further sanctions independent of, or in addition to, those mandated by the partner.
Permanent Loss of Privileges	The University may permanently rescind the Respondent's privilege to access certain programs, services, or facilities. Unlike temporary restrictions, a Permanent Loss of Privileges carries no provision for future reinstatement. This sanction is recorded in the Respondent's internal conduct record and signifies that the Respondent has forfeited specific rights of campus membership due to the nature of their conduct. Violation of the terms of a permanent exclusion will be considered a 'Trespass' and may result in immediate suspension or expulsion from the University.
Restorative Justice	A voluntary, facilitative process designed to address misconduct by focusing on the harm caused to individuals and the community. This approach, offered at the discretion of the Authorized Office, seeks to hold the Respondent accountable through dialogue, reflection, and the development of a mutually agreed-upon plan to repair the harm.
Revocation of Academic Credit(s)/Degree(s)	Credit(s)/degree(s) awarded by the University may be revoked due to subsequent discovery of misconduct.
Reflective or Restorative Assignment	Completion of a written reflection, impact statement, educational essay, restorative assignment, letter of apology (when appropriate), or other activity intended to promote accountability, personal growth, and an understanding of the impact of the student's behavior. Work that is deemed generic or produced by a third-party service (including AI) will not be accepted and may result in the assignment of additional sanctions.
Suspension	The immediate and mandatory withdrawal of the Respondent from the University for a specific period. This prohibits the Respondent from entering university property and participating in any university-sponsored programs or classes. To be reinstated, the Respondent must have satisfied all conditions stipulated in their original sanction letter, which may define a specific 're-entry plan' involving meetings with an Authorized Office (e.g. Dean of Students, Community Standards).
Transcript Hold/Conduct Notation	A temporary administrative hold placed on a student's academic transcript, or a permanent or temporary notation indicating a disciplinary status (such as suspension or expulsion). A hold may prevent the release of official transcripts or prevent course registration while a conduct matter is pending or while a time-bound sanction is actively being served.

	For time-bound sanctions (such as suspension), the conduct notation will be automatically removed from the transcript once the sanction period has successfully expired and all associated requirements have been fulfilled. Permanent notations for severe sanctions (such as expulsion) remain on the record.
Termination of Housing Contract	Termination of the Respondent's university housing contract that requires the Respondent to vacate their assigned space by the date and time specified in the sanction letter. In such cases, the Respondent shall remain responsible for all costs associated with the housing contract for the remainder of the current semester; no refunds for housing fees, room rates, or deposits will be issued. Furthermore, the Respondent is permanently barred from entering any university residential facility. Failure to comply with the move-out deadline or the subsequent access ban may result in further disciplinary action.
Withheld Awarding of Degree	The Respondent's degree may be withheld until the completion of the disciplinary process, including completion of all sanctions imposed. A student of graduating status who is subject to a pending disciplinary proceeding is not eligible to receive a degree or participate in graduation activities and Commencement until the disciplinary process is completed. Depending on the nature of the charge(s), the Respondent may be allowed to remain on campus to complete academic requirements for degree status at the discretion of the Dean of Students.
Written Warning	Formal administrative notification to the Respondent to communicate a violation of the Code of Conduct or specific campus policy.

USEFUL CONTACTS

Office / Service	Email Address
Accounts Receivable	accountsreceivable@johncabot.edu
Community Standards	communitystandards@johncabot.edu
Dean of Academic Affairs	deanofacademicaffairs@johncabot.edu
Dean of Students	deanofstudents@johncabot.edu
Disability Accommodations	disabilityaccommodations@johncabot.edu
Financial Aid	financialaid@johncabot.edu
Front Office	frontoffice@johncabot.edu
Health & Wellbeing	health@johncabot.edu
Immigration	immigration@johncabot.edu
IT Support	itsupport@johncabot.edu
Library Welcome Desk	library@johncabot.edu

EXPLORE. EXPERIENCE. EXCEL.