



JCU Housing Policies and Regulations

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Dear Resident,

Welcome to John Cabot University Housing!

In choosing to study at John Cabot University in Rome, you are opening yourself up to a world of new challenges and opportunities. As a resident in JCU Housing, you will have the rewarding experience of being a part of both a residential and educational community. This wonderful opportunity will allow you to live as an independent adult in the center of this historic city. We hope that you make the most of it and will have precious memories to cherish for years to come!

In order to create and maintain a healthy and safe community, it is important that you read and understand this handbook completely. If you have any questions about the material, please ask for clarification during the Mandatory Housing Workshop that is held during Orientation Week. You may also contact the Office of Housing and Residential Life directly. You are responsible for your experience in Rome and this book can help guide you to make the best out of your time while living in JCU Housing.

Regardless of whether this is your first international experience or if you are a seasoned traveler, the Housing Office has set up a full support system to help ease your transition to Rome and improve the quality of your educational experience. At the center of this network is your Resident Assistant (RA), who will help you settle into the city, foster a sense of community in the neighborhood and serve as your point of reference whenever you may need assistance during your stay in John Cabot Housing.

Enjoy your time in Rome, study hard and always treat yourself and your peers with respect. We look forward to seeing you around the neighborhood.

Sincerely,

The John Cabot University Housing Staff

RESIDENT RIGHTS AND RESPONSIBILITIES

RIGHTS

Residents in the JCU Housing have the right to:

- A living environment that encourages intellectual and personal growth;
- A trained Resident Assistant (RA) to help with the transition to Roman life/college life;
- A clean living environment;
- A well-maintained apartment and a timely response to maintenance requests;
- Free access to the living space at all times;
- Personal privacy within the limits of a residential, university setting;
- Study without undue interference, unreasonable noise, and other distractions;
- Sleep without disturbance from undue noise and other distractions;
- Expect that others will respect their personal belongings;
- Refuse visitors;
- Feel free from fear of intimidation, physical threat, or emotional harm;
- Discuss with Housing and Residential Life staff any problems or concerns that arise;
- Insist on seeing identification of any person who seeks access to the apartment.

RESPONSIBILITIES

Residents in the JCU Housing have the responsibility to:

- Respond to all reasonable requests by members of their apartment, RAs, and JCU staff;
- Communicate concerns and requests to relevant parties in an effective and timely manner;
- Accept responsibility for personal and community safety;
- Understand expectations regarding daytime guests;
- Inform daytime guests of behavioral standards and expectations;
- Report all maintenance concerns in a timely manner;
- Report concerns for the safety of the residential community;
- Treat roommate(s) with respect and consideration;
- Read and respect the *JCU Housing Policies and Regulations* and the *John Cabot University Student Handbook*.

SAFETY

ELEVATORS

In the Gianicolo Residence, the elevators will only operate from 7:00 am to 11:30 pm. In all other residences where there are elevators, they should be in operation 24/7. Any problems with the elevators should immediately be reported to the Housing Office, an RA, or a security guard. If the elevator doors do not open or the car comes to a stop between floors, the following procedure should be followed:

- Do not try to force open the doors or climb through the elevator shaft.
- Press and hold the alarm button for approximately 5 seconds, and then wait calmly. This will activate the elevator 'SOS' system and a staff member will respond.

When the assistance arrives or a voice speaks over the intercom system, have only one person respond in order to avoid confusion. Please remain calm.

Please respect the maximum capacity for each elevator (usually 3 people). The elevators will stop between floors if overloaded.

The elevators in many Italian buildings can have two doors: an internal door and an external door. Residents must wait for the elevator to come to a complete stop before attempting to open the doors. In some cases, the elevator will have a bell that will ring once or even twice before the doors can be opened. Both internal and external doors must be closed in order for the elevator to operate. If the external door is left open, other residents will not be able to operate the elevator.

FIRE EXTINGUISHERS

Fire extinguishers are located in either apartments, hallways, or landings of all JCU Residences. Residents should only attempt to extinguish a fire if they are knowledgeable in the use of fire extinguishers.

How to use a fire extinguisher:

1. Remove safety clip
2. Hold the hose
3. Squeeze grip lever
4. Direct the jet at the base of the fire
5. Do not touch metal part of the discharge nozzle
6. Do not direct the extinguisher at people; the cold temperature will burn skin.

Abuse of a fire extinguisher will result in a meeting with the Dean of Students, a probable fine, in addition to payment of other expenses for damages incurred.

PERSONAL PROPERTY INSURANCE

As stated on the housing contract, the University is not liable for any claims for damage, theft, or loss of students' personal property brought onto University premises (including, and not limited to, water damage, fire, smoke, or theft).

Under no circumstances will John Cabot University be responsible for the loss of personal items. Therefore, we strongly recommend that students leave valuable items at home, as well as have an

insurance policy for their personal property from the moment they leave home and throughout their stay in John Cabot University Housing. This includes the shipping and delivery of luggage and other personal items.

Students who maintain legal residence with their parents may be covered by their family's homeowners' policy.

PERSONAL SAFETY

While every individual has different needs to feel physically and emotionally secure, certain precautions should be taken by all residents:

- Avoid walking alone late at night
- Avoid going anywhere with people you don't know
- Have a working international phone plan or a local Italian number
- Carry the John Cabot University Student ID at all times
- Use the JCU Emergency number when needed (+39 340 775 5474 also listed on the back of JCU IDs and in the SAFETY app)
- Save the phone numbers of your RA, close friends, roommates and family members in your cell phone, as well as in hard copy
- Keep apartment doors locked regardless of whether there is someone inside
- Never prop open doors to any room, stairwell, entrance, etc.

PROPERTY SAFETY

The following steps should be taken to protect personal property:

- Make a list of all of personal property including serial numbers and manufacturer name
- Know what's in your wallet and know the phone numbers of credit card providers and banks in order to report lost or stolen cards
- Do not carry excessive amounts of cash
- Do not keep large amounts of cash in your apartment

SECURITY GUARD COVERAGE

John Cabot University has contracted a third-party security company to provide security service at the Gianicolo Residence, Viale Trastevere Apartments, and Lungara Apartments at all times of the day and night. All residents and their guests are expected to cooperate with the security guards and should present a valid ID when requested. Residents who have concerns about the conduct of the security guard are asked to report these comments in writing to the Housing Office (housing@johncabot.edu).

SURVEILLANCE CAMERAS

Public areas of the Gianicolo Residence, Viale Trastevere Apartments, and Lungara Apartments are equipped with surveillance cameras. These cameras monitor and record activity in order to protect the security of the residential community.

HOUSING FACILITIES

CLEANING SERVICES AND STAFF

Each apartment contracted through JCU Housing will be cleaned on a regular basis by designated cleaning staff. The approximate frequency of cleaning will be every 7-10 days, but variations to the schedule may apply in accordance with University or public holidays. The cleaning will only include the common spaces (living room, kitchen and bathroom).

Residents are responsible for keeping common spaces neat and surfaces clear to be cleaned by the staff. The cleaning staff will not wash dishes, move or fold laundry, remove trash or recycling from the apartment or clean around an unreasonable state of clutter. The cleaning staff is instructed to report to the Housing Office any apartment that is not consistently kept to a reasonable standard of cleanliness; these reports could result in fines. In alcohol-free residences, cleaning staff will also report violations. Failure to allow access to the cleaning staff can result in fines.

Residents who are concerned with the conduct of the cleaning staff are asked to report these comments in writing to the Housing Office (housing@johncabot.edu).

ROOM STANDARDS AND INSPECTIONS

In order to protect the quality of life for both current and future residents, the Housing Office expects the residents in JCU Housing to maintain the apartments in a clean and orderly manner throughout the session. To this end, the Office reserves the right to conduct periodic, announced sanitary inspections. During a sanitary inspection, the university staff, maintenance or cleaning personnel will inspect all areas of the apartment including kitchens, bathrooms, balconies, bedrooms and the common living spaces.

The Office also reserves the right to conduct unannounced visits and to rely on the cleaning staff to report the condition of apartments that are regularly found in an unacceptable state.

STUDENT LOUNGES

The Student Lounges in the Gianicolo and Trastevere Residences serve to provide a convenient option for residents to socialize and or study at any time of the day or night. Please keep in mind that the lounges are located near the Housing Office and apartments, therefore, excessive noise will not be tolerated.

Tampering with vending machines in the Student Lounges is prohibited. The University reserves the right to remove this service if it is abused.

KEYS

Each resident is assigned a uniquely coded set of keys with a key tag. The key tag must stay attached to the set of keys at all times.

In the case of a missing or broken key tag, residents are responsible for immediately reporting the missing/broken tag to the Housing Office Front Desk, where a replacement key tag can be made. Lost keys will result in a lock change service charge of up to EUR 300/390 USD.

The Housing Office keeps one set of loaner keys for each apartment, which may be checked out in the

case that a resident has locked him or herself out of the apartment between the hours of 9:00am and 11:30pm. Residents must leave their Student ID card at the Housing Front Desk in order to sign out the loaner keys. Loaner keys must be returned as soon as possible, but in any case within half an hour of their issue, so that other roommates may have access to this same service.

HEATING AND AIR CONDITIONING

Heating is provided by centralized furnaces and is operated by the buildings' superintendents on hours established by Italian law. By city ordinances, heating systems are turned on between November 15 and March 15 every year. The heater generally runs from 6:00-9:00 am and then again in the evening from 6:00-10:00pm.

In buildings where it is available, air conditioning is turned on around June 15 and turned off around September 15. Residents can turn each unit on or off and change the temperature within a set range. Air conditioning is controlled in each room by remote. Remote controls are attached to their wall-mounts. A service charge of EUR 100 will be applied if the remote is lost and/or disconnected from its chain. If vandalism is suspected, the Housing Office reserves the right to impose a fine exceeding EUR 100.

The Housing Office reserves the right to charge for sustained excessive utility usage. Excessive utility usage is measured based on the average monthly consumption for each apartment.

MAINTENANCE

Students receiving John Cabot Housing can expect all reported maintenance issues to be addressed in a timely manner. Students are responsible for reporting all maintenance issues shortly after they occur. Emergency maintenance issues should immediately be reported to either the Emergency Phone or to the on-call Resident Assistant or staff in the Housing Office. Non-emergency maintenance issues should be reported during normal office hours or on the next business day.

Reporting

Students should report maintenance issues through the online app. The Housing Office will email students a link to the app within the first week of their arrival. Additionally, students can also email housing.maintenance@johncabot.edu. If an issue has been reported to an RA, the RA will refer the student to the appropriate channels to connect with the Housing Office.

Maintenance Personnel

Students are not required to remain in their apartment when issues are handled by the in-house maintenance staff, but they will receive advance notice of an appointment. In case of urgent maintenance concerns, the maintenance staff may enter the apartment without notice. All JCU staff is easily identifiable by the JCU staff ID cards they carry. Residents who have concerns about the performance of the maintenance staff are asked to report these comments in writing to the Housing Office (housing@johncabot.edu).

Fines and Fees

Routine maintenance is included with all JCU Housing options. Any damages caused by failing to follow instructions, by negligence or by vandalism will result in the student being charged for the full cost of the damages and, if applicable, a fine or fee as listed in the list of Monetary Sanctions in the Residential Conduct, Housing Violations and Sanctions section of this document. Additionally, more information can

also be found in the Housing Contract.

RECYCLING AND TRASH DISPOSAL

The Trastevere neighborhood in Rome is a leader in recycling. As per municipal law, students living in JCU Housing are required to pre-sort all of their trash and recycling. Trash and recycling must be left in the appropriate bins or drop-off points provided by the City of Rome. The sorting requirements and possible pick-up times are posted in apartments or buildings near the provided recycling bins. These times are subject to change at any time since they are determined by the municipality. Students are encouraged to study the recycling guide and if necessary ask for further clarification from the Housing Office or their RA.

Students who fail to pre-sort their trash and recycling, or who do not leave their trash and recycling in the appropriate bins, are subject to fines. These violations will be reported by cleaning staff, RAs and Housing staff. Students may also be required to pay fines applied by the municipal recycling agency, AMA. A summary of fines can be found in the appendix.

Additionally, it is prohibited to leave trash of any kind in the areas adjacent to buildings with JCU apartments. Where JCU apartments have windows, balconies or doors leading to areas that become littered with trash, all students in those JCU apartments will be held jointly responsible. Throwing trash from windows or balconies is considered defenestration (see STUDENT CONDUCT) and sanctions may be applied accordingly.

NETWORK CONNECTIONS

Residents should have received communication from the Information Technology Department before their arrival to Rome that included access information for the campus wireless network, as well as general instructions and rules for campus internet usage. Any resident who has a connectivity issue should seek assistance from the IT Department, near the Guarini Campus (please ask for more information).

Please note that JCU Wi-Fi connection is guaranteed in only one of the common areas of each apartment; it is not assured in any of the bedrooms. John Cabot University does not accept any liability for problems with internet providers and will not intervene in internet maintenance.

CHECKING IN AND MOVING OUT

CHECK-IN PROCEDURES

Residents have two options for check-in: first, meet the JCU representatives at Fiumicino Airport Terminal 3 Arrivals area and get shuttled to campus; second, arrive directly to the Housing Office in the Gianicolo Residence, located in Vicolo della Penitenza, 26.

Residents may only move-in on their assigned move-in date, which is communicated by the Housing Office 24 hours after submitting their application. No arrivals will be permitted *prior* to the assigned move-in date, and any requests to arrive *after* the established move-in dates must be approved in writing by the Office of Housing and Residential Life.

Housing Inventory Form

The Housing Inventory Form is a mandatory form that must be completed by each resident within 24 hours of arrival. This online form protects each resident of the apartment and serves to establish the physical condition of the apartment upon move-in. The Housing Office will email students a link to the online form after arrival. Residents should fill out the form with as much detail as possible, including pictures (which can be sent electronically to housing@johncabot.edu). The RAs are available and happy to provide further clarification of this process upon request.

MOVE-OUT PROCEDURES

Move-out Dates

Move-out dates and times are posted on the University website and are included in the Housing Request Form and the Housing Contract. Move-out dates are strictly enforced and residents are not allowed in John Cabot University past the move-out deadline.

Move-out Procedures

Residents will receive instructions in writing at least ten days prior to the move-out date. In order to complete the move-out process, residents must take the following steps:

- Complete the online check-out form at least one day before departure;
- Follow the move-out procedures communicated via email;
- Return their keys as instructed;
- Discuss departure times with roommates to collectively agree upon how the responsibilities outlined in the apartment condition section of the move-out procedures will be organized.

Failure to Follow Procedures

Students departing early from JCU Housing are responsible for contacting the Office of Housing and Residential Life to ensure they have followed all procedures. Failure to properly complete move-out procedures will result in the following:

- EUR 50/65 USD fine for not complying with move-out procedures
- Further charges will be incurred if the keys are not returned
- Residents may be charged up to EUR 300/390 USD fine if keys are not returned by the move-out deadline, or if keys are returned without a key tag, making them unidentifiable

Apartment Condition

The apartment must be left in the same condition as it was found upon move-in:

- All trash and personal belongings must be removed from the apartment. ~~There is a fee of EUR 50/65 USD per resident per bag of trash left in the apartment for disposal.~~ Additionally, trash cannot be left in the hallway, balcony, foyers, etc. It must be removed from the apartment and taken to the appropriate trash collection points.
- Dishes must be thoroughly washed and stored in cabinets. Do not stow dirty dishes ~~(EUR 50/65 USD /65 USD fee per resident).~~
- All food must be removed from the cabinets and refrigerator(s). ~~There is a fee of EUR 50/65 USD per resident if the cabinets or refrigerator(s) are not emptied and cleaned.~~
- Posters will be placed throughout the Residences with information about donating clothing, books, food, etc.
- The same number of linens and the comforter assigned at move-in must be present after move-out. Specific instructions for the handling of your linens will be provided when completing the online check out form.

Damages are assessed after move-out, using the following procedure:

- The Housing Office will conduct inspections after the move out deadline. During this process, any major damages found in the apartment will be documented via photo, and an email will be sent to all residents asking the responsible party(ies) to step forward.
- If damages are discovered (not originally disclosed on the Housing Inventory Form), the cost of necessary repairs will be split equally among all residents of the apartment unless one resident claims full responsibility, as per the Housing Contract.
- If the apartment requires excessive cleaning due to improper conditions as outlined above, each resident will be charged between EUR 15/20 USD and EUR 35/46 USD or a maximum of EUR 150/195 USD per apartment split equally between all residents.
- **If a student account is charged, the resident must pay all fines and charges before John Cabot University will release academic transcripts.**

RESIDENCE CLOSURE AND INTERSESSION

JCU Housing does not close during academic sessions, even in cases of Italian or American national holidays. All JCU Residences will be closed during the intersession breaks (i.e. between Fall and Spring), during which time residents will not have access to the buildings. Please check your housing contract or the JCU website for dates for each session.

HOUSING AND RESIDENTIAL LIFE PROCEDURES

BUILDING ENTRY AND EXIT

All residents are required to show their Student ID Card upon entering the Gianicolo Residence and Viale Trastevere Apartments. In the event that a resident is not clearly identified by his or her ID, the security guard will direct the resident to the Housing Front Desk.

What if my ID is lost, damaged, or stolen?

Residents have the responsibility to request a replacement of lost or stolen ID as soon as possible. Replacement IDs can be made by the Housing Office (from Monday- Friday 9 am-6 pm). A service charge of EUR 10/13 for the first ID replacement and USD EUR 25/32 USD for all subsequent replacements will be applied to the student account. The charge can be paid directly to the Finance Office or through the University's online payment system. If a resident arrives at the Gianicolo Residence/Viale Trastevere Apartments without his or her ID, the following identification procedure will take place:

1. The Security Guard, a member of the Housing staff or the RA on-call will confirm the resident's identity using his or her photo on file and/or student record.
2. If the staff member deems that the person is a resident, they will be allowed into the Residence. The resident will also be issued a Facilitated Entry Ticket valid for 24 hours. After 24 hours, if the ID cannot be found, the student will need to request a replacement ID (see above).
3. If the staff member deems that the person is not a resident, he or she will be escorted out of the Residence by the security guard.

What if I forget my ID?

1. First time: The resident will be identified by staff and this event will be recorded on the residential conduct record. The resident will be issued a verbal or email reminder.
2. Second time: The incident will be recorded on the residential conduct record as a second violation. The resident will be sent an email warning against further incidents.
3. All subsequent times: The resident will incur a EUR 10/13 USD fine. The resident will be notified via email. The incident(s) will be recorded on the residential conduct record and the resident may be required to have a meeting with a Housing Office staff member.

LUGGAGE STORAGE

The Gianicolo Residence only offers storage facilities during intersession breaks to residents staying for the next session (i.e. between Fall and Spring semesters and between Summer sessions). These special cases should be arranged before the move-out date with the Housing Office.

In the case that a student has signed up and paid for the next session's housing in an apartment other than their current residence and has been approved by the Housing Office to store his or her belongings in the new apartment, those belongings must be moved and stored by 12:00pm of the move-out day. The resident return their keys and will have no access to their belongings during intersession breaks. The University accepts no responsibility for theft or damage to items left in storage during intersession breaks.

Unauthorized personal items that are left in apartments or common spaces for more than 48 hours will be disposed of at the expense of the responsible resident. For more information, please see

FURNITURE under the *Alphabetical Listing of Important Policies and Procedures*.

MAIL

Every student is assigned a mailbox at the Guarini Campus each semester where letters and packages may be received. The address of the Guarini Campus can be found on the back of the JCU Student ID card. For security purposes, the University is not able to accept any packages mailed to any University Residence/Apartment buildings. Check with the Guarini Campus front office for details about mail.

Should Residents wish to send and receive packages, we suggest using a shipping company. Delivery arrangements should be made directly with the company.

RELOCATION REQUESTS

Relocation Request Form may only be made after the second week of class by submitting the form "Room Relocation Request" found on the JCU website under "Housing Rules and Policies". Housing staff will try to accommodate requests whenever possible, however, residents are not guaranteed relocation.

HOUSING OFFICE – FRONT DESK

The Front Desk acts as the main information point for residents in JCU Housing. The Front Desk provides the following services:

- Maintenance requests and follow-up
- Instructions for apartment use and help using appliances
- General information about housing, re-applying and billing for housing
- Questions about life in Rome and any concerns about residential life

The Housing Office Front Desk is open:

- Monday to Friday from 9:00 am to 11:30 pm*
- Saturday and Sunday from 5:00 pm to 11:30 pm*

* Mon-Fri 6pm-11:30pm and weekend hours the Front Desk is staffed by student Resident Assistants and thus does not have full operating hours functionality.

While the Housing Office Front Desk is open to helping students resolve any and all concerns about their JCU Housing, it is not a hotel concierge. Students should be prepared to explore the city and become acquainted with Roman life while at JCU. Resident Assistants are available to help residents find out useful information about local taxis, planning trips and other non-residential issues.

Additionally, the University's Student Services Office at the Tiber Campus offers a vast range of trips, classes and other activities for all JCU students to take part in.

ROOMMATE RELATIONSHIPS

Healthy roommate relationships are based on trust, communication and mutual respect. In order to facilitate these relationships, the Housing Office requires all apartments to complete a Roommate Agreement during the first meeting with the RA. The Roommate Agreement should serve as a basis for conversation about the shared use of the apartment, and as an opportunity to establish ground rules and guidelines for a successful shared living experience.

HOUSING POLICIES

ALCOHOL

The Office of Housing and Residential Life seeks to provide student housing which encourages a healthy and positive living experience in accordance with the University's mission. The consumption of alcoholic beverages should not interfere with the mission of the University or daily University life. Consumption of alcohol should be consistent with JCU Housing policies, the University Student Code of Conduct, and should also be respectful of the rights of those students who choose not to participate in the consumption of alcoholic beverages.

As stated in the John Cabot University *Student Code of Conduct*: "Any student who causes a disturbance on- or off-campus, destroys or damages property, harms any person, or is hospitalized as a result of alcohol use, is subject to fines, removal from JCU Housing, suspension, or dismissal from the University."

Furthermore, the abuse of alcohol may include any use of alcohol that results in complaints from other residents, RAs, University staff, or neighbors; or that is accompanied by behavior that reflects negatively on the University. Alcohol abuse is subject to sanctions.

Policies Governing Use of Alcoholic Beverages in the JCU Housing

1. **Gianicolo Residence** is an entirely alcohol-free building. Therefore, students and visitors are not permitted to bring alcoholic beverages of any kind onto the premises.
 - a. In cases when alcohol is found in an apartment and no individual responsibility is claimed, joint responsibility will be placed upon all residents of the apartment
 - b. Empty bottles and cans, including those found in recycling, will be used as evidence of a violation of this rule
2. In **all other JCU housing** options, the following policies apply:
 - a. Hard liquors (anything that is not beer/wine/champagne, and anything over 14% alcohol) are banned throughout the premises
 - b. Consumption of beer/wine/champagne **only**, is permitted *in moderation*
 - i. Each resident is permitted to have one bottle of up to one (1) liter of beer or wine in his or her possession at any given time
 - ii. In cases when an excess of alcohol is found in an apartment and no individual responsibility is claimed, joint responsibility will be placed upon all residents of the apartment
 - iii. Possession is defined as alcohol on an individual's physical person or in an individual's physical space (i.e. refrigerator, closet, drawer, cabinet, etc.)
 - iv. The individual limit on alcohol possession applies to each resident of that apartment. Residents visiting from other apartments and visitors from outside JCU Housing do not have the right to possess their own alcohol

- v. Empty bottles and cans may be used as evidence of a violation of the rule of excess alcohol, therefore it is important to recycle empty bottoms and cans once the apartment limit has been hit. If students intend to keep empty bottles and cans as collectables, be sure not to exceed the apartment limit.
3. Student may lose his or her right to hold and consume alcohol within JCU Housing (as referenced in Section 2) and will be subject to the corresponding sanctions if alcohol is deemed as a contributing factor to any policy violation.
 4. Unless as part of a formally approved JCU event, the consumption of alcohol is forbidden in all common areas of JCU Housing and in the areas immediately adjacent to the residential buildings. This includes the entryways to all JCU Housing apartment buildings, hallways, stairwells, elevators, all terraces/courtyards and while students are going to and from their apartments and any of these points. **Open containers (broken seal) are not allowed in the common areas of JCU Housing** (eg. cork & carry is not permitted in the common areas of JCU Housing).
 5. Consumption of alcoholic beverages in JCU Housing must be done responsibly. The following are examples of drinking behavior **not permitted** by JCU Housing:
 - a. Loud, disruptive and/or inappropriate behavior
 - b. Drinking behavior which is harmful to the wellbeing and/or education of any individual
 - c. Dangerous behavior which puts any individual's safety at risk or causes a security risk for the community
 - d. Drinking habits which cause damage to University or private property
 - e. Any form of drinking games or paraphernalia associated with drinking games (e.g. ping pong balls, JELL-O shots, funnels, etc.)

Alcohol Policy Enforcement

Enforcement of the JCU Housing Alcohol Policy includes, though is not limited to:

1. Random checks by Housing staff (or security) in the main entrances to the buildings and/or throughout JCU Housing
2. Room inspections by RAs or Housing Staff:
 - a. At random
 - b. Upon move-in and move-out
 - c. During RA rounds
 - d. Inspections following reports from cleaning staff or RAs
3. During routine cleaning or maintenance visits

Any prohibited items found at any time will be confiscated.

ASSISTED ENTRY

A EUR 50/65 USD fine may be imposed in cases where a resident of JCU Housing requires the exceptional

service of any JCU staff or provider (including but not limited to RAs or security personnel) to access entry to any JCU Housing apartment or building.

ANIMALS

Student residents are not permitted to keep pets or animals in any JCU Housing. Upon authorization of the University administration, registered service animals may be permitted inside University buildings.

BICYCLES, SCOOTERS & OTHER MODES OF PERSONAL TRANSPORT

Bicycles are to be stored in the available bicycle racks in the interior courtyards (where available) and not within individual student apartments or hallways. Bicycles may be chained to designated racks only, and not to railings, banisters, fences or next to any University buildings.

Scooters and other modes of motor transport are not allowed within the premises of any JCU Residence or apartment. Residents in possession of scooters are responsible for finding their own parking space.

Vehicles parked or locked in inappropriate locations may be removed at the owner's expense. To prevent theft, vehicles should be locked when not in use.

CANDLES, INCENSE AND OPEN FLAMES

No open flames, burning elements, candles and incense (whether lit or not) are permitted in JCU Housing. Violation of this policy is grounds for removal from JCU Housing.

DEFENESTRATION

It is prohibited to drop, throw or otherwise release any objects or substances from apartment windows or balconies. Flower pots or any similar objects are not allowed on the window sills or balconies. Such behavior is considered inappropriate conduct and sanctions will be applied accordingly. Violation of this policy is grounds for removal from JCU Housing.

DAMAGES

Residents may be charged for any damage to or loss of University property. In cases of damage to University property where no individual responsibility is claimed, joint responsibility will be placed upon all residents of the apartment.

DOOR DECORATIONS

It is prohibited to attach any signs, posters, stickers, or other decorations to any doors inside or outside the apartment, unless formally approved by the Housing Office.

DRUGS

In accordance with the *Student Code of Conduct* Alcohol and Drug Policy: "The use, possession, sale, giving, or exchange of illegal or prescription drugs (as defined by Italian law) is strictly prohibited on all

University property.”

The presence of drugs or drug paraphernalia will result in a meeting with the Dean of Students’ Office and possible involvement of local authorities. Students found with illegal drugs in JCU Housing will incur a monetary fine of EUR 250/320 USD as well as mandated support services and/or education sanctions (e.g. counseling sessions, online Check UP & Choices, etc.)

Drug paraphernalia or items that may be used for illegal drug use are strictly prohibited. Examples of such items include, but are not limited to, the following: roach clips, bongs, any type of water pipe, or any object filled with water through which smoke can be drawn (i.e. hookah pipes, shisha pipes, nargila). Illegal drug paraphernalia will incur a monetary fine of EUR 50/65 USD.

ELEVATORS, TAMPERING WITH

Tampering with the elevators can pose serious safety risks for all residents. In the event that a student is seen tampering with or vandalizing the elevator in any way, disciplinary action will be taken and damage charges will be assessed.

EMERGENCY DOORS, TAMPERING WITH

Emergency doors are closed to protect the safety of the JCU community. Tampering with emergency doors will result in a fine of EUR 50/65 USD.

FIREARMS, FIREWORKS AND FLAMMABLE FLUIDS (DANGEROUS SUBSTANCES)

Chemicals, explosives, firearms, fireworks, gases, projectile devices, and other dangerous substances, articles, and weapons are strictly prohibited in and around JCU Housing and elsewhere on campus. Materials such as gasoline, kerosene, etc. are prohibited. Violation of this policy is grounds for removal from JCU Housing.

FIRE EXTINGUISHERS, TAMPERING WITH

Fire safety is taken very seriously at John Cabot University. For this reason, tampering with or misuse of fire extinguishers is strictly prohibited. Abuse of a fire extinguisher will result in an automatic EUR 200/260 USD fine and financial restitution of any damage caused by this action. Violation of this policy is grounds for removal from JCU Housing.

FURNITURE INVENTORY AND ARRANGEMENT

Each apartment is furnished with a minimum of the following:

- One bed per student
- Linens and towels
- Kitchen table and chairs
- Couch or arm chair
- Refrigerator, stovetop, oven, washing machine, and other minor appliances.

It is prohibited to rearrange JCU provided the furniture. The furniture in each space has been carefully arranged by the Housing Office to promote community and support academic living. Furniture arrangements take into consideration the unique layout of each apartment.

Residents may add additional furniture and appliances to their apartments, provided that all roommates have previously agreed. The Housing Office reserves the right to charge a removal fee for any unwanted furniture that is left behind. Please remember that Rome's sanitation services, AMA, imposes procedures and fines for the disposal of all items which are not considered common waste.

If the residents believe that the apartment community would be better served by a different furniture arrangement, it is their responsibility to communicate this to the Housing Office. The Housing Office will evaluate the request and communicate the decision to the residents.

GATES, LEDGES, TERRACES AND WINDOWS

Residents are not permitted to use or access any external terraces, stairwell spaces, landings or ledges of their buildings.

Furthermore, climbing, hanging from, or scaling any gates and exterior walls is not allowed. At no time should a resident sit on a window ledge, extend his or her arm or other body part outside of a window, or shout from a window. Such behaviors are considered inappropriate conduct as well as dangerous and sanctions will be applied accordingly.

Students are not permitted to use or access any stairwell spaces or landings above the fourth floor of the Gianicolo Residence. The doors to the terraces will remain locked at all times, unless authorized by the Housing and Residential Life Office.

GAMBLING

Organized gambling involving monetary exchanges among residents is disruptive to the JCU Housing environment and is prohibited.

UNAUTHORIZED RELOCATIONS

Unauthorized residence moves are defined as moves or room swaps made without direct approval by the Housing Office. Unauthorized residence moves will result in a meeting with the Housing Office staff and appropriate sanctions may be applied.

INTERCOMS

The intercom system for most apartments has been disabled. The condition of the intercoms is surveyed before and after each session. Any damage to the intercoms will result in a fine. For JCU apartments with working intercoms, proper conduct should be exercised with respect to the building's intercom system.

NOISE POLICY – QUIET HOURS

In accordance with Italian Law, Quiet Hours are from 11:00pm-7:00am and 1:00pm-4:00pm. During these times, there should be no excessive noise within the any JCU Residence or apartment. Any volume of noise that can be heard out of a window or throughout the building is prohibited at all times of the day. Violations will be considered as "Disturbing the Peace" (see list of Monetary Sanctions.)

PHYSICAL VIOLENCE AND HARASSMENT

Physical violence, verbal abuse, and harassment of any kind (e.g. obscene telephone calls or internet activity) are forbidden. Residents engaging in such behavior will be subject to removal from JCU Housing. See JCU Student Handbook Title IX Policy for details.

POSTERS AND OTHER WALL DECORATIONS

Posters and other wall decorations are not to be hung on the walls of apartments or anywhere else within JCU Housing, unless preapproved by the Housing Office. Per the resident's Housing Inventory Form, damage to walls will be assessed and charged accordingly upon move-out.

STUDENT ORGANIZATIONS

Student Organizations may not set up stands to represent themselves within the Residences unless previously approved by a JCU staff member.

PAINTING

The painting of bedrooms, common areas, and hallways is prohibited.

PRIVACY

Videotaping, photographing or audio recording residents, student workers, university staff, or security personnel without their permission is strictly prohibited. In addition, unauthorized or inappropriate use of photographs, videotapes, or recordings of other residents is prohibited.

SECURITY GUARDS

Residents should not socialize with the security guards or otherwise distract them from their duties. Students are required to comply with any requests from the security guards (e.g. to show identification or quiet down if necessary) or wait until a staff member or resident assistant is available in case further assistance is needed.

SMOKING

Smoking is banned on the premises of all JCU Housing apartments and buildings, including all patios, courtyards and balconies. Given that the street-level windows of the Gianicolo Residence face the street, the Office of Housing and Residential Life, and the Fitness Center, residents are prohibited from smoking on the street directly in front of the building.

SOLICITATION

Solicitation is defined as any activity that seeks to entice or gain support from students at John Cabot University for outside vendors. JCU Housing facilities may not be used for commercial enterprise unless authorized by a JCU staff member. Any and all other items to be distributed, hung or posted must be previously approved (e.g. brochures, business cards, flyers, leaflets, pamphlets and signs) and posted only in the agreed upon designated areas.

SPORTS EQUIPMENT AND HALL SPORTS

The use of sports and recreational equipment (such as frisbees, rollerblades, skateboards, soccer balls, basketballs, tennis balls, ping pong balls, etc.) is not permitted inside any JCU Housing apartments or within the premises of the residence buildings.

VISITORS

Visitors must be accompanied by a host-resident at all times. The host-resident assumes full responsibility for the behavior of their visitor.

Visiting Hours

Residents in JCU Housing may receive visitors Monday through Sunday between the hours of 9:00am and 11:30pm. Residents must coordinate with their visitors to ensure that they are waiting at the building entrance before the visitor arrives.

Visitors must be checked in by a host-resident before 11:00pm. All visitors must leave by 11:30pm on the same day that they arrive for their visit. The host-resident of any visitor that has not exited by 11:30pm may be charged a EUR 100/130 USD late visitor check-out fee.

Visitor Registration

Visitors must be registered at the security desk and leave a legal form of ID (passport, Italian carta d'identità, U.S. drivers license or JCU Student ID). Visitors will be given a Visitor Identification Badge that they must wear at all times.

Students should not attempt to gain entry for unauthorized guests into JCU Housing. Knowingly deceiving the security guard is strictly forbidden. Students who have given or are suspected to have given their JCU student ID to another individual, or who deceive the guard in any fashion, in order to grant an unauthorized individual access into the buildings are subject to the according sanctions and possible referral to the Dean of Students' Office.

If the security guards of the residence buildings encounter students violating the visitor policies, they will confiscate the students' JCU ID cards and hand them over to the Housing Office.

The University reserves the right to block access to JCU Housing to any individual at any time. Any unauthorized visitors in any of the university housing buildings will be escorted from the premises by the University's security staff.

Maximum Number of Visitors

At any time, the maximum number of people in an apartment may not exceed the number of residents multiplied by three, or two visitors per resident. For example, a two-person apartment may have six people total, or two guests per resident; a three-person apartment may have nine people total, etc.

Under no circumstances should the number of people in any apartment exceed fifteen.

OVERNIGHT GUESTS

In compliance with Italian Anti-Terrorism Laws, overnight visitors **are not allowed** under any circumstance in JCU Housing. Only the residents of each apartment, regardless of whether the visitor is a JCU student or not, can stay there between the hours of 11:30pm and 09:00am. A fine of EUR 1549/1700 USD may be issued to students violating this policy.

RESIDENTIAL CONDUCT

The Student Code of Conduct is established to foster and protect the core missions of the University. Its purpose is to safeguard the scholarly and civic development of students and to establish a safe and secure learning environment. All residents are expected to behave in line with the University's Student Code of Conduct.

The Office of Housing and Residential Life works closely with the Dean of Students' Office to ensure the safety and wellbeing of the John Cabot University residential community. Violations of the *JCU Housing Policies and Regulations* will be addressed through written communication via electronic mail and/or in person through meetings with the Housing Office Staff or the Dean of Students' Office.

VIOLATIONS

Category	Definition	Sanctions Issued by	Possible Sanctions Issued
Category A Housing Custodial Violation	Behavior resulting in damage (or risk of damage) to JCU Housing property	Office of Housing and Residential Life	<ul style="list-style-type: none"> - Residential Warning - Monetary sanctions - Mandated service or educational sanction - Referral to Support Services - Loss of privileges
Category B Housing Community Violation	Disorderly, disruptive, or antagonizing behavior that interferes with the general comfort, safety, security, health or welfare of the residential community	Office of Housing and Residential Life and/or Dean of Students Office	<ul style="list-style-type: none"> - Category A sanctions - Residential Probation Level 1 and/or 2 - Home universities may be contacted (if applicable) - Residential Separation
Category C JCU University Violations	Behavior that is contrary to the Student Code of Conduct and/or an escalated offense of Category A or Category B violations	Dean of Students Office	<ul style="list-style-type: none"> - Category A / B sanctions - Discovery Conference (See JCU Student Code of Conduct)

ESCALATION

The existence of a prior history of misconduct may increase the severity of a sanction beyond what is described in this document. These cases may also be referred to the Dean of Students Office.

JOINT RESPONSIBILITY

If a violation of any policy occurs and no individual responsibility is claimed, joint responsibility will be placed upon all residents of the apartment/building and each resident will be sanctioned accordingly.

SANCTIONS

The following pages provide a list of “typical” sanctions; however, after examining a given case, John Cabot University reserves the right to modify sanctions as deemed appropriate.

MONETARY SANCTIONS

Monetary sanctions are a punitive measure intended to dissuade students from violating the community standards. Monetary sanctions will be charged to the student account and can be paid in person at the Finance Office or through the [online payment system](#) on the JCU website. Students are required to pay in their pre-established billing currency. For information on account currency and transaction rates contact the JCU Finance Office.

IMPORTANT: In the case of an outstanding balance, a hold will be placed on the Student Account. Until the balance has been paid, all official transcripts will be withheld and eligibility for future JCU Housing and class registration may be affected.

Description of Violation	Maximum monetary sanction
Category A: Housing Custodial Violations	
Damage to University Property	Cost of replacement/repair
Extraordinary Cleaning	Cost of supplemental hourly service
Emergency Exit (Tampering)	Up to EUR 500/650 USD
Failure to pre-sort trash and recycling	Up to EUR 300/390 USD
Fire Extinguisher (Abuse)	Cost of replacement/repair
Linens (Missing/Damaged)	Cost of replacement/repair
Facilitated Entry ticket	EUR 10/13 USD for 3 rd and subsequent offenses
Lost/Damaged ID Replacement	EUR 10/13 USD for 1 st offense, EUR 25/32 USD for each further offense
Lost/Damaged Key Replacement	From EUR 50/65 USD up to EUR 300/390 USD
Mattress (Missing/Damaged)	Cost of replacement/repair

Failure to complete check-out forms prior to the deadline	EUR 50/65 USD per resident
Leaving the apartment after the move-out deadline	EUR 50/65 USD per resident
Unsanitary conditions after move-out (i.e. left garbage, food, or personal belongings)	From EUR 15/20 USD up to EUR 35/46 USD per resident depending on severity or up to EUR 150/195 USD per entire apartment
Extra Furniture	Cost of removal
Stove/Oven Cleaning	EUR 50/65 USD per resident
Category B: Housing Community Violations	
Smoking	Up to EUR 250/320 USD
Defenestration	Up to EUR 300/390 USD
Disturbing the peace (including excessive noise)	Up to EUR 300/390 USD
Misuse of Emergency Number	EUR 100/130 USD
Failure to comply	Up to 50 EUR/65 USD
Security Violations (e.g. deceiving guards, swapping IDs...)	EUR 50/65 USD
Visitor Policy Violations (e.g. late check-out)	Up to EUR 100/130 USD
Overnight Guest	Up to EUR 1549/1700 USD
Alcohol Violations in alcohol-free housing:	
Beer/Wine	EUR 80/100 USD per bottle per resident
Anything above 14% alc/vol	EUR 120/150 USD per bottle per resident
Alcohol Violations in <i>other</i> JCU housing:	
Anything above 14% alc/vol	EUR 120/150 USD per bottle per resident
Excessive beer/wine	EUR 80/100 USD per bottle per resident
Open container	Up to EUR 50/65 USD per bottle per resident
Illegal substance Violations:	
Drug paraphernalia	EUR 50/65 USD per incident
Illegal substances	EUR 250/320 USD per incident
Smoking in JCU Housing	EUR 250/320 USD per incident

MANDATED SERVICE OR EDUCATIONAL SANCTION

Educational sanctions may include, but are not limited to: completing a program (e.g. CheckUp & Choices), writing a paper, or submitting a letter of apology to the complainant/affected party.

REFERRAL TO SUPPORT SERVICES

John Cabot University may recommend students explore available support services, including but not limited to: Counselling Services, BASICS Program, etc. in order to enhance their personal wellbeing.

RESIDENTIAL WARNING

An official written warning, presented in person or by electronic mail, indicating that an infraction has taken place. This includes a statement that additional violations of *JCU Housing Policies* or the *Student Code of Conduct* may result in more serious sanctions.

RESIDENTIAL PROBATION - LEVEL 1

A more severe sanction than a Residential Warning, which includes a defined period of observation and review during which time students are expected to carefully understand and uphold the *Student Code of Conduct* and the *JCU Housing Policies and Regulations*. Any violations during this period will result in an immediate meeting with the Dean of Students Office and a likely elevation to probation level 2.

RESIDENTIAL PROBATION - LEVEL 2

This is a defined period of observation and review. If a student is found guilty of any violation of the *JCU Housing Policies and Regulations*, the *Student Code of Conduct* while on Residential Probation Level 2, during the specified period, immediate separation from JCU Housing and termination of the Housing Contract may take place.

RESIDENTIAL SEPARATION

The JCU Housing Contract can be immediately terminated due to egregious violations of the policies listed in the *Student Code of Conduct*, the *JCU Housing Policies and Regulations* or an order of the Dean of Students' Office. A student whose JCU Housing Contract is terminated in this manner will be held responsible for the full cost of their assigned housing for the remainder of the academic session.

APPEAL PROCESS

In accordance with the JCU Student Code of Conduct, students have the right to appeal a decision made during the Conduct process. To succeed on appeal, students must demonstrate:

- a) A lack of fairness in the procedures;
- b) A violation of the process; or
- c) Significant new information that alters the facts of the matter and thus the appropriate outcome.

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

Letters of appeal should be addressed to the Dean of Students (deanofstudents@johncabot.edu) must

be received within five (5) business days of the date of the notification of the conduct sanction. If the Dean of Students decides that the appeal has merit, s/he may:

- a) Modify the recommended sanction by making it more severe, less severe or otherwise different;
- b) Refer the case to a new Administrative Hearing panel; or
- c) Remand the case to the original hearing panel for further review.

If the Dean of Students decides that the appeal does not have merit, the sanctions become effective immediately. During the appeal process, **sanctions are upheld** while awaiting a final decision.

Notes:

The Dean of Students' Office reserves the right to modify the disciplinary sanctions as detailed in *The Student Code of Conduct*.

All *Housing Policies and Procedures* are subject to reviews and changes.

Changes to either the Student Code of Conduct or Housing Policies and Procedures will be communicated via email to the entire JCU community.

This document has last been updated in December 2017.