



**JOHN CABOT
UNIVERSITY**

An American university in the heart of Rome

GRADUATE STUDENT HANDBOOK

2025-2026

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MISSION STATEMENT

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

EXPECTATIONS FOR BEHAVIOR

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

JCU STUDENT RIGHTS

JCU students have the following rights:

1. The Right to Freedom of Expression: Students can freely examine and exchange diverse ideas in an orderly manner inside and outside the classroom.
2. The Right to Privacy: Students have the right to be free of unreasonable intrusions into personal records or disclosures of sensitive personal information. Information or documentation referring to a student's academic record or personal life will be released to third parties in accordance with the relevant privacy norms. Students have the right to inspect and review their official records, except for letters of recommendation when the

right has been waived by the student. Students may not be recorded or photographed without their consent¹.

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

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

ACADEMIC POLICIES

ACADEMIC ADVISING

All students are assigned an academic advisor, who is the Director of their specific MA program. Students confer with their advisors on a regular basis to plan their course schedules and discuss their academic and career plans. Students are still always expected to know their graduation requirements and to make appropriate course selections to best attain their educational goals.

ACADEMIC DISPUTES

Students should first try to resolve academic disputes directly with their instructor by asking for an explanation of the motivation for the disputed grade. Students who are not able to resolve academic disputes directly with their instructor may appeal, in turn, to the relevant Department Chair, the Dean of Academics, and the Academic Council, to examine the issue and make a final disposition of the matter.

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

Procedure for disputing a grade determination:

1. The student must first ask the instructor to reconsider the grade, within a month of learning of it or at the end of the semester, whichever is earlier. To do this, they should email the instructor, with the Department Chair, MA Director and Associate Dean in cc, setting forth their concern, and asking for their grade breakdown for the course, if relevant.
2. If the instructor is not able to resolve the dispute to the student's satisfaction, the student may appeal in writing to the Department Chair with the Associate Dean in cc. The student should provide the Department Chair with all documentation necessary to review the contested grade (e.g., course syllabus; the original, graded papers; tests; copies of presentations). Following receipt of a properly documented appeal, the Chair will work with both the student and the instructor to try to resolve the dispute. If the instructor concerned is also the Department Chair, the student should appeal directly to the Dean of Academic Affairs.

3. If the complaint is still not resolved to the student's satisfaction, the student may appeal in writing to the Dean of Academic Affairs. The Dean will notify the instructor (cc'ing the Department Chair), and the instructor will be expected to respond to the student and the Dean within a reasonable time, attaching any additional relevant documents. The Dean will then consider the positions of both the student and the instructor and make a final determination. If the instructor concerned is also the Dean, the student should appeal to the Department Chair and then to the Academic Council.
4. The Dean's decision may be appealed, by either the student or the instructor, to the Academic Council.

Academic disputes will be processed as expeditiously as possible.

ACADEMIC INTEGRITY

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

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

Definition

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

Academic dishonesty can take many forms:

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

Although individual instructors may suggest their own guidelines for avoiding plagiarism in papers and reports, the following rules should generally be observed:

- a. Any *sequence of words* appearing in a student essay or report that does not originate from the student should be enclosed in quotation marks, and its source fully and accurately identified in a note or in the text. Great care must be taken that quoted material is quoted accurately.

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

Penalties

A student who commits an act of academic dishonesty will generally receive a reduced or failing grade on the work in which the dishonesty occurred. Severe acts of academic dishonesty may result in the student also receiving a failing grade in the course.

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

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

Appeals

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

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

ATTENDANCE POLICY AND ABSENCES

Students are expected to attend classes. Specific policies regarding class absences are the prerogative of the instructor and will be stated in the course syllabus provided by the instructor at the beginning of the term or in the program requirements. Students are responsible for being informed of their attendance policies. A student's absence from a given class may be excused by the instructor in accordance with the policy indicated in the syllabus for the class and otherwise at the instructor's discretion.

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

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

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

The Academic Dean's Office will not excuse absences incurred for such reasons as job interviews, work commitments, family celebrations, travel difficulties, student misunderstandings of instructor or university policies, or other matters involving the personal convenience of a student.

Students participating in JCU activities that cause them to be absent (such as sports or MUN) should plan on spending their allowed unexcused absences on those days and not incur additional absences beyond those allowed by their instructor.

In order to request an excused absence from the Dean's Office, the student must submit the Excused Absences Request Form along with the appropriate documentation supporting the request. Apart from the substantive merits of the request, the Academic Dean's Office also

requires appropriate documentation, and requires that the request be made within five academic days after a student returns to campus following an absence.

When the Academic Dean's Office grants an excuse request, it will notify the faculty member. Students whose absences have been excused are in no way exempted from meeting the learning objectives of the course as set by the instructor. Students are always advised to communicate with their instructors regarding the impact of their absences on their academic circumstances. An instructor may advise a student to withdraw from a class if absences seem likely to prevent the student from successfully completing the course. If the deadline to withdraw has already passed, students should contact the Dean's Office for advising.

An instructor will provide a student whose absence from a class has been excused by the Academic Dean's Office with:

- a. an appropriate opportunity to make up for the credit lost because the student could not complete an in-class credit-bearing exercise scheduled for the day of the absence;
- b. an appropriate opportunity to submit credit-bearing homework the student was unable to submit because of the same serious difficulty preventing the student's attendance . (It will ordinarily be assumed that a student can submit a homework exercise remotely. It is the responsibility of the student to make the case that completing and submitting an exercise was not realistically possible under the circumstances.)

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

AUDITING COURSES

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

CLASSIFICATION OF STUDENTS

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

CLASSROOM ETIQUETTE

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

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

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

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

COURSE LOAD

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

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

CREDITS

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

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

1 ECTS = 1 CFU = 0.50 Sem. Hrs.

DISABILITY ACCOMMODATIONS

Students seeking disability accommodations should identify themselves at the time they pay their tuition deposit or housing placement fee, and must submit an online form, including recent (no older than four years) and detailed medical or psychological documentation of the disability for which they are seeking an accommodation. To ensure adequate time for processing, requests for academic accommodations must be submitted no later than the dates below:

Fall	July 1st
Spring	November 15th
Summer	May 15th

After a subsequent meeting with the Coordinator for Disability-Related Academic Accommodations, students will be notified by the Academic Dean's 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, the tuition deposit, and the housing placement fee.

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

For more information, contact the Coordinator for Disability Accommodations, Dr. Carmen Franzese, at disabilityaccommodations@johncabot.edu.

DROP/ADD

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

For all other Master students, the following applies.

During the Fall and Spring semesters, the Drop/Add period lasts until Friday of the first week of class. Courses may be added or dropped, subject to availability and approval by the student's academic advisor, during this period. After the Drop/Add period, no courses may be added and withdrawal penalties will apply (see Withdrawal from a Course). No refunds will be issued for courses dropped after the Drop/Add period. A student who for any reason does not wish to attend a course for which they have registered must follow the usual Drop/Add or withdrawal procedures. During the Summer session, the Drop/Add period lasts until the third day of class. Students should always consult the Academic Calendar posted online for official deadlines.

EXAMS, ABSENCES AND MAKEUPS

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

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

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

FINAL EXAMS

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

The University will not reschedule final exams to accommodate anything less than a serious difficulty, as defined above, preventing attendance.

FINANCIAL AID

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

Financial Aid and Scholarships

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

University Funded Scholarships and Grants

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

US Federal Direct Loans

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

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

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

Private Loans

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

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

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

For further details on Scholarships and Financial Aid, please visit the JCU website www.johncabot.edu or contact the Office of Financial Aid at financialaid@johncabot.edu.

GRADING POLICIES

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

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

The Academic Dean's Office determines whether the non-academic conditions for an INC have been met. Students interested in requesting an INC must contact Assistant Dean Annette Bryson as soon as they can. The professor determines whether the academic conditions – completion of a majority of the work at a C- or better – have been met. The professor can then submit the Request for Incomplete Grade form. Once the work has been graded, the professor submits a Change of Incomplete form to assign the final grade.

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

For Incompletes given at the end of the Spring term or a Summer session, the work must be completed by the by the last day of class of the following Fall semester. After that time, the grade will be administratively converted to an F. For Incompletes granted at the end of the Fall term, the work must be completed by the last day of class of the following Spring semester. After that time, the grade will be administratively converted to an F.

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

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

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

Designation	Interpretation	Numerical Value
A	Excellent	4.00
A-		3.67
B+		3.33
B	Good	3.00
B-		2.67
C+		2.33
C	Satisfactory	2.00
C-		1.67
D+		1.33
D	Poor but Passing	1.00
D-		0.67
F	Failing	0.00
INC	Incomplete	
P	Passing (C or above)	
NP	Not passing (C or below)	
W	Official withdrawal	

The quality points for each course are calculated by multiplying the numerical value of the grade by the number of credit hours of the course. The total of the quality points earned is divided by the total number of credit hours earned. Thus, a student who has taken 30 hours of work and has earned a B (3.0) in all courses would have 90 quality points and a grade-point average of 3.00.

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

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

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

GUIDELINES FOR WHAT GRADES MEAN AT JCU

These guidelines are presented to provide students with a general idea regarding how letter grades are assigned at JCU. While each individual course may have different assessment criteria for each grade depending upon the material being taught, the general sense of academic expectations remains. Many instructors assign grades in their class based upon a 100-point (100 percent) conversion. An example of these standard numerical equivalents is given below.

Grade	Description of Academic Work
A (90-100)	Work of this quality directly addresses the question or problem raised and provides a coherent argument displaying an extensive knowledge of relevant information or content. This type of work demonstrates the ability to critically evaluate concepts and theory and has an element of novelty and originality. There is clear evidence of a significant amount of reading beyond that required for the course.
B (80-89)	This is highly competent level of performance and directly addresses the question or problem raised. There is a demonstration of some ability to critically evaluate theory and concepts and relate them to practice. Discussions reflect the student's own arguments and are not simply a repetition of standard lecture and reference material. The work does not suffer from any major errors or omissions and provides evidence of reading beyond the required assignments.

- C (70-79)** This is an acceptable level of performance and provides answers that are clear but limited, reflecting the information offered in the lectures and reference readings. This level of performance demonstrates that the student lacks a coherent grasp of the material.
- D (60-69)** Important information is omitted and irrelevant points included. In effect, the student has barely done enough to persuade the instructor that s/he should not fail.
- F (59 and below)** This work fails to show any knowledge or understanding of the issues raised in the question. Most of the material in the answer is irrelevant.

GRADUATION REQUIREMENTS

Degrees are awarded to candidates who meet the following requirements:

The MA in Art History Degree

1. Completion of 36 semester credits in three phases: a Foundation Phase of research seminars and coursework; a Master's Exam, administered in late May; and a Thesis Phase, with a Professional Experience component, MA Thesis, and MA Thesis Colloquium. All credits must be earned in residence.
2. An overall minimum grade point average of 2.00 in all courses taken at the University, with no more than two grades lower than C- in core courses.

NB: The Master's Exam may be repeated once, in case of an NP (not passing) grade. A student who fails the MA exam twice will not be able to continue in the program.

The MA in International Affairs Degree

1. Completion of 36 semester credit hours according to the requirements of the degree.
2. An overall minimum grade point average of 2.00 in all courses taken at the University, and with no more than two grades lower than C- in core courses required for the degree. All credits must be earned in residence.

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

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

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

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

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

LEAVE OF ABSENCE

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

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

MATRICULATION POLICY

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

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

PETITIONS

All students must abide by the various academic and other policies of the University. Occasionally, however, an exemption from these policies may be justified. In such instances, a written petition seeking an exemption to one or more policies must be submitted by the

Academic Director for consideration by the Dean of Academic Affairs and the Academic Council. Forms for such petitions are available on the JCU Website/Registrar.

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

PLACEMENT EXAMINATIONS

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

READMISSION

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

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

REGISTRATION

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

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

TRANSCRIPTS

Transcripts, both official and unofficial, are available to students through the [Registrar's Office](#).

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

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

TRANSFER CREDIT

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

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

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

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

All credits for the MA in Art History must be earned in residence at John Cabot University.

WITHDRAWAL FROM A COURSE

For students who are pursuing the MA in Art History or International Affairs, a course officially dropped after the Drop/Add period but before the last day to withdraw from a course (see Academic Calendar) will be recorded on the transcript with a grade of W. A student may withdraw from a course by submitting a [Single Course Withdrawal form](#). Students need to check with their Academic Directors as withdrawing from a course may result in not completing the graduation requirements.

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

WITHDRAWAL FROM THE SEMESTER

Students may request to be withdrawn from the current semester by filling out [this online form](#). If the request is approved, students receive Ws in all the courses in which they are currently enrolled. They will not be unenrolled from the University and will be able and expected to return, without re-applying, in the following semester.

In order to withdraw from the semester, a student must clear all debts with the University.

A grade of W will be recorded for all courses in progress at the time of withdrawal. A student who fails to follow the above procedure, and simply stops going to class, will receive a failing grade for courses not completed.

WITHDRAWAL FROM THE UNIVERSITY

Students who wish to permanently withdraw from the University should first discuss their plans with their Academic Director or an Academic Dean and then can submit an [Official Withdrawal](#)

[form](#). Once permanently withdrawn, a student seeking to come back to study at JCU will have to go through the application process again.

In order to withdraw from the University, a student must clear all debts with the University.

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

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

ACADEMIC SUPPORT

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

Writing Center

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

The Writing Center does not proofread or correct papers. Instead, it promotes a collaborative effort between tutor and tutee that results in effective writing. The focus is on both the form and mechanics of writing, i.e. spelling, punctuation, and grammar, as well as on the more subtle yet equally important issues of usage, tone, and register. The parameters of academic honesty are also dealt with when appropriate, in order to recognize and clarify differences in cultural expectations.

Students may make appointments twice per week. Beyond that, students can attend appointments on a walk-in basis. 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.

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,

Prof. Margaret Kneller, and supported by JCU peer tutors. Students may [schedule an appointment](#), up to one per week.

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 Cafè and are led by FLRC tutors. Check the bulletin board outside.

CENTER FOR CAREER SERVICES

The Center for Career Services is dedicated to helping students and alumni successfully enter the workforce. Students should make an appointment to meet the Career Services team early in their university career. The Center for Career Services is open to degree-seeking students, study-abroad students, and alumni, to discuss internship possibilities or provide advice in searching for jobs, writing resumes and cover letters. For more information and resources visit: <https://www.johncabot.edu/career-services/default.aspx>

Students in the Dual Degree MBA program also have access to the Career Development Center of POLIMI-GSOM.

FROHRING LIBRARY

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

Circulation Policies

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

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

The Library has a very limited collection of textbooks that can only be used in the Library. While all materials marked as reserve or required readings in the course syllabi are made available, the

Library does not purchase textbooks; and students are responsible for obtaining their own copy of the textbooks assigned by professors.

The Library has a small supply of electronics and related equipment available for checkout by members of the community. This includes laptops, headphones, calculators, and chargers. Laptops can only be used for five hours within the Guarini campus, while other equipment may be kept for six hours. MacBook chargers can only be used for three hours at a time.

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

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

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

Students may review their [library account information online](#). Books on loan and fines will be displayed.

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

All correspondence is sent to their JCU email address, including the overdue and fine notices. Failure to receive a notice does not absolve the borrower of their responsibility to return materials or to pay the overdue fine.

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

For complete details about Library circulation policies, please refer to the [Library section of the JCU website](#).

Reference Services

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

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

Rules of Common Sense

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

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

COMPUTER LABS

There are seven computer labs at John Cabot University, with a total of more than eighty computers. The Secchia Lab is located on the ground floor of the Kushlan Wing (across the Lemon Tree Courtyard). The Kushlan Lab is located on the second floor of the Kushlan Wing and can be accessed using the staircase from the Lemon Tree Courtyard. The Frohring computer lab is located on the second floor of the Frohring campus. The Garibaldi Lab is located in Via Garibaldi

88/c. The Frohring Library is also equipped with a multimedia lab. Refer to current Computer Lab hours.

Computer Lab Rules

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

STUDENT ID CARDS

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

For security purposes, students are required to carry their JCU ID card as their primary means of identification on University premises. Students may not enter any JCU facility without their JCU ID badge. Lost, stolen, or damaged ID cards should be reported immediately to any campus Front Office during normal business hours; and a replacement ID badge may then be requested. Students who forget their JCU ID badge must either return to campus with their JCU ID or pay for a replacement in the moment (form of photo identification required; replacement fee of €10.00 for the first re-printing and €25.00 for any subsequent re-printing).

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

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

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

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

Refer to 'Identification' for more information.

MAIL AND PACKAGE PICK-UP POLICIES

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

Guidelines

1. Mailing address format: ensure that the University mailing address is formatted as follows:
 - Name of Receiver: [Your Name]
 - Address: Via della Lungara 233, 00165 Rome, Italy
2. JCU Mail Room location: the office is located on the ground floor of the Kushlan Wing in the Guarini Campus.
3. JCU Mail Room operating hours:
 - Monday-Thursday: 11.00 a.m. – 1.00 p.m. / 03.00 p.m. – 5.00 p.m.
 - Friday: 11.00 a.m. – 1.00 p.m.
 - Saturday and Sunday: Packages can be retrieved upon request; send to frontoffice@johncabot.edu.
4. Mail receipt notification: students are notified by the Front Office; the email address used will be the one provided during registration if you are a visiting student, or the @johncabot.edu email address if you are a degree seeker.
5. Package retrieval: to retrieve mail and packages each student must come in person, carrying a valid ID. A student can authorize another student to retrieve a package by notifying frontoffice@johncabot.edu.

DINING

Tiber Cafeteria

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

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

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

New Campus Bar

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

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

NON-ACADEMIC POLICIES AND SERVICES

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

THE OFFICE OF THE DEAN OF STUDENTS

The Office of the Dean of Students serves as students' primary advocate outside of the classroom, collaborating with the offices of Housing and Immigration, and overseeing Student Affairs, to offer students the best possible experience. With a focus on student safety, accountability, and growth, the Dean of Students is invested in each student's success, whichever form it may take.

New Campus
Lungotevere Raffaello Sanzio, 11
deanofstudents@johncabot.edu

COMMUNITY SERVICE, RELIGIOUS LIFE, AND MULTICULTURALISM

Students' personal development and civic engagement are at the heart of the Office of Community Service, Religious Life, and Multiculturalism. Relationships with a variety of non-profit organizations allow students to give back to the community, enriching their own experience in the process.

Students can receive a Certificate of Participation if they fulfill the following requirements:

1. Fall & Spring Semesters:
 - Complete 15+ hours of volunteering with JCU-affiliated organizations.
 - Attend at least two humanitarian-related Classroom Experiences (lectures/workshops).
2. Summer Sessions:
 - Complete 10+ hours of volunteering
 - Attend at least one humanitarian-related Classroom Experience.

Graduating seniors can receive a Service Honor Cord if they have completed 65+ hours of volunteering through the Community Service Program during their time at JCU.

Reliable and committed students are key to JCU maintaining relationships with its volunteer host organizations:

- To cancel an obligation, please provide notice of at least 24 hours.

- Repeated cancellations without supporting documentation may compromise the student's future participation/involvement in the program's activities.

Gianicolo Residence Vicolo della Penitenza, 26 jcucommunityservice@johncabot.edu
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HEALTH AND WELLBEING

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

INTERNAL RESOURCES		
Medical Advisor/ On-Call Doctor	Campus Doctors	Counseling Center
• 24/7 • Free guidance and advice • Telephone, text, and Whatsapp • Accepts many insurance plans	• Included in tuition • Multiple days per week • English and Italian	• Included in tuition • Short-term counseling; psychiatry appointments • English and Italian
+39 320 40 65 709	Booking Link Guarini Campus health@johncabot.edu	Booking Link Gianicolo Residence counseling@johncabot.edu

EXTERNAL RESOURCES		
MedInAction	Pharmacies	Dr. Please
• Home Visits • Online Consultations • Specialist Appointments • Possibility of direct billing	• Identifiable by green cross outside • Some drugs available over the counter; others require a prescription • Some medication unavailable in format/	Students enrolled in the JCU-specific CISI plan have access to the Dr. Please app for minor illnesses

	under brand name with which you are familiar. Local pharmacies typically close between the hours of 1.00 pm and 4.00 pm, at 8.00 pm, and on Sundays.	
+39 375 572 4686 medinaction.com		Email medassist-usa@axa-assistance.us with: - Your full name - A copy of your Participant ID card - A note stating that you are a JCU student requesting app access because you are currently unwell.

Health Insurance Policy

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

Coverage Dates

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

Exemptions

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

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

Questions?

First-semester students at JCU should contact immigrationservices@johncabot.edu.

Returning students should contact healthinsurance@johncabot.edu.

Policy Validity

The plan is no longer valid in the following situations:

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

Refund Policy

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

Mandatory Medical Leave of Absence

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

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

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

New Campus

Lungotevere Raffaello Sanzio, 11

health@johncabot.edu

HOUSING

Graduate Housing combines convenience with independence, offering students an opportunity to immerse themselves in the vibrant daily life of Rome while becoming an integral part of the JCU graduate community.

All apartments are fully furnished, and utilities are included. Located in neighborhoods near the campuses, these accommodations are accessible via Rome's public transportation system, with commutes of up to 30 minutes by bus, tram, or on foot.

For more information, visit the [Graduate Housing webpage](#), and carefully review the policies, regulations, and housing contract.

Gianicolo Residence
Vicolo della Penitenza, 26
housing@johncabot.edu

RESIDENTIAL LIFE

Residents in JCU Housing become members of a residential and educational community. Residence Director (RDs) are vital staff in the support network designed to help new residents settle into the city, foster a sense of community in the local neighborhood, and serve as a point of reference during the semester in JCU Housing. During work hours, RDs mediate roommate conflicts and respond to safety concerns; and after hours, they handle urgent maintenance or health concerns. In the evenings and on weekends, they remain on call to respond to situations of urgent need, collaborating when necessary with other Student Affairs offices, JCU campus security personnel, and local emergency services.

The Residential Life team cultivates a welcoming environment through events and activities. Programming facilitates student connections and skill development. For more information about opportunities, residents can reach out to their RD, or email reslife@johncabot.edu.

Please review the [Housing Policies and Regulations](#) to understand the student rights and responsibilities. Pay particular attention to the following information:

Topic	Things to Consider
Alcohol	One bottle of beer or wine per resident. Total number of bottles in assigned apartment at any given time, including empties, must not exceed this limit. No hard alcohol on JCU premises at any time.
Safety and Security	24/7 surveillance in all JCU residences. RDs and security guards available. Call JCU Emergency Number (printed on back of JCU ID badge) in situations of urgent need.
Roommate Conflict Relocation Request	This procedure is different from the standard Relocation Request. To request a move because of a dispute with a roommate, please submit the Roommate Conflict Report .

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

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

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

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

Once in Italy, Non-European students attending the Fall or the Spring semesters must fulfill the appropriate immigration requirements within 8 working days of their date of entry.

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

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

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

Obtaining/Renewing a Permit to Stay

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

Please note:

- Students who miss their scheduled Post Office appointment will be fined **€100.00** and a hold will be placed on their student account.
- Students who miss their scheduled Fingerprinting appointment will be fined **€250.00** and a hold will be placed on their student account.
- To be sponsored throughout the immigration process, students must be registered full-time for classes and must not have any holds on their student account.
- Immigration paperwork varies by student. Be sure to check your requirements from the moment you receive your acceptance letter and throughout your time at JCU.

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

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

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

Other Important Considerations and Travel Restrictions

- Students going through the immigration process are expected to check their JCU email account regularly for communications from the Office of Immigration Services.
- Students waiting for their very first Permit to Stay Card may leave and reenter Italy only if they have a valid multi-entry visa. Students traveling under circumstances other than these do so at their own risk.
- Non-European citizens applying for or renewing a Permit to Stay cannot travel within the Schengen Area unless they have a valid visa or a valid Permit to Stay card. Direct flights from Italy to outside the EU are permitted, but free travel within the Schengen Area is not allowed without a valid Permit to Stay card or a valid visa.

Frohring Campus
Lungotevere Raffaello Sanzio 12
immigrationservices@johncabot.edu

ORIENTATION

The Orientation Office welcomes and supports incoming students as they transition into John Cabot University and adapt to life in Rome.

By combining engaging educational sessions with interactive activities, the Office creates a strong sense of community while equipping students with the tools and knowledge to thrive academically, socially, and culturally.

Orientation Leadership Program

Each semester, the Orientation and Immigration Offices select a group of mature and dedicated students to assist. Serving as peer-mentors for new students, Orientation Leaders are full-time, undergraduate, and graduate students who are responsible for welcoming and supporting all incoming students by leading a variety of sessions and activities during Orientation Week.

Roles include:

- Orientation Assistants: Guide new students before arrival through emails and video calls, and during Orientation Week through check-in and peer-led activities.
- Immigration Assistants: Help students navigate Italian immigration requirements.
- Arrival Assistants: Support students during their first days in Rome.

For more information regarding the specifics of each role, please visit the Orientation Leadership Program [webpage](#).

Gianicolo Residence
Vicolo della Penitenza, 26
orientation@johncabot.edu

STUDENT ENGAGEMENT

Developing programs that foster critical thinking skills and support holistic student development, the Office of Student Engagement oversees the following: Athletics; Cultural Programs, Activities and Trips; Performing Arts; Student Clubs and Organizations; and Student Leadership Programs.

Athletics and Outdoor Education

Sports and outdoor education are coordinated by the external association “[ASD Stone Tower](#)” whose mission, in support of building a strong sense of community, is to offer exceptional educational and instructional programs that promote health and wellness. The association puts together sports teams and organizes fitness classes, tournaments, and retreats.

For more information, consult the [ASD Stone Tower Handbook](#).

Physical Exam

- Participation in any athletics activities, including Outdoor Education trips, requires the student to pass a physical exam.
- Based on the level of activity, a higher-level ‘competitive’ certificate may be necessary.

- This physical exam can be scheduled through the ASD Stone Tower Sports association at the start of the semester for a small fee.
- You must also register with ASD Stone Tower by filling out a membership form.

Gianicolo Residence
Vicolo della Penitenza, 26
athletics@johncabot.edu

Cultural Program, Activities & Trips

Each semester, a range of engaging and exciting trips and cultural activities off campus is available, showcasing Italy's rich cultural heritage.

- Check the calendar before the start of the semester to book a place.
- Read the Terms and Conditions carefully before signing up. By registering for an activity or trip, students acknowledge they have read, understood, and accepted these [Terms and Conditions](#).
- Students must be 18+ years old and currently enrolled at JCU to participate in any activity or trip.

Performing Arts

Teamwork combines with self-expression to produce impressive theatrical and musical productions for the JCU community to enjoy. Roles are not limited to acting, singing, and dancing; they include music, scenery, stage management, technical assistance, costumes, and makeup, and there is also an internship opportunity for earning credits.

Clubs & Organizations

Student Organizations are a fun and effective means of developing skills such as teamwork, communication, time management, problem solving, and leadership – not to mention an excellent opportunity for making life-long friends.

Types of Club/Organization	
Club/Organization	An officially recognized Student Organization at JCU, representing specific community, social, or cultural student interests.
Society	a recognized Student Organization affiliated with and supported by the academic departments they belong to (e.g. Economics Student Society, Computer Science Society).
Group	Student/Interest Groups are groups of students that wish to meet informally according to common interests and needs. The

	development of a constitution and formal structure is not necessary for Student/Interest Groups.
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Students interested in creating a club, and those wishing to return to an existing club as leaders, must fulfill the following eligibility criteria:

- Currently enrolled students;
- In good academic standing;
- Good conduct record;
- In good financial standing with the University.

Registration and Recognition

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

The Registration and Recognition process includes:

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

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

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

Student Government

stugov@johncabot.edu

Committed to supporting the mission of the University “by using to the fullest extent the unique resources of a multicultural faculty, an international student body, and the incredibly rich culture and history of Rome and the surrounding region”, Student Government encourages interaction between all three branches of the academic community: administration, faculty, and the student body.

Formed of a Cabinet and a Senate of elected Representatives for each Academic Department, Student Government seeks to provide the official voice through which student concerns, needs, opinions, and ideas may be expressed, providing and stimulating student participation in overall policy and decision-making within the University.

Student Policy Advisor

studentpolicyadvisor@johncabot.edu

The Student Policy Advisor (SPA) is a student leader within Student Government. The SPA advises individual students on the University’s academic and disciplinary policies and procedures as well as recommending policy changes to the Administration.

Frohring Campus

Lungotevere Raffaello Sanzio 12

studentengagement@johncabot.edu

RESOURCES

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

Urgency of Need	Description	Examples	Resource
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
Urgent	Requires prompt attention	Fractures, minor wounds	JCU Emergency Phone
Semi-urgent	Can be addressed with reasonable waiting time	Injuries that do not require hospitalization	JCU Emergency Phone
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
Urgent	Requires prompt attention	Flooding in apartment	JCU Emergency Phone
Semi-urgent	Can be addressed with reasonable waiting time	Power cut, stolen property (bank cards, passport), break-ins discovered after the fact	JCU Emergency Phone
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

Note on Privacy

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

JCU counselors may disclose details to relevant staff, only if they feel the student's life is at imminent risk, or if the student poses such a risk to other individuals. JCU will inform partner institutions if their student is a victim or perpetrator of a crime or serious breach of the JCU Code of Conduct, as well as any emergency medical situations that require hospitalization.

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

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

Reporting Sexual Assault – What You Need to Know

It is your right to report sexual assault to the authorities

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

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

Important: Doctors are obliged to contact the police who will either come to the hospital to take a statement or will set up an appointment for the following days. JCU can accompany the survivor to the police station for this appointment.

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

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

COMMUNITY STANDARDS & DISCIPLINARY PROCESS

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

Lungara Residence
Via Della Lungara, 3
communitystandards@johncabot.edu

SPECIFIC POLICIES

Alcohol and Drugs

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

- Residents of JCU Housing should consult the [JCU Housing Policies and Regulations](#)
- Students may not bring their own alcoholic beverages, including sealed or closed containers, onto campus (buildings, courtyards, terraces).
- Student funds, collected and administered by the University, may not be used to provide alcoholic beverages for student events hosted off campus.
- For authorized student events, consult the [Social Events Policies and Procedures](#) handbook.
- Any substance or product containing legal marijuana, Synthetic Cannabinoids (commonly known as K2/Spice), or any New Psychoactive Substances (NPS) sold in store or on the street is prohibited on campus.
- The use, possession, sale, giving, or exchange of illegal or prescription drugs (as defined by Italian law) is strictly prohibited on all University premises.

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

Resources

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

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

Animals on Campus

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

Resources

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

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

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

Discrimination, Harassment, Bullying

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

Discrimination

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

Harassment

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

Harassment includes the following:

- **Bullying:** repeated or persistent action, criticism or abuse in public or private which intentionally or unintentionally humiliates, denigrates, undermines, intimidates, or injures the recipient. Bullying includes setting up a person to fail, ridicule, exclusion, victimization, unfair treatment, or the abuse or misuse of power.
- **Hate Speech:** highly derogatory or grossly degrading speech intended to dehumanize, humiliate, or incite hatred against persons or groups because of their race, religion, gender, sexual orientation, or disability.

- Gender-based Harassment: acts of verbal, non-verbal or physical aggression, sexual bullying, intimidation, or hostility on the basis of sex or sex-stereotyping (such as sabotaging female students' work or heckling a student because of their sexual orientation or gender identity, whether or not disclosed).

Sexual Harassment

Unwelcome verbal or physical conduct of a sexual nature, including sexual advances, statements, and requests for sexual favors. The unwelcome nature of such verbal or physical conduct may be inferred by such characteristics as aggression or persistence even after its target has expressed that it is unwelcome.

Sexual harassment will be implied where there is power asymmetry (such as that between an instructor and a student, or a supervisor and a worker). Sexual harassment includes:

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

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

Note on Consent

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

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

Identification

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

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

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

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

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

If you forget to scan out or experience technical difficulties:

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

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

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

Tabling

Tabling can be an effective means by which University clubs and associations raise awareness of services or upcoming events. For a guide on ethical media posting, refer to page 49 of this handbook. Any materials to be displayed or distributed during such an activity must support the club's mission. Submit all proposed content to the Office of Student Engagement via e-mail (studentengagement@johncabot.edu) no less than five business days before the event. Disputes or questions over the appropriateness of the material will be referred to the Office of Community

Standards (communitystandards@johncabot.edu) for a final decision. Only material that has been authorized in advance may be used during the activity.

Printed media to be displayed in cases or on billboards around campus must first receive a stamp by the authorizing office.

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

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

Prohibited Conduct

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

Intellectual Property and Privacy Rights of Others – Disregarding	All members of the JCU community are expected to respect the intellectual property and the privacy rights of others. This includes instructors' and fellow students' right to intellectual property in their lectures, notes, slides, and other course-specific materials, and the right to limit the distribution of images and recordings of themselves.
Misuse Of University Computer Facilities	Prohibited misuse includes the following: • Altering the configuration of University computers, any technical property owned by the University, software, email accounts, or any other computer files • Theft of computer facilities and resources • Using another individual's identification and/or password • Intentionally or unintentionally interfering with the work of another community member, including University officials • Sending obscene or abusive messages • Illegally downloading or distributing copyrighted materials, including unauthorized peer-to-peer file sharing. Such activities may also carry civil and criminal liability.
Possession Of Dangerous Weapons or Materials	Dangerous weapons or materials of any kind on University premises, including firearms, martial arts weapons, knives, pepper spray, explosive devices, fireworks, ammunition, chemicals, or any item deemed to be dangerous by University officials, including security guards.
Privacy Breach	Video recording, photographing, and audio recording JCU community members, including students, staff, faculty, and security personnel, without their permission; unauthorized or inappropriate use and/or distribution of such material. Beyond internal rules, recording others and distributing the material is also a violation of GDPR³.

Retaliation	Taking action against an individual because they raised allegations of prohibited conduct. The University recognizes that retaliation can take many forms, including threats, intimidation, pressuring, continued abuse, or violence.
Safety Devices – tampering with	Tampering with or misusing fire alarms and safety devices, system components, or any emergency communication equipment.
Safety, Security, or Normal Operations of the University – impeding	Any behavior that impedes the safety, security, and normal operations of the University, University-sponsored activities and events, or the greater community. Students are expected to cooperate with each other, faculty, staff, administration, and guests. Students may be sanctioned for reckless behavior, whether or not motivated by drugs and alcohol, that compromises either individual or community safety, privacy, and security.
Smoking	Smoking on University premises is permitted only in designated areas, including marked areas of the Lemon Tree and Critelli courtyards, the Guarini Roof Terrace (between the Kushlan Wing and Main Building), and the Guarini Mid-Level Terrace of the main building. Smoking, including the use of e-cigarettes and vapes, is prohibited in all other spaces, including in JCU Housing. Fines of €275.00/\$290.00 may be applied to students who do not respect these rules.
Theft	Attempted or actual theft, on or off campus, of the property of the University, of a JCU community member, or of other personal or public property.
Trespassing	Accessing restricted areas of University premises; unauthorized possession, duplication, or use of University keys.
Unauthorized Guests	Students must coordinate with the JCU Front Office to obtain authorization for bringing external guests onto campus.

	All current JCU students are permitted to visit residents in JCU Housing buildings between 9.00 a.m. and 11.00 p.m. Guests of residents must follow the same Housing Policies and Regulations that apply to residents.
Unreasonable Noise Levels	Students must not exceed a level of reasonable volume on University premises, including in JCU Housing.
Use of University Name or Logo	The use of the University name or logo in any public statement, advertisement, or demonstration is prohibited, unless prior authorization is issued by the President of the University.
Violence	Any act or threat of physical violence, or any act which causes personal injury to another person, is prohibited. This includes sexual assault, understood as sexual activity in which one party did not effectively consent.

Other Guidelines

Dress Code

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

Ethical Media Posting

1. Transparency: indicate your identity and intent
2. Reliability: acknowledge information sources; avoid generalizations and negative stereotypes
3. Impact: consider the likely effects on the community
4. Sensitivity: try to include support resources when posting on marginalized communities or sensitive issues; be respectful and open-minded
5. Consent: Never post anything without first obtaining the relevant consent.
 - a. If a person gives consent to the use of their image, make sure the post in question gives them a voice and spreads the message they would like to communicate. The purpose should be to provide a platform through which others can be heard.
 - b. Never post pictures of minors or those who are unable to give consent; their identities must be protected.

CODE OF CONDUCT

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

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

COMPLAINTS PROCESS

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

Note on Anonymous Reporting

Requests for confidentiality or that no investigation into a particular incident be conducted will be weighed against the University's obligation to provide a safe, nondiscriminatory environment for all students, faculty, and staff. Action may need to be taken even where a complainant would prefer complete confidentiality. The Office of Community Standards may consult with senior Administration, including the President, when considering actions that may conflict with the complainant's request. Complainants who insist that their name or other identifiable information not be revealed should understand that an investigation or disciplinary action against the accused parties may not be possible.

Evidentiary Basis For Findings

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

Outcomes

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

Notification Of Findings

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

Emergency Administrative Action

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

Community Standards, the Dean of Students, and the President of the University, or their designee. Following the Emergency Administrative Action, a conduct violation notice will be provided to the respondent. The SCC will then schedule a Discovery Conference meeting as soon as possible.

Sanctions

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

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

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

- The Office of Community Standards may notify the home institution of Visiting Students found responsible for any violation; Visiting Students may then be subject to disciplinary action by their home institution as well.
- Bystanders reporting other students for violations that endanger student safety and/or wellbeing may benefit from temporary immunity of the application of the JCU Alcohol and Drugs Policy.
- Parents/guardians may be notified in cases where the sanction could result in the student being removed from JCU Housing or dismissed from the University. In accordance with the relevant privacy laws, JCU reserves the right to communicate with a student's parent or guardian at any time to discuss student misconduct or behavior that risks student health and wellbeing. Situations involving emergency services or significant risk to student life typically result in notifying the emergency contact and home institution.

Appealing a Decision

Students found responsible for violations may appeal an outcome reached by the Office of Community Standards, as may complainants in cases where the respondent is found "not

responsible”. To be granted, these appeals, reviewed by the Office of the Dean of Students, must meet one of the following standards:

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

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

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

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

Appeals Panel

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

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

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

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

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

Violations of Italian Law

Breaking a University rule or standard sometimes constitutes Italian criminal or civil liability as well. Becoming familiar with both JCU Community Standards and Italian law is important because ignorance of laws and rules is not an excuse for engaging in prohibited conduct. Any violation of Italian law is a matter between the student and Italian authorities; it is not within the power of JCU to intervene in Italian legal proceedings.

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

Note on Retaliation

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

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

EXPLORE. EXPERIENCE. EXCEL.

USEFUL CONTACTS

Executive Director of Center for Graduate Studies

Prof. Michèle Favorite

Phone: 06 68191 258

Email: m.favorite@johncabot.edu

Operations and Faculty Support for Graduate Studies

Phone: 06 68191 262

Email: graduatestudies@johncabot.edu

JCU Dean of Students Office

Email: deanofstudents@johncabot.edu

IT Support

Email: itsupport@johncabot.edu

Office of Health and Wellbeing

Email: health@johncabot.edu

Center for Career Services

Phone: 06 68191 267/357

Email: careerservices@johncabot.edu

Library Welcome Desk

Email: library@johncabot.edu

Moodle Support

Email: moodlesupport@johncabot.edu

Front Office

Phone: 06 68191 200

Email: frontoffice@johncabot.edu

JCU EMERGENCY NUMBER

+39 331 656 1907