

Rome Campus Supplement

to the Student Handbook 2019

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UNIVERSITY
of MARY

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Mission and Vision of the University of Mary Rome Campus

In continuity with our founding mission to prepare young people for leadership in the service of truth, the University of Mary's Rome Campus seeks to offer students in every program and discipline a unique opportunity for academic growth and personal development.

Whether pursuing studies in the medical professions, education, business, the arts, or the sciences, University of Mary students studying in Rome work toward fulfilling core curriculum courses in a dynamic international setting created especially for them. In the classroom, University of Mary students will be invited into an engaging liberal arts environment, which pays particular attention to the way in which the lessons of history, the great achievements of human reason, and the light of Divine revelation allow us to see more clearly how we might respond to the pressing questions facing humanity today.

The classroom is only the beginning of the education of University of Mary students in Rome. The ideas and ideals our students learn about are brought to life in a living experience of Rome, the Eternal City and heart of the Catholic Church. This encounter, in turn, invites students to examine the world of their own hearts and minds so that they might hear with greater clarity their particular calling and be granted the courage and direction through their experience abroad to answer this call with their lives.

Through study, the experience of a foreign culture, and within the context of a small community of pilgrim learners, University of Mary students will understand themselves more clearly and the heartbreaks and joys of humanity more deeply. They will learn to serve society as leaders in service of the truth with greater wisdom, justice, and self-sacrificing love.

Purpose of the Rome Campus Supplement

The University of Mary Student Handbook (hereafter Student Handbook) is the primary source of information describing the community standards and policies, which define the university's expectations for students on the Main Campus, at the Rome Campus and in all locations. The geographical location, the setting and the travel requirements of the Rome Campus create a need for some additional standards and policies to address the unique circumstances. Therefore, the purpose of the Rome Campus Supplement to the Student Handbook (hereafter the RC Supplement) is to set forth those community standards and policies that are specific to the Rome Campus. However, it is important to keep in mind that unless specifically stated otherwise in the RC Supplement, all community standards and policies set forth in the Student Handbook remain in effect. This means all students at the Rome Campus are responsible to:

- Access a current copy of both the Student Handbook and the RC Supplement.
- Be familiar with the contents of each publication.
- Comply with all community standards, policies, and procedures in both publications.

Students are advised that ignorance of information in either publication will not be considered a valid reason for not holding students accountable for their conduct.

Changes to the RC Supplement

The university reserves the right to revise the RC Supplement making revisions effective at any time deemed necessary. When a change is made, currently enrolled students, as well as, students already accepted to participate in the program in a future semester will be notified of the change via their official University of Mary email account.

The Privilege of the Rome Campus Experience

It is a privilege to be able to participate in the Rome Program or to be able to stay at the Rome Campus as part of a student's participation in another program. This privilege is granted to students with the understanding that each student agrees to:

1. Serve as a positive ambassador of the university, edifying its Christian, Catholic, and Benedictine mission, identity, and values.
2. Demonstrate genuine respect for the God-given dignity of all persons.
3. Be law abiding.
4. Comply with the university's standards, policies and procedures.
5. Cooperate with the university's staff and instructors.
6. Attend and participate in all required classes, travel experiences, and community activities, and events unless excused by the appropriate member of the university's staff.

➤ Students who fail to fulfill their responsibilities as listed above are subject to student conduct action up to dismissal from the Rome Program and/or suspension or expulsion from the university.

Authority of the Rome Campus Staff

The Rome Program is intended to be an opportunity for transformative growth for students as members of a small, Benedictine community of students, professors, chaplains, and student life staff. In order to facilitate the formation of the vibrant and positive community necessary for this endeavor, to provide for student safety, and to successfully coordinate activities and travel arrangements, the director of the Rome Program, the faculty and the student life staff all perform multiple responsibilities in service to the students. In performing their duties, the staff have authority to establish schedules, procedures, rules, and give direction as needed for the purposes of efficiency, safety, and for the good of the community. Students are responsible to respect the authority of the staff through cooperation, compliance with directions given by staff, and by assisting staff as needed.

➤ Students who do not respect the authority of the staff, by not keeping to the established schedule, not cooperating or not complying with directions given by staff and/or by refusing to assist or otherwise by engaging in uncooperative behavior are subject to student conduct action (Level 1-4). Students who have repeated or serious instances with this regard are subject to dismissal from the program.

Expectations of Students

The University of Mary's Rome Campus is located in a portion of a beautiful guesthouse complex called *A/ Casaletto*, which is owned and operated by the Ancelle della Carità (The Sisters of the Handmaids of Charity). The Sisters' mission is to provide a place of hospitality and rest for people who come to Rome on religious pilgrimage from all over the world.

The Rome Campus is located in a lovely suburban setting a short distance by bus from Saint Peter's Basilica. The portion of the Sister's guesthouse that serves as the home of the University of Mary's Rome Campus is separate from the area where the Sisters and the other guests stay. The different sections are joined by a common lobby with a front desk. There is also a common breakfast room, a large chapel, vending machines, and spacious grounds complete with palm trees and green spaces for all to enjoy.

The university's area includes residences for the staff, double- or triple-occupancy rooms with private baths for students (men and women are located in separate areas), laundry facilities, classroom, student lounge, computer room, staff offices, a private dining room and a small kitchen. Wi-Fi for student use is available in the student lounge and classroom.

The location of the university's Rome Campus within the Sister's guesthouse requires some policies that vary from the rules in residence halls on the main campus:

Dress Code

As guests of the Ancelle della Carità, the religious sisters who own the property where our Campus is located, students are asked to maintain appropriate and modest dress in all public areas of the house and to uphold a "smart casual" dress code for classes, group travel and other official events. This includes wearing shoes at all times.

Noise and Quiet Hours

In consideration for the Sisters and the other guests, students are asked not to disturb others with noise. Students may maintain a normal noise level in the student lounge and classroom after hours, so long as consideration is given to those who may be studying there. If students wish to listen to music in their rooms after quiet hours, they must do so using headphones. When walking through the corridors, students are asked to speak quietly and to maintain a spirit of silence in the hallways out of respect for the Sisters and other guests. Quiet hours begin at 11 PM each night and end when morning Mass in the chapel ends (usually 7:30 AM). Quiet hours resume during Evening Prayer in the Chapel 6 PM until 7:30 PM.

➤ Students who fail to observe quiet hours as well as those who disrupt the legitimate activities of others with noise outside quiet hours are subject to student conduct action (Level 1-2).

Housekeeping Services

The university's agreement with the Ancelle della Carità provides for weekly housekeeping services in the students' rooms. This is a great gift of convenience for students. However, it requires students to keep their rooms picked up and tidy to enable the cleaning staff to efficiently clean the students' rooms each week. Students are responsible to keep clothes, towels and other items picked up and off the floor. Students are responsible to take out their trash to the dumpster located just outside the front gate.

➤ Students who do not dispose of their garbage and/or fail to keep their rooms picked up and tidy will be subject to student conduct action (Level 1).

Keys

The guesthouse where the Rome Campus is located has a unique protocol for keys that all guests, including University of Mary students, are expected to follow.

1. Only one key per room will be issued. Therefore, when all occupants leave the room they must remain in close communication with each another (e.g. via texting) to ensure that the students without the key have access to the room when needed. It is advisable to keep the room locked when not occupied.
2. Room keys may not be removed from the building. If one occupant of a room leaves the building the key should remain in the possession of one of the occupants who stays behind. If all occupants of a room leave the building then the key must be left with the staff at the front desk.

➤ Students who lose the key issued to them will be responsible for replacement costs according to the current University of Mary fee schedule (and may include both a fee to replace the key and another fee to re-core the lock if it is determined to be necessary). If the actual costs of replacement exceed the amount of the published fee, the university reserves the right to charge the student actual costs.

All charges will be billed to the student's account. If it cannot be determined which student is responsible for the loss, the replacement fee will be divided equally between all occupants of the room.

➤ Students who fail to leave their key at the front desk when all occupants leave the campus are subject to student conduct action (Level 1).

Stewardship of Facilities

The Ancelle della Carità have shown University of Mary students tremendous hospitality and they have been very generous in allowing students to have access to their facilities and grounds. In return, it is important for students to be good stewards of the facilities and grounds as requested by the Sisters. This means there are some differences in student responsibilities in terms of caring for the facilities and grounds in Rome as opposed to student responsibilities on the main campus. First, students are responsible to promptly report all maintenance concerns and/or damage to facilities or fixtures that occur to a University of Mary staff member. Prompt reporting is important because it may help prevent further damage or problems and it enables the Sisters to make necessary repairs as quickly as possible.

In addition, the Sisters have asked students to be especially careful not to damage the finishes and furnishings in their rooms. Therefore, in order to protect the surfaces and finishes in the rooms, students are prohibited from hanging things in their rooms using tape, adherents, nails, picture hangers, hooks or any means without prior approval from the director or student life coordinator. In addition, students are specifically prohibited from having the following items in their rooms:

- Nail polish remover
- Acidic substances, including fruit juices
- Carbonated beverages, including soda pop
- Perishable food items

- Cleaning supplies
- Candles
- Flammable or explosive substances

Students are responsible to keep the common areas of the Rome Campus clean by picking up after themselves when using the laundry, kitchen, student lounge, the grounds, and other public areas of the campus and by disposing of waste properly.

➤ Students who cause damage through misuse or abuse are subject to student conduct action (Level 1-3) and may be held financially responsible for the damages. In the case where the responsible party cannot be identified, the university reserves the right to bill all residents of a room or all students participating in the Rome Campus when the damage is in a common area of the facility.

Procedures for Checking In and Out of Rome Campus

The process for checking into and out of student residences as described in Community Standard 14 of the Student Handbook shall apply at the Rome Campus.

Rome Campus Curfew

The guesthouse where the university's Rome Campus is located has a curfew (a set time by which all guests must return to the premises). The curfew is not set by the university but was an established rule from before the university began operating the Rome Campus. The curfew for residents of the Rome Campus is 11 PM, seven days a week. This is the hour the front desk closes the gates to the property and doors to the building are locked for the night. Guests who do not return by the established curfew time will not be able to gain entry after curfew.

To allow students extra time to enjoy time off-campus, the university has made a special arrangement with the Sisters to extend curfew for University of Mary students until midnight on those nights the university is able to provide staff to open the gates and doors for students who return during the hour between 11 PM and midnight. This arrangement requires the cooperation of the students in being diligent about returning to campus on time. This concession is a privilege and not a right, both for the university and for our students.

Based on our agreement with the Sisters, the university will make it a priority to have staff available to extend the curfew until midnight on Sunday, Monday, and Tuesday nights. The curfew may also be extended occasionally on Thursday, Friday, and Saturday evenings. In all cases, the extended curfew is dependent upon staff availability. Students are responsible to confirm that the extended curfew will be in effect on any given evening by checking the posted schedule before leaving.

The university expects students to make it a priority to comply with the curfew. Students who depend on public transportation are advised to take into account that service may not always be on schedule. In such instances, students should take a taxi in order to return by curfew.

At the time of curfew, the gates and front doors of the Rome Campus are locked from the inside and all other doors are alarmed. Residents will not be able to gain entry to the Rome Campus after this time. If a student misses curfew, he or she must immediately call the Rome Campus Staff member who is on duty and inform him/her of the situation.

Students unable to return to campus by curfew are responsible to notify the University of Mary staff member on call as soon as possible.

➤ Students who violate curfew are subject to student conduct action (Level 1-3). Repeated curfew violations may result in a \$50 fine or dismissal from the program.

➤ Students who deceive or mislead staff about their own or others' compliance with the Rome Campus curfew policy are subject to student conduct action (Level 1-3). Repeated violations may result in dismissal from the Rome Campus and other sanctions as is deemed appropriate.

Guest Policies at the Rome Campus

It is a privilege to entertain guests at the Rome Campus. Students need to be aware of some important differences between guest policies at the main campus as described in the Student Handbook and the policies that have been established at the Rome Campus. The differences include:

1. **There are no “Open House Hours” at the Rome Campus** - “Open house hours” as described in the Student Handbook are those times at the main campus when students are able to receive guests of the opposite sex in their rooms. There are no open house hours, and students are prohibited from receiving guests of the opposite sex in their rooms at any time. The reason for this policy at the Rome Campus is there is a student lounge in close proximity to the student rooms that serves as a comfortable and appropriate place to receive and entertain guests of the opposite sex.

➤ Students who violate the no open house hours policy of Rome Campus by having a guest of the opposite sex present in their room at any time are subject to student conduct action that may include suspension of the privilege to receive guests (Level 2-4). Students with a subsequent violation are subject to dismissal from the Rome Campus.

2. **Guest Hours and Policies** - Unlike the main campus, the Rome Campus has established times when students may receive visitors. Students may receive guests each day beginning at 9 AM and all guests must leave by 11 PM when the curfew for all guests begins. Students who receive guests during visitation hours are responsible to accompany their guest at all times while the guest is present at the Rome Campus. Students are encouraged to receive their guests in the public or common areas. The University of Mary's student lounge is a place well-suited for visits with guests. With permission of one's roommate, students are able to receive guests of the same sex and parents in their rooms from 1 PM until 6 PM, seven days a week. After 6 PM, all guests must remain in the public or common areas.

➤ Students who violate the Rome Campus visitation policy are subject to student conduct action (Level 1-4). Sanctions may include suspension of the student's privilege to receive guests during visitation hours as well as other sanctions.

3. **Extended Visits by Parents, Family and Friends** - The University of Mary Rome Program is a planned experience that includes academics, planned travel experiences and time in community. It is necessary for students to participate fully in all of these activities. Unplanned and untimely visits from parents, family, and friends can cause disruption for the whole community and should be avoided. There are limited times in the Rome Program schedules when students will be available to be with family during the student's time in Rome. In order to avoid disruptions, students should consult with the staff at the Rome Campus before family members make travel plans.

Cell Phones

Out of concern for student safety, the university has purchased a bank of cell phones, which are available for use by students who do not have access to a smart phone with an international plan. A student must sign a Cell Phone Agreement prior to receiving the phone, at which time the student accepts responsibility for 1)

charging the phone with minutes 2) paying to replace the phone should it become broken, lost, or stolen. At the time a student checks out of the Rome Campus, he or she must return his/her phone to the Rome Campus staff along with his/her room key. The university has developed a relationship with the European Mobile company called “Vodafone” and students will be charged the current Vodafone rate per minute and per text.

Students are advised to use Internet-based communication apps or purchase international calling cards to speak to family and friends back in the United States, since international calling rates with both Vodafone and US-based carriers are generally very high.

Students are not allowed to use their phones at community events such as meals, Student Life events, during Convivium, during class, etc. unless told otherwise by a member of the Rome Campus staff. In case of an emergency, a member of the staff has to be able to get in contact with each student at any given time. Therefore, students are required to carry a functional cell phone with them at all times.

➤ Students who repeatedly use their phone at community events, or travel without a functional cell phone will be subject to student conduct action (Level 1-3).

Room and Board

All students are required to live in the room assigned to them at the Rome Campus, and each student must purchase the standard Rome Campus meal plan offered. Typically, there are 15 meals per week offered through the Rome Campus meal plan, inclusive of the following: continental breakfast in the main breakfast room, seven days a week; lunch on Monday, Tuesday, Wednesday, and Thursday; dinner on Sunday, Monday, Tuesday, and Wednesday. At times, the meals offered will be altered for special occasions and during university excursions.

Breakfast is provided each day by the Ancelle della Carità. Breakfast is eaten in common with all of the guests and is normally served between the hours of 7:00 and 8:30. The hours may sometimes vary depending on the Rome Campus schedule and/or the schedule of other guests. When students arrive for breakfast, they must sign the University of Mary breakfast book. A student may choose on any day to opt out of breakfast without providing notification.

Students may invite guests to the Rome Campus for lunch or dinner. If a student would like to host guests for an on-campus meal, s/he must first check with the Student Life Coordinator in order to ensure that there is enough food to accommodate the guest(s). With advance approval from the Student Life Coordinator, students may also invite a guest to an off-campus meal. However, in this situation, the student is responsible for the cost of the guest’s meal. The university is not able to accept a cash payment for the cost of meal from either the guest or the student. Therefore, the cost will be billed to the student’s account.

Use of Facilities

Students on the University of Mary Rome Campus share space with the Sisters’ other guests who come from all over the world. Students are encouraged to make the most of the international opportunity our campus context provides. During their stay, students enjoy access to all of the outdoor grounds, as well as many shared spaces within the guesthouse itself. Outside of class time, students are encouraged to make use of the university’s student lounge, classroom, and/or the library to socialize and study.

Student Community Responsibilities

In continuity with our Benedictine tradition, each person who lives on the University of Mary Rome Campus will accept a measure of responsibility toward the care of the community. On a rotating basis, students will be assigned to assist the Rome Campus staff with meal preparation and cleanup. In addition, students will have the responsibility to share in keeping the classroom, student lounge, and surrounding area clean. The staff will assign students these and other duties as part of their responsibility as a member of the Rome Campus community.

➤ Students who do not carry out their assigned responsibilities are subject to student conduct action (Level 1-3). Repeated violations may result in dismissal from the program.

Use of the Kitchen

In accordance with a requirement established for us by the Sisters, a staff member must be present when a student uses the kitchen facilities. In order to meet this requirement, it is necessary for students to contact the Student Life Coordinator at least 24 hours in advance in order to schedule time to use the kitchen. The plates, glasses, and silverware stored in the student lounge are available for student use with the understanding that these items will be washed, dried, and put away after use. Student cooperation with this policy will ensure that we are able to continue to make these items available for student use.

➤ Students who use the kitchen without permission and/or without a Rome Campus Staff member present will be subject to student conduct action (Level 1-3).

Convivium

To facilitate a strong sense of community among the students participating in the Rome Campus Program, Wednesday evenings are reserved for a weekly meal and celebration of community known as Convivium. The evening begins with Mass followed by a time of fellowship, often with guest speakers and discussion. The night concludes with a special meal, served family-style. Convivium is a special celebration and students are asked to dress accordingly. For men, this means shirt/tie with slacks. For women, this means appropriate length dresses, or blouse with appropriate length skirt or dress pants. Students who have any questions about appropriate dress should seek clarification from a member of the Rome Campus staff.

Participation in Convivium, including Mass, is an essential part of the Rome Program and therefore attendance is required unless the student has been excused, in advance, by the Director of the Rome Program. The use of cell phones and other personal electronic devices is prohibited during Convivium unless the student has obtained prior approval from either the Director or the Student Life Coordinator. Students who wish to bring guests to Convivium should submit a request to the Student Life Coordinator at least one week in advance so an adequate amount of food can be ordered and prepared.

➤ Students who use cell phones or other electronic devices without approval, as well as those who are tardy or absent from Convivium activities without being excused, are subject to student conduct action (Level 1-3). Repeated violations may result in dismissal from the Rome Campus Program.

Mail Services

Mail sent to students on the Rome Campus will be delivered to student boxes on the same day it is received. Students are encouraged to ask their friends and relatives not to send them anything that cannot be contained in a standard size United States Postal Service envelope. "If a package is sent to a student on the Rome Campus, it is suggested that the package be sent using Federal Express (FEDEX) or United Parcel Service

(UPS), since the Italian postal service (Poste Italiane which handles all deliveries for the U.S. Postal Service in Italy) sometimes requires students to pay additional customs duties and fees upon delivery.”

All mail should be addressed to students at the following address:

Student Name
 University of Mary Rome Campus
 Via del Casaleto, 538
 00151 Roma
 Italy

Rome Program Travel Experiences

Each term, the Rome Program includes mandatory group travel experiences to religious, historical and cultural sites. Students who have participated in the Rome Program have found these experiences to be among the most meaningful and enjoyable parts of their Rome Program experience. Because these experiences are mandatory, all students must participate unless otherwise excused by the Director of the Rome Program. Students who are ill as well as those who become ill while on a travel experience should notify the staff immediately.

➤ Students who do not participate in a required travel experience without being excused by the Director of the Rome Program are subject to student conduct action (Level 2-4) and may be dismissed from the Rome Program.

While participating in group travel experiences, students are asked to be especially mindful of their responsibility to assist and cooperate with the instructions of the staff and others who coordinate all the arrangements. Sometimes, due to unforeseen circumstances, schedules and plans are subject to change with little notice. Therefore, students are responsible to monitor communications from staff about changes on an ongoing basis via written and verbal notice, phone, email, and social media.

➤ Students who fail to follow instructions, those who are late and/or who do not cooperate with or assist staff as requested or otherwise cause disruptions to the schedule, are subject to student conduct action (Level 1-3). Further, students who do not show up on time for scheduled departures may be responsible to make alternative travel arrangements at their own expense in order to catch up to the group or to return to campus. Students who miss meals and miss check-ins at lodging facilities may be responsible for their own meals and lodging.

Modest and respectful clothing is required for entrance to religious and historical sites, churches and museums. This means that students (male and female) will not be admitted if they wear clothing that exposes their shoulders, midriff or thighs. For this reason, students (male and female) must wear clothing that covers the shoulders (no sleeveless clothing), the midriff, midsection, stomach and the thighs. Shorts should not be worn. Pants should be long enough to cover the knees.

➤ Students who do not dress appropriately for travel excursions will be subject to student conduct action (Level 1 – 3). Repeated violations of this policy may result in dismissal from the program.

During group travel experiences away from campus, there may or may not be a curfew, depending on the group travel schedule and the local conditions. When there is a need for a curfew, the Director of the Rome Program has the authority to determine the appropriate time. Students are responsible to comply with the curfew and they are responsible to keep the Rome Campus staff informed of their whereabouts during free time as instructed.

➤ Students who violate the curfew during a group travel experience will be subject to student conduct action as described in the section about the Rome Campus Curfew presented earlier in the RC Supplement.

Personal Travel Experiences & Program Breaks

Students participating in the Rome Program are able to use free weekends and planned program breaks to travel to destinations throughout Italy and beyond. For reasons of safety and prudence, students may never travel alone but instead must travel with at least one other student from the Rome Program (if the size of the group is two persons, the two students must be of the same sex). However, students are permitted to travel without another student when accompanied by a parent. As indicated earlier in this document, students are responsible to serve as good ambassadors of the university by exemplifying its Christian, Catholic, and Benedictine mission, identity and values. With respect to travel during breaks, this means that students are responsible to the university for their conduct while at or away from the Rome Campus. Students are responsible to ensure that their personal conduct is proper and appropriate.

➤ Students who fail to comply with this policy are subject to student conduct action (Level 1-4) and may be subject to immediate dismissal from the Rome Campus program.

Other policies regarding weekend travel varies with the student's destination as follows:

1. Travel Outside Italy

Students planning to travel to destinations outside Italy are required to have a completed Travel Waiver Form on file with the Rome Campus Student Life Coordinator. In addition, the student is responsible to obtain approval for his/her travel plans prior to departure. The approval process requires the student to submit a completed Travel Outside Italy Form to the Rome Campus Student Life Coordinator for his/her review no later than 9 AM on the Thursday before the desired departure. Upon approval of the student's travel plans, the student may depart.

2. Travel Within Italy

Students planning to travel to destinations within Italy are required to have a completed Travel Waiver Form on file with the Rome Campus Student Life Coordinator. In addition, the student is responsible to obtain approval for his/her travel plans prior to departure. The approval process requires the student to submit a completed Travel Within Italy Form to the Rome Campus Student Life Coordinator for his/her review prior to departure. Upon approval of the student's travel plans, the student may depart.

➤ Any student who does not receive approval for travel before departure as well as those who deviate from approved travel schedules without approval are subject to student conduct action (Level 1-2).

The University of Mary Tobacco-Free Policy at the Rome Campus

The University of Mary has adopted a Tobacco-Free Policy, which is in effect at all the university's locations in spaces under the control of the university. This policy, which is in accordance with Standard 6 of the Student Handbook, may be found in electronic format by clicking on the "General University Policies" link found on my.umary.edu.

This means that smoking and the use of all tobacco and alternative tobacco products, including smokeless tobacco and e-cigarettes, is prohibited by the university in those areas of the campus controlled by the

University of Mary. In addition, the Sisters prohibit smoking and the use of tobacco products elsewhere within the building.

However, the Sisters do permit their guests to smoke outside on the grounds. This requires the University of Mary to have a policy different from the policy at the main campus. The University of Mary's policy also differs from the policy that applies to other guests of the Sisters. The University of Mary's tobacco policy in Rome is as follows:

1. University of Mary students and personnel are prohibited from smoking or using tobacco products (including smokeless tobacco) or any alternate tobacco products (including e-cigarettes and other substitutes), anywhere within the Rome Campus buildings. Smoking will be permitted outside but only in an area specifically designated for University of Mary students, personnel and guests. The Rome Campus staff will provide information about the exact location. Students who utilize the designated area are responsible to keep it clean.
2. Smoking and use of tobacco products and alternative tobacco products of any kind is prohibited at off-campus group field trips and travel experiences unless otherwise determined by the Director of the Rome Program.

Due to the unique circumstances of the Rome Campus, the Director of the Rome Program shall have the authority to put into place any other regulation deemed necessary to ensure that the Rome Campus is in full compliance with the University of Mary Tobacco-Free Policy and that the common good of the community is upheld.

➤ Any student found to be in violation of the University of Mary Tobacco policy will be subject to a student conduct action (Level 1-3) and may be dismissed from the program for repeated violations.

The University of Mary Alcohol Policy at the Rome Campus

The legal drinking age in Italy is 16 years of age and so there are some differences in the university's alcohol policy as it is applied in Rome when compared to the main campus. Because of the importance of these differences, the Rome Campus staff will present a program on the alcohol policy at the Rome Campus as a part of the orientation program when students arrive in Rome.

It is important for students to understand that, despite the differences, the essential purpose of the university's alcohol policy remains the same. Whether in Rome or at the main campus, all alcohol use must be legal, responsible and in keeping with the Benedictine value of moderation, and it must be in full compliance with the university's policies.

All provisions of the University of Mary's Alcohol Policy (published in electronic form under "General University Policies" on the university's portal at my.umary.edu) as well as all provisions published under Community Standard 8 in the Student Handbook shall be in effect at the Rome Campus unless specifically indicated in this section of the RC Supplement below:

1. Just as on the main campus where the legal age is 21, University of Mary students enrolled in the Rome Campus Program who are of legal age under Italian law, may legally consume alcohol off campus during their free time. The university's expectation of students who choose to do so is that all consumption will be done in a legal, safe, and responsible manner. Students who violate this policy are subject to student conduct action according to the policies in Community Standard 8.

2. Just as at main campus, alcohol abuse and intoxication are not acceptable and will not be tolerated. Students who are intoxicated or who otherwise abuse alcohol will be subject to the policies in force under Community Standard 8 in the Student Handbook and may be dismissed from the Rome Campus.
3. All students, including those of legal age according to Italian law, are strictly prohibited from consuming alcohol or having it present in their rooms. All students are also prohibited from consuming alcohol or having alcohol or having it present in the public areas or the campus grounds or on any university-sponsored travel experience unless specifically authorized in advance by the Director of the Rome Program. Students who violate this policy as well as others in the presence of alcohol are subject to student conduct action as indicated in Community Standard 8 in the Student Handbook.
4. As indicated in the university's Alcohol policy, students participating in the Rome Program may consume alcohol when it is served as part of a meal or another event sponsored by the university or when given permission by the Director of the Rome Program to purchase alcohol at a meal that takes place at an off campus location. In all such instances, members of the Rome Campus staff must be present to supervise the event, and they are responsible to ensure that all individuals consuming alcohol are of legal age and that all consumption is safe and done in a responsible manner. The abuse of alcohol and intoxication are not acceptable and will not be tolerated at these events. Those who violate this policy are subject to student conduct action as indicated under Community Standard 8 in the Student Handbook.

Policy on Illegal Drugs at the Rome Campus

As stated in Community Standard 9 of the Student Handbook, illegal drugs will not be tolerated at the University of Mary. This policy applies at the Rome Campus.

➤ Students who violate the university's policy on illegal drugs are subject to student conduct action as indicated in Community Standard 9 of the Student Handbook and in addition may face immediate dismissal from the Rome Campus.

Voluntary Withdrawal from the Rome Program

In cases where a student voluntarily withdraws from the Rome Program because of a medical condition, a family matter or any other reason, the student will be responsible for the costs of his/her return travel arrangements, and there shall be no refund of fees.

The Student Conduct Process at the Rome Campus

Essentially, the student conduct process at the Rome Campus is the same as it is at the main campus. The primary difference is in the staff person responsible for the process. At the main campus, the Director of Student Life serves as the chief student conduct officer. In this role, s/he is assisted by the Residence Directors (RDs) and Resident Assistants (RAs) with enforcement of the university's community standards and policies, investigations of incidents involving student misconduct, making determinations regarding sanctions for students found responsible for misconduct and for holding student conduct conferences with the student(s) involved.

At the Rome Campus, it is desirable to have a person on staff that has the authority to act in the role of the Director of Student Life. Therefore, acting under the supervision of the Director of Student Life at the main

campus, the Rome Campus Student Life Coordinator has been designated to serve as the chief student conduct officer at the Rome Campus. In this capacity, s/he has authority to enforce community standards and policies, investigate incidents involving student misconduct and based on the findings, s/he has the authority to make the determination on behalf of the university as whether or not a student is responsible for a violation of a community standard or policy and if so, s/he is also authorized to determine appropriate sanctions as described in the Student Handbook and RC Supplement. Just as at the main campus, students who do not wish to accept the determination of the Rome Campus Student Life Coordinator in student conduct proceedings may request a hearing before the Community Standards Committee on the main campus. In such a case, the hearing will be conducted by distance technology.

Just as at the main campus, the university may appoint one or more individuals to serve in the Student Life Program and/or Resident Assistants (RAs) to assist the Rome Campus Student Life Coordinator with enforcement of community standards and policies. All such staff and RAs at the Rome Campus shall have the same responsibilities and authority as on the main campus.

The university's policy for reporting student misconduct is described in the Student Handbook in the Section entitled The Student Conduct Process. At the Rome Campus, the Rome Campus Student Life Coordinator functions as the chief student conduct officer and is responsible to investigate all reports and documentations of student misconduct.

In the event that the Rome Campus Student Life Coordinator is not available or the position is vacant, the University of Mary reserves the right to designate another person or persons to function as the chief student conduct officer at the Rome Campus.

Dismissal from the Rome Program

Immediate dismissal from the Rome Program may be necessary for any of the following reasons:

1. A student who poses a danger to self or others
2. A student who requires supervision or care beyond what the university is able to provide
3. A student who evidences a flagrant lack of respect for the authority of staff and or who otherwise refuses to cooperate and comply with directions, schedules and/or who acts contrary to the goals of the Rome Program to such an extent that it is disruptive to others
4. A student who acts toward others in a manner that is harmful and/or disrespectful to the point where the student's continued participation in the program would be detrimental to well-being of others and/or goals of the program
5. A student who fails to maintain his/her eligibility to participate in the Rome Program. For the purposes of this policy, eligibility requires the student to maintain good standing with regard to both academics and conduct.
 - Academic Good Standing shall be defined as maintaining a satisfactory attendance record as stipulated in the syllabi of each course and passing grades in all subjects.
 - Good Standing with Regard to Conduct shall be evidenced by:
 - Attendance and in all required excursions and community activities (unless excused by the Director of the Rome Campus).
 - Fulfilling student responsibilities, maintaining student conduct level at or below Level 3 and evidencing a positive and cooperative attitude and demeanor.

The decision to dismiss a student from the Rome Program is made by the Director of the Rome Program, the Administrative Chair of University-Wide Programs, and the Director of Student Life.

When a student is dismissed from the Rome Program using this procedure, the student will be notified of his/her dismissal by the Director or the Rome Program, who will provide the student with a written notice stating the reasons for the dismissal.

Students who are dismissed will be required to vacate the Rome Campus and *Al Casaleto* guesthouse immediately upon dismissal and will be responsible for the cost of lodging, meals, and return travel arrangements. The student may elect to arrange for lodging at a hotel or guest facility of his/her choice. If the student needs assistance in finding a reputable place to stay, the Director of the Program will provide recommendations.

Students may appeal their dismissal to the Vice President for Student Development. The appeal must be in writing and must be received within 24 hours of the notice of dismissal. During the time of the appeal, the student is not eligible to remain at the Rome Campus or at the *Al Casaleto* guesthouse. The determination made by the Vice President for Student Development is final and is not subject to further appeal.

Fines and Fees

All fees and fines incurred by any violation of Rome campus policies will be reported to the student's account for payment. No payment is made to Rome Campus staff.