

Norfolk,
Virginia

**JOHNSON & WALES
UNIVERSITY**

Catalog
2002–2003



2002–2003 Academic Calendar

FALL TERM

| | |
|----------------|---|
| Sept. 9 | Arrive at Internship |
| Sept. 9 | Weekend/Evening classes begin |
| Sept. 9 | Day classes begin |
| Oct. 5–6 | Weekend/Evening program — Double lab weekend |
| Oct. 14 | Columbus Day — no classes for Day students (Evening classes meet) |
| Nov. 6–7 | Term-to-Term Registration |
| Nov. 21–22 | Final exams — Day program labs and academics |
| Nov. 22 | Last day of classes — Day program |
| Nov. 22 | Depart Internship |
| Nov. 23 | Last day of classes — Weekend/Evening program |
| Friday classes | Academics: 9/20 Laboratories: 9/20, 11/22 |

WINTER TERM

| | |
|----------------|---|
| Dec. 1 | Arrive at Internship |
| Dec. 2 | Weekend/Evening classes begin |
| Dec. 3 | Day classes begin |
| Dec. 7–8 | Weekend/Evening program — Double lab weekend |
| Dec. 19 | Last day of classes (Day program) before holiday break |
| Dec. 21 | Last day of classes (Weekend/Evening program) before holiday break |
| Jan. 4 | Weekend/Evening classes resume |
| Jan. 6 | Day classes resume |
| Jan. 20 | Martin Luther King, Jr.'s Birthday — no classes (all students) |
| Feb. 12–13 | Term-to-Term Registration |
| Feb. 27–28 | Final exams — Day program labs and academics |
| Feb. 27 | Last day of classes — Weekend/Evening program |
| Feb. 28 | Last day of classes — Day program |
| Feb. 28 | Depart Internship |
| Friday classes | Academics: 12/6, 1/24, 1/31 Laboratories: 12/6, 1/24, 1/31, 2/28 |

SPRING TERM

| | |
|----------------|---|
| March 8 | Weekend/Evening classes begin |
| March 9 | Arrive at Internship |
| March 10 | Day classes begin |
| March 29–30 | Weekend/Evening program — Double lab weekend |
| April 30–May 1 | Summer Registration (pending class availability) |
| May 21–22 | Final exams — Day program labs and academics |
| May 22 | Last day of classes — Day program & Weekend/Evening program |
| May 22 | Depart Internship |
| May 24 | Commencement |
| Friday classes | Academics: none Laboratories: 5/16 |

SUMMER TERM

| | |
|---------|---------------------------------|
| June 13 | Advanced Standing Registration |
| June 16 | Advanced Standing classes begin |
| Aug. 22 | Advanced Standing classes end |

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

Programs of Study

College of Culinary Arts

Certificate Program

Culinary Arts^{*,6}

Associate Degree

Culinary Arts^{*,6}

Bachelor of Science Degree

Baking & Pastry Arts^{1,5,6}

Culinary Arts^{1,3,5,6}

Culinary Nutrition^{1,5,6}

Food Marketing^{1,6}

Food Service Entrepreneurship^{1,6}

Food Service Management^{*,1,2,3,4,6}

* Available at the Norfolk, Va. campus

¹ Offered at the Providence, R.I. campus

² Offered at the Charleston, S.C. campus

³ Offered at the North Miami, Fla. campus

⁴ Offered at the Denver, Colo. campus

⁵ Students may apply for entrance into these programs by submitting an application to the Program Director during their sophomore year.

⁶ 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 the accreditation status by the New England Association should be directed to the University 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 State Council of Higher Education in Virginia has approved Johnson & Wales University to offer an Associate in Applied Science degree and a Certificate in Culinary Arts at its location in Norfolk, Va. In addition, the State Council of Higher Education in Virginia has granted conditional approval for Johnson & Wales University to offer a Bachelor's Degree in Food Service Management starting September 2001 at its location in Norfolk, Va.

The University is approved for the training of veterans. The University is an institutional member of the 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 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 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 Vocational Association
Associated Press
Association for Careers & Technical Engineering
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
Business Professionals of America
Business Volunteers for the Arts
Career College Association
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
Council for the Advancement and Support of Education
Council of Hotel, Restaurant, Institutional Educators
Eastern Association of Colleges and Employers Inc.
Educause
Employment Management Association
European Council of Hotel Restaurant & Institutional Education
European Council of Independent Schools
Family, Career and Community Leaders of America
Future Business Leaders of America
Future Farmers of America
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 Culinary Professionals
International Association of Hotel School Directors
International Career Counselors
International Food Service Editorial Council
International Hotel and Restaurant Association
James Beard Foundation

Junior Achievement
 Landmark Restaurants Advisory Board
 Malaysian American Commission
 on Education Exchange
 Marriott Hospitality High School Education Committee
 Modern Language Association
 Multicultural Food Service & Hospitality Alliance
 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
 Student Financial Aid Administrators
 National DECA, Inc.
 National Education Association
 National Restaurant Association
 National Society for Experiential Education
 National Society of Fundraising Executives
 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 Legal Foundation
 New England Library Association
 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
 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 Counseling Association
 Rhode Island Department of Education

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 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 Constantianiana
 (The Constantinian University)
 Waterfire Providence Board of Directors
 Weybosset Street Community Centers
 World Association for Hospitality & Tourism Training
 Young Men’s Christian Association

Norfolk Campus Affiliations

AHEAD – Association on Higher Education
 and Disability
 Association for Supervision
 and Curriculum Development
 Chesapeake Bay Wine Classic
 Foodbank of Southeastern Virginia
 Greater Norfolk Corporation
 Hampton Roads Chamber of Commerce
 Institute of Food Technologists
 International Food Service Executives Association
 Kids Cafe Advisory Committee
 Learning Disabilities Association
 National Council of Teachers of English
 National Board of Certified Counselors
 Norfolk Hotel/Motel Association
 Produce Marketing Association
 Research Chefs Association
 SKAL Club (Tidewater Chapter)
 Southeast Association of Housing Officers
 Southeastern Association of Colleges
 and Employers
 Tidewater Chefs Association
 Virginia Association of Colleges and Employers
 Virginia Association of Collegiate Registrars
 and Admissions Officers
 Virginia Association of
 Student Financial Aid Administrators
 Virginia Beach City Public Schools
 Education Foundation
 Virginia Beach Hotel/Motel Association
 Virginia Beach Restaurant Association
 Virginia Hospitality and Travel Association
 Virginia Library Association
 Virginia Restaurant Association
 Women Chefs and Restaurateurs
 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 and four-year Bachelor of Science 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 food service 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 career.

The Norfolk Campus offers a career-oriented two-year associate degree program in Culinary Arts, as well as a one-year certificate program in the same field. The Norfolk campus also offers a four-year degree in Food Service 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, manage ethically, communicate clearly, and contribute to the community. To meet these needs, Johnson & Wales integrates vital general studies with intensive career education. Students also learn to contribute to their community through community service so that they are prepared to be effective employees and 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. After completing an associate degree program, students may pursue a bachelor's degree. With this "two-plus-two" option, students can earn two degrees in four years.

FOOD SERVICE: Culinary Arts, Baking & Pastry Arts, Food & Beverage Management — these are some of the two- and four-year programs for which Johnson & Wales University has become famous. The largest food service educator of its kind in the world, Johnson & Wales offers some or all of these programs at campuses in Charleston, S.C., North Miami, Fla., Denver, Colo. and Providence, R.I., in addition to Norfolk.

Once a student chooses a program, there are still more options. Hands-on training facilities at the University's Providence campus provide the opportunity for practical training. Students who maintain a 2.75 GPA may apply for cooperative education positions with prestigious participating employers nationwide. Students who maintain a 3.25 GPA may apply for International Cooperative Education.

Students who want to accelerate their studies can apply for the Advanced Standing or the

Advanced Culinary Arts (ACAP) programs prior to enrolling. (See pages 8 and 19.)

Three-Term Schedule

Johnson & Wales University's academic calendar is divided into terms. Three 11-week sessions in an academic year enable students to 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 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 Norfolk, Va., Charleston, S.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 on Monday holidays. 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 students with valuable experiential education — both in the classroom and on the job.

Career co-ops, on-the-job training and computer and culinary arts laboratories all place students within a practical situation to further develop their career knowledge and skills.

Johnson & Wales utilizes over 20 different practicum training facilities at its Providence campus, including restaurants, hotels and

banquet facilities. Students from the Norfolk campus spend one term serving the public through Internship. Qualified students may compete for Selective Career Co-op assignments at University-approved sites across the country and around the world, or may learn at local externship sites.

HANDS-ON LEARNING

CULINARY ARTS INTERNSHIP

During their sophomore year as Culinary Arts majors, students will be scheduled for a term-long assignment at the University's food service training facilities in Providence, including the Radisson Airport Hotel and the J&W Inn and Conference Center.

Students enrolled in the Weekend/Evening program will complete an externship assignment in place of internship.

WEEKEND/EVENING PROGRAM

The University offers an associate degree program in Culinary Arts which is completed on a weekend and evening schedule. The program is designed for those who want the opportunity to earn a degree in Culinary Arts while working in the food service industry, including military food service personnel. The program is also designed for those individuals seeking a career change.

The Weekend/Evening program allows for access to the full range of student services, everything from financial planning to student activities, student success to career development. Please be advised, however, that due to the timing of the program, these services are available on a limited schedule.

The Weekend/Evening externship will replace the internship offered in the day school program. All other course offerings are identical.

Classes are held two nights per week from 5:30–9:30 p.m. and Saturdays from 7:00 a.m. to 6:30 p.m.

Externship

Weekend/Evening students will spend one term at an approved facility gaining valuable hands-on experience in the food service industry. Externship occurs at the culmination of the associate degree program and is designed to provide students with the unique opportunity to utilize skills and techniques learned in Johnson & Wales' kitchens. Students are responsible for securing their own externships by submitting appropriate paperwork to the Office of Culinary Education for site approval.

Culinary Arts ACAP

The Advanced Culinary Arts Program (ACAP) is designed for weekend/evening students who have accumulated professional industry experience. Acceptance into the program is based on successful completion of the ACAP examination, previous academic records and a letter of recommendation, in addition to written documentation of work experience.

Candidates for ACAP must be applicants to Johnson & Wales who have a minimum of one year of food service work experience. Students who have previously qualified for ACAP include:

- graduates of vocational-technical programs
- veterans of the military service
- college graduates
- transfer students
- other individuals with extensive food service experience

ACAP applicants must have applied for admission to Johnson & Wales University at the time of the examination.

Those students accepted into the Weekend/ Evening ACAP will receive 15 quarter credit hours for externship. Appropriate tuition charges will be applied to the student's account.

If you feel you qualify for this program, please contact the Admissions Office at 1-800-277-2433 or (757) 853-3508 to request an ACAP application and schedule a test date. You must complete the ACAP application process prior to enrolling.

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, R.I., 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 the University, leading to additional two- and four-year degree programs in the food service and hospitality 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. Programs in the Alan Shawn Feinstein Graduate School now include master's degrees in Accounting, Financial Management, Hospitality Administration, International Trade, Organizational Leadership, Marketing, and Teaching (for business and food service undergraduates). In addition, the Alan Shawn Feinstein Graduate School recently introduced a Doctor of Education in Educational Leadership program.

In 1992, a joint educational agreement allowed the University to begin programs on the campus of the IHM Business School in Gothenburg, 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 the Providence, Charleston, Florida, or Denver campuses.

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

In 1993, the University opened a campus in Vail, Colo., 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 from the University's College of Culinary Arts.

In 1995, Johnson & Wales created an International Hotel & Tourism Management program in Providence 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 programs to be introduced this year include 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 and business programs, as well as the "Garnish Your Degree" accelerated associate degree program originally offered in Vail.

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 its contributions to the community, government and industry.

THE CAMPUS

The Norfolk Campus has expanded significantly since its origin. It is located minutes away from the Norfolk International Airport and is easily accessible by a number of interstate highways.

Campus facilities are centrally located and include state-of-the-art kitchens, mixology and dining room laboratories, academic classrooms, administrative offices, bookstore, student union, library, computer lab, student services offices and more.

On-campus parking is available, and student housing is available on the campus of Old Dominion University. See page 21 for more information on housing.

NORFOLK, VIRGINIA

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

The region is brimming with culture, too. Virginia Stage Company and Virginia Opera are both based in Norfolk. The Virginia Beach GTE Amphitheatre attracts the top names in the music industry. Town Point Park hosts Norfolk Festevents which offers more than 200 free outdoor concerts, TGIF parties, dances, movies and festivals each year.

Hampton Roads — America's East Coast Gateway — is the world's largest natural harbor. Earning the distinction as one of the most livable areas in the country, Hampton Roads offers both its residents and Johnson & Wales students a temperate climate, miles of sparkling beaches and an abundance of year-round recreational activities.

ADDITIONAL CAMPUSES

PROVIDENCE, R.I.

Since its opening in 1914, Johnson & Wales University's original 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 1-800-DIAL-JWU (342-5598) toll free or (401) 598-1000.

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 of Science 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 |
| Management | & Management |
| Marketing | |
| Undeclared | |

The following Associate Degrees have restricted track options for Bachelor of Science 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 |
| B.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 |
| Recreation/Leisure Management | Hospitality Management Recreation/Leisure 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 Recreation/Leisure Management Sports/Entertainment/ Event Management Travel/Tourism Management |
| Hospitality A.S. Degree | Information Science |
| B.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 |
| Electronics Technology | Information Science |
| Web Site Development | Web Management and Internet Commerce Information Science |
| Bachelor's Degree: | Electronics Engineering |

CHARLESTON, S.C.

Known as "The Hospitality University of the South," Johnson & Wales' Charleston, S.C., campus was founded in 1984 and now offers students associate and bachelor's degrees in a variety of food service, hospitality, travel-tourism and sports/entertainment/event areas. The charming city of Charleston boasts a wealth of historic homes and plantations, museums and outstanding restaurants, and South Carolina claims hospitality as its second-largest industry.

For more information about J&W's Charleston campus, please write the Admissions Office, Johnson & Wales University, 701 East Bay Street, Charleston, SC 29403 or call 1-800-868-1522 (toll free) or (843) 727-3000.

Campus President

Stephen Parker, M.A.

Programs offered

| | |
|----------------------------|--|
| ASSOCIATE DEGREE | BACHELOR'S DEGREE |
| Baking & Pastry Arts | Food Service Management |
| Culinary Arts | Food Service Management |
| Food & Beverage Management | Food Service Management International Hotel & Tourism Management |
| Hotel Management | Hotel Management International Hotel & Tourism Management |
| Restaurant Management | Food Service Management International Hotel & Tourism Management |
| Travel-Tourism Management | International Hotel & Tourism Management Travel-Tourism Management |
| Bachelor's degree: | Sports/Entertainment/Event Management |

NORTH MIAMI, FLA.

Johnson & Wales' 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 |
| Web Site Development | Web Management & Internet Commerce |
| Bachelor's Degree: | Sports/Entertainment/Event Management |

DENVER, COLO.

Celebrating its grand opening in September 2000, J&W's newest campus in Denver, Colo. offers two-year and four-year Culinary Arts, Hospitality and Business 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 Johnson & Wales' Denver campus, write or call the Admissions Office, Johnson & Wales University, 7150 Montview Boulevard, Denver, CO 80220, 1-877-JWU-DENVER (598-3367).

Campus President

Mark Burke, M.S.

Programs offered

| ASSOCIATE DEGREE | BACHELOR'S DEGREE |
|----------------------------|--|
| Accounting | Accounting Financial Services Management Marketing |
| Business Administration | Accounting Financial Services Management Marketing |
| Baking & Pastry Arts | Food Service Management |
| Culinary Arts | Food Service Management |
| Food & Beverage Management | Food Service Management |
| Hotel Management | Hotel Management |
| Marketing | Accounting Financial Services Management Marketing |
| Bachelor's degree: | International Business Sports/Entertainment/Event Management |

GOTHENBURG, SWEDEN

Students may complete their first year of study by enrolling in Johnson & Wales University's Gothenburg, 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' Gothenburg Campus, write Johnson & Wales University, Box 5273, 402 25 Gothenburg, 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, 2, 3}
International Business
Management²
Marketing^{2, 3}

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

¹ Also offered in Charleston, S.C.

² Also offered in North Miami, Fla.

³ 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 650 students from 61 countries.

Programs of Study

MASTER OF BUSINESS ADMINISTRATION IN GLOBAL BUSINESS

Accounting
Financial Management
International Trade
Marketing
Organizational Leadership

MASTER OF BUSINESS ADMINISTRATION

Hospitality Administration

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 field 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 qualifying 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. Copies of the technical standards applicable to various programs 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, 2428 Alameda Avenue, Suite 316, Norfolk, VA 23513.

There is no deadline for submitting applications, but you are advised to apply as early as possible before your intended date of enrollment to ensure full consideration.

An official application form can be found in this catalog. No application fee is required. In completing the application form, students must indicate the term in which they wish to enroll. Applications are accepted for terms beginning in September, December and March.

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

After completing the application form, it is the student's responsibility to request that his/her high school guidance office forward to the University an official copy of his/her secondary school record for admissions consideration. Verification of graduation must be submitted to the Admissions Office. Acceptable documentation includes a letter from an authorized high school administrator, a final high school transcript, or a G.E.D. certificate.

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 not required (but are recommended) for admission to Johnson & Wales University. Candidates for the University's honors program or International Business 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, you are required to forward to the University a \$100 tuition reservation deposit. Students requesting housing accommodations must make an additional \$100 deposit. In late spring, students are asked to submit an additional \$200 deposit to verify their continued interest in attending J&W. 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 enrollment. 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). Credit 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.

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 ACCESS, 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% of the high school graduating class, submitted SAT scores of a minimum of 1000 or ACT total composite of 42, and entered J&W in the fall.

Honors students will be enrolled in Honors sections of their freshman courses and may choose the Honors Option (H-Option) in other courses.

To receive an Honors designation upon graduation, students must successfully complete a number of freshman Honors courses in addition to some H-Option courses.

At the associate level, students must complete a total of nine Honors/H-option courses for a designation. At the bachelor's level, students must complete an additional six Honors/H-Option courses and submit a senior project for a designation.

Students enrolled in the Honors Program often receive preference for on-campus interviews, tutorial positions, resident assistant positions, and early graduation through accelerated coursework.

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.

FACTS FOR MILITARY

Johnson & Wales University is approved for the training of veterans in accordance with the rules and regulations administered by the U.S. Veteran's Administration.

Eligible veterans should contact the Department of Veterans Affairs. The regional telephone number for those living in the state of Virginia is 1-800-827-1000. Those living elsewhere in the U.S. should look in the Government Listings section of the Bell Atlantic White Pages to obtain the telephone number for their state's Department of Veterans Affairs office.

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. A score of 27 or higher is required to place out of Math Lab. 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 complete the Portfolio Development non-credit seminar. This seminar will meet for three two-hour sessions. Students must discuss this option with a Learning Specialist 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 Specialist, may submit additional portfolios. Refer to the Prior Learning Assessment Brochure, available at the Registrar's Office, 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. J&W is a national CLEP examination site. 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 Registrar's Office, 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).

For annual examination schedules with examination dates and application deadlines, refer to the University's Prior Learning Assessment Brochure. This brochure may be obtained from any Registrar's Office and from the Learning Center.

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.

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 will be notified by mail of the time and location of their test or seminar. 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.

Culinary Advanced Standing

Prospective students who possess advanced knowledge and skills in these food-related areas may apply for the Culinary Arts Advanced Standing Examination. The results of the

examination are considered in addition to academic records and a letter of recommendation from a food-related employer and/or teacher.

It is generally recommended that applicants have completed advanced food service curriculum or have a minimum of two years of extensive food service work experience.

Students who are selected for this accelerated program are required to complete a 10-week summer program. Upon successful completion of the summer program, students attain sophomore standing in the fall.

Students must be accepted for admission to Johnson & Wales University prior to applying for Advanced Standing. Contact the Admissions Office for further information.

FAST & Credit for College Programs

Johnson & Wales University offers students an opportunity to earn credits toward a Johnson & Wales degree while they are still in high school through approved articulation agreements between Johnson & Wales University and the student's high school. Culinary Arts students enrolled in approved tech-prep programs who meet academic requirements may be eligible to earn up to 15 quarter credits toward their Culinary Arts associate degree through our Freshman Advanced Study Track (FAST). Students enrolled in approved hospitality, business and technology programs who meet the academic requirements may also be eligible to earn transfer credits through our Credit for College Program.

For more information about the Freshman Advanced Studies Track, articulation agreements or Credit for College programs, contact the Admissions Office.

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
2428 Alameda Ave., Suite 316
Norfolk, VA 23513 USA
Telephone: (757) 853-3508
Fax: (757) 857-4869

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 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 109
- 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.

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 | Greece | Mexico |
| Australia | Iceland | Morocco |
| Austria | India | New Zealand |
| Bahamas | Indonesia | Singapore |
| Bahrain | Isle of Mann | Spain |
| Barbados | Israel | Sweden |
| Belgium | Italy | Switzerland |
| Bermuda | Jamaica | Taiwan |
| Canada | Japan | Thailand |
| Cyprus | Kenya | Turkey |
| France | Korea | United Arab Emirates |
| Germany | 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.

Traveling to Norfolk

Norfolk International Airport, located near Johnson & Wales University at Norfolk, is served by several major airlines.

Culinary Arts Advanced Standing

Prospective culinary arts students who have completed an advanced food service curriculum or have a minimum of two years of extensive food service work experience may receive advanced standing on the basis of proficiency examinations and letters of recommendation from high school foods instructors and/or former employers.

For more information, write for a Culinary Arts Advanced Standing brochure or call 1-800-277-2433.

Students must be accepted for admission to the University before applying for Advanced Standing. The Culinary Arts Advanced Standing application process must be completed prior to enrollment.

Weekend/Evening candidates with extensive food service experience should apply for ACAP. See page 8.

Students who have earned a bachelor's degree from another university may be eligible to complete the associate degree program in less than the traditional two-year time frame. Please contact an admissions officer for details.

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, 1-800-277-2433 (toll free) or (757) 853-3508.

Alabama

R. Lee Stauter (601) 434-2760

Alaska

Patricia Lassinger (360) 939-0936

Arizona

Scott Soldat (602) 569-3156

Arkansas

R. Lee Stauter (601) 434-2760

California: Central

Jim Ingersoll (626) 653-6540

California: Northern

Jeannie Sousa (530) 284-0899

California: Southern

Aimee Rosengrant (619) 222-3120

Colorado: Metro Denver

Tracy Burke (303) 766-9497

Colorado: Northern

Pat McCreary (720) 344-2121

Colorado: Southern

Bob Purfurst (303) 465-0338

Connecticut

Margie Coupe (401) 934-0505

Delaware

Becky Smith (610) 404-1460

Florida: Greater Miami

Rena Mohammed (305) 493-1313

Florida: North/Central/Northwest

Jane Bowers (561) 581-8129

Florida: Southwest

Robin Phifer (813) 907-5017

Florida: Southeast

Jeff Simon (561) 753-9836

Georgia

Pamela Hughes (770) 632-2806

Hawaii

Patricia Lassinger (360) 939-0936

Idaho

Patricia Lassinger (360) 939-0936

Illinois

Thomas Strzycki (630) 654-0382

Indiana

Judi Atz (317) 882-0757

Iowa

Wendy Dintino (816) 792-0966

Kansas

Wendy Dintino (816) 792-0966

Kentucky

M. "Jake" Biddle (615) 889-9048

Louisiana

R. Lee Stauter (601) 434-2760

Maine

Kimberly Lavoie (603) 749-7906

Maryland

Pamela Rouch (301) 330-5755

Massachusetts: Eastern Manny Tavares (401) 247-1823

Massachusetts: Southeastern

Barbara DiSaia (401) 598-1116

Massachusetts: Western/Northern CT

Fran Ridolfo (401) 785-1239

Michigan

Barbara Franks (989) 823-8797

Minnesota

Jennifer Diemer (320) 203-9464

Missouri

Wendy Dintino (816) 792-0966

Mississippi

R. Lee Stauter (601) 434-2760

Montana

Patricia Lassinger (360) 939-0936

Nebraska

Wendy Dintino (816) 792-0966

Nevada

TBA (800) 343-2565

New Hampshire

Kimberly Lavoie (603) 749-7906

New Jersey

Mike & Mary Ann LaPorte (973) 300-5444

New Mexico

Barbara Ashcraft (505) 856-1730

New York: Long Island, New York City

Steve Raptis (631) 385-8407

New York: Northeast, Albany, Orange County

Carl Winters (518) 462-1050

New York: Northwestern

Tammy Linder (716) 663-8047

North Carolina: Eastern

Richard Kipp (919) 539-6124

North Carolina: Western

Jan Powell (704) 463-5556

North Dakota

Jennifer Diemer (320) 203-9464

Ohio

Susan Puffer (330) 908-1968

Ohio: Southwestern

Judi Atz (317) 882-0757

Oklahoma

Elena Doerrie (972) 496-2668

Oregon

Patricia Lassinger (360) 939-0936

Pennsylvania: Northeast/N. Central

Sharon Macko (610) 262-1431

Pennsylvania: Southeast/S. Central

Becky Smith (610) 404-1460

Pennsylvania: Western

Betsy Miller (724) 847-8010

Puerto Rico

(800) 342-5598

Rhode Island

Barbara DiSaia (401) 598-1116

South Carolina

Melisa Bates (843) 729-3791

South Dakota

Jennifer Diemer (320) 203-9464

Tennessee

M. "Jake" Biddle (615) 889-9048

Texas: Northern

Elena Doerrie (972) 496-2668

Texas: Southern

Josie Tate (254) 698-0209

Utah

(800) 342-5598

Vermont

Kimberly Lavoie (603) 749-7906

Virginia

B.J. Friedery (703) 803-8864

Virgin Islands

TBA

Washington

Patricia Lassinger (360) 939-0936

Washington, D.C.

B.J. Friedery (703) 803-8864

West Virginia: Eastern/Southeastern

B.J. Friedery (703) 803-8864

West Virginia: Northern/Western

Betsy Miller (724) 847-8010

Wisconsin

Rena Mohammed (305) 493-1313

Wyoming

R. Lance Wellborn (307) 237-5485

**National Student Organizations
Representatives**

Jessica Scherlein (800) 342-5598

Kelly Sheehan (800) 342-5598

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.

IS STUDENT HOUSING AVAILABLE?

Yes. As a student at Johnson & Wales University at Norfolk, you have the option of residing at University-sponsored student housing. It is located on the campus of Old Dominion University, another one of Hampton Roads' prestigious institutions of higher learning. Resident students enjoy full use of ODU's dining facilities; activity centers including an Olympic-sized swimming pool, weight rooms, and video arcades; and the Webb Center, a 187,000-square-foot student union featuring food courts, retail shops, lounges — even a travel agency.

**IS STUDENT HOUSING OPEN THROUGHOUT
THE ACADEMIC YEAR?**

Yes, however, student housing closes during Thanksgiving, winter and spring breaks.

**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. You are also able to request specific roommates.

WHAT DO I NEED TO BRING TO UNIVERSITY-SPONSORED STUDENT HOUSING?

Before the start of school, students who have requested housing and have paid their reservation deposit will receive information from our Department of Student Affairs including suggested items to bring such as bed linens, towels, pillows, hangers, a computer and a desk lamp. Upperclassmen assigned to an apartment also will need to bring kitchen supplies. For more information on University-sponsored student housing, see the Residential Life section of this catalog (see page 45).

WHAT KIND OF CLOTHES SHOULD I BRING?

Closet and drawer space is limited, so you should bring seasonal clothing. Since Norfolk/Virginia Beach is a resort area, you'll find that you will wear mostly casual clothing in your leisure time.

While in laboratory classes, you will wear the uniform of the professional chef, a symbol of success and a source of pride. Uniforms will be issued to you upon registration. You will also wear this uniform in academic classes, with the exception of the hat, apron and side towel. Be sure to pack plain white T-shirts to wear beneath your uniform. When in dining room and beverage service classes, you will wear the Johnson & Wales dining room uniform. Upperclassmen pursuing a bachelor's degree in Food Service Management will wear University-issued pants, shirts and ties. To maintain a professional image, all students are responsible for keeping their uniforms clean and pressed.

WHAT'S THE CLIMATE LIKE IN NORFOLK?

Norfolk is situated in a prime East Coast location between the Chesapeake Bay and the Atlantic Ocean. Because of this, the area enjoys a moderate climate with comfortable autumn and spring days ranging from 50 to 70 degrees and winter temperatures rarely dipping below 35 degrees. The bay and ocean temperatures stay warm into the fall, so don't forget to bring your swimsuit!

WHAT IS HAMPTON ROADS?

The term Hampton Roads is a centuries-old reference to the world's largest natural

harbor where the James, Nansemond and Elizabeth rivers pour into the mouth of the Chesapeake Bay. Today, the name is used to describe the seven-city area surrounding the harbor comprised of Virginia Beach, Chesapeake, Portsmouth, Suffolk, Newport News, Hampton and Norfolk where Johnson & Wales University is located.

WHAT IS THE GUEST POLICY?

A student may sponsor a visitor to student housing provided that the student advises the visitor of University rules and the visitor agrees to follow those rules. Students are held responsible for the actions of their guests. Overnight guests of the same gender are allowed for visits of no more than three consecutive nights per week. All overnight guests must sign in at the Residence Hall front desk. Resident students may not have members of the opposite sex in their rooms between midnight and 8:00 a.m. (Sunday–Wednesday) and between 2:00 a.m. and 8:00 a.m. (Thursday–Saturday).

CAN I HAVE A REFRIGERATOR?

Students may use their own refrigerator, provided the unit is no larger than 4.0 cubic feet.

WHAT IS THE UNIVERSITY'S POLICY REGARDING ALCOHOL AND SMOKING?

The Norfolk Campus of Johnson & Wales University prohibits alcohol in University housing and at University-sanctioned events, regardless of age. Non-prescribed drugs are prohibited. Johnson & Wales maintains a smoke-free environment within its facilities, including University housing.

IS THERE A CURFEW?

There is no curfew. However, while students may come and go as they please, they must respect "quiet hours," which are from 8:00 p.m. to 8:00 a.m., Sunday–Thursday, and midnight to 8:00 a.m., Friday and Saturday. Additionally, 24-hour quiet hours are in effect on days seven and eight of each segment.

WHERE CAN I ATTEND RELIGIOUS SERVICES?

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

Baptist: First Baptist Church of Norfolk,
312 Kempsville Road, Norfolk, (757) 461-3226

Catholic: Sacred Heart Church,
520 Graydon Avenue, Norfolk, (757) 625-6763

Episcopal: St. Paul's Episcopal Church,
201 St. Paul Boulevard., Norfolk,
(757) 627-4353

Muslim: Islamic Center,
1442 W. 49th Street, Norfolk, (757) 423-8609

Jewish: Beth El Temple,
422 Shirley Avenue, Norfolk, (757) 625-7821

Methodist: Ghent United Methodist Church,
531 Raleigh Avenue, Norfolk, (757) 622-2843

Presbyterian: Messiah Presbyterian Church,
1485 Johnstons Road, Norfolk, (757) 855-8733

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

In accordance with the Johnson & Wales University attendance policy, "all absences, regardless of circumstances, are recorded daily and become a part of the student's permanent attendance record." 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.

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 business-like attitude toward their studies. The University believes that such an attendance policy serves the student population's best interest. With appropriate planning, students should be able to observe religious holidays within the absence policy. Excessive absences may result in reduction of grades in accordance with stated faculty policy given at the beginning of each course and may also result in a punitive withdrawal or withdrawal/pass from the course.

Attendance policies for experiential education assignments and laboratories are more rigid and will be fully explained during orientations.

WHERE ARE THE AIRPORT, BUS AND TRAIN STATIONS?

Norfolk International Airport is located only minutes away from Johnson & Wales University at Norfolk and is served by many major airlines including USAir, American and Continental. To make travel arrangements, contact your local travel agent or the airline of your choice.

The **Greyhound Bus Lines terminal** at 701 Monticello Avenue is located in downtown Norfolk, approximately 10 miles from campus. For information call 1-800-231-2222.

The nearest station for **Amtrak Inter-City Rail Passenger Service** is Newport News, Virginia. However, a charter bus at the terminal takes passengers to central locations in Norfolk and Virginia Beach (a 45-minute ride). Be sure to specify Norfolk or Virginia Beach when reserving your ticket. For general information and reservations, call 1-800-USA-RAIL (1-800-872-7245).

CAN I HAVE A CAR ON CAMPUS?

Yes, you may bring a car to school, but keep in mind that available parking is limited. Resident students must pay a permit fee to park their cars on the campus of Old Dominion University.

Students, both resident and commuter, who plan to bring a vehicle on Johnson & Wales University property must register this vehicle with the Academic Affairs Department upon arrival. There is not a separate fee to park on the J&W campus.

To receive a parking permit, you must visit the Academic Affairs Department and present the following:

- Current University ID
- Valid driver's license
- Proof of minimum liability insurance
- Valid automobile registration

The University is not responsible for any vehicle or its contents while it is parked on University property.

WHERE CAN I CONDUCT PERSONAL BANKING?

The following are some of the larger banks in Norfolk. Each has locations throughout Hampton Roads. Their toll-free customer service numbers are listed so you can locate the branch nearest you.

SunTrust1-800-451-3435

Bank of America1-800-880-5454

Financing Your Education

TUITION & FEES

The following tuition and fees schedule is effective for the 2002–2003 academic year and applies to the Norfolk Campus Day School program only. Tuition and fees are subject to change annually.

Tuition & Fees: 2002–2003 Academic Year

Tuition

| | |
|-------------------------|----------|
| Culinary Arts | \$16,050 |
| Food Service Management | \$13,644 |
| General Fee | \$630 |
| Room & Board | \$6,366 |
| Room Only | \$4,542 |

The following tuition and fees schedule for the Norfolk Campus Weekend/Evening Program is effective for the 2002–2003 academic year. Tuition and fees are subject to change annually.

Tuition & Fees: 2002–2003 Academic Year

| | |
|-----------------------------|----------|
| Weekend/Evening Program | \$12,000 |
| General Fee for W/E Program | \$504 |

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 hour over 18.

The **Guaranteed Tuition Plan** guarantees day school students no tuition increases while continuously enrolled at the University, subject to the conditions on page 26.

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

Room & Board charges are for the academic year and include residence hall accommodations, a meal plan and transportation to and from classes.

Room Only charges are for the academic year for students living in University-sponsored apartments. They do not include a meal plan.

DEPOSITS AND OTHER FEES

Reservation Deposit **\$100**

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.

Additional Tuition Deposit **\$200**

Requested by the Admissions Department prior to the student's start date to confirm enrollment, this additional nonrefundable deposit 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.

Late Registration Fee **\$50**

If the student fails to register within the announced registration period, a late fee will be assessed.

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 request an unofficial transcript for personal use. No transcript will be issued unless the student is current in all financial obligations to the 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. Books and supplies must be paid for at the University's bookstore at the time of purchase. They are not billed on the student's invoice.

ACCESS Tuition

ACCESS tuition is 50% of the 2002–2003 Culinary tuition charge. Refer to page 15 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 and board 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 Insurance

It is a requirement that all matriculating students have health coverage during the academic year, September through May. Students will be sent a response card on which they must indicate their health insurance status for the academic year. If they do not have coverage, or fail to return the student health insurance card prior to their initial registration for the academic year, they will be enrolled in the University's Student Sickness Insurance Plan and charged a premium for the academic year. No premium will be assessed for terms students do not begin and coverage will cease as defined in the insurance brochure. Students covered by the University's Student Sickness Insurance Plan during the academic year and taking summer classes will be charged an additional premium for the period June through August. Furthermore, students who were enrolled in the University's Student Sickness Insurance Plan expiring on May 31 and who are not taking classes during the summer will be given the opportunity by the insurance provider to continue coverage from June through August.

Accident Insurance

All matriculating students are automatically covered by an accident insurance plan (separate from the University's Student Sickness Insurance Plan) for the academic year September through May and, if taking summer classes, June through August. Coverage will cease for students not taking classes as defined in the "Termination" section of the policy. The cost of this coverage is included in the "General Fee" which is charged to all matriculating students, and becomes effective the initial date the student officially registers, but only if the student enters class as determined by the Dean's or Registrar's offices.

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 that is in effect when the student re-enrolls.

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 would experience an increase in their tuition in the second year to the full tuition rate that was in effect when they enrolled.

The program applies only to tuition.

The program is only available to students enrolled in undergraduate day school programs at all campuses. Continuing education, week-end/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 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 received as defined in the University's Tuition Withdrawal Credit Policy and the Pro Rata 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 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 and the Pro Rata Withdrawal Credit Policy apply to all withdrawals from the University, voluntary or involuntary.

Term charges are subject to the University's Withdrawal/Pro Rata Credit Policies upon withdrawal from the University. Term charges are defined as tuition, and if applicable, room and board, room only, general fee, 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.

The University's Withdrawal Credit Policy and the Pro Rata Withdrawal Credit Policy are governed by federal regulations.

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 administrative 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.

* 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.

Pro Rata Withdrawal Credit Policy

The Pro Rata Withdrawal Credit Policy will be used if the student will benefit, in lieu of the University Tuition Withdrawal Credit Policy, for students meeting the following criteria:

Must be attending the University for the first time and the student's last day of attendance must be within 60% of the period of enrollment for which the student has been charged.

If a student terminates during:

- the first week of the term, 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 charges.
- the second week of the term, the University will credit 80% of the term charges, less an administrative fee that does not exceed the lesser of \$100 or 5% of the term charges.
- the third week of the term, the University will credit 70% of the term charges, less an administrative fee that does not exceed the lesser of \$100 or 5% of the term charges.
- the fourth week of the term, the University will credit 60% of the term charges, less an administrative fee that does not exceed the lesser of \$100 or 5% of the term charges.
- the fifth 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 charges.
- the sixth week of the term, the University will credit 40% of the term charges, less an administrative fee that does not exceed the lesser of \$100 or 5% of the term charges.

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

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

Independent Students

According to federal regulations, students must meet one of the following requirements

to be independent for the 2002–2003 academic year. Students must answer yes to one of the following questions:

1. Were you born before January 1, 1979?
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 2002-2003?
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, 2003?
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.

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 (757) 853-3508 or 1-800-277-CHEF.

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 includes 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 are 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 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.

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 Student Financial Services 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, 1040A, 1040EZ), including all schedules. 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 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 computed 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 which 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 (formerly NDSL) and Federal Work-Study programs, are administered by Johnson & Wales University. 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 May of each academic year.

To be eligible for these programs, the student 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 basis (students enrolled on a less-than-full-time basis may have their financial aid reduced, and some students enrolled on less than half-time basis may 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 Subsidized 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 38 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 program, the Federal Subsidized Loan, the Federal Perkins Loan program, 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 an hourly rate for actual hours worked. The amount earned cannot exceed the total work-study award. Work-study funds are paid bi-weekly 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 Loans

These low-interest loans are funded by the federal government and administered directly by the University for returning students only. 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 last two years. The student must begin repayment six months after he/she leaves college or drops below half-time status, and the student's payment will be a minimum of \$50 per month. The amount of the student's monthly payment will be determined based upon the amount of student debt and the length of the repayment period.

Federal Unsubsidized Stafford Loan

This loan program offers 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 Stafford Loan amounts discussed above.

The 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 60 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.

Johnson & Wales Achievement Loan

This low-interest loan is funded and administered by the University, and awarded based on the student's eligibility. 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 \$40 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 only available 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.

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.

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 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.

Gaebbe 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.

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.

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:

Chesapeake Bay Wine Classic: This non-renewable award of up to \$1,000 is based on a history of volunteerism and financial need, with preference given to students who

volunteered for the Chesapeake Bay Wine Classic.

Costas “Gus” Maroulis/John Frugoli

Scholarship: A scholarship fund has been created for J&W Norfolk applicants with food service experience in conjunction with the Tidewater branch of the International Food Service Executives Association (IFSEA). This fund honors Gus Maroulis, a long-time Tidewater restaurateur, and John Frugoli, a founding trustee of the Tidewater Food Service Foundation, who, with his wife, Evelyn, has helped aspiring culinarians reach their educational goals for years. Awards for this non-renewable scholarship range from \$500–\$1,000. Applications are available from the Norfolk campus. Only applicants to the Norfolk campus are eligible.

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.

Ernest and Phyllis Hudson Endowed

Scholarship Fund: Local real estate developer and investor Ernie Hudson and his wife Phyllis have established this fund to aid Norfolk Campus students from Hampton Roads with financial need. Awards range from \$500–\$1,000. Preference is given to those students having a history of community involvement and volunteerism.

Guest Services Scholarships: Two rising Norfolk sophomores maintaining GPAs of 3.00 or higher will be selected according to

financial need to receive a Guest Services Scholarship. These scholarships, in varying amounts, are provided by one of America's leading hospitality corporations.

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.

Tidewater IFSEA Scholarship: The Tidewater IFSEA Scholarship, established by the Tidewater Branch of the International Food Service Executives Association (IFSEA) to honor several members for their years of dedicated service, is awarded to two rising sophomores who are active members in the junior chapter of IFSEA and have maintained grade point averages of 2.75 or above. Preference is given to Hampton Roads residents. The scholarship totals \$1,500 (\$750 per recipient).

Virginia Natural Gas "Great Chefs of Hampton Roads" Scholarship: The "Great Chefs of Hampton Roads" Scholarship is

presented to two rising sophomores at the Norfolk campus who are Hampton Roads residents and have maintained a GPA of 3.75 or above. Funded by Virginia Natural Gas, Inc., the scholarship totals \$3,000; \$1,500 is awarded to each student.

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 Scholarship

(IACP): 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.

WORK PROGRAMS

Resident Assistant Program: Students are selected for this program based on strong academic performance and residence hall experience. Applications are available at the Office of Residential Life. Awards are worth up to \$5,100 and are renewable based on annual employee performance.

Teaching Assistant/Fellowship Program: Selection for this program is based on strong academic performance and successful completion of the internship. Applications are available at Practicum Properties or the Culinary Administration Office. Awards range up to \$6,000 and are renewable based on annual employee performance and maintaining a 2.75 GPA.

Academic Information

CLASS SCHEDULES

Day school program classes are usually scheduled four days per week, Monday through Thursday from 7:00 a.m. to 7:30 p.m.

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

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 or financial aid.

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 your attendance record is included in each grade report. Any student receiving a grade of Incomplete in an academic course, co-op or internship 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.

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

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 one-academic-year program (Certificate) in no more than four terms. 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.

Transfer students with transfer credit evaluations experience a shortened standard program length to reflect transfer credits. In such cases, the maximum time frame is recalculated.

MINIMUM ACADEMIC ACHIEVEMENT

A student must achieve the following cumulative 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 cumulative 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 cumulative GPA falls below 2.00 but above the minimum termination GPA. Minimum termination GPAs and evaluation points are as follows:

| ONE-YEAR CERTIFICATE | GPA |
|---|------------|
| End of first term | 1.00 |
| End of 2 terms (50% of maximum program length) | 1.50* |
| End of 3 terms (75% of maximum program length) | 1.75* |
| End of 4 terms: certificate completion | 2.00* |

| 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.

SUCCESSFUL COURSE COMPLETION

A student must successfully complete the following percentages of the courses required for the program in order to remain enrolled as a regular student. Appropriate adjustments

will be made if a student is matriculating as less than a full-time student. These adjustments are made on a case-by-case basis for part-time and for some special needs students. The evaluations occur at the points indicated.

| Minimal Successful Course Completion | % Courses Attempted |
|---|------------------------|
|---|------------------------|

ONE-YEAR CERTIFICATE

| | |
|----------------|--------|
| End of 2 terms | 60% * |
| End of 3 terms | 65%** |
| End of 4 terms | 100%** |

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 | 100%** |

* Student may be put on academic probation.

** Failure to meet standard will result in academic dismissal.

ACADEMIC PROBATION

Even if 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 cumulative 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 counseled and monitored by their Learning Specialist 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 or dismissal if satisfactory progress is not made.

Students on probation who achieve a cumulative 2.00 GPA or above will be returned to a non-probationary 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, state or institutional student aid.

However, with approval by the Learning Specialist, 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, state or institutional 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, state and institutional student aid. Learning Specialists must approve reinstatement based on evaluations made by instructors familiar with the work of the student. 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 GPA. 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.

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.

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.

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 six school days (in a laboratory class in the College of Culinary Arts) or the grade will automatically become an "F". This grade will be included in the grade point average and will be counted as credits attempted.

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, but is counted as credits attempted. It is generally used under extenuating circumstances.

Prior Learning Credit (PL)

Prior Learning Credit is issued to students who possess a minimum of five years of documented professional experience designated for specific course(s).

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 for reasons other than extenuating. 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 the W/P will count as credits attempted in the term and credit compliance calculations.

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.

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.

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.

Satisfactory/Unsatisfactory (S/U)

A Satisfactory/Unsatisfactory grade will be assigned to determine the successful completion of the Feinstein Enriching America Program (Providence Campus only) or a Certification Exam.

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 President. Appeals must be submitted in writing within seven days of notification. All decisions 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 or GPA, and therefore will not affect satisfactory academic progress.

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 study.

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 and upon the recommendation of faculty. Students with the designated GPA 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 Norfolk 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.

Johnson & Wales University in Providence, R.I.; Charleston, S.C.; North Miami, Fla.; and Denver, Colo. have baccalaureate programs in which graduates of Norfolk's Culinary Arts program may matriculate, in addition to the Food Service Management program at Norfolk.

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 students 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.

AWARDS

The **Young Culinarian Award** is designed to recognize one day school student and one weekend/evening student for their skill, professionalism and commitment to the food service industry. Each recipient is chosen by faculty and administrators and is awarded a \$250 scholarship.

Special awards are presented each year to graduating students who have made contributions to the University by their involvement in extracurricular activities in addition to maintaining high academic standards. These include the President's Award, the Alumni Award, the Chesapeake Bay Wine Scholar Award, and the Spirit of Johnson & Wales Award, and are based on decisions made by an awards committee consisting of faculty and administrative staff members.

ACADEMIC FUNCTIONS

Orientation, entitled "Preheat" at the Norfolk Campus, is mandatory for all new students and 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.

Commencement is held annually at the end of the academic year. At these exercises, degrees are conferred upon candidates who have completed the necessary degree requirements during the year.

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 Region Three, Office for Civil Rights, U.S. Department of Education, 3535 Market Street, Room 6300, 03-2010, Philadelphia, PA 19104-3326.

(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 Notice of Nondiscrimination 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 students with career guidance and placement information, including career coaching and instruction in the techniques of resume preparation, job application and interviews.

ERecruiting.com is an on-line job search system that assists students and graduates in locating full-time and summer employment. Access to ERecruiting.com can be obtained by visiting the Career Center.

Part-time positions are posted on the Career Center bulletin boards. Although the securing of positions cannot be guaranteed, every effort is made to assist you in obtaining desirable employment.

Career Day is an annual event held for the entire student body. Participating employers speak with students about the various career opportunities within their companies and industries. Students also have the opportunity to interview with many of these industry leaders following Career Day.

Each year, numerous companies from throughout the United States visit the campus to recruit students through on-campus interviews.

To assist students in building professional credentials valued by employers, Johnson & Wales has instituted a career passport system. A unique tool, it shows students how their classroom and work experiences, as well as personal achievements, can be documented and translated into marketed skills to help secure a position in the food service industry.

Career Service Coordinators are available to help students make the right employment decision. And, through national affiliations and the assistance of the University Alumni Association, Johnson & Wales can assist graduates in finding employment throughout the country.

98 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.

THE LEARNING CENTER

The Learning Center (formerly Student Success) has been redesigned to assist students in reaching their fullest potential. The Learning Center provides services for students with two goals in mind. The first is to help students to meet immediate needs for academic success. The second is to help students continue to develop skills that will be essential for success in the professional world and throughout life. To successfully meet these goals, The Learning Center offers the following services.

- Tutoring in all academic and culinary lab classes (both two-year and four-year programs)
- Academic workshops and study sessions
- Additional help sessions for culinary labs
- Academic Guidance
- Individual Testing
- Workshops related to problem solving skills, student development and study development skills
- Individualized instruction in reading, writing, spelling and mathematics
- Special needs accommodations
- Various academic equivalence exams

Learning Specialists are available to all students for academic support and guidance. These individuals establish initial contact with conditional, probationary and special needs students, and then monitor their progress for however long is necessary. The Learning Specialists work with students on a one-on-one basis to improve their skills. They also help all students with academic issues,

various paperwork and forms, and help determine special needs accommodations. It is recommended that all students meet and get to know their Learning Specialist and meet with them at least once a term.

Special Needs/Students with Disabilities

The Learning Specialists work with students needing special classroom accommodations. Students requiring special accommodations are asked to provide the necessary documentation to their Learning Specialist. As long as the student meets all legal requirements, special accommodations will be determined based on appropriateness to his/her special needs. Students who feel they may need special accommodations, but do not have documentation are encouraged to visit work with a learning specialist to determine a course of action to find out whether or not a special need may exist.

Counseling

The Norfolk Campus of Johnson & Wales University offers counseling services through the Bon Secours Student Assistance Program (SAP) and Employment Assistance Program (EAP). These services provide confidential and professional counseling for personal or school-related issues. Counselors have on-campus hours and other available hours between 8:30 a.m. and 5:00 p.m. For further information or to schedule an appointment, call 1-800-327-3257. Please note that this counseling service is separate from the Learning Center.

ORIENTATION — “PREHEAT”

Johnson & Wales’ Orientation program is designed to help students become acquainted with college life and to facilitate a successful freshman year experience. Through specially designed activities, faculty, staff and student orientation leaders give incoming students the opportunity to make friends with their future classmates and learn about all of the services the University offers. Placement Tests are administered at Orientation. Information about Orientation is mailed to all incoming freshmen.

RESIDENTIAL LIFE

Students may reside at University-sponsored student housing located on the campus of Old Dominion University, another of Norfolk’s prestigious universities. Resident students live in a comfortable, secure, co-educational residence hall and have full access to ODU’s dining facilities; library; activity centers including an Olympic-sized swimming pool, weight rooms and video arcades; and the Webb Center, a 187,000-square-foot student union featuring food courts, retail stores, lounges and a travel agency. In addition, the residence hall houses a computer lab with printing capabilities. The University also offers an apartment option for upperclass students.

Incoming freshmen who will be 24 years of age or older when they move into the residence hall have the option of petitioning to be assigned to apartments reserved for returning students. The apartments provide an environment more conducive to mature residents.

Johnson & Wales provides a free shuttle service for convenient transportation between academic and residence facilities. Transportation is also provided for selected athletic programs and social activities.

Prior to August 1, room assignments are made based on receipt of your contract and your deposit date. After August 1, requests are honored on a first-received, first-placed basis.

A Residential Life Coordinator oversees student housing to provide an optimal college living experience. Resident Assistants, students selected for their ability to understand and work with fellow resident students, assist the Residential Life Coordinator in organizing activities such as movie nights. At least one Resident Assistant is on call at all times.

SAFETY & SECURITY

The Norfolk Dean of Academic Affairs serves as Security Manager, Monday through Friday, 8:30 a.m. to 4:30 p.m. A security guard is on premise after office hours whenever classes or special events are scheduled.

The Security Manager monitors the opening and closing of campus facilities and conducts random safety and security inspections on the weekends. All incoming students are instructed on how to report a crime or emergency.

In compliance with the Student Right-To-Know and Campus Security Act, Johnson & Wales University publishes an annual security report which discloses information about campus security policies and procedures, and statistics concerning whether certain crimes took place on or adjacent to and accessible from the campus. Copies of the report may be obtained from the Admissions Office and/or Security Manager.

Student Life

The Office of Student Life serves multiple functions within the Johnson & Wales University community in supporting your needs, activities and campus programs. The office provides professional support for you at Johnson & Wales in your co-curricular pursuits, as well as exposure to and participation in social, cultural, educational and recreational programs.

Opportunities abound for you to become involved in a club or organization that suits your interests and curiosities. Guidelines for starting a new club may be found in the **Student Handbook**. Following is a list of the clubs and organizations that are recognized and active at Johnson & Wales.

American Culinary Federation (ACF), Junior Chapter: The ACF is a professional organization comprised of cooks, chefs, bakers, pastry chefs and a wide range of food service professionals. The chapter engages in fundraising for ACF scholarships, guest lecturers, certification procedures, field trips, seminars and national competitions. They have participated in a number of local, regional and national competitions. This club offers the unique opportunity to its members to become associated directly with individuals and other organizations in the culinary industry. The club also sponsors the Hot Food Team, a student culinary competition team. Participation in this club requires a membership fee of \$35 per year.

Baking & Pastry Club: This club exists to enhance and further explore the educational experiences gained in the lab classes. Focus is hands-on at meetings, with members creating an assortment of pastries and breads, experimenting with new ideas, and taking part in University functions, club fundraisers and field trips. The Baking & Pastry Club also offers the opportunity to improve on and learn new skills, techniques and general knowledge that can be applied in the classroom or in the culinary field.

Black Culinary Alliance (BCA): Members of this organization work to raise cultural awareness and promote unity among minorities and all students at Johnson & Wales University. Members also engage in professional development activities and community service designed to give them a global reference for culinary opportunities available to them. Specifically, BCA promotes awareness of African-American ancestry. (BCA is not a racial or prejudicial organization.)

Collegiate Ambassador Team: The team is a prestigious group of Johnson & Wales University students who assist the Admissions Office with recruitment activities.

Decorative Edible Arts Club: This club exists to enhance and further explore the educational experiences gained in the lab classes. Focus is hands-on at meetings, with members creating an assortment of sugar art, experimenting with new ideas, and taking part in University functions, club fundraisers, and field trips. The Sugar Club also offers the opportunity to improve on and learn new skills and techniques in working with sugar and general knowledge that can be applied in the classroom or in the culinary field.

Epicurian Club: Epicureans possess a passion for culinary excellence and explore ingredients and flavor combinations beyond those covered in the curriculum to expand their culinary horizons. The inextricable link between cuisine and culture also will be a focus. The club serves as home base for the Junior American Culinary Federation (ACF) Knowledge Bowl Team.

National Collegiate Honor Society: The Collegiate Honor Society serves to promote the honors program and related extracurricular activities, while cooperating with other campus organizations to provide University and community service. Its mission is to promote academic and career excellence through development of leadership abilities. Students are eligible for membership through

the admissions process, or by maintaining a 3.4 GPA each term of enrollment at Johnson & Wales Norfolk Campus.

Oenology Society: This club exists to increase its members' knowledge and experience related to wine and beer through tastings, food pairings and field trips. We also focus on wine and beer opening procedures, serving etiquette and production methods. Due to the nature of this club, its membership is limited to students over 21 years of age, although some activities are open to students of all ages.

P.A.W. (Programming Activities for Wildcats):

This is a student organization that works cooperatively with the Office of Student Life in planning, preparing, presenting and publicizing school events. In essence, it is a club that is run by, for and based on the ideas and suggestions that are important to the student body as a whole. This club meets frequently in an effort to be certain that the needs of all students are met as much as possible. They also encourage all students to participate in creating new and exciting activities that will be of interest to all Johnson & Wales students.

President's Leadership Council: This select group of students meets regularly with the president and/or members of the executive committee to discuss campus issues and opportunities for improving the learning experience. As representatives of the J&W student community and through active participation in various leadership programs, special functions and projects, and community service, Council members gain valuable leadership skills for future careers. Membership is by application, with applications being available at the beginning of September.

Yearbook: *The Culinaire* is completed each year and is published to record the various events that are held throughout the academic year, from orientation to graduation. Students are encouraged to contribute to the publication of the yearbook and are provided the opportunity to leave their mark on the history of Johnson & Wales.

SPORTS & RECREATION

Resident students have access to weight rooms and Nautilus equipment, an Olympic-sized swimming pool, indoor/outdoor basketball courts, outdoor tennis courts and a canoe center. They may play intramural volleyball, basketball, softball, and flag football and enjoy local band concerts on the lawn, as well as free Friday night movies. All students are welcome to participate in the group sporting and recreational events arranged by the Office of Student Life, such as flag football, basketball and softball.

ANNUAL EVENTS

Students, faculty and staff enjoy a wide range of activities each year, including Family Weekend, Spirit Week, culinary competitions, Club Leaders Orientation, Leadership Lock-in, activity hours, weekend and evening programs, Welcome Week activities, and a University sports program.

Programs of Study

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, as well as dining room procedures, while academic areas include mathematics, introduction to life science, English composition, 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 culture and food, personalized nutrition management, communication skills, introduction to menu planning and cost control.

During Food Service Internship at University-owned hotels and restaurants, including the Radisson Airport Hotel and the Johnson & Wales Inn, students participate in actual public food service operations in preparation for 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.

Graduates are also eligible to apply for entrance into the Food Service Management bachelor's degree program. Other bachelor's degree options include Culinary Arts* at the Providence or North Miami campuses, or Culinary Nutrition* 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 programs.

* Students interested in entering any of these programs must complete and submit an application to the Program Director. Preference is given to students who achieve a 3.00 GPA or higher upon completion of their first two years of study. Selection is based on previous academic performance, industry experience and professional recommendations.

COOPERATIVE EDUCATION

Eligible second-year Culinary Arts students may apply for a Selective Career Cooperative Education assignment in place of the Culinary Arts Internship. 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.

CULINARY ARTS

A two-year program leading to the Associate in Applied Science Degree.

| MAJOR COURSES | | CREDITS |
|------------------------------------|---------------------------------------|-------------|
| CA1315 | Stocks & Sauces | 3.0 |
| CA1325 | Essentials of Dining Room | 3.0 |
| CA1335 | Continental Cuisine | 3.0 |
| CA1345 | Introduction to Baking & Pastry | 3.0 |
| CA1355 | American Regional Cuisine | 3.0 |
| CA1365 | Principles of Beverage Service | 3.0 |
| CA1375 | Nutrition & Sensory Analysis | 3.0 |
| CA1385 | Principles of Food Service Production | 3.0 |
| CA1395 | Storeroom Operations | 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 | |
| CA2276 | Culinary Arts Internship | |
| CA2296 | Culinary 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 in 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 Culinary Arts applications for 15.0 quarter credit hours of the program.

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

FOUR-YEAR OPTIONS:

- Baking & Pastry Arts (see Providence catalog)
- Culinary Arts (see Providence or Florida catalogs)
- Culinary Nutrition (see Providence catalog)
- Food Marketing (see Providence Catalog)
- Food Service Entrepreneurship (see Providence Catalog)
- Food Service Management (see page 52)

ONE-YEAR CERTIFICATE PROGRAM

The one-year Culinary Arts Certificate Program is designed to teach basic cooking techniques to individuals interested in obtaining positions in commercial food service establishments. The Certificate Program is designed for recent high school graduates as well as for those seeking additional food service knowledge or a career change into this field.

In one short year, students learn basic cooking methods, baking, pantry work and production kitchen operations. Complementing the laboratory classes are several academic courses — Sanitation Management, Professional Development and a Math Lab (if needed).

The school year is divided into three terms, two of which are spent in laboratory and academic classes. The remaining term, students are exposed to the food service industry through practical, hands-on work experience in University-approved facilities.

While this program will allow graduates to seek immediate career opportunities upon graduation, it is also possible for them to continue their education by pursuing a two-year degree at any one of the University's campuses.

CULINARY ARTS

A one-year program leading to the Certificate in Culinary Arts. Available only in Day program.

| MAJOR COURSES | | CREDITS |
|-----------------------------------|---------------------------------------|----------------|
| CA1315 | Stocks & Sauces | 3.0 |
| CA1325 | Essentials of Dining Room | 3.0 |
| CA1335 | Continental Cuisine | 3.0 |
| CA1345 | Introduction to Baking & Pastry | 3.0 |
| CA1355 | American Regional Cuisine | 3.0 |
| CA1365 | Principles of Beverage Service | 3.0 |
| CA1375 | Nutrition & Sensory Analysis | 3.0 |
| CA1385 | Principles of Food Service Production | 3.0 |
| CA1395 | Storeroom Operations | 3.0 |
| CA1405 | Skills of Meatcutting | 3.0 |
| Culinary Arts Applications | | |
| CA2276 | Culinary Arts Internship | 15.0 |

| RELATED PROFESSIONAL STUDIES | | |
|-------------------------------------|-----------------------------------|-----|
| FM1060 | Sanitation Management | 2.0 |
| FM1999 | NRA Sanitation Certification Exam | 0.0 |
| PD1003 | Introduction to Career Management | 1.5 |

| GENERAL STUDIES | | |
|------------------------|-----------------------|--|
| MT0001 | Math Lab* (if needed) | |

| | |
|----------------------|-------------|
| Total Credits | 48.5 |
|----------------------|-------------|

*MT0001, Math Lab, carries 1.5 Institutional Credits.

TWO-YEAR OPTIONS:

- Culinary Arts (see previous page)

FOOD SERVICE MANAGEMENT

(The Hospitality College)

BACHELOR OF SCIENCE (B.S.) DEGREE

The Food Service Management 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 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.

Graduates of the Food Service Management bachelor's degree program can attain positions as restaurant managers, kitchen managers/sous chefs, food & beverage directors, catering managers, banquet managers, room service managers, or dining room managers, depending upon the associate degree received and/or concentrations selected.

Johnson & Wales students at the Norfolk campus enjoy the added benefit of having two concentrations included in their bachelor's degree curriculum. The Food & Beverage concentration is ideal preparation for future work in beverage, non-commercial or chain-franchise operations. The Leadership Studies concentration helps students learn about and develop leadership skills that are critical in any profession.

Food & Beverage Concentration

| | |
|--------|----------------------------------|
| FM3010 | Beverage Service Management |
| FM4040 | Contract Food Service Management |
| HM3060 | Private Club Management |

Leadership Studies Concentration

| | |
|---------|--|
| FM3035 | Executive Chef Supervisory Development |
| LD2001* | Foundations of Leadership Studies |
| PH3040 | Ethics of Business Leadership |

* LD2001 is completed at the associate degree level of study.

FOOD SERVICE MANAGEMENT

A four-year program leading to the Bachelor of Science Degree for two-year **Culinary Arts** program graduates.

First two years:

| | |
|--|------|
| Associate in Science degree in Culinary Arts (see page 50) | 95.5 |
|--|------|

Third and fourth years:

| MAJOR COURSES | CREDITS | |
|---------------|--|-----|
| FM3001 | The Management of Food Service Systems | 4.5 |
| FM3010 | Beverage Service Management | 4.5 |
| FM3035 | Executive Chef Supervisory Development | 4.5 |
| FM3070 | Contemporary Issues in the Food Service Industry | 4.5 |
| FM4040 | Contract Food Service Management | 4.5 |
| FM4061 | Advanced Food Service Operations Management | 4.5 |
| HM3050 | Hospitality Strategic Marketing | 4.5 |
| HM3060 | Private Club Management | 4.5 |
| HM4060 | Hospitality Management Seminar | 4.5 |

RELATED PROFESSIONAL STUDIES

| | | |
|--------|--|-----|
| AC1011 | Hospitality Accounting I and Lab | 5.5 |
| AC1012 | Hospitality Accounting II and Lab | 5.5 |
| AC3025 | Hospitality Financial Management and Lab | 5.5 |
| LW2010 | Hospitality Law | 4.5 |
| PD0010 | Career Management Capstone | 1.0 |

GENERAL STUDIES

| | | |
|--------|--------------------------------------|-----|
| EC1001 | Macroeconomics | 4.5 |
| EC2002 | Microeconomics | 4.5 |
| EN1001 | An Introduction to Literary Genres | 4.5 |
| EN1021 | Advanced Composition & Communication | 4.5 |
| HI4020 | American Government | 4.5 |
| MT2001 | Statistics | 4.5 |
| PH3040 | Ethics of Business Leadership | 4.5 |
| PS2001 | General Psychology | 4.5 |
| SO2001 | Sociology I | 4.5 |

| | |
|---------------|-------|
| Total Credits | 103.0 |
|---------------|-------|

| | |
|-------------------------------|--------------|
| Four-Year Total Credit | 198.5 |
|-------------------------------|--------------|

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 |
| EC | Economics |
| EG | Electronics Engineering |
| EN | English |
| EP | Entrepreneurship |
| EQ | Equine |
| ESL | English Language Institute |
| ET | Electronics Technology |
| FI | Financial Services Management |
| FM | Food Service Management |
| FR | French |
| GR | German |
| 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 |
| RE | Religion |
| RL | Recreation/Leisure Studies |
| RT | Retail |
| SC | Science |
| SE | Secretarial |
| SF | Sports/Entertainment/Event Management |
| SL | Service Learning |
| SO | Sociology |
| SP | Spanish |
| SS | Student Success |
| 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 | Graduate level |
| 6 | Graduate 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 |
| SL | Denotes a possible service learning module |
| WI | Denotes a writing-intensive course |

ACCOUNTING

(College of Business)

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

AC3025 HOSPITALITY FINANCIAL MANAGEMENT AND LAB

This course presents how accounting information is used by management to analyze and measure the efficiency and profitability of a hospitality business. The course emphasizes the managerial uses of accounting data in decision making, preparation of budgets and variance analysis, relevant cost analysis, regression analysis and cost-volume-profit relationships.

Prerequisite: AC1012.

Quarter Credit Hours 5.5

CULINARY ARTS

(College of Culinary Arts)

CA1315 STOCKS AND SAUCES

The daily production will focus on stocks, leading sauces, compound sauces, emulsion sauces, independent sauces and the basic classical vegetable cuts. Fundamentals of kitchen equipment, utensil identification, and principles of energy will also be explained. Cooking methods will be discussed with emphasis on simmering and boiling. Also, contemporary sauces, such as coulis and non-classical sauces, will be discussed.

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 CONTINENTAL CUISINE

Students engage in the discussion and application of basic cooking techniques with an emphasis on roasting and braising. Daily laboratory lectures and production revolves around cooking skills, basic menus and ingredients from continental Europe. Soup preparation, sauce making, basic knife skills, production organization, and time management are also discussed and applied during lab sessions. Production menus will reflect the cuisines of Great Britain/Northern Europe; Italy; Germany/Poland/Hungary and Spain/Portugal.

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 AMERICAN REGIONAL CUISINE

Students engage in the discussion and application of basic cooking techniques with an emphasis on stewing, grilling and broiling. Daily laboratory lectures and production revolve around cooking skills and regional American menus and ingredients. Soup preparation, sauce making, basic knife skills, production organization, and time management are also discussed and applied during the lab sessions. The menus will reflect the cultural, historical and present day influence of New England/ Midwest cuisine, Southeast cuisine, Tex-Mex cuisine and West Coast cuisine. Major and sub-objectives will be emphasized.

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 & SENSORY ANALYSIS

Nutritional analysis of menus, recipes and cooking methods will be demonstrated. Daily production will focus on the practice of nutritional cookery with an emphasis on sautéing and steaming, and sensory analysis of food.

Quarter Credit Hours 3.0

CA1385 PRINCIPLES OF FOOD SERVICE PRODUCTION

Students are introduced to quantify food production and non-commercial food service. Lecture and laboratory activities include the application of basic cooking techniques in a volume-oriented environment.

Quarter Credit Hours 3.0

CA1395 STOREROOM OPERATIONS

Food service product identification, purchasing, handling, storage and evaluation are discussed and demonstrated in this course. Students actively engage in identifying and handling various fresh, frozen, canned and dry ingredients and sundry items during laboratory exercises. Purchasing automation and computerized purchasing systems are also discussed and demonstrated.

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.

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

CA2276 CULINARY ARTS INTERNSHIP

Culinary Arts Internship provides students with a "hands-on" learning experience in preparing and serving food and beverages at the University's state-of-the-art internship facilities. (SL)

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

ECONOMICS

(College of Business)

EC1001 MACROECONOMICS

This course is designated as the first of two courses serving as an introduction to economics. It is a survey course covering the foundations of economics and focusing on macroeconomic concepts and issues such as the features and goals of capitalism, the market system, national income, business cycles, macroeconomic theories, and monetary and fiscal policy. (GS)

Quarter Credit Hours 4.5

EC2002 MICROECONOMICS

This course consists of microeconomic principles and issues. Course content examines and analyzes both the product and resource markets with emphasis on demand, supply and elasticities. In addition, the costs of production and the basic market models of firms' short run and long run operations are discussed. Other topics covered include various current domestic microeconomic problems, as well as international economic issues such as international trade and foreign exchange. Prerequisite: EC1001. (GS)

Quarter Credit Hours 4.5

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.

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. Prerequisite: EN1020. (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.
Quarter Credit Hours 4.5

FOOD SERVICE MANAGEMENT

(College of Culinary Arts)

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 (NRA) certificate exam will be issued upon completion of the course.
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.
Quarter Credit Hours 0.0

FM2045 INTRODUCTION TO MENU PLANNING AND 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: MT0001 or placement. (WI)
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. (SL)
Quarter Credit Hours 4.5

FM3001 THE MANAGEMENT OF FOOD SERVICE SYSTEMS

Students will examine the complex and integrated nature of the hospitality industry and how various segments, such as lodging and tourism, impact the management and operation of food service establishments. This course is intended to prepare students to apply sound management principles to situations encountered within the hospitality industry. Prerequisites: CA2276 or CA2286 or CA2296.
Quarter Credit Hours 4.5

FM3010 BEVERAGE SERVICE MANAGEMENT

This intermediate course will introduce the student to the history of the beverage industry as well as production and classification of beverage alcohol. Furthermore, the student will be introduced to the sales, service and control systems of the beverage industry. Responsible beverage service will be stressed. The student will have an opportunity to sit for a responsible beverage service certification examination. Prerequisite: FM3001 or an A.A.S. in Culinary Arts.
Quarter Credit Hours 4.5

FM3035 EXECUTIVE CHEF SUPERVISORY DEVELOPMENT

This course is designed to allow the student to learn and to explore human resource management theory and procedures as it applies to the food service industry. Students will learn proper procedures to hire, train, motivate and discipline employees, as well as to perform employee appraisals. Current human resource management issues and current labor legislation law will be discussed as they apply to preparing future chefs and managers for successful leadership roles in the food service industry. (WI)
Quarter Credit Hours 4.5

FM3070 CONTEMPORARY ISSUES IN THE FOOD SERVICE INDUSTRY

This upper-level course focuses on the current issues impacting the food service industry. Emphasis is placed on decision-making and critical thinking skills as they relate to the ever-changing macro/microenvironment. Course topics change on a term-by-term basis. Prerequisite: FM3001. (WI)
Quarter Credit Hours 4.5

FM4040 CONTRACT FOOD SERVICE MANAGEMENT

This upper-level course emphasizes the contract or noncommercial segment of the food service industry. The traditional contract fields of business/industry, university/school, healthcare, recreation areas and catering are explored in depth. Contracts for these food service areas are evaluated from the client, contractor, guest and unit manager's perspectives. Prerequisite: a Culinary Arts A.A.S. degree.
Quarter Credit Hours 4.5

FM4061 ADVANCED FOOD SERVICE OPERATIONS MANAGEMENT

This upper-level capstone course concentrates on integrating critical competencies of management in a small food service setting. Emphasis is placed on menu development, marketing, staff scheduling, production planning and implementation, service and fiscal accountability. Students manage the food service operation. Prerequisite: FM3001.
Quarter Credit Hours 4.5

HISTORY

(School of Arts & Sciences)

HI4020 AMERICAN GOVERNMENT

An examination of the political and governmental system of the United States, the principles upon which it is founded, and the institutions and systems which comprise it. Topics to be discussed are constitutional foundations, federalism, political parties, public opinion, interest group activities, civil liberties and decision-making in institutions of American national government, such as Congress, the presidency and the Supreme Court.
Quarter Credit Hours 4.5

HOSPITALITY MANAGEMENT

(The Hospitality College)

HM3050 HOSPITALITY STRATEGIC MARKETING

This is an upper-level course dealing with the broad scope of hospitality marketing placing emphasis on the analysis, structure and strategy of the hospitality marketing department, departmental budgeting, allocation of resources, market research, media selection and effectiveness of the marketing plan. Case studies and assigned readings examine current marketing issues. A directed work project may be incorporated into this course.

Quarter Credit Hours 4.5

HM3060 PRIVATE CLUB MANAGEMENT

This upper level course examines the private club industry and its specific challenges. Emphasis is placed upon the manager's role with the governing board, membership, staff and management of the clubhouse and recreation activities.

Quarter Credit Hours 4.5

HM4060 HOSPITALITY MANAGEMENT SEMINAR

This is a senior-level capstone course designed to give students insight into hospitality policy. Using a variety of teaching methods including the case-study approach, realism is introduced into the classroom improving the critical thinking and decision making ability of the student. The course is also designed to integrate appropriate computer-based simulation and application programs into management theory. A directed work project may be incorporated into this course.

Prerequisites: AC3025, HM3050.

Quarter Credit Hours 4.5

LAW

(College of Business)

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. (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 MT1020 or MT1002. Computational skills, solving for the unknown, graphs and problem solving are some topics covered.

Institutional Credits 1.5

Institutional Credits: These are credits which are not included in a student's program of study and, therefore, will not affect satisfactory academic progress or GPA.

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. Prerequisite: MT0001 or placement.

Quarter Credit Hours 4.5

MT2001 STATISTICS

This course acquaints the student with statistical procedures. Statistical averages, skewness and dispersion and sampling are discussed at length. Collection of data and presentation of data are also discussed, as is probability. Prerequisite: MT1002 or equivalent.

Quarter Credit Hours 4.5

PHILOSOPHY

(School of Arts & Sciences)

PH3040 ETHICS OF BUSINESS LEADERSHIP

This course examines the basic principles of ethics and their philosophical foundations, particularly as they apply to institutions, environments, leadership and other activities and pursuits of business. It examines those aspects of human behavior which can be labeled right and wrong. It considers the moral obligations of leaders and followers when discussing actual cases from a variety of business organizations that have presented management and subordinates with difficult moral dilemmas. It considers also the particular responsibilities of leadership in fostering and implementing ethical awareness within a corporate culture.

Quarter Credit Hours 4.5

PROFESSIONAL DEVELOPMENT

(Career Development)

PD0005 CAREER PLANNING

Career Planning teaches students to develop and implement career planning, job search techniques, general knowledge and skills necessary for successful initial employment. Students learn how to market themselves to potential employees by preparing a three-year career plan as well as job search correspondence that includes a resume (disk and paper) and current career portfolio.

Quarter Credit Hours 0.5

PD0010 CAREER MANAGEMENT CAPSTONE

Career Management Capstone expands on the issues covered in Career Planning and allows students to create a 10-step self-marketing plan. In-depth description of the Career Development Office and Alumni Association services as well as the personal benefits of using

such services are provided. Evaluation and comparison of multiple job offers will be explained so students may find the most suitable company for which to work. Prerequisite: PD0005.
Quarter Credit Hours 1.0

PD1003 INTRODUCTION TO CAREER MANAGEMENT

Introduction to Career Management is designed to teach students how to manage their own careers through mastery of career planning, employment search techniques, and skills verification. Emphasis is placed on establishing individual career goals and building credentials in 17 major success categories. Students will learn how to effectively market themselves and utilize their career passport system throughout their entire career.
Quarter Credit Hours 1.5

PSYCHOLOGY

(School of Arts & Sciences)

PS2001 GENERAL PSYCHOLOGY

The course in General Psychology is designed to allow the individual student the opportunity to develop an understanding of human behavior in its origins, development and manifestations. The three major theories — psychoanalysis, behaviorism and humanism — are presented so that the student will be knowledgeable in their major tenets. The student will also determine their own view of these schools and why they find them acceptable or unacceptable. The course also proposes to alert the student to signs and symptoms of mental distress in themselves, their families, friends and co-workers. What to do about stress is also considered in terms of seeking the simplest solution first. Applications of this information on both a personal and professional level are introduced and discussed.
Quarter Credit Hours 4.5

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

SOCIOLOGY

(School of Arts & Sciences)

S02001 SOCIOLOGY I

An introduction to sociology with the focus of study on how humans interact within a society, both as individuals and in groups. Stress is placed on sociological methods and on the terminology used in sociology.
Quarter Credit Hours 4.5

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Produced by University Publications
March 2002
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