



# JOHN CABOT UNIVERSITY

**Student Handbook 2021/2022**

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## MISSION STATEMENT

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

## EXPECTATIONS FOR BEHAVIOR

John Cabot University values human connection. We recognize that individual action impacts the surrounding community. This student handbook and JCU Code of Conduct are a shared set of principles that reflect our commitment to mutual respect and the creation of a safe and healthy educational and living environment. To that end, all members of the JCU community must commit to following the guidelines of behavior articulated in this handbook. This includes adhering to the guidelines and protocols mandated by public health experts and state agencies. The JCU Code of Conduct makes clear our responsibility to enforce these norms so as to safeguard community wellbeing. Behavior that does not

follow the health and safety guidelines issued by the university will be addressed through the JCU student conduct process, as managed by the Dean of Students office. Any instance of misconduct should be reported immediately to deanofstudents@johncabot.edu. The JCU conduct process is further outlined in this handbook.

## **COVID-19 POLICIES AND PROTOCOLS**

All John Cabot University students acknowledge the potential risk of exposure to COVID-19 in Italy. Furthermore, residents acknowledge that residing in JCU Housing or using JCU facilities does not per se exempt them from risk of exposure to COVID-19. The University is committed to respecting the mandates of the Italian authorities. All JCU students are expected to comply with Italian and JCU public health and safety requirements at all times, such as face-mask usage, hand-washing, social distancing, and reporting procedures. Students who are aware of non-compliant behavior that risks the safety of the JCU community, whether related to COVID-19 or not, should report these concerns to a JCU administrator immediately.

JCU has committed to the creation and maintenance of robust sanitation and social distancing procedures in line with Italian COVID-19 norms. JCU has developed a thorough sanitizing and cleaning protocol for classrooms, university housing, and other common spaces. Appropriate signage in all JCU buildings indicates how to move in public spaces. Any students residing in the JCU residences or JCU-affiliated housing must adhere to expectations for personal sanitation in common areas, as well as rules dictating quarantine and social distancing policies. Quarantine policies are mandated by the Italian government and must be followed absolutely.

**Normal operating procedures have been amended to comply with government regulations. Please be advised to follow instructions on campus and any communications issued by JCU staff. Policies and protocols may change based on developing circumstances throughout the semester and this handbook may be amended as necessary to account for any modifications to JCU rules and operating procedures. Below is a list of fundamental guidelines. Further clarification of on-campus policies will be published throughout all JCU buildings.**

**Mask Wearing:** Students must wear masks at all times when in JCU buildings, including the JCU residences. When students are in their personal JCU apartment, they do not have to wear a mask unless the JCU Doctor mandates it so for a specific health concern. When outside, masks must be worn when social distancing is not possible. Masks can be surgical or cloth (double layer). Masks must fully cover the mouth and nose of the wearer at all times when being used.

**Hand Sanitizing:** students must commit to washing their hands regularly and/or using hand sanitizer. Every time a student enters a JCU building, they must use hand sanitizer provided at the entrance.

**Social Distancing:** students must maintain a 1.5 meter distance at all times when in JCU buildings. JCU buildings have been marked accordingly to identify appropriate places to sit, stand, and walk. Student must enter and exit buildings and classrooms as dictated by JCU staff and always while maintaining social distancing.

**Vaccination, Testing, and other COVID Documentation:** All JCU students are obliged to comply with University expectations around testing, as well as Italian-State mandates concerning vaccination, testing, and COVID-recovery. JCU does not cover the cost of testing done outside of the University for either diagnostic or pre-emptive purposes. Students who refuse to comply with State and University COVID policies may be denied access to onsite JCU services, which may include housing, academics, and other extra-curricular events and resources. JCU operates in full compliance with the Italian Government and the Local Public Health Authority (ASL).

**Thermoscanning:** All persons who enter a JCU building will have their temperature taken every time they enter. Persons who have a temperature higher than 37.5 Celsius will not be permitted entry and will be immediately referred to the Dean of Students to receive guidance and support.

**Reporting Health Concerns:** students that exhibit flu-like symptoms (temperature over 37.5 Celsius, coughing, body aches, loss of smell) must immediately call the JCU emergency number to report their health concerns to the Dean of Students (+39 331 656 1907). Any student who feels ill for reasons not related to COVID-19 should contact the office of Health and Wellbeing ([health@johncabot.edu](mailto:health@johncabot.edu)) or call the JCU On-Call Doctor, Dr. Guerriero (+39 320 406 5709) for assistance.

**Quarantining in JCU Housing:** students that are mandated to quarantine in their JCU-assigned housing must follow the rules and regulations stipulated by JCU staff. This includes but is not limited to: taking your temperature daily and reporting it to the Dean of Students Office, social distancing in your apartment, wearing a mask, sanitizing any common spaces (bathroom, kitchen, living room) after every use with the appropriate cleaning products supplied by JCU housing staff, and remaining in your apartment until you have authorization from the JCU On-Call doctor to exit. Additional protocols can be found in the JCU Housing Handbook and will be publicized in every JCU apartment.

**Quarantining Outside of JCU Housing:** student that are mandated to quarantine in their personal non-JCU residence must follow the instructions of JCU staff and the Italian public health offices (ASL). All students not living in JCU-assigned housing are responsible to report their COVID-19 related symptoms to the JCU Emergency Phone (+39 331 656 1907) AS WELL AS the Lazio Coronavirus numero verde: **800 118 800**. More information can be found here: <https://www.salutelazio.it/nuovo-coronavirus#>. Students that are mandated to quarantine cannot come to campus until they have received authorization from the JCU On-Call doctor to do so.

## **ACADEMIC CALENDAR**

Please see the updated Academic Calendar online at the JCU website for important dates (<https://www.johncabot.edu/academics/calendar.aspx>).

## **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. 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 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 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. Knowingly assisting another student in submitting work not their own may also constitute academic dishonesty.

One form of academic dishonesty is **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.

Another form of academic dishonesty is **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 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.

A third form of academic dishonesty consists of **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.

### *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 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 academic dishonesty is subject to dismissal from the University. In such a case, the Dean will ask the Academic Council to make a recommendation to the President, who will make the final decision.

### *Appeals*

A student may appeal an instructor's determination of academic dishonesty by submitting a written statement to the Dean, setting forth the relevant facts and interpretations. The statement must be received by the Dean within seven working days of when the student is called to meet with the Dean. 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 make a decision. If this appeal is not resolved to the student's satisfaction, s/he may ask the Dean to refer the matter to the Academic Council. When an academic honesty determination 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.

The Dean's Office may grant exemptions from instructors' specific attendance policies in the case of a chronic medical condition or other serious problem, or in the case of exceptional students pursuing high-level activities in such areas as champion level competitions or professional artistic pursuits. Students seeking such an exemption must ask the Dean's Office as soon as they are aware of a situation impeding their required attendance. Students who cannot meet the attendance requirements for a particular class may be advised to withdraw from it.

**Absences from major examinations** require a Dean's Office excuse, insofar as the student may seek to take a make-up exam, submit a make-up assignment, or have the weight of the missed exam shifted to another assessment. Likewise, students need the permission of the Dean's Office in order to take exams early, or reschedule them in any way. The Dean's Office will only excuse such absences when they are caused by serious impediments, such as a student's own illness, hospitalization, or death in the immediate family (when the student attends the funeral) or other situations of similar gravity. Absences or rescheduling requests due to other meaningful conflicts, such as job interviews, family celebrations, travel difficulties, student misunderstandings or personal convenience, will not be excused. Students seeking such an excuse must notify their instructor and the Dean's Office, as soon as possible, and no later than the beginning of the exam.

Absences from class due to the observance of a religious holiday will normally be excused. Individual students who will have to miss class to observe a religious holiday must notify their instructors by the end of the Add/Drop period (during the first week of classes). Students missing a class for this reason also must make prior arrangements with their instructor to make up any work missed.

### **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, there is an auditing fee of €900 or \$1150 or per course. Students must declare that they wish to audit a course by the end of the drop/add period.

### **CLASSIFICATION OF STUDENTS**

Students are classified at the end of each semester according to the number of credit hours they have completed, including advanced standing credits and transfer credits, as follows:

0-29	Freshman
30-59	Sophomore
60-89	Junior
90 or more	Senior

### **CLASSROOM ETIQUETTE**

Effective teaching and learning require a classroom ethos of mutual respect. Instructors have a duty to maintain basic decorum in the classroom, whether in person or online, 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 ban 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 course load at the University is 15 credits per semester, and 30 credits per year. The minimum full-time course load is 12 credits per regular semester. Students with strong academic credentials may petition the Dean for permission to take more than 15 credits in one semester. A maximum of six credits may be taken during each summer session.

## **CREDITS**

Credits are expressed in semester hours. Most courses at John Cabot carry three semester-hours of credit and meet twice a week for 75-minute sessions.

## **DEAN'S LIST**

Undergraduate students who achieve a 3.50-grade point average in a semester earned in a program of not fewer than 13 completed semester hours are placed at the end of the semester on the Dean's List, an academic honor indicated on their transcripts.

## **DECLARING A MAJOR**

Undergraduate students must declare their major by the time that they have completed 45 credit hours. Transfer students who bring 45 or more hours of transfer credit must declare their major upon entry. Once declared, majors can be changed by notifying the Registrar's Office. Students considering a change of major should meet with their advisor to discuss the implications of such change.

Minors may be declared as late as the penultimate semester, in which the student petitions for graduation to the Registrar's Office, which then completes a degree audit to determine the outstanding graduation requirements.

Majors and/or minors can be declared and changed, if necessary, by using the dedicated form.

## **DISABILITY ACCOMMODATIONS**

Students seeking disability accommodations should identify themselves at the time they pay their tuition deposit or housing placement fee, and no later than the first day of classes.

Students requesting accommodations for **medical or physical disabilities, chronic conditions, or learning disabilities** should contact the Associate Dean of Academics (Pamela Harris) at [pharris@johncabot.edu](mailto:pharris@johncabot.edu).

To determine feasible and appropriate recommendations, the university will need recent (no older than four years) and detailed documentation of the disability to be accommodated. In the case of learning disabilities, this includes the report of a cognitive assessment specifying recommended accommodations. The university assesses the accommodations that would be necessary for the student to complete a course or program at JCU. After this evaluation has taken place, students will be informed directly by the Academic Dean's Office of the accommodations that have been granted. In the event it appears that reasonable accommodations cannot be made for a student with a learning or other disability, the University will refund the application fee, the tuition deposit, and the housing placement fee. John Cabot University cannot provide individual learning or other disability accommodations to students who do not follow these policies.

## **DOUBLE DEGREES**

Undergraduate students who want to receive two degrees from John Cabot University must complete the requirements for both degrees and complete a total of 150 credits.

## **DOUBLE MAJORS**

Undergraduate students may complete the requirements for more than one major at the same time, as long as the requirements of the individual majors are satisfied. Students may, therefore, simultaneously use a course to satisfy requirements in multiple majors. Students who complete multiple majors receive only one degree.

## **DROP/ADD**

During the Fall and Spring semesters, the Drop/Add period lasts until the Monday of the second week of classes. During summer sessions, Drop/Add takes place during the first three days of classes. The specific deadline for Drop/Add period is posted on the [Academic Calendar](#).

Courses may be added or dropped freely, subject to availability, during this period. Degree-seeking and Study Abroad students follow the online procedures. 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 he/she has registered must follow the usual Drop/Add or withdrawal procedures.

## **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 Dean's Office.

A student absent from a **major examination**, who wishes to make-up that exam or be otherwise accommodated, must ask the Dean's Office for an official excuse. Such absence will be excused **only** if the student:

1. has notified the Dean's Office or his or her instructor of his or her inability to attend **before the beginning of the class meeting in which the examination was scheduled**;
2. presents the Dean's Office with documented evidence of a **serious difficulty** preventing attendance.

A **serious difficulty** entitling a student to be excused from a major exam 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 be excused.

## **FINAL EXAMS**

Students with more than two final exams scheduled on the same day during the final exam period may submit the Request for a Make-Up Final Exam Form, available in the Registrar's Office or on the

MYJCU Intranet Resources Students' page, to Assistant Dean Andrea Lanzone by the course withdrawal deadline found on the JCU [Academic Calendar](#). Requests received after the deadline may not be honored.

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 travel plans or anything less than a serious difficulty preventing attendance.

## **GRADING POLICIES**

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

The grade of INC (Incomplete) may be assigned only in cases where illnesses, hospitalization, death in the family, or other situations of similar gravity temporarily prevent completion of the required course work. 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.

Students seeking an INC must contact the Dean's Office to explain the motivation for pursuing an incomplete. The Dean's Office will decide whether an INC would be appropriate in the particular case. If so, the Dean's Office will then ask the instructor and student to submit an INC form, detailing the work remaining to be completed, the grade to date, and the percentage of the work for the term already completed by the student. The form INC form must be signed by the student, the Instructor, and the Dean.

Incomplete work must be completed by the end of the first regular semester (excluding summer sessions) immediately following that in which the INC was assigned. After that time, the grade will be administratively converted to an F.

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

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

<b>Designation</b>	<b>Interpretation</b>	<b>Numerical Value</b>
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 (3.0) 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.

### **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.

<b>Grade</b>	<b>Description of Academic Work</b>
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<b>A (90-100)</b>	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.
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<b>B (80-89)</b>	This is highly competent level of performance and directly addresses the question or problem raised. There is a demonstration of some ability to critically evaluate theory and concepts and relate them to practice. Discussions reflect the student's own arguments and are not simply a repetition of standard lecture and reference material. The work does not suffer from any major errors or omissions and provides evidence of reading beyond the required assignments.
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<b>C (70-79)</b>	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.
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**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 HONORS**

Graduation Honors are awarded to bachelor's degree recipients whose cumulative grade point average at the University represents superior academic achievement. Students may graduate summa cum laude with a grade point average of 3.90 or above, magna cum laude with a grade point average of 3.70 to 3.89, or cum laude with a grade point average of 3.50 to 3.69.

The Valedictorian is the bachelor's degree recipient with the highest cumulative grade point average among those who have completed at least 60 semester hours at the University and who are attending the commencement exercises. The Valedictorian participates in the commencement ceremony by giving the valedictory address. Students earning multiple degrees may not be Valedictorian more than once.

### **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.

#### *The B.A. Degree*

1. Completion of a minimum of 120 credits distributed according to the general requirements of the University and the requirements of the major. At least 60 credits, including the last 30, must be earned in residence at the University. Subject to the approval of the Dean of Academic Affairs, students who are studying abroad in their penultimate semester will normally be awarded a 15-credit exemption.
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 required for the major.
3. Payment of all financial obligations to the University.

### *The A.A. Degree*

1. Completion of a minimum of 60 credits, distributed according to the general requirements of the University and the major requirements. At least 30 credits, including the last 15, must be earned in residence at the University.
2. A minimum grade point average of 2.00 with no more than one grade lower than C- in core courses required for the major.
3. Payment of all financial obligations to the University.

A B.A. degree may be completed after the granting of an A.A. degree once all of the additional B.A. degree requirements have been met, and on the condition that at least two additional semesters of coursework have been completed following the completion of the A.A. degree in question.

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 two courses of their graduation requirements and will complete those two courses 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.

### **HONORS COURSES**

Undergraduate students with a minimum cumulative grade point average of 3.5 are eligible to register for Honors Courses, which are selected 3-credit courses that students may take for four academic credits instead. To earn this extra Honors credit, Honors students must complete additional assignments (e.g., research papers or portfolios) in which they delve more deeply into the subject matter in question.

The additional Honors credit is awarded to students who earn a B or above on the honors assignments, and is noted on the transcript as "grant of Honors credit/no grant of Honors credit." It is not calculated into the final grade for the 3-credit course nor in the student's cumulative grade point average. Students taking courses for Honors credit enjoy additional mentoring time with their instructors, who are chosen by the Dean of Academic Affairs in conjunction with the Department Chair, based on their expertise and teaching excellence.

### **INDEPENDENT STUDY/RESEARCH POLICY**

With the approval of the sponsoring professor, the Department Chair, and the Dean of Academic Affairs, students may register for independent study/research options that allow them to receive

credit for academic work, supervised by a member of the Faculty in a non-classroom setting. The Application for Independent Study or Independent Research Form is available on MyJCU, and must be submitted during the normal registration period. Students must have a minimum GPA of 2.5 and have earned a minimum of 60 credit hours (junior status) to apply for Independent Study or Independent Research credit.

Students may earn up to three credit hours through independent study/research, depending on the nature and extent of the project(s). One-credit will be awarded for each 37.5 hours of projected work over the course of the semester, on the basis of documentation of the amount of work a typical student is expected to complete within a specified amount of academically engaged time. Factors considered in the calculation of academic credit can include the number of subjects covered, the depth of the examination, the scope of reading and writing assignments, and meetings with the faculty supervisor in furtherance of specific educational objectives.

Whether a project will be coded as Independent Study 281 or 381 or Independent Research 481 depends upon the level of the study to be undertaken, as determined by the sponsoring professor and the Dean of Academic Affairs.

Independent study/research may not be taken to satisfy core requirements in degree programs or other specifically- designated requirements. Courses offered regularly in the curriculum cannot normally be taken as independent study.

Independent study courses must be completed within one semester.

### **LEAVE OF ABSENCE**

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

### **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 would receive an F for the thesis course, and have to re-register for it, paying the regular tuition costs for that course.

### **PETITIONS**

All students must abide by the various academic and other policies of the University. Occasionally, however, an exemption from these policies may be justified. In such instances, a written petition seeking an exemption to one or more policies must be submitted by the student, with the recommendation of their Advisor, for consideration by the Dean of Academic Affairs and the Academic Council. Forms for such petitions are available from the Registrar.

## **PLACEMENT EXAMINATIONS**

Entering degree-seeking students may be asked to take one or more placement examinations before registering to determine their proficiency in certain subject areas. There are placement examinations for English Composition, Italian, French, Spanish, and Mathematics. These examinations are administered before the term begins or during the orientation session at the beginning of each semester. Students who miss the English Composition and Math placement examinations, and do not have relevant transfer credit, will be automatically placed into the introductory-level course, no matter what their outside experience or other qualifications.

## **READMISSION**

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

## **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.

## **TRANSFER CREDIT**

Upon initial entry or readmission to JCU, academic credit from nationally-accredited institutions may normally 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.

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.

### **WITHDRAWAL FROM A COURSE**

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 to the Registrar a Withdrawal form signed by the instructor and their Advisor or an Academic Dean. Students are financially responsible for courses for which they are registered after the Drop/Add period, even if they ultimately withdraw from them.

### **WITHDRAWAL FROM THE UNIVERSITY**

Students who wish to withdraw from the University should first discuss their plans with their advisor or an Academic Dean, and then can submit an Official Withdrawal form. In order to withdraw from the University, 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, may receive a failing grade for courses not completed.

### **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) AND have not enrolled for the following semester or otherwise demonstrated an intention to continue their studies, will be administratively withdrawn from the university. In the case of students who have been granted a one-year permit to stay, the University will notify the Italian authorities that they are no longer JCU students.

### **ACADEMIC SUPPORT**

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

### **WRITING CENTER**

The Writing Center, located in the Guarini building, just off the Lemon Tree Courtyard and next to the Secchia computer lab, 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. Appointments can be made online at: <http://www.booknow.so/johncabotwritingcenter> Please arrive on time for your appointment. Students who arrive late may lose their appointment if another student arrives. Please come to your appointment well-prepared. Bring assignment guidelines, drafts, and/or graded papers with professors' comments, and come with specific questions in mind.

### **MATH TUTORING CENTER**

The Math Center provides academic support in quantitative subjects (such as mathematics, statistics, economics, and finance) to all students enrolled at John Cabot University.

The Math Tutoring Center, located on the ground floor of the Tiber Campus, next to T.G.3, is supervised by a faculty tutor, Prof. Margaret Kneller, and supported by both degree-seeking and visiting student tutors. Students may schedule appointments on-line at <http://www.meetme.so/jcumathtutoringcenter> or by simply walking in.

### **FOREIGN LANGUAGE RESOURCE CENTER**

The FLRC provides academic support in Italian, French, Spanish, and German 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 make appointments online (up to 24 hours in advance) at the following link: <http://www.meetme.so/jcuitalian tutoringcenter>

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

## **NON-ACADEMIC POLICIES AND SERVICES**

John Cabot University offers a robust network of student support services and extracurricular activities to promote cultural awareness and leadership opportunities. Participation in JCU programs and activities is contingent upon the student's compliance with immigration regulations, health insurance subscription, and respect for community and academic standards.

### **STUDENT SERVICES**

Below is a list of student clubs, activities, services available to students at JCU, as well as policies administered by the Student Services office.

#### **IMMIGRATION SERVICES (Permit to Stay Policy)**

In accordance with Italian law (Art. 5 of Law 286/1998), John Cabot University requires all foreign students to be authorized to study in Italy. The Immigration Services Office in Student Services guides JCU students through the authorization process.

To enter Italy with the purpose of study, non-EU citizens must first obtain an Italian student visa (except for stays of less than 90 days). It is illegal to enter Italy under a tourist visa with the purpose of remaining more than three months.

Once in Italy, all non-Italian students (even those staying for less than 90 days) must declare their presence on Italian territory to the Central Police Station (Questura) within 8 working days of their date of entry. If studying in Italy for more than 90 days, non-EU citizens must also apply for a Permit to Stay.

After the initial 90 day period, which starts from the first date of entry into the EU, non-EU citizens applying for permesso di soggiorno cannot travel within the EU until they have their actual permesso di soggiorno card. Direct flights from Italy to outside the EU are permitted, but free travel within the EU is not allowed without a Permesso di Soggiorno card.

The Immigration Services Office guides students' interaction with the Italian police, making appointments for them to complete the following:

1. First request or renewal of Permit to Stay
2. Fingerprinting
3. Picking up Permit to Stay

Please note:

- a) Students who miss their scheduled Post Office appointment will be fined €100 and a hold will be placed on their student account.
- b) Students who miss their scheduled Fingerprinting appointment will be fined €250 and a hold will be placed on their student account.

Students are responsible for keeping their Permit to Stay up to date, and must go through the above three steps again in order to renew it. Students must provide the Immigration Services Office with a copy of their valid Permit to Stay by the drop\add date according with the academic calendar.

If there is no proof of a valid Permit to Stay within these period, 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 s/he has not complied by the end of the semester.
3. Withdraw the student from classes and suspend participation in any university activity.

Students going through the immigration process are expected to check their JCU email account regularly for communications from the Immigration Services Office.

It is the student's responsibility to follow all immigration directives as stipulated by the Italian government and E.U. law. JCU will assist students with meeting these requirements, but students are ultimately responsible to understand and follow all immigration regulations and procedures

## **ATHLETICS**

The Athletics Office, located in the Fitness Center at the Gianicolo Residence, manages the classes and equipment offered at the student gym, as well as the Intramural Tournaments teams. To participate in athletic activities, students need to follow the Athletics Handbook policies and regulations [insert link to handbook]. In accordance with Italian law, they must also submit a Physical Exam certificate, issued by an Italian doctor. This physical exam can be scheduled through the Fitness Center at the start of the semester for a small fee. Contact the Athletics Office for more information.

## **CLUBS & ORGANIZATIONS**

The Clubs and Organization Program supports registered student organizations and student groups. All JCU students in good standing are encouraged and welcome to participate. There are three types of student organizations:

- a. Club - A club is an officially recognized Student Organization at JCU representing specific community, social, or cultural student interests.
- b. Society - A society is a recognized Student Organization affiliated with and supported by the academic departments they belong to (ex. Economics Student Society, Computer Science Society).
- c. Groups - Student/Interest Groups are groups of students who wish to meet on an informal basis according to common interests and needs. The development of a constitution and formal structure are not necessary for Student/Interest Groups.

These organizations provide students an opportunity to serve in leadership positions and develop skills in a variety of areas, including time management, communication, teamwork, problem solving, conflict resolution, and human relationships. Joining clubs and organizations is a vital part of student life and JCU encourages the formation of new student organizations.

To start a new club or organization, students must complete the Registration and Recognition process to be officially recognized and supported by the University. Official registration allows clubs to benefit from funding from the Student Services Office and specifies the rights, duties, privileges, and responsibilities of each Student Organization. New Clubs or Organizations must register no later than 15 DAYS after the start of Fall Semester.

The Registration and Recognition process includes:

1. Scheduling a meeting with the Director of Student Services
2. Submitting Intent to Organize Form
3. Submitting a Mission Statement and a Constitution for the Club
4. Securing an Advisor. All clubs must have a Staff or Faculty member as an Advisor
5. Drafting a Statement of Purposes, in which the Goals of the Club are discussed in detail
6. Submitting all the above material to the Director of Student Services at [clubs@johncabot.edu](mailto:clubs@johncabot.edu)

Once all the material has been reviewed by the Student Organization Committee and the club is approved, a letter will be sent to the Organization's Chairperson, the Advisor, and Student Services for notification. Only at this point is the organization considered a registered club.

### **COMMUNITY SERVICE**

The Community Service Program is run by the Director of Community Service, Religious Life and Multiculturalism. The Community Service Program supports students' personal development and civic engagement. JCU has a wide variety of working relationships with various non-profit organizations, some of which are located in the University's immediate vicinity. Partnerships include CeIS, the Italian Center for Solidarity, and Italian charities such as the Roma-Altruista and the International House for Women (Casa internazionale delle Donne).

Students who volunteer at least 15 hours with JCU-affiliated organizations, and attend at least one Community Service Lecture or Community Service Workshop may earn an official Certificate of Participation from JCU. Any student who must cancel a community service obligation must give at least 24-hours advanced notice, and repeated cancelations without a medical note may result in a suspension of any rescheduling for the participant for future events. Our relationships with our community service sites depend on the consistent and scheduled participation of engaged students, and the University encourages students take these opportunities with an open heart and committed spirit to invest in the local community. For more information, contact [insert link here].

### **GUIDELINES FOR ETHICAL MEDIA POSTING**

1. Consent - Never post anything without getting approval first! a. If a person gives consent to the use of their image, make sure the post in question gives them a voice, and spreads the message they would like to get across. The purpose should be to provide a platform through which others can be heard. b. Never post pictures of people under the age of consent or of those who are unable to give consent; their identities must be protected.
2. Anonymity - Respect privacy and ones need to stay hidden! Sharing an image and location of an endangered person could jeopardize their safety.
3. When posting about marginalized communities or sensitive contexts, always try to include support services and channels that people may find useful.
4. Transparency - Make sure that who you are and your intent is clearly stated.
5. Reliability and Legitimacy-include sources from which you took the information that you are sharing.
6. Consider the implications of what you have posted/want to post. Intent and impact are not interchangeable!
7. Avoid generalizations and micro-aggressions

8. Be mindful and respectful a. Be respectful and open minded towards different traditions and cultures  
b. Be considerate of the person portrayed in the post. Ask yourself, “would I appreciate being portrayed in the same manner?” if no, change it or delete it!
9. Do not enhance the “Savior Notion” and reinforce negative stereotypes (Examples: “voluntourism” and “the white savior complex”)

### **JCU EMAIL DISTRIBUTION LIST GUIDELINES**

No JCU student is permitted to use a JCU Outlook distribution list to send emails. JCU student clubs and organizations should refer to the Student Clubs and Organizations Handbook for policies regarding JCU community messaging and information distribution.

### **ORIENTATION LEADERSHIP PROGRAM**

The Orientation Leadership program allows mature and dedicated undergraduate leaders to become mentors of the new incoming students and guide them in exploring academic and student life at JCU. Each semester Orientation Program Coordinator selects a group of new OLs to assist with Orientation. OLs collaborate with all facets of the JCU community, including Residence Life, Housing, Student Services, Immigration, the Dean of Students, and the Dean of Academics. OLs are trained throughout the semester to prepare them for the following orientation. OLs should be prepared to participate in after-hour and weekend training and team-building events. The OL position is a great way to develop communication and leadership skills, experience in creative student programming and fostering an inclusive and supportive learning environment. For more information contact [insert link here]

### **ACTIVITIES & TRIPS**

Student Services offers a diverse and engaging Cultural Program each semester. All JCU trips and activities have been specifically chosen to teach students about the rich history and culture of Italy. JCU's Cultural Program encourages all students to take advantage of the many activities and trips it provides throughout the semesters. These cultural activities and trips have been created to educate students about Italy in a fun, "hands-on" way. Events in the past have included day trips around Lazio, overnight trips in Tuscany and the Amalfi Coast, and city specific events like movie premieres, museum visits, guided walking tours, bike rides on the Appia Antica, opera and theater shows, and cooking classes. Each semester the Student Activities Office publishes the latest calendar of events at the start of the semester. Some events require a non-refundable deposit. Be sure you understand the terms and conditions when you sign-up for an event. Official JCU Activities and Trips Policies can be found on the JCU website under Student Services/Activities and Trips. Participation in activities and trips can be booked online by visiting the Student Life section of the John Cabot University website and clicking on Sign Up. You will receive confirmation of your booking via email. For more information please contact Student Services at +39 (06) 68191316 or [studentservices@johncabot.edu](mailto:studentservices@johncabot.edu).

Please note: Any behavior that violates the JCU Student Code of Conduct and Student Handbook, or local legislation during JCU trips or activities is prohibited and can result in disciplinary action. In extreme cases, students may be asked to leave the group and return home at his\her own expenses. While every effort is made in order to ensure a safe trip, the University cannot be held responsible for any accidents or damages caused by students' negligence

## **STUDENT GOVERNMENT**

JCU seeks to create an inclusive learning environment where students feel supported to express their opinions in a constructive manner. John Cabot Student Government seeks to provide the official voice through which student concerns, needs, opinions, and ideas may be expressed. It undertakes to provide and stimulate student participation in overall policy and decision-making within the University. Student Government endeavors to encourage interaction between all three branches of the academic community: the administration, faculty and student body. It is committed to supporting the mission of the University "by using to the fullest extent the unique resources of a multicultural faculty, an international student body and the incredibly rich culture and history of Rome and the surrounding region." Students may email [stugov@johncabot.edu](mailto:stugov@johncabot.edu) to ask questions or find out more about Student Government initiatives on campus.

## **CENTER FOR CAREER SERVICES**

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

<https://www.johncabot.edu/career-services/default.aspx>

## **JCU FRIENDLY STICKERS**

The "JCU Friendly" stickers still seen in advertised by various establishments around the Trastevere neighbourhood was a student project that endeavoured to establish connections between Trastevere business owners and the JCU community. These stickers are not an official University endorsement of the establishments posting them. If you see a "JCU Friendly" sticker on the door of a proprietor, you may inquire about some sort of discount or special service after showing your John Cabot University ID. It is important to note that there is no contract or agreement between these businesses and JCU and that the participating establishment can remove or suspend the offered services at any time. "JCU Friendly" stickers do not imply or guarantee a certain expectation of reliability or quality of service, so please still be vigilant to practice situational awareness and personal responsibility when frequenting any location that publicizes a JCU Friendly sticker.

## **COMPUTER LABS**

There are four computer labs at John Cabot University, with a total of more than eighty computers. The Secchia Lab is located on the ground floor of the Kushlan Wing (across the Lemon Tree Courtyard). The Kushlan Lab is located on the second floor of the Kushlan Wing and can be accessed using the staircase from the Lemon Tree Courtyard. The Tiber lab is located on the second floor of the Tiber campus. The Garibaldi Lab is located in Via Garibaldi 88/c. The library is also equipped with a multimedia lab.

Lab assistants are always available in all the Labs. They sit at the desk in the front of the lab and are trained to help students with basic computer issues such as starting applications, helping with printing problems, and scanning documents. If you have any questions or problems using the computers, you should always

ask the lab assistant first. If the lab assistant is unable to help you, he/she will contact someone from the ITS office for assistance. For up to date Computer Lab hours, please check online at: <https://www.johncabot.edu/information-technology/computer-lab-info.aspx>

### **Computer Lab Rules:**

- *No food is allowed in the computer labs. Drinks are permitted only in covered containers;*
- Keep noise to a minimum: low level chatting is permitted;
- It is strictly prohibited to share your user ID and password with other students or friends. If you are caught doing this, your account will be suspended for the rest of the semester;
- If you are absent from your workstation for longer than 5 minutes and there are other students waiting to use the computers, your computer will be given to someone else;
- Priority is given to students who are working on school-related projects. If you are chatting, checking e-mail, surfing the internet, etc., you may be asked to give up your computer to another student who is waiting to work on a school project;
- Do not install or remove any software on computers in the computer labs. If there is software that you need installed, e.g. digital camera software, please ask the lab assistant to install it for you;
- The ITS Department is not responsible for files stored on the hard drive. Since computers in labs are cleaned up daily, we advise students to save files to their x: drive;
- Do not print transparencies;
- Most items found in the computer labs will be placed in the lost and found box. Items of value, such as cell phones, keys, etc. will be given to the Lost and Found located in the Front Office.

### **FROHRING LIBRARY**

Located in the Guarini Campus, the Frohring Library provides access to one of the best academic English language collections in Rome.

Students, Faculty and Staff can take advantage of a variety of resources related to the university liberal arts curriculum, from books and multimedia items (over 32,000) to online databases (e-journals, e-books and reference tools) available 24/7 also from off-campus. Authorized guests are welcome to use the Library with some restrictions. Guests must first receive approval from the JCU front office and JCU hosting staff to access a JCU building. Access is granted only for urgent needs or proven necessity.

The library team is available both to help students individually and to partner with faculty for providing various forms of information literacy services, from individual appointments to in-class sessions, including workshops and tours to other Roman libraries.

The Frohring Library is a charter member of AMICAL, the American International Consortium of Academic Libraries, participates in OCLC and Italian library networks and offers international and national document delivery and interlibrary loan services.

### **STUDENT ID CARDS**

The JCU ID card identifies students as members of the John Cabot University community and entitles them to access Guarini, Tiber and Critelli campuses, University Residences (if a resident or if accompanied by a resident), outside sports facilities or events, and use of the Fitness Center and Library.

For security purposes, students are required to carry their cards as their primary means of identification on John Cabot University premises. Students cannot enter any JCU facility without their JCU ID. Lost, stolen, or damaged ID cards should be reported immediately to the Tiber Front Office during normal business hours. For a replacement ID, students must show a form of photo identification and pay a replacement fee of €10 for the first re-printing and then €25 for any subsequent re-printing.

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

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

### **MAIL AND PACKAGE PICK-UP POLICIES**

The *JCU Mail Office* receives student mail and packages but does not provide shipping/ mailing services to send items for students. Students are limited to receive mail and packages no bigger than a shoe box. Anything larger will automatically be returned to the sender as will as any mail and/or packages delivered to recipients other than the registered JCU students.

John Cabot University will store packages until 6 months after the end of each semester and/or summer session during which the package is received. After this time, John Cabot University will dispose of any uncollected mail/packages.

**Important information a student must know** to help ensure that mail and packages are routed correctly and in a timely manner:

- *Mailbox number.* At the beginning of each semester, every JCU student is automatically assigned a mailbox number. The mailbox number changes every semester and can be asked for at any JCU Front Office.
- *Mailing address.* The University mailing address should be in the following format:

(Name of receiver + mailbox number if possible)

Via della Lungara 233

00165 Rome, Italy

- *JCU Mail Room Operating Hour.*

Monday – Thursday	11:00 AM - 1:00 PM / 03:00 PM – 5 :00 PM
Fridays	11:00 AM -1:00 PM
Saturday Sunday	packages can be retrieved only upon request. Requests can be sent to <a href="mailto:frontoffice@johncabot.edu">frontoffice@johncabot.edu</a>
- *Package notification.* Students are notified through a written notification, filed into the student’s physical on-campus mailbox, upon package receipt.
- *Letters and Postcards:* Letters and postcards are input into the student’s mailbox without any additional notification.
- *Package retrieval.* To retrieve mail and packages each student must come in person and must have the mailbox number and a valid Id. Packages can be retrieved at the Guarini Mailing Room, located at the ground floor of the Kushlan Wing after picking up the package notification. Mail will be left in the student’s mailbox directly. Please make sure to check you physical mailbox frequently.

## HEALTH SERVICES

The Office of Health and Wellbeing works to connect students with physical and mental health resources in order to enable them to better achieve their educational and personal goals. The Dean of Students office and the Director of Health and Well-Being oversee student health services, including day-to-day needs, long-term medication management, specialist care, and emergency interventions. Students needing assistance in finding additional resources or wishing to discuss any other aspect of their overall wellbeing should contact [health@johncabot.edu](mailto:health@johncabot.edu).

## COUNSELING CENTER

University years are a period of transition and change for most students. It is not at all unusual to feel a need to talk about issues of concern and confusion. The University's counselors are available to all students who may need help in facing a personal, family, or emotional problem that may interfere with their well-being or academic performance. Counseling and psychiatric services are offered free of charge. To make an appointment with a counselor or psychiatrist, please email [counseling@johncabot.edu](mailto:counseling@johncabot.edu) with your schedule/availability.

## CAMPUS DOCTOR

### *Doctor on Campus*

Due to COVID-19, the on-campus doctor schedule will depend on current guidelines issued by the Italian Ministry. A General Practitioner is available free of charge two days per week (Monday and Thursday) according to the schedule published by the Office of Health and Wellbeing every semester. Please contact [health@johncabot.edu](mailto:health@johncabot.edu) for the most up-to-date office hours, guidelines, and booking. Appointments can be scheduled using the Easy Desk app.

The doctor's office is located in the Corsini building directly across from the Guarini Campus.

### *Doctor on Call*

Dr. Andrea Guerriero offers 24/7 house-calls to JCU students. Free consultation is available via telephone, through text message, or WhatsApp. Dr. Guerriero can be reached by:

Tel./WhatsApp: +39 320.40.65.709

Email: [andrea.guerriero@medinaction.com](mailto:andrea.guerriero@medinaction.com)

Prices are €50 during business hours (8 AM – 7 PM Monday through Friday) and €120 after hours, on holidays and weekends. If you use CISI, Allianz, Cigna, GeoBlue\* or HTH\* (\*depending on your policy) insurance, the doctor will bill your insurance directly and you will not need to make a payment. If you have a different insurance, you will pay in cash or PayPal and the doctor will provide a detailed receipt which you may submit to your insurance company for reimbursement.

## HEALTH INSURANCE POLICY

Students must have an up-to-date health insurance plan, valid in Italy, during their studies at John Cabot University. They should provide the Immigration Services Office with proof of this policy through the student portal.

If there is no proof of a valid Health Insurance policy within these 30 days, the University will:

1. Block the student's registration for the following term (until a valid Health Insurance policy is presented).
2. Block the student's transcripts if s/he hasn't complied by the end of the semester.
3. Withdraw the student from classes and suspend participation in any university activity.

Non-EU students must show proof of a valid health insurance policy in order to request a Permit to Stay. Once the Permit to Stay has been granted, degree-seeking students may obtain insurance by registering for the Italian National Health Service.

John Cabot University works with Cultural Insurance Services International (CISI) to assist you in obtaining a high quality health care. This insurance meets all the needs required for a student to receive a study visa and permit to stay. Once enrolled, you will receive access to a student portal from which you may manage your insurance claims and coverage. Go to <https://www.johncabot.edu/health-wellbeing/health-insurance.aspx> for more information.

## **DISABILITY ACCOMMODATIONS**

Students seeking disability accommodations should identify themselves at the time they pay their tuition deposit or housing placement fee.

Students requesting accommodations for medical or physical disabilities or chronic conditions should contact the Dean's Office directly at [deanofacademicaffairs@johncabot.edu](mailto:deanofacademicaffairs@johncabot.edu).

Students requesting accommodations for learning disabilities should contact the Coordinator of Learning Disability Accommodations (Associate Dean Pamela Harris) at [pharris@johncabot.edu](mailto:pharris@johncabot.edu).

To determine feasible and appropriate recommendations, the university will need recent (no older than four years) and detailed medical and/or psychological documentation of the disability to be accommodated. Documentation of an accommodations grant from another institution is neither necessary nor sufficient. The university assesses the accommodations that would be necessary for the student to complete a course or program at JCU. After this evaluation has taken place, students will be informed directly by the Academic Dean's Office of the accommodations that have been granted. In the event that reasonable accommodations cannot be made for a student with a learning or other disability, the University will refund the application fee, the tuition deposit, and the housing placement fee. John Cabot University cannot provide learning or other disability accommodations to students who do not follow the above guidelines.

## **HOUSING AND RESIDENTIAL LIFE**

As a resident in JCU Housing, you will have the rewarding experience of being a part of both a residential and educational community. In order to create and maintain a healthy and safe community, it is important that you read and understand the Housing Handbook, which is available on the JCU website. 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 via email at [housing@johncabot.edu](mailto:housing@johncabot.edu) at any point during the academic semester. JCU Housing and Residential Life Offices are located in the Gianicolo building (Vicolo della Penitenza 26).

Students should reference the Housing and Residence Life Handbook for a full list of rules and expectations for students living and frequenting JCU student apartments. Below is an abbreviated list of our policies. The complete handbook can be found on the JCU website at <https://www.johncabot.edu/housing-residential-life/>.

### **RESIDENCE ASSISTANTS & RESIDENCE DIRECTORS**

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) and Residence Director (RD), 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. RAs and RDs facilitate roommate agreements and oversee the daily community wellbeing within the student residence spaces. RAs and RDs are on-call on evenings and weekends to respond to all emergencies and work in coordination with the Dean of Students office, JCU campus security, Housing and Residence Life Offices, and the Director of Health and Wellbeing.

### **CLEANING SERVICES**

All JCU student housing properties are cleaned regularly by cleaning staff as part of JCU housing services. This is to insure the best maintenance of residential spaces. Cleaning staff will enter student apartments and clean common areas (kitchen, hallways, bathrooms, living rooms) according to the cleaning schedule stipulated and organized by the JCU Housing and Residence Life office every semester. Any contraband or violations discovered in the student apartment during cleaning will be reported to JCU offices accordingly. Students will be informed of the cleaning schedule during the orientation week upon arrival to JCU.

### **ALCOHOL POLICY**

Within the student residences and apartments, only occupants of that residence are permitted to bring alcohol into their apartment. Alcohol is limited to one bottle of beer or wine per person. The number of alcohol bottles, both full and empty, must not exceed that 1-bottle-per-person limit. No hard alcohol is permitted on JCU premises at any time, including the residences. Some JCU residences are alcohol-free. Students are responsible to understand and follow, in full, the alcohol policies for their apartment.

### **VISITOR POLICY**

For the Spring 2021 semester, no guests are permitted in JCU residences. JCU students are only allowed to access their assigned JCU student apartment. Students who do not live in the Gianicolo residence are not allowed into the building unless they have an appointment with a JCU staff.

### **MAINTENANCE AND RECYCLING**

Students must report maintenance concerns as soon as possible. All maintenance requests must be reported online using the Maintenance Request form (<http://app.johncabot.edu/login.aspx>) or in-

person during office hours. For emergencies, reach out to your RA, RD, or call the emergency number on the back of your JCU ID.

Students must pre-sort their trash and recycling before depositing it in the designated bins near and around campus. Failure to do so can result in fees from both JCU offices and local municipal authorities.

### **SAFETY AND SECURITY**

All JCU residences (not including independent apartments) are under the surveillance of 24/7 building security. RAs and RDs live in these student residences to provide additional on-hand logistical support and emergency intervention. When in a residence, students can reach-out to a RA, RD, or security guard for assistance. When off campus, students should call the JCU emergency number, listed on the back of the JCU ID, for assistance with urgent needs.

## **EMERGENCY ASSISTANCE**

While the school is on-hand to coordinate access to resources and provide additional information, we collaborate and rely on the intervention of local emergency services, like the police, EMTs, firefighters, and Carabinieri (state police). In the event of a medical or security emergency off campus, those in need should reach out to local emergency officials or call **112** (valid for all of Europe) to be connected with an Emergency Services Operator.

### **JCU EMERGENCY NUMBER**

Any member of the JCU community can reach out to the 24/7 Emergency number listed on the back of the JCU ID card (+39 331 656 1907). In addition, students may approach any JCU front office during office hours for assistance. Those students living in JCU housing should reach out to their assigned Residence Director or Residence Assistant for help.

### **INTERNATIONAL SOS**

All JCU students have access to International SOS, a world-wide emergency services company that will liaise with the caller to assist in resolving emergency situations (security, theft, medical, travel, ect). International SOS works with JCU to collaborate on assistance for students in need outside of Rome.

International SOS also offers short-term **Emotional Support services** for JCU international students to call and access resources meant to provide short-term care and guidance. **Call one of the ISOS Assistance Centers, such as the Paris Office, to be connected with an Emotional Support specialist** who will direct your call to a trained professional. You can always ask the Assistance Center to call you back if you have concerns about international calling. This **24/7 support** includes consultations with both male and female professionals in up to 60 languages. **Short-term counseling can take place over the phone, via video-call, or face-to-face sessions.** Every international student is allowed 5 counseling sessions per individual issue of concern. This Emotional Support service is meant to be a temporary means to access assistance with issues of emotional wellness.

Students must register with International SOS by downloading the app inputting the JCU ID number (302SCA834985). This app connects the user with a 24/7 operator while also providing comprehensive travel and security information in real-time updates. Students may also call the International SOS Paris headquarter (+33 155 633 155). Verify your membership with JCU by giving the membership number (302SCA834985) or stating you are a student of JCU

### **MENTAL HEALTH – JCU COUNSELING AND 1522 COUNSELING HOTLINE**

Students may wish to work with a trained counselor. Counselors are available internally at the JCU counseling center. An appointment can be scheduled by writing to [counseling@johncabot.edu](mailto:counseling@johncabot.edu). Externally to the University, Italy provides a hotline for victims of sexual abuse and violence. Dial 1522 from an Italian phone or use the 1522 app to access support (service available in Italian and English)

### **LAW ENFORCEMENT**

Students who want to speak with Italian law enforcement may:

- Use the YouPol app to report a crime or gather information. Users of the YouPol will be referred to the local police station.
- In Trastevere you can find law enforcement at the following locations:
  - The Trastevere Police Station, which is located at Via di S. Francesco a Ripa, 64. Services available in English. Open 8am-8pm, Monday – Saturday. Phone: 06 583 9141.
  - The Trastevere Carabinieri (Military Police) station, which is located at Via Garibaldi, 43. Open 24/7. Phone: 06 5859 6700

### **THE JCU COORDINATOR OF HEALTH & WELLBEING AND/OR JCU ON-CALL DOCTOR**

Students can contact the JCU Coordinator of Health and Wellbeing and/or the JCU On-Call Doctor for further information about resources. Roman Clark can be reached at [rclark@johncabot.edu](mailto:rclark@johncabot.edu) / [health@johncabot.edu](mailto:health@johncabot.edu). Dr. Andrea Guerriero can be reached at any time at +39 320 4065709 or at [andrea.guerriero@medinaction.com](mailto:andrea.guerriero@medinaction.com).

When dealing with medical emergencies or situations that jeopardize student safety, students are guaranteed privacy but not confidentiality. This means that JCU will share sensitive information internally with staff designated and trained to intervene and address issues of violence, sexual assault, and other crisis situations. Fully confidential resources are available to students, such as contacting local public health and safety officials external to the university. JCU counselors will share information with staff only if they feel the student's life is at imminent risk. JCU will inform partner schools if their student is a victim or perpetrator of a crime or serious breach of the JCU code of conduct, as well as any emergency medical situations that require hospitalization.

### **SEXUAL ASSAULT INFORMATION AND RESOURCES**

- a. Support Resources
  - i. JCU Emergency Phone: Students are strongly encouraged to call the JCU Emergency Phone Number (+39 331 656 1907) for assistance and guidance in utilizing University and public resources. JCU staff is trained in helping student

navigate the complex medical and legal systems in Italy that students may need to engage with when experiencing an emergency. We will provide as much support as the student is comfortable with.

- ii. Dean of Students Office: provides information and logistical resources, including the coordination of necessary academic accommodations.
  - iii. Health and Wellbeing Office: provides additional guidance on scheduling counseling appointments and managing any internal Harassment and Discrimination Claims between JCU Community Members.
  - iv. Counseling: Can be accessed through the Onsite JCU Counseling Center, through a referral to external counselors, or via the International SOS Emotional Support service.
  - v. **Student Policy Advisor:** provides students additional clarity on JCU Student Handbook policies and procedures (studentpolicyadvisor@johncabot.edu)
  - vi. 1522: The Anti-Violence hotline/app that connects victims of domestic abuse, stalking, and sexual violence to local resources.
  - vii. Embassy: Foreign students should contact their Embassy to understand additional resources afforded to them by their government.
- b. Medical Intervention
- i. The Dean of Students office is ready to accompany and support the student throughout the process. Should a student elect to refrain from DOS assistance, please see below for pertinent steps to be followed.
  - ii. Those seeking medical intervention for a sexual assault must go to a public hospital, per Italian legal guidelines and reporting procedures related to sexual violence. Private physicians are legally obliged to refer victims of sexual violence to the police and the ER for treatment and support.
  - iii. San Camillo Hospital and the Sportello Donna Anti Violenza “(06 58703216 /+39 327 360 3369). This hospital is set-up specifically to receive and process female victims of sexual violence and can connect students with legal counsel. Call to make an appointment or go directly to the Emergency Room of the San Camillo Hospital and ask for the Sportello Donna.
  - iv. If it is an emergency, go to whatever public hospital is closest/most convenient: <https://www.aslroma2.it/index.php/violenza-di-genere>
  - v. Reporting a sexual assault to the hospital, has both medical and legal implications:
    - 1. Doctors will perform a full medical exam, collecting evidence, refer the student to Spallanzani Hospital for prophylaxis treatment, and coordinate a psychological assessment with social workers
    - 2. Doctors are obliged to contact the police who will either come to the hospital to take a statement or will set up a later appointment to take the victim statement in the following days. JCU can accompany the victim to the police station for this appointment.
    - 3. <https://www.differenzadonna.org/codice-rosa/> provides additional details regarding national Italian initiative to support victims of sexual violence.
- c. Police and Legal resources

- i. The victim may wish to report the incident to the Italian authorities. Students may use the YouPol app to report a crime or can be referred to Trastevere law enforcement to file a report in-person.
      - 1. The Trastevere Police Station is located at Via di S. Francesco a Ripa, 64. Services available in English. Open 8am-8pm, Monday – Saturday. Phone: 06 583 9141.
      - 2. The Trastevere Carabinieri (Military Police) station is located at Via Garibaldi, 43. Open 24/7. Phone: 06 5859 6700.
    - ii. Dean of Students office can send someone to assist in filing a report and follow up
    - iii. The Sportello Anti Violenza Donna at San Camillo also provides legal advice
- 2. JCU Conduct Protocols (see additional information in the STUDENT CODE OF CONDUCT section below)
  - a. Issues of sexual violence reported between JCU Community Members (that is the victim and assailant are both members of the JCU community) can pursue a Harassment and Discrimination Complaint through the JCU Conduct Process
    - i. The Director of Health and Wellbeing manages all student-specific Gender and Sex-Based Discrimination and Harassment claims in cooperation with the Associate Dean of Academics.
    - ii. Complaints involving faculty are assessed in collaboration with the Dean of Academic Affairs Office
    - iii. Complaints involving staff are assessed in collaboration with the Chief of Staff's Office
  - b. Students can file an official complaint via the JCU Online Harassment and Discrimination Complaint form on the JCU website: JCU Discrimination and Harassment Complaint Form (maxient.com)
  - c. **Students may also engage with the JCU Student Policy Advisor** (studentpolicyadvisor@johncabot.edu) for additional assistance in understanding JCU Academic and Student Conduct Policies.

## STUDENT CODE OF CONDUCT

All John Cabot University students are responsible for upholding these standards within the University's physical and social space, as well as within the local community. The Community Standards and Disciplinary Procedures exist to protect all members of the John Cabot University community, including any students accused of violating them. The disciplinary process is designed to enforce and reinforce community standards, encourage sound decision-making and provide an occasion for personal development.

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

Bystanders reporting other students for violations that endanger student safety and/or wellbeing may enjoy temporary immunity from enforcement of the JCU Alcohol and Drug Policy.

Students living in JCU Housing are also obliged to follow the rules outlined in the JCU Housing Handbook. The JCU Residential Life Office reviews alleged violations of JCU Housing Policies. Behavior that is both a violation of JCU Housing Policies and the Student Code of Conduct may be sanctioned by either the Dean of Students or the Residence Life Office depending on the nature and scope of the misconduct. See the **HOUSING AND RESIDENCE LIFE** section earlier in this handbook for details.

## **JCU STUDENT RIGHTS**

John Cabot University students have the following rights:

1. The Right to Freedom of Expression – Students can freely examine and exchange diverse ideas in an orderly manner inside and outside the classroom.
2. The Right to Privacy – Students have the right to be free of unreasonable intrusions into personal records or disclosures of sensitive personal information. Information or documentation referring to a student's academic record or personal life will be released to third parties in accordance with the relevant privacy norms. Students have the right to inspect and review their official records, except for letters of recommendation when the right has been waived by the student. Students may not be recorded or photographed without their consent.
3. The Right to Free Intellectual Inquiry – Students can expect academic and administrative policies that support free intellectual inquiry, learning and growth.
4. The Right to a Safe Environment – Students have the right to perform their regular university activities without unreasonable concerns for their personal safety.
5. The Right to an Environment Free from Harassment – Students have the right to freedom from harassment on the basis of such characteristics as race, religion, gender, age, disability, economic status, ethnicity, national origin, sexual orientation, gender identity, or gender expression, which creates an intimidating, hostile or humiliating educational or working environment.
6. The Right to a Fair Hearing and Appeal Process – Students have the right to be informed of any allegations of misconduct, the right to adequate time to prepare a response to the allegations, the right to prepare a response to the allegations, the right to know the information in support of the allegations, the right to present evidence against the allegations, the right to a fair process which is appropriate to the circumstances.

## **JCU COMMUNITY STANDARDS**

John Cabot University Community Standards apply to all students, whether their behavior occurs on- or off-campus, including online community spaces. Students who violate JCU standards and University

policies, and/or local laws, may be subject to disciplinary sanctions by the University. Visiting students are also subject to possible disciplinary action by their home universities.

All JCU community members are expected to contribute to a culture of cooperation and mutual respect through shared adherence to the code of conduct. Students who act in disrespectful, negligent or inappropriate way compromise the wellbeing of the community as well as their own personal reputation.

John Cabot University's Student Code of Conduct falls under the jurisdiction of the Dean of Students, and is administered by the assigned Student Conduct Coordinator (SCC). The Student Conduct Coordinator is responsible for collecting information, responding to complaints about students, and maintaining disciplinary records.

Insofar as some violations of Community Standards may also be violations of Italian law, students may be subject to Italian criminal or civil liability as well. Students are responsible for being informed of Italian law, and ignorance of Italian law is not an excuse for engaging in prohibited conduct. Any violation of Italian laws is a matter between the student and Italian authorities; it is not within the power of John Cabot University to intervene in Italian legal proceedings.

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

## **LIST OF SPECIFIC JCU COMMUNITY STANDARDS**

### **PRIVACY**

Students must recognize and understand that video recording, photographing, and audio recording of JCU students, staff, faculty, and/or security personnel without their permission is strictly prohibited. In addition, students must understand that unauthorized or inappropriate use and/or distribution of photographs, videotapes, or recordings of other JCU Community Members is prohibited and may result in University sanctions. Under GDPR, it is prohibited to record someone else and distribute this material without their informed consent.

Students may not copy, capture, produce screenshots of, reproduce, share, repost, or distribute in any way, recordings of or from JCU courses (both in the classroom and online).

### **INTELLECTUAL PROPERTY**

All members of the JCU community are expected to respect the intellectual property and the privacy rights of others. This includes the instructor's and fellow students' right to intellectual property in his or her lectures, notes, slides, and other course-specific materials, and the rights to limit distribution of images and recordings of themselves.

### **ALCOHOL AND DRUG POLICY**

The John Cabot University Alcohol and Drug Policy aims to prevent antisocial and dangerous behavior. The policy is informed by the cultural environment of Italian life, which accepts the consumption of alcohol

in moderation and under appropriate circumstances. In keeping with Italian tradition, on-campus cultural and social events, sponsored by the JCU Administration, may provide modest amounts of wine.

Alcoholic beverages may not be served at student-sponsored events. The University does not authorize the use of the student activity fee or other student funds collected and administered by the University to provide alcoholic beverages for any off-campus student events.

Students may not bring alcoholic beverages onto University premises.

Any student who causes a disturbance on- or off-campus, destroys or damages property, harms any person, or is hospitalized as a result of alcohol use, is subject to fines, removal from JCU Housing, suspension, or dismissal from the University.

Alcoholic beverages, companies, distributors or drinking establishments are not to be advertised on University property. Print, electronic, and broadcast media funded by or associated with the University may not contain advertisements promoting alcohol or alcohol-centered events. The University's name or logo may not be used to promote alcohol-centered events.

The use, possession, sale, giving, or exchange of illegal or prescription drugs (as defined by Italian law) is strictly prohibited on all University property.

Any exceptions to the Alcohol and Drug Policy must be approved by the Dean of of Students.

### **DISTRIBUTION OR POSTING OF ADVERTISEMENTS/FLYERS**

Students must get authorization to distribute or post any materials within University property, including JCU Housing, which advertise non-JCU sponsored events or programs.

### **DESTRUCTION OF PROPERTY**

Intentionally or recklessly damaging, vandalizing, destroying, or tampering with University property or the property of any person or business is prohibited.

### **GENERAL BEHAVIOR**

Any behavior that impedes the safety, security, and normal operation of the University, University-sponsored activities and events, or the greater community, is prohibited. Students are expected to cooperate with each other, faculty, staff, administration and guests at all times. Students may be sanctioned for any disrespect, offensive or improper language, directed against any member of the University. This includes reckless behavior that is motivated by drugs and alcohol and compromises either the student's or the community's safety, privacy, and security.

### **GUESTS**

All guests must first receive approval from a JCU staff to enter campus. Students seeking to bring guests onto campus must coordinate with the JCU front office to to authorize their entry to campus. Students are not permitted to host guests in JCU housing.

### **IDENTIFICATION**

All students must carry a John Cabot University Student ID and present it when requested by any official of the University, including members of the faculty, staff, and security guards.

## **DISCRIMINATION/HARASSMENT POLICY**

John Cabot University is committed to being an academic community that values mutual respect, human dignity, and individual differences, and that is supportive of intellectual, personal and professional growth. **The University is dedicated to inclusion and diversity and has a zero-tolerance policy towards discrimination and harassment of any kind based on** race, color, ethnic or national origin, religion, sex, age, sexual orientation, gender identity, marital or parental status, or disability in any of its policies, programs, and services. All members of the JCU Community have the expressed right to an environment free of discrimination and harassment., which includes online/virtual spaces and intentional behaviour that uses the Internet, cell phones, or other devices to send/post information and/or images intended to hurt or embarrass another person.

### **The JCU Discrimination/Harassment policy prohibits the following:**

- **DISCRIMINATION:** Treating an individual or group less favourably than others because of race, religion, ethnicity, national origin, gender, age, marital status, familial status, disability, economic status, or sexual orientation or reassignment or any other factor(s) 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 well-being. Harassment includes the following:
  - **Bullying:** repeated or persistent action, criticism or abuse in public or private which (intentionally or unintentionally) humiliates, denigrates, undermines, intimidates or injures the recipient. Bullying includes setting up a person to fail, ridicule, exclusion, victimization, unfair treatment or the abuse or misuse of power.
  - **Hate Speech:** highly derogatory or grossly degrading speech that is intended to dehumanize, humiliate or incite hatred against persons or groups, because of their race, religion, gender, sexual orientation or disability.
  - **Gender-based Harassment:** includes acts of verbal, non-verbal or physical aggression, sexual bullying, intimidation or hostility on the basis of sex or sex-stereotyping (such as sabotaging female students’ work, or heckling a student because of their sexual orientation or gender identity, either disclosed or undisclosed).

**Sexual Harassment:** unwelcome verbal or physical conduct of a sexual nature, including sexual advances, statements, and requests for sexual favors. The unwelcome character of such verbal or physical conduct may be inferred by such characteristics as its aggressive nature, or its persistence even after its target has expressed that it is unwelcome; sexual harassment will be

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

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

## **RETALIATION**

It is a violation of University policy to retaliate in any way against an individual because they raised allegations of sexual harassment or other forms of prohibited conduct. The University recognizes that retaliation can take many forms, including threats, intimidation, pressuring, continued abuse, violence or other forms of harm to others.

## **MISUSE OF UNIVERSITY COMPUTER FACILITIES**

Violating the University's computer security systems and altering the configuration of University computers, any technical property owned by the University, software, e-mail accounts, or any other computer files is prohibited, as well as the theft or other abuse of computer facilities and resources, including but not limited to:

- a. Use of another individual's identification and/or password.
- b. Use of computing facilities and resources that interfere either intentionally or unintentionally with the work of another student, faculty member or University official.
- c. Use of computing facilities and resources to send obscene or abusive messages.
- d. Use of computing facilities and resources to interfere with normal operation of the University computing system.
- e. Use of University's computing facilities and resources for the illegal downloading or unauthorized distribution of copyrighted materials, including unauthorized peer-to-peer file sharing. Such activities may also subject students to civil and criminal liabilities.

## **PETS**

Students are not allowed to bring pets on University property, including JCU Housing. Trained service animals are allowed with permission of the Dean of Academics.

## **POSSESSION OF DANGEROUS WEAPONS OR MATERIALS**

Dangerous weapons or materials of any kind, such as (but not limited to) firearms, martial arts weapons, knives, explosive devices, fireworks, ammunition, chemicals, or any item deemed to be dangerous by University Officials are not allowed on University premises, including any JCU Housing.

## **QUIET HOURS**

Students are expected to respect a standard of reasonable quiet on all University property, including JCU Housing, to allow for an environment conducive to learning. Furthermore, excessive noise after 11:00 pm is against the law in Italy and could be reported to the police.

## **SAFETY DEVICES**

Tampering with or misuse of fire alarm and safety devices and system components or any emergency communication equipment is prohibited.

## **SMOKING**

The rights of non-smokers to a smoke-free environment always take precedence over the desire of smokers to smoke. Smoking in restrooms, entrances to buildings, student lounges, lobbies, classrooms, private offices, the Don Bosco Courtyard, Lemon Tree Courtyard (except in the designated area) and in all areas of JCU Housing is prohibited. On the Guarini campus, the Roof Terrace (between Kushlan Wing and Main Building) and the mid-level terrace of the main building are designated smoking areas.

## **THEFT**

Attempted or actual theft of and/or damage to property of the University or property of a member of the University community or other personal or public property, on or off campus, is prohibited.

## **TRESPASS**

Any unauthorized presence in a restricted area is prohibited, as well as the unauthorized possession, duplication or use of keys to any University premises or unauthorized entry to or use of University premises.

## **USE OF UNIVERSITY NAME OR LOGO**

The use of the University name or logo in any public statement, advertisement or demonstration is prohibited, unless prior authorization is issued by the President of the University.

## **VIOLENCE**

Any act or threat of physical violence or any act which causes personal injury to another person is prohibited. This includes sexual assault, understood as sexual activity in which one party did not effectively consent.

## **JCU STUDENT DISCIPLINARY PROCEDURES**

The JCU Community Standards are based on the principles of fairness, fostering community, upholding the common good, and respecting the individual. Campus disciplinary proceedings aim to provide a fair evaluation of an accused student's responsibility for violating the University's Community Standards. The student disciplinary process exists within the University's larger educational system and does not function as a court of law. Rules of evidence ordinarily found in legal proceedings are not applied.

## **REPORTING A VIOLATION OF THE JCU CODE OF CONDUCT**

The Dean of Students reviews both 3rd party reports of a violation committed by a student, as well as personal complaints against another student for harming them in violation of JCU Community Standards. The Dean of Students office collaborates with the Director of Administration on complaints involving staff and students. The Dean of Students then also collaborates with the Dean of Academics on complaints involving faculty and students.

## **THIRD PARTY REPORTS**

Any individual who witnesses or becomes aware of an alleged violation, involving a JCU student, of the Student Code of Conduct should officially report the violation to any member of the Residence Life staff or the Dean of Students.

## **PERSONAL COMPLAINTS**

Any member (student, faculty, or staff) of the John Cabot University community may initiate a personal complaint against another member of the JCU community. Students may initiate a complaint by submitting the JCU Violation of Community Standards Complaint Form on the JCU website ([www.johncabot.edu/student-life/campus-services/policies/discrimination-harassment.aspx](http://www.johncabot.edu/student-life/campus-services/policies/discrimination-harassment.aspx)). JCU staff should refer complaints to the Director of Administration. JCU Faculty should refer complaints to the Dean of Academic Affairs. A personal complaint asks the University to investigate alleged offenses by and against JCU community members. The Complainant should review the JCU Code of Conduct and articulate clearly what offense has occurred.

The Director of Health and Wellbeing, Roman Clark, is responsible for responding to all formal complaints of sex/gender discrimination, harassment, and assault within the University. He can be found at the Gianicolo Residence, Vicolo della Penitenza, 26, email at [rclark@johncabot.edu](mailto:rclark@johncabot.edu), tel.+39 0668191 345.

## **STUDENT POLICY ADVISOR**

**Student Policy Advisor:** This is a peer-to-peer student resource that may provide additional support in understanding the JCU Student Handbook. An appointed member of Student Government, known as the Student Policy Advisory, provides students additional clarity on JCU Student Handbook policies and procedures ([studentpolicyadvisor@johncabot.edu](mailto:studentpolicyadvisor@johncabot.edu)).

## **PROCESS FOR REVIEWING A COMPLAINT OR REPORT**

Once an alleged violation is reported, the Student Conduct Coordinator prepares an incident report, describing the nature and circumstances of the incident and the parties involved. The Student Conduct Coordinator (SCC) is the assigned JCU administrator facilitating the investigation process. The SCC may be a member of the Dean of Students office, Housing Office, or Health and Wellbeing Office. All incident

reports are reviewed by the Dean of Students office to determine whether they allege facts that could constitute a violation of the Student Code of Conduct. For incidents that do not meet the standard of actionable behaviour that would be considered a violation of the Code of Conduct, the Dean of Students may initiate an informal conversation with the relevant parties mediate the conflict between them.

If the Dean of Students determines that a personal complaint or 3<sup>rd</sup> party report is actionable, they will notify the accused students of the following:

1. alleged Community Standard violation(s)
2. location, description, and date of incident (if known)
3. time and place of the Discovery Conference

Complainants (those who have formally made a personal complaint against another JCU student, staff, or faculty) will be kept informed as the Dean of Students addresses their claim.

Parents/guardians may be notified in cases where the sanction could result in the student being removed from JCU Housing or dismissed from the University. In accordance with the relevant privacy laws, JCU reserves the right to communicate with a student's official parent or guardian at any time to discuss student misconduct or behavior that risks student health and wellbeing. Situations involving emergency services or significant risk to student life automatically result in parental/guardian notification.

### **DISCOVERY CONFERENCE**

The Discovery Conference is a meeting between the accused student(s) and the Student Conduct Coordinator (SCC), to determine what happened. A Discovery Conference invitation letter will initiate the investigation process and will be issued through the Maxient reporting system.

At the conclusion of the Discovery Conference, the SCC may determine that:

1. Additional fact-gathering is warranted. The SCC may call a follow-up conference on the basis of any new information, or proceed to a determination. Any follow-up meeting may be called for by the SCC via email or phone call.
2. The case be dismissed for insufficient information, or because the alleged behavior does not constitute a violation of Community Standards.
3. The accused student is "responsible," "not responsible," "responsible for a lesser violation." The SCC may also decide to make "no finding."

Students who may have been a witness to an alleged violation, or may have pertinent information regarding an alleged violation, may be called in for a conversation with the SCC. This meeting invitation may be initiated via email or the Maxient system.

### **EVIDENTIARY BASIS OF FINDINGS**

The evidentiary basis for findings of responsibility for violating the Student Code of Conduct is "more likely than not," which means that more than 50% of the information presented indicates that a violation has occurred.

## **NOTIFICATION OF FINDINGS**

Both the accused and any personal complainant will be notified of the decision at the conclusion of a Discovery Conference in an official letter issued by the Maxient reporting system. The home University of Visiting Students found responsible for any violation will also be notified.

## **APPEALS**

Students who have been found responsible for violations may appeal that determination. In the case of personal complaints in which the accused is found “not responsible”, the complainant may also appeal. Appeals are considered first by the Dean of Students, and eventually a panel made up of two University employees (a faculty member and a staff member), and a representative of Student Government. The Dean of Students will issue a motivated decision to dismiss the appeal or allow the appeal to proceed to an Appeals Panel.

To succeed on appeal, students must demonstrate:

1. a lack of fairness in the discovery procedures, or
2. significant new information that alters the facts of the matter and thus the appropriate outcome, or
3. an outstanding dispute over the facts, and thus a need to hear from witnesses, the accused student or the accuser.

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

Letters of appeal addressed to the Dean of Students must be received within five (5) business days of the date of the notification of the final findings. The sanction of expulsion from the University may be appealed directly to the President of the University.

If the Dean of Students decides that the appeal has merit, (e.g. a case in which there is evidence of improper procedures, or one in which there is significant new information) s/he may:

1. modify the sanction determined by the SCC, by making it more severe, less severe or otherwise different, or
2. refer the case to an Appeals panel, or
3. remand the case to the SCC for further review.

If the Dean of Students decides that the appeal does not have merit, the sanctions will continue to be in effect.

During the appeals process, the Dean of Students will determine which, if any, sanctions will be imposed while awaiting a final decision.

## **APPEALS PANEL**

Within a reasonable amount of time after the Dean of Students refers a case for appeal, the SCC shall convene a panel of two University employees (a faculty member and a staff member), and a representative of Student Government. The faculty and staff members are chosen from all employees

who have worked at JCU for at least one year. As soon as membership has been determined, everyone involved in the dispute shall be sent written notice of the time and place of the appeals panel meeting. The panel will identify a Chair and the SCC will act as secretary. Students may bring an advisor to this meeting.

The panel will examine the allegation and hear the accused student's explanations and the complaining student's rebuttal, if applicable. The Dean of Students serves as a non-voting adviser to the panel and participates in all of its deliberations. On issues pertaining to JCU Housing, the Housing Coordinator will also serve as a non-voting adviser to the panel. The chair of the panel will rule on all matters of procedure. Formal rules of evidence shall not be applicable to any discussion before the panel and any evidence or testimony which the panel believes to be relevant to a fair determination of the complaint may be admitted.

The Appeals panel may decide that the student is "responsible," "not responsible," "responsible for a lesser violation" or make "no finding." If the student is held "responsible," the panel may recommend sanctions up to and including suspension, expulsion, or removal from JCU Housing. The Dean of Students may uphold or modify the panel's recommendations.

#### APPEALS PANEL PROCEDURES

1. The Chair convenes the panel, has all parties introduce themselves, explains the purposes of the panel, addresses the issues of honesty and confidentiality, and explains the role of the advisors if any are present. All witnesses are asked to leave the room.
2. The Chair reads the allegation against the accused.
3. In the case of an appeal by a student who has made a personal complaint, the complainant is given an opportunity to present her/his statement. The accused is given an opportunity to respond. Then:
  - a. Panel members question both parties.
  - b. Each side is given an opportunity to question the other. The Chair may facilitate the questioning of each party.
  - c. Witnesses are brought into the room individually and answer questions from all parties. Witnesses for the accuser are heard first. Questions for witnesses from the complainant and the accused may be directed through the Chair. Once witnesses have given their statement they are asked to leave the room.
  - d. The complainant and the accused, respectively, are given the opportunity to make a final summary statement to the panel.
4. In the case of an appeal brought by a student who has been found responsible for a violation, the student shall have the opportunity to present further arguments, information and call witnesses.
5. Upon hearing all relevant information, the panel discusses the information presented and makes a decision.
6. The panel determines if it is more likely than not that the accused has violated Community Standards. If a finding of responsibility is determined, the panel will then recommend appropriate sanctions. Final recommendations shall reflect the majority opinion of the Appeals panel.
7. The findings and recommendations will be forwarded to the Dean of Students who will uphold or modify the recommendations of the panel.

8. The SCC is responsible for providing written notification of the final findings to the accused and accuser within three business days after the conclusion of the hearing.

#### **EMERGENCY ADMINISTRATIVE ACTION**

If an individual appears to pose a risk of danger or disruption to the community or any individual, Emergency Administrative Action may be taken, including removal of the individual from the University community. This action does not require an admission or final determination of responsibility on the part of the accused student. The decision whether or not to take Emergency Administrative Action is vested solely within the non-reviewable discretion of the Dean of Students and the President of the University, or their designee. Within a reasonable amount of time of the Emergency Administrative Action, a Notice of Conduct Violation will be provided to the accused student. The SCC will schedule a Discovery Conference as soon as reasonably possible after the Notice of Conduct Violation is presented to the accused student.

#### **STATEMENT ON CONFIDENTIALITY IN AN APPEALS PANEL MEETING**

All parties, including the accused student, the complainant and the members of the appeals panel, are required to respect the relevant parties' right of confidentiality. Students appearing before a panel, their advisors and witnesses, must not communicate with any member of the panel or with the accuser(s) and their witnesses prior to the meeting. Any act which violates this confidentiality may be dealt with as a subsequent violation or as grounds for dismissal from the meeting. Appeals panel determinations shared with a complainant are confidential and should be treated as such.

Any implied or actual act of retaliation, intimidation or harassment is strictly prohibited and may also be dealt with as a subsequent charge.

#### **STUDENT DISCIPLINARY SANCTIONS**

Sanctions will be imposed based on the type of violation, and the student's degree of responsibility for it. Sanctions shall aim to be educational in nature, to correct inappropriate behavior, and prevent the reoccurrence of misconduct in the future. Factors such as the seriousness of the incident and the student's past disciplinary history may be taken into account in determining appropriate sanctions. Sanctions may range from written warnings and fines to dismissal from the University. The following are examples of sanctions that may be imposed:

1. Formal Warning: a written notice that the student is violating or has violated Community Standards and that this behavior must cease immediately
2. Monetary Fine: a fee will be applied to the student's JCU account to address the extraordinary work and time invested by University staff to resolve the issue.
3. Restorative Justice Work Project: supervised work in the University or off- campus programs.
4. Financial Restitution: based on the value of any damages to JCU property.
5. Educational Classes/Projects: such as alcohol or substance abuse education classes or reflection papers that galvanize the student to consider the consequences of their actions and articulate how they will moderate their behavior in the future.
6. Mental Health Referral: counselling may be mandated.
7. Housing Relocation: loss of the privilege of remaining in current JCU Housing and requirement to immediately relocate to other JCU Housing.

8. Housing Expulsion: loss of the privilege of living in any University housing at any time. No refunds will be given.
9. Non-Academic Probation: students on non-academic probation are not permitted to hold elected office or participate in extracurricular activities of the University during the probation period. Should they violate other standards of conduct while on probation, they may be suspended or dismissed from the University.
10. University Suspension: suspension from the University for a specified period of time. This suspension shall be noted as "Disciplinary Suspension" on the academic transcript.
11. Transition to online classes: Students that risk community wellbeing as a result of non-compliance with University policies, including COVID-related regulations publicized by JCU or the Italian government, may be mandated to continue their education online for the duration of the semester. Re-admittance to attend live classes the following semester will be considered and decided at the conclusion of the semester by the Dean of Academics and Dean of Students.
12. Disciplinary Dismissal: permanent termination of the individual's relationship with the University. This includes all activities, services, facilities, and all access to University property. A dismissal shall be noted as "Disciplinary Dismissal" on the academic transcript.