

The American University of Rome



**Student Handbook
2018 – 2019**

**POLICIES and CODE of
CONDUCT**

All information is current at the time of publication, August 20, 2018,
and is subject to change.

Dear Student,

Welcome to The American University of Rome!

This Student Handbook of Policies and Code of Conduct is your guide to AUR. It contains University policies and procedures.

You are responsible to read the Handbook and to adhere to the rules and regulations of the University.

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The AUR Mission

The American University of Rome prepares students to live and work across cultures as skilled and knowledgeable citizens of an interconnected and rapidly changing world. AUR is a private, independent, not-for-profit institution of higher education, primarily offering undergraduate liberal arts and Master's programs to degree-seeking and study abroad students from around the world. Taking the best of the American approach to interdisciplinary, student-centered learning, our international faculty and staff use Rome as our classroom and Italy and Europe as invaluable resources. AUR's creative programs promote intellectual excellence, personal growth and an appreciation of cultural diversity in an international environment.

FIRST POINT OF CONTACT AT AUR

STUDENT LIFE OFFICE

OPENING HOURS

Mon–Thu 8:30am–7:00pm
Fri 8:30am–5:00pm

LOCATION

Building A

E-mail

studentlife@aur.edu

STAFF

Dean of Students and Director of Affiliate Programs	Stefano Stoppaccioli	s.stoppaccioli@aur.edu
Student Life Coordinator	Edgar Barrales	e.barrales@aur.edu
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The Student Life Office is the heart of student life at The American University of Rome. Our office strives to complement the academic mission of the University by providing and supporting opportunities for learning through extra-curricular activities. The activities and facilities of the Student Life Office promote students' personal growth, leadership development, social responsibility, multicultural awareness and intellectual inquiry. The Student Life Office staff is committed to providing superb service in an engaging environment to entice student participation in formal and informal activities.

The Student Life Office is also a resource center for all students. You can use this office as a source of general information, advice and guidance. The office assists you with non-academic issues, encourages student participation in Italian culture and daily life and supports student social life both on and off campus. We play an active role in bringing a wide variety of events and activities to you. We hope that you take advantage of all we have to offer. In order to keep track of our many activities, check the Student Life section on MyAUR. We welcome any ideas you might have on improving our services.

AUR CAMPUS POLICIES

ID Cards and Building Access

You will be given a personal student identification card upon your arrival at the Rome campus. This card contains a unique identification number and you need it in order to

- Enter the University campus and its buildings
- Be recognized as an AUR student
- Use library facilities
- Use printers
- Use the laboratories
- Participate in University events, such as special lectures
- Retrieve grades and transcripts
- Access the MyAur intranet

Please safeguard the ID card carefully. It is given to you personally and must never be loaned to other students or friends. Should you for any reason lose your ID card, report this immediately to the Student Life Office. Replacement ID cards cost €10.

The coded ID card opens the main University entrance gate, located at the corner of Via Pietro Roselli, and gives access to the Library, the Auditorium, the premises in Via Carini and Via Masina.

Please note: for security reasons students are required to show their ID to security at the entrance of the main campus and every time they are asked to do so by security or personnel.

Students MUST carry their ID at all times when on campus and are requested to wear them on a lanyard.

If you forget your ID card, the security guard will allow access only up to two times, after which you will not be able to enter campus until you present your official ID card.

Visitor Policy

If you are expecting a visitor, you must notify security.

You can notify security with the guard at the Via Roselli kiosk or by sending an E-mail to security@aur.edu. You must provide the security guard with the exact date and time when your visitor is expected, together with the name of the visitor.

On the day of the visit you must meet your guest at the security kiosk in the Via Roselli garden. This is the registration point for any visits throughout campus. Your visitor will register by submitting an ID, signing an EU data privacy form, and will then receive a Visitor pass.

The visitor must wear the pass at all times and in a clearly visible manner. The pass must be returned to the kiosk when your visitor exits campus.

Compliance

You are responsible for your visitor and must be with him/her at all times. Failing to follow these procedures will result in sanctions.

Student sanctions, as outlined in the Student Code of Conduct, may be applied to students if the University deems the level of non-compliance to be serious.

Dress Code Policy

Students are reminded that there are expectations of appropriate attire in the classroom, on campus, and at university events. It is a show of respect towards professors, staff and other students to be dressed in a presentable manner.

Student sanctions, as outlined in the Student Code of Conduct, may be applied to students if the University deems the level of non-compliance to be serious.

Computing and Network Facilities Utilization Policy

All members of the AUR community rely on computer resources and facilities to fulfill their duties and obligations in an efficient and productive manner. To promote an environment of intellectual and open inquiry, use of these facilities must be in-line with the university's academic objectives and upheld with integrity. To this end, a series of guidelines have been set up to inform, direct and protect users in their use of computing and network resources at The American University of Rome. The policy outlined below applies to all students (resident and study abroad).

1. General use

- No user should attempt to compromise the security of the computer facilities on campus or any network service or device.
- All users will use AUR's computing facilities with responsibility and coherence. Where facilities are shared, priority must be given to university or academic related tasks.
- No user should attempt to deploy or install malware of any nature on any computer or network facility at AUR.
- Users will ensure that they log out of all web account sessions using the appropriate logout button and not simply closing the browser window. This includes web mail, social media websites and any other online activity that requires a login session.

2. Use of hardware

All AUR computers and printers designated for academic use are owned or leased by the University. Use of this equipment is granted to students under the following conditions:

- All hardware owned or leased by the University should be respected and treated with responsibility.
- User should not attempt to modify or upgrade the hardware in any way or intentionally infiltrate the computer system.
- No hardware may be moved from its location without the appropriate consent.
- No user should attempt to connect a non AUR laptop or computer to the university's Local Area Network without permission from the OCS. All user owned devices and laptops can gain internet access via Wi-Fi.
- The University is not responsible for any damage caused to hardware not owned or leased by the University.

3. Use of software

Software is classified as Intellectual Property and should thus be used according to the conditions set out by the vendor or distributor.

- Users will not violate the copyright on licensed software or attempt to reproduce copyrighted computer programs and/or software found on AUR's computer systems.
- Users should not attempt to install software be it freeware, open source, or propriety owned, on any computer designated for academic use without consent from the Office of Computer Services.
- Under no circumstances should students install software or freeware on university equipment that facilitates any illegal activity. This includes music and file sharing programs.

4. Computer network and email accounts

Computer network and email accounts are assigned to students (resident students and study abroad students). The following conditions apply to the use of computer network/email accounts:

- Users are responsible for the safekeeping of their account information and for any account activity monitored.
- Passwords should not be disclosed and users are encouraged to regularly change their password. The OCS will enforce a password change every 42 days.

- Users should not attempt to access or damage network account information belonging to other users of the AUR community.
- Accounts must not be used in any way to send unsolicited mail (SPAM), unlawful and/or indecent mail or use accounts to harass other users.
- The OCS reserves the right to disable any account that has been associated with sending unsolicited mail, without notice to the user.
- Once a user permanently leaves the university community, the e-mail account is no longer available to them. AUR Graduates are entitled to keep their AUR email account.

5. MyAUR and LMS accounts

MyAUR login credentials are given to all students. The Learning Management System (LMS) is accessible through the MyAUR login and is displayed only to students currently enrolled in a course. The following conditions apply to the use of MyAUR accounts:

- Users are responsible for the safekeeping of their account information and for any account activity monitored.
- Passwords should not be disclosed and users are encouraged to regularly change their password.
- Students may retain their MyAUR account as an Alum or former student even if they are no longer enrolled in an AUR program.

6. Data storage

Students, resident and study abroad, should not store data locally on any university computer or on any network drive unless required to do so explicitly for class or within their capacity as a student worker. Students can store and share files and folders in the cloud using Microsoft OneDrive (linked to the network/email account), please refer to the O365 reference manual located on MyAUR for further information.

Compliance

Failure to comply with the above policy and procedures may result in the revocation of computer privileges and use of e-mail accounts with the American University of Rome. Student sanctions, as outlined in the Student Code of Conduct, may be applied to students if the University deems the level of non-compliance to be serious.

Alcohol Policy

Alcohol is not permitted on campus and AUR prohibits inappropriate behavior that is a direct result of alcohol consumption.

Light alcoholic refreshments may be served at appropriate university sponsored supervised events.

Compliance

Any student who is observed to be intoxicated may have their conduct documented through our Code of Conduct process.

Sanctions may include:

- Fines up to 200 Euros for first time offenders.
- University disciplinary action, including probation and suspension

Smoking Policy

AUR is committed to providing a healthy environment that promotes the well-being and safety of students, faculty, staff, and visitors. Smoking is therefore strictly forbidden inside the University's buildings and it is restricted to designated open-air areas as follows:

Main Campus Garden: gazebo closest to the gate. The rest of the garden is smoke-free.

Carini building Garden: area opposite to the media lab entrance. The rest of the Carini garden is smoke-free.

Library Garden: area at the far end of the garden, close to the church. The rest of the Library garden is smoke-free.

Building B Terrace: area furthest from the entrance. The rest of the building B terrace is smoke-free.

Masina building garden: area to the left when facing the building. The rest of the Masina garden is smoke-free.

Smoking areas are clearly marked. Cigarette ends **MUST** be extinguished and discarded in the designated ashtrays.

This Policy applies to all forms of tobacco, including but not limited to cigarettes, cigars, pipes, water pipes (hookahs), chew, electronic cigarettes, and smokeless tobacco products.

Compliance

Sanctions for transgressions to the policy, as outlined in the Student Code of Conduct, may be applied.

Sanctions may include:

- 50 Euros fine for first time offenders
- 100 Euros fine for second time offenders
- 200 Euros fine for third time offenders
- Fourth time offenders will be subject to University disciplinary action, including probation and suspension.

Littering Policy

Littering is strictly prohibited throughout campus. The AUR campus is equipped with disposable bins in all areas. Students are requested to clean up after themselves and dispose of their litter at all times. Littering of any kind will not be tolerated.

Compliance

Sanctions for transgressors, as outlined in the Student Code of Conduct, may be applied.

Sanctions may include:

- 50 Euros fine or 10 hours of community service litter pick up on campus for first time offenders.
- For second time offenders the fine and community service hours are doubled.
- Third time offenders will be fined 200 Euros and will be subject to University disciplinary action, including probation and suspension.

Parking Policy

Parking is generally available in the streets surrounding Via Pietro Roselli. However, the area directly outside the University entrance (Via Roselli 4) is a restricted no-parking zone and the police will be notified of any parked vehicles or scooters in this zone and vehicles may be ticketed or removed.

Equally, parking on zebra crossings around campus will not be tolerated and will be reported to the police.

Service and Emotional Support Dogs Policy

The American University of Rome supports students' use of service and emotional support dogs on campus. It recognizes, however, the health and safety risks potentially created by dogs on university grounds and premises. In consideration of the wellbeing and safety of the whole AUR community, this policy sets forth rules and responsibilities of individuals bringing service and emotional support dogs on campus.

Definitions

Service Dogs:

Service dogs are dogs that have been especially trained to perform a specific task for individuals who have disabilities such as:

- Visual impairment
- Hearing impairments
- Mobility Issues (Including Paralysis)
- Diabetes
- Multiple Sclerosis (MS)
- Cancer
- Autism
- Epilepsy
- Bone and Skeletal (Such as Osteoporosis, Scoliosis, etc.)

Emotional Support Dogs

Emotional support dogs are dogs that provide comfort and support in forms of affection and companionship for an individual suffering from various mental and emotional conditions. Any dog can be an emotional support dog. These dogs do not have to be professionally-trained and are not required to perform any specific tasks for a disability, like service dogs are. They can assist with various kinds of conditions, such as:

- Anxiety
- Depression
- Bipolar disorder
- Mood disorder
- Panic attacks
- Fear/phobias
- Post-Traumatic Stress Disorder
- Suicidal Thoughts/Tendencies

General Responsibilities

Service and emotional support dogs are permitted on campus grounds and into University buildings, provided the dog's owner follows the rules covered in this policy.

- Dogs brought on campus must be under the complete control of the owner at all times and present no hazard to people or property. In all cases, the owner of the dog is responsible for the dog's behavior.
- Dogs on campus grounds must wear a muzzle at all time, be secured to a leash, cord, chain, or similar direct physical control of a maximum length of six (6) feet, the other end of which must be restrained by the dog's owner. If this constraint interferes with a dog's work or if the individual's disability prevents using these devices the individual must maintain control of the dog through voice, signal, or other effective controls.
- Dogs must not be seated on chairs, tables or other university furniture.
- Dogs must not be tied to a stationary fixture or tree or left unattended on campus.
- Students may not be allowed to bring their service or emotional support dog into University classrooms or offices if their presence causes distress to other individuals due to allergy, dog phobia or any other negative condition caused by the presence of a dog.
- The University reserves the right to take action to remove any dog from University premises if the safety of others, destruction of property, or disturbance warrants such removal. The removal of any dog and any necessary cleaning, repairs, and/or pest control will be done at the expense of the owner. The owner may also be subject to disciplinary action.
- The University may remove a dog (or other animal) confined in a vehicle when there appears to be imminent danger to the animal due to inadequate ventilation or temperature conditions. The University is not liable for any associated repair/damage costs to the vehicle for this action and the animal's owner assumes full responsibility.
- No more than one service or support dog per student will be allowed on campus.

Procedures

Students are requested to seek approval from University management to bring their service or emotional support dog to campus. An application form is available at the Student Life Office.

Please submit your application, together with a medical certificate or recommendation and your dog's health records.

No dogs will be allowed on campus without completing and submitting the application, and receiving approval.

Medical Certificate or Recommendation

A letter from a doctor or mental health professional recommending that you have a service or an emotional support dog for your condition.

Dog's Health Record

Your dog's health records should contain evidence of current vaccinations and general state of health.

Training Certificate for Service Dogs

A training certification is required for service dogs.

Discrimination/Harassment/Sexual Harassment Policies

The American University of Rome is committed to maintaining a supportive learning and working environment in which all persons are treated with respect and dignity. Discrimination, harassment, and sexual harassment subvert the mission of the University and compromise the campus environment. It is unacceptable and unlawful conduct and will not be tolerated. Also, the University will not tolerate retaliation against persons who complain about or cooperate in the investigation of alleged acts of discrimination, harassment or sexual harassment.

Members of the University community shall not engage in acts of discrimination, harassment or sexual harassment. This policy applies in all university-related settings and is not limited to the campus. This policy also prohibits the harassment of non-employees by a University student, faculty or staff while on the campus or in such University-related settings. Members of the university community who do so are subject to disciplinary action, up to and including termination for employees and expulsion for students. In addition, the University will not tolerate students, faculty or staff being discriminated against or harassed by non-employees while in university-related settings.

DISCRIMINATION

The international, cross-cultural nature of AUR is its strength. The University encourages diversity among the student population, the faculty and other employees. Respect for, and sensitivity towards all members of the community is a prerequisite for a harmonious and productive campus. AUR does not discriminate nor will it tolerate discrimination in any of its programs, procedures, or practices against any person on the basis of age, citizenship, color, national origin, political affiliation, race, religion, gender or sexual orientation.

Definition of Discrimination

The unjust or prejudicial treatment of different categories of people, especially on the grounds of race, age, or sex.

HARASSMENT

AUR is a small university that aims to provide a warm and supportive environment for all students, faculty and employees. Harassment undermines this objective and is not acceptable behavior. It is a destructive force in any environment and has no place in an academic institution that promotes and respects the dignity and worth of every individual. It is also illegal under Italian, as well as European, law.

Definition of Harassment

Harassment is defined as words or gestures that intimidate, alarm or abuse another person and cause that person emotional and/or psychological stress. Such actions may include, but are not limited to:

- Humiliation, ridicule or belittlement

- Intimidation of either a verbal, written or visual nature including inappropriate use of social media, email or any other form of virtual communication (cyber bullying)
- Spreading of malicious rumors
- Excessive supervision or total lack of support
- Interfering in the person's ability to perform his/her work

The American University of Rome encourages all students and employees to be sensitive to different cultures, lifestyles, and viewpoints. Mean-spirited words, such as racial epithets, sexual innuendo, and gratuitous references to lifestyle, or actions demeaning to human beings are unacceptable and will not be tolerated. All members of The American University of Rome community must be aware of their right to work and study in an environment free from the pressures of harassment and intimidation.

SEXUAL HARASSMENT (Title IX)

AUR adheres to Title IX of the Education Amendments of 1972, protecting people from discrimination based on sex in education programs or activities that receive Federal financial assistance.

Title IX states that:

"no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance".

Definition of Sexual Harassment

Sexual harassment is unlawful discrimination under applicable law. Prohibited conduct may involve harassment of women by men, harassment of men by women, and harassment between persons of the same sex. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or participation in a university-sponsored education program or activity;
- submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such an individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's employment or academic performance or creating an intimidating, hostile, or offensive working or educational environment.

Examples of Sexual Harassment

The following are some examples of conduct which, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness. This list is intended to illustrate unacceptable behaviors and should not be considered comprehensive or exclusive:

- Unwanted physical contact such as hugging, patting, pinching, or constant brushing against a person's body
- Lewd remarks, lewd whistles, or lewd references to one's own or another person's anatomy
- Stalking
- Obscene or offensive gestures
- Display of graphic materials or web sites with sexually suggestive material
- Subtle or overt pressure for sexual favors
- Persistent and offensive sexual jokes and comments
- Persistent and unwanted requests for dates
- Sexually explicit or sexually suggestive mail, email and voice mail

The Title IX Coordinator at AUR is Dru Burtz, Associate Dean of Academic Administration. She can be contacted at d.burtz@aur.edu, tel. 06 58330919, extension 206 and is responsible for addressing any inquiries concerning the application of Title IX at AUR.

Responsible Employees support the Title IX Coordinator in providing information on Title IX or receiving reports of incidents of sexual misconduct. Like the Title IX Coordinator, Responsible Employees are available to guide students in responding to sexual discrimination, harassment or violence.

The designated Responsible Employees at AUR are:

- Stefano Stoppaccioli, Dean of Students (s.stoppaccioli@aur.edu)
- Chiara Lino, Student Life Coordinator (c.lino@aur.edu)
- Kathy Bemis, Student Life Coordinator (k.bemis@aur.edu)
- Edgar Barrales, Student Life Coordinator (e.barrales@aur.edu)

ENFORCEMENT

Steps to follow if being subjected to discrimination/harassment/sexual harassment:

Students may initiate a discrimination/harassment/sexual harassment complaint by:

- Submitting the form on the AUR website, at <https://aur.edu/discrimination-and-harassment-policy-title-ix>.

AND/OR

- the student may contact a designated Responsible Employees, or the AUR Counselor, Doctor Irene Agnello (ireneagnello1@gmail.com).

The President of the University is responsible for overseeing the implementation of the policy amongst all students, faculty and staff.

The President, or a designee of the President, will assign two or more full-time members of the AUR staff to form an investigative committee.

The panel is responsible for reviewing all complaints and for mediating a solution if possible. When mediated resolution is not possible, the panel shall fully investigate the complaint and shall report to the President the results of the investigation.

Following receipt of the committee's report of a sexual harassment complaint, the President shall promptly take action as he or she deems necessary to correct the effects of or to prevent further harm to an affected party or others.

The complainant and the accused will be informed of the President's final verdict.

Confidentiality

To the extent permitted by the Italian and European privacy laws (Art. 13 law degree of June 30, 2003, n.196, and EU law 2016/679), the confidentiality of all persons involved in a discrimination, harassment or sexual harassment investigation or complaint will be observed, except insofar as information needs to be disclosed so that the University may effectively and adequately investigate the matter or take appropriate corrective measures. It is understood that when a discrimination, harassment or sexual harassment incident is reported to any University employee, that person has a duty to convey the information to the appropriate University authority for action.

Retaliation

Persons who submit a complaint about discrimination, harassment or sexual harassment, or who cooperate in the university's investigation and handling of a discrimination, harassment or sexual harassment report or complaint, shall not be subject to retaliation, whether or not the University finds the accusations to be founded.

False Complaints

Students who knowingly file a false complaint of discrimination, harassment or sexual harassment, or who knowingly provide false information to or intentionally mislead University officials who are investigating a complaint of alleged discrimination, harassment or sexual harassment, will be subject to disciplinary action, up to expulsion.

CRIMINAL ACTS

Assault Definition

An assault is the act of inflicting physical harm or unwanted physical contact upon a person or, in some specific legal definitions, a threat or attempt to commit such an action. It is a crime and therefore may result in criminal and/or civil liability.

Sexual Assault Definition

Sexual assault is intentional sexual contact, characterized by use of force, threats, intimidation, abuse or when the victim does not or cannot consent.

Sexual assault is a crime, and therefore may result in either criminal and/or civil liability.

Examples of sexual assault

Sexual assault includes rape, forcible sodomy and other unwanted indecent contact (e.g., kissing against another person's will) that is aggravated, abusive or wrongful (to include unwanted and inappropriate sexual contact), or attempts to commit these acts.

"Consent" means words or overt acts indicating a freely given agreement to the sexual conduct at issue by a competent person.

An expression of refusal or lack of consent through words or conduct means there is no consent (i.e., "No Means No"). Lack of verbal or physical resistance or submission, resulting from the accused's use of force, threat of force or fear, does not constitute consent.

The victim's lack of verbal or physical resistance or submission resulting from intoxication, from unconsciousness due to sleep or alcohol consumption, or from any other conditions which render the person substantially incapacitated or substantially incapable of understanding the nature of the sexual act, declining participation in the act or communicating unwillingness to engage in the sexual act does not constitute consent.

A current or previous dating relationship shall not constitute consent.

The manner of dress of the victim shall not constitute consent.

ENFORCEMENT

Steps to follow if being subjected to assault/sexual assault:

Criminal assault falls beyond the university's jurisdiction in Italy and is subject to the laws of this country. It must be reported to the police, who will start an investigation and press criminal charges against perpetrators of the criminal offense.

However, full assistance and confidential support is available to the student. The Title IX Coordinator, the AUR Counselor or any of the designated Responsible Employees, should be notified, as they are always available for confidential support and assistance. The designated Responsible Employees may assist with information and contacts and may act as first-hand interpreters with the local authorities.

ILLEGAL DRUGS

The use of illegal drugs is strictly forbidden on campus. Students violating this regulation are subject to suspension or immediate dismissal.

While studying and living in Italy, students are subject to the laws of this country. This applies also to the use or possession of controlled substances, i.e., illegal drugs. The use and possession of controlled substances is illegal and can result in severe penalties. A U.S. or other passport will not protect anyone from arrest or detention. If the authorities detain you, citizens of most foreign countries are entitled to the right to contact their consulate. You may or may not have the same civil rights in Italy as you receive in your home country.

For a full description in English of the sanctions under local laws, please see <http://www.emcdda.europa.eu/html.cfm/index5174EN.html?pluginMethod=eldd.countryprofiles&country=IT>.

STUDENT CODE OF CONDUCT

The University expects that its students:

1. Be honest.
2. Have respect for themselves.
3. Have respect for others, their well-being, and their property.
4. Have respect for the rules of the University and the laws of the larger community.

Behavior that violates standards as set forth in the Student Handbook, the University Catalog, appropriate organizational constitutions and by-laws, housing/rental contracts and other University rules, policies and regulations including bulletins released through campus communications is subject to disciplinary action by the University.

This Code of Conduct is applicable to and governs student conduct on the University premises, facilities, and adjoining public surroundings. It also applies to conduct at any University-sponsored event or other organized activity, and to any housing or residence facilitated by the University, inclusive of surrounding common public areas such as sidewalks, entrances and stairwells. Furthermore, the University reserves the right to impose this Code of Conduct and related sanctions to any action, whether on or off campus, that indicates disrespectful behavior or a substantial threat or danger to the University community or the public at large.

The University reserves the right to amend, supplement and otherwise modify this Code at any time. The Office of the President is responsible for the determination of the applicability of the Code, the determination as to whether a violation has occurred and the determination of the appropriate sanction based on findings of fact and other evidence presented by the Student Life Office.

Major Violations

The following non-exclusive infractions constitute major violations of the University Code of Conduct:

- Destroying or stealing private or University property and/or possessing stolen property.
- Misrepresentation of any sort, including identity or age; forging or altering records, including the University identification card.
- Using, possessing or selling illegal narcotics or drugs.
- Unauthorized use or abuse of alcohol on campus, in student activities or at University sanctioned events.
- Using, possessing or selling fireworks, firearms or other dangerous weapons.
- Assaulting, battering or threatening another person.
- Interfering with, attempting to interfere with, or disrupting the conduct of classes, administrative work efforts or other regular University activities.
- Failing to identify oneself to University personnel or their agents acting in official capacity.
- Failing to comply with the directions of University personnel in a serious matter or harassing University personnel (or their agents) acting in the performance of their duties.
- Harassing verbally or physically.
- Making racial or ethnic slurs.
- Violation of sovereign law.
- Acts of misrepresentation, fraud, forgery, or knowingly using false information, documents or instruments not covered by the Academic Integrity code.
- Tampering with or unauthorized use of University phones, phone systems, equipment, or access codes.
- Unauthorized use of the University's name, logo, image or symbols.
- Maliciously entering and/or using University premises, facilities, or property without authorization.
- Denying entry/access to AUR personnel (or their agents) to AUR facilities inclusive of AUR facilitated accommodations.
- Using fire to harm or destroy or violating fire laws and regulations.
- Misusing or damaging fire safety equipment.

- Initiating without basis or causing the initiation of a false report, a warning or threat of fire, explosion, or emergency on University premises or at University sponsored activities.
- Disturbing the peace on campus or in student residences or adjoining areas and violation of the "*good neighbor policy*" and relevant housing rules.
- Substantially interfering with the right to freedom of expression.
- Endangerment, including involvement in activities or behavior that could result in personal harm to self or others, including, but not limited to frequenting high risk places, association with inappropriate persons, intoxication, etc.
- Failing to comply with sanctions imposed for earlier violations.
- False report of safety and security issues.
- Misuse and/or abuse of AUR (or their agents) emergency phones.
- Violations of privacy.
- Violation of the terms of the AUR housing contract.
- Littering.
- Smoking in unauthorized locations.
- Violating quiet rules in Library and other University facilities.
- Parking in unauthorized locations.
- Using lewd, obscene or indecent expressions.

Sanctions

Persons or groups found responsible for committing a violation may have one or a combination of the following sanctions levied:

- **Social probation.** The student may be excluded from participating in social or co-curricular activities for a set period of time. Campus community service may also be applied (see littering policy).
- **Fines.** The student will be required to pay a specified monetary fine to the University. Fines may be assessed where the inconvenience or damage caused to the University community or its people warrants it. Fines may also be assigned in cases where there is chronic damage to property or facilities and in conjunction with other sanctions.
- **Restitution.** The student may be required to make payment or perform appropriate service to the University, other persons, groups or organization for damages. A financial sanction will be levied for the repayment of misappropriated funds.
- **Letter of censure.** A written warning will be sent to the student and kept on file.
- **Summary disciplinary dismissal.** The immediate separation of a student from the University or University facilities as authorized by the President when the continued presence of a person constitutes a danger to the health, safety, or welfare of the University community or University property.
- **Disciplinary removal from University facilitated housing.** The student will be required to leave the accommodation and forfeit any prepaid housing fees.
- **Disciplinary probation.** A period of fixed duration of weeks, months or years during which the status of a student at the University will be evaluated.
- **Suspension.** The separation of the student from the University for a specified period of time.
- **Expulsion.** The permanent separation of the student from the University and University facilities.

Right of Appeal/Student Life Fairness Committee

The Student Life Fairness Committee, staffed by one or more student representatives and members of the University's administrative staff, will be convened to hear appeals presented by students against whom action has been taken in cases of misconduct. Either the President or a designated representative of the President chairs the Committee. The Chair serves as a voting member. Requests for an appeal should be submitted in writing to the President.

A student requesting a hearing from the Student Life Fairness Committee will be informed of the date, time and location of the hearing not less than two (2) business days in advance of the hearing. The student will be entitled to:

- Present evidence, including the testimony of witnesses.
- Comment or respond to the charges.

The Student Life Fairness Committee has the authority to let stand, amend, or reverse a sanction. Sanctions may only be reversed or modified where the Committee finds evidence of improper, inadequate, or incorrect procedures, additional evidence, prejudicial conduct, or disproportionate penalties or erroneous application of the Student Code of Conduct.

Interim Suspension

The Dean of Student Life or designee may suspend a student from the University for an interim period pending disciplinary or criminal proceedings or medical evaluation regarding behavior relevant to such proceedings. The interim suspension will be effective immediately without prior notice whenever there is evidence that the continued presence of the student at the University poses a substantial and immediate threat to him or herself, to others, or to the stability and continuance of normal University functions. Interim suspension excludes students from University privileges and activities as well as from University premises including all adjoining areas and student accommodations.

A student suspended on an interim basis will be given a prompt opportunity to appear personally before the Dean of Student Life or designee in order to discuss only the following issues:

- (a) the reliability of the information concerning the student's conduct, including the matter of identity; and/or
- (b) whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on University premises poses a substantial and immediate threat to him or herself, to others, or to the stability and continuance of normal University functions.

PROBLEM RESOLUTION

It is not uncommon that students encounter problems during their university study. They may be academic or non-academic in nature. The American University of Rome has a formal grievance procedure that is outlined in the University catalogue as well as other specific policies, such as the sexual harassment policy, that deal with specific kinds of issues and have specific protocols with respect to resolving problems as they arise. However, students sometimes encounter issues that do not neatly fall into specific existing procedures and established protocols. In these cases, students are encouraged to seek problem resolution as soon as possible. Problems, complaints and /or grievances may involve other students, staff, faculty or university polices or procedures.

It is specifically recommended that in attempting to resolve a problem or dispute that the students be polite, be specific and follow the guidelines outlined below.

With respect to NON-ACADEMIC issues, students should first contact the parties or offices directly involved in a frank, respectful way. (Ex: fellow student, staff member etc). The focus should be as specific as possible. Issues that are vague are by nature harder to resolve. If this does not resolve or satisfactorily clarify the situation the student should then seek an appointment with a staff member of the Office of Student Life.

In the event this does not resolve the dispute or provide a satisfactory understanding of the situation, the student should write the Dean of Students requesting an appointment. The communication should describe clearly the nature of the problem, the names of any persons or offices involved and importantly a description of any previous efforts made to resolve the problem. The Dean of Students does not serve as the initial point of reference with respect to the resolution of student non-academic issues. Students are also reminded the Student Government of AUR (AURSG) is an active campus governance organization. The AURSG routinely holds meetings and open forums and this student organization has often assisted its constituents with problem resolution.

However, not all complaints can be resolved one on one. The American University of Rome has created an online process by which a student can file a formal complaint. Submitted complaints will be directed to the person who can most appropriately address the problem. Students will be contacted if additional information is need and notified of the actions taken regarding the complaint. The form is available on MyAUR.

Updated on August 20, 2018