



JOHN CABOT UNIVERSITY

Student Handbook 2018/2019

TABLE OF CONTENTS

MISSION STATEMENT _____	5
ACADEMIC CALENDAR 2017-2018 _____	5
ACADEMIC POLICIES _____	6
ACADEMIC ADVISING _____	6
ACADEMIC COMPLAINTS _____	6
ACADEMIC HONESTY _____	7
ACADEMIC PROBATION AND DISMISSAL _____	8
ATTENDANCE POLICY AND ABSENCES _____	8
AUDITING COURSES _____	9
CLASSIFICATION OF STUDENTS _____	9
CLASSROOM ETIQUETTE _____	9
COURSE LOAD _____	10
CREDITS _____	10
DEAN'S LIST _____	10
DECLARING A MAJOR _____	10
DISABILITY ACCOMMODATIONS _____	10
DOUBLE DEGREES _____	11
DOUBLE MAJORS _____	11
DROP/ADD _____	11
EXAMS, ABSENCES AND MAKEUPS _____	11
FINAL EXAMS _____	12
GRADING POLICIES _____	12
GUIDELINES FOR WHAT GRADES MEAN AT JCU _____	13
GRADUATION HONORS _____	14
GRADUATION REQUIREMENTS _____	14
HONORS COURSES _____	15
INDEPENDENT STUDY/RESEARCH POLICY _____	16
LEAVE OF ABSENCE _____	16
MATRICULATION POLICY _____	16

PETITIONS _____	16
PLACEMENT EXAMINATIONS _____	17
READMISSION _____	17
REGISTRATION _____	17
REPEATED COURSES _____	17
TRANSCRIPTS _____	17
TRANSFER CREDIT _____	18
WITHDRAWAL FROM A COURSE _____	18
WITHDRAWAL FROM THE UNIVERSITY _____	18
ACADEMIC SUPPORT _____	19
WRITING CENTER _____	19
MATH TUTORING CENTER _____	19
FOREIGN LANGUAGE RESOURCE CENTER _____	19
NON-ACADEMIC POLICIES AND SERVICES _____	20
STUDENT SERVICES _____	20
Immigration Services (Permit to Stay Policy) _____	20
Athletics _____	21
Clubs and Organizations _____	21
Community Service _____	22
Orientation Leadership Program _____	22
Activities and Trips _____	22
Student Government _____	22
HEALTH AND WELLBEING SERVICES _____	22
COUNSELING SERVICES _____	22
HEALTH SERVICES _____	23
HEALTH INSURANCE POLICY _____	23
DISABILITY ACCOMMODATIONS _____	24
HOUSING _____	24
CENTER FOR CAREER SERVICES _____	24
COMPUTER LABS _____	24
FROHRING LIBRARY _____	25

STUDENT ID CARDS _____	25
STUDENT CODE OF CONDUCT _____	27
STUDENT RIGHTS _____	27
COMMUNITY STANDARDS _____	27
ALCOHOL AND DRUG POLICY _____	28
DISTRIBUTION OR POSTING OF ADVERTISEMENTS/FLYERS _____	28
DESTRUCTION OF PROPERTY _____	29
SAFETY DEVICES _____	29
GENERAL BEHAVIOR _____	29
GUESTS AND VISITORS _____	29
IDENTIFICATION _____	29
DISCRIMINATION/HARASSMENT POLICY _____	29
MISUSE OF UNIVERSITY COMPUTER FACILITIES _____	30
PETS _____	30
POSSESSION OF DANGEROUS WEAPONS OR MATERIALS _____	30
QUIET HOURS _____	31
SMOKING _____	31
THEFT _____	31
TRESPASS _____	31
USE OF UNIVERSITY NAME OR LOGO _____	31
VIOLENCE _____	31
STUDENT DISCIPLINARY PROCEDURES _____	31
INITIATING A COMPLAINT AND DISCIPLINARY REFERRALS _____	32
NOTIFICATION OF DISCIPLINARY CHARGES _____	32
DISCOVERY CONFERENCE _____	32
ADMINISTRATIVE HEARING _____	33
EVIDENTIARY BASIS OF FINDINGS _____	34
EMERGENCY ADMINISTRATIVE ACTION _____	34
APPEALS PROCESS _____	34
STATEMENT ON CONFIDENTIALITY _____	35
STUDENT DISCIPLINARY SANCTIONS _____	35

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 and solidly international in orientation. The academic programs are designed to take the best advantage of a multicultural and international student body, faculty and staff, and the extraordinarily rich culture and history of Rome and the surrounding region.

ACADEMIC CALENDAR 2017-2018

Please see the updated Academic Calendar online for important dates.

ACADEMIC POLICIES

ACADEMIC ADVISING

All students are assigned an academic advisor drawn from the faculty 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 progress. Students are however expected to monitor their own academic progress at John Cabot University. They are responsible for knowing their graduation requirements, and for making appropriate course selections, to best facilitate the attainment of their educational goals.

ACADEMIC COMPLAINTS

Students should try to resolve academic complaints directly with their instructor. Failing agreement, they are entitled to have, in turn, the Department Chair, Dean, and the Academic Council examine the issue and make a final disposition of the matter. Academic complaints will be processed as expeditiously as possible.

As a general principle, academic complaints will be 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 complaints may be resolved in the student's favor if the underlying discrepancy resulted in the student getting a lower grade than s/he 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.

Students seeking to appeal their grade for a course must follow this procedure:

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.
2. If the complaint is not resolved to the student's satisfaction, he or she may appeal in writing to the Chair of the Department with which the relevant course is associated. 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 meet with both the student and the instructor to try to mediate 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 HONESTY

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 honesty 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. Assisting another student in submitting work not his or her 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 negligent; 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 with an asterisk or a note number, and the source should be given in a note.
- c. An interpretation or idea based on a book or other source of information must be identified in a bibliographic note.

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 in **submitting the same work** in more than one course, without the explicit approval of both instructors.

Penalties

A student who commits an act of academic dishonesty will generally receive a failing grade on the work in which the dishonesty occurred. In addition, acts of academic dishonesty, irrespective of the weight of the assignment, may result in the student receiving a failing grade in the course.

Instructors must report instances of academic dishonesty to the Dean of Academic Affairs. The Dean's Office may notify a student's other instructors, present and future, that he or she has been reported for academic dishonesty. 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 the student's summons from the Dean's Office. 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 distributed by the instructor at the beginning of the term.

The Dean's Office may grant exemptions from specific attendance policies in the case of a chronic medical condition or other serious problem. Students seeking such an exemption must ask a Dean 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 count another assessment more so as to cover the missed exam. 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 (in which the student is attending 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 requires a classroom ethos of mutual respect. Instructors have a duty to maintain basic decorum in the classroom, and to discipline persistently 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. Do not walk in late to class
- b. Do not walk out of the room during class, in the absence of an emergency or prior permission;
- c. Listen actively while others are talking
- 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

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 recognized at the end of the semester on a list published by the Office of the Dean of Academic Affairs.

DECLARING A MAJOR

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.

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, chronic conditions or learning disabilities** should contact the Associate Dean of Academics (Pamela Harris) at 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. 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 the above guidelines.

DOUBLE DEGREES

Students who want to receive an additional degree from John Cabot University, after having completed the requirements for their first degree, must complete an additional 30 semester credits (one-year additional residency).

DOUBLE MAJORS

Students may complete the requirements for more than one major at the same time, as long as the requirements of the individual's 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 (in which the student is attending 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 Form for Rescheduling a Final Exam, available in the Registrar's Office or on the MyJCU Intranet Resources Students' page, with the Registrar by the course withdrawal deadline found on the JCU [Academic Calendar](#). Requests received after the deadline may not be honored.

The final exam schedule will be posted by the end of the Drop/Add period. Until this time, 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, which will decide whether an INC would be appropriate in the particular case. If so, the Dean's Office will then ask the instructor to submit an INC form, describing the reasons for the non-completion and the work remaining to be completed, signed by the student, to the Registrar.

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:

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

The quality points for each course are calculated by multiplying the numerical value of the grade by the number of credit hours of the course. The total of the quality points earned is divided by the total number of credit hours earned. Thus, a student who has taken 30 hours of work and has earned B's (3.0) 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.

Grade	Description of Academic Work
A	Work of this quality directly addresses the question or problem raised and provides a coherent argument displaying an extensive knowledge of relevant information or content. This type of work demonstrates the ability to critically evaluate concepts and theory and has an element of novelty and originality. There is clear evidence of a significant amount of reading beyond that required for the course.

B	This is highly competent level of performance and directly addresses the question or problem raised. There is a demonstration of some ability to critically evaluate theory and concepts and relate them to practice. Discussions reflect the student's own arguments and are not simply a repetition of standard lecture and reference material. The work does not suffer from any major errors or omissions and provides evidence of reading beyond the required assignments.
C	This is an acceptable level of performance and provides answers that are clear but limited, reflecting the information offered in the lectures and reference readings. This level of performance demonstrates that the student lacks a coherent grasp of the material.
D	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	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.

GRADUATION REQUIREMENTS

Degrees are awarded to candidates who meet the following requirements:

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 Academic Council, 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

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 gpa. 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 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. 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

Normally, all students must abide by the various academic and other policies of the University. Occasionally, however, a waiver of these policies may be necessary. In such instances, a written petition

seeking an exception to one or more policies must be submitted by the student, with the recommendation of the 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 during the orientation session at the beginning of each semester. Students who miss the English 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 for any reason 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.

TRANSCRIPTS

Official transcripts for all John Cabot students are issued upon written request to the Office of the Registrar. Transcripts may be issued directly to the student or mailed to the institutions designated by the student. One official transcript is issued free of charge to each student; there is a charge for each additional transcript.

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 a 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 a 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 Questura 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/jcuitaliantutoringcenter>

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

STUDENT SERVICES

The Student Services Department runs programs and provides services to promote cultural and global awareness, and leadership opportunities. JCU students may participate in student programs or activities as long as they have valid immigration status, health insurance, and are not on academic probation.

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.

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: students who miss their scheduled appointment will be fined €250 and a hold will be placed on their 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 hasn't 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.

Athletics

The Athletics Office, located in the Fitness Center at the Gianicolo Residence, organizes classes, manages the Fitness center, as well as the Intramural Tournaments teams. To participate in athletic activities, students need to follow the Athletics Handbook policies and regulations. In accordance with Italian law, they must also submit a Physical Exam certificate, issued by an Italian doctor.

Clubs and 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

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 supports students' personal development and civic engagement. JCU has agreements with various non-profit organizations, some of which are located in the University's immediate vicinity. They include CeIS, the Italian Center for Solidarity and Italian charities such as the Roma-Altruista and the International House for Women. 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.

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.

Activities and Trips

Student Services offers a vast 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" method.

Student Government

John Cabot Student Government seeks to provide the official voice through which student opinion 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 to ask questions or find out more about Student Government initiatives on campus.

HEALTH AND WELLBEING 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. Students needing assistance in finding additional resources or wishing to discuss any other aspect of their overall wellbeing should contact health@johncabot.edu

COUNSELING SERVICES

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 with your schedule/availability.

HEALTH SERVICES

Doctor on Campus

A doctor is available free of charge on the following days:

TUESDAYS – from 10 AM to 2 PM

FRIDAYS – from 1 PM to 6 PM

The doctor's office is located next to the Aula Magna in the Guarini Campus building and students can drop in during these hours (no appointment needed)

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

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.

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 deansoffice@johncabot.edu.

Students requesting accommodations for learning disabilities should contact the Coordinator of Learning Disability Accommodations (Dr. Gene Ogle) at learningdisability@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. 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 the above guidelines.

HOUSING

Students living in JCU Housing are required to read and comply with the Housing Handbook which is available on the JCU website. Please see the Housing Handbook for details.

CENTER FOR CAREER SERVICES

The Center for Career Services is dedicated to helping students and alumni prepare for and successfully enter the workforce. To get the most out of our office, make an appointment to meet the Career Services team early in your university career. The Center for Career Services are open to degree-seeking, study-abroad students, and alumni, who may set up an appointment with the Career Services Center to discuss internship possibilities or get advice in searching for jobs, writing resumes and cover letters. For more information and resources visit: www.johncabot.edu/career-services

COMPUTER LABS

There are four computer labs at John Cabot University, housing 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: www.johncabot.edu/information-technology/computer-lab

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.

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 and Tiber campus, 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 €25.

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.

STUDENT CODE OF CONDUCT

John Cabot University (JCU) has standards of conduct for all of its students. All John Cabot University students are responsible for upholding these standards within the University 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.

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.
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.

COMMUNITY STANDARDS

John Cabot University Community Standards apply to all students, whether their behavior occurs on- or off-campus. 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.

John Cabot University's Student Code of Conduct falls under the jurisdiction of the Dean of Students, and is administered by the 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: If a non-Italian citizen is arrested, he or she has the right to contact his or her consulate. 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.

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 in full or in part by the University, or by University-solicited funds, or bearing University sponsorship by use of its name, may not contain advertisements promoting alcohol or events that have alcohol as their focus.

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 Academic Affairs.

DISTRIBUTION OR POSTING OF ADVERTISEMENTS/FLYERS

Distributing or posting any materials within University property, including JCU Housing, which advertise non-JCU sponsored events or program, without prior approval by a JCU staff member, is prohibited.

DESTRUCTION OF PROPERTY

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

SAFETY DEVICES

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

GENERAL BEHAVIOR

Engaging in 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, guests, and University officials at all times. Students may be sanctioned for any disrespect, offensive or improper language, failure to follow directives, harassment, threats or acts of physical violence directed to any member of the University including other students, staff, faculty, and support staff.

GUESTS AND VISITORS

John Cabot University welcomes guests. Students must accompany their guests to the Front Office, where they leave a photo ID, and receive a visitor pass. Guests should be accompanied at all times. Students are responsible for the actions of their guests while they are on campus property and will be held accountable for their guests' inappropriate behavior while on JCU premises.

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

Unwanted conduct or speech violating a person's dignity, creating an intimidating, hostile, degrading, humiliating or offensive environment that interferes with the learning, work or social well-being of all members of the JCU community, is prohibited. Harassment includes the following:

- a. Sexual harassment: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment includes:
 - i. Unwanted sexual statements: such as jokes, comments on physical attributes, spreading rumors or talking about or rating others' sexual activity or performances.
 - ii. Unwanted personal attention: such as letters, phone calls, texts, visits, pressure for sexual favors or unnecessary personal interaction, with an evident sexual or romantic intent. The unwanted character of such personal attention can be inferred by its aggressive nature, or its persistence even after the object of this attention has expressed that it is unwanted, and will be implied when there is a power asymmetry between the subject and object of this attention (such as that between an instructor and a student, or a supervisor and a worker).

- iii. Unwanted physical or sexual advances: such as unwanted touching, hugging, kissing, fondling, touching oneself sexually for others to see, or other sexual activity. This includes sexual assault, understood as sexual activity in which one party did not or could not (because, for example, of severe intoxication, disorientation, state of unconsciousness) consent.
- b. Bullying: repeated or persistent action, unwanted attention, 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, and the abuse of power.
- c. Discrimination: when an individual or group is treated less favorably than others because of race, religion, ethnicity, national origin, gender, age, marital status, familial status, disability, economic status, or sexual orientation or reassignment or any other factor(s) unrelated to ability or potential.
- d. Hate Speech: consists of 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.

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.

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.

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 construction area or other 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 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 or could not (because, for example, of intoxication) consent.

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, as well as more specific rules. If a student disregards these standards, he or she will be held accountable, and sanctioned accordingly. 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.

INITIATING A COMPLAINT AND DISCIPLINARY REFERRALS

Any student or member of the internal or external community of John Cabot University may initiate a complaint against a student member of the community by submitting the following information in writing to Student Conduct Coordinator (SCC):

1. name(s) of the accused
2. community standard(s) violated
3. nature and circumstances of the violation, including a list of possible witnesses

Referrals for disciplinary review may also be generated through reports received from campus offices or, in the case of Harassment, from the Student Discrimination/Harassment Complaint Form (available at http://www.johncabot.edu/student_life/discrimination-harassment-policy.aspx). The Student Conduct Coordinator reviews all complaints and reports and determines the particular nature of the community standard violation.

NOTIFICATION OF DISCIPLINARY CHARGES

Students accused of violating community standards receive an email notification 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

Students are required to attend all disciplinary meetings. If a student willfully misses a meeting, the case may proceed. A student who willfully misses a disciplinary meeting forfeits the right of appeal.

Parents/guardians will 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.

DISCOVERY CONFERENCE

Students accused of violating the Student Code of Conduct must attend a Discovery Conference. The Discovery Conference is a one-on-one meeting with the accused student and the SCC. At this meeting the matter may be resolved, dropped, or may be referred to another appropriate hearing authority as determined by the SCC. The Dean of Students will review all decisions of the SCC.

Pursuant to a Discovery Conference the SCC may decide that:

- a. A case be open to further consideration.
- b. A case be dropped for insufficient information, or because the alleged behavior does not constitute a violation of community standards.
- c. The student is “responsible,” “not responsible,” “responsible for a lesser violation.” The SCC may also decide to make “no finding.” In the case of a visiting student found to be “responsible” or “responsible for a lesser violation,” his or her home university will be notified.

After the Discovery Conference, the SCC confers with the Dean of Students. The accused student is then notified by email the findings of the Discovery Conference, including any sanctions to be applied.

Both the accused student and the student bringing the complaint may appeal the determination of a Discovery Conference by asking for an Administrative Hearing.

ADMINISTRATIVE HEARING

In addition to functioning as an appeal to a Discovery Conference determination, an Administrative Hearing may also be called for when there is a dispute over the facts, and thus a need to hear from witnesses or to hear from both the accused student and the accuser.

Within a reasonable amount of time after the Discovery Conference, 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 Administrative Hearing. The panel will identify a chair and the SCC will act as secretary. Students may bring an advisor to this hearing.

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 hearing before the panel and any evidence or testimony which the committee believes to be relevant to a fair determination of the complaint may be admitted.

The Administrative Hearing 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.

ADMINISTRATIVE HEARING PROCEDURES

1. The Chairperson 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. Chairperson reads the allegation against the accused.
3. The accuser is given an opportunity to present her/his statement. The accused is given an opportunity to respond.
4. Panel members question both parties.
5. Each side is given an opportunity to question the other. The Chair may facilitate the questioning of each party.
6. 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 accuser and accused may be directed through the Chair. Once witnesses have given their statement they are asked to leave the room.
7. The accuser and the accused, respectively, are given the opportunity to make a final summary statement to the panel.

8. Upon hearing all relevant information, the panel discusses the information presented and makes a decision.
9. The panel determines if it is more likely than not that the accused has violated the Student Code of Conduct. If a finding of responsibility is determined, the panel will then recommend appropriate sanctions. Final recommendations shall reflect the majority opinion of the hearing panel.
10. The findings and recommendations will be forwarded to the Dean of Students who will uphold or modify the recommendations of the panel.
11. 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.

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.

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 Student Conduct Coordinator will schedule an Administrative Hearing as soon as reasonably possible after the Notice of Conduct Violation is presented to the accused student.

APPEALS PROCESS

A student has the right to appeal a decision of an Administrative Hearing. To succeed on appeal, he/she must demonstrate a) a lack of fairness in the procedures, b) a violation of the process, or c) significant new information that alters the facts of the matter and thus the appropriate outcome.

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

Letters of appeal 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 may be appealed 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 proof of improper procedures and/or where new information would be likely to change the previous result) s/he may:

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

If the Dean of Students decides that the appeal does not have merit, the sanctions are immediately effective.

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

STATEMENT ON CONFIDENTIALITY

All parties, including the accused student, the accuser and the hearing 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 hearing. Any act which violates this confidentiality may be dealt with as a subsequent violation or as grounds for dismissal from the hearing. Hearing results shared with a victim/accuser 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 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 will 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. Warning: a written notice that the student is violating or has violated community standards.
2. Fine
3. Work Sanction: supervised work in the University or off- campus programs.
4. Restitution: based on the value of any damages.
5. Educational Classes/Projects: such as alcohol or substance abuse education classes.
6. 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. 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.