



JOHN CABOT
UNIVERSITY

An American university in the heart of Rome

GRADUATE STUDENT HANDBOOK

2026-2027

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MISSION STATEMENT

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

JCU STUDENT RIGHTS

1. Freedom of Expression and Inquiry

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

2. Privacy and Personal Data

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

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

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

consent.²

3. Safety and Physical Wellbeing

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

4. Freedom from Harassment and Discrimination

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

5. Due Process and Fair Adjudication

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

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

ACADEMIC POLICIES

ACADEMIC ADVISING

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

ACADEMIC DISPUTES

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

Academic disputes are reviewed to assess whether the instructor's grade determination conflicted with law, university or department policy, or the instructor's own policies, as stated in the syllabus.

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

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 the learning of it or the end of the semester, whichever is earlier. To do this, they should email the instructor, with the Department Chair and Associate Dean of Academic Affairs 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 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 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 (like different sections of EN 110), 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.

Note: The unauthorized use of AI may also constitute a violation of JCU Community Standards. In addition to facing academic sanctions, students suspected of unauthorized use of AI for academic purposes may also have their case referred by the Dean of Academics to the Office of Community Standards for further discipline.

Penalties

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

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

A student who is reported twice for material acts of plagiarism, cheating, or double-submissions is subject to dismissal from the University. Students found to have paid third parties for their work may 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 of Academic Affairs, 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, they 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.

ACADEMIC PROBATION AND DISMISSAL

A student whose cumulative grade point average at the University falls below 2.00 will be placed on academic probation. Students placed on academic probation then have two regular semesters to remove themselves from probation (or just one semester, in the case of conditional admits). If they fail to do so, they will be dismissed from the University. Students who are dismissed can appeal the dismissal. Their appeal will be evaluated by the Academic Council and Admissions Committee. Students on academic probation are not eligible to hold office in student organizations, nor to represent the University in any official capacity.

ATTENDANCE POLICY AND ABSENCES

Specific requirements for attendance in any given course, except as described below, are the prerogative of the instructor and will be stated in the course syllabus provided by the instructor at the beginning of the term. Students are responsible for being informed of their instructors' 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 override instructors' policies for absences incurred for such things 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 absences on those days, and not incur additional absences beyond those allowed by their instructor.

In order to request an exemption from their instructor's attendance policies, 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 exemption to an instructor's attendance policy, it will notify the faculty member. Students whose absences have been excused in this way 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 Academic 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. If the tuition costs of taking the course(s) for credit would be covered by the general tuition payment for 12-17 credits, the course(s) may be audited for no additional fee. In all other cases, including Summer sessions, there is an auditing fee of €900 or \$1150 per course. Students must notify the Registrar's Office by email that they wish to audit a course by the end of the drop/add period.

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

Please refer to the *Disability Accommodations* section for more information.

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 to make up missed quizzes or other, less important, graded work to students absent without an official excuse. Major examinations (midterms, finals) may only be re-administered, or otherwise excused or accommodated, with the permission of the Academic 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, hospitalization, or 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

Academic Dean's Office prior to the exam, and submit the [Excused Absences Request Form](#), available on the Registrar's Office webpage.

FINAL EXAMS

Students that have more than three exams in one day may request to take one of the three exams on the make-up day by completing and submitting the [Request for a Final Make-Up Exam Form](#). Students need to submit the form by the last day to withdraw from a class, which can be found on the [Academic Calendar](#). All make-up exams will be held on the same day and will be proctored by Assistant Dean Lanzone, who will contact students regarding their request.

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 preventing attendance.

FINANCIAL AID

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 graduate tuition 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 graduate students at John Cabot University may be eligible to participate in the Direct Unsubsidized and Graduate PLUS Loan Programs.

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.

Veteran's Benefits

Department of Veteran Affairs Benefits: All graduate 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.

Fail

The grade F means failing work. A failed course must be repeated in order for the student to receive credit.

Incomplete

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 with 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 have to 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 grades have been submitted.

For Incompletes given at the end of the Spring term, the work must be completed 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 Incompletes given at the end of a Summer session, the work must be completed by the last day of class of the following Fall 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.

Withdrawal

Students who withdraw by the withdrawal deadline (and after the Drop/Add 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

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

In the case of repeated courses, the number of quality points and hours includes only the grade from the most recent course taken. 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. EQUIVALENCY 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 a 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 M.A. in Art History Degree

1. Completion of 36-semester credits distributed over fifteen months of full-time study in three phases: a Foundation Year of research seminars and coursework; a Master's Exam, administered in June; and a Thesis Semester, with a Professional Experience component, MA Thesis, and MA Thesis Colloquium.
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 M.A. in International Affairs Degree

1. Completion of 36 credits distributed over three semesters of full-time study with the following components: Structured Foundation Courses, Graduate Seminars; Internship and Professional Development Courses; an MA thesis.
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.

Candidates for graduation must satisfy the general university and major requirements in effect at the time of their entry to the University. Students who are absent from the University for a period of one year or more may be required to resume under different graduation requirements upon their return. Students who require more than five years 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 six credits of their graduation requirements and will complete those six credits by the end of the following Summer sessions, will be allowed to participate in the ceremony. Students who complete graduation requirements at a time other than the end of a Spring semester or the following Summer sessions are 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.

JCU STUDENT MEDIA FRAMEWORK

JCU Student Media include the following recognized and projected outlets:

- The Matthew
- JCU Student TV
- JCU Student Radio (projected)
- Any independent website created by a JCU club or organization
- Any independent podcast created by a JCU club or organizations

JCU supports recognized Student Media by providing facilities, a budget and a faculty advisor.

Student Media organizations are dedicated to providing news, information, and creative expression relevant to the JCU community, and an open forum for thoughtful discussion and pluralistic debate on issues of interest to it. Editorially independent of the University's administration, Student Media outlets produce such content freely and thoroughly, following professional journalistic standards in writing, reporting and producing.

Student writers-producers are responsible for the content of any materials published or broadcast in JCU Student Media Organizations. This content is independent, but ought to adhere to the following:

- The University's mission and codes of conduct;
- Italian and EU legal standards governing free speech, including protections for intellectual property and privacy, and protections against hate speech and defamation;
- Media ethics and best journalistic practices such as fact-checking and fairness.

It is the role of editors, the faculty advisor and the JCU Student Media Advisory Board to guide student content producers in ensuring respect for these principles. To facilitate this formative training, Editors (and others) may enroll in a 1-credit course (modelled on the 1-credit RA program) in which they meet regularly with the Faculty Advisor as lead professor, and other members of the Communications Department.

All student media productions/publications/broadcasts should include the following statement:

“This publication reflects the views of the editors/writers/producers who created it.”

A JCU Student Media Advisory Board is established to:

- Serve as a consulting body for writers-producers, editors and faculty advisors regarding any ethical or legal concerns they may have with a work before it is made public by providing double blind and expert recommendations.
- Mediate conflicts between writer-producers and faculty advisors.
- Provide general guidance and recommendations regarding publications and broadcasts.

JCU Student Media Advisory Board

Standing Members

Associate Dean of Student Engagement, who shall also act as Secretary to the Board

Coordinator of the JCU Media Lab

Director of JCU Web Communications

Student Government President or delegated representative

Communications Department faculty member

Appointed Members from JCU Faculty (Appointed by the Standing Members)

Expert in media law

Expert in media ethics

A Faculty Advisor also serving on the Student Media Advisory Board shall recuse him- or herself from any Advisory Board activities to mediate a dispute with student writer-producers in which s/he is also a party.

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 [here](#). 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 Petition for Exemption of Academic Policy form must be submitted by the student, with the recommendation of their Advisor, for consideration by the Dean of Academic Affairs and the Academic Council. [Forms and petitions](#) are available on the Registrar's Office webpage.

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 have 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.

REPEATED COURSES

Courses in which a student received a final grade of C- or below may be repeated. No grade is removed from the transcript, but only the last grade received in a course is considered in computing a student's grade point average and credits earned. This pertains only to classes taken and repeated at JCU. If a class is repeated outside JCU, both the initial grade and the subsequent grade will appear on the transcript and will be considered in calculating a student's grade point average. This policy does not apply to certain skills-based courses with course descriptions that explicitly state that the course can be repeated.

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 A SEMESTER

Students who wish to withdraw from all of their classes in a particular semester for which they are registered should submit an official [Semester Withdrawal Form](#). 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.

The deadline to Withdraw from a Semester is the last day of classes (see Academic Calendar).

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 RESOURCES

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

COMPUTER LABS

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

Lab Locations

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

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

Computer Lab Rules

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

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

FROHRING LIBRARY

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

Circulation Policies

Graduate students may borrow up to 15 books at a time. Books in the Main Collection can be checked out for two weeks; and books in the Reserves can be checked out for three hours, for use within the Library only.

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

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

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

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

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

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

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

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

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

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

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

Reference Services

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

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

Rules of Common Sense

1. Silence your phone and be respectful of others.
2. Keep your voice down in the designated quiet study areas.
3. To reserve your spot in the Aurelian Wing or at one of the Library's computers, it is important to book your space using the Library's [booking system](#).
4. Low-level chatting and group study are allowed in areas that are not designated as quiet study areas.
5. Always leave the desks as you find them (and as you would like to find them).
6. The Library Staff is not responsible for items left unattended in the Library.
7. Food is not allowed. Drinks are permitted only in covered containers.

8. Should the security gate alarm sound as you exit the Library, return to the Service Desk to resolve the situation.
9. Smoking or vaping is not permitted anywhere in the Library, including the courtyard.

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

ACADEMIC SERVICES

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

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 available to provide career-readiness support and internships/jobs for Master's students. For more information and resources visit: <https://www.johncabot.edu/career-services/default.aspx>

TUTORING CENTERS

Foreign Language Resource Center

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

FLRC tutors are all mother tongue or near-native speakers and are selected, trained, and supervised by the FLRC Coordinator. Students may [book an appointment online](#) (up to 24 hours in advance).

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

Math Tutoring Center

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

Writing Center

The Writing Center offers free, one-hour consultations to all JCU students on: brainstorming, choosing a topic, developing research questions; formulating a thesis, building an argument,

drafting, and revising; grammar, organization, clarity and style; evaluating and integrating source information; MLA/APA documentation and formatting; and writing statements of purpose/personal statements, cover letters and resumes/CVs.

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

Students may make appointments twice per week. Beyond that, students can attend appointments on a walk-in basis. Students can [book an appointment](#) online. Please arrive on time for the appointment. Students who arrive late may lose their appointment if another student arrives. Please come to the appointment well prepared. Bring assignment guidelines, drafts, and/or graded papers with professors' comments, and come with specific questions in mind.

DISABILITY ACCOMMODATIONS

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

ACADEMIC DISABILITY ACCOMMODATIONS

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

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

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

When to Apply

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

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

How to Apply

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

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

Acceptable documentation:

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

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

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

Obtaining and Renewing Documentation

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

Documentation Review and Appointment

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

Approval of Academic Accommodations Requests

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

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

NB

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

Information for Prospective Students

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

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

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

For questions about admissions, please see the [Undergraduate Admissions page](#).

Rights, Responsibilities, and Important Information

Student Responsibilities:

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

Assistive Technology

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

- **Narrator:** A screen reader that reads aloud text on the screen, which can assist students who have difficulty reading.
- **Magnifier:** A tool that enlarges parts of the screen, making it easier for students with low vision to see content.

- **Speech Recognition:** This allows students to control their computer using voice commands, which can be beneficial for those with physical disabilities.
- **Read Aloud in Microsoft Edge:** This feature reads web pages aloud, supporting students who struggle with reading comprehension.
- **Text Suggestions:** This can help students with dyslexia by suggesting words as they type, reducing spelling errors and improving writing efficiency.

SERVICE ANIMALS POLICY

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

Definitions

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

Documentation Process & Deadlines

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

Handler Responsibilities & Compliance

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

1. **Pre-Arrival**
 - **International Travel:** The Handler is solely responsible for researching, financing, and complying with all Italian customs, vaccinations, and [EU entry requirements](#).

- **Health Documentation:** The Handler must provide the [Coordinator for Disability-Related Academic Accommodations](#) with evidence of full compliance with all EU veterinary entry rules and Italian public health laws (including, but not limited to, microchip, rabies vaccination, and EU Health Certificate regulations). The Handler is solely responsible for researching and maintaining ongoing compliance with local Italian animal registration requirements (such as the ASL registry) upon arrival. **Because regulations are subject to change by government authorities, Handlers must independently verify current requirements prior to travel.**
- **Liability:** In accordance with **Italian Civil Code, Art. 2052**, the Handler holds full civil and financial liability for the Animal's actions, including property damage, bodily injury, or specialized cleaning costs.
- **Insurance:** Handlers are strongly encouraged to secure third-party liability insurance covering the Service Animal for the duration of their enrollment. JCU assumes no financial, legal, or health responsibility for the Animal.

2. Campus Rules

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

3. Enforcement

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

External Venues & Trips

- **Off-campus Classes, Required Field Trips & Site Visits:** JCU's campus clearance does not grant automatic access to third-party spaces in Italy. Handlers must notify the [Office of Health & Wellbeing](#) at least **10 business days in advance** of any required off-campus academic travel. While JCU will make reasonable efforts to coordinate with external venues, the Handler remains ultimately responsible for complying with Italian accessibility laws, local regulations, and the specific entry rules of those facilities (including public transit and museums)

- **Leisure & Extracurricular Trips:** For voluntary activities organized by the [Office of Student Engagement](#) (or other university clubs), Handlers must check with the event organizers prior to signing up to determine if the external venues, transportation, or activities can accommodate a Service Animal under Italian law. The Handler remains solely responsible for ensuring compliance at all times during the trip.

Medical Emergencies

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

Community Expectations

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

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

Conflicting Health Conditions

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

NON-ACADEMIC POLICIES

1. INSTITUTIONAL COMPLIANCE & SAFETY

IMMIGRATION

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

- To enter Italy with the purpose of study, non-European citizens must first obtain an Italian student visa (except for stays of less than 90 days during the Summer Sessions, based on the student's nationality). It is illegal to enter Italy under a tourist visa with the purpose of remaining more than 90 days.
- Once in Italy, Non-European students attending the Fall or the Spring semesters must fulfill the appropriate immigration requirements within 8 working days of their date of entry.
 - Visiting and ENLUS students who obtain a visa for less than 150 days will need to file a Declaration of Presence (*dichiarazione di presenza*), while Visiting and ENLUS students whose visa is longer than 150 days will need to request a Permit to Stay (*permesso di soggiorno*).
 - DS, Master students, and students who are registered for two consecutive semesters must request the Permit to Stay.

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

Obtaining/Renewing a Permit to Stay

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

Important Note:

- Students who miss their scheduled Post Office appointment will be fined **€100.00/\$120.00** (based on the currency of your student account) and a hold will be placed on their student account.
- Students who miss their scheduled Fingerprinting appointment will be fined **€250.00/\$300.00** (based on the currency of your student account) and a hold will be placed on their student account.
- To be sponsored throughout the immigration process, students must be regularly registered, full-time students attending classes in person, and must not have any holds on their student account.
- Immigration paperwork varies by student. Be sure to check your requirements from the moment you receive your acceptance letter and throughout your time at JCU.

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

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

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

Other Important Considerations and Travel Restrictions

- Students going through the immigration process are expected to check their JCU email account regularly for communications from the Office of Immigration Services.
- Students waiting for their very first Permit to Stay Card may leave and reenter Italy only if they have a valid multi-entry visa. Students traveling under circumstances other than these do so at their own risk.

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

HEALTH INSURANCE

Upon enrollment, all new students must have [JCU's CISI health insurance](#) for at least two consecutive semesters or study visa required duration (when applicable).

Please note that students in JCU housing must have coverage that matches the move-in and move-out dates.

Coverage Dates

- **New Students:** Coverage must match the dates communicated by the Admissions Office upon enrollment (two consecutive semesters or full program duration).
- **Non-EU Graduates:** Students who require a long-term study visa will automatically be enrolled in the JCU CISI plan for their first academic year and the cost will be added to their bill statement. After the first year, the student will be responsible for purchasing the plan each semester. JCU regularly audits for compliance as part of its risk management plan. Please note that the cost is subject to change.
- **Returning Students:** Coverage must match the academic calendar (one semester, from move-in to move-out). Compliance with this requirement will be checked every semester.

Exceptions

- Tessera Sanitaria (or provisional certificate)
- Tessera MAE/MAE Card (Diplomatic ID issued by the Italian Ministry of Foreign Affairs)
- European Health Insurance Card (EHIC) (or provisional certificate)
- Partner University Study Abroad Program Insurance (check with your home university for details)
- Private Insurance (only for students enrolled before Fall 2024⁴):
 - 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.

Validity

The CISI Policy is no longer valid if:

- You withdraw from John Cabot University
- You are taking the fall/spring semester off (or both)
- You are not actively taking classes at JCU⁵

⁴ This exception also applies to EU students who enrolled in Fall 2024, but not after

⁵ With the exception of the summer term, students must be actively taking classes at JCU.

More Information

If this is your first semester at JCU, please contact immigrationservices@johncabot.edu. If you are a returning student, please contact healthinsurance@johncabot.edu.

ORIENTATION COMPLIANCE & SAFETY

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

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

Medical Amnesty (Good Samaritan) Policy

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

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

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

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

Students granted Medical Amnesty will ordinarily be required to participate in an educational intervention, such as a meeting with a member of the Residential Life or Dean of Students team,

completion of an educational module, or another appropriate follow-up designed to promote health, safety, and responsible decision-making. These interventions are educational and supportive in nature and are not considered disciplinary sanctions.

Medical Amnesty applies only to minor conduct violations directly related to the medical emergency. It does not exempt students or student organizations from accountability for serious misconduct committed during the same incident, including but not limited to acts of violence or aggression, hazing, sexual misconduct, endangering behavior, damage or destruction of property, the distribution, manufacture, or sale of illegal substances, driving under the influence, failure to comply with university officials or emergency responders, or other significant violations of university policy. Repeated incidents demonstrating a pattern of high-risk behavior may also result in disciplinary action.

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

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

MANDATORY MOBILE CONNECTIVITY & EMERGENCY CONTACTS

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

How to Meet This Requirement

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

2. CAMPUS ACCESS & STATUS

JCU STUDENT ID CARD POLICY

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

Rules of Use

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

Security & Verification

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

Preferred Name Changes

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

CAMPUS ACCESS & ENROLLMENT STATUS

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

- **Access to Residences:** obtain prior authorization from the Office of the Dean of Students by submitting the [JCU Housing Visitor Request form](#), observing the notice period and regulations outlined in the form.
- **General Campus Access:** requests must be made to Front Office (frontoffice@johncabot.edu), at least 24 hours before the planned visit. Visits must respect the following hours:
 - **Monday–Friday:** 9:00 a.m. – 6:00 p.m.
 - **Saturday–Sunday:** 12:00 p.m. – 6:00 p.m.

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

ADMINISTRATIVE WITHDRAWAL FOR NON-ATTENDANCE

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

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

MANDATORY MEDICAL LEAVE

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

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

In some circumstances, a student who displayed behavioral crisis may require the implementation of a customized study program/supporting measures. The related assessment will be carried out by JCU Medical Advisor and/or by the Head Counselor and may result in a mandated leave of absence.

In some circumstances, the University may require a student to take a medical leave of absence. This action would only be taken after an individualized assessment concludes that (i) there is a significant risk to the student's health or safety, or to the health or safety of others, or that the student's behavior severely disrupts the University environment, and (ii) that no reasonable accommodations can adequately reduce the risk or disruption.

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

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

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

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

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

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

Coursework in Process

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

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

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

Duration of Mandatory Medical Leaves of Absence

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

Activity While on Leave

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

Finances

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

Campus Access

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

Email and Library Access

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

Campus Employment

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

Disciplinary Violations

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

Emergency Contact Notification

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

JCU Summer Session Classes

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

Returning from an Involuntary Medical Leave of Absence

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

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

Deadlines for Requesting Reinstatement

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

Materials to be Submitted

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

1. Brief Statement (approximately 500-750 words) describing the circumstances that led to the medical leave, the treatment received while on leave and any other activities the student deems relevant, and the student's own sense of their readiness to return to JCU.
2. Name and contact information for the clinician who will be submitting the documentation.

3. **Medical letter from the relevant specialist, attesting to the student's readiness to resume academic activities and university life.** The medical letter should include:
 - a. The clinician's credentials and clinical setting;
 - b. The nature of their work with the student, including the duration and frequency of their contact;
 - c. Any observed progress in the student's recovery from the medical condition that led to the leave of absence;
 - d. The clinician's assessment of the student's clinical status and their readiness to successfully resume academic activities and university life;
 - e. The justification for their assessment of the student's readiness.

Meeting

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

Individual Assessment of Request

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

Appeal Process

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

3. LIVING & CAMPUS ENVIRONMENT

HOUSING & RESIDENTIAL LIFE

The Housing Policies and Regulations set out the rules by which all residents of JCU Housing agree to abide. Key areas include:

- **Community standards:** Respecting quiet hours, visiting hours, and guest policies to ensure a safe and comfortable environment.

- **Shared responsibility:** Keeping apartments clean, respecting roommate agreements, and following housing alcohol rules.
- **Maintenance issues:** Filing repair requests quickly to help keep the buildings in good condition and look after your living space.

DINING SERVICES

Tiber Café – Frohring Campus

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

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

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

Il Melograno Bar – Pavoncello Campus

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

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

MAIL & PACKAGE SERVICES

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

Location & Hours

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

Mailing Address Format

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

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

Policies & Restrictions

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

Notifications & Pickup

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

4. COMMUNITY ENGAGEMENT & CONDUCT

STUDENT ENGAGEMENT & COMPLIANCE

The Office of Student Engagement coordinates extracurricular activities, clubs, and sports. Participation in these programs is subject to the following institutional and legal requirements:

Athletics & Recreation (ASD Stone Tower)

Sports teams, fitness classes, and outdoor trips are managed by an external association, ASD Stone Tower.

- **Mandatory Physical Exam:** Italian law requires all students to pass a medical physical exam and obtain a health certificate *before* participating in any athletic activity or outdoor trip. This exam can be scheduled through the association at the start of the semester for a small fee.
- **Membership:** Students must complete a membership form to register with the association.
- For complete rules, schedules, and fees, consult the [ASD Stone Tower Athletics Handbook](#).

Cultural Programs & Trips

- **Age & Enrollment Restriction:** You must be at least 18 years old and actively enrolled at JCU to participate in any university-organized trip or activity.
- **Terms & Conditions:** Students must review and accept official Terms and Conditions upon registration.
- To view upcoming trip calendars and booking deadlines, visit the [Cultural Programs portal](#). Full terms governing all university-sponsored trips are set out in the [Trips and Activities Terms & Conditions](#).

Performing Arts

- **Open Participation:** Theatrical and musical productions are open to the JCU community, with roles spanning acting, singing, and dancing as well as music, scenery, stage management, technical assistance, costumes, and makeup.
- **Academic Credit Option:** Students may earn academic credit for participation through an available internship opportunity.

Clubs & Organizations

- **Leadership Eligibility:** To create a new club, reactivate an existing one, or hold an executive board position, students must be in good academic, financial, and disciplinary standing with the University.
- **Official Recognition:** Clubs must complete a formal registration process (including securing a faculty advisor and submitting a constitution) to receive university funding and facility use.
- Club leaders and members must abide by all regulations outlined in the [Student Clubs and Organizations Handbook & Advisor Manual](#).

STUDENT GOVERNMENT & REPRESENTATION

The JCU Student Government (SG) is the official voice of the student body, facilitating communication and policy collaboration between students, faculty, and university administration.

- **Structure:** Student Government is composed of an executive Cabinet and a Senate of elected representatives from each academic department.
- **Purpose:** SG advocates for student needs, opinions, and ideas, ensuring student participation in university policy and decision-making.
- **Student Policy Advisor (SPA):** The SPA is a student leader within Student Government who advises individual students on academic and disciplinary policies and procedures. The SPA also recommends student-focused policy changes directly to the University Administration.

For election schedules, meeting minutes, or to contact your representatives, email stugov@johncabot.edu or studentpolicyadvisor@johncabot.edu.

DIGITAL CITIZENSHIP & MEDIA RESPONSIBILITY

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

- **Behavioral Expectations:** All students are expected to maintain a respectful digital presence. Using social media, messaging apps, or online forums to harass, bully, threaten, or defame fellow students, faculty, or staff is a direct violation of the Student Code of Conduct. *Refer to Bullying & Cyberbullying in the Student Code of Conduct for more information.*
- **Privacy and Consent:** Recording or posting photos, videos, or audio of JCU community members in private spaces (such as university residences, classrooms, or offices) without their explicit consent is strictly prohibited. *More information is available under Privacy in*

the Student Code of Conduct.

- **Institutional Representation:** Personal social media accounts must not claim to officially represent John Cabot University. *For rules regarding the use of official logos, names, and trademarks, please refer to the Unauthorized Use of University Marks section of the Student Code of Conduct.*

RESOURCES

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

EXTERNAL SUPPORT

Crime

YouPol App

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

Emergencies

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

Government Assistance

Embassy

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

Psychological Support

- **1522 Counseling Hotline⁶**
For victims of sexual abuse and violence. Dedicated to female victims but open to everyone. Available in Italian and English.
- **Telefono Amico Suicide Hotline**
Volunteers trained to offer support and guidance during an emotional crisis. Italian; English and Spanish available by appointment. 10.00 a.m.-midnight (CET), 7 days per week. +39 02 2327 2327 / +39 324 011 7252 (Whatsapp)

Sexual Assault & Violence

- **Sportello Donna Antiviolenza**
For survivors of sexual violence; legal counsel available. Call to make an appointment or go directly to the Emergency Room of the San Camillo Hospital and ask for the Sportello Donna. **06 58703216 / +39 327 360 3369**

⁶ Use Italian phone number/app to access support

- **Antiviolence Centers**

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

- **Gay Helpline**

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

Reporting Sexual Assault – What You Need to Know

It is your right to report sexual assault to the authorities. Medical support in Italy is offered through the public health system:

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

Very Important: Doctors are obliged to contact the police who will either come to the hospital to take a statement or will set up an appointment for the following days. JCU can accompany the survivor to the police station for this appointment. To press charges, medical documentation from a public hospital is essential. See <https://www.differenzadonna.org/en/codice-rosa-en-translation/> for additional details of Italian initiatives to support victims of sexual violence.

Substance Use & Dependence

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

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

INTERNAL SUPPORT

Crisis Intervention; Safety & Security

- **International SOS⁷**
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.
- **JCU Emergency Number⁸**
24/7 line, reserved for situations of urgent or semi-urgent need that require immediate or prompt intervention.
- **Office of the Dean of Students**
Primary advocate for students. Offers support and coordinates staff assistance for sensitive

⁷ Refer to [JCU Telehealth Resources](#) for login credentials and contact number

⁸ See reverse of JCU ID badge for number, or refer to JCU app

and stressful activities such as police reports or medical exams following a sexual assault.

Psychological Support

Short-term individual counseling sessions held on campus in English and Italian by qualified and experienced counselors and psychiatrists.

Grievance & Conflict Resolution

Office of Community Standards

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

Assessing Urgency

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

URGENCY	DESCRIPTION	EXAMPLES	RESOURCE
Medical			
Immediate/ Resuscitation	Life threatening; immediate intervention necessary	Severe bleeding, respiratory distress, cardiac arrest	112
Emergency	Could become life- threatening if not addressed quickly	Unstable vital signs, severe pain, significant injury requiring immediate stabilization	112
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 <u>Office</u>
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 <u>Office /</u> <u>Maintenance</u> <u>Request</u>
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Privacy and Disclosure

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

- **Counseling Confidentiality:** Information shared with JCU counselors remains confidential except in cases of **imminent risk of harm** to the student or others. In these rare instances, only essential details will be shared with specially trained emergency staff.
- **Institutional Reporting:** To ensure the safety of our global community, JCU may notify partner institutions if a student is involved in a serious crime, a significant breach of the Code of Conduct, or a medical emergency requiring hospitalization. These disclosures are made with the sole intent of coordinating necessary support and ensuring compliance with safety protocols.

CODE OF CONDUCT

USER GUIDE

Violations

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

Sanctions

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

GLOSSARY

Term	Definition
Authorized Official/Office	A university employee or administrative office with the formal delegated authority to grant permissions, waive requirements, or oversee the use of University resources related to their functional area.
Faculty	Any person who holds a current academic appointment within the University.
Guest	Any member of the university community who is accessing a residence they are not assigned to, or a part of campus to which they are not usually authorized access.
Host	A current student who brings, or facilitates the entrance of, a on university premises.
Member of the University Community	Any person who is a student, faculty member, university official, or any other person employed or retained by the University.
Property	Belongings, buildings and their fixtures, equipment, or materials. In addition, property may include the belongings, equipment, or materials produced, owned by or in possession of students, faculty, staff, guests, vendors, contractors, or members of the community.
Student	Any person matriculated and/or enrolled in a university course or program, from the time of admission through the awarding of a degree. This status runs from the date a person matriculates and/or enrolls and the date the person is awarded a university degree.
Student Group	Includes Registered Student Organizations, Graduate Student Organizations, athletic teams or clubs, musical or theatrical organizations, groups established within academic units, and any number of individuals associated with the University and one another, but who have not registered, or are not required to register, as student organizations.
The University	Refers to John Cabot University and all related campuses including all land, buildings, facilities, and other property owned, used, or leased by, or under the control of the University.

University Official	Any person employed by the University (including, but not limited to, faculty, staff, security, and student staff members), acting within the scope of their job duties.
University Premises	Buildings or grounds owned, leased, operated, controlled, or supervised by the University.
University-Sponsored Activities	Any academic, co-curricular, extra-curricular, or other activity or event, on or off campus, which is initiated, aided, authorized, or supervised by the University.
Visitor	Any non-university member who requires authorization to access campus.

VIOLATION DEFINITIONS

1. Academic Dishonesty (AA)

Taking credit for academic work (including papers, reports, quizzes, examinations, etc.) that is not one's own or has not been originally produced for the course in which it has been submitted. This includes assisting others in generating or claiming academic work that is not their own, as well as paying someone else to complete work on their behalf.

2. Acts of Violence and Aggression (H 3.4)

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

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

3. Alcohol on Campus⁹ (H 15.1-15.6)

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

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

⁹ In this context, all buildings, corridors, courtyards, buildings, terraces, and spaces owned or managed by The University, distinct from JCU Housing.

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

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

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

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

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

5. Bullying and Cyberbullying (III 3)

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

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

6. Damage or Destruction of Property (III 37)

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

7. Discrimination and Harassment (III 3.3-3.4)

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

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

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

8. Disorderly Conduct

Any unreasonable or reckless behavior¹⁰ that creates a risk of physical harm to persons or property, or which seriously interferes with the rights of others to a peaceful and safe environment.

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

9. Disruptive Behavior

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

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

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

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

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

See also *Medical Amnesty Policy*.

¹⁰ Choosing to ignore a serious and obvious risk without a valid reason, in a way that most people would consider careless or unsafe

11. Endangering Behavior

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

12. Failure to Comply

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

13. Gambling (III 22)

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

14. Hazing

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

15. Identification and Access Integrity (III 23)

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

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

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

17. Intellectual Property Rights of Others

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

18. Misrepresentation of Information

The willful falsification, distortion, omission, or misrepresentation of information – whether spoken, written, or electronic – to members of the university community, law enforcement, or

officials at other institutions. This includes actions intended to mislead administrative processes or investigations, or actions that could reasonably be expected to adversely affect members of the university community, or the mission, integrity, or operations of the University.

19. Misuse of Technology and Digital Resources

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

20. Misuse of University Equipment

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

21. Privacy (III 10)

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

22. Promoting Non-University Activities (III 12)

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

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

23. Retaliation

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

Note:

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

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

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

25. Sexual Misconduct (III 3.3)

- I. Unwelcome conduct of a sexual nature, expected by a reasonable person to offend, humiliate, or intimidate the recipient.

- II. Sexual Assault

Any non-consensual sexual act or contact perpetrated against a person's will or where a person is incapable of giving consent (due to intoxication, age, or unconsciousness), including:

- **Non-consensual penetration** (rape).
- **Non-consensual sexual contact:** this generally includes 'groping' or the intentional touching of a person's genitals, breasts, or buttocks (directly or through clothing) without consent.
- **Unauthorized physical contact:** any intentional physical contact of a sexual nature, or contact that a reasonable person would find offensive or intimate.
- **Sexual coercion:** the act of using pressure, emotional manipulation, or threats (including threats to grades [**AA**]) to force someone to engage in a physical sexual act, including forcing the victim to touch the perpetrator.

Affirmative Consent

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

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

26. Smoking (III 35)

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

- **All forms of smoking and inhalation:** combustible products, electronic delivery systems, heat-not-burn products, and alternative smoking tools.
- **Prohibited locations:** all indoors spaces, all enclosed and semi-enclosed outdoor spaces, and within ten meters of any building entrance, exit, window, or air intake vent.
- **Disposal and environmental stewardship:** all cigarette butts, matches, and tobacco-related waste must be extinguished and disposed of in provided fire-safe receptacles within Designated Smoking Areas.

Note:

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

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

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

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

28. Theft

The taking, withholding, or use of property or services belonging to the University, a member of the university community, or a campus visitor without explicit authorization. This includes any

intentional action that serves as a substantial step toward committing a theft (even if the attempt is interrupted or remains unsuccessful), and the acquisition of stolen goods.

29. Trespassing

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

30. Unauthorized Use of University Marks

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

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

31. Unauthorized Visitors (H 38)

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

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

32. Weapons and Dangerous Items (H 31)

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

- **Firearms:** any device which shoots a projectile by gunpowder or compressed air (e.g. handguns, rifles, shotguns, BB/pellet guns).
- **Bladed instruments:** knives with fixed blades, folding knives with locking blades, machetes, swords, and daggers.
- **Projectiles:** crossbows, longbows, slingshots, and any associated ammunition.
- **Impact and stunning devices:** batons, clubs, blackjack, brass knuckles, and tasers or electronic stun guns.

- **Explosives and chemicals:** fireworks, incendiary devices, bombs, or harmful chemical agents.
- **Replicas and facsimiles:** any object that realistically resembles a weapon (e.g. airsoft guns, toy weapons, or 3D-printed replicas) that could reasonably be perceived as a threat. Exceptions (e.g. for specific theatrical products) require authorization by the Office of Community Standards, in collaboration with the Director of Security.

33. Violation of Law

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

DISCIPLINARY PROCEDURES

Step 1: Submitting a Complaint

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

Step 2: Initial Assessment

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

Complainant

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

Respondent

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

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

Step 3: Resolution Pathways

Option 1: Alternative Resolution

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

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

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

Option 2: Formal Investigation and Administrative Resolution

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

- Where the Complainant or Respondent requests a Formal Investigation, or the nature of the alleged violations is such that an Alternative Resolution is inappropriate, a conduct administrator or representative will issue a notice of allegations to both parties:

- The Complainant will receive a formal notification that the University has formally initiated a process based on their report, ensuring they are kept aware of the case's progression.
- The Respondent will receive a formal notification of the specific policy violations they are alleged to have committed, giving them the necessary details to prepare a response or defense.
- A conduct administrator or representative will interview the Complainant, the Respondent, and any relevant witnesses.
- Both parties have the right to be accompanied by a support person during these meetings.
- All parties will have the opportunity to review and respond to the evidence gathered before the investigation concludes.

Participation in the Process

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

Formal Investigation (Option 2) Decision

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

Case Notification and Correspondence

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

Step 4: Appeal

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

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

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

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

Refer to *Emergency Administrative Action* for more information.

After reviewing the appeal, the Appeals Officer may:

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

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

How the Final Decision is Delivered

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

1. **Review by the Appeals Officer:** The Appeal Officer reviews the report and makes the final approval: the Appeals Office may decide to maintain the original outcome or modify the consequences or sanctions. The process is usually concluded within 30 business days, though extenuating circumstances may prolong the appeal.
2. **Official Notification:** Once finalized, the Appeals Officer will send an official email with the final decision to both the student who filed the appeal and the other party. **This decision is unappealable.**
3. **Timeline:** The students involved will receive this official decision letter within **five (5) business days** after the Appeals Hearing ends.

Note:

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

Note on Audio Recordings during Disciplinary Procedures

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

Emergency Administrative Action (Immediate Campus Removal)

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

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

Note on Anonymous Reporting

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

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

The Balancing Test

While we strive to honor a student's wishes regarding how to proceed, the University cannot guarantee absolute confidentiality or inaction if there is an ongoing threat. In such cases, the Administration must weigh the student's request against the potential risk to the safety and well-being of the broader campus community. If a significant risk of repeated or severe misconduct exists, the University may be required to initiate an investigation or take protective action, even if it goes against the student's initial wishes. Should this occur, the student will be notified and supported throughout the process.

Standard of Proof and Findings

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

SANCTIONS

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

	during this period may lead to immediate suspension or expulsion from the University.
Deferred Termination of Housing Contract	A formal notice that the Respondent's behavior has warranted the immediate cancellation of their housing agreement, but that the termination is being stayed (suspended) to allow the Respondent a final opportunity to demonstrate they can live responsibly within the community. During the period of deferment, the Respondent remains in their assigned space, but any further violation of the Student Code of Conduct or Housing Policies & Regulations will typically result in the immediate activation of the termination.
Delayed Awarding of Degree	In student conduct cases involving second-semester seniors when probation or suspension might otherwise be assigned, the University may withhold the Respondent's degree for a specified period. When this occurs, the Respondent may be permitted to remain on campus to complete the requirements for the degree, although its award will be delayed.
Expulsion	The permanent removal of the Respondent from the University without the possibility of readmission. This action is reserved for the most serious violations of the Code of Conduct, including acts of violence, significant threats to campus safety, or a persistent failure to adhere to university standards following previous interventions. A permanent notation of expulsion will be recorded on the Respondent's academic transcript, and the individual is indefinitely barred from all university premises and events.
Financial Restitution	Payment for damages done or expenses incurred as a result of the Respondent's violation of the Student Code of Conduct.
Interim Measures¹¹	Temporary, non-disciplinary actions implemented by the University upon receipt of an allegation of misconduct. These measures are designed to protect the safety of the community, preserve an environment conducive to learning, and maintain the integrity of an ongoing investigation.
Loss of Privileges and Restriction on Activities & Programs	The withdrawal of specified benefits or the right to participate in certain university activities for a definite period. Should the Respondent violate the terms of their restricted standing by attempting to access a prohibited activity or facility, they may face further disciplinary action, including suspension.
Payment of Fines	A monetary penalty imposed as a consequence of a Code of Conduct violation, intended to serve as a reminder of the importance of

¹¹ Non-disciplinary measures that may be implemented before or during an Alternative Resolution or an investigation into a Formal Complaint.

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

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

USEFUL CONTACTS

Office / Service	Email Address
Accounts Receivable	accountsreceivable@johncabot.edu
Community Service, Multiculturalism & Religious Life	communityservice@johncabot.edu
Center for Career Services	careerservices@johncabot.edu
Community Standards	communitystandards@johncabot.edu
Counseling Services	counseling@johncabot.edu
Dean of Academic Affairs	deanofacademicaffairs@johncabot.edu
Dean of Students	deanofstudents@johncabot.edu
Disability Accommodations	disabilityaccommodations@johncabot.edu
Financial Aid	financialaid@johncabot.edu
Fitness Facilities	gym@johncabot.edu
Front Office	frontoffice@johncabot.edu
Health & Wellbeing	health@johncabot.edu
Housing	housing@johncabot.edu
Immigration	immigration@johncabot.edu
IT Support	itsupport@johncabot.edu
Library Welcome Desk	library@johncabot.edu
Residential Life	reslife@johncabot.edu
Student Engagement	studentengagement@johncabot.edu

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