



Charleston,
South Carolina

**JOHNSON & WALES
UNIVERSITY**

Catalog
2003–2005



Johnson & Wales University

Charleston Catalog

2003–2004

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This Catalog is an official publication of Johnson & Wales University. As such, it is subject to revision at any time. The University reserves the right to add, withdraw or revise any course, program of study, provision or requirement described within the Catalog as may be deemed necessary.

Occasionally, program requirements will vary by the printing date of the catalog. Requirements stated in the edition printed closest to the September enrollment date will take precedence. Summer enrollees will follow the catalog requirements for the upcoming year.

Students should read and fully understand the rules, regulations and policies described in this Catalog. Additionally, all enrolled students are expected to be familiar with the contents of the Student Handbook.

The Handbook contains important information concerning the academic performance and personal conduct of students as well as University grievance procedures. It also outlines the conditions under which students may be placed on probation or suspension from the University. Student Handbooks are distributed during registration activities. Additional copies are available from the Office of Student Life.

2003–2004 Academic Calendar

FALL TERM

Sept. 3–4	Freshman registration
Sept. 5	Returning student registration
Sept. 6	Orientation
Sept. 8	Classes begin
Oct. 13	Columbus Day — no classes
Oct. 17	Friday classes
Nov. 10–12	Registration for winter term (returning students)
Nov. 18	Classes end
Nov. 19–21	Exams
Nov. 21	Friday classes (for exams)

WINTER TERM

Dec. 1	Classes begin
Dec. 18	Last day of classes before holiday break
Jan. 5	Classes resume
Jan. 19	Martin Luther King Jr. Day — no classes
Jan. 23	Friday classes
Feb. 16–18	Registration for spring term (returning students)
Feb. 24	Classes end
Feb. 25–27	Exams
Feb. 27	Friday classes (for exams)

SPRING TERM

March 8	Freshman registration
May 10–11	Registration for summer term (returning students)
May 18	Classes end
May 19–21	Exams
May 21	Friday classes (for exams)
May 22	Commencement

SUMMER TERM

June 7	Summer Session I begins
July 1	Summer Session I ends
July 6	Summer Session II begins
July 9	Friday classes
July 29	Summer Session II ends

NOTE: This unofficial University calendar is offered for planning purposes only and is subject to change.

The 2004–2005 academic calendar has yet to be determined. Students should access the J&W Web site at www.jwu.edu or contact Student Academic Services for up-to-date information.

Programs of Study

TWO-PLUS-TWO PROGRAM COMBINATIONS

College of Culinary Arts

Associate Degree

Baking & Pastry Arts¹

Culinary Arts¹

The Hospitality College

Associate Degree

Food & Beverage Management¹

Hotel Management¹

Restaurant Management¹

Travel-Tourism Management¹

¹ Program has technical standards. Students with disabilities or special needs should contact the Learning Center.

IMPORTANT NOTE: Certain programs of study at Johnson & Wales University, including programs in the College of Culinary Arts and The Hospitality College, include technical standards in the academic requirements essential to the program. Students with disabilities or special needs should contact the Learning Center for information about and descriptions of the applicable technical standards.

Accreditations & Affiliations

Johnson & Wales University is accredited by the New England Association of Schools and Colleges Inc., (NEAS&C) through its Commission on Institutions of Higher Education. Inquiries regarding accreditation status by the New England Association should be directed to the University's administrative staff. Individuals may also contact: Commission on Institutions of Higher Education, New England Association of Schools and Colleges, 209 Burlington Road, Bedford, MA 01730-1433; (617) 271-0022; E-mail: cihe@neasc.org.

Legal control is vested in the Board of Trustees.

The University is licensed to operate at the associate and bachelor's degree levels by the South Carolina Commission of Higher Education, 1333 Main Street, Suite 200, Columbia, SC 29201, (803) 737-2260.

The University is approved for the training of veterans. The University is an institutional member of Servicemembers Opportunity Colleges.

The University is authorized under federal law to enroll non-immigrant alien students.

Johnson & Wales University is listed in the Education Directory of Colleges & Universities issued by the U.S. Department of Education.

The State of Rhode Island has chartered Johnson & Wales University as a nonprofit, degree-granting institution of higher learning.

Johnson & Wales University, its faculty, and members of the administrative staff hold affiliations with numerous organizations, including:

General University Affiliations

Academy of International Business
American Association for Higher Education
American Association of Collegiate Registrars and Admissions Officers
American Association of Presidents of Independent Colleges and Universities
American Association of University Women
American Bar Association
American Booksellers Association
American Civil Liberties Union
American College Personnel Association
American Corporate Counsel Association
American Council on Education
American Counseling Association

American Culinary Federation
American Dietetic Association
American Educational Research Association
American Hotel & Lodging Association
American Institute of Certified Public Accountants
American Institute of Wine and Food
American Library Association
American Management Association
American Payroll Association
American Society for Training and Development
American Statistical Association
American Vocational Association
Associated Press
Association for the Advancement of Computing in Education
Association for Career and Technical Education
Association for Institutional Research
Association for Multicultural Counseling and Development
Association for Student Judicial Affairs
Association for Supervision & Curriculum Development
Association of College & Research Libraries
Association of College & University Facility Officers
Association of College & University Telecommunications Administrators
Association of Governing Boards of Universities and Colleges
Better Business Bureau
Boy Scouts of America
Bristol County Convention and Visitors Bureau
Business Network International
Business Professionals of America
Business Volunteers for the Arts
Career College Association
Career Counselors Consortium
Choristers Guild
Coalition of Library Advocates
The College Board
College & University Personnel Association
Confrerie de la Chaine des Rotisseurs
Consortium of Rhode Island Academic & Research Libraries
Cooperative Education Association
Council for the Advancement and Support of Education
Council on Hotel, Restaurant and Institutional Education
Dorcas Place
East Bay Chamber of Commerce
East Bay Tourism Council
Eastern Association of Colleges and Employers Inc.
Educause
Employment Management Association
European Council of Hotel Restaurant & Institutional Education
European Council of Independent Schools
Fall River Chamber of Commerce
Family, Career and Community Leaders of America
Future Business Leaders of America

Future Farmers of America
 Greater Attleboro Chamber of Commerce
 Greater Providence Chamber of Commerce
 Health and Education Leadership for Providence
 Higher Education Library Information Network
 The Honorable Order of the Golden Toque
 Institute for International Human Resources
 Institute of International Education
 Institute of Management Accountants
 Interfaith Counseling Center
 Interfaith Health Care Ministries
 International Association of Assembly Managers
 International Association of Culinary Professionals
 International Association of Hotel School Directors
 International Career Counselors
 International Food Service Editorial Council
 International Hotel and Restaurant Association
 International Special Events Society
 James Beard Foundation
 Junior Achievement
 Kiwanis
 Landmark Restaurants Advisory Board
 Leadership Rhode Island
 Malaysian American Commission on
 Education Exchange
 Marriott Hospitality High School Education Committee
 Modern Language Association
 Multicultural Food Service & Hospitality Alliance
 National Advisory Committee on Institutional Quality and
 Integrity for the U.S. Department of Education
 National Alliance for Business
 National Association for Counseling and Development
 National Association for Developmental Education
 National Association of
 College & University Attorneys
 National Association of
 College & University Business Officers
 National Association of
 College Admissions Counselors
 National Association of College Stores
 National Association of Colleges & Employers
 National Association of Educational Buyers
 National Association of Female Executives
 National Association of Foreign Student Advisors
 National Association of
 Independent Colleges and Universities
 National Association of Social Workers
 National Association of
 Student Financial Aid Administrators
 National Association of
 Student Personnel Administrators
 National Commission for Cooperative Education
 National DECA, Inc.
 National Education Association
 National Restaurant Association
 National Society for Experiential Education
 National Society of Fundraising Executives
 New England Association for Cooperative Education
 and Field Experience
 New England Association of
 College Admissions Counselors
 New England Association of
 Collegiate Registrars and Admissions Officers
 New England Board of Higher Education
 New England Business Educators Association
 New England Faculty Development Consortium
 New England Innkeepers' Association
 New England Legal Foundation
 New England Library Association
 New England Library Network
 The Noble Academy of
 Empress St. Theodora, Inc., U.S.A.
 Northeast Association for Institutional Research
 The Providence Foundation
 Providence Public Library
 Providence Warwick Convention and Visitors Bureau
 Publicity Club of New England
 Public Education Fund
 Public Relations Society of America
 Radcliffe Culinary Friends
 Rhode Island Association of
 Admissions Officers (RIAO)
 Rhode Island Association of Institutional Researchers
 Rhode Island Association of
 Student Financial Aid Administrators
 Rhode Island Association of Teacher Education
 Rhode Island Bar Association
 Rhode Island Business Educators Association
 Rhode Island Campus Compact
 Rhode Island Community Food Bank
 Rhode Island Counseling Association
 Rhode Island Department of Education
 Rhode Island Food Security Coalition
 Rhode Island Higher Education
 Telecommunication Association
 Rhode Island Historical Society
 Rhode Island Independent
 Higher Education Association
 Rhode Island Library Association
 Rhode Island Payroll Association
 Rhode Island Registrars Association
 Rhode Island Society of Certified Public Accountants
 Rhode Island Technology Council
 Rhode Island Telecommunications Association
 Rhode Island Public Expenditure Council
 Rotary Club of Providence
 Skills–USA (VICA)
 Society for College and University Planning
 Society for Human Resources Management
 Society Organized Against Racism
 Studiorum Universitas Constantiniana
 (The Constantinian University)
 WaterFire Providence Board of Directors
 Weybosset Street Community Centers
 World Association for Hospitality & Tourism Training
 Young Men's Christian Association

Charleston Campus Affiliations

Academy of Orton-Gillingham Practitioners and Educators
Alliance of Full Acceptance (AFFA)
American Academy of Chefs
American College Counseling Association
American College Health Association
American Heart Association
American Historical Association
American Hotel & Lodging Educational Institute
American Institute of Professional Bookkeepers
American Mathematical Association of Two-Year Colleges (AMATYC)
American Mathematical Society
American Safety and Health Institute
American Society of Ichthyologists and Herpetologists
Association for Promotion of Campus Activities
Association of Citadel Men
Association of College and University Housing Officers
Bread Bakers Guild of America
Carolina Association of Collegiate Registrars & Admissions Officers
Charleston Metro Chamber of Commerce
Charleston Metro Sports Council
Charleston Travel Council
Charleston Trident Dietetic Association
Chef's Collaborative
Club Managers' Association of America (CMAA)
Conference on College Composition and Communication (4Cs)
Dietetic Educators in Practice
Dramatists Guild
Food & Culinary Practice Group of ADA
Foodsystems Management Education Council
Gibbes Art Museum/Gallery
Girl Scouts of America
Greater Charleston ACF Chapter
Greater Charleston Area Restaurant Association
Greater Charleston Concierge Association
Greater Charleston Hotel & Motel Association
The Harbour Club of Charleston
Health Communications
Hospitality Financial & Technology Professionals
Hospitality Information Technology Association
Industry Council on Food Service
Institute of Food Technologists
International Advisors of Foreign Students Association
International Dyslexia Association (IDA)
International Food Service Executives Association
International Leadership Association
Kappa Omichron Nu
Knights of Columbus
Lowcountry Educational Admissions Recruiting Network
Lowcountry Food Bank
Lowcountry Gay & Lesbian Alliance
Master Bakers of the United Kingdom
Mathematical Association of America
National Association of Campus Activities
National Association of Executive Secretaries and Administrative Assistants
National Association of Intercollegiate Athletics
National Board of Certified Counselors
National Council of Teachers of English
National Environmental Health Association
National Intramural-Recreational Sports Association
National Society of Minorities in Hospitality
National Writers' Association
National Writing Center Association
National Writing Project
North Carolina Mathematical Association of Two-Year Colleges (NCMATYC)
Nutrition & Complementary Care Practice Group
PC Writers Network
Phi Delta Kappa Honorary Society
Phi Theta Kappa
Popular Culture Association
Preservation Society of Charleston
Retail Bakers Association
Secular Humanists of the Lowcountry
Sigma Xi Honorary Research Society
Society of Military Historians
Society of Wine Educators
South Carolina Association of College Stores
South Carolina Association of Colleges and Employers
South Carolina Association of Student Financial Aid Administrators
South Carolina Chamber of Commerce
South Carolina College Personnel Association
South Carolina Commission on Higher Education
South Carolina Counseling Association
South Carolina Dietetic Association
South Carolina Historical Society
South Carolina Hotel & Motel Association
South Carolina Library Association
South Carolina SkillsUSA—VICA
South Carolina Writers Workshop
South Carolina Writing Center Association
Southeast Council on Hotel Restaurant & Institutional Education (SECHRIE)
Southeastern Association of Colleges and Employers
Southeastern Writers Workshop
Southeastern Writing Center Association
Southern Retail Bakers Association
Special Forces Association
Special Libraries Association
Sustainable Seafood Education Project
Toastmasters International
Travel Agent Coalition
U.S. Pastry Alliance
Women's Food Service Forum

Education for Careers

THE MISSION STATEMENT OF THE UNIVERSITY

The mission of Johnson & Wales University is to empower its diverse student body to succeed in today's dynamic world by integrating general education, professional skills, and career-focused education. To this end, the University employs its faculty, services, curricula, and facilities to equip students with the conceptual and practical tools required to become contributing members of society and to achieve success in employment fields with high growth potential.

PURPOSES OF THE UNIVERSITY

Johnson & Wales University supports the following purposes in accordance with the mission:

- to monitor the external and internal environment of the University through regular and effective planning and assessment;
- to develop and assess sound programs and curricula that allow students to attain proficiencies in general education and professional disciplines;
- to evaluate and assess regularly the rigor of all academic programs;
- to recruit and admit students with potential from varied backgrounds and to give them every opportunity to excel in their academic and professional lives;
- to provide an experiential education approach throughout the curriculum, by integrating practicums, internships, externships, co-op opportunities, international experiences, directed work projects, and community service activities;
- to assure that curricula, activities, and services reflect the cultural diversity of the institution;
- to plan for and provide facilities and resources that meet the needs of students, faculty, and staff;
- to manage all departments effectively, efficiently, and professionally;

- to hold each academic, administrative and support department individually and collectively accountable for the achievement of the mission;
- to provide students with educational and experiential opportunities to contribute to the community through service learning.

CORE VALUES

Johnson & Wales University is: Market Driven

We are market driven, focusing both on the needs of our students and the needs of our students' future employers.

Experientially Based

We integrate hands-on learning with a career-focused curriculum, to enable our students to gain real-world experience.

Employment Focused

Our business is developing employment-ready, motivated graduates for world-class employers in all industries.

Student Centered

We are strongly student centered, stressing personal development as well as career management skills.

Globally Oriented

We respond to the increasingly global nature of business by fostering multiculturalism and providing an international educational experience.

OUTCOMES ASSESSMENT STATEMENT OF PURPOSE

The definition of a well-educated college graduate will continue to evolve throughout this new millennium. In accordance with our mission to empower students to succeed in today's dynamic world, and to become contributing members of society, Johnson & Wales University integrates general education, professional skills and career-focused education.

The University is committed to its Outcomes Assessment initiative, which employs authentic assessment to evaluate programs and curriculum. All faculty and students are therefore part of an ongoing study to determine and refine the effectiveness of instruction and learning.

A PHILOSOPHY OF CAREER EDUCATION

Johnson & Wales University is a private, coeducational institution that offers students an opportunity to pursue practical career education in business, food service, hospitality or technology.

A variety of two-year associate degree programs permit students to select the educational path best suited to their career interests and objectives.

Graduate programs leading to the degrees of Master of Arts, Master of Business Administration, and Doctor of Education are also offered at Johnson & Wales' Providence, R.I. campus. For details on these programs, please request the Graduate and Doctoral catalogs.

The educational philosophy of Johnson & Wales University is to learn by doing. Every attempt is made to provide our students with relevant learning experiences and exposure to all facets of a professional operation.

The goal of all academic programs at the University is to prepare students to enter the business world with a solid foundation in their chosen careers.

The Charleston Campus offers a variety of two-year degree programs from the College of Culinary Arts and The Hospitality College. Among them are Culinary Arts and Food & Beverage Management.

EDUCATION FOR LIFE

Today's employers want employees who will be successful in tomorrow's economy. These people will not only possess important, specialized job skills, but will also be able

to think critically, communicate clearly and manage ethically. To meet these needs, Johnson & Wales offers a wide selection of liberal arts courses such as logic, psychology, communication skills, environmental science and ethics. By integrating these vital general studies with intensive career education, Johnson & Wales prepares students to be more effective employees as well as more responsible citizens.

THE JOHNSON & WALES DIFFERENCE

Our differences are what set an education at Johnson & Wales University apart. Unique programs and facilities, in addition to flexible program options, allow Johnson & Wales students access to unparalleled career education opportunities.

Flexible, Specialized Programs

Johnson & Wales has designed options into its educational programs so that students can choose the right path to their future. Students may select a Two-Plus-Two program, choosing the best combination of associate and bachelor's degree programs for their own career goals, and earning two degrees at two campuses in four years.

FOOD SERVICE: Culinary Arts and Baking & Pastry Arts are the two-year programs for which Johnson & Wales University has become famous. The largest food service educator of its kind in the world, J&W also offers these programs (and four-year programs) at additional campuses in Providence, R.I.; North Miami, Fla.; Norfolk, Va., and Denver, Colo.

HOSPITALITY: Degree choices in this busy field are many, ranging from Hotel Management, Restaurant Management, and Food & Beverage Management to Travel-Tourism Management.

Once a student chooses a program, there are still more options. Hands-on training is provided through the University's externship and internship programs, or students may apply for cooperative education positions with prestigious participating employers — locally, nationally or internationally.

Three-Term Schedule

J&W's academic calendar is divided into terms. Three 11-week sessions in an academic year let students take three or four classes at a time, instead of the usual four or five. The reduced course load gives students the opportunity to earn better grades.

Upside-Down Curriculum

In Johnson & Wales' Two-Plus-Two programs, students begin courses in their major from the first day, learning right away if their career choice is the right one for them.

Two Degrees in Four Years

The upside-down curriculum at Johnson & Wales University enables students to earn two degrees at two campuses in four years. At the end of two years of study, students earn an associate degree and the opportunity to go on to earn a bachelor's degree in two more years at the Charlotte, N.C.; North Miami, Fla.; Denver, Colo. or Providence, R.I., campuses.

Four-Day Week

Students appreciate the four-day school week. Classes generally meet Monday through Thursday, except in cases of Monday holidays or final exams. This gives students a longer weekend for personal and academic pursuits, co-curricular activities or a part-time job to help pay for college expenses.

Learning by Doing

"Learning by doing" is an important part of education at Johnson & Wales University. Many programs provide you with valuable experiential education — both in the classroom and "on the job."

Practicums including internships, externships and career co-ops, and computer, culinary arts and baking & pastry arts laboratories all place students within a practical situation to further develop their career knowledge and skills.

Johnson & Wales utilizes over 20 different practicum facilities at its Providence Campus, from hotels and restaurants to a retail women's clothing store. There are also local practicum/externship facilities available for students.

The Learning Center

Helping students to succeed is our number one priority at Johnson & Wales University. The Learning Center is dedicated to making sure each student is given every opportunity for success, with special courses and workshops, tutoring, and academic counseling. Special needs students can also find assistance at The Learning Center, with special programs, adaptations, and reasonable accommodations to ensure every opportunity for their success in college. For more information, see pages 50–51.

Clinical Counseling

The Clinical Counseling Office provides assistance to students struggling with personal or psychological concerns. Psychological assessment, evaluation and brief counseling are available to students free of charge. If the student's problems are beyond the scope of our services, he or she will be referred to a qualified outside source for continued care.

The Clinical Counseling Office is committed to providing a safe, professional, confidential environment in which students can learn to cope with the many challenges of the college environment. It is our goal to help students achieve personal growth and experience developmental milestones in partnership with the mission of the University.

HANDS-ON LEARNING

Practicum, Internship and Externship Opportunities

BAKING & PASTRY ARTS EXTERNSHIP

During their sophomore year as Baking & Pastry Arts majors, students will be scheduled for term-long assignments where they will have extensive training in the production of bakery and pastry products.

CULINARY ARTS EXTERNSHIP

During their sophomore year as Culinary Arts majors, students will be scheduled for term-long assignments where they will have extensive training at University-approved food service facilities.

FOOD SERVICE MANAGEMENT PRACTICUM

All students majoring in the associate degree level of Food & Beverage Management or Restaurant Management are required to participate in the Food Service Management Practicum. The practicum provides an in-depth experience in food and beverage operations. Rotational assignments will incorporate both front and back of the house.

HOTEL AND RESTAURANT EXTERNSHIPS

Students in the Hotel Management and Restaurant Management programs at J&W will participate in career externships at local practicum sites.

These sites, which are open to the public, serve as training facilities for our students. Hotel Management externs have an opportunity to gain practical experience in front desk, night audit, housekeeping and engineering operations.

Restaurant Management externs have an opportunity to gain practical experience in food and beverage operations.

TRAVEL/TOURISM EXTERNSHIP

One of the most exciting aspects of the Travel-Tourism Management program is the externship. This term-long assignment affords students the opportunity to put their classroom-learned skills to work in a hands-on experience.

Students will have the opportunity to work at selected practicum sites. The highlight of the program is the Familiarization (FAM) Tour, a class project to a domestic or international destination. Students will be required to research, budget, plan, promote and actually implement the tasks of a tour escort and tour guide while on tours. The program is also enhanced by Mini-FAM tours and a visiting guest speaker series.

Selective Career Cooperative Education (Co-op)

The Career Development Office offers a career co-op program to selective majors.

A GPA of 2.75 is required to participate in the Co-op Program, and must be maintained throughout the application process. The co-op learning experiences are competitive. Students must successfully complete the application

and selection process, demonstrate academic achievement, possess a clean judicial record and be recommended by faculty advisors.

These cooperative placements provide a term-long experience within your career field. Co-op offers students an opportunity to learn more about their chosen fields, gain on-the-job experience and make contacts for future full-time employment. Co-op positions are paid and students also receive academic credit for their work.

Formal cooperative learning agreements exist between the University and several major employers.

Culinary and Baking & Pastry co-op agreements exist with many prestigious companies and establishments nationwide.

Students can participate in co-op assignments domestically and internationally. Co-op students have worked in special assignments overseas in Belgium, France, Germany, Ireland, Japan, Switzerland, United Kingdom and Sweden. International co-op requires a 3.25 GPA, language proficiency, cross-cultural training and a minimum of one year of solid industry-related work experience.

HISTORY OF THE UNIVERSITY

The special approaches to career education at Johnson & Wales University have evolved over more than 80 years' time and continue to adapt as Johnson & Wales responds to the changing needs of business and industry.

Johnson & Wales University was founded as a business school in 1914 in Providence, Rhode Island by Gertrude I. Johnson and Mary T. Wales. From its origins as a school devoted to business education, Johnson & Wales has grown to a junior college, to a senior college, and ultimately to university status.

The University became well established because of its strong commitment to specialized business education and the high ideals of its founders. In 1993, Johnson &

Wales received regional accreditation from the Commission on Institutions of Higher Education of the New England Association of Schools and Colleges (NEAS&C). Accredited since 1954 by the Accrediting Council for Independent Colleges and Schools, the University consolidated its institutional accreditation efforts under NEAS&C on June 30, 2000.

In 1963, the State of Rhode Island granted a charter which authorized the University to operate as a nonprofit, degree-granting institution of higher learning and to award associate degrees in the arts and sciences. In 1970, the State of Rhode Island approved a revision in the University's charter to award baccalaureate degrees. In 1980, the Governor and General Assembly of the State of Rhode Island granted a legislative charter to the University, authorizing the awarding of advanced degrees.

The charter was amended in 1988, changing the institution's name to Johnson & Wales University. In 1992, the Governor of the State of Rhode Island signed into law a new legislative charter with university status.

A new career emphasis was introduced at J&W in 1973, when the University announced the opening of what is now known as the College of Culinary Arts and the addition of a new associate degree program in that field. This proved to be one of the most far-reaching changes in the educational expansion of Johnson & Wales University, leading to additional two- and four-year degree programs in the hospitality and food service fields.

In 1981, the University began offering culinary training to food service personnel that the Navy stationed in Charleston, South Carolina. A new J&W campus was established in Charleston in 1984, and this campus now offers a variety of two- and four-year degree programs in food service, hospitality, travel-tourism and sports management.

In 1982, the Norfolk, Va., Campus began offering one- and two-year food service programs to military personnel, and the campus opened to the general public in 1986. A four-year degree program was added in 2001.

In 1985, graduate degree programs were introduced at the University. The Alan Shawn Feinstein Graduate School now offers an M.B.A. degree program in Global Business Leadership with concentrations in Accounting, Financial Management, International Trade, Marketing and Organizational Leadership. It also offers an M.B.A. degree program in Hospitality and Tourism Global Business Leadership with concentrations in Event Leadership, Finance, Marketing, and Tourism Planning. The Center for Education offers a master's degree in Teacher Education in Business or Food Service, and also offers a Doctor of Education degree in Educational Leadership.

In 1992, a joint educational agreement allowed the University to begin programs on the campus of the IHM Business School in Göteborg, Sweden. Johnson & Wales established a formal, independent learning site there in 1994, giving Business and Hospitality students the opportunity to complete one year of study in Sweden and finish their degrees at one of the University's domestic campuses.

Also in 1992, Johnson & Wales opened another campus in North Miami, Florida, which now offers two- and four-year food service, business and hospitality programs.

That year also marked the University's formal establishment of the College of Business, The Hospitality College, the College of Culinary Arts and the School of Technology. A new emphasis on general studies was introduced in 1992 as well, with the development of the School of Arts & Sciences.

The University's School of Technology also began offering courses in Worcester, Massachusetts in 1992.

In 1993, the University opened a campus in Vail, Colorado, which offered an accelerated associate degree program in Culinary Arts to college graduates. That year also marked the beginning of a four-year bachelor's degree offering in Culinary Arts.

In 1995, Johnson & Wales created an International Hotel & Tourism Management

program which offers unprecedented opportunities in international hotel management education. Students from around the world may choose from a variety of options both at J&W and abroad.

New technology programs recently introduced include Network Engineering, Computer Graphics and New Media, Computing Technology Services, Engineering Design and Configuration Management, and Technology Services Management.

September 2000 marked the opening of the Denver, Colorado campus, which offers two- and four-year degrees in baking & pastry arts, culinary arts, hospitality business and education programs, as well as the “Garnish Your Degree” accelerated associate degree program originally offered in Vail.

In June 2002, the University unveiled its plan to develop a new campus in downtown Charlotte, N.C. Scheduled to open in fall 2004, the Johnson & Wales Charlotte Campus will offer associate and bachelor’s degree programs in business, culinary arts and hospitality.

Each year finds the University growing in program offerings, physical facilities and student enrollment. At the same time, the University also grows in recognition and prestige, making contributions to the community, government and industry.

THE CHARLESTON CAMPUS

The University is located in Port City Center in the historic city of Charleston, South Carolina. Port City Center, located at 701 East Bay Street, is a five-story brick building constructed in 1881 as part of the Reconstruction following the War Between the States.

The University’s food service and hospitality training facilities are located on the second, third and fifth floors. These include several academic classrooms, demonstration/production kitchens, bake shops, dining rooms, a storeroom, a mixology laboratory, computer laboratories and a library. Most of the administrative offices are also located on the second, third and fifth floors.

The Library contains more than 11,000 volumes, 210 periodicals, and a full complement of electronic sources. It is particularly noteworthy for its 6,000 books and 1,000 videos covering culinary arts, hospitality and tourism. The Library is open six days a week and provides a quiet study area, a comfortable reading room, banks of research computers, individualized assistance and bibliographic instruction classes. Through the University Library in Providence, the Charleston Campus is linked to HELIN, a consortium of academic libraries that offers a union catalog, search strategy guides and a comprehensive selection of databases.

UNIFORM POLICY/PROFESSIONAL DRESS

Johnson & Wales University takes pride in offering a professionally dressed campus where students in all food service related majors follow the University’s Professional Dress Code. The Uniform Policy and Professional Dress Code are strictly enforced throughout the campus. Refer to the Student Handbook for specific rules about each program and appropriate requirements.

HISTORIC CHARLESTON

Charleston, South Carolina has been described as the “grandame of southern port cities.” One of America’s oldest and most beautiful cities, Charleston boasts a wealth of historic homes and plantations, museums and fine restaurants for your enjoyment.

The city also holds numerous events each year, including the world-famous Spoleto Festival—USA, the Southeastern Wildlife Exposition, the Cooper River Bridge Run, the Taste of Charleston, the Oyster Festival, and the Spring and Fall Historic Homes Tour. The Carolina Lowcountry, from Myrtle Beach to Hilton Head Island, takes pride in its miles of wide, sandy beaches and numerous recreational opportunities. From here, South Carolina extends its hospitality to visitors from throughout the world, making hospitality the state’s second-largest industry and Charleston’s first.

RESIDENTIAL LIVING

Resident students live in two-bedroom apartments at Village Square Apartments in Charleston, and have access to tennis and volleyball courts and a swimming pool. Adjacent to these residential facilities is the Student Center, a 20,000-square-foot facility which includes equipment and space for a wide range of activities, including pool, table tennis, foosball, television, cardiovascular training and much more.

PRACTICUM SITES

At the Charleston Campus, several local practicum/externship/internship sites are available to students for their practical training.

ARAMARK at Charleston Southern University, located in North Charleston, provides Culinary Arts majors food and beverage rotations in a contract food service setting. Charleston Southern University feeds more than 500 students a day, as well as providing catering and banquet functions.

ARAMARK at the Citadel allows Culinary Arts majors food and beverage rotations in a contract and catering food service setting. The Citadel, South Carolina's Military College, provides meals for approximately 2,000 students daily. This site is a particularly good choice for those students interested in institutional food service. Culinary students will gain food preparation experience in rotations in the various areas such as the mess hall, banquets, catering and the snack bar.

Charleston Grill, a four-star restaurant located in the Charleston Place Hotel, serves contemporary low-country cuisine with a French twist. It is the only Mobil Four Star awarded restaurant in South Carolina. Charleston Grill offers Culinary Arts and Baking & Pastry Arts majors fine dining experience with world-renowned chefs.

Charleston Place Hotel, located in downtown Charleston, is a four-star, four-diamond hotel with 442 rooms, owned and operated by Orient-Express. It provides Culinary Arts, Hotel-

Restaurant Management and, to a limited degree, Food and Beverage/Restaurant Management majors with valuable front- and back-of-the-house experience in all areas of the hotel.

The Edmondston-Alston House is a stately dwelling built in 1825, located in Charleston's High Battery. The Edmondston-Alston House is one of the city's most splendid dwellings, a gracious example of early nineteenth-century commitment to elegance, style and comfort. Because of the view, history and elegant interior spaces, this historic house has been featured on the popular television series, "America's Castles." Travel-Tourism students train with staff, learning the day-to-day operations of a historical site.

Embassy Suites Historic Charleston is located at 337 Meeting Street in the original historic Citadel, located on the Francis Marion Square. Hotel-Restaurant majors are provided with hands-on experience in front- and back-of-the-house operations in food and beverage as well as lodging.

Embassy Suites at the North Charleston Convention Center is conveniently located next to the North Charleston Coliseum and a short distance from the Charleston International Airport. This property opened for business in February 2000. There are 255 two-room suites in the hotel, which provides a complimentary cooked-to-order breakfast for all guests as well as an evening reception.

Kiawah Island Resort, host of the 1991 Ryder Cup and the 1997 World Cup Golf Tournament, allows Culinary Arts majors participation in all aspects of their chosen careers. Kiawah is world renowned for golf and tennis. It is a four-star, four-diamond resort owned by Virginia Investment Trust, which also owns Kiawah's highly esteemed sister property, The Jefferson, in Richmond, Virginia. Culinary Arts majors will rotate through several of Kiawah's fine-dining restaurants as well as the banquet kitchen.

Middleton Place Gardens and Inn is located on Highway 61, approximately 10 miles from West Ashley and just past the Dorchester

County line. Middleton Place offers Food and Beverage and Restaurant Management majors a variety of experiences. All students rotate through the banquet facilities, the Restaurant at Middleton Place, and the facilities in the 3,000-square-foot Conference Center.

Middleton Place Garden has existed since 1741 and has the oldest landscaped gardens in the United States. Along with all the areas previously listed, the property also offers an outdoor program consisting of kayaking, nature walks and horseback riding. It provides a unique learning experience with a wide variety of rotations for students interested in a multi-faceted, historic property.

The Mills House Hotel, located in historic downtown Charleston, is referred to as one of the finest hotels south of the Mason-Dixon. It is a four-star property. Culinary Arts and Hotel-Restaurant Management majors experience rotations in front- and back-of-the-house operations in food and beverage as well as lodging.

Palmetto Carriage is the oldest operating carriage company in Charleston, in business for more than 25 years. Managing Charleston Place and Mills House carriage operations, it employs experienced guides and has an outstanding animal care record. Travel-Tourism students work in executive operations, marketing, sales and facilities management. They conduct city walking tours FREE of charge to Charleston tourists and residents. A working Web site is available so students may share their externship experience.

Pampered Palate is located at 2487 Ashley River Road. It is a wholesale bakery that specializes in bakery products for the restaurant and retail sector throughout the Charleston area. Their products include cakes, tortes, muffins and specialty items such as wedding cakes.

Quality Suites Convention Center is located at 5225 N. Arco Lane in North Charleston, a short distance from the Coliseum and Convention Center. It is an IMIC Hotel property that was built in 1988. The facility offers 168 two-room suites to its guests along with a complimentary cooked-to-order

breakfast and a free three-hour Manager's Cocktail Reception each evening.

Rococo German Bakery is located at 975 Savannah Highway in West Ashley. Rococo Bakery is owned and operated by German master confectioners, Armin & Bernd Gronert. The externship student will produce breakfast pastries, sweet breads, artisan breads, tea cookies, specialty tortes, decorative cakes and Italian ice cream. The student may also utilize customer service skills through rotations in the retail selling of various European delicacies the bakery offers in addition to its bakery items.

South Carolina Aquarium, one of South Carolina's newest attractions, is a "self-supporting educational institution dedicated to excellence in its display and interpretation of the aquatic environments of South Carolina." Travel-Tourism students will operate the concierge/information counter, work with the groups and sales department, support the special events department through a variety of functions, and assist with day-to-day operations.

Swamp Fox Grill is located within the Francis Marion Hotel on King Street across from the Francis Marion Square. It is located in the heart of downtown Charleston and provides banquet rotations through Embassy Suites Historic Charleston. Culinary Arts students will experience rotations in a fine dining restaurant and with banquets.

Interested students should apply to the Externship Programs office.

PRACTICUM FACILITIES

Students may also pursue practical training at facilities at the Providence campus in lieu of local training.

ADDITIONAL CAMPUSES

Johnson & Wales University, in an effort to expand its educational outreach, has established several campuses. For more information, please consult the catalog for each campus.

NORFOLK, VIRGINIA

Johnson & Wales University's Norfolk campus is located in the heart of the Hampton Roads area of beautiful coastal Virginia. The Hampton Roads area is rich in history and beauty, as well as education. A number of prestigious schools join Johnson & Wales in calling the area home.

For more information about Johnson & Wales University's Norfolk Campus, write or call the Admissions Office, Johnson & Wales University, 2428 Alameda Avenue, Suite 316, Norfolk, VA 23513, 1-800-277-2433.

NOTE: Students enrolling at our Norfolk, Va. campus in September 2003 may complete only their associate degrees at this campus, with the opportunity to transfer to one of our campuses in Providence, North Miami, Denver or Charlotte to complete their bachelor's degrees.

Campus President

Debra C. Gray, B.S.

Programs offered

CERTIFICATE (ONE YEAR)

Culinary Arts

ASSOCIATE DEGREE

Culinary Arts

NORTH MIAMI, FLORIDA

The Florida campus offers two- and four-year food service, hospitality and business programs. This campus is conveniently close to the tourism-rich areas of Fort Lauderdale and Miami, offering a superb setting for a quality education.

For more information about a career education at the Florida campus, please write the Admissions Office, Johnson & Wales University, 1701 N.E. 127th Street, North Miami, FL 33181 or call 1-866-JWU-FLORIDA (598-3567) toll free or (305) 892-7600.

Campus President

Donald G. McGregor, J.D.

Programs offered

ASSOCIATE DEGREE	BACHELOR'S DEGREE
Accounting	Accounting Management Marketing
Baking & Pastry Arts	Culinary Arts Food Service Management
Business Administration	Accounting Management Marketing
Criminal Justice	Criminal Justice
Culinary Arts	Culinary Arts Food Service Management
Fashion Merchandising	Accounting Management Marketing
Food & Beverage Management	Food Service Management Hospitality Management
Hotel Management	Hospitality Management Hotel Management
Management	Accounting Management Marketing
Marketing	Accounting Management Marketing
Restaurant Management	Food Service Management Hospitality Management
Travel-Tourism Management	Hospitality Management
BACHELOR'S DEGREE	Sports/Entertainment Event Management

PROVIDENCE, RHODE ISLAND

Since its opening in 1914, Johnson & Wales' largest and oldest campus in Providence, R.I. has grown from a small business school to a large, international university featuring business, culinary arts, hospitality and technology programs.

For more information about Johnson & Wales University's Providence Campus, please write the Admissions Office, 8 Abbott Park Place, Providence, RI 02903, or call toll free, 1-800-342-5598.

Campus President

John J. Bowen, M.M., D.B.A. (hon.)

Programs Offered in Providence

ASSOCIATE DEGREE BACHELOR'S DEGREE

College of Business

Any of the following associate degrees can track into any of the bachelor's degrees listed to the right.

Accounting	Accounting
Advertising	Entrepreneurship
Communications	Financial Services
Business Administration	Management
Entrepreneurship	Management
Fashion Merchandising	Marketing
Financial Services	Marketing Communications
Management	Retail Marketing
Marketing	& Management
Undeclared	

The following associate degrees have restricted track options for bachelor's degrees as listed.

Criminal Justice	Criminal Justice
Equine Business Management	Equine Business Management
Equine Studies	Equine Business Management Equine Business Management/Riding
Paralegal Studies	Criminal Justice Paralegal Studies
BACHELOR'S DEGREE	Administrative Management International Business
CERTIFICATE PROGRAM	Paralegal Studies

College of Culinary Arts

Baking & Pastry Arts	Baking & Pastry Arts Culinary Arts Culinary Nutrition Food Marketing Food Service Entrepreneurship Food Service Management
Culinary Arts	Baking & Pastry Arts Culinary Arts Culinary Nutrition Food Marketing Food Service Entrepreneurship Food Service Management

The Hospitality College

Food & Beverage Management	Food Service Management Hospitality Management International Hotel & Tourism Management
Hotel Management	Hospitality Management Hotel Management International Hotel & Tourism Management
Restaurant Management	Food Service Management Hospitality Management International Hotel & Tourism Management
Travel-Tourism Management	Hospitality Management International Hotel & Tourism Management Travel-Tourism Management
Undeclared Major	Food Service Management Hotel Management Sports/Entertainment/Event Management Travel/Tourism Management
HOSPITALITY ASSOCIATE DEGREE	Information Science
BACHELOR'S DEGREE	Sports/Entertainment/Event Management

School of Technology

Applied Computer Science	Information Science
Computerized Drafting	Engineering Design & Configuration Management Information Science
Computer/Business Applications	Accounting Information Science Management
Computer Graphics & New Media	Computer Graphics & New Media Information Science

Computing Technology Services	Technology Services Management Information Science
Web Site Development	Web Management and Internet Commerce Information Science
BACHELOR'S DEGREES	Electronics Engineering Network Engineering

DENVER, COLORADO

Celebrating its grand opening in September 2000, J&W's campus in Denver, Colo. offers two-year and four-year culinary arts, education, business and hospitality programs. Denver, named the "second best city in America to work and live" by *Fortune Magazine*, offers an exciting range of cooperative education opportunities in fine restaurants and mountain resorts.

For more information about the Johnson & Wales Denver Campus, write or call the Admissions Office, Johnson & Wales University, 7150 Montview Boulevard, Denver, CO 80220, or call 1-877-JWU-DENVER (598-3367).

Campus President

Mark S. Burke, M.S.

Programs offered

Any of the following associate degrees can track into any of the bachelor's degrees listed to the right.

Accounting	Accounting
Advertising	Financial Services
Communications	Management
Business Administration	Management
Fashion	Marketing
Merchandising	
Marketing	
Undeclared Program (no A.S. degree)	

ASSOCIATE DEGREE BACHELOR'S DEGREE

Baking & Pastry Arts	Food Service Management
Culinary Arts	Food Service Management
Food & Beverage Management	Food Service Management
Hotel Management	Hotel Management
BACHELOR'S DEGREES	Business Marketing Education Consumer Family Studies Education International Business Sports/Entertainment/ Event Management

GÖTEBORG, SWEDEN

Students may complete their first year of study by enrolling in Johnson & Wales University's Göteborg, Sweden program, located on the campus of the IHM Business School. Upon completion of the first year, students may complete their degree requirements at one of J&W's domestic campuses. For more information about Johnson & Wales' Göteborg Campus, write Johnson & Wales University, Box 5273, 402 25 Göteborg, Besok, Avagen 15, Garda, Sweden, or call (phone) +46 (0)31-335 22 00 (fax) +46 (0)31-40 38 05.

Campus Director

Kathryn Parchesco, M.S.

Programs offered

(FIRST YEAR ONLY)

Advertising Communications
Hotel Management^{1, 3, 4}
International Business
Management³
Marketing^{3, 4}

All of the above programs are offered at the Providence Campus.

¹ Also offered in Charleston, S.C.

² Also offered in Norfolk, Va.

³ Also offered in North Miami, Fla.

⁴ Also offered in Denver, Colo.

THE ALAN SHAWN FEINSTEIN GRADUATE SCHOOL

Johnson & Wales University's Providence campus also offers graduate degree programs which attract students from around the world. The Alan Shawn Feinstein Graduate School consists of approximately 700 students from 61 countries.

Programs of Study

MASTER OF BUSINESS ADMINISTRATION
IN GLOBAL BUSINESS LEADERSHIP with
concentrations in:

Accounting
Financial Management
International Trade
Marketing
Organizational Leadership

MASTER OF BUSINESS ADMINISTRATION
IN HOSPITALITY & TOURISM GLOBAL
BUSINESS LEADERSHIP with
concentrations in:

Event Leadership
Finance
Marketing
Tourism Planning

MASTER OF ARTS

Teacher Education (for Business or Food Service
undergraduate majors)

DOCTOR OF EDUCATION

Educational Leadership (Elementary-Secondary)
Educational Leadership (Higher Education)

***For a catalog and more information,
please contact:***

Alan Shawn Feinstein Graduate School
Graduate School Admissions
Johnson & Wales University
8 Abbott Park Place
Providence, RI 02903
1-800-DIAL-JWU ext. 1015
(401) 598-1015
fax: (401) 598-1286

Applying for Admission

Johnson & Wales University seeks students who have a true desire for practical career preparation in their chosen fields and who have the ability to achieve academic success.

Although academic qualifications are important, students' motivation and interest in succeeding in their chosen careers are given strong consideration. The educational methods of the University are designed to assist students who qualify for admission to succeed in the career programs of their choice. Graduation from high school or equivalent education as certified by state departments of education is required for admission.

Due to the technical standards and requirements essential to certain technical programs at the University, applicants with special needs or physical limitations should inquire of the Learning Center prior to enrolling at the University. For more information about technical standards see pages 71–72. Copies of the technical standards are available from the Learning Center.

APPLICATION PROCEDURE

Applications for admission should be completed in full and sent to the Admissions Office, Johnson & Wales University, 701 East Bay Street, Charleston, SC 29403. There is no deadline for submitting applications, but students are advised to apply as early as possible before their intended date of enrollment to ensure full consideration.

An official application form is available online at www.jwu.edu. Click on "admissions," then "applying." No application fee is required.

In completing the application form, students must indicate the term in which they wish to enroll at J&W. Applications are accepted for the term beginning in September 2003.

A student may apply for honors or general admission by noting so on the application.

If students are applying for a bachelor of science degree program, they are required to indicate on their applications for admission their choice of associate degree major and campus, which, when combined with the four-year program, results in Johnson & Wales students receiving two degrees in four years in two cities.

After completing the application form, students are responsible for requesting that their high school guidance office forward to the University an official copy of the secondary school record for admissions consideration. Specific verification documents must be submitted to the admissions office. Verification documents include at least one of the following: a letter from an authorized high school administrator, an official high school transcript, a G.E.D. certificate, or a passing score on a test approved by the U.S. Department of Education.

It is the student's responsibility to provide verification of high school completion. Without such verification, the student may not be allowed to register or continue enrollment.

When possible, Johnson & Wales University would appreciate receiving students' high school transcripts at the same time as the application for admission. Transfer students must also submit official transcripts from all colleges attended.

Test Scores

SAT and ACT scores are generally not required (but are recommended) for admission to the University. Candidates for the University's honors program must submit SAT or ACT scores for acceptance consideration.

Admissions Decision

The rolling admissions policy of the University makes it possible to notify you of the admissions decision, of your acceptance or of any additional conditions necessary for admission, soon after all of your academic records have been received and reviewed.

Upon receiving notice of acceptance, students who will be living on campus are required to forward to the University a \$300 tuition reservation deposit. Students requesting housing accommodations must submit their housing contract at the same time. Students living off campus will need to submit a \$200 tuition reservation deposit. These deposits are credited to your initial billing and are nonrefundable.

Transfer Students

Transfer students are eligible to apply for most J&W majors; however, they are not guaranteed credit. Credit is usually granted for courses completed with a grade of "C" or better (with a numeric value of 2.0) at another accredited institution. Grades of "pass" are also acceptable for transfer if credit was awarded (and a grade of "P" has the numeric value of 2.0 or greater). Credits earned in developmental and remedial courses or CEUs are nontransferable. Transfer credit evaluations are based on previous college work as it relates to the student's intended field of study.

As with prospective freshmen, acceptances are made on a rolling basis as an application becomes complete.

Transfer candidates must submit official college transcripts from all colleges previously attended prior to enrolling at Johnson & Wales. Students must verify high school completion as well.

It is the responsibility of those candidates who are currently attending another college to have their updated transcripts sent to J&W as soon as final grades become available or within the first term of enrollment. If official transcripts or other requested materials are not received within that designated time period, tentative transfer credit will be forfeited.

The University reserves the right to substitute courses at the discretion of the department chairs, directors or deans.

Early Admissions

ACCESS (A College Career Experience for Secondary School Students) is an early admissions program that gives high school seniors an opportunity to enroll full time in college courses at Johnson & Wales during

their senior year of high school. Students should apply for admission to ACCESS during their junior year.

ACCESS was designed to help students investigate the variety of college and career options available to them. ACCESS students earn college credits while completing high school graduation requirements.

For more information on the ACCESS program, please request a brochure from the Admissions Office.

Honors Program

This program offers academically talented students the opportunity to explore challenging and stimulating courses. Eligible applicants must have taken two college prep mathematics courses and one college prep English course, maintained an average of B or better, placed in the top 25 percent of the high school graduating class, submitted SAT scores of a minimum of 500 in English and 500 in math or ACT total composite of 21 in English and 21 in math, and entered J&W in the fall.

For more information on honors programs, see page 47.

Conditional Acceptance Policy

The University provides special student status to students who are unable to provide official documentation that they meet our admissions standards. Students with "special student status" are permitted to enroll in the program and earn credits which will not be applicable toward a degree until official records are received. Furthermore, students conditionally accepted will not be officially granted financial aid until the student's application for admission has been accepted. Students who have been conditionally accepted will not be permitted to continue beyond the first term of enrollment until all necessary official documentation has been provided.

STANDARDIZED TESTING AFTER ADMISSION

PLACEMENT TESTS (NON-CREDIT, NO FEES):

These tests are administered for placement

purposes only to all new students, including transfer students, upon entrance. In situations where two or more levels of a subject are required for graduation, the student's academic career in this subject begins at the level determined by the placement test. This is particularly true when a student has previous academic experience in a subject. Placement tests are currently administered to determine math placement. For a student placing out of all required levels of a subject, departmental policy and recommendation will determine if a Departmental Challenge Examination is in order for credit.

PRIOR LEARNING ASSESSMENT

PORTFOLIO ASSESSMENT: Students may earn credits for the knowledge or skills they have mastered outside the classroom through volunteer work, employment, travel programs, organizations or other comparable sources.

To apply for a Portfolio Assessment, students must meet the University's residency requirements and attend all instructional sessions for completing a portfolio before a portfolio is submitted. Students must discuss this option with a counselor in The Learning Center before they are eligible to enroll.

The seminar assists students with the development of a portfolio that describes and documents how the learning took place. The completed portfolio is submitted to the appropriate department designee for review. The assessor will review the portfolio and either validate the student's learning by awarding college credits, request additional information, or deny the request for credits. Portfolios will not be returned to the students; they become property of the University.

Once the seminar is completed, eligible students, in consultation with a Learning Center counselor, may submit additional portfolios at a reduced cost. Refer to the Prior Learning Assessment Brochure, available at The Learning Center, for more information on required fees.

CLEP EXAMINATION (FOR-CREDIT, WITH FEES):
The College-Level Examination Program of

the College Board tests are widely accepted national examinations in various subjects. The American Council on Education's recommended score is required to earn credit. J&W subject equivalencies are determined by each department for each exam. These exams are treated as transfer credit for entering freshmen and juniors transferring to J&W, or from one J&W college or school to another. Students must take and pass these exams during their freshman and junior years only. Consult the CLEP application for required fees.

DEPARTMENTAL CHALLENGE EXAMINATIONS (credit by examination: for-credit, with fees): Departmental exams may be taken for specifically designated courses within a department. Because of previous academic and/or work experience, all matriculating students may request such an exam when they feel they have completed the requirements of a specific J&W course. Some testing options require specific criteria in order to take tests. Refer to the Prior Learning Assessment Brochure, available at The Learning Center, for criteria. Students may apply for Challenge Exams during their freshman or junior years only (\$25 non-refundable administration and processing fee; \$16/quarter credit hour).

In all cases, the academic department determines policy as it relates to the testing options for each course in the department. Several options may be available to students, and it is recommended that students seek the advice of a counselor in The Learning Center.

Policies for Portfolio Assessment, Challenge and CLEP Examinations:

1. Portfolio Assessment and Challenge Examinations cannot be repeated if failed and may not be substituted for a class previously taken.
2. Students may apply for Portfolio Assessment, Challenge and/or CLEP examinations during their freshman and junior years only.
3. Portfolio Assessment, Challenge or CLEP Examinations may not be substituted for a class previously taken or a class in which the student is presently registered.
4. The standardized examinations or portfolios mentioned above must fall within the residency requirement for each degree.

5. Seminar, application and processing fees are nonrefundable.
6. The University recognizes up to a maximum of 45 quarter credits earned through Prior Learning Assessment.
7. Students must present a valid picture ID when testing.

After being determined eligible to test or enroll in a seminar, students must meet with a counselor in The Learning Center to determine the appropriate test. The Prior Learning Assessment Brochure listing course options may be obtained from the appropriate Registrar's Office and from the Learning Center. For additional policies/information for Portfolio, Challenge and CLEP options, refer to the brochure.

INTERNATIONAL STUDENTS

International Admissions Requirements

Listed below are the requirements for applying for undergraduate admission to Johnson & Wales University. In order to expedite the admission process, students must enclose ORIGINAL or CERTIFIED copies of the following documents (with English translations) when submitting an application. Please note that photocopies without certification or notarization, or fax copies, are not valid.

1. An accurate, complete and legible International Application form that has been signed and dated by the applicant. Please list all schools attended, even if you do not wish to have transfer credits reviewed.*
2. Certified bank statement or government sponsorship letter verifying financial support for one academic year.
3. The results of the Test of English as a Foreign Language (TOEFL) with a minimum score of 550 on the written TOEFL examination, proof of a minimum score of 210 on the computerized TOEFL examination, or other acceptable proof of English proficiency.
4. Official documentation of higher secondary (high school) graduation, e.g. diploma or examination results certificate.
5. Complete transcripts, marksheets, diplomas or certificates from previous study, along with course descriptions or syllabi (for transfer credit).

** If important information cannot be read by the International Admissions staff, the admission process is delayed and, as a result, so is the acceptance/Form I-20 process.*

All documents must be sent to:
 Johnson & Wales University
 701 East Bay St.
 Charleston, SC 29403 USA
 Telephone: (843) 763-0200
 Fax: (843) 763-0318

International Transfer Credit

Johnson & Wales University employs a full-time International Credentials Evaluator to evaluate secondary school credentials, as well as any college or university credits for which students may wish to gain academic credit. Generally a grade point average equivalent to a U.S. "C", or 2.00, is required for admission to Johnson & Wales University. International students must also receive a grade of "C" or better in each individual course completed at their previous schools in order to be considered for transfer credit. The International Credentials Evaluator will be able to determine grade equivalencies based on each country's educational system and the school of origin.

Students who wish to transfer to Johnson & Wales must submit official, translated marksheets, grades or transcripts from all post-secondary schools attended. Whenever possible, course descriptions and course syllabi should also be provided. Official transcripts or examination results certifying completion of upper secondary education must also be submitted with official English translations.

Transfer credit is determined through an individual course-by-course evaluation of each transcript submitted; transfer credit is not based on total years of study. Credit is awarded for courses of similar level, content, and duration to Johnson & Wales courses, which can be applied to a Johnson & Wales degree. If a course cannot be applied to the chosen Johnson & Wales degree, transfer credit is not awarded, regardless of a student's total years of previous study.

Transfer credit is awarded on previous post-secondary academic work only. However, once students have entered Johnson & Wales, they may apply for prior learning assessment credit or, for students who have proficiency in a subject area and are not eligible for transfer or life experience credit, there are challenge and CLEP examination options.

The University reserves the right to substitute courses at the discretion of the department chairs, directors or deans.

International Baccalaureate

Johnson & Wales University recognizes International Baccalaureate credentials and awards credits and other special program status on an individual basis to students who have achieved a grade of four or better on the higher level exams, up to a maximum of 45 credits or equivalencies in accordance with department policies.

English Language Proficiency

Johnson & Wales University’s English as a Second Language program allows students to focus on the areas where they need the most improvement, while also allowing them to take regular classes in an undergraduate degree program. This flexibility provides students with the most efficient transition into college. Applicants whose native language is not English must take the Test of English as a Foreign Language (TOEFL). In addition to accepting standardized TOEFL results, the University administers its own TOEFL. Students who submit proof of English proficiency may go directly into regular academic course work.

Acceptable proof of English proficiency should include one of the following:

- TOEFL score of 550 on the written examination, or 210 on the computerized examination
- ELS, Level 112
- Berlitz, Level 12
- IELTS, Band 6.5
- Aspect, Level 6 or 7

Other English examination results will also be reviewed, and experience studying in the English language will be taken into consideration.

TOEFL Requirements

The TOEFL is given to students whose native language is not English. Johnson & Wales University requires a minimum score of 550 on the written TOEFL test or a minimum score of 210 on the computerized TOEFL test in order to exempt students from the ESL program and allow them to enroll directly into a degree program. (Johnson & Wales reserves the right to require remedial ESL classes to increase proficiency in a particular area.)

Students who score below a 550 on the written TOEFL test or below a 210 on the computerized TOEFL test will have their individual TOEFL section scores reviewed in the areas of Listening, Structure/Writing, Reading, and Writing. Section scores of a minimum of 55 on the written TOEFL test, 21 on the computerized TOEFL, and a 4.5 on the Test of Written English/Essay Writing, will exempt the student from the corresponding ESL class.

Written Assessment

All students who pass the TOEFL requirement with a score between 550–573 (210–230 computerized) or who waive the TOEFL based on previous study, and who have a TWE score below 4.5 or no TWE score, may be required to take a written assessment prior to registration. Based on this written assessment, students may be required to take additional ESL writing classes as necessary to improve writing proficiency. *

** Written assessment requirements may vary depending on J&W campus attended.*

Articulation Agreements

J&W is proud to have approximately 100 articulation agreements (formal transfer credit agreements) in place with schools in the following countries:

Argentina	Germany	Mexico
Australia	Greece	Morocco
Austria	Iceland	New Zealand
Bahamas	India	Singapore
Bahrain	Indonesia	Spain
Barbados	Isle of Mann	Sweden
Belgium	Israel	Switzerland
Bermuda	Italy	Taiwan
Botswana	Jamaica	Thailand
Brazil	Japan	Trinidad and Tobago
Canada	Kenya	Turkey
Cyprus	Korea	United Arab Emirates
France	Malaysia	United Kingdom

Please contact the director of your school for further information.

Johnson & Wales University has adopted the Principles of Good Practice in Overseas International Education Programs for non-U.S. Students.

REGIONAL ADMISSIONS REPRESENTATIVES

The admissions staff of the University includes regional admissions representatives who visit high schools and personally assist students from their areas.

The admissions representative from your area will be happy to meet with you and answer any questions you may have about the University, application procedures and financial aid programs.

Please write or call the Admissions Office for assistance, 1-800-868-1522 (toll free) or (843) 763-0200.

Alabama

R. Lee Stauter (601) 434-2760

Alaska

Patricia Lassinger (360) 720-1210

Arizona

Adele Catalani (602) 369-3254

Arkansas

R. Lee Stauter (601) 434-2760

California: Central

Jim Ingersoll (562) 965-3352

California: Northern

Jeannie Sousa (530) 284-0899

California: Southern

Aimee Rosengrant (619) 459-5066

Colorado: Metro Denver

Tracy Burke (303) 520-1536

Colorado: Northern

Bob Purfurst (303) 522-6865

Colorado: Southern

Derindea Theiss (303) 520-1596

Connecticut: Eastern/Southwestern

Margie Coupe (401) 954-2477

Connecticut: Northwestern

Fran Ridolfo (413) 222-1233

Delaware

Becky Smith (484) 769-2761

Florida: Greater Miami

Rena Mohammed (305) 725-9515

Florida: Central

Jane Bowers (772) 713-6025

Florida: Northwestern/Central

Grace Olvera (904) 534-0163

Florida: Southwestern

Robin Phifer (813) 495-1425

Florida: Southeastern

Jeff Simon (561) 714-5470

Georgia

Pamela Hughes (678) 360-0813

Hawaii

Patricia Lassinger (360) 720-1210

Idaho

Patricia Lassinger (360) 720-1210

Illinois

Thomas Strzycki (630) 654-0382

Indiana

Vicki Summers (317) 886-1597

Iowa

Wendy Dintino (816) 645-3562

Kansas

Wendy Dintino (816) 645-3562

Kentucky

Kathy Barnes (615) 473-3208

Louisiana

R. Lee Stauter (601) 434-2760

Maine

Kimberly Lavoie (603) 682-5973

Maryland

Pamela Rouch (240) 498-0054

Massachusetts: Boston Metro/South Shore

Conrad Fecteau (401) 954-3886

Massachusetts: Central/Northeastern

Bob Dumas (617) 504-1795

Massachusetts: Southeastern/Cape Cod & the Islands

Barbara DiSaia (401) 598-1116

Massachusetts: Western

Fran Ridolfo (413) 222-1233

Michigan

Barbara Franks (989) 823-8797

Minnesota

Jennifer Diemer (320) 492-4705

Missouri

Wendy Dintino (816) 645-3562

Mississippi

R. Lee Stauter (601) 434-2760

Montana

Lance Wellborn (307) 237-5485

Nebraska

Wendy Dintino (816) 645-3562

Nevada

Allison Andronaco (702) 743-0639

New Hampshire

Kimberly Lavoie (603) 682-5973

New Jersey

Mike & Mary Ann LaPorte (973) 300-5444

New Mexico

Barbara Ashcraft (505) 463-4877

New York: Long Island, New York City

Steve Raptis (516) 864-6689

New York: Northeastern, Albany, Orange County

Carl Winters (518) 221-1527

New York: Western

Tammy Linder (585) 663-8047

North Carolina: Central

Margaret Yoder (919) 539-6124

North Carolina: Eastern

Marisa Marsey (757) 575-9265

North Carolina: Western

Jan Jordan (704) 221-3966

North Dakota

Jennifer Diemer (320) 492-4705

Ohio: Northern/Southeastern

Susan Puffer (216) 896-0672

Ohio: Southwestern

Vicki Summers (317) 201-1852

Oklahoma

Elena Doerrie (214) 563-0721

Oregon

Sara Lum (503) 848-2129

Pennsylvania: Northeastern/N. Central

Sharon Macko (484) 554-1092

Pennsylvania: Southeastern/S. Central

Becky Smith (484) 769-2761

Pennsylvania: Western

Betsy Miller (724) 513-9567

Puerto Rico

Grace Olvera (904) 534-0163

Rhode Island

Barbara DiSaia (401) 598-1116

South Carolina

Melisa Bates (843) 452-1178

South Dakota

Jennifer Diemer (320) 492-4705

Tennessee

Kathy Barnes (615) 473-3208

Texas: Northern

Elena Doerrie (214) 563-0721

Texas: Southern

Josie Tinnin (254) 466-7432

Utah

Alison Andronaco (702) 743-0639

Vermont

Kimberly Lavoie (603) 682-5973

Virgin Islands

Grace Olvera (904) 534-0163

Virginia: Northern

B.J. Friedery (703) 864-2420

Virginia: South Central

Margaret Yoder (919) 539-6124

Virginia: Southeastern

Marisa Marsey (757) 575-9265

Virginia: Southwestern

Jan Jordan (704) 221-3966

Washington

Patricia Lassinger (360) 720-1210

Washington, D.C.

B.J. Friedery (703) 864-2420

West Virginia: Eastern/Southeastern

B.J. Friedery (703) 864-2420

West Virginia: Northern/Western

Betsy Miller (724) 513-9567

Wisconsin

Jennifer Diemer (320) 492-4705

Wyoming

Lance Wellborn (307) 237-5485

QUESTIONS & ANSWERS

When students come to Johnson & Wales for an admissions interview, they ask a variety of questions about the University. Here are some of the most commonly asked questions.

CAN I REQUEST A PARTICULAR ROOMMATE?

Yes, it is possible to specify who you would like to live with. You and your friend must each indicate your preference on your residence contract. Every attempt will be made to honor a roommate request, but only if both students have paid their reservation deposits.

HOW DOES THE UNIVERSITY MATCH ROOMMATES?

When you complete the Residential Life Housing Contract, you will be asked to fill out a survey with questions concerning your study habits, the hours you keep, whether you smoke cigarettes, etc. The information you provide will be used to match you with a compatible roommate.

CAN I LIVE OFF CAMPUS?

Yes, you may.

WHERE DO I WASH MY CLOTHES?

The residence halls have coin-operated laundry facilities.

DO I BRING MY OWN BED LINEN AND TOWELS?

Yes. The beds are standard twin-size.

You should also bring a pillow, desk lamp, wastebasket, coat hangers, kitchenware and bed and bath accessories. Limit what you bring until you see the size of your room and what your roommates bring.

WHAT KIND OF CLOTHES SHOULD I BRING?

Closet and drawer space is limited, so you should bring seasonal clothing. You'll find that you will wear mostly casual clothing. All Culinary Arts students, regardless of major, must wear a Johnson & Wales uniform while in laboratory and academic classes.

Culinary and Baking & Pastry students receive uniforms as part of their laboratory fee, and are responsible for keeping them clean. When in academic studies classes, Culinary students must wear an approved culinary uniform. Additional chefs' uniforms may be purchased at the Bookstore.

Hospitality and Travel-Tourism students must purchase the appropriate uniform prior to their internships or externships.

Johnson & Wales University takes pride in offering a professionally dressed campus. All students not required to wear a specific uniform follow the University Professional Dress Code. The Uniform Policy and the Professional Dress Code are strictly enforced throughout the campus. Refer to the Student Handbook for specific rules about each program and appropriate requirements.

WHAT'S THE CLIMATE LIKE IN CHARLESTON?

Charleston is a beautiful and sunny city. The humidity is often very high, particularly in the summer when temperatures generally range in the 90s. Temperatures in the fall and spring range from the high 60s to mid-80s. Winter temperatures are seasonably warm at 50 or 60 degrees; however, they may occasionally

drop to the low 30s. Rains are frequent in the spring and late summer months.

CAN I HAVE OVERNIGHT GUESTS?

Visitors are not allowed between 1:00 a.m. and 8:00 a.m. No overnight guests are allowed.

WHAT IS THE UNIVERSITY'S POLICY REGARDING ALCOHOL ON CAMPUS?

Alcohol and non-prescribed drugs are prohibited on campus. Alcohol may be allowed in facilities where events sanctioned by University officials are sponsored. (The drinking age in South Carolina is 21.)

IS THERE A MEAL PLAN AVAILABLE?

Due to the fact that student housing units have kitchens equipped with major appliances, a meal plan is not necessary; however, sandwiches, pizza, fresh fruit, snacks and other items are available via vending services.

WHERE CAN I CONDUCT PERSONAL BANKING?

Listed below are some of the larger area banks in Charleston.

First Union: 1776 Ashley River Road,
(843) 727-1110

Bank of America: 1806 Sam Rittenburg Blvd.,
(843) 720-4981

BB&T: 1503 Old Towne Road,
(843) 720-5170

Wachovia: 1305 Sam Rittenburg Blvd.,
(843) 577-8352

WHERE CAN I ATTEND RELIGIOUS SERVICES?

Listed below are places of worship in Charleston representing some of the major religious denominations. For a complete listing of area churches, please consult the Yellow Pages.

Baptist: Ashley River Baptist,
1101 Savannah Highway, 766-5521

Catholic: St. Joseph Catholic Church,
1695 Wallenburg Blvd., 556-4611

Church of God: Church of God, West Ashley,
1560 Ashley River Road, 556-5860

Episcopal: St. Andrew's Episcopal Church,
2257 Ashley River Road, 763-8772

Jewish: Synagogue Emanuel, Conservative
Congregation, 5 Windsor Drive, 571-3264

Lutheran: Holy Comforter Lutheran Church,
3075 Bees Ferry Road, 766-2602

Methodist: Grace United Methodist Church,
1601 Sam Rittenburg Blvd., 766-1621

Presbyterian: Westminster Presbyterian
Church, 1157 Sam Rittenburg Blvd.,
766-8311

HOW WILL CLASSES BE SELECTED MY FIRST YEAR?

For all of your years at Johnson & Wales at
Charleston, your classes will be scheduled by
the Registrar's Office.

WILL I BE PENALIZED FOR MISSING CLASS BECAUSE OF A RELIGIOUS OBSERVANCE?

In accordance with the University attendance
policy, "all absences, regardless of circum-
stances, become a part of the student's
permanent attendance record." However,
the University does allow for three absences
per 4.5-credit academic course, and one
absence in laboratory classes. With appropriate
planning, students should be able to observe
religious holidays within the attendance
policy. Absences over the limit are deemed
excessive and may result in reduction of
grades in accordance with stated faculty policy
given at the beginning of each course.

As with all academic matters including
attendance, extenuating circumstances are
handled on an individual basis. The intent
of the attendance policy is not to penalize
students, but to help them develop a
businesslike attitude toward their studies
immediately in their college experience. The
University believes that such an attendance
policy serves the student population's best
interest in general. Attendance policies for
experiential education assignments and
laboratories are much more rigid and will be
fully explained during orientations.

WHAT KIND OF PUBLIC TRANSPORTATION IS AVAILABLE IN CHARLESTON?

The city of Charleston provides public
transportation service used by commuters
in Charleston. For more information or a bus
schedule, call (843) 724-7304 or
(843) 747-0922.

DOES THE UNIVERSITY HAVE ITS OWN TRANSPORTATION SYSTEM?

Yes. Because the University has facilities in
two locations, it maintains free bus service.
These buses run to and from Residential Life,
the Student Center, and the downtown
campus. Bus schedules are posted at
Residential Life and in the academic building.

WHERE ARE THE AIRPORT, BUS AND TRAIN STATIONS?

The **Charleston International Airport** is located
in Charleston. Most major airlines fly in and
out of Charleston International. To make
travel arrangements, contact your local travel
agent or the airline of your choice.

The **Greyhound Bus terminal** is located at
3610 Dorchester Road in North Charleston,
a short bus ride from our downtown facilities.
For schedule information, call (843) 744-4247
or (800) 231-2222.

Amtrak Inter-City Rail Passenger Service

also has a Charleston terminal, located in the
North Charleston area. For general information
and reservations, call 1-800-872-7245 or
(843) 744-8263.

WHERE ARE THE BEACHES?

South Carolina has some beautiful beaches
located within Charleston. Folly Beach,
Sullivan's Island, Isle of Palms, Edisto and
Kiawah beaches are among those you might
like to visit.

WHAT DO I DO IF I GET SICK WHILE IN SCHOOL?

The Clinical Services Office is available to
resident and commuter students. The office is
located on the main campus in Suite 238C.
Hours are Monday through Thursday, 8 a.m.
to 4:30 p.m. and Fridays, 8 a.m. to 2 p.m.

To reach the Clinical Services Office, call
727-3062. You may also contact the Office
of Student Affairs (located in suite 238A) at
727-3026. The after-hours emergency pager
is (843) 219-1354.

Physician

A medical consultant has clinic hours once a week. See Clinical Services for days and times.

For after-hour emergencies, students may use a medical facility of their choosing.

Frequently used facilities include:

Doctor's Care

1851 Sam Rittenberg Blvd.

Charleston, SC 29407

(843) 556-5585

Hours: Monday–Friday, 8 a.m.–8 p.m.

Saturday & Sunday, 9 a.m.–5 p.m.

EMERGICARE

2049 Savannah Highway

Charleston, SC 29407

(843) 571-4101

Hours: Monday–Saturday,

8 a.m.–8 p.m.

Sunday, 10 a.m.–6 p.m.

MUSC Dental School

171 Ashley Ave.

Charleston, SC 29401

(843) 792-2102

By Appointment Only (sliding scale)

Helping Hands of Goose Creek Inc.

141 Redbank Rd, Suite E

Goose Creek, SC 29445

(843) 553-7132

Dental Clinic hours:

Thursdays, 6 p.m.–8 p.m.

First-come, first-served basis

Emergencies only

Insurance

All students are automatically provided with student accident insurance. The medical portion is optional if you are already covered under another plan. You are provided with the medical portion unless you send in a waiver card stating you are covered by another plan. Details and brochures are available through the Clinical Services and Student Affairs offices. Please contact Student Financial Services at (843) 727-3018 regarding fees.

All accidents must be reported to the Clinical Services Office, and an insurance claim form must be completed in order to have the bills paid. Claim forms are available in the

Clinical Services and Student Affairs offices. If you have any difficulty with filing, contact the Health Coordinator. For more information on insurance, see page 31.

Medical Records

The University requires all students to submit proof of a physical exam that was conducted within the last year, including documented proof of two (2) measles and rubella immunizations or immunity, TB test within the last six (6) months and tetanus shot within the last ten (10) years. It is vital to the quality of your care that you provide us with an accurate health record. All medical information is confidential and cannot be released from the Clinical Services Department, according to federal law, without your written consent.

All medical information must be complete in order to register.

Financing Your Education

TUITION & FEES

The following tuition and fees schedule is effective for the 2003–2004 academic year. Tuition and fees are subject to change annually and vary between colleges due to differing program and facility needs.

NOTE: *The tuition and fees schedule for the 2004–2005 academic year has yet to be determined. Students should contact Student Financial Services for up-to-date information.*

Tuition & Fees: 2003–2004 Academic Year

Tuition

College of Culinary Arts	\$18,444
The Hospitality College	\$16,164
General Fee	\$750
Room Fee	\$4,860

Tuition is applicable to all students, including those on approved off-campus programs.

Students enrolled in courses in excess of a normal full-time schedule will be assessed an additional tuition charge. For purposes of tuition billing and financial aid eligibility, full-time status is determined on a term basis and consists of 12 to 18 quarter credit hours per term. Students carrying more than 19.5 quarter credit hours will be charged for each quarter credit over 18. The **Guaranteed**

Tuition Plan guarantees students no tuition increases while continuously enrolled at the University, subject to conditions described on the next page.

The **General Fee**, which is nonrefundable, includes social and athletic activities, student health and accident insurance, student publications, and graduation.

The **Room Fee** is for the academic year and includes residence hall accommodations. Student housing units have kitchens equipped with major appliances, therefore a meal plan is not necessary.

DEPOSITS AND OTHER FEES

Reservation Deposit **\$200**

Required of all new students after receipt of official acceptance from the University. This nonrefundable deposit will reserve the student's seat in class and is credited to tuition due upon entrance.

Residence Hall Deposit **\$100**

Required of all new resident students to reserve their place in housing, this nonrefundable deposit is credited to tuition due upon entrance.

Orientation Fee **\$200**

This nonrefundable fee, which is uniformly charged, is required of all new students for orientation and registration activities. It is charged only during the fall term.

Transcripts **\$2**

Transcripts are issued only upon written request. Official transcripts bearing the University seal must be mailed directly to the authorized agencies from the Registrar's Office. Students may also request an unofficial transcript for personal use. No transcript will be issued unless the student is current in all financial obligations to Johnson & Wales University.

Extension Courses

Tuition rates for extension courses (i.e., courses taken by students in excess of, or less than, a full-time schedule) will be the student's current term tuition rate divided by 18.

Books and Supplies

The cost of books and supplies is approximately \$700–\$900 per academic year. These costs are not applied to the student's invoice. Books and supplies must be paid for at the University's Bookstore at the time of purchase. The Bookstore operates a textbook sales/buy-back program to help students minimize these costs.

ACCESS Tuition

ACCESS tuition is 50% of the tuition charge for the college in which students enroll for that academic year. Refer to page 21 for a description of the ACCESS Early Admissions program. ACCESS students are also subject to appropriate University fees, including full general fee and full room charges. ACCESS students are not eligible for any federal financial aid while enrolled in the program. ACCESS students should contact the Student Financial Services Office for information on alternative funding and to determine how scholarships they are receiving will be affected while in the ACCESS program.

Student Health and Accident Insurance

All day students are covered by a health and accident insurance plan. Insurance brochures and enrollment cards are mailed to students with their initial billing for the academic year, and will be available at registration(s) and several locations throughout the University. Refer to the insurance brochure for a definition of the effective date of coverage, policy limits, policy termination, and the opportunity to continue coverage over the summer.

THE GUARANTEED TUITION PLAN

All undergraduate day school students will have no tuition increase while continuously enrolled in the day division of Johnson & Wales University, unless the student transfers to a different Johnson & Wales campus or program of study. Students must remain continuously enrolled in order to retain their guaranteed rate. That is, if a student withdraws for one term or more (not including the summer term) for any reason, the student will be subject to the rate in effect when they re-enroll.

If a student transfers to a different program of study, college or campus which has a different tuition rate, the student will be charged the tuition rate which was effective in that program at the time his or her guaranteed rate was established. In addition, students

in the ACCESS program will experience an increase in their tuition in the second year to the full tuition rate that was in effect when they enrolled as an ACCESS student.

This program applies **only** to tuition.

The program is available only to students enrolled in undergraduate day school programs at all campuses. Continuing education, evening and graduate school students are not eligible.

PAYMENT OPTIONS

I. Annual Payments

Billing for tuition and fees is done on a term basis, although the student may make one payment in full for the entire academic year. Students are responsible for paying all charges in full or making appropriate arrangements by the due date stated on the invoice.

II. Term Payments

Students may choose, instead, to make three payments a year, which are payable by the publicized due dates established prior to each term.

III. Monthly Payments

A monthly payment plan is available. However, there is an enrollment fee to participate. Please contact the Student Financial Services Office for more information.

REFUND POLICIES

General Policy

To the extent that any charges due to the University remain unpaid, no refund check will be issued. No tuition or fees will be assessed for terms that the student does not begin. Students who withdraw from the University prior to the end of the academic year will have their financial aid adjusted.* Institutional grants and scholarships will be reduced in proportion to any tuition credit

* Any student enrolled solely in culinary lab courses, who fails to attempt any of the scheduled courses, will be considered to have withdrawn from the University. Reinstatement within the same term, when allowed, may result in serious consequences, such as loss of all financial aid funds for the remainder of that term.

received as defined in the University's Withdrawal Credit Policy. Full-term eligibility for institutional loans will be credited to the student's account to the extent that any charges are due to the University. The distribution formula for the institutional refund to the Federal Student Financial Aid program will be calculated according to federal regulations. The University's Withdrawal Credit Policy applies to all withdrawals from the University, voluntary or involuntary.

Term charges are subject to the University's Withdrawal Credit Policy upon withdrawal from the University. Term charges are defined as tuition, and if applicable, room only, room and board, and weekend meal plan. The official notice of withdrawal from the University may be done in person or by written notification through the Learning Center. Refunds are calculated as of the last day of attendance, which is determined by the Registrar's Office. Any refund due will be issued within 30 days after the date that the University was first notified of the withdrawal.

University Withdrawal Credit Policy

If a student enters a class and terminates on the first day of classes of a term:

- the University will credit 100% of the term charges, less an administration fee that does not exceed the lesser of \$100 or 5% of the term tuition charge.

If a student terminates during:

- the first week of the term, but after the first day of classes, the University will credit 90% of the term charges, less an administrative fee that does not exceed the lesser of \$100 or 5% of the term tuition charge.
- the second and third week of the term, the University will credit 50% of the term charges, less an administrative fee that does not exceed the lesser of \$100 or 5% of the term tuition charge.
- the fourth, fifth and sixth week of the term, the University will credit 25% of the term charges, less an administrative fee that does not exceed the lesser of \$100 or 5% of the term tuition charge.

After the sixth week of the term, students will be responsible for 100% of the term charges.

Examples of the University's refund policy are available upon request in the Student Financial Services Office.

Refund Policy for Georgia Residents

The University maintains and abides by a policy for the refund of the unused portion of tuition and fees in the event the student fails to enter the term, or withdraws, or is discontinued therefrom, at any time before completion of the term, including but not limited to the following:

Should a student decide not to enroll, all monies paid by the student will be refunded in full.

Once enrolled, room and board charges are nonrefundable.

If a student terminates

- within the first 5% of a term, the student will receive a 95% credit of tuition and fees charges for the term, less an administrative fee of no more than \$150.
- after 5% but no more than 10% of a term, the student will receive a 90% credit of tuition and fees charged for the term, less an administrative fee of no more than \$150.
- after 10% but no more than 25% of a term, the student will receive a 75% credit of tuition and fees charged for the term, less an administrative fee of no more than \$150.
- after 25% but no more than 50% of a term, the student will receive a 50% credit of tuition and fees charged for the term, less an administrative fee of no more than \$150.
- after 50% of the term, the student is obligated for the full amount of tuition and fees, less an administrative fee of no more than \$150.

NOTE: The University will compare the University's Withdrawal Credit Policy and the Georgia Refund Policy, and use the one that most benefits the student.

Independent Students

To be considered independent for financial aid purposes for the 2003–2004 academic year, students must answer yes to one of the following questions:

1. Were you born before January 1, 1980?

2. Will you be working on a master's or doctorate program (such as an M.A., M.B.A., M.D., J.D., or Ph.D.) during the school year 2003–2004?
3. As of today, are you married?
(Answer yes if you are separated, but not divorced.)
4. Do you have children who receive more than half of their support from you?
5. Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2004?
6. Are you an orphan or ward of the court or were you a ward of the court until age 18?
7. Are you a veteran of the U.S. Armed Forces?

Students who cannot answer “yes” to one of the above questions are considered dependent and must complete their Free Application for Federal Student Aid (FAFSA) as a dependent student. Please feel free to contact the Student Financial Services Office with any questions.

NOTE: For 2004–2005 independent student financial standards, please contact Student Financial Services.

FINANCIAL OBLIGATIONS

Continued enrollment as a student in good standing and certain other student benefits (diploma, transcript, etc.) are conditioned upon being current in all financial obligations to the University, including loans in which the University appears as a holder or guarantor.

STUDENT FINANCIAL SERVICES (SFS)

FINANCIAL PLANNING

The University realizes that financing an education may be a very complex process for many students. In order to assist students and their families in these matters, Johnson & Wales has established a staff of financial planning counselors. These counselors are available to work with students and their families on an individual basis to help them

best utilize their own funds and other available resources to meet educational expenses. For more information and assistance, call toll free 1-800-723-3429 or (843) 727-3018.

FINANCIAL AID

To assist students in meeting their educational expenses, Johnson & Wales University offers several types of financial assistance — scholarships and grants, low-interest loans and employment opportunities. In many cases, qualified students receive a financial aid package which could include all three types of financial aid.

A list of Johnson & Wales financial assistance scholarship and work programs and descriptions of the programs are included in this catalog.

Students participating in Study Abroad programs may be eligible for financial aid. For more information, please contact the Student Financial Services Office.

In an effort to reduce the loan burden during the student's first year, Johnson & Wales University will attempt to package new students with a higher percentage of grant aid.

Johnson & Wales has adopted an institutional policy whereby the total of all University funded or administered monies awarded to a single student may not exceed a specified dollar amount during an academic year. This amount is determined prior to each year's financial aid awarding process.

HOW TO APPLY

To be considered for financial assistance, complete the paperwork listed below and submit all required documentation as soon as possible after January 1. Students must reapply for financial aid each year. The Student Financial Services Office holds all information in strict confidence.

1. Free Application for Federal Student Aid (FAFSA)

The Free Application for Federal Student Aid is available from high school guidance offices and the University's Student Financial

Services Office. This form must be completed and forwarded as soon as possible after January 1 to the Federal Processor.

Applications for financial assistance are then processed and sent to the Financial Aid Office at the University's Providence Campus. The FAFSA is also available on the Worldwide Web at www.fafsa.ed.gov.

2. Other Documentation

The Student Financial Services Office may request additional documentation to support the student's request for financial assistance. The student and his/her parents may be required to submit signed and dated copies of their Federal Income Tax Returns (1040). The student's financial aid package cannot be finalized until all requested documentation has been received by the Student Financial Services Office. In addition, all student-loan borrowers must attend an entrance and an exit counseling session, during which the student will be advised on his/her loan obligations.

STUDENT ELIGIBILITY REQUIREMENTS

Financial aid will be distributed to the student based upon the student's financial need. All students seeking financial assistance must file a FAFSA with the Federal Processor. The FAFSA form is used to determine the student's financial need.

Financial need is the difference between the cost of the student's education (tuition and fees, room and board, travel and personal expenses) and the total contribution expected from the student and his/her family. The student's total family contribution is based on an analysis of the information the student supplied on the FAFSA. Among the items considered are total family income, assets, the number of people in the household, the number of family members in college, and the student's own resources, such as earnings, savings and untaxed income for which the student may qualify. Johnson & Wales University also considers these items when determining eligibility for University funds.

Campus-based financial aid programs, including the Federal Supplemental Educational Opportunity Grant (SEOG), Federal Perkins Loan and Federal Work-Study programs, are

administered by Johnson & Wales. Students must apply for these programs through the filing of the FAFSA.

Aid from these programs is awarded on the basis of financial need. In order to receive maximum consideration for financial assistance, it is recommended that the student apply as soon as possible after January 1. The award process for first-year students begins in March of each academic year. Renewal of financial aid is not automatic. Recipients are required to reapply each year as soon as possible after January 1. Awarding for our returning students begins in April of each academic year.

To be eligible for these programs, students must meet the following criteria:

1. demonstrate financial need;
2. maintain satisfactory academic progress (financial aid will be suspended until satisfactory academic progress is again achieved);
3. be enrolled in an eligible degree or certificate program;
4. be enrolled on at least a half-time (at least 6.0 quarter credit hours) basis (students enrolled less than full-time may have their financial aid reduced; some students enrolled on a less-than-half-time basis may still qualify for a Federal Pell Grant);
5. be a U.S. citizen, permanent resident, or eligible non-citizen;
6. not owe a refund on a Federal Pell Grant or be in default on a Federal Perkins Loan, Federal Stafford Loan, Federal Unsubsidized Stafford Loan, Parent Loan for Undergraduate Students (PLUS), or Supplemental Loan for Students (SLS); and
7. sign a Statement of Educational Purpose, a Statement of Registration Status and a Statement on Overpayments and Defaults.

Students are eligible to receive financial aid as long as they maintain satisfactory academic progress as defined on page 44 of this catalog and in the **Student Handbook**. Students who fail to maintain satisfactory academic progress will be notified by the Learning Center. All financial aid will be suspended until satisfactory academic progress is again achieved.

When students withdraw during a payment period or period of enrollment, the amount of student financial aid program assistance earned up to that point is determined by a specific formula. If the student receives (or the University receives on the student's behalf) less assistance than the amount earned, the student will be able to receive those additional funds. Students who received more assistance than what they earned must return the excess funds.

The amount of assistance earned is determined on a pro-rata basis. That is, if a student completes 30 percent of the payment period or period of enrollment, the student earns 30 percent of the assistance he or she was originally scheduled to receive. Once the student completes more than 60 percent of the payment period or period of enrollment, the student earns all scheduled assistance.

If a student receives excess funds that must be returned, Johnson & Wales University must return a portion of the excess equal to the lesser of

- the student's institutional charges multiplied by the unearned percentage of the student's funds
- the entire amount of the excess funds

If the University is not required to return all excess funds, the student must return the remaining amount. Any loan funds that the student must return, must be repaid by the student (or his or her parents for a PLUS Loan) in accordance with the terms of the promissory note.

If a student is responsible for returning grant funds, the student does not have to return the full amount. Students are not required to return 50 percent of the grant assistance received that is the student's responsibility to pay. Any amount not returned is a grant overpayment, and the student must make arrangements with the University or Department of Education to return the funds.

RETURN OF TITLE IV FUNDS

Federal regulations establish the following allocation for students who receive Title IV, HEA program funds:

A refund owed to a student who received funds under any Title IV, HEA program will be returned to the Title IV, HEA programs from which the student received aid in the following order until the amounts received by the student from these programs is eliminated: the Federal Unsubsidized Loan, the Federal Subsidized Loan program, the Federal Perkins Loan, the Federal Parent Plus Loan, the Federal Pell Grant program, the Federal SEOG program, all other sources of aid, and the student.

FINANCIAL AID PROGRAMS

The following programs are the major financial aid resources available to students. Students may receive assistance from any one of these, or from a combination of all of these programs, in what is called a **financial aid package**. Student eligibility for these programs is based on completion and submission of the form(s) described in the **How to Apply** section. Since awards are not automatically renewable, students must reapply each year.

Federal loan programs are applied to the student's account with the University in equal disbursements per term based on the loan period and the student's entrance date.

Federal Pell Grant

The Federal Pell Grant is a federally funded entitlement program to assist needy undergraduate students. Eligibility for these grants is determined by the U.S. Department of Education based on the information provided on the FAFSA. Pell recipients can have a less than half-time status. Students with a previous bachelor's degree are not eligible for a Federal Pell Grant.

Federal Supplemental Educational Opportunity Grant (SEOG)

This federally funded program provides financial assistance to students who demonstrate exceptional financial need. The amount of the

award is based on need and the availability of funds. Students with a previous bachelor's degree are not eligible for a Federal Supplemental Educational Opportunity Grant.

Federal Work-Study Program

Federal Work-Study is a federally funded program that provides part-time employment to students with financial need. Positions are available throughout the University.

Work-study gives students the opportunity to earn money to help pay their educational expenses. Students are paid at an hourly rate for actual hours worked. The amount earned cannot exceed the total work-study award. Work-study funds are paid biweekly directly to the student; therefore, funds will not be applied to the student's account unless arrangements are made with the Student Financial Services Office.

Federal Perkins Loan

This low-interest loan is funded by the federal government and administered directly by the University. The amount of the loan is based on need and the availability of funds.

Students must begin to repay this loan nine months after they leave college or drop below half-time status. The repayment of principal and interest may be extended over a 10-year period. The amount of each payment depends upon the amount of the student's debt and the length of the student's repayment period, but the student must pay a minimum of \$40 per month.

Federal Subsidized Stafford Loan

This loan program provides low-interest loans to students who demonstrate financial need. A Master Promissory Note for these loans will be mailed to all eligible students with their Financial Aid Award by the Student Financial Services Office or may be obtained from the student's local lending institution. Students may borrow up to a maximum of \$2,625 per academic year for the first year of undergraduate study, \$3,500 for the second year and \$5,500 per year for the third and fourth year. Students must begin repayment six months after they leave the University or drop below

half-time status, and the student's payment will be a minimum of \$50 per month, per loan. The amount of the student's monthly payment will be based upon the amount of the student's debt and the length of the repayment period.

Federal Unsubsidized Stafford Loan

This loan program provides low-interest loans to students who demonstrate little or no "financial need." The terms and loan limits are the same as for the Federal Subsidized Stafford Loan except that the Federal government does not pay interest on the borrower's behalf while the borrower is enrolled in school. During that time, the student borrower can choose either to make quarterly interest payments or to "capitalize" interest. Capitalizing interest means the lender will add interest accrued to the principal balance. This will eliminate the need for interest payments while in school.

Independent students are also eligible to borrow Federal Unsubsidized Stafford Loans. Students may borrow up to a maximum of \$4,000 per academic year for the first and second years, and \$5,000 per year for the third and fourth years. These amounts are in addition to the Federal Subsidized/Unsubsidized Loan amounts discussed previously.

The Federal Parent Loan Program for Undergraduate Students (PLUS)

The Federal PLUS Program provides loans to parents of dependent students to attend college. PLUS borrowers do not have to demonstrate need, but are subject to a credit analysis by the lending institution. Repayment of this loan must begin within 30 days of the time the loan is fully disbursed. The borrowing limit is the total cost of attendance minus any financial aid being received.

Applications for these loans are available from the Student Financial Services Office or the student's local lending institution.

Johnson & Wales Grant

This grant is awarded to students based on the annual financial aid awarding process and the student's financial need.

Johnson & Wales Achievement Loan

This low-interest loan is funded and administered by the University, and awarded based on the student's financial need. There is partial or full forgiveness on loans for students based on GPA and degree achieved.

FINANCIAL ASSISTANCE, SCHOLARSHIPS AND WORK PROGRAMS

Johnson & Wales University expects to award \$45 million in institutional aid to students this year. Awards range from \$300 to full tuition. Scholarships, grants, loans and work programs awarded depend on the University budget, and are dependent on students meeting program eligibility requirements. Scholarship funds are applied to the student's account with the University in three equal disbursements by term (e.g., a \$3,000 Presidential Academic Scholarship recipient would receive \$1,000 per term).

These programs are available only to full-time, undergraduate, day school students during the academic year and are not available during the summer term. Most scholarships are renewable for up to four consecutive years of enrollment.

For many of the programs listed, a minimum grade point average is required for continued eligibility. Scholarships and grants are not awarded based on athletic ability or participation.

Johnson & Wales University has adopted an institutional policy whereby the total of all University funded or administered monies awarded to a single student may not exceed a specified dollar amount during an academic year. This amount is determined prior to each year's financial aid awarding process. For more information, contact the Admissions or Student Financial Services offices.

Alpha Beta Gamma (National Honor Society)

Scholarship: A scholarship worth up to \$10,000 is awarded to outstanding transfer students who are members of Alpha Beta Gamma. The application for this scholarship is the application for admission to the University.

Business Professionals of America (BPA)

Scholarship: The University offers a number of BPA scholarships ranging from \$500 up to full tuition. Awards are based on BPA activities, a letter of recommendation from the BPA advisor and academic record. Applications are available from J&W's National Student Organizations Office. The application deadline is February 1, prior to enrollment. This scholarship is renewable based on continued involvement in and support of BPA.

Career Explorations Scholarship: This is a non-renewable scholarship worth up to \$500 for high school students who attend the Career Explorations program. The application deadline is March 1.

Career through Culinary Arts Programs

(C-CAP): The University awards these scholarships to incoming students who participate in C-CAP's competition events. Applications are available through C-CAP. All documentation must be submitted to C-CAP and all finalists are selected by C-CAP. Scholarships awarded are worth up to \$10,000.

Catholic Youth Organization/Youth Ministry (CYO) Scholarship

A non-renewable scholarship of up to \$1,000 is available to incoming students who are involved with CYO and active in leadership programs such as Search for Maturity and Peer Ministry. The application is available at the Admissions Office and is due by February 1.

Chancellor Scholarship: The University awards this scholarship, valued up to \$10,000, to incoming students who demonstrate outstanding academic achievement in high school and are accepted to the Honors Program. The scholarship is renewable for up to four years if the student maintains a 3.4 GPA and remains in the Honors Track.

Collegiate Academic Scholarship: A number of scholarships worth up to \$5,000 are awarded based on high school academic record and choice of J&W major.

Community Leadership Scholarship:

Johnson & Wales awards a scholarship of up to \$2,000 to incoming students with a good academic record and a minimum of one year's involvement in community service.

DECA (an Association of Marketing Students)

Scholarship: The University awards a number of DECA scholarships ranging from \$500 up to full tuition. Awards are based on DECA activities, a letter of recommendation from the DECA advisor and academic record. Applications are available from J&W's National Student Organizations Office.

The application deadline is February 1, prior to enrollment. This scholarship is renewable based on continued involvement in and support of DECA.

Distinguished Visiting Professor Scholarships:

The School of Arts & Sciences, The Hospitality College and College of Business offer this tuition scholarship of up to \$2,000 to enrolled hospitality and business students based upon academic standing and faculty recommendation. Financial need is considered. The scholarship is renewable for up to two years.

Employee Tuition Scholarship: This scholarship is awarded based on institutional policy, with qualifying criteria stated in the Johnson & Wales employee handbook. Applications are available at the Payroll/Personnel Department; a new application is required each year.

Faculty Scholarship: Johnson & Wales University awards a number of scholarships to upperclass students, based upon merit and GPA. These non-renewable awards range up to the amount of one term's tuition, which is distributed over three terms.

Family, Career and Community Leaders of America (FCCLA) Scholarship: The University awards a number of FCCLA (formerly FHA-HERO) scholarships ranging from \$500 up to full tuition. Awards are based on FCCLA activities, a letter of recommendation from the FCCLA advisor and academic record. Applications are available from J&W's National

Student Organizations Office. The application deadline is February 1, prior to enrollment. It is renewable based on continued involvement in and support of FCCLA activities.

Family Scholarship: If two or more members of your family are simultaneously enrolled in full-time, day school degree or certificate programs at Johnson & Wales University, each enrolled student is granted a University grant (up to \$1,000) per academic year (September–May). For more information, contact the Student Financial Services Office.

Future Business Leaders of America (FBLA)

Scholarships: The University awards a number of FBLA scholarships ranging from \$500 up to full tuition. Awards are based on FBLA activities, a letter of recommendation from the FBLA advisor and academic record. Applications are available from J&W's National Student Organizations Office. The application deadline is February 1, prior to your enrollment. It is renewable based on continued involvement in and support of FBLA.

Future Farmers of America (FFA):

Johnson & Wales University awards a number of FFA scholarships ranging from \$500 up to full tuition. Awards are based on FFA activities, a letter of recommendation from the FFA advisor and academic record. Applications are available from J&W's National Student Organizations Office. The application deadline is February 1, prior to enrollment. The scholarship is renewable based on continued involvement in and support of FFA.

Gaebel Eagle Scout Award: A number of non-renewable grants of up to \$1,000 are available to entering freshmen who have achieved the rank of Eagle Scout in the Boy Scouts of America and have also received their religion award. Applications are available from J&W's National Student Organizations Office and are due by February 1, prior to enrollment.

Hospitality Scholarship: The University awards this scholarship of up to \$10,000 to outstanding students who are accepted into the Hospitality program.

Junior Achievement (JA): The University offers a number of JA scholarships ranging from \$500 up to full tuition. Awards are based on JA activities, a letter of recommendation from the JA advisor and academic record. Applications are available from J&W's National Student Organizations Office. The application deadline is February 1, prior to enrollment. This scholarship is renewable based on continued involvement in and support of JA activities.

Lodging Management Scholarship:

This scholarship is for students who have participated in the Lodging Management program sponsored by the Educational Institute of the American Hotel & Lodging Association. The University awards \$1,000 to students who have participated in the Lodging Management program for one year, or \$2,000 to students who have completed two years in the program. Applications are available from the J&W Admissions or National Student Organizations Office. The deadline for application is March 1, prior to enrollment.

National High School Recipe Contest:

This annual contest is Johnson & Wales' search for the best young chefs. Winners will receive tuition scholarships ranging from \$500 up to full tuition. Applications are available from the Admissions Office.

Outstanding Student Leader of the Year

Competition: This annual contest is Johnson & Wales' search for the best young student leaders. Winners will receive tuition scholarships ranging from \$500 up to full tuition. Applications are available from the Admissions Office.

Phi Theta Kappa (National Honor Society)

Scholarship: A scholarship of up to \$10,000 is awarded to outstanding transfer students who are members of Phi Theta Kappa. The application for this scholarship is the application for admission to the University.

Presidential Academic Scholarships:

J&W awards Academic Scholarships to incoming students who are in the top 25% of their class and who demonstrate academic

excellence. Awards range from \$2,500 to \$5,000 per year and are renewable provided the recipient's GPA does not fall below 2.75.

Pro-Start Scholarship: J&W awards a \$1,000 per-year-of-participation scholarship to students in the Pro-Start program. The maximum awarded is \$2,000 for which the student must also have received the Pro-Start certification. Applications are available from the J&W Admissions or National Student Organizations Office. The deadline for application is March 1, prior to enrollment.

SkillsUSA–VICA: The University awards a number of SkillsUSA–VICA scholarships ranging from \$500 up to full tuition. Awards are based on SkillsUSA–VICA activities, a letter of recommendation from the SkillsUSA–VICA advisor and academic record. Applications are available from J&W's National Student Organizations Office. The application deadline is February 1, prior to enrollment. This scholarship is renewable based on continued involvement in and support of SkillsUSA–VICA activities.

Technology Students Association (TSA)

Scholarships: The University awards a number of TSA scholarships ranging from \$500 up to full tuition. Awards are based on TSA activities, a letter of recommendation from the TSA advisor and academic record. Applications are available from J&W's National Student Organizations Office. The application deadline is February 1, prior to enrollment. These scholarships are renewable based on continued involvement in and support of TSA activities.

Transfer Scholarship: An unlimited number of transfer scholarships, worth up to \$5,000, are awarded to students who plan to continue their education at Johnson & Wales in an associate or bachelor's degree program. Students must have completed 30 semester hours at another institution and maintained a minimum 3.0 cumulative average. The scholarship application is the application for admission to the University.

Travel Scholarship: This scholarship, valued at up to \$10,000 per year, is awarded to outstanding freshmen who are accepted into the Travel-Tourism program.

Tuition Exchange Scholarship: This scholarship is awarded to students who meet the qualifications of both Johnson & Wales and the participating exchange college or university. Applications are available at the participating institution. This award is up to full tuition.

FUNDED SCHOLARSHIPS

Johnson & Wales University administers many scholarships and grants which are funded by businesses, individuals and professional organizations. In many cases, students must have completed at least one term of enrollment at Johnson & Wales to be considered. The application for these scholarships is the General Scholarship Application, available in the Student Financial Services Office. The following is a partial listing of the scholarship programs:

Distinguished Visiting Chef Scholarship:

Advanced Standing Culinary Arts and Baking & Pastry Arts students are eligible to receive this scholarship, valued up to \$2,000, based on academic records and involvement in the food service industry, including past employment and any culinary awards received. The scholarship is renewable for up to two years.

Ellsworth M. Statler Scholarship:

This scholarship is awarded to Hospitality and Culinary Arts students, with preference given to New York residents. Applications are available at the Student Financial Services Office. The application deadline is August 31. Awards range from \$500 to \$2,000 based on residence. This award is renewable by maintaining satisfactory academic progress.

Summer Work Experience Program (SWEP)

Scholarship: Students who successfully complete the SWEP program are awarded a non-renewable scholarship worth up to \$1,000. For more information, contact the Career Development Office.

SYSCO and Premier Suppliers Partners in

Career Education Scholarship: Up to 50 scholarships are awarded to children of current employees of participating SYSCO and Premier Suppliers annually through the SYSCO and Premier Suppliers Partners in Career Education Scholarship Program. Each scholarship is valued up to \$10,000 per year.

To be eligible, the student must be accepted to J&W, be currently enrolled in their senior year of high school, or be attending another college or university with the intention of transferring to J&W. Students must also complete the Career Education Scholarship Program Application by June 1, prior to the intended enrollment year. The application must include official grades.

Applications are available in the Admissions Office, as well as the human resources office at any participating SYSCO/Premier Supplier Employer.

OUTSIDE SCHOLARSHIPS

There are many other potential scholarship sources that students should consider to help finance their education. Students should complete a Johnson & Wales University Profile for Scholarship Eligibility form, available in the Student Financial Services Office, to determine eligibility for scholarships listed on our outside scholarship database. Also, students should contact the Higher Education Assistance Agency in their home states for information about the possibility of state grants or scholarships. Scholarship aid is often available from high school and community organizations with which students or their parent(s) may be affiliated. Local libraries are an excellent resource for finding information on scholarships from organizations throughout the United States. There are also a number of Web sites available to assist students in the scholarship search. Many companies provide scholarship aid for children of their employees, while others provide aid directly to students who work for them part-time while in school.

State Grants/Scholarships: In addition, students from the following states may be eligible for state grant money:

Delaware
Rhode Island
Vermont

Contact the Higher Education Authority in your home state for more information.

Dollars for Scholars: Johnson & Wales University will match scholarship awards made to entering students by affiliated Dollars for Scholars chapters of the Citizens Scholarship Foundation of America.

The Educational Foundation of the National Restaurant Association: The Educational Foundation administers approximately 150 scholarships, ranging from \$750 to \$2,000, with one \$10,000 tuition-only award. These scholarships are awarded to qualified undergraduate students of food service/hospitality management. Eligibility requirements include full-time status for each term in a degree-granting program starting with the fall term, attendance at one college or university for a full academic year starting with the fall term, and interest in food service as demonstrated through industry work experience. A completed application package must be received by March 1. For more information, please contact the Educational Foundation at 250 South Wacker Dr., Suite 1400, Chicago, IL 60606-5834; (312) 715-1010.

International Association of Culinary Professionals Foundation (IACP) Scholarship: The IACP Foundation awards one \$2,500 scholarship per campus, which is matched by Johnson & Wales. All criteria are determined by IACP. Applications are available through IACP and are due by December 1.

South Carolina Legislative Future Excellence Scholarship (LIFE): This scholarship is awarded to a resident of South Carolina and graduate of a South Carolina high school who meets at least two (2) of the following criteria: 3.0 cumulative GPA on a 4.0 scale, top 30% of his/her graduating class or an SAT score of 1100 (or ACT score of 24). No application is necessary; recipients are chosen based on meeting eligibility requirements. This award can be up to \$3,000, and is renewable based on meeting the eligibility criteria.

WORK PROGRAMS

Resident Assistant Program:

Selection for this program is based on academic performance, leadership ability and community involvement. An application and a resumé are required. Applications are available from the Office of Residential Life. Students must possess a GPA of 2.75 or higher to be eligible. Scholarships can be awarded up to \$8,400 annually.

Student Assistant Employment Program:

Selection for this program is based on strong academic performance along with the necessary skills. No application is necessary, but a resumé is requested by the hiring department for consideration. Some students are eligible for a scholarship worth up to \$2,400. It is renewable based on annual employee performance and maintaining a 2.50 GPA.

Teaching Assistant/Fellowship Program:

Selection for this program is based on strong academic performance and successful completion of the internship/externship. Applications are available at the Culinary Administration Office. Awards range from \$2,400 up to \$4,800 and are renewable based on annual employee performance and maintaining a 2.75 GPA.

Academic Information

CLASS SCHEDULES

Classes for students enrolled in Hospitality and Culinary Arts programs are generally scheduled four days per week, Monday through Thursday. The typical schedule for all Hospitality students and for Culinary Arts students not taking labs is three or four courses per term.

When certain Monday holidays are observed and classes are canceled, make-up classes will be held on Fridays. Final examinations each term may also be held on Fridays.

CLASS SIZE

The average student-teacher ratio in academic classes is 28-to-1. The average student-teacher ratio in culinary lab classes is 18-to-1.

SUMMER SESSIONS

Summer session courses are offered by the University. The scheduling of individual courses, however, is not guaranteed, but is dependent upon student interest and enrollment. As a result, summer completion cannot be guaranteed.

Students matriculating at Johnson & Wales University are not granted credit for summer-session courses taken at other institutions, unless prior permission has been granted by the registrar.

COURSES TAKEN AT OTHER INSTITUTIONS

Undergraduate students requesting to take courses at another institution must submit their requests in writing to obtain prior written approval from the University Registrar. The following guidelines must be met:

- The student must have an overall grade point average above 2.75.
- There is a limit of two courses which may be taken during enrollment at the University.
- The course(s) must not be in the major field.
- The student may not have taken the

course(s) previously at the University and received a grade of "F," "NC," "W," "WP," "I" or "GP."

- Courses cannot be taken locally unless J&W does not expect to offer the class before the student's anticipated graduation date.

Students must submit a letter (which may be sent by fax or e-mail) which includes their ID number, descriptions of the courses they desire to take at another institution, the name of the institution, and any other pertinent details of their situation.

ATTENDANCE

Students are expected to attend every meeting of every class in which they are enrolled. The maximum number of absences for valid reasons is based on the quarter credit hours for the course, with the exception of experiential education assignments and laboratories, which have their own specific attendance criteria. Absences beyond the stated maximum for each course may jeopardize academic standing.

The Director of the Learning Center should be notified immediately of any necessary prolonged absences. The Student Handbook contains rules and regulations for frequent or prolonged absences from class. Students are expected to familiarize themselves with attendance requirements outlined in the **Student Handbook**.

GRADING SYSTEM

The grading system is as follows:

Letter Grade	Grade Range	Quality Points
A+	95–100	4.00
A	90–94	4.00
B+	85–89	3.50
B	80–84	3.00
C+	75–79	2.50
C	70–74	2.00
D+	65–69	1.50
D	60–64	1.00
F	0–59	0.00
W	Withdrawal	0.00
W/P	Withdrawal/Pass	0.00
I	Incomplete	
P	Proficiency	

AU	Audit
NC	No Credit
GP	Grade Pending
CX	Credit by Examination
S	Satisfactory
U	Unsatisfactory
PL	Prior Learning Credit

NOTE: Not all grades apply at all campuses.

Grade reports are issued upon completion of each term. A summary of the student's attendance record is included in each grade report.

Any student receiving a grade of Incomplete must initiate arrangements with instructors to make up the required work within two weeks of the close of the term. Failure to do so will result in a failing grade for the course.

Failure (F)

"Failure" grades are issued to students who have maintained required attendance, but fail to achieve adequate scholastic progress. Upon successful completion of the course at a later date, the cumulative average is adjusted to reflect only the passing grade.

Withdrawal (W)

A Withdrawal is the punitive grade issued to students who are not eligible for a W/P grade and who withdraw or are withdrawn from any scheduled course after the official withdrawal period of the college or school, or who withdraw from the University after the official mid-term date. This is a failing grade and is entered into the cumulative average. Upon the successful completion of the course at a later date, the cumulative average will reflect both the grade of "W" and the new grade.

Whenever a student withdraws from a course after the official withdrawal period, the course will be calculated as a course attempted for purposes of determining satisfactory academic progress.

Withdrawal/Pass (W/P)

Withdrawal/Pass is issued to eligible students who withdraw (or are withdrawn for excessive absences) from any scheduled course after the official withdrawal period of the school or college, or who withdraw from the University after the official mid-term date for reasons other than extenuating. The W/P grade is not

available for practicum courses, internships, externships or career co-ops. To be eligible for a W/P in a particular course, the student may not have a grade of D+ or lower in the course and the student must otherwise be in good standing. Upon the successful completion of the course at a later date, the cumulative average will reflect only the new grade. Credits associated with W/P will count as credits attempted in the term and credit compliance calculations. (Please note: Graduate school students are not eligible for W/P grades.)

Incomplete (I)

"Incompletes" or "I" grades are issued to students if they are unable to complete course requirements because of authorized absence (i.e., service commitment or illness). The outstanding work must be completed within two weeks of the exam class day (in Business/Hospitality or Technology classes or in an academic class in the College of Culinary Arts) or within six scheduled class days after the last class day (in a laboratory class in the College of Culinary Arts), or the grade will automatically become an "F" and the grade will be included in the grade point average.

Proficiency Credit (P)

Proficiency Credit is issued to students who have proven proficiency in a given subject area. This grade is not calculated into the cumulative average.

Audit (AU)

Audits are issued to students who are permitted to "sit in" on a class for review purposes. A grade is not issued and the cumulative average is not affected.

No Credit (NC)

Non-punitive designation is issued to a student who has been authorized to withdraw from class or the University due to extenuating circumstances or a withdrawal from the University prior to midterm. A "No Credit" is not calculated into the cumulative average.

Grade Pending (GP)

A GP is issued as a temporary grade pending the completion of the course requirements. A Grade Pending is not calculated into the cumulative average and is generally used under extenuating circumstances.

Credit by Examination (CX)

“Credit by Examination” grades are issued to students who have passed a departmental exam for specifically designated course(s) within a department.

Satisfactory/Unsatisfactory (S/U)

A Satisfactory/Unsatisfactory grade will be assigned to determine the successful completion of the Feinstein Enriching America Program or a certification exam.

Prior Learning (PL)

Prior Learning credit is issued to students who have demonstrated knowledge or skills they have mastered outside the classroom through a Portfolio Assessment.

For further information on the grading system, consult the current **Student Handbook**.

TRANSCRIPTS

A transcript is a representation of a student’s entire academic record while at Johnson & Wales. The University employs two types of transcripts: academic and performance. An academic transcript reflects a student’s unabridged academic history at the institution; including all letter grades. A performance transcript identifies the practical skills associated with a student’s academic coursework. Skills are graded as developing, validated, mastered or not tested. The purpose of a performance transcript is to better represent the practical skills obtained by the student.

Official transcripts may be released for a fee and only upon written request of the student; this is done in accordance with the Family Educational Rights and Privacy Act (FERPA). In addition, an official transcript will not be released if a student is not current in all financial obligations to the University. Official transcripts are printed on official paper, imprinted with the University seal, and then placed in sealed envelopes issued directly to the student or authorized designee. The fee for each undergraduate, graduate and doctoral official transcript is \$2.

Unofficial transcripts are free of charge. Likewise, they require a student’s written release. Inactive students must be current in all financial obligations before any transcript is released. Active students, however, may print copies of their unofficial transcripts at self-service terminals located at Student Academic Services.

Transcript requests may be made in person, in writing or by fax to Student Academic Services. Inactive students request transcripts through Inactive Records. Official transcripts may be mailed or held for pickup by the student. Processing takes two to three business days; official transcripts will not be furnished without payment (by cash, check, or money order). Upon a student’s explicit, written request, the University will fax an unofficial transcript. Faxed transcripts are never official.

SATISFACTORY ACADEMIC PROGRESS

A student must meet the following standards of academic achievement and successful completion of a prescribed sequence of study while enrolled at Johnson & Wales. Johnson & Wales requires that all courses be successfully completed in order to graduate.

MAXIMUM PROGRAM LENGTH

A student must complete the entire two-academic-year program (A.A.S. degree) in no more than three academic years (nine terms). Failure to complete the A.A.S. degree in nine terms will result in forfeiture of the A.A.S. degree. A student must complete the entire four-academic-year program (B.S. degree) in no more than six academic years (18 terms). Failure to complete the program during the allotted time period will result in the dismissal of the student from the institution.

MINIMUM ACADEMIC ACHIEVEMENT

A student must achieve the following grade point averages (GPAs) at the specified evaluation points in order to remain enrolled as a regular student. The evaluation points reflect a sliding scale leading to the 2.00 GPA required for graduation. All students are evaluated at the end of each term. A student

is placed on academic probation if the student's GPA falls below 2.00, but above the minimum termination GPA. Minimum termination GPAs and evaluation points are as follows:

A.A.S. DEGREE	GPA
End of first term	1.00**
End of 2 terms	1.25
End of first academic year (3 terms)	1.50
End of 4 terms (50% of maximum program length)	1.60*
End of second academic year (6 terms: 75% of maximum program length)	1.75*
End of 8 terms	1.85
End of 9 terms: graduation	2.00*

B.S. DEGREE	GPA
End of first academic year (3 terms)	1.50
End of 4 terms	1.60
End of second academic year	1.75*
End of 9 terms (50% of maximum program length)	1.80
End of 13 terms (75% of maximum program length)	1.85*
End of 18 terms: graduation	2.00*

**Required mandatory dismissal by federal law
**Immediate academic suspension*

SUCCESSFUL COURSE COMPLETION

Johnson & Wales University requires that all courses be successfully completed in order to graduate. A student must successfully complete the following percentages of the courses required for the program in order to remain enrolled as a regular student. Where appropriate, adjustments will be made if a student is matriculating as less than a full-time student. The evaluations occur at the points indicated:

Minimal Successful Course Completion	% Courses Attempted
A.A.S. DEGREE	
End of 2 terms	55% +
End of 4 terms	60%++
End of 9 terms	100%++

B.S. DEGREE

End of first academic year	19% +
End of 4 terms	25% +
End of second academic year	55% +
End of 9 terms	60%++
End of 13 terms	65%++
End of 18 terms: graduation	100%++

*+Student may be put on academic probation.
++Failure to meet standard will result in academic
dismissal.*

ACADEMIC PROBATION

Even though a student exceeds the minimum standards for academic achievement and successful course completion described above, the student will be placed on academic probation if the student's GPA or successful course completion rate at the evaluation point and at the end of each term is less than that required for graduation. All students placed on academic probation will be counselled by their academic counselor and offered tutoring. While on academic probation, a student is eligible for financial aid.

During the time of academic probation, the student's progress is monitored by the Committee on Academic Standing, which will determine whether to impose academic suspension if satisfactory progress is not made.

Students on probation who achieve 2.00 or above will be returned to nonprobationary status.

SUSPENSION

Students may be suspended if they do not meet Satisfactory Academic Progress. During the suspension period, the student will not be allowed to matriculate and is expected to work on academic deficiencies. To reinstate, students must provide documentation of academic improvement.

CONTINUATION AS A NON-REGULAR STUDENT

If a student fails at any evaluation point to meet either the minimum academic achievement or successful course completion standards described above, the student may no longer continue at Johnson & Wales University as a regular student and is no longer eligible for federal and state student aid.

However, with approval by the Director of the Learning Center, the student may continue as a non-regular student for a period of time not greater than one term and will not be eligible for federal and state student aid in order to retake courses or to practice skills at which the student was previously unsuccessful. During the period (not greater than one term) the student will be charged tuition consistent with stated tuition and fees.

REINSTATEMENT AS A REGULAR STUDENT

If a student demonstrates that he/she is academically and motivationally prepared to continue in the program after retaking courses or practicing skills as a non-regular student for a period not greater than one term, the student may be reinstated as a regular student including eligibility for federal and state student aid. The Director of the Learning Center must approve reinstatement based on evaluations made by instructors and academic counselors familiar with the student's work. If reinstated as a regular student, the student will be placed on probation for at least one term.

Students who are academically dismissed before completing an A.A.S. degree may apply for reinstatement after earning an associate degree at an accredited post-secondary institution. A minimum of one term must pass between dismissal and reinstatement to a regular student status under this circumstance. If reinstated as a regular student, the student will be placed on probation for at least one term.

COURSE REPETITIONS AND INCOMPLETES

Grades earned or skills developed as a regular student or during the continuation period as a non-regular student may be substituted for the previous course failures in the calculation of the student's grade point average. The repeated course will be calculated as a course attempted for purposes of determining satisfactory progress. Under no circumstances may the student extend as a regular student beyond one-and-one-half times the normal program length in order to complete the program.

MITIGATING CIRCUMSTANCES

The Committee on Academic Standing may grant leaves of absence and/or waive interim satisfactory standards for circumstances of poor health, family crisis, or other significant occurrences beyond the control of the student. Documentation of the mitigating event and demonstration by the student of the adverse impact on the student's satisfactory progress must be provided.

APPLICATION OF STANDARDS

These satisfactory progress standards apply to all students, part-time or full-time, enrolled in the standard program. Satisfactory progress standards do not apply while the student is in a non-regular student status.

ACADEMIC APPEAL PROCEDURE

Any appeals of the decision of the Committee on Academic Standing must be made to the Director of the Learning Center. Appeals must be submitted in writing within seven days of notification. The Director of the Learning Center will consider the appeal. All decisions of the appeals committee will be final.

LEAVES OF ABSENCE

Time for an approved leave of absence will not be included in the calculation of a student's maximum program length.

PASS/FAIL

Johnson & Wales University does not offer courses on a pass/fail basis.

REMEDIAL COURSES

Remedial courses are not included in a student's program of study and therefore will not affect satisfactory progress or GPA.

UNIT OF CREDIT

The University measures satisfactory academic progress using the quarter credit hour system. One quarter credit hour equals 10 classroom hours of instruction, 20 hours of laboratory work, or 30 hours of experiential education.

RESIDENCY REQUIREMENT

Candidates for the associate degree must earn their final 31.5 quarter hours of credit as enrolled students, half of which must be in the major area of study. Candidates for the Bachelor of Science Degree must earn their final 45 quarter hours of credit as enrolled students, of which 22.5 quarter hours' credit must be in the major area of concentration.

GRADUATION REQUIREMENTS

Graduation requires successful completion of a prescribed sequence of study and a minimum grade point average of 2.00. The Committee on Academic Standing reviews all students each term for cumulative as well as term grade point averages.

Additionally, students enrolled in the College of Culinary Arts and The Hospitality College, who are required to take Sanitation Management (FM1060), must pass the National Restaurant Association's sanitation exam with a 75% or higher to fulfill graduation requirements.

All associate level degrees require the completion of a minimum of 90 quarter credits. All bachelor level degrees require a minimum of an additional ninety (90) quarter credits, for a total 180 quarter credits. While most major programs have variations that require slightly more quarter credits for completion, no program requires fewer than the 90/180 quarter credit minimum.

All students must be current in all financial obligations to the University, including tuition, fees and other expenses, before a diploma will be issued.

Permission to participate in commencement exercises does not imply that graduation requirements have been met.

HONORS

At commencement exercises, eligible degree candidates receive *cum laude*, *magna cum laude* and *summa cum laude* recognition

according to their academic average. Students with the designated honors will receive honors as follows: *cum laude*, 3.40– 3.60; *magna cum laude*, 3.61–3.80; and *summa cum laude*, 3.81–4.00.

TRANSFER & CAREER PREREQUISITES

Students who intend to transfer to other colleges or enroll in graduate schools must determine the requirements of those institutions and plan their programs of study accordingly. Johnson & Wales University at Charleston makes no claim or guarantee for transfer credit to other academic institutions. Similarly, students who intend to take state or foreign business, trade or professional licensing examinations should determine the prerequisites of those jurisdictions prior to selecting programs of study.

DEAN'S LIST

In recognition of scholastic achievement, full-time students (carrying a minimum of 12 quarter credit hours) at Johnson & Wales University who have achieved a term index of 3.40 or above receive Dean's List commendation.

ACADEMIC HONOR SOCIETIES

The **Silver Key Honor Society** recognizes full-time associate degree candidates who have achieved a 3.60 cumulative average for their first three terms of study.

The **Golden Quill Honor Society** recognizes full-time bachelor of science degree candidates who have achieved a 3.60 cumulative average for their first three terms of baccalaureate study.

Alpha Beta Kappa is a national honor society which recognizes superior student academic achievement, character and leadership. The society may also elect a limited number of faculty, staff and alumni as honorary members.

Special Honors And Rewards Program (SHARP)

SHARP is an honors program designed for qualified undergraduate students who wish to accelerate their programs to complete degree requirements in less than the normally required time. This is accomplished by increasing the student's course load each term as scheduling permits. SHARP results in savings of time and expenses for eligible students. Day division students accepted into SHARP may schedule for up to 25.0 credits with no additional fees. Continuing Education students accepted into SHARP may schedule for up to 19.5 credits. Interested students must complete a SHARP application, returning the completed form to their campus Student Academic Services Office.

The following students are eligible for SHARP:

1. Incoming freshmen who are honors graduates of approved secondary schools, have been elected to their state or national honor society, or have maintained a minimum cumulative GPA of 3.0
2. Students at Johnson & Wales who have maintained a 3.40 cumulative GPA for each term after the completion of their first term of full-time regular matriculation
3. New transfer students who maintained full-time enrollment at a previous institution and each term earned a cumulative GPA equivalent to Dean's List status for that institution

If a student does not exercise this option, SHARP eligibility may continue provided that the student maintains continuous full-time matriculation while maintaining a cumulative 3.40 GPA after all terms. The benefits provided by SHARP are not applicable during the summer sessions, during full-time practicum or internship terms, for independent studies, or for an additional culinary laboratory class. Preferred scheduling and graduation acceleration are not guaranteed. Upon acceptance into SHARP, it is the student's responsibility to contact Student

Academic Services concerning the scheduling of additional credits. SHARP students eligible to self-schedule will be able to schedule their additional credits via the telephone scheduling system.

If at any time during a matriculation period the student's cumulative GPA falls below the minimum 3.40 requirement, the student is no longer eligible for SHARP and is dropped from the program permanently. If additional credits are scheduled, Student Academic Services will adjust the student's schedule as necessary. Students who have been denied or dropped from SHARP may not reapply.

ACADEMIC FUNCTIONS

Orientation for all new students is held each term before the start of classes. Activities include registration, academic orientation, social activities, distribution of photo identification cards, and meetings with administration, faculty and residence hall representatives. Orientation also includes placement testing.

Student Recognition Night is held annually each spring to honor students who have displayed a high level of performance in academic achievement or in service to the University.

Commencement is held annually at the end of the academic year. At these exercises, degree candidates are recognized. Participation in commencement exercises does not imply that graduation requirements are met.

AWARDS

Johnson & Wales University recognizes superior academic achievement and outstanding contributions in extracurricular activities by granting awards including:

The **President's Award** is awarded to a fourth-year student who has performed in an outstanding capacity in academic pursuits, has displayed leadership in extracurricular activities and has shown purposefulness, cooperation and strong college spirit.

The **Trustees' Awards**, in memory of the faithful service to the University of trustees Rhode Island Governor Christopher Del Sesto and Dr. Anthony Kemalian, are given to the students who have made the greatest contributions in service to the University.

Academic Performance Awards recognize the graduating students in associate and baccalaureate degree programs who have achieved the highest academic average.

The **Alumni Award** is given to the individual whose activities have enhanced the reputation of Johnson & Wales University.

The **Apprenti Cuisinier Awards** are given to second-year Culinary Arts students in recognition of achievement in a particular area of cooking. One award is made in each of the following categories: Classical Cookery, International Cookery, Garde Manger and Classical Pastry.

Outstanding Johnson & Wales University students are nominated to the national publications, **Who's Who Among Students in American Junior Colleges** and **Who's Who Among Students in American Colleges and Universities**, on the basis of academic achievement and leadership in extracurricular University and community activities.

NOTICE OF NONDISCRIMINATION

Johnson & Wales University does not discriminate unlawfully on the basis of race, religion, color, national origin, age, sex, sexual orientation, or disability, in admission to, access to, treatment of, or employment in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Compliance Officer, 8 Abbott Park Place, Providence, RI 02903, (401) 598-1423. Inquiries concerning the application of nondiscrimination policies may also be referred to the Regional Director, Office for Civil Rights, Region 4, U.S. Department of Education, P.O. Box 2048, 04-3010, Atlanta, GA 30301-2048.

(The term "sexual orientation" shall mean and be limited to having an orientation for or being identified as having an orientation for heterosexuality, bisexuality, or homosexuality. This Nondiscrimination Notice shall not be interpreted to prohibit Johnson & Wales University from maintaining separate facilities, sports teams, housing, university-based social fraternities and sororities, and other programs and facilities, for males and females, in accordance with the provisions of Section 16-38-1.1 of the General Laws of Rhode Island, as the same may be amended from time to time. With respect to insurance benefits, housing and other benefits that are based on documentable, legal, marital relationships, unmarried persons, whether heterosexual, bisexual, or homosexual, who are not legally married, shall not be eligible for such benefits.)

Student Services

CAREER DEVELOPMENT

The Career Development Office provides you with career guidance and employment information, including counseling and instruction in the techniques of resume preparation, job application and interviews.

Part-time, summer and permanent employment opportunities are posted in the Office and on the University's e-recruiting system. Although the securing of positions cannot be guaranteed, every effort is made to assist you in obtaining desirable employment.

Career Conference is an annual event for the entire student body. Participating employers speak with students about the various career opportunities within their companies and industries.

Each year, numerous companies from throughout the U.S. visit the campus to recruit students. Printed interview schedules are available to students.

Ninety-eight percent of Johnson & Wales graduates from the 50 states seeking employment within 60 days of graduation are employed within that time.

All graduating students must complete a final exit interview with the Career Development Office and submit a signed Pre-Graduation Placement Survey prior to their graduation from the University in order to receive their diploma.

THE LEARNING CENTER

The Learning Center is situated on the third floor in the main campus building of Johnson & Wales University. The centralized location of the office affords ease of access to all students of the University.

The Learning Center offers a variety of services, including:

- Academic counseling
- Special needs programs
- Individual and group tutorial assistance
- Skill enhancement workshops
- Math placement testing
- CLEP and Challenge exams
- Educational testing

ACADEMIC COUNSELING

The Learning Center counselors are dedicated to student development and assisting students in setting and achieving academic goals. Counselors can lend support with academic concerns ranging from improving in-class learning strategies to identifying special learning needs. They also work closely with conditionally or probationary admitted students to assure success after admission.

The Learning Center counselors review students' grades to ensure early identification of academic trouble and to place on probationary status those students who are not performing up to University standards. These students are mandated to meet with a counselor. The students are monitored and supported by The Learning Center to help improve their academic standing.

SPECIAL NEEDS PROGRAMS

Johnson & Wales University is strongly committed to providing reasonable academic accommodations for any student who is learning disabled, physically challenged, visually or hearing impaired, or confronting any other disabling condition.

These students have every opportunity possible to achieve full success at the University. Students must identify themselves with the Director of Special Needs in The Learning Center and provide appropriate medical, neurological or psychoeducational documentation in order to be eligible for academic accommodations. Depending on the area of disability, the accommodations may include such specialized approaches as:

- Oral or untimed testing
- Note-taking assistance
- Use of taped text materials
- Preferential seating
- Individualized tutoring
- Enlarged print
- Use of visual aids or tape recorders in class
- Testing in a distraction-free environment

INDIVIDUAL AND GROUP TUTORIAL ASSISTANCE

The Learning Center offers tutorial services to any student needing academic reinforcement beyond the offerings of the regular academic class or laboratory setting. The majority of these services are provided through trained, qualified peer tutors. Students requiring tutoring will be matched with other students who have knowledge or skills in the specified coursework. Tutoring may be done one-to-one or in a group, depending on student need. Learning Center counselors also provide tutoring.

SKILL ENHANCEMENT WORKSHOPS

The staff of The Learning Center is also available to provide educational presentations to students, faculty or staff on a variety of topics such as:

- Study and Test-Taking Skills
- Learning Strategies
- Time Management

CLINICAL SERVICES

The University maintains a Clinical Services office at the Charleston Campus where clinical counseling and health care are provided to students. It is located on the second floor of the downtown campus in Suite 238 C & D. The telephone number is (843) 727-3026.

HEALTH SERVICES

The University's Health Services Coordinator provides health care services, maintains student records and makes provisions for students requiring medication, etc. The University's Medical Consultant is also on-site one half-day each week to meet with students by appointment. In addition, the Health

Coordinator may refer students to physicians in the community as necessary.

The University's Clinical Services are available to commuting students as well as to residents.

Immunization Information: As a prerequisite to registration, Johnson & Wales University requires that all students submit a completed medical record including documented proof of immunity against measles, rubella, tetanus and tuberculosis. Immunity forms and Admission Physical Examination forms may be obtained by contacting the Health Services Coordinator's offices.

CLINICAL COUNSELING

A Clinical Counselor provides assistance to students struggling with personal or psychological concerns. Psychological assessment, evaluation and brief counseling are available to students free of charge. If the student's problem(s) are beyond the scope of our services, he or she will be referred to a qualified outside source for continued care.

The Clinical Counselor is committed to providing a safe, professional, confidential environment in which students can learn to cope with the many challenges of the college environment. The goal is to help students achieve personal growth and experience developmental milestones in partnership with the mission of the University.

Students are welcome to walk into the office at the downtown campus, Room 238, Monday–Friday, from 8:30 a.m.–4:30 p.m., or call for an appointment, (843) 727-3037. Any information a student shares with the counselor is protected by professional ethics and state and federal law. As such, information about the counseling a student receives is not released, except upon a student's written permission or circumstances which would result in clear danger to the student or others, or as may be required by law.

For more information about Clinical Services, see page 28 or consult your **Student Handbook**.

INTERNATIONAL STUDENT SERVICES

The International Office is located in the University Admissions Office. All international paperwork is processed through Admissions.

RESIDENTIAL LIFE

Johnson & Wales University's residential facilities consist of two-bedroom, two-bath-room furnished apartments. Each unit has major appliances and a living/dining area. A swimming pool, multi-purpose recreation court and laundry facilities are located in the student housing area. Transportation is provided between the main campus and student housing.

Prior to July 1, room assignments are made based on receipt of your contract and your deposit date. After July 1, requests are honored on a first-received, first-placed basis. There are four students assigned to each apartment.

The following furniture items are provided by the University:

Per apartment

- Four standard twin-size bed frames, mattresses and box springs
- Four desks and chairs
- Two dressers; one per bedroom
- One couch
- One lounge chair
- One coffee table
- One end table
- One lamp
- One dinette set with four chairs

SAFETY & SECURITY

The University's Safety & Security Department is responsible for the safeguarding of students, faculty, staff and property. University housing has 24-hour supervision. Several student services have been developed in this area in which students are encouraged to participate:

- Personal property protection
- Educational bulletins
- University staff training assistance

In compliance with the Crime Awareness and Campus Security Act of 1990, Johnson & Wales University publishes an Annual Security Report which discloses information about campus safety policies and procedures, and statistics concerning whether certain crimes took place on campus or adjacent to and accessible from campus. A copy of the report may be obtained from the Admissions Office or the Student Affairs Office.

Students may anonymously send information regarding safety or security issues on campus to: Campus Safety & Security, Johnson & Wales University, 701 East Bay St., Charleston, SC 29403

The Safety & Security staff may be contacted through the Residential Life Office 24 hours a day, 365 days a year or the Physical Plant Office at (843) 727-3041 during hours of operation at the downtown campus. Students who need help or have questions should call (843) 763-3399 or (843) 727-3068.

Student Activities

STUDENT CENTER

The Student Center is the hub of all student activities on campus and was designed to meet the unique needs of Johnson & Wales students. The Student Center has a free video lending library, a large-screen television, a computer-cyber room equipped with 25 computers with Internet access, laundry facilities, a snack bar, a quiet study room for individual use or tutoring sessions and recreational activities including ping-pong, air hockey, billiards, foosball and arcade games set up for free play. The Center is also equipped with a state-of-the-art weight and fitness room.

The hours of operation are generally Monday–Friday, 9:00 a.m.–11:00 p.m.; and Saturday & Sunday, noon–11:00 p.m.

Professional staff members at the Student Center assist and oversee students in planning and sponsoring educational, social, recreational and cultural programs. Under professional advising, students are given the opportunity to organize dances, outdoor adventure trips, sports programs, comedy shows, entertainment, community service projects and a variety of other events. Students work in conjunction with clubs and organizations or other departments to develop their programs either on-campus or at any off-site facility.

STUDENT ACTIVITIES OFFICE

The Office of Student Activities promotes many events throughout the year. Annual events include Welcome Week, Club Day, Family Weekend, and Student Appreciation Week, along with diversity awareness programs, which incorporate African-American History Month and Women's History Month.

Students often request activities, such as movie nights, guest speakers, bowling nights, card and billiard tournaments, trivia tournaments and casino night. Many of these

popular events are held at the Student Center, which is within walking distance of university housing.

University Athletics and Recreation

Johnson & Wales University is a member of the National Association of Intercollegiate Athletics (NAIA) and competes at the intercollegiate level in men's golf. The purpose of the NAIA is to promote the education and development of students through intercollegiate athletic participation.

The University sponsors intramural and club teams in a variety of sports in local leagues and tournaments. All students are invited to try out for any of these teams. Coed and single-gender teams exist. A full intramural program is offered as well. Monthly and seasonal athletic activities are offered in basketball, flag football, volleyball, softball, soccer, and tennis.

CLUBS AND ORGANIZATIONS

Johnson & Wales offers a variety of clubs and student organizations for social, professional, and academic enrichment outside the classroom. You're sure to find one that explores your interests as well as new topics. For information about joining a club or forming a new one, contact the Director of Student Activities at (843) 571-3298 or stop by the Student Center.

American Culinary Federation (ACF)

This junior chapter of the professional organization is composed of cooks, chefs, bakers, pastry chefs and a wide variety of food service professionals. The chapter engages in fund-raising for the ACF scholarships, guest lectures, certification procedures, field trips, seminars and demonstrations.

Baking & Pastry Club

This organization is designed to further enhance the culinary educational experience and to provide the opportunity to pursue the mastery of cake decorating, baking and

pastry making. Activities include bake sales, demonstrations and competitions.

Club Managers Association of America (CMAA)

The Club Managers Association of America (CMAA) advances the profession of club management by fulfilling the educational and related needs of its members. The CMAA Student Colony established at the Charleston Campus informs student members about club management as a profession, increases their awareness of the career opportunities in club management and serves as the liaison between practicing professionals and the academic community. In addition, it provides students with employment opportunities within the club industry by means of part-time employment during the academic year, summer employment, work-study internships and post-graduation placement.

Collegiate Ambassador Team (CAT)

This organization assists the Admissions Office in meeting the needs of prospective students. The goal is to create a group of students to assist and represent the University student body during tours, special events and recruitment efforts. Members will acquire benefits such as developing leadership skills and enhancing their resume.

Culinary Arts Students Team (CAST)

This organization is available to outstanding culinary and hospitality students who represent Johnson & Wales during special functions and events. Applications are available in the Culinary Education Office, Room 231.

Delta Epsilon Chi (DECA)

This national student organization partakes in activities geared towards developing future leaders in marketing, management and entrepreneurship. Activities include public service projects and guest speakers. DECA members also travel to leadership development and competitive events as well as conferences.

Drama Club

Do you have a flair for the dramatic in life? If so, check out the Drama Club. Put your creative talents to work directing, producing and performing in plays.

Eta Sigma Delta

Eta Sigma Delta is an international honor society that recognizes exceptional academic achievement among hospitality and tourism students. The purpose of the society is to reward scholastic and professional achievement in the fields of hospitality management, tourism and culinary arts while fostering the advancement of teaching, learning, research and the practice of individual development through its various activities. Eta Sigma Delta is administered by the International Council on Hotel, Restaurant and Institutional Education (International CHRIE), the leading international association devoted to hospitality and tourism education.

FBLA/PBL (Phi Beta Lambda)

The purpose and objective of PBL is to bring business and education together in a positive working relationship through innovative leadership development programs. Members also travel to leadership development and competitive events as well as conferences.

Family Career/Consumer Leaders of America (FCCLA)

This club assists members in the growth and development of their vocations in the fields of business and culinary arts; promotes social understanding through interaction with business organizations; the community and other FHA/FCCLA members, and promotes school unity and spirit.

Gay/Straight Alliance

This club acts as a support system and an educational experience for any J&W student, staff member and/or friend of the J&W community.

Gourmet Club

This club focuses on new food service trends. Activities range from workshops on plate painting and coffee tasting to demonstrations on the art of pumpkin carving and sugar pulling. Guest lectures, fundraisers and field trips round out the club's yearly agenda.

Herb Society

Members share an interest in exploring the world of herbs, from the exotic to the vegetable garden variety. Activities include

learning about and enjoying herbs from planting to palate. Club members help maintain the herb garden in the University's courtyard.

History Club

This club studies the past in order to plan for more successful futures for its members. The club provides opportunities for social fellowship in a collegiate atmosphere. Activities include educational discovery trips, films, and discussion and debate of historical topics.

Hospitality-Tourism Club

Members gather and exchange industry information through educational programs, conversations, literature, guest speakers and field trips.

Ice Carving Club

This group is dedicated to the art and application of ice carving in the food service industry. Members work together to expand their knowledge of ice carving, acquire proper technique and understand and apply safety standards.

International Association of Assembly Managers (IAAM)

IAAM's mission is to provide leadership, educate, inform, and cultivate friendships among individuals involved in the management, operation and support of public assembly facilities. The fundamental goal of IAAM is to contribute to the professional and personal development of public assembly facility manager members through promotion and development of quality programs and services. A number of excellent professional programs are held throughout the year. Many of these programs address broad management issues as well as facility-specific and "hot topic" seminars and programs.

National Society of Minorities in Hospitality (NSMH)

NSMH is a non-profit organization of students and professionals representing an array of social and cultural backgrounds and a wealth of unique perspectives and ideas. The group's major objectives are to 1) build and maintain a working relationship between minority hospitality students and industry

professionals; 2) aid in recruitment and retention of minorities in hospitality education, and 3) help prepare minority students for advancement with the hospitality industry. Additional information on the organization can be found on their Web site, www.nsmh.org.

N.u.T.S. (Nontraditional Student Organization)

This group plans and coordinates activities and social events geared toward nontraditional students.

Professional Business and Service Club (PBS)

The main focus of the PBS is community service. The group plans, coordinates and raises funds for community service projects that benefit many local organizations.

Student Cabinet

The Student Cabinet is a leadership team comprised of club presidents and vice presidents. The Cabinet provides representation for the student body and a medium to communicate about relevant University issues, policies and decisions. The Student Cabinet also assists Student Activities and other departments with special programming.

Speaker's Bureau/Student Media Team

The Speaker's Bureau/Student Media Team seeks to perfect presentation skills of interested students, staff and faculty members. The Speaker's Bureau invites and sponsors interesting and timely guest speakers to the campus and trains students, faculty and staff on a variety of presentation skills, including interviewing techniques. The members of the Speaker's Bureau may be asked to represent Johnson & Wales as speakers at schools and organizations throughout the Charleston area.

The Student Media Team works with students, staff and faculty interested in media presentation, particularly television. Members will conduct taped demos to perfect camera skills, assist Johnson & Wales chefs during television tapings, and may even audition to tape their own segment.

Toastmasters International

Toastmasters International is a non-profit organization governed by a board of directors elected by the membership, consisting of students, staff and faculty. Toastmasters provides the tools that enable club members to become more effective communicators and leaders by developing public speaking and leadership skills in a supportive environment.

Travel Ambassadors Club

This club consists of a group of students dedicated to discussing and learning about the role of the travel industry within the field of hospitality.

Vocational Industrial Clubs of America (VICA)

This national student organization offers leadership, citizenship and character development programs to enhance the college education. VICA also emphasizes respect and the dignity of work. "High standards and hard work" is their motto.

Wine Society

Members share an interest in exploring the world of wines, from the exotic to the domestic. Members work together to expand their knowledge of wines, learning the selection and storage of different types of wines. The group sponsors special wine tastings at local establishments. This club is open to students 21 years of age or older.

Programs of Study

BAKING & PASTRY ARTS

(College of Culinary Arts)

ASSOCIATE IN APPLIED SCIENCE (A.A.S.) DEGREE

The associate degree program in Baking & Pastry Arts provides students with practical education in baking and pastry production, while developing professionalism and excellence in academic achievement. Students progress through a program of study that builds proficiency in baking and pastry production, cost control, sanitation and food marketing. Hands-on training is paired with traditional academic courses resulting in a curriculum that is both dynamic and directly aligned with industry needs.

First-year Baking & Pastry Arts students rotate through one term of academics and two terms of hands-on laboratory classes. Students are introduced to techniques of combining basic ingredients to produce classical French pastries, basic breads, cakes and plated desserts.

The second year emphasizes advanced techniques in classical and international preparation and production of cakes, tortes, sugar work, chocolate and confections. Academic courses include leadership, introduction to life science, communication skills and cost control. Students have a choice, based on grade point average, of working off-campus in a cooperative program in pastry arts or an externship.

During pastry externships at University-approved facilities, students participate in actual public food service operations in preparation for future careers.

Upon graduation from the Baking & Pastry Arts associate degree program, a variety of positions are attainable in hotels, clubs and resorts, high-volume production bakeries, independent bakeries, restaurants, contract bakeries, and wholesale pastry shops.

Students looking to continue their studies may do so in the Food Service Management bachelor's degree program.

Students enrolling at the Charleston, S.C. or Norfolk, Va. campuses in September 2003 may complete only their associate degrees at these campuses, with the opportunity to transfer to one of our campuses in Providence, R.I., North Miami, Fla., Denver, Colo. or Charlotte, N.C. to complete their bachelor's degrees.

Eligible graduates may apply for entrance into the Culinary Arts bachelor's degree program at the Providence or North Miami campuses, or the Culinary Nutrition bachelor's degree program at the Providence campus. Graduates who wish to pursue their bachelor's degrees at the Providence campus may also choose from Baking & Pastry Arts, Food Marketing, or Food Service Entrepreneurship bachelor's degree program options. Certain requirements pertain to each of these bachelor's degree programs, which are noted in their respective program descriptions.

COOPERATIVE EDUCATION

Eligible second-year Baking & Pastry Arts students may apply for a Selective Career Cooperative Education assignment in place of the Baking & Pastry Arts externship. These paid cooperative assignments allow students to gain academic credit as well as invaluable work experience. Selected students work a minimum of 40 hours per week on a schedule established by their co-op employer.

These elected students are assigned to a prestigious food service facility such as The Breakers and the PGA National Resort & Spa in Florida, The Inverness Hotel & Golf Club in Colorado. Harris Teeter Inc. in North Carolina, the Ritz-Carlton Rancho Mirage in California, Legal Sea Foods in Massachusetts, Desserts International in Pennsylvania, the Scottsdale Princess Hotel & Resort in

Arizona, or Pastry Arts Inc. in Rhode Island. Students may also be placed at one of many Sheraton, Marriott, Hyatt or Stouffer's hotels throughout the country.

The International Co-op experience offers a select group of Baking & Pastry Arts students a practical, work-related, experiential training opportunity at host company sites throughout the world, which are chosen by the University. In addition to meeting specific college eligibility requirements, students interested in completing co-op in a targeted country must have the necessary conversational language skills required (two years).

TEACHING ASSISTANT AND FELLOW SCHOLARSHIP PROGRAM

Each year, administrators at the College of Culinary Arts select Teaching Assistant candidates from among the top students of the graduating class in the Culinary Arts and Baking & Pastry Arts associate degree programs. Students who are continuing their education at the University as Teaching Assistants must be enrolled in a day school program. Qualified Teaching Assistants may advance to Fellow during their senior year. These opportunities allow students to help defray the costs of advanced study while developing their supervisory/management skills.

BAKING & PASTRY ARTS

A two-year program leading to the associate in applied science degree.

MAJOR COURSES		CREDITS
PA1100	Introduction to Bread & Rolls	7.5
PA1200	Classical French Pastries	7.5
PA1300	Hot & Cold Dessert Presentations	7.5
PA1400	Introduction to Cake Decorating and Petits Fours	7.5
PA2100	Advanced Cake Decorating & Classical French Tortes	7.5
PA2200	Chocolate and Sugar Artistry & Showpieces	7.5
Pastry Arts Applications*		15.0
PA2276	Pastry Arts Externship	
PA2296	Pastry Arts Cooperative Education	

RELATED PROFESSIONAL STUDIES

FM1055	Baking Formula Technology	4.5
FM1060	Sanitation Management	2.0
FM1999	NRA Sanitation Certification Exam	0.0
FM2025	Food & Beverage Cost Control	4.5
PD0005	Career Planning	0.5
PD1003	Introduction to Career Management	1.5

GENERAL STUDIES

EN1020	English Composition	4.5
EN1030	Communication Skills	4.5
LD2001	Foundations of Leadership Studies	4.5
MT1002	A Survey of College Mathematics	4.5
SC1015	Introduction to Life Science	4.5

Total Credits 95.5

* Students select or are assigned to one of the Applications.

NOTE: Students must have MT0001 or equivalent to enroll in MT1002.

FOUR-YEAR OPTIONS:

- Baking & Pastry Arts (Providence only)*
- Culinary Arts (Providence and Florida)*
- Culinary Nutrition (Providence only)*
- Food Marketing (Providence only)
- Food Service Entrepreneurship (Providence only)
- Food Service Management (Providence, Florida, and Denver and Charlotte)

* All students interested in entering the Bachelor of Science Degree in Baking & Pastry Arts, Culinary Arts or Culinary Nutrition must submit an application to the Program Director. Preference is given to students who achieve a 3.0 GPA or higher upon completion of their first two years of study. Selection is based on previous academic performance, industry experience and professional recommendations.

CULINARY ARTS

(College of Culinary Arts)

ASSOCIATE IN APPLIED SCIENCE (A.A.S.) DEGREE

The associate degree program in Culinary Arts provides students with practical education in food production, while developing professionalism and excellence in academic achievement. Students progress through a program of study that builds proficiency in food production and cooking, cost control, nutrition, sanitation and food marketing. Hands-on training is paired with traditional academic courses resulting in a curriculum that is both dynamic and directly aligned with industry needs.

The Culinary Arts program's first-year laboratory classes emphasize basic cooking and baking methods, beverage and dining room service, as well as national certification in alcohol intervention procedures, while academic areas include mathematics, introduction to life science, English composition, community service, professional development and sanitation.

Second-year laboratories include advanced techniques in classical/international cuisines, garde manger, patisserie/dessert and dining room, as well as the academic areas of Foundations of Leadership, personalized nutrition management, communication skills, introduction to menu planning and cost control.

An important part of practical career training in this program is a term-long externship in local training facilities, such as Charleston Place, Charleston Grill, ARAMARK at The Citadel, Kiawah Island Resort, Embassy Suites, and The Mills House Hotel. There, students receive on-the-job experience in food and beverage rotations in preparation for their future careers.

Graduates of the associate degree program in Culinary Arts have the opportunity to gain immediate, successful employment in the food service industry, which would include a variety of positions in full-service restaurants, hotels, clubs and resorts catering operations, quantity food production facilities, health spas and

cruise lines. Students looking to continue their studies may do so in the Food Service Management bachelor's degree program.

Students enrolling at the Charleston, S.C. or Norfolk, Va. campuses in September 2003 may complete only their associate degrees at these campuses, with the opportunity to transfer to one of our campuses in Providence, R.I., North Miami, Fla., Denver, Colo. or Charlotte, N.C. to complete their bachelor's degrees.

Eligible graduates may apply for entrance into the Culinary Arts bachelor's degree program at the Providence or North Miami campuses, or the Culinary Nutrition bachelor's degree program at the Providence campus. Graduates who wish to pursue their bachelor's degrees at the Providence campus may also choose from Baking & Pastry Arts, Food Marketing, or Food Service Entrepreneurship bachelor's degree program options. Certain requirements pertain to each of these bachelor's degree programs, which are noted in their respective program descriptions.

COOPERATIVE EDUCATION

Eligible second-year Culinary Arts students may apply for a Selective Career Cooperative Education assignment in place of the Culinary Arts Externship. These paid cooperative education assignments allow students to gain academic credit as well as invaluable work experience. Selected students work a minimum of 40 hours per week on a schedule established by their co-op employer. To be eligible to apply for the domestic co-op program, students must maintain a cumulative grade point average of 2.75, maintain a clean record of behavior as defined by the Student Code of Conduct, and must have completed all prerequisite coursework.

Selected students are assigned to a pre-qualified co-op employer that represents most segments of the food service industry. These include hotels, restaurants, country clubs, resorts, spas, contract food service providers and casinos.

The international co-op experience offers a select group of Culinary Arts students a practical, work-related, experiential training opportunity at host company sites throughout the world, which are chosen by the University. In addition to meeting specific college eligibility requirements, students interested in completing co-op in a targeted country must exhibit the necessary conversational language skills of that country, must maintain a 3.25 cumulative grade point average and have a minimum of one year of work experience in a full-service restaurant or similar experience in a hotel or resort.

TEACHING ASSISTANT AND FELLOW SCHOLARSHIP PROGRAM

Each year, Culinary Arts administrators select Teaching Assistant candidates from among the top students of the graduating class in the Culinary Arts and Baking & Pastry Arts associate degree programs. Students who are continuing their education at J&W as TAs in the day school program may qualify as Teaching Fellows during the senior year. These opportunities allow students to help defray the costs of advanced study while developing their supervisory/management skills.

CULINARY ARTS

A two-year program leading to the associate in applied science degree.

MAJOR COURSES		CREDITS
CA1315	Stocks, Sauces and Soups	3.0
CA1325	Essentials of Dining Room	3.0
CA1335	Traditional European Cuisine	3.0
CA1345	Introduction to Baking & Pastry	3.0
CA1355	New World Cuisine	3.0
CA1365	Principles of Beverage Service	3.0
CA1375	Nutrition & Sensory Analysis	3.0
CA1385	Fundamentals of Food Service Production	3.0
CA1395	Purchasing and Product Identification	3.0
CA1405	Skills of Meatcutting	3.0
CA2215	Garde Manger	3.0
CA2225	Classical French Cuisine	3.0
CA2235	Advanced Dining Room Procedures	3.0
CA2245	International Cuisine	3.0
CA2255	Advanced Patisserie/Dessert	3.0

Culinary Arts Applications*		15.0
CA2176	Culinary Arts Externship	
CA2286	Culinary Arts International Exchange	
CA2296	Culinary Arts Cooperative Education	

RELATED PROFESSIONAL STUDIES		
FM1060	Sanitation Management	2.0
FM1999	NRA Sanitation Certification Exam	0.0
FM2045	Introduction to Menu Planning & Cost Control	4.5
FM2050	Personalized Nutrition Management	4.5
PD0005	Career Planning	0.5
PD1003	Introduction to Career Management	1.5

GENERAL STUDIES		
EN1020	English Composition	4.5
EN1030	Communication Skills	4.5
LD2001	Foundations of Leadership Studies	4.5
MT1002	A Survey of College Mathematics	4.5
SC1015	Introduction to Life Science	4.5

Total Credits **95.5**

* Students select or are assigned to one of the Applications.

NOTE: Students must have MT0001 or equivalent to enroll in MT1002.

FOUR-YEAR OPTIONS:

- Baking & Pastry Arts (Providence only)*
- Culinary Arts (Providence and Florida)*
- Culinary Nutrition (Providence only)*
- Food Marketing (Providence only)
- Food Service Entrepreneurship (Providence only)
- Food Service Management (Providence, Florida, Denver and Charlotte)

* All students interested in entering the Bachelor of Science Degree in Baking & Pastry Arts, Culinary Arts or Culinary Nutrition must submit an application to the Program Director. Preference is given to students who achieve a 3.0 GPA or higher upon completion of their first two years of study. Selection is based on previous academic performance, industry experience and professional recommendations.

GARNISH YOUR DEGREE 12-MONTH PROGRAM IN CULINARY ARTS

(College of Culinary Arts)

Johnson & Wales University offers a specialized, limited-enrollment, culinary arts program for college graduates at its Charleston, S.C. campus. This program leads to the Associate in Applied Science Degree.

The Garnish Your Degree Culinary Arts Degree program is designed to provide hospitality graduates an opportunity to expand their knowledge in the area of food service, and graduates of other disciplines an opportunity to acquire the education they need for a career change.

The program consists of four terms beginning in September. Terms I, II and III consist of laboratory and related professional studies classes. During Term IV, students will participate in a co-op or externship. Academic areas include menu planning and cost controls, nutrition and sanitation, as well as professional development, where students are introduced to a Career Passport System.

Students begin to use skills acquired in the first, second and third terms by participating in a cooperative educational experience.

Cooperative education at approved sites will provide practical, on-the-job training with opportunities for a variety of experiences in both kitchen preparation areas and front-of-the-house operations.

Students enrolling at the Charleston, S.C. or Norfolk, Va. campuses in September 2003 may complete only their associate degrees at these campuses, with the opportunity to transfer to one of our campuses in Providence, R.I., North Miami, Fla., Denver, Colo. or Charlotte, N.C. to complete their bachelor's degrees.

GARNISH YOUR DEGREE CULINARY ARTS

A twelve-month program leading to the associate in applied science degree.

MAJOR COURSES		CREDITS
CA1315	Stocks, Sauces and Soups	3.0
CA1325	Essentials of Dining Room	3.0
CA1335	Traditional European Cuisine	3.0
CA1345	Introduction to Baking & Pastry	3.0
CA1355	New World Cuisine	3.0
CA1365	Principles of Beverage Service	3.0
CA1376	Nutrition & Sensory Analysis	3.0
CA1385	Fundamentals of Food Service Production	3.0
CA1395	Purchasing and Product Identification	3.0
CA1405	Skills of Meatcutting	3.0
CA2215	Garde Manger	3.0
CA2225	Classical French Cuisine	3.0
CA2235	Advanced Dining Room Procedures	3.0
CA2245	International Cuisine	3.0
CA2255	Advanced Patisserie/Desserts	3.0

CULINARY ARTS APPLICATIONS**

CA2176	Culinary Arts Externship OR	15.0
CA2296	Culinary Arts Cooperative Education	

RELATED PROFESSIONAL STUDIES

FM1060	Sanitation Management	2.0
FM1999	NRA Sanitation Certification Exam	0.0
FM2045	Introduction to Menu Planning and Cost Controls	4.5
FM2050	Personalized Nutrition Management	4.5
PD0005	Career Planning	0.5
PD1003	Introduction to Career Management	1.5

GENERAL STUDIES*

EN1020	English Composition	4.5
EN1030	Communication Skills	4.5
LD2001	Foundations of Leadership Studies	4.5
MT1002	A Survey of College Mathematics	4.5
SC1015	Introduction to Life Science	4.5

Total Credits **95.5**

* Transfer credit is required for these courses.

** Students elect or are assigned to one of the Culinary Arts applications for 15 quarter credit hours of the program.

FOOD & BEVERAGE MANAGEMENT

(The Hospitality College)

ASSOCIATE IN APPLIED SCIENCE (A.A.S.) DEGREE

The Food & Beverage Management associate degree program provides students with a unique combination of culinary skills and hospitality management knowledge. Students broaden their understanding of the industry through hands-on culinary classes in cuisine, baking & pastry, and dining room essentials, as well as academic studies in management, hospitality law, human resources & diversity leadership and accounting. Students culminate their experience by spending a term in a restaurant practicum.

Upon completion of the program, students have the opportunity to enter the food service industry, or may choose to continue their studies in the bachelor's degree programs of Food Service Management or International Hotel & Tourism Management.

Students enrolling at the Charleston, S.C. or Norfolk, Va. campuses in September 2003 may complete only their associate degrees at these campuses, with the opportunity to transfer to one of our campuses in Providence, R.I., North Miami, Fla., Denver, Colo. or Charlotte, N.C. to complete their bachelor's degrees.

The Food Service Management bachelor's degree program prepares graduates for management challenges in the diverse, fast-paced and rapidly changing food service industry. This curriculum provides ample opportunity for the food service professionals of tomorrow to build their leadership and management abilities, critical thinking skills, problem solving techniques, strong financial analysis skills and customer awareness. The Food Service Management degree develops a solid management philosophy in its graduates and prepares them for exciting and rewarding careers in the food service industry.

The International Hotel & Tourism Management Bachelor of Science Degree* provides students an opportunity to learn about the service industry from a global standpoint while utilizing the hospitality skills learned at the associate degree level. Students will spend one term abroad integrating their studies within different countries and cultures. The International Hotel & Tourism program will expose students to the principles of international hospitality management, marketing, strategic planning, and financial and operational management. Study of a foreign language is required.

* All students interested in entering the Bachelor of Science Degree program in International Hotel & Tourism Management must complete and submit an application to the chairperson of The Hospitality College during their sophomore year. Preference is given to students who achieve a 3.0 GPA or higher upon completion of their associate degree in Restaurant Management, Food & Beverage Management, Hotel Management or Travel & Tourism Management. Selection is based upon previous academic performance, community and University service, industry experience and professional recommendations.

FOOD & BEVERAGE MANAGEMENT

A two-year program leading to the associate in applied science degree.

MAJOR COURSES		CREDITS
CA1315	Stocks, Sauces and Soups	3.0
CA1325	Essentials of Dining Room	3.0
CA1335	Traditional European Cuisine	3.0
CA1345	Introduction to Baking & Pastry	3.0
CA1355	New World Cuisine	3.0
FM1001	Introduction to the Food Service Field	4.5
FM1060	Sanitation Management	2.0
FM1070	Foods I	4.5
FM1999	NRA Sanitation Certification Exam	0.0
FM2080	Food Service Operations	4.5
FM2098	Food Service Management Externship	13.5
HM2011	Hospitality Sales and Meeting Management	4.5
HM2030	Hospitality Human Resource and Diversity Leadership	4.5

RELATED PROFESSIONAL STUDIES

AC1011	Hospitality Accounting I and Lab	5.5
AC1012	Hospitality Accounting II and Lab	5.5
LW2010	Hospitality Law	4.5
PD0005	Career Planning	0.5
PD1003	Introduction to Career Management	1.5

GENERAL STUDIES

EN1001	An Introduction to Literary Genres	4.5
EN1020	English Composition	4.5
EN1021	Advanced Composition and Communication	4.5
EN1030	Communication Skills	4.5
LD2001	Foundations of Leadership Studies	4.5
MT1002	A Survey of College Mathematics	4.5
SC3010	Environmental Science	4.5

Total Credits **102.0**

NOTE: Students must have MT0001 or equivalent to enroll in MT1002.

FOUR-YEAR OPTIONS:

- Food Service Management (Providence, Florida, Denver and Charlotte)
- Hospitality Management (Providence and Florida)
- International Hotel & Tourism Management (Providence only)

HOTEL MANAGEMENT

(The Hospitality College)

ASSOCIATE IN APPLIED SCIENCE (A.A.S.) DEGREE

The Hotel Management associate degree combines hospitality management knowledge with specialized skill-based training in hotel operations. An integral component of the program is a term-long externship experience at a University-approved lodging establishment. During these 11 weeks, students receive practical, on-the-job experience in such areas as: front desk operations, night audit, reservations and food and beverage operations.

Upon completion of the program, students have the opportunity to enter the hotel industry, or may choose to continue their studies in bachelor's degree programs in Hotel Management or International Hotel & Tourism Management.

Students enrolling at the Charleston, S.C. or Norfolk, Va. campuses in September 2003 may complete only their associate degrees at these campuses, with the opportunity to transfer to one of our campuses in Providence, R.I., North Miami, Fla., Denver, Colo. or Charlotte, N.C. to complete their bachelor's degrees.

The Hotel Management bachelor's degree focuses on contemporary issues relating to strategic management in the lodging industry. The program allows students to pursue concentrations and career co-ops in specific fields of study to enhance their career opportunities. This four-year program prepares students for entry-level employment in management trainee and supervisory positions at hotels, restaurants, public institutions and private clubs, with opportunity for advancement to upper-level management positions.

Additionally, elective courses allow students to enhance their education by earning a second concentration or by participating in a career co-op or term abroad program.

The International Hotel & Tourism Management Bachelor of Science Degree* provides students an opportunity to learn

about the service industry from a global standpoint while utilizing the hospitality skills learned at the associate degree level.

Students will spend one term abroad integrating their studies within different countries and cultures. The International Hotel & Tourism program will expose students to the principles of international hospitality management, marketing, strategic planning, and financial and operational management. Study of another language is required.

* All students interested in entering the Bachelor of Science Degree program in International Hotel & Tourism Management must complete and submit an application to the chairperson of The Hospitality College during their sophomore year. Preference is given to students who achieve a 3.0 GPA or higher upon completion of their associate degree in Restaurant Management, Food & Beverage Management, Hotel Management or Travel & Tourism Management. Selection is based upon previous academic performance, community and University service, industry experience and professional recommendations.

In bachelor's degree programs, students focus their studies by choosing a concentration. One of the following may be of particular interest to Hotel Management majors:

The Rooms Division Management Concentration allows students to gain an in-depth view of the lodging segment of the hospitality industry. Courses are ideal for candidates interested in working with or developing corporate, hotel or airport properties.

The Entertainment Management Concentration allows students to focus on the gaming and entertainment segment of the hospitality industry. Courses are ideal for candidates interested in working with gaming, event management, concert productions and theme operations.

The Hospitality Sales & Meeting Management Concentration allows students to focus on the sales and marketing segment of the hospitality industry. Courses are ideal for candidates interested in working with hotels, associations and tourism-related facilities in a sales and marketing capacity.

HOTEL MANAGEMENT

A two-year program leading to the associate in applied science degree.

MAJOR COURSES	CREDITS
FM1060 Sanitation Management	2.0
FM1070 Foods I	4.5
FM1999 NRA Sanitation Certification Exam	0.0
FM2040 Guest Service Systems	4.5
FM2080 Food Service Operations	4.5
HM1001 Introduction to the Hospitality Field	4.5
HM1010 Front Office Operations	4.5
HM1011 Hospitality Information Technology	4.5
HM2011 Hospitality Sales and Meeting Management	4.5
HM2030 Hospitality Human Resource and Diversity Leadership	4.5
HM2098 Hotel Externship	13.5

RELATED PROFESSIONAL STUDIES

AC1011 Hospitality Accounting I and Lab	5.5
AC1012 Hospitality Accounting II and Lab	5.5
LW2010 Hospitality Law	4.5
PD0005 Career Planning	0.5
PD1003 Introduction to Career Management	1.5

GENERAL STUDIES

EN1001 An Introduction to Literary Genres	4.5
EN1020 English Composition	4.5
EN1021 Advanced Composition and Communication	4.5
EN1030 Communication Skills	4.5
LD2001 Foundations of Leadership Studies	4.5
MT1002 A Survey of College Mathematics	4.5
SC3010 Environmental Science	4.5

Total Credits **100.5**

NOTE: Students must have MT0001 or equivalent to enroll in MT1002.

FOUR-YEAR OPTIONS:

- Hospitality Management (Providence and Florida)
- Hotel Management (Providence, Florida, Denver and Charlotte)
- International Hotel & Tourism Management (Providence only)

RESTAURANT MANAGEMENT

(The Hospitality College)

ASSOCIATE IN APPLIED SCIENCE (A.A.S.) DEGREE

The Restaurant Management associate degree program prepares students for entry-level management positions in the restaurant industry. Students develop skills and knowledge for assisting with the management of restaurants, hotel food & beverage operations and non-commercial food operations. Areas of focus within this degree program include food preparation, guest services, human resource management, administrative practices and industry procedures.

Upon completion of the program, students have the opportunity to enter the food service industry, or may choose to continue their studies in the bachelor's degree programs of Food Service Management or International Hotel & Tourism Management.

Students enrolling at the Charleston, S.C. or Norfolk, Va. campuses in September 2003 may complete only their associate degrees at these campuses, with the opportunity to transfer to one of our campuses in Providence, R.I., North Miami, Fla., Denver, Colo. or Charlotte, N.C. to complete their bachelor's degrees.

The Food Service Management bachelor's degree prepares graduates for management challenges in the diverse, fast paced and rapidly changing food service industry. This curriculum provides ample opportunity for the food service professionals of tomorrow to build upon their leadership and management abilities, critical thinking skills, problem solving techniques, strong financial analysis skills and customer awareness. The Food Service Management degree develops a solid management philosophy in its graduates and prepares them for bright and rewarding careers in the food service industry.

The Hospitality Management bachelor's degree is broad-based in design and includes studies in tourism, hotel management, restaurant management and recreation/leisure operations. This four-year program prepares students for positions in hotels, restaurants, convention bureaus, resorts and other hospitality and recreational facilities. The program allows students to pursue concentrations and co-ops in specific fields of study to focus on their career interests.

The International Hotel & Tourism Management bachelor's degree* provides students an opportunity to learn about the service industry from a global standpoint while utilizing the hospitality skills learned at the associate degree level. Students will spend one term abroad integrating their studies within different countries and cultures. The International Hotel & Tourism Management program* will expose students to the principles of international hospitality management, marketing, strategic planning, and financial and operational management. Study of another language is required.

* All students interested in entering the Bachelor of Science Degree program in International Hotel & Tourism Management must complete and submit an application to the chairperson of The Hospitality College during their sophomore year. Preference is given to students who achieve a 3.0 GPA or higher upon completion of their associate degree in Restaurant Management, Food & Beverage Management, Hotel Management or Travel & Tourism Management. Selection is based upon previous academic performance, community and University Service, industry experience and professional recommendations.

RESTAURANT MANAGEMENT

A two-year program leading to the associate in applied science degree.

MAJOR COURSES	CREDITS
FM1001 Introduction to the Food Service Field	4.5
FM1060 Sanitation Management	2.0
FM1070 Foods I	4.5
FM1999 NRA Sanitation Certification Exam	0.0
FM2040 Guest Service Systems	4.5
FM2060 Food Preparation Management	9.0
FM2080 Food Service Operations	4.5
FM2098 Food Service Management Externship	13.5
HM2011 Hospitality Sales and Meeting Management	4.5
HM2030 Hospitality Human Resource and Diversity Leadership	4.5

RELATED PROFESSIONAL STUDIES

AC1011 Hospitality Accounting I and Lab	5.5
AC1012 Hospitality Accounting II and Lab	5.5
LW2010 Hospitality Law	4.5
PD0005 Career Planning	0.5
PD1003 Introduction to Career Management	1.5

GENERAL STUDIES

EN1001 An Introduction to Literary Genres	4.5
EN1020 English Composition	4.5
EN1021 Advanced Composition and Communication	4.5
EN1030 Communication Skills	4.5
LD2001 Foundations of Leadership Studies	4.5
MT1002 A Survey of College Mathematics	4.5
SC3010 Environmental Science	4.5

Total Credits **100.5**

NOTE: Students must have MT0001 or equivalent to enroll in MT1002.

FOUR-YEAR OPTIONS:

- Food Service Management (Providence, Florida, Denver and Charlotte)
- Hospitality Management (Providence and Florida)
- International Hotel & Tourism Management (Providence only)

TRAVEL-TOURISM MANAGEMENT

(The Hospitality College)

ASSOCIATE IN APPLIED SCIENCE (A.A.S.) DEGREE

The associate degree program in Travel-Tourism Management introduces to students the principles and procedures of domestic and international travel. Emphasis is placed on tourism geography, automated travel systems and management skills needed to succeed in the travel industry.

Students participate in a term-long practicum rotating through various sites in the Charleston area. The culmination of the practicum experience is a tour to a selected destination, for which students research, negotiate and develop a highly-anticipated journey.

Upon completion of the program, students have the opportunity to enter the travel and tourism industry or may choose to continue their studies in the bachelor's degree program of Travel-Tourism Management or International Hotel & Tourism Management.

Students enrolling at the Charleston, S.C. or Norfolk, Va. campuses in September 2003 may complete only their associate degrees at these campuses, with the opportunity to transfer to one of our campuses in Providence, R.I., North Miami, Fla., Denver, Colo. or Charlotte, N.C. to complete their bachelor's degrees.

The Travel-Tourism Management bachelor's degree program provides advanced courses in tourism development, industry relations and international policies. Graduates are employed in destination marketing organizations such as convention and visitor bureaus and tourism offices.

Foreign language requirements are also included in the Travel-Tourism Management bachelor's degree curriculum to give the student conversational ability in one of the more common languages used by the tourism industry.

The Hospitality Management bachelor's degree is broad-based in design and includes studies in tourism, hotel management, restaurant management and recreation/leisure operations. This four-year program prepares students for positions in hotels, restaurants, convention bureaus, resorts and other hospitality and recreational facilities. The program allows students to pursue concentrations and co-ops in specific fields of study to focus on their career interests.

The International Hotel & Tourism Management Bachelor of Science Degree* provides students an opportunity to learn about the service industry from a global standpoint while utilizing the hospitality skills learned at the associate degree level. Students will spend one term abroad integrating their studies within different countries and cultures. The International Hotel & Tourism program will expose students to the principles of international hospitality management, marketing, strategic planning, and financial and operational management. Study of another language is required.

* All students interested in entering the Bachelor of Science Degree program in International Hotel & Tourism Management must complete and submit an application to the chairperson of The Hospitality College during their sophomore year. Preference is given to students who achieve a 3.0 GPA or higher upon completion of their associate degree in Restaurant Management, Food & Beverage Management, Hotel Management or Travel & Tourism Management. Selection is based upon previous academic performance, community and University service, industry experience and professional recommendations.

TRAVEL-TOURISM MANAGEMENT

A two-year program leading to the associate in applied science degree.

MAJOR COURSES	CREDITS
HM2030 Hospitality Human Resource and Diversity Leadership	4.5
TT1001 Introduction to Travel-Tourism	4.5
TT1010 Destination Geography I	4.5
TT1011 Destination Geography II	4.5
TT1025 Travel Service Management	4.5
TT1035 Travel Information Systems	4.5
TT2040 Travel Sales Management	4.5
TT2098 Travel Center Externship	13.5

RELATED PROFESSIONAL STUDIES

AC1011 Hospitality Accounting I and Lab	5.5
AC1012 Hospitality Accounting II and Lab	5.5
LW2010 Hospitality Law	4.5
PD0005 Career Planning	0.5
PD1003 Introduction to Career Management	1.5

GENERAL STUDIES

EN1001 An Introduction to Literary Genres	4.5
EN1020 English Composition	4.5
EN1021 Advanced Composition and Communication	4.5
EN1030 Communication Skills	4.5
LD2001 Foundations of Leadership Studies	4.5
MT1002 A Survey of College Mathematics	4.5
SC3010 Environmental Science	4.5
LElect Language Elective	4.5

Total Credits **98.5**

NOTE: Students must have MT0001 or equivalent to enroll in MT1002.

FOUR YEAR OPTIONS:

- Hospitality Management (Providence and Florida)
- International Hotel & Tourism Management (Providence only)
- Travel-Tourism Management (Providence only)

CONCENTRATIONS

Students may choose to focus their general education electives in the following three-course general studies concentrations. Beyond the enrichment a concentration provides, students' transcripts will reflect commitment to a particular area which may be impressive to prospective employers.

To declare a concentration, interested students should consult with their faculty advisor or department chair and file the appropriate request form with Student Academic Services.

Consult specific campus catalogs for course and credit details. Catalogs can be viewed online at www.jwu.edu.

THE HOSPITALITY COLLEGE

As a condition of baccalaureate graduation, all students (except for Food Service Management majors from the College of Culinary Arts) enrolled in Hospitality College degrees must complete a three-course concentration in their junior and senior years.

When completing a concentration in The Hospitality College, students may not use required core courses (or their equivalent) from within their chosen major. Additionally, students may not apply the same course to different Hospitality College concentrations.

Hospitality majors have three concentration electives and three hospitality electives. Transfer students who transfer in three or more hospitality elective courses are not required to use their remaining electives toward a concentration.

COMMERCIAL RECREATION

Providence, Rhode Island

CRUISE LINES

North Miami, Florida

ENTERTAINMENT MANAGEMENT

Providence, Rhode Island

ENTREPRENEURSHIP

Providence, Rhode Island

FOOD & BEVERAGE

Providence, Rhode Island

North Miami, Florida

Denver, Colorado

GOLF MANAGEMENT

North Miami, Florida

HOSPITALITY SALES & MEETING MANAGEMENT

Providence, Rhode Island

North Miami, Florida

Denver, Colorado

HUMAN RESOURCE MANAGEMENT

North Miami, Florida

INTERNATIONAL HOSPITALITY OPERATIONS MANAGEMENT

Providence, Rhode Island

MANAGED SERVICES

Providence, Rhode Island

RESORT MANAGEMENT

Providence, Rhode Island

Denver, Colorado

ROOMS DIVISION MANAGEMENT

Providence, Rhode Island

Denver, Colorado

SPORTS MANAGEMENT

Providence, Rhode Island

Denver, Colorado

TOUR MANAGEMENT OPERATIONS

Providence, Rhode Island

North Miami, Florida

TOURISM PLANNING AND DEVELOPMENT

Providence, Rhode Island

Technical Standards

COLLEGE OF CULINARY ARTS

To participate in any program in the College of Culinary Arts, each student, with or without reasonable accommodations, must be able to safely and effectively

- communicate in person with co-workers and guests
- attend and participate in laboratory and production classes of up to six hours in length
- lift and transport food and other culinary product, equipment, small wares and utensils
- lift and transport trays with hot and cold plated foods, small wares, and other items, and serve and clear tables where guests are seated
- pour and serve liquids and beverages, including hot liquids
- use knives and other commercial cooking utensils
- operate commercial cooking and food service equipment
- maneuver in professional or commercial kitchens, dining rooms and related facilities
- test and evaluate the taste, appearance, texture and aroma of food and beverage products
- use commercial cleaning and sanitizing equipment and materials

The foregoing technical standards are essential to all programs of instruction in the College of Culinary Arts and also reflect industry requirements and standards.

THE HOSPITALITY COLLEGE

Sports/Entertainment/Event Management

To participate in these programs, each student, with or without reasonable accommodations, must be able to safely and effectively

- communicate with fellow workers and customers in person and by telephone
- input data into and retrieve data from a computer
- lift, transport, and use program-related equipment and apparatus, including, where applicable, sporting, gaming, and recreational equipment, or convention services apparatus such as furniture, displays, and drapage

Travel/Tourism Management

To participate in this program, each student, with or without reasonable accommodations, must be able to safely and effectively

- communicate with fellow workers and customers in person and by telephone
- input data into and retrieve data from a computer
- travel by standard commercial carriers, including airlines
- handle luggage, ground transportation, and hotel accommodations, and access tour sites with available on-site accommodations

All Other Programs

To participate in these programs, each student, with or without reasonable accommodations, must be able to safely and effectively

- communicate with fellow workers, guests and customers in person and by telephone
- attend and participate in both day and night shift (including third shift) classes
- input data into and retrieve data from a computer
- lift, transport and set up moveable hotel furniture, serving equipment and cleaning equipment, and safely and effectively operate or use such items in the preparation, utilization and maintenance of hotel or institutional facilities
- attend and participate in laboratory and food production classes of up to six hours in length
- lift and transport food and other culinary product, equipment, small wares, and utensils
- lift and transport trays with hot and cold plated foods, small wares and other items, and serve and clear tables where guests are seated
- pour and serve liquids and beverages, including hot liquids
- use knives and other commercial cooking utensils
- operate commercial cooking and food service equipment
- maneuver in professional or commercial kitchens, dining rooms and related facilities
- test and evaluate the taste, appearance, texture and aroma of food and beverage products
- perform commercial or institutional house-keeping tasks (such as bedmaking) and use commercial cleaning and sanitizing equipment and materials

The foregoing technical standards are essential to the programs of instruction in The Hospitality College also reflect industry requirements and standards.

Course Descriptions

GUIDE TO THE ALPHA-NUMERIC COURSE NUMBERING SYSTEM

Alphabetic

Code	Discipline
AC	Accounting
AD	Advertising Communications
AR	Art
BU	Business
CA	Culinary Arts
CB	Computer/Business Applications
CD	Computerized Drafting
CG	Computer Graphics
CM	Computer Science
CS	Computer Science
EC	Economics
ED	Education
EG	Electronics Engineering
EL	Event Leadership
EN	English
EP	Entrepreneurship
EQ	Equine
ESL	English Language Institute
ET	Electronics Technology
FC	Family Consumer Studies
FI	Financial Services Management
FM	Food Service Management
FR	French
GR	German
GS	Graduate Co-op/Term Abroad/ Directed Readings
HA	Hospitality
HI	History
HM	Hospitality Management
IB	International Business
IH	International Hotel & Tourism
IS	Information Science
IT	Information Technology
LD	Leadership Studies
LI	Literature
LW	Law
MG	Management
MK	Marketing
MT	Mathematics
NU	Culinary Nutrition
PA	Baking & Pastry Arts
PD	Professional Development
PH	Philosophy
PS	Psychology
PT	Political Science
RD	Research
RE	Religion

Alphabetic

Code (cont.) Discipline (cont.)

RL	Recreation/Leisure Studies
RT	Retail
SC	Science
SE	Secretarial
SF	Sports/Entertainment/Event Management
SL	Service Learning
SO	Sociology
SP	Spanish
TC	Teacher Education Certification
TE	Teacher Education Non-certification
TP	Tourism Planning
TS	Technical Science
TT	Travel/Tourism
Varies	Cooperative Education

Numeric Values

0001 – 0999	Non-credit and/or institutional credit courses
1000 – 1999	Introductory courses
2000 – 3999	Intermediate courses
4000 – 4999	Advanced courses
5000 – 6999	Graduate courses
7000 – 9999	Doctoral courses

First Digit

1	Freshman level
2	Sophomore level
3	Junior level
4	Senior level
5–6	Graduate level
7–9	Doctoral level

Miscellaneous

CS	Denotes a career sampler course
GS	Denotes a general studies course outside of the School of Arts & Sciences
H	Denotes an honors course
HO	Denotes an honors-option course
PT	Denotes a course in which performance transcript skills are measured
SL	Denotes a possible service learning module
WI	Denotes a writing-intensive course

ACCOUNTING

(The Hospitality College)

AC1011 HOSPITALITY ACCOUNTING I AND LAB

This course is designed to combine the concepts of accounting theory and practice with the specialized requirements of the hospitality industry. The course introduces the nature and purpose of accounting, the double-entry system, hospitality accounting documents and special journals, adjusting entries, the worksheet, financial statements and the year-end closing process. The student will learn the complete accounting cycle for a proprietorship and corporation form of business using either a periodic or perpetual inventory accounting system.

Quarter Credit Hours 5.5

AC1012 HOSPITALITY ACCOUNTING II AND LAB

This course is based on the Uniform System of Accounts as approved by the American Hotel & Motel Association. Comprehensive coverage is given to revenue and expense accounting, the periodic inventory method, preparation of departmental and corporate financial statements for a hotel, ratio analysis, accounting for intangible assets, and selective topics in property and equipment accounting and hospitality payroll. Prerequisite: AC1011.

Quarter Credit Hours 5.5

BAKING & PASTRY ARTS

(College of Culinary Arts)

PA1100 INTRODUCTION TO BREAD & ROLLS

The student is introduced to the techniques in the preparation of assorted breads: quick breads and yeast-raised laminated doughs (croissants and danish) for the bakeshop. The student will also be introduced to formulation and calculating baker's mathematics, the basic techniques for producing sponges and starters, and straight dough methods. The uses of baking equipment, scaling, shaping techniques, inventory control and sanitation are covered.

Quarter Credit Hours 7.5

PA1200 CLASSICAL FRENCH PASTRIES

The objective of this course is to give the student basic working knowledge for the production of puff pastry, pâte à choux, mousses, custards and creams, with a daily emphasis on plated desserts.

Quarter Credit Hours 7.5

PA1300 HOT AND COLD DESSERT PRESENTATIONS

This dynamic course covers the basic techniques and presentations of traditional American and international desserts. The emphasis will be on pies, tarts, cookies, cheesecakes, ice creams, frozen yogurt, ices, fried desserts, baklava, strudel, fruit crisps and cobblers. The daily presentations of desserts will focus on individual plating and platters with an emphasis placed on modern presentations for restaurants, banquets, hotels and buffets.

Quarter Credit Hours 7.5

PA1400 INTRODUCTION TO CAKE DECORATING AND PETITS FOURS

The course is designed to expose students to the proper procedure for producing cakes. Emphasis will be placed on the numerous different types of cakes and fillings. Time will also be spent on specialty cakes such as Birthday Cakes and Wedding Cakes. Petits fours will also be introduced to the students.

Quarter Credit Hours 7.5

PA2100 ADVANCED CAKE DECORATING & CLASSICAL FRENCH TORTES

This course covers classical cakes designs as well as contemporary cake decorating techniques. To complement these items, students are shown the diversity of mousses and how they are utilized in the industry. The last section will introduce the student to making marzipan showpieces. (PT)

Quarter Credit Hours 7.5

PA2200 CHOCOLATE AND SUGAR ARTISTRY & SHOWPIECES

During this course, students will practice, using several methods, the proper chocolate tempering procedure. Hand-dipped and molded chocolate candies (pralines) will be produced, utilizing a variety of different chocolates, fillings, manufacturing and decorating techniques. Students will design and create centerpieces and showpieces using mediums such as: chocolate, pastillage, royal icing, and poured and pulled sugar.

Quarter Credit Hours 7.5

PA2276 PASTRY ARTS INTERNSHIP

The Baking & Pastry Arts Internship provides students with the opportunity to prepare baked items and other desserts and pastries in large quantities. Upon completion of this course, students will have a better understanding of commercial operations.

Quarter Credit Hours 15.0

PA2296 PASTRY ARTS COOPERATIVE EDUCATION

In this course, experiential learning takes place in diverse industry work settings. Selected students are exposed to various pastry arts kitchen rotations. Upon completion, the student will have a better understanding of the demands and expectations of the food service industry. Academic credit is awarded for this hands-on experience.

Quarter Credit Hours 15.0

COOPERATIVE EDUCATION

(The Hospitality College)

CO-OP

In these courses, experiential learning takes place in diverse industry work settings in the U.S. and abroad. Selected students perform in work assignments related to their chosen careers. Upon completion of this course, students will have a more global understanding of the demands and expectations of business and industry, food service and hospitality. A GPA of 2.75 is required to participate in the co-op program, and must be maintained throughout the application process. For overseas co-ops, the GPA requirement is 3.25. Academic credit is awarded for this hands-on experience. Quarter Credit Hours 4.5 – 13.5 for Hospitality Co-op

HM4093 Hospitality Career Co-op

HM4096 Hospitality Career Co-op

HM4098 Hospitality Career Co-op

HM4099 Hospitality Career Co-op

CULINARY ARTS

(College of Culinary Arts)

CA1315 STOCKS, SAUCES AND SOUPS

Students are introduced to cooking techniques of simmering and boiling. Lecture, demonstration and production focus on stocks, sauces, soups and related ingredients. The proper use of knives, tools, smallwares and equipment will be emphasized. (PT)
Quarter Credit Hours 3.0

CA1325 ESSENTIALS OF DINING ROOM

Students are introduced to front-of-the-house operations and professional dining service techniques. Quality service, positive guest relations, effective communication skills, guest check writing and cash operations are emphasized. Students actively perform modern American plate service and hot and cold beverage service on a daily basis. Banquet, Buffet, French, Russian, and Family service styles are also introduced and analyzed.
Quarter Credit Hours 3.0

CA1335 TRADITIONAL EUROPEAN CUISINE

Students are introduced to the cooking techniques of braising and stewing. Lecture, demonstration and production revolve around traditional European cuisine, ingredients and plate presentations.
Quarter Credit Hours 3.0

CA1345 INTRODUCTION TO BAKING & PASTRY

Production will include basic breads and rolls, starting with mixing, proofing and proper baking temperatures, laminated dough, muffins, quick breads, cookies and pies. Proper use of the baker's scale, liquid measurement and equipment identification are a primary focus for this course.
Quarter Credit Hours 3.0

CA1355 NEW WORLD CUISINE

Students engage in the discussion and application of grilling/broiling, roasting and deep-frying cooking techniques. Lecture, demonstration and production revolve around North, Central and South American ingredients and plate presentations. (PT)
Quarter Credit Hours 3.0

CA1365 PRINCIPLES OF BEVERAGE SERVICE

The course combines introduction and application of beverage, bartending and service. Students are introduced to the identification, production, and service of nonalcoholic beverages, beer, wine, spirits, cordials, cocktails, mixed drinks, coffee and tea. Students are introduced to sensory evaluation of beverages. This class incorporates and requires the student becoming certified in an industry recognized alcohol training intervention procedures program.
Quarter Credit Hours 3.0

CA1375 NUTRITION AND SENSORY ANALYSIS

Students engage in the discussion and application of steaming and poaching cooking techniques. Lecture, demonstration and production revolve around nutritional analysis of menus, recipes and sensory evaluation (sensory analysis of food). The focus will be on production of nutritional applications for soups, vegetables, salads, fresh pastas, entrées and desserts. (PT)
Quarter Credit Hours 3.0

CA1385 FUNDAMENTALS OF FOOD SERVICE PRODUCTION

Students are introduced to cooking techniques of baking, sautéing and shallow frying. Lecture, demonstration and production focuses on fats, oils, seasonings, flavoring and plate presentation. (PT)
Quarter Credit Hours 3.0

CA1395 PURCHASING AND PRODUCT IDENTIFICATION

Students engage in identifying and handling various fresh, frozen, canned, dry ingredients and sundry items. Food service purchasing, receiving, handling, storage, issuing and evaluation processes are discussed and demonstrated. Purchasing automation, computerized purchasing and HACCP systems are discussed and demonstrated in this course.
Quarter Credit Hours 3.0

CA1405 SKILLS OF MEATCUTTING

Purchasing, receiving, evaluating and proper storage procedures will be discussed. Emphasis is placed on primal and sub-primal cuts, federal inspections, grading, yields, and the classification of meats, poultry and game. Laboratory activities include hands-on fabrication of pork, beef, poultry and lamb.
Quarter Credit Hours 3.0

CA2176 CULINARY ARTS EXTERNSHIP

Culinary Arts Externship provides students with a "hands-on" learning experience in preparing and serving food and beverages in diverse industry work settings. Selected students will be exposed to various culinary arts settings with permission of the Dean of the College of Culinary Arts. Academic credit is awarded for this experience.
Quarter Credit Hours 15.0

CA2215 GARDE MANGER

Students will be introduced to modern and traditional techniques in the preparation of cold entrées, pâtés, terrines, galantines, chaud-froid and ice carving. Students plan, organize and set up buffets. This course also concentrates on the practical techniques of platter design and presentations.
Quarter Credit Hours 3.0

CA2225 CLASSICAL FRENCH CUISINE

Students are exposed to the preparation of French dishes in the traditional way. French menu terminology, tableside cooking and compound sauces are taught. Emphasis is placed on sautéing, baking, roasting, braising, and poaching techniques. (PT)
Quarter Credit Hours 3.0

CA2235 ADVANCED DINING ROOM PROCEDURES

Students are exposed to advanced table service techniques, tableside preparation, the importance of team service and guest satisfaction. Students apply team service utilizing primarily French and Russian service. Students are introduced to French, Italian, and German wines and the laws regulating them. Students gain experience in cash operational procedures, and are introduced to forecasting sales and merchandising.
Quarter Credit Hours 3.0

CA2245 INTERNATIONAL CUISINE

The course will focus on practicing baking, roasting, frying, sautéing, stir-frying, braising and steaming through menu production from countries including Mexico and the Caribbean; Spain and Morocco; Northern Italy; Southern Italy; Eastern Europe; Greece and Turkey; India, Indonesia, and Thailand; Japan, Korea, Philippines, and Polynesia; and China.
Quarter Credit Hours 3.0

CA2255 ADVANCED PATISSERIE/DESSERT

Emphasis will be placed on the production of creams, ice creams, sorbets, mousse, chocolate, strudel, filo (phyllo), sauces and plated desserts. Daily presentation of individual desserts and creative plate presentation are featured.

Quarter Credit Hours 3.0

CA2286 CULINARY ARTS INTERNATIONAL EXCHANGE

The Ireland International Exchange program combines practical and educational learning experience. Emphasis is placed on providing students with hands-on learning in preparing and serving food and beverages. The practical training takes place in some of Ireland's most prestigious hotels. The educational learning takes place in regional education centers.

The France International Exchange program takes place at Ecole Supérieure de Cuisine en Française. The academic curriculum develops a student's practical and cognitive skills through the planning and preparation of entire meals. Cultural culinary experiences enhance the program through various field trips, seminars and demonstrations.

Quarter Credit Hours 15.0

CA2296 CULINARY ARTS COOPERATIVE EDUCATION

In this course, experiential learning takes place in diverse industry work settings. Selected students are exposed to various culinary and pastry arts kitchen rotations. Upon completion, the student will have a better understanding of the demands and expectations of the food service industry. Academic credit is awarded for this "hands-on" experience.

Quarter Credit Hours 15.0

ENGLISH

(School of Arts & Sciences)

EN1001 AN INTRODUCTION TO LITERARY GENRES

This course prepares students to read, analyze and write about the major literary genres: poetry, fiction and drama. Students are exposed to a variety of forms and styles in each genre from a wide range of historical periods. Literary selections represent a diverse group of classic and contemporary writers, poets and playwrights. (WI)

Quarter Credit Hours 4.5

EN1020 ENGLISH COMPOSITION

This course provides the student with basic writing skills, with concentration on sentence and paragraph development. The student begins the course with instruction in the fundamentals of punctuation, capitalization, usage, correct sentence structure and construction. Three-part construction and writing as a process are stressed, and a minimum of two full-length essays are written. A research paper is required upon course completion. (WI)

Quarter Credit Hours 4.5

EN1H20 HONORS ENGLISH COMPOSITION

This course provides the honors student with a review of the fundamentals of writing concentrating on such areas as: sentence and paragraph development, punctuation and usage. The three-part construction of an essay as well as writing as a process are stressed. A research paper in addition to a minimum of two full-length essays are required course assignments. A writer's journal is also required. (WI)

Quarter Credit Hours 4.5

EN1021 ADVANCED COMPOSITION AND COMMUNICATION

This course is a continuation of English Composition EN1020; students analyze and discuss more complex rhetorical strategies and produce essays and technical writings using the process approach. Critical thinking training in conceptualization, analysis and synthesis is reinforced as students develop essays, peer edit and present them to the class. Written and oral practice in expressing ideas with precision, clarity and economy is essential. In addition, business communication is correlated with these skills. A research project is required. Elements of documentation and research are emphasized. Prerequisite: EN1020. (PT) (WI)

Quarter Credit Hours 4.5

EN1030 COMMUNICATION SKILLS

This is an introductory course which focuses on communication skills essential to career and personal success. Emphasis is placed upon awareness of and adaptation to the audience, ethical responsibility and cultural diversity. Students will progress in gradual stages, gaining an understanding of the communication process along with confidence and experience in numerous speaking, listening and small group interactions. (PT)

Quarter Credit Hours 4.5

EN1H30 HONORS COMMUNICATION SKILLS

This is an honors introductory course which focuses on communication skills essential to career and personal success. Emphasis is placed upon awareness of and adaptation to the audience, ethical responsibility and cultural diversity. Students will progress in gradual stages, gaining an understanding of the communication process along with confidence and experience in numerous speaking, listening and small group interactions. (PT)

Quarter Credit Hours 4.5

FOOD SERVICE MANAGEMENT

(College of Culinary Arts)

FM1055 BAKING FORMULA TECHNOLOGY

This course introduces the principles of food science and technology as they apply to baking and pastry arts. Scientific method is used to explore pastry ingredients, their chemical behavior in processing, product preparation, production and storage. Emphasis is placed on formulation, ingredients and production methods analysis.

Quarter Credit Hours 4.5

FM1060 SANITATION MANAGEMENT

Students will explore the fundamentals of food and environmental sanitation. This course will look at the origins of foodborne illness and the implementation of HACCP. The National Restaurant Association ServeSafe exam will be administered in this course to fulfill the FM1999 graduation requirement.

Quarter Credit Hours 2.0

FM1999 NATIONAL RESTAURANT ASSOCIATION SANITATION CERTIFICATION EXAM

This exam must be passed with a minimum grade of 75% to graduate. This requirement applies to all programs requiring FM1060. (PT)
Quarter Credit Hours 0.0

FM2025 FOOD & BEVERAGE COST CONTROL

Food & Beverage Cost Control is an introductory course designed to acquaint the student with the control problems of the food and beverage industry. Emphasis is placed on profit planning through menu planning, the control cycle and forecasting.
Prerequisite: MTO001 or placement. (WI)
Quarter Credit Hours 4.5

FM2045 INTRODUCTION TO MENU PLANNING & COST CONTROLS

This is a course designed to acquaint the student with the various segments of the food service industry, the understanding of how a professional menu is developed, the major areas of cost and sales, and the control needs within each of these areas. Emphasis is placed upon budgeting and computer assisted control.
Prerequisite: MTO001 or placement.
Quarter Credit Hours 4.5

FM2050 PERSONALIZED NUTRITION MANAGEMENT

This course will emphasize the principles of nutrition, the six basic nutrients and related health concepts. Various eating behaviors, recommended dietary intakes, and tools for diet planning will be explored. Students will create an in-depth computerized personalized nutrient profile, which will be self-analyzed for nutritional adequacy.
Quarter Credit Hours 4.5

FOOD SERVICE MANAGEMENT

(The Hospitality College)

FM1001 INTRODUCTION TO THE FOOD SERVICE FIELD

This introductory course examines career opportunities, organizational structures, history and human resource management in the food service industry. Specific segments will also be examined in commercial, industrial and institutional areas of food service.
Quarter Credit Hours 4.5

FM1060 SANITATION MANAGEMENT

Students will explore the fundamentals of food and environmental sanitation. This course will look at the origins of foodborne illness and the implementation of HACCP. The National Restaurant Association ServeSafe exam will be administered in this course to fulfill the FM1999 graduation requirement.
Quarter Credit Hours 2.0

FM1070 FOODS I

This course is designed to introduce the students to standard operating procedures used in the food service industry. Emphasis is placed on food preparation techniques, basic purchasing procedures, kitchen equipment and product. Corequisite: FM1060
Quarter Credit Hours 4.5

FM1999 NATIONAL RESTAURANT ASSOCIATION SANITATION CERTIFICATION EXAM

This exam must be passed with a minimum grade of 75% to graduate. This requirement applies to all programs requiring FM1060. (PT)
Quarter Credit Hours 0.0

FM2040 GUEST SERVICE SYSTEMS

This introductory course is a study of guest services within the hospitality industry. Emphasis is placed on development of service standards, staffing requirements, merchandising and fiscal accountability.
Prerequisites: FM1001 or TT1001 or HM1001 and MT0002 or higher.
Quarter Credit Hours 4.5

FM2060 FOOD PREPARATION MANAGEMENT

This intermediate level course will combine the fundamentals of food theory with hands-on small quantity food production. The student will demonstrate the basic operational procedures within a food service operation through theory, demonstration and production.
Prerequisites: FM1070, FM1060.
Quarter Credit Hours 9.0

FM2080 FOOD SERVICE OPERATIONS

This intermediate level course is designed to complete the students' foundation in purchasing and food & beverage operational controls. Emphasis is placed on mastering the purchasing cycle functions and back-of-the-house menu management systems. Students will also develop income statements and use spreadsheets to analyze food and beverage operations.
Prerequisites: AC1012, FM1070.
Quarter Credit Hours 4.5

FM2098 FOOD SERVICE MANAGEMENT EXTERNSHIP

This course is a requirement for all students in the Food Service Management associate degree program. The practicum provides in-depth experience in food and beverage operations. Rotational assignments will incorporate both front- and back-of-the-house operations.
Prerequisites: CA1325 or FM1070 and FM2040.
Quarter Credit Hours 13.5

HOSPITALITY MANAGEMENT

(The Hospitality College)

HM1001 INTRODUCTION TO THE HOSPITALITY FIELD

This course is an introduction to the hotel-restaurant field through a review of the historical development of the industry and the major functions in a hospitality establishment. The course is intended to prepare the student to apply sound management principles to the problems encountered in the supervision of people in the hospitality industry.
Quarter Credit Hours 4.5

HM1010 FRONT OFFICE OPERATIONS

This course familiarizes students with the front office department of the hotel. Emphasis is placed on: guestroom availability, reservation processing, guest registration, night audit and check-out procedures through a computerized property management system. The student will focus on all aspects of the unique relationship between the front office and other departments in the hotel. Prerequisite: FM1001 or HM1001 or TT1001.
Quarter Credit Hours 4.5

HM1011 HOSPITALITY INFORMATION TECHNOLOGY

This is an introductory course in information systems in the hospitality industry. The "smart classroom" course focuses on property management systems, Internet/Intranet systems and other forms of technology.
Prerequisite: HM1010.
Quarter Credit Hours 4.5

HM2011 HOSPITALITY SALES AND MEETING MANAGEMENT

This course familiarizes students with the scope of sales and meeting management within the hospitality industry. The reciprocal relationship between selling and service is presented within the context of hospitality marketing practices. Prerequisite: FM2040 or CA1325. Quarter Credit Hours 4.5

HM2030 HOSPITALITY HUMAN RESOURCE AND DIVERSITY LEADERSHIP

The line manager in today's increasingly diverse workforce requires new skills. Many of today's service operations have no human resource department. This course will develop managerial competencies necessary to lead the ever-changing service industry workforce. Prerequisites: Sophomore status. (PT) Quarter Credit Hours 4.5

HM2098 HOTEL EXTERNSHIP

This externship is designed to give the student practical experience in both lodging and food and beverage areas. Rotational assignments will incorporate both front- and back-of-the-house operations. It includes day, evening and weekend shifts. A limited number of students from Continuing Education and branch campuses may be able to substitute this course for HM2099. Students need to see their respective dean for admission procedures to this course. Prerequisites: FM1070, HM1011, FM2040. Quarter Credit Hours 13.5

LAW

(The Hospitality College)

LW2010 HOSPITALITY LAW

This is an introductory course with emphasis placed on hotel and restaurant issues. Topics include: sources of law, court systems, jurisdiction, contracts, negligence, the innkeeper-guest relationship and liability arising from the service of food and alcoholic beverages. Quarter Credit Hours 4.5

LEADERSHIP STUDIES

(School of Arts & Sciences)

LD2001 FOUNDATIONS OF LEADERSHIP STUDIES

This upper-level course delineates the principles that are important in the development of a leader for the 21st century. Discussion of the role and function of a leadership position will include an in-depth analysis and study of needs impacting individuals, organizations and society. (PT) (WI) Quarter Credit Hours 4.5

MATHEMATICS

(School of Arts & Sciences)

MT0001 MATHEMATICS LAB

Students are assigned to this course based upon placement tests given prior to taking MT1002. Computational skills, solving for the unknown, graphs and problem solving are some topics covered. Institutional Credits 1.5

MT1002 A SURVEY OF COLLEGE MATHEMATICS

This course provides exposure to problem solving, sets and operations. An introduction to algebra, statistics and probability will be covered. (PT) Quarter Credit Hours 4.5

MT1H30 QUANTITATIVE ANALYSIS I

A continuation of Algebra, this course begins with the study of linear equations and their applications to business and economics. Matrices are covered in detail along with their applications to Leontief models. Linear programming, quadratic models and a brief introduction to differential calculus are also presented. Prerequisite: MT1020 or equivalent, or permission of department chairperson, or placement. (PT) Quarter Credit Hours 4.5

PROFESSIONAL DEVELOPMENT

(Career Development)

PD0005 CAREER PLANNING

This course teaches students to develop and implement career planning strategies, job search techniques and skill development necessary for initial employment. Students learn how to research and discover the benefits of experiential learning like internships and cooperative education as well as community service opportunities. The values of continued education, leadership and personal financial management are also discussed. Prerequisite: PD1003. Quarter Credit Hours 0.5

PD1003 INTRODUCTION TO CAREER MANAGEMENT

This course teaches students how to manage their own careers through a mastery of career planning, employment search techniques and skills verification. Emphasis is placed on establishing individual career goals, developing self-marketing documents, and building credentials in 10 major success categories. Students learn how to effectively market themselves and use their Career Passport System throughout their entire career. (PT) Quarter Credit Hours 1.5

SCIENCE

(School of Arts & Sciences)

SC1015 INTRODUCTION TO LIFE SCIENCE

This course describes key biological and chemical principles that apply to all living things. Students will examine cells and cell functions, as well as structure and function of the systems of the human body. Application of scientific methodology will be included. It will explore the relationship between organ systems and the internal and external environment. Quarter Credit Hours 4.5

SC3010 ENVIRONMENTAL SCIENCE

This course studies the major scientific principles and concepts dealing with the biological and physical nature of the world we live in. It relies appropriately on data from other sciences relating to the natural cycles that sustain the Earth's ecosystems and biodiversity. It focuses on the unsustainable environmental degradation wrought on our planet by human progress and population growth, and it addresses the worldwide search for solutions to restore sustainability. Quarter Credit Hours 4.5

SPANISH

(School of Arts & Sciences)

SP1001 CONVERSATIONAL SPANISH I

This course is an introduction to the Spanish language with emphasis on vocabulary acquisition, basic grammar construction and oral communication.

Quarter Credit Hours 4.5

TRAVEL/TOURISM

(The Hospitality College)

TT1001 INTRODUCTION TO TRAVEL-TOURISM

This introductory course focuses on industry terminology and careers through a study of travel components which include: retail and wholesale agencies, tour management, customer relations, marketing and sales, as well as hotel, cruise, airline and resort related travel opportunities.

Quarter Credit Hours 4.5

TT1010 DESTINATION GEOGRAPHY I

An introductory course designed to acquaint the student with important destinations in the U.S., Canada, Mexico, the Caribbean and South America. The emphasis of the course discusses cultural, recreational and social significance to the traveler.

Quarter Credit Hours 4.5

TT1011 DESTINATION GEOGRAPHY II

In addition to significant destinations and attractions in Europe, Asia and Africa, this course stresses the cultural values related to international travel and the significance of travel to the international economy.

Quarter Credit Hours 4.5

TT1025 TRAVEL SERVICE MANAGEMENT

This course acquaints students with the principles of management as they relate to the travel industry. Students identify management techniques and analyze their effects on the organization and its employees.

Prerequisite: TT1001 or TT1010 or TT1011. (PT)

Quarter Credit Hours 4.5

TT1035 TRAVEL INFORMATION SYSTEMS

This course provides a comprehensive, hands-on system learning experience. Students become proficient in the use of current Airline Reporting Corporation (ARC) documentation, simulated CRS systems, Internet resources, as well as other technologies used for the management of related travel services. Students are able to understand the technological interactions within a Global Distribution System (GDS). Prerequisite: TT1025.

Quarter Credit Hours 4.5

TT2040 TRAVEL SALES MANAGEMENT

This course emphasizes service as an integral part of the selling process. The reciprocal relationship between selling and service is presented within the context of the total travel sales effort. Prerequisite: TT1001. (WI)

Quarter Credit Hours 4.5

TT2098 TRAVEL CENTER EXTERNSHIP

The travel externship affords the student the opportunity to combine previous academic courses with a practical approach to various travel operations. Students receive hands-on experience while on rotation through Johnson & Wales practicum sites. Academic emphasis is placed on career responsibilities, budgeting, research, marketing, sales and promotion, as well as the use of communication systems. Students are required to plan and carry out a familiarization tour. Prerequisites: TT1001, TT1010, TT1011, TT1035. (PT)

Quarter Credit Hours 13.5

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Legal control of the University is vested in the Board of Trustees.

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