

JOHNSON & WALES UNIVERSITY



**PROVIDENCE  
CAMPUS**

potential: unleash it

*2010–2011  
Student Handbook  
& Planner*

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# Introduction

This handbook is an outline of the partnership shared by students, faculty and staff at Johnson & Wales University. This partnership includes establishing clear expectations for all involved in our mission of career education. As faculty and staff, we carefully design, monitor and refine the policies and procedures contained in this handbook. We ask you, our students, to familiarize yourself with its contents and keep it in a convenient place for future reference.

There are also many reference sections that offer you the support and information necessary to meet our expectations for your success. Use these resources to sharpen your academic skills, develop your leadership abilities, seek additional hands-on experience, or to just have fun!

JWU is a recognized leader in career education. We prepare driven students seeking a competitive advantage in the global economy, by integrating academics and professional skills, related work experiences, leadership opportunities and career services. Students also gain skills employers desire by participating in community service, athletics, and clubs and organizations. Employers value JWU students because they possess the professionalism, commitment, experiences and career management skills to be successful in their chosen field.

As you begin or continue at JWU, we encourage you to take ownership of your own success. Immerse yourself in your academic pursuits and become involved in campus life. We are here to support you along the way.

— *Irving Schneider, Ph.D.,  
president,  
Providence Campus*

## **Mission**

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.

## **Core Values**

Our core values are the following: student centered, experientially based, industry relevant, employment focused and globally oriented.

## **Strategic Plan**

A hallmark of JWU's success is our history of strategic planning. Our current five-year plan, FOCUS 2011, is taking our institution to the next level of accomplishment. It is a deliberate exercise in staying true to our mission and roots, but is ensuring we take the necessary strides to remain proactive, competitive and relevant. FOCUS 2011 is a student-centric plan, demanding excellence in the classroom, enhanced student experiences, strong employer relations and hands-on education. It is built on strategies targeting recruitment, affordability and accessibility supported by multifaceted investments in structural, fiscal and human assets.



# Phone Numbers

Keep these numbers handy. If you have questions or concerns in any of these areas, the following can help point you in the right direction. All of the university telephone extensions have a 598 (JWU) prefix. You need only dial the last four digits from any on-campus phone.

**Academic Concerns and Counseling** ext. 1088

## Admissions

Business/Hospitality/Technology ext. 2310

Continuing Education ext. 2300

Culinary ext. 2370

Graduate ext. 1015

**Alan Shawn Feinstein Graduate School** ext. 4738

**Alumni Relations, University** ext. 1072

**Athletics** ext. 1600

## Bookstores

Downcity Campus ext. 1105

Harborside Campus ext. 1445

## Buses, Public

Greyhound 454-0790/800-231-2222

Peter Pan 331-7500

RIPTA 781-9400

University ext. 1156

## Cafés

City Burger ext. 4747

Red Sauce ext. 1885

**Campus Herald** ext. 2867

## Center for Academic Support

Downcity Campus ext. 1485

Harborside Campus ext. 1703

**Community Service Center, Feinstein** ext. 2989

**Compliance Officer** ext. 1423

## Computer Labs

Academic Center ext. 1504

Harborside ext. 1592

Xavier ext. 1535

**Dean of University Libraries**

Rosita Hopper, dean	ext. 1145
Administrative assistant to the dean	ext. 2899

**Deans (Academic)**

Alan Shawn Feinstein Graduate School, Dean Pontarelli	ext. 1333
College of Business, Dean Mitchell	ext. 4645
College of Culinary Arts, Dean Duffy	ext. 1760
The Hospitality College, Dean Brush	ext. 4621
John Hazen White School of Arts & Sciences, Dean Renaud	ext. 1400
School of Education, Dean DeMagistris	ext. 1923
School of Technology, Dean Tweedie	ext. 2500

**Disciplinary Matters, Student Conduct**

ext. 2885

**Employment, Student**

ext. 1849

**English as a Second Language (ESL) Department**

ext. 1064

**Experiential Education & Career Services**

Downcity	ext. 1070
Harborside	ext. 4611

**Feinstein Community Service Center**

ext. 2989

**Feinstein Graduate School**

ext. 4738

**Financial Services – Billing and Collections**

ext. 4715

**Fitness Centers**

Downcity	ext. 1624
Harborside	ext. 1612

**Gender Equity Center**

Downcity	ext. 1138
Harborside	ext. 1289

**Greek Life**

ext. 1120

**Health Services**

Wendy Speck, director	ext. 1104
Downcity Campus	ext. 1104
Harborside Campus	ext. 1151

**Help Desk**

ext. 4357

**Information Line (JWU Info)**

ext. 4636

**Intercultural Center**

ext. 4776

**International Center**

ext. 4669

## **Internship/Practicum**

Karen Miller, director of practicum internship programs ext. 1122

**Intramural Sports** ext. 1615

**Leadership Development Center** ext. 1293

## **Libraries**

Circulation Desk — Downcity ext. 1098

Administrative assistant to the dean ext. 2899

Reference Desk — Downcity ext. 1121

Culinary Library ext. 1466

**Practicum Educational Facilities** ext. 1102

## **Recreation Center**

Harborside Fitness Center ext. 1612

Downcity Fitness Center ext. 1624

Intramural Activities ext. 1615

**Residential Life** ext. 1141

Dameian Slocum, director ext. 1141

Tara Leamy, associate director for housing & operations ext. 1141

**Safety & Security** ext. 1103

Major Michael P. Quinn, executive director ext. 2945

Captain James Beauvais, Administrative Services ext. 2946

Captain John Sexton, Operations ext. 1780

TTY/TDD Number ext. 2140

**School of Education** ext. 4772

**Service Learning Across the Curriculum** ext. 2989

## **Special Educational Needs**

Business/Hospitality/Technology ext. 4619

Culinary ext. 4754

## **Spiritual Life**

Catholic campus ministry office ext. 1830

Protestant campus ministry office: Kevin McKay ext. 2445

Jewish campus ministry office: Rabbi Marc S. Jagolinzer ext. 1499

**Standardized Testing** ext. 1846/2442

**Student Academic Services** ext. 1088

## **Student Activities**

Activities and Events Information

Downcity Campus ext. 1195

Harborside Campus ext. 4668

Tanya McGinn Paolo, director ext. 2833

Scott Lyons, associate director ext. 4682

**Student Affairs**

Melanie Andrade, executive assistant ext. 1436

Ronald Martel, vice president ext. 2848

**Student Conduct (see Disciplinary Matters)** ext. 2885

**Student Counseling Center** ext. 1016

**Student Employment** ext. 1849

**Student Financial Services** ext. 1468

**Student Government Association (Undergraduate)** ext. 1091

**Train (Amtrak)** 1-800-872-7245

**University Dining** ext. 1433

**Vice President of Student Affairs/Dean of Students Office** ext. 2848

**Yearbook** ext. 1486

# Staying Connected

Where to get important information and updates for Johnson & Wales University.

## IMPORTANT INFORMATION

Each JWU student receives an e-mail account that serves as a tool for sending and receiving e-mail and accessing important university resources. Use your account to access current information about term start requirements, payment information, coursework, the university calendar, student activities, athletics information and more.

JWU students have access to help desk services and conveniently located computer centers on campus. Students use Microsoft Outlook Web Access, a Web-based e-mail program. Questions about the services mentioned here should be directed to the JWU Help Desk at 866-JWU-HELP (866-598-4357) or [helpdesk@jwu.edu](mailto:helpdesk@jwu.edu).

## EMERGENCY INFORMATION

JWU e-mail accounts are one way the university communicates with students in times of an emergency. In addition, the campus has implemented an emergency notification system, called Blackboard Connect, that can send notices via voice messages to your cell or home phone numbers. Please update your contact information through [uconnect \(uconnect.jwu.edu\)](http://uconnect.jwu.edu) so your Blackboard Connect account is accurate.

## NEWS AND EVENTS

The *Providence Campus Update* (PCU) is a weekly e-newsletter delivered to your JWU e-mail account and accessed through [www.jwu.edu/pcu](http://www.jwu.edu/pcu). The PCU provides information on important Providence Campus news, events and announcements.

The *Campus Herald* is the campus' student-run newspaper and contains information on school events, deadlines, advertisements, announcements and schedules. The *Herald* can be picked up in many buildings around campus.

Colleges and schools have their own newsletters. Check with your college or school to find out when its newsletter is published and where it is posted or distributed.

## WEATHER CANCELLATIONS

For information on cancellations due to inclement weather, call the university's automated weather cancellation line at 401-598-5555. Updates are also posted to [www.jwu.edu](http://www.jwu.edu) to keep you connected to all things JWU 24 hours a day.

## GENERAL INFORMATION

JWU maintains a 24/7 automated information line: 401-JWU-INFO (598-4636). Check the line for class cancellations, faculty absences, special events, sporting events and more.

# The Student Handbook

By attending Johnson & Wales University, you have agreed to conform to the rules, codes, and policies as outlined in this publication, as well as in the catalog, all applicable student handbooks, and the *Resident Student Contract*, including any amendments. You have demonstrated your commitment to developing and enhancing your professional as well as your personal life. As part of this commitment, you must demonstrate acceptance of your responsibilities as a member of the university community. It is expected that you will conduct yourself in a professional and courteous manner in and out of the classroom. Familiarize yourself thoroughly with the contents of this handbook — ignorance of the rules will not excuse infractions.

You are required to abide by all the rules, codes and policies established by the university, which apply to all students (including commuter students) and must be followed both within and outside of university facilities and common areas.

This handbook is a guide for you, one that will help you make your way through the often confusing maze of college life. Use it, and take advantage of all Johnson & Wales has to offer you during your time here.

## AMENDMENTS

The university reserves the right to amend this handbook and change or delete any existing rule, policy, or procedure or add new rules, policies, and procedures at any time and without prior notice.

# General Information and Policies

## ADVISING

Students may have an assigned faculty advisor who will work with them throughout their academic career. Students may also utilize academic counselors in Student Academic & Financial Services as an additional academic resource to discuss curriculum changes, course sequencing and graduation planning. For personal and clinical counseling services, students may seek the support of the Student Counseling Center. Students may view their assigned primary advisor in the secure area of uconnect (Student Records > Program of Study Summary).

## AUTOMOBILES ON CAMPUS

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

## PARKING PERMITS

All students who park on campus must obtain a university parking permit. Visitors must park in designated visitor areas or obtain a temporary university parking pass.

Parking permits for day school students are handled solely by Campus Safety & Security. Students (resident and commuter) who plan to bring a vehicle on university property must register their vehicles with the Office of Campus Safety & Security upon arrival.

For day school students, parking permits can be purchased on a yearly or term basis. Except for certain premium parking locations, for resident students, the fee is \$100 for the year or \$40 for each term, and parking permits for commuting students cost \$65 for the year or \$25 per term. Parking permits are **nonrefundable** and nontransferable. Owners of vehicles with a permit who change vehicles must register the new vehicle with Campus Safety & Security and receive a new permit.

Campus Safety & Security issues free, temporary parking permits to students and their guests for up to five days of use (after five days, a university permit must be purchased). Temporary permits are valid only in designated parking areas and must be returned to Campus Safety & Security upon expiration.

Permits are issued to guests in the host student's name. Violations issued to "guest vehicles" will be charged to the host student. Guests must be accompanied by a host student when applying for a temporary permit at Campus Safety & Security and must observe university rules and regulations regarding parking.

It is the responsibility of the person applying for the permit to have and maintain

1. valid driver's license
2. valid vehicle registration
3. valid proof of insurance

To obtain a parking permit, go directly to Student Accounts to pay the required fee. You must then take your receipt of payment to Campus Safety & Security to fill out the application and receive your parking permit. Parking permits can be obtained at Opening Weekend (September only) or through the Office of Campus Safety & Security.

## **PARKING AREAS**

### *Resident Students*

Your decision to bring a car on campus should be a well-informed one since parking space is extremely limited. While freshmen are discouraged from bringing cars to campus, parking for freshmen is available at the Harborside Campus only. The issuance of parking permits for Renaissance Hall, Harbor View and the Harborside Village is strictly limited to upperclass students. The Harborside Campus provides parking space on a first-come, first-served basis for students whose residence halls do not offer on-site parking. A campus-to-campus shuttle is available every 10 minutes. With the exception of residents of Harborside Village, resident student parking is restricted to the E Lot, located on the north side of the Recreation Center. Harborside Village residents who do not receive parking spaces behind the Village park in the F Lot, located on Shipyard Street. Returning students who are residents of The Cove may park their cars in the garage for \$375 per term. Parking at this location is limited.

### *Commuting Students*

#### **Business, Hospitality and Technology**

There are no parking facilities for day school students at the Downcity Campus. Students are encouraged to park at the Harborside Campus and take university transportation to downcity facilities. The Harborside Campus provides parking space on a first-come, first-served basis for all commuters.

#### **Continuing Education – Downcity**

Parking is available on the Downcity Campus after 5 p.m. in Johnson Lot on Pine Street; the Met Lot, on the corner of Pine and Chestnut streets; and the Richmond Lot, located at the corner of Pine and Richmond streets. All students must have permits on their cars, and all parking at these locations is on a first-come, first-served basis. Permits for these areas (and times) are issued only to students enrolled in the Continuing Education program. Parking permits can be obtained at Opening Weekend (September only) or through the Office of Campus Safety & Security.

#### **Culinary**

First-come, first-served parking space is available for culinary commuters at the Harborside Campus. **Please note:** The lot in front of West Hall, Lot G, is for staff and faculty parking only. Vehicles parked in this lot without a staff permit will be towed at the owner's expense. All students must have a permit on their car, and all parking at these locations is on a first-come, first-served basis.

#### **Graduate School**

First-come, first-served parking space is available for graduate commuters at the Harborside Campus. **Please note:** The lot in front of West Hall, Lot G, is for staff and faculty parking only. Vehicles parked in this lot without a staff permit will be towed at the owner's expense. All students must have a permit on their car, and all parking at these locations is on a first-come, first-served basis.

#### **Practicum Educational Facilities**

The Radisson Airport Hotel and other practicum educational facilities have some specifically assigned parking areas for students. Special parking permits are issued by the director of internship and are valid only during students' class or work hours.

## **PARKING REGULATIONS**

Automobiles that are parked on university property are subject to the following regulations. Failure to comply with these regulations or with a traffic sign may result in revocation of parking privileges.

1. White or yellow curbed areas are designated No Parking Zones.
2. Vehicles illegally parked in fire lanes and spaces reserved for handicapped parking will be towed at the owner's expense.
3. Vehicles must be parked properly within a designated space so as not to interfere with another parking space or obstruct a lane of travel or pedestrian walkway.
4. Maximum speed limit on university property is 5 mph. Operating your vehicle without a reasonable amount of care may result in revocation of parking privileges and additional disciplinary action.
5. Moving or defacing any university traffic sign will result in disciplinary action.
6. Vehicles parked on university property are subject to search in the event a violation of the Code of Conduct or other university rules involving the vehicle has occurred or is believed to have occurred.
7. The decision to tag and/or tow any vehicle in violation is made by the officer on the scene.
8. There is no parking at residence hall parking lots without a designated pass.
9. In the event of snow, a university parking ban may be announced. Students living in residence halls are to check at their residence hall front desk for all parking ban notices.
10. Vehicles parked in areas designated for faculty/staff without the proper permit may be towed at the owner's expense.
11. Vehicles shall not be abandoned in campus parking areas and must be in good working condition at all times.

## **COMPLAINTS AND GRIEVANCES**

It is the intention of Johnson & Wales University to resolve concerns by faculty, students and staff quickly, informally and as close as possible to the point of origin. The grievance procedure is not intended to be a forum to challenge university policy, but rather a means by which an individual can seek a timely and fair review of their concerns.

Exempt from Johnson & Wales' internal grievance process are those areas for which there presently exists a complaint process or built-in review or appeal. Those exempt areas include, but are not limited to

1. Actions by the Dean of Students Office, including matters that have been referred to the University Student Conduct Review Process;
2. Actions relating to Student Academic & Financial Services and/or Financial Aid;
3. Actions by Residential Life concerning contract release;
4. Actions by the Committee on Academic Standing; and
5. Actions by a faculty or staff member which may constitute harassment or discrimination (which should be referred to the Compliance Officer or a Compliance Team member).

Outside of the exempt areas, the following procedures should be used for the resolution of academic and administrative issues.

## ACADEMIC AND ADMINISTRATIVE COMPLAINTS

### *Step One*

A student should first address the complaint orally with the faculty or staff member involved within five days of the incident. The faculty or staff member will consider the complaint and notify the student of his or her decision within a reasonable time, usually five days.

### *Step Two*

If the complaint cannot be resolved at the previous level, the student should present the complaint, in writing, to the appropriate department chairperson or department director within five days of receipt of the faculty or staff member's decision. The department head will document his or her decision and provide a copy to the student, faculty or staff member, and dean of the appropriate school or college (in the case of an academic complaint) or the dean of students or dean of academic administration (in the case of an administrative complaint) within a reasonable time, usually five days.

### *Step Three*

If the complaint is still unresolved, the student may request a final review at the dean's level by submitting a written request for review to the office of the dean of the appropriate college or school (if an academic complaint) or the Dean of Students Office (if an administrative complaint) or their designees. The written request should set forth the reasons that the student is seeking a review of the earlier decision and, in particular, should specify if the student feels that relevant, new information has come to light since the decision was made, that the student's basic rights as a student were denied, or that the decision was unjust or inconsistent with the circumstances of the incident. The request will be considered by the appropriate dean or his or her designee. The decision of the reviewing dean will be final and a written copy of the decision will be given to the student.

### *Expedited Review*

If there is a legitimate need for an immediate or expedited review of an academic or administrative decision, then written complaints, requests for review and decisions may not be required.

**Note:** Retaliation against any individual who files a complaint or grievance or cooperates in the investigation of a complaint or grievance is also prohibited and should be reported promptly so that the university can take action against anyone who engages in retaliation.

## COMPUTER AND TECHNOLOGY USE

All students are required to comply with the university's Computer and Technology Use Policy, which is accessible at [www.jwu.edu/legal](http://www.jwu.edu/legal).

The university's Computer and Technology Use Policy prohibits students from uploading, downloading, posting, publishing, transmitting, retaining, reproducing, sharing or distributing in any way information, software, movies, music, books, articles or any other material which is protected by copyright or other proprietary right, without obtaining permission of the owner. Violation of this policy may result in the termination of your access to the Internet via the university's Internet system and student conduct review actions up to and including dismissal from the university.

In addition, students should be aware that unauthorized distribution of copyrighted material (e.g., songs, music and other materials), such as through peer-to-peer networks, may constitute copyright infringement and subject students to civil and criminal penalties.

Copyright infringers could face statutory damages ranging from \$200 to \$150,000 for each work that is infringed as well as potential criminal penalties, including imprisonment in serious cases.

Please refer to the Computer and Technology Use Policy for a further description of prohibited activities regarding use of university technology resources.

## **MASS E-MAIL POLICY**

No student or employee may send or distribute a mass e-mail without prior university approval. To seek approval to send a mass e-mail, please contact the following:

- Providence Campus: Lisa Pelosi, Miriam Weinstein or Sandra Hanson
- North Miami Campus: Tonya Evans, Jordan Fickess, Lorenza Galella or Michael Graziotti
- Denver Campus: Joshua Casto, Michael B. Eaton or Lindsay MorganTracy
- Charlotte Campus: Chesley Black, Melinda Law, Tarun Malik or Mark Norman
- Universitywide: Piya Sarawgi-Fenn

Mass e-mails are reserved for time-sensitive, critical items related to university academic or administrative policy, procedures and activities. Mass e-mails may not be used for personal purposes. In addition, the university generally does not approve the use of mass e-mail for commercial purposes.

Individuals, groups or departments wishing to promote events or announcements must use other existing campus communication tools. For further information, please contact the individuals designated above.

## **DRESS AND MANNERS**

You should dress neatly, appropriately and in good taste, and exhibit courtesy and dignified behavior at all times, especially when you are representing the university. These actions are also essential to a successful career. Various departments and/or programs may have specific dress codes or other requirements. You should familiarize yourself with any that apply to you.

Also, communication devices, such as cellular phones, pagers, etc., may not be used in the classrooms, libraries, computer labs, Writing & Academic Support Centers or any academic-related facility and must be turned off, set to vibrate or otherwise rendered inaudible.

## **DRUG AND ALCOHOL POLICY**

In accordance with the Federal Drug-Free Workplace Act and Drug-Free Schools and Communities Act, Johnson & Wales University prohibits the unlawful manufacture, distribution, dispensation, possession or use of narcotics, drugs, other controlled substances or alcohol at the workplace and in the educational setting. Possession or use of alcoholic beverages anywhere on university premises is prohibited except for lawful use at events, operations or programs sanctioned by university officials (see the Student Code of Conduct, which starts on Page 103). Unlawful for these purposes means in violation of federal, state or local statutes, regulations or ordinances. Workplace is defined as either university premises or any place where university business is conducted away from university premises. Educational setting includes both university premises and approved educational sites off campus.

Possession or use of illegal drugs, narcotics or drug paraphernalia is absolutely forbidden. Johnson & Wales is not, and cannot be considered, a protector or sanctuary from the existing laws of the city, state and federal governments.

## **SANCTIONS**

Disciplinary sanctions which may be imposed on a student found to be in violation of the above policy include, but are not limited to, reprimand, revocation of certain privileges, campus service, deferred suspension, fine or restitution for loss, suspension or dismissal from the university and/or university housing, and referral to alcohol education classes. The university also reserves the right to notify parents of violations.

## **ALCOHOL AND ITS EFFECTS**

Alcohol abuse is defined as any drinking that harms or endangers the drinker or other people. It can be a single episode or a regular pattern. Alcohol consumption causes a number of marked changes in behavior. Thought processes are slowed as alcohol numbs and destroys brain cells.

## **SYMPTOMS OF DRUG ABUSE**

The key is change. It is important to watch for any significant changes in physical appearance, personality, attitude or behavior. Behavior signs include a change in overall personality or attitude with no other identifiable cause; a general lack of motivation, energy, or self-esteem; sudden oversensitivity, temper tantrums, or resentful behavior, moodiness, irritability or nervousness.

## **POSSIBLE EFFECTS OF DRUG ABUSE**

Narcotics (opium, morphine, heroin) may cause euphoria, drowsiness, respiratory distress and nausea. Depressants (barbiturates) may cause slurred speech, disorientation and drunken behavior without the odor of alcohol. Stimulants (cocaine, amphetamines) may cause increased alertness, increased blood pressure and pulse, insomnia and loss of appetite. Hallucinogens (LSD, mescaline) may cause illusions, hallucinations and poor perception of time and distance. Cannabis (marijuana, hashish) may cause euphoria, relaxed inhibitions and disoriented behavior.

## **JWU'S SUBSTANCE ABUSE PREVENTION PROGRAM**

Several programming initiatives and alternatives are available to help students examine their own behavior related to alcohol and other drugs (AOD).

- The Student Counseling Center provides an assessment of AOD usage for all students who seek counseling.
- Referrals to community resources are available for individuals with more long-term or complex needs. A number of AA groups hold meetings close to campus and in the larger Providence community.
- The center also collaborates with the Student Conduct Office to provide educational and other resources for students with problematic drinking behavior.
- A number of programming initiatives take place each year as part of Alcohol Awareness Week activities, the campus Wellness Fair, as well as a variety of classroom and residential life programs.
- There is also an Alcohol Task Force to address alcohol abuse by students. This group has members from all segments of the university community.

## STATE PENALTIES FOR DRUG AND ALCOHOL OFFENSES

Johnson & Wales University students are subject to state criminal prosecution and penalties for drug and alcohol offenses. These offenses include the following:

- Possession or delivery of marijuana, cocaine, heroin, LSD or PCP
- Possession of a needle and syringe
- Driving under the influence of alcohol and/or drugs
- Driving under the influence, death resulting

Criminal penalties for drug and alcohol offenses can include

- Mandatory drug or alcohol counseling
- Alcohol and/or drug treatment
- Driver retraining
- Suspension or loss of driver's license
- Community service
- Fines ranging from \$200 up to \$1,000,000
- Imprisonment for various periods of time up to life imprisonment

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. They are

1. The right to inspect and review the student's education records. Students should submit to Student Academic & Financial Services written requests that identify the record(s) they wish to inspect. Student Academic & Financial Services will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask Johnson & Wales University to amend a record that they believe is inaccurate or misleading. They should write to Student Academic & Financial Services, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the university has contracted as its agent to provide a service instead of using university employees or officials; a person serving on the Board of Trustees; or a student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

In addition, Johnson & Wales University may disclose education records without consent to an institution that has requested the records and in which the student seeks or intends to enroll or where the student is already enrolled so long as the disclosure is for purposes related to his/her enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-5901.

## **DIRECTORY INFORMATION PUBLIC NOTICE**

At the discretion of the university and in conformity with FERPA, Johnson & Wales University has determined the following to be “directory information:” student name, address, telephone listing, e-mail address, photograph, date and place of birth, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate, full- or part-time), class schedules, participation in officially recognized activities and sports, weight and height of members of athletic teams, major, fields of study, degrees, honors and awards received, vehicle description and registration, and the most recent previous educational institution attended.

This information may be released by the university upon inquiry unless a student specifically requests in writing to the contrary. To withhold disclosure of any category of directory information under the Family Educational Rights and Privacy Act, a written request for nondisclosure must be received by Student Academic & Financial Services within two weeks after the first day of each term. Requests for nondisclosure will be honored by the university until the student submits written notice to Student Academic & Financial Services terminating the original request for nondisclosure.

## **FINANCIAL OBLIGATIONS**

Continuation as a student in good financial standing is conditional upon being current in all financial obligations to the university, including loans in which the university appears as a holder or guarantor. Diplomas will not be granted, nor transcripts released, and enrollment in future terms will be prohibited until a student’s financial obligations have been deemed current.

Repaying loans helps establish favorable credit ratings that make it easier for students to buy homes, rent apartments, buy cars, obtain credit cards, get good jobs, further their educations, or open checking accounts. To see how much you have borrowed or for more information about your student loans, call Student Academic & Financial Services. Developing a budget that considers loan payments is highly recommended. Notify your loan holder and JWU if there are any changes to your address and/or phone number.

## **FIREARMS**

Firearms and guns are strictly forbidden on university property or in any buildings or facilities owned, controlled or used by the university, except for licensed and authorized possession and use by federal, state and municipal law enforcement officials (“law enforcement officials”) in the course of their official duties and except for firearms and guns of off-duty law enforcement officials that have been properly disarmed and secured in vehicles outside of university buildings.

## FOOD AND BEVERAGES

In academic buildings, food and beverage consumption is limited to designated eating areas only. Under no circumstances are food and beverages to be consumed in classrooms or corridor areas. For policies related to JWU's dining facilities, see Page 123.

## IDENTIFICATION CARDS

Official university student identification (ID) cards are issued to all students and must be carried at all times. Primarily serving as your official university ID, the card is part of our campus electronic security system, dining services meal plan, and free transportation ridership.

All campus buildings are equipped with electronic card-access devices for security purposes. Your ID card enables you to gain access to all campus administrative and academic buildings by simply passing the card before the reader device located near the entrance door. Residential student ID cards will also be programmed for 24-hour access to the individual's assigned residence hall. Your ID card is also programmed with your meal plan for ease of transaction at a variety of campus dining service locations. Finally, the campus bus transportation service, and the RIPTA statewide public transportation service provided by the university can only be utilized with your university ID.

Other uses of the ID card include accessing online university library services, print services at the university computer labs, purchasing tickets at the Office of Student Activities, and attending various campus-related events held both on and off campus.

Use of the issued university ID is restricted to the person to whom the card is issued, and whose photograph appears thereupon. Transferring your card to another person or using another person's card for any reason is strictly prohibited. Any violation of this card-use rule will be referred to the Office of Student Conduct.

Once you receive your university ID, the following conditions shall apply:

- Immediately report a lost or stolen card to Campus Safety & Security
- Replacement ID cards must be obtained at either University Dining or Student Academic & Financial Services
- Lost or damaged ID cards will incur a \$15 replacement fee
- Students are only permitted one ID

All university-issued ID cards remain the property of Johnson & Wales University. Please call 401-598-1433 for more information.

## NONDISCRIMINATION POLICY

Johnson & Wales University does not discriminate unlawfully on the basis of race, religion, color, national origin, age, sex, sexual orientation, gender identity or expression, genetic information, or disability in admission to, access to, treatment of, or employment in its programs and activities.

(The term "sexual orientation" shall mean and be limited to having an orientation for or being identified as having an orientation for heterosexuality, bisexuality, or homosexuality. This Nondiscrimination Policy 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, or similar laws applicable in other states where the university conducts its operations.)

The following person has been designated to handle inquiries regarding the Nondiscrimination Policy: University Compliance Officer, Johnson & Wales University, One Cookson Place, Sixth Floor, Providence, RI 02903, 401-598-1423.

Inquiries concerning the application of nondiscrimination policies may also be referred to the appropriate governmental agencies listed below:

Office for Civil Rights, U.S. Department of Education, Customer Service Team,  
400 Maryland Avenue, SW, Washington, DC 20202-1100, 800-421-3481.  
This office may refer the matter to a regional Office for Civil Rights.

## **RHODE ISLAND**

- Equal Employment Opportunity Commission, John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203, 617-565-3200
- Rhode Island State Commission on Human Rights, 180 Westminster Street, 3rd Floor, Providence, RI 02903-3768, 401-222-2661

## **MASSACHUSETTS**

- Equal Employment Opportunity Commission, John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203, 617-565-3200
- Massachusetts Commission Against Discrimination, One Ashburton Place, 6th Floor, Room 601, Boston, MA 02108, 617-944-6000

## **FLORIDA**

- Equal Employment Opportunity Commission, One Biscayne Tower, 2 S. Biscayne Boulevard, Suite 2700, Miami, FL 33131, 305-536-4491
- Florida Commission on Human Relations, 2009 Apalachee Parkway, Suite 200, Tallahassee, FL 32301, 850-488-7082

## **COLORADO**

- Equal Employment Opportunity Commission, 303 East 17th Avenue, Suite 410, Denver, CO 80203, 303-866-1300
- Colorado Civil Rights Division, 1560 Broadway, Suite 1050, Denver, CO 80202-5143, 303-894-2997

## **NORTH CAROLINA**

- Equal Employment Opportunity Commission, 129 West Trade Street, Suite 400, Charlotte, NC 28202, 704-344-6682
- N.C. Human Relations Commission, 116 W. Jones Street, Suite 2109, Raleigh, NC 27601, 919-807-4420

Mailing Address:

N.C. Human Relations Commission  
1318 Mail Service Center  
Raleigh, NC 27699-1318

## POSTING POLICY

All posted advertisements for student clubs and organizations must be approved through the Office of Student Affairs/Activities or an individual designated by the Office of Student Affairs/Activities. Only active or petitioning recognized clubs/organizations may have items approved. All flyers must be reviewed for content by a designated staff member from the Office of Student Affairs/Activities. The Office of Student Affairs/Activities reserves the right to reject any flyer.

As a general rule, any material or flyer that is determined to be illegal, unethical, harassing, or targets an individual or group in a demeaning manner or promotes the use of alcohol, its consumption or sale, illegal drug use or hazing will not be approved. All flyers must bear the name of the sponsoring organization and will be stamped and numbered, if approved. All apartment listings must be approved through the appropriate campus-designated department.

Absolutely no materials (posters, flyers, pamphlets, newspapers, etc.) can be posted anywhere on our campus unless they meet the following criteria:

- Any hallway posting must be contained within a glass-enclosed bulletin board.
- Any materials hung in the hallways, on doors, walls or windows of any building and classroom, or on trees, telephone poles, etc. or other unauthorized areas, whether they carry the appropriate approval or not, will be immediately removed.
- Only authorized bulletin boards are to be used to display approved posters and flyers. There are a number of bulletin boards throughout the university campus that are reserved for the specific use of one office or department. Students may not use these restricted bulletin boards for posting notices.
- Any requests to post a document within an enclosed board must be made through the administrator in charge of the building or floor.

All postings must have an end date when the information is no longer valid. This may often be the date of the event promoted on a flyer. However, if no specific event date is listed, an end date that eliminates the expectation that the flyer would be posted for an indefinite period must be included on the documents to be posted.

## SEXUAL ASSAULT POLICY

Johnson & Wales University prohibits sexual assault, sexual battery, and other unlawful sexual activity, and offers programs aimed at the prevention of sexual offenses. These offenses are violations of state criminal law as well as the university's Student Code of Conduct.

In considering sex offenses, the university refers to the laws of Rhode Island, Florida, Colorado and North Carolina. While these laws are complex (containing a variety of technical definitions, distinctions between first- and second-degree offenses, situations constituting statutory rape, etc.), a summary of the basic elements of sexual assault, sexual battery and other serious sexual offenses in all four states would generally encompass the following:

- Nonconsensual or coerced
- Sexual activity
- For purposes of sexual arousal, gratification, or abuse

Nonconsensual sexual activity takes place when the victim does not or cannot (because the victim is mentally or physically disabled, incapacitated or impaired) give intelligent, knowing and voluntary consent. While consent can be expressed in a variety of

ways through words, attitude or action, a failure to resist does not, in and of itself, signify consent. Coercion includes force or violence or the threat of force or violence against the victim or someone else, or any other means calculated to cause submission against the victim's will.

Sexual activity includes not only intercourse, but any penetration into a genital or anal opening of a victim with a body part or any object. It also includes other sexual contact such as being touched by or being forced to touch (with your hand or any other part of your body) another person's sex organs, breasts, groin, buttocks or anus (whether clothed or unclothed) or being touched in or around any of these places (whether clothed or unclothed) by another person. When any of these activities appears to be for the purposes of sexual arousal, gratification, or abuse on the part of one person and is nonconsensual or coerced on the part of the other person, it will constitute a sexual offense.

If there is reason to believe that Johnson & Wales University's regulations prohibiting sexual assault have been violated, either on or off campus, the administration may pursue disciplinary action through the university's conduct review process and/or through any other available procedures.

Johnson & Wales University strives to be supportive and accommodating for all victims of sexual assault. University representatives from a number of departments such as the Office of Residential Life (R.D.s and R.A.s), Campus Safety & Security, the Student Counseling Center (including the on-call counselor) and Health Services will make every effort to help in these ways:

1. We will meet with you privately at a place of your choice on campus to take a statement and explain your options.
2. We will make every effort to maintain confidentiality.
3. We will not prejudge you.
4. We will treat you and your particular situation with courtesy, sensitivity, dignity, understanding and professionalism.
5. If you feel more comfortable talking with either a female or a male counselor or representative, we will do our best to accommodate your request.
6. We will assist you in arranging for any hospital treatment or medical needs.
7. We can assist you in privately contacting counseling, Safety & Security, advising, and other available resources, both on campus and in the community.
8. We will fully investigate your report with respect and discretion.
9. We will continue to be available for you — to answer your questions, explain the systems and processes involved, and be willing listeners.
10. We will consider your report seriously, regardless of your gender or the gender of the alleged violator.

## **EDUCATION AND PREVENTION PROGRAMS**

The Providence Campus employs a full-time Crime Prevention Officer and a Coordinator of Sexual Assault Services who participate in sexual assault education and prevention programs focused on risk reduction, sexual assault prevention and responses to sexual assault. Literature dealing with issues of sexual assault is available from these offices.

All residential life staff members are trained to deal with issues of sexual assault. This training occurs both during the summer and during the school year and is augmented by additional information regarding sexual assault in the "Resident Assistant Manual." Resident Assistants help promote sexual assault prevention by participating in educational programs for students in their residence halls.

Education programs promote awareness of rape, acquaintance rape, and other forcible and nonforcible sex offenses. Johnson & Wales University takes a proactive stance to educate its student body regarding issues of sexual assault and methods of prevention. Students receive sexual assault education at various times.

For example, the university's Sexual Assault Task Force, in collaboration with Campus Safety & Security, the Office of Student Conduct, the Health Educator, and other Student Affairs personnel have created an educational program called "Reality 101" designed to help students meet the challenges of college life and understand the factors that can lead to sexual assault. "Reality 101" is presented during orientation and is mandatory for all incoming students. Another program, "Create Your Own Adventure," focuses on sexual assault awareness by exploring issues such as drug and alcohol abuse, date rape drugs, and consent. This interactive program is offered once a week in the residence halls during the fall term. Other information and programming regarding sexual assault prevention and awareness is available through Campus Safety & Security, the Coordinator of Sexual Assault Services, the Office of Student Conduct and the Gender Equity Center.

## STEPS TO FOLLOW IF A SEXUAL ASSAULT OCCURS

If you believe you are the victim of a sexual assault, you should take the following steps:

1. ***Go to a safe place.***

2. ***Tell someone.*** Your options include

- Reporting the assault to Campus Safety & Security (401-598-1103) or a Residential Life staff member (such as your R.A. or R.D.); and/or
- Reporting the assault to law enforcement authorities by dialing 911 or contacting the appropriate police at the numbers listed under "Getting Help" below; and/or
- Contacting any of the other organizations or departments listed under "Getting Help" below; and/or
- If you choose not to report the assault, but to seek only counseling assistance, contacting the Student Counseling Center directly (401-598-1016) or, without disclosing any details of the incident, asking a Residential Life staff member or Safety & Security to contact the on-call counselor.

Johnson & Wales University strongly urges students to report sexual assaults to local police and Campus Safety & Security so that the university can take appropriate measures to provide help to the victim and prevent future assaults.

3. ***Seek medical attention immediately.*** Both male and female students can be victims of sexual assault. We encourage female victims to go to Women & Infants Hospital because it has sexual assault nurse examiners (SANE) who are specially trained to assist female victims of sexual assault. Male victims are encouraged to go to Rhode Island Hospital or the nearest hospital (see hospitals listed under "Getting Help" below). Medical attention is critical so that any injuries (including internal injuries) or infections which may have resulted from the assault can be treated. Getting an exam does not mean that you have to press charges; however, a medical exam will help to preserve evidence if you should choose to press charges at some point.

4. ***Preserve and record evidence, including the following:***

- Do not wash anything (including your hands, mouth and face).
- Do not wash or comb your hair.
- Do not shower, douche or change your clothes.
- Bring an extra set of clothes with you to the hospital.

- Record a description of the assailant (including type of clothing, race, age, height, weight, hair color, eye color, distinguishing marks, etc.) and
- Record where the assault occurred and the description and direction of travel of any vehicle involved.

5. *You may seek assistance in changing existing academic and living situations after an alleged sexual assault incident.* The university will make every effort to honor your request if such changes are reasonably available.

6. *You may seek additional help, counseling, and assistance.* People and organizations offering these services are listed under “Getting Help” below.

## GETTING HELP

The single most important thing a sexual assault victim can do is tell someone — the police, a friend, a community-based rape crisis center, a counselor. Don’t isolate yourself, don’t feel guilty, don’t blame yourself and don’t just ignore it. Sexual assault, whether by a stranger or by someone you know, is a violation of your body and your trust. The organizations and departments listed below can provide or arrange for immediate support and response, including arrangements for emergency services, if needed; transportation to medical resources; contact with local authorities; information regarding criminal and civil proceedings and/or the university’s student conduct review procedures, as appropriate; advocacy services; referrals/advice about university and community counseling services; and assistance with personal safety concerns.

## COMMUNITY HELP

### *Medical*

Women & Infants Emergency Room  
101 Dudley Street, Providence  
401-274-1100

Rhode Island Hospital  
593 Eddy Street, Providence  
401-444-4000

Kent Hospital  
455 Tollgate Road, Warwick  
401-737-7000

Roger Williams Medical Center  
825 Chalkstone Avenue, Providence  
401-456-2000

### *Police*

Emergency:	911
Providence:	401-272-3121
E. Providence:	401-435-7600
Warwick:	401-737-2244
Cranston:	401-942-2211
Seekonk:	508-336-8123
Rehoboth:	508-252-3722

## **Community**

Day One (the Sexual Assault & Trauma Resource Center of Rhode Island)  
401-421-4100 or 1-800-494-8100 (24-hour)

Rape Crisis Center of Central Massachusetts  
1-800-799-5700 (24-hour)

Victims of Crime Helpline  
1-800-494-8100 (24-hour)

Fenway Gay and Lesbian Helpline  
1-888-340-4528 (available 6 p.m. to 11 p.m.)

## **ON-CAMPUS HELP**

### **Campus Safety & Security**

264 Weybosset Street, Providence  
401-598-1103 (24 hours a day, 7 days a week)

### **Office of Residential Life**

(24 hours a day in each residence hall)

Resident Assistants, Resident Director, Central Office Staff, Community Assistants,  
Community Director

### **Dean of Students**

Harborside Recreation Center, Second Floor, 401-598-2848

### **Student Counseling Center**

Wales Hall, Second Floor, 401-598-1016

The Friedman Center, Second Floor, 401-598-1144

(8:30 a.m.–4:30 p.m.; evenings by appointment)

Appointments are available on both campuses. In case of emergency, the on-call counselor is available after hours through Safety & Security.

### **Coordinator of Sexual Assault Services**

Wales Hall, Second Floor, 401-598-1016

### **The Office of Student Conduct**

Harborside Recreation Center, Second Floor, 401-598-4622

### **Health Services**

Culinary: 401-598-1151

Harborside Recreation Center, First Floor

Business/Hospitality/Technology: 401-598-1104

Wales Hall, 3rd Floor

### **University Office (Compliance Officer)**

One Cookson Place, Sixth Floor, 401-598-1423

## The Gender Equity Center

Wales Hall, First Floor, 401-598-2248

Satellite Office, South Hall, 401-598-1289

## The Health Education Office

Wales Hall, 401-598-2023

## WHAT ACTION MAY BE TAKEN

1. **Criminal Prosecution:** If you choose to pursue criminal prosecution through the courts, the incident should be reported to the police. Campus personnel are available to assist you when notifying local or campus authorities. **Remember, a police report does not require a victim to prosecute.** Day One (the Sexual Assault & Trauma Resource Center of Rhode Island) provides services to help and inform victims of sexual violence when moving through the prosecution process.
2. **University Disciplinary Action:** A sexual assault is a violation of the university's Student Code of Conduct and reports of sexual assaults by students are addressed through the university's Student Conduct Review procedures. Any student who admits responsibility for, or is found responsible for, a sexual assault under the Student Code of Conduct will, at a minimum, receive a sanction of suspension, which may last until the victim graduates. To ensure fairness, sensitivity, and respect for the rights of the victim and the alleged violator, the following are applicable to student conduct proceedings involving sexual assaults:
  - The victim has the right to a speedy hearing.
  - The victim has the right to make a "victim impact statement" in addition to an incident report. This statement will be considered by the judicial body if the alleged violator is found responsible.
  - Both the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding.
  - Both the accuser and the accused will be informed of the final determination of any disciplinary proceeding brought alleging a sex offense and any sanction imposed against the accused.

WHEN ANY ONE OF THE OPTIONS ABOVE IS PURSUED, YOU DO NOT FORFEIT YOUR RIGHT TO PURSUE THE REMAINING OPTIONS. Compliance with the items listed above does not constitute a violation of the Family Educational Rights and Privacy Act (20 U.S.C. 1232g).

## SEXUAL HARASSMENT

It is the goal of Johnson & Wales University to provide an educational and employment environment free from all forms of intimidation, hostility, offensive behavior, and discrimination, including sexual harassment. Sexual harassment is a violation of state and federal laws and university policy.

## WHAT IS SEXUAL HARASSMENT?

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when (1) submission to such conduct is made either explicitly or implicitly a term or condition of your employment or education

at Johnson & Wales University, (2) submission to or rejection of such conduct is used as the basis for employment, academic, or other decisions affecting you, or (3) such conduct has the purpose or effect of unreasonably interfering with your work or academic performance or creating an intimidating, hostile, or offensive working or educational environment.

Sexual harassment includes the misuse of authority to emphasize the sexuality of an individual in a manner that prevents or impairs that individual's full enjoyment of employment or educational benefits, environment or opportunities. While sexual harassment may take the form of physical conduct, it may also appear in verbal or written derogatory or discriminatory statements that may affect recommendations, status, promotions, raises, or favorable work assignments for employees, or campus life, class assignments, grades, or recommendations for students.

Sexual harassment does not include behavior or occasional compliments of a socially acceptable nature. However, some behavior which is appropriate in a social setting may not be appropriate in the workplace or academic environment. It is not always easy to define precisely what conduct constitutes sexual harassment, however, examples of conduct which may constitute sexual harassment include:

- sexual teasing, joking, suggestive looks, or staring
- direct or implied threats that submission to sexual advances will be a condition of employment, promotion, grades, or letters of recommendation
- unwelcome touching of any nature, including patting, embracing, caressing, or pinching
- improper brushing against another's body, or "friendly" arms around the shoulders
- offers of money or other consideration for sexual activity
- repeated requests for dates despite being asked to stop
- suggestive sexual remarks or innuendos
- unauthorized entering of restrooms or other locations meant to be used exclusively by the opposite sex
- improper or unwelcome inquiries about someone's sexual or personal life
- overt or subtle pressure for sexual activity or direct or implied propositions of a sexual nature

Sexual harassment in any form is inappropriate and will not be tolerated at Johnson & Wales University. Such behavior or the tolerance of such behavior on the part of an administrator, supervisor, faculty member, or staff member, violates the policy of the university and may result in disciplinary action up to and including termination. Such behavior on the part of a student also violates the policy of the university and may result in student conduct review sanctions up to and including dismissal from the university.

## **WHAT SHOULD I DO IF I THINK I AM THE VICTIM OF OR IF I WITNESS SEXUAL HARASSMENT?**

*No one who believes they may have been sexually harassed is required to address the matter directly with the offending party.* Occasionally, people may be able to resolve a potentially harassing situation by speaking with the offending party about the conduct that they find offensive and wish stopped. Informal discussions between parties will sometimes resolve the problem, however, the university strongly advises anyone who has a complaint of sexual harassment to report the incident if they are not comfortable complaining directly to the offending party or if the conduct continues.

*Harassment by Employees:* If you believe that you have been the subject of sexual harassment by an employee of the university (including administrators, faculty or staff members, or a student employee acting in the capacity of an employee), or by an outsider visiting or doing business on campus, you should promptly report the harassment to the University Compliance Officer, One Cookson Place, Sixth Floor, Providence, RI 02903, 401-598-1423, to any compliance team member listed below, or to any department head, dean, vice president, campus president, or university officer. Students who believe they are victims of sexual harassment may also report the incident to a Campus Safety & Security officer, Residential Life staff member, advisor or counselor, or any other trusted university employee.

Any university employee who becomes aware of sexual harassment at the university, or to whom sexual harassment is reported, must immediately notify a compliance team member (see below) or the General Counsel.

*Harassment by Students:* Anyone who believes they have been the subject of sexual harassment by a student should report the harassment to a Campus Safety & Security officer, Residential Life staff member, department head, dean, compliance team member, or any vice president or campus president, who will refer the matter to the dean of students and the student conduct review office for investigation and resolution.

## **INVESTIGATION AND RESOLUTION**

Once sexual harassment has been reported, the university will promptly begin an investigation to be headed up by a compliance team member or other appropriate person. Sexual harassment investigations by the university take into account the private nature of most sexual harassment incidents and the emotional and moral complexities surrounding such issues. All reasonable efforts are made to preserve confidentiality and to protect the rights of all parties, however, the university cannot guarantee confidentiality or anonymity if disclosure is necessary to resolve the situation or put an end to any harassing behavior. At the conclusion of the investigation, the university will take appropriate action, including providing remedies or sanctions that may be warranted in the circumstances up to and including termination or dismissal of the offending employee or student.

Sexual harassment is unlawful. Retaliation against an employee or student for filing a complaint of sexual harassment or for cooperating in an investigation of a complaint of sexual harassment, is also unlawful and strictly prohibited by the university. Anyone found to have engaged in retaliation will be subject to immediate and serious disciplinary action up to and including termination or dismissal.

## **COMPLIANCE TEAM**

Compliance team members are specially trained and authorized to conduct and resolve sexual harassment complaints. All complaints of sexual harassment by employees must be reported directly or indirectly to a compliance team member. In the event of a conflict of interest or other circumstances where reporting to a compliance team member would not be appropriate, reports of sexual harassment may be made to the University Compliance Officer (401-598-1423), the Vice President of Human Resources (401-598-1845), or the General Counsel (401-598-2838) or one of the campus compliance officers specified on the campus Web site.

## **STATE AND FEDERAL EMPLOYMENT DISCRIMINATION ENFORCEMENT AGENCIES**

In addition to the Johnson & Wales policies and procedures regarding sexual harassment, if you believe you have been subjected to sexual harassment, you may contact the appropriate governmental agencies listed in the university's Nondiscrimination Policy (Page 10).

## SMOKING

Smoking is strictly prohibited in all campus facilities. This includes, but is not limited to, common work areas, classrooms, conference and meeting rooms, private offices, elevators, hallways, stairs, restrooms, vehicles and all other enclosed facilities.

## STUDENT RIGHTS

- Students have both the right of access to and the right to privacy of their educational records under certain conditions. Information regarding university policies on access to and release of student records is found on Page 8.
- Students have the right to an academic and residential environment free from discrimination, harassment and assault in accordance with the university's Nondiscrimination and Sexual Harassment policies.
- Student groups have the general right to recommend campus speakers within limitations applied by the university.
- Students have the right to participate as members on several university committees. The Student Government Association maintains rosters of committee members, including student participants.

## WHO CAN HELP?

Students who believe their rights have been violated by an employee of the university (including administrators, faculty or staff members, trustees or student employees) should contact the university's Compliance Office at 401-598-1423 or a member of the Campus Compliance Team (Page 19). Any student who believes that their rights have been violated by another student should report the matter to the Administrative Coordinator (401-598-2885) or another Student Affairs administrator, including

- Vice President for Student Affairs/Dean of Students Office, 401-598-4853;
- Any resident director; or
- Any academic dean (for issues related to academics).

## UNIVERSITY COMMUNICATIONS WITH STUDENTS

Johnson & Wales University is committed to providing communication that is timely and relevant to our students. The university will send communications by regular mail and/or via the university e-mail system, with the full expectation that students will receive and read them in a timely manner. Any correspondence sent by mail or university e-mail is deemed to be an official notification.

### E-MAIL

The university e-mail system is considered to be the primary medium of formal communication with students. Accordingly, **each enrolled student is required to activate and then monitor their university e-mail account on a frequent and consistent basis.**

Students experiencing technical difficulties when accessing their university e-mail account must contact the university Help Desk for assistance.

## **STUDENT CONTACT INFORMATION**

The university may also correspond with students by regular mail. In order for the university to communicate effectively and in a timely manner, including in emergency situations, all students are required to manage and update, via uconnect, their permanent and on-campus/commuter addresses and telephone contact information (including cell phone numbers) so that they are current at all times (Enter Secure Area > Personal Information > Update Addresses and Phones). Students may also supply a mailing address if they wish their correspondence to be sent to an address other than their permanent or on-campus/commuter address. A schedule hold will be assigned to students who fail to maintain a valid on-campus/commuter AND permanent address information during the enrollment period.

Depending upon the type of correspondence, individual university offices may choose to utilize any one of the student's listed addresses (preference is documented in each department's procedures). Upon graduation, a student's diploma will be mailed to the address provided by the student on the graduation application. If no graduation application was submitted, diplomas will be mailed to the student's permanent address.

## **EMERGENCY NOTIFICATION SYSTEM (BLACKBOARD CONNECT)**

This system is used in order for JWU to quickly provide notice and accurate information and instructions to the entire university community during an unforeseen event or emergency. All students will be required to supply the university with a valid phone number, preferably a cell phone, so each student can be contacted in person or by voicemail, notifying them of a course of action.

## **MAILING ADDRESS**

A mailing address is classified as the preferred mailing address during enrollment. Most correspondence from the university will be sent to this address. If no mailing address exists on file, the permanent address will be utilized.

## **ON-CAMPUS OR COMMUTER ADDRESS (REQUIRED)**

An on-campus or commuter address is classified as the address of residence during enrollment. Post office box addresses will not be accepted for this address. If no address is supplied during the enrollment period, a "schedule hold" will be placed on the student's account.

## **PERMANENT HOME ADDRESS (REQUIRED)**

A permanent home address is classified as the student's "home" address. If no address is supplied during the enrollment period, a "schedule hold" will be placed on the student's account.

## **WORK-STUDY AND STUDENT EMPLOYEES**

Students who are employed by the university must also notify the Student Employment Office of any change in address.

## **WORK EXPERIENCE PROGRAMS ADDRESS**

Any student participating in a Work Experience Program, such as an internship or internship abroad, must provide Experiential Education & Career Services with any change(s) in contact information.

## **INTERNATIONAL STUDENTS**

The United States Citizenship and Immigration Services (USCIS) requires that all aliens residing in the United States report all changes of address to the USCIS within 10 days of any move that takes place within the United States by completing form AR-11 (also available in the International Center). Post office box addresses will not be accepted in any address for international students.

## **UNIVERSITY HOLDS**

Holds are placed when students are not in compliance with university term start requirements or university policy. Students are advised to review holds in uconnect frequently, especially after each term's deadline for completing term start requirements and before the start of each term (Enter Secure Area > Student Records > View Holds). Holds will prevent a number of activities, which may include

- entering class
- registering courses
- changing schedule (i.e. add/drop)
- accessing/releasing official transcripts
- receiving diploma
- graduation
- receiving a grade and academic credit

## **ACADEMIC PROGRESS WARNING HOLD**

The Academic Progress Warning hold prevents course registration. This hold will be placed if the student is in danger of losing financial aid eligibility due to noncompliance with satisfactory academic progress requirements. This hold will be removed once the student has contacted and met with an academic counselor in Student Academic & Financial Services.

## **ACADEMIC STANDING HOLD**

The Academic Standing Hold prevents course registration. This hold will be placed if the student failed to meet the requirements for good academic standing. This hold will be removed once the student has contacted and met with his or her assigned academic counselor in Student Academic & Financial Services.

## **COLLECTIONS HOLD**

The Collections Hold prevents course registration, entrance to class, access to/release of transcripts and release of diploma. This hold will be placed if a student is no longer enrolled at the university and has an outstanding tuition balance with the university. A Collections Hold will be removed once the outstanding balance is paid in full.

## **ENTRANCE INTERVIEW HOLD**

The Entrance Interview Hold prevents course registration and entrance to class. This hold will be placed if a first-time borrower for the Federal Stafford Loan program has not completed an entrance interview with Student Academic & Financial Services by the term's posted deadline for completing term start requirements. Entrance interviews can be completed online at [www.dl.ed.gov](http://www.dl.ed.gov). An Entrance Interview Hold will be removed once the student has

completed the entrance interview with Student Academic & Financial Services. If this hold is not cleared by the end of the add/drop period, the student's schedule will be immediately and permanently deleted and the student will be considered withdrawn from the term.

## **FINANCIAL AID HOLD**

The Financial Aid Hold prevents course registration and entrance to class. This hold will be placed if the Financial Aid area of Student Academic & Financial Services has requested documentation (e.g. parent taxes, student taxes, dependent verification worksheet, etc.) from a student and that documentation was not provided to the Financial Aid Office prior to the term's posted deadline for completing term start requirements. This hold will be removed once all requested documentation has been received by the Financial Aid area of Student Academic & Financial Services. If this hold is not cleared by the end of the add/drop period, the student's schedule will be immediately and permanently deleted and the student will be considered withdrawn from the term.

## **FINANCIAL HOLD (FALL, WINTER, SPRING, SUMMER)**

The Financial Hold prevents course registration (if this hold is placed, the student's schedule is deleted). This hold will be placed if the student has not established an acceptable payment plan with the university prior to each term's posted deadline for completing term start requirements. All payment plans must remain in good standing, prior to the deadline for completing term start requirements, in order to avoid a hold. This hold will be removed once a payment plan has been established and/or payments are up-to-date.

## **HEALTH SERVICES HOLD**

The Health Services Hold prevents course registration and entrance to class. This hold is applied to the records of new and returning full-time undergraduate, international graduate and culinary continuing education students who have failed to comply with the university's medical documentation/immunization requirements. This hold is released only after ALL the requirements have been met. If this hold is not cleared by the end of the add/drop period, the returning student's schedule will be immediately and permanently deleted and the student will be considered withdrawn from the term. New students will not be allowed to enroll for the next term. In addition, this hold may be applied to the records of students who are approved for a campus transfer and have not complied with the medical documentation/immunization requirements of their new campus. This hold is released after all health services requirements of the new campus (destination campus) are satisfied. Students will have no more than one term to meet these requirements.

## **HOME SCHOOL VERIFICATION HOLD**

The Home School Verification Hold prevents course registration. This hold will be placed if an undergraduate student has not provided the university with final, official documentation that verifies high school completion. Verification documents for home-schooled students include at least one of the following:

- a high school diploma recognized by their state department of education;
- a G.E.D. certificate or, with respect to home-schooled students who are above the compulsory age of school attendance,
- a secondary school completion credential for home school (other than a high school diploma or its recognized equivalent) provided for under state law;

or

- if state law does not require a home schooled student to obtain the credential described in the preceding bullet, a certification that the student has completed a secondary school education in a home-school setting that qualifies as an exemption from compulsory attendance requirements under state law.

This hold will be removed once the student has provided documentation to Student Academic & Financial Services or Admissions.

## **INTERNATIONAL STUDENT HOLD**

The International Student Hold prevents course registration and entrance to class. This hold is applied by International Student Services to the records of any student who has not completed all required documentation, in accordance with federal regulations. This hold is released only after ALL documentation requirements have been met. If this hold is not cleared by the end of the add/drop period, the student's schedule will be immediately and permanently deleted and the student will be considered withdrawn from the term.

## **JUDICIAL HOLD**

The Judicial Hold prevents course registration, entrance to class and graduation. This hold is applied to the records of students who have been suspended and/or dismissed from the university or have other outstanding obligations with the Office of Student Conduct. A Judicial Hold for suspended students will be released after the term of the suspension has expired and upon notice from the Director of Student Conduct/Office of Student Conduct that the student has been approved for reinstatement. Judicial Holds for dismissed students will not be released. Judicial Holds for other outstanding obligations with the Office of Student Conduct will be released upon a student's fulfillment of any such obligations.

## **LIBRARY HOLD**

The library hold for unreturned materials prevents release of diploma. This hold will be placed if the student has unreturned library materials or owes replacement fees for unreturned materials. This hold will be removed when the student has returned the materials or paid replacement fees to the library.

## **LOAN DELINQUENT HOLD**

The Loan Delinquent Hold prevents course registration, entrance to class, access to/release of transcripts and release of diploma. This hold will be placed if a student is delinquent or is in default with a Federal Perkins Loan or Johnson & Wales Achievement Loan. This hold will be removed once the loan is in good standing.

## **MEDICAL HOLD (A OR B)**

Medical Hold A and Medical Hold B prevent course registration and entrance to class. This hold will be removed when the student has contacted the appropriate university office and satisfied requested requirements.

## **OUTSTANDING BALANCE HOLD**

The Outstanding Balance Hold prevents access to/release of transcripts, and release of diploma. This hold will be placed if a student carries a tuition balance after they have completed their associate degree and are continuing for their bachelor's degree. This hold will be removed when the balance is paid in full.

## **PERKINS LOAN MASTER PROMISSORY NOTE (MPN) HOLD**

The Perkins Loan MPN Hold prevents course registration and entrance to class. This hold will be placed if a student was awarded a Perkins Loan and has not completed the Perkins Loan MPN prior to the term's deadline for completing term start requirements. This hold will be removed once Student Academic & Financial Services has received a completed Perkins Loan MPN. If this hold is not cleared by the end of the add/drop period, the student's schedule will be immediately and permanently deleted and the student will be considered withdrawn from the term.

## **PREVIOUS BALANCE HOLD**

The Previous Balance Hold prevents course registration and entrance to class. This hold will be placed if the student is delinquent and/or is not in compliance with the established payment plan with the university by the posted term deadline for completing term start requirements. All payment plans must remain in good standing in order to avoid a hold. This hold will be removed once the payment plan has been brought up-to-date.

## **SCHEDULE HOLD**

The Schedule Hold prevents course registration. This hold will be assigned by Student Academic & Financial Services to students in the Pre-M.B.A., English as a Second Language, Exchange and Early Enrollment programs. This hold will be removed when the student has completed their program requirements.

A schedule hold will also be assigned to students who fail to maintain a valid on-campus/commuter *and* permanent address information during the enrollment period.

## **SELF CERTIFICATION HOLD**

The Self Certification Hold prevents course registration and entrance to class. This hold will be placed by Student Academic & Financial Services if the student was approved for a loan with a private lender but did not complete the Self Certification form. This hold will be removed once Student Academic & Financial Services has received confirmation from the private lender or the student that the self certification form was completed and submitted to the private lender.

## **STAFFORD LOAN MASTER PROMISSORY NOTE (MPN) HOLD**

A Stafford Loan MPN Hold prevents course registration and entrance to class. This hold will be placed if a student was awarded a Federal Subsidized and/or Unsubsidized Stafford Loan and the student has not completed the Stafford Loan MPN prior to the term's posted deadline for completing term start requirements. Students can complete their Stafford Loan MPN online at [www.dlenote.ed.gov](http://www.dlenote.ed.gov). This hold will be removed once Student Academic & Financial Services has received a completed Stafford Loan MPN. If this hold is not cleared by the end of the add/drop period, the student's schedule will be immediately and permanently deleted and the student will be considered withdrawn from the term.

## **VERIFY FINAL GRADES RECEIVED HOLD**

The Verify Final Grades Received Hold prevents course registration. This hold will be placed if an undergraduate student has not provided the university with final, official documentation that verifies high school diploma completion; or a graduate student has not provided the university with final, official documentation that verifies B.S. degree completion; or a postgraduate student has not provided the university with final, official documentation that verifies master's degree completion. Acceptable forms of documentation for verifying high school diploma completion include a letter from an authorized high school administrator, a high school diploma recognized by their state department of education or a G.E.D. certificate. This hold will be removed once the student has provided documentation to Student Academic & Financial Services or Admissions.

## **UNIVERSITY TERM START REQUIREMENTS**

Term start requirements are the mandatory university requirements that students must satisfy prior to enrollment. In order to be considered officially enrolled in classes at the start of each term, all university term start requirements must be satisfied. Students who fail to fulfill these requirements will have holds placed on their accounts and will be prohibited from entering class or changing their schedules. In some instances, schedules will be deleted and, if applicable, housing assignments will be removed.

Prior to each term's posted deadline for the term start requirements, all students must complete (or confirm completion of) the following requirements. Deadlines are available online at [www.jwu.edu/sfs](http://www.jwu.edu/sfs) and are included in many e-mail communications.

All students must

1. Participate in course registration.
2. Contact Student Academic & Financial Services to review their invoices and payment arrangements.
  - a. Invoices are mailed beginning in May (for the fall term), October (for the winter term) and January (for the spring term); students must be registered for the winter, spring or summer term in order for an invoice to be generated for those terms.
  - b. Students are encouraged to contact Student Academic & Financial Services prior to course registration to streamline the process of completing the term start requirements.
3. Meet the Payment Deadline Requirement.

If applicable, students must also

4. Satisfy the Financial Aid Requirement.
5. Satisfy high school requirements (all new undergraduate students), B.S. requirements (all new graduate students), or master's requirements (all new postgraduate students) by submitting final, official documentation.
6. Satisfy the Health Services Requirement (all new students).
7. Satisfy the International Student Services Requirement.

## **PAYMENT DEADLINE REQUIREMENT**

Prior to each term's deadline for completing the term start requirements, all students must establish (or confirm) an appropriate and approved payment plan with Student Academic & Financial Services. Failure to satisfy this requirement will result in immediate

and permanent deletion of the student's schedule, and a Financial Hold will be placed on the student's account. In this instance, students will be permitted to register only when holds no longer exist on their record. Students who have not registered by a term's deadline for completing term start requirements will be required to complete their payment arrangements, as well as satisfy all other hold(s) if applicable, before being able to register for courses. Students who subsequently satisfy their payment arrangements shall have no guarantee that they will be able to re-register for the same course(s) and/or section(s) from which they were dropped.

Financial planning representatives are available in Student Academic & Financial Services to help students and families satisfy the Payment Deadline Requirement (visit [www.jwu.edu/sfs/planners.htm](http://www.jwu.edu/sfs/planners.htm) for contact information). One, or a combination, of the following options constitutes an appropriate payment plan.

- Pay the entire annual balance due to Johnson & Wales University.
- Make a term payment in full to Johnson & Wales University.
- Pay the enrollment fee and the first month's payment to Tuition Management Systems (TMS), the university's monthly payment plan company.
- Apply for and receive approval for a loan that covers the entire annual balance due to Johnson & Wales University.
- Submit company authorization for tuition reimbursement.

## **FINANCIAL AID REQUIREMENT**

In order to receive financial aid, students must first complete the FAFSA (Free Application for Federal Student Aid) with the U.S. Department of Education; and the completed FAFSA must then be on file with Student Academic & Financial Services. If selected for verification, all requested documentation (i.e. parents' federal tax returns, student's federal tax returns and verification worksheets) must be received in Student Academic & Financial Services by the posted term's deadline for completing term start requirements. Failure to satisfy this requirement will result in the placement of holds on the student's account and will prohibit the student from entering class or changing their schedule.

## **HEALTH SERVICES REQUIREMENT**

Prior to the first term of studies, the university requires all new, full-time undergraduate students (residents and commuters), all international graduate students, and all culinary continuing education students to submit documentation verifying the following:

- Complete physical exam (signed by doctor) within the past year
- Two doses MMR (measles, mumps, rubella) vaccine (or titers if applicable)
- Tetanus-diphtheria booster within the last 10 years
- Negative tuberculosis test or chest X-ray within the last six months
- Signature of a parent or legal guardian (if under 18 years old)
- Three doses hepatitis B vaccine
- Completion of chicken pox vaccine series or proof of physician-diagnosed disease
- Immunizations that are strongly recommended but not required include meningitis and hepatitis A

Failure to satisfy this requirement will result in the placement of a Health Services Hold on the student's account and prohibit the student from entering class or changing their schedule.

## **INTERNATIONAL STUDENT SERVICES REQUIREMENT**

Johnson & Wales University, in accordance with federal regulations, requires that all international students maintain current and complete documentation with International Student Services. Students should contact the office directly to verify that their records are complete. Failure to satisfy this requirement will result in the placement of an International Student Hold on the student's account and will prohibit the student from entering class or changing their schedule (see University Holds, Page 22).

## **WITHDRAWAL FROM A COURSE**

After the add/drop period has ended, a student may withdraw from a course by consulting with Student Academic & Financial Services. A student who withdraws from a course will be issued a "WP," "WF," or "W" by the instructor in order to record attempted credits. A student who remains enrolled in one or more courses in the term will not be eligible for a tuition credit.

### **Academic /InternshipCourse Withdrawal Deadline:**

Four-Week Courses: 12th day of Session

Five-Week Courses: 15th day of Session

Full-term Courses: 6th week of the term

It is the student's responsibility to notify Student Academic & Financial Services in person or in writing (via JWU e-mail, fax or letter) of their intent to withdraw from a course. Discontinuing attendance or notifying an instructor does not constitute an official course withdrawal. Students must officially withdraw from a course by the course withdrawal deadline; otherwise students will not be permitted to withdraw from the course and will be graded accordingly. Please note: not showing up for class is not considered an official withdrawal.

All students are strongly encouraged to consult with their course instructor and to utilize available university resources, such as tutoring or study skills assistance, prior to withdrawing from a course. It is the student's responsibility to consult with individual offices to address the impact course withdrawal will have on their status. Course withdrawal may jeopardize or impact:

- Academic Standing
- Graduation date and academic progress
- Eligibility to remain in university housing
- Eligibility to participate in NCAA athletic events
- Financial aid eligibility and award
- Immigration status
- Veterans Administration benefits

A withdrawal request after the deadline will only be permitted for extenuating conditions beyond the student's control. Documentation of the condition must be provided by the student and approved by an academic counselor in Student Academic & Financial Services. The course grade under these circumstances will be NC.

Students who withdraw from all courses will be withdrawn from the term and are subject to the Withdrawal Policy (see Withdrawal from the University below).

## WITHDRAWAL FROM THE UNIVERSITY

University withdrawal is defined as a complete withdrawal from all classes in a term after the Add/Drop period. A complete withdrawal before the beginning of the term start date will result in no financial responsibility for that term. Withdrawal from the university after the start of the term will result in tuition charges in accordance with the Tuition & Fees Credit Policy. A student who withdraws after the Add/Drop period will be issued a grade of “WF,” “WF” or “W” by the course instructor in order to record attempted credits.

It is the student’s responsibility to notify Student Academic & Financial Services in person or in writing (via JWU e-mail, fax or letter) of their intent to withdraw from the university. The date the withdrawal notification is received (or the postmark date of withdrawal requests submitted by mail) shall be the date used in determining the refund of fees, if applicable, in accordance with the Tuition & Fees Credit Policy which applies to all types of withdrawals from the university, voluntary or involuntary. Students who do not officially withdraw will remain registered for their courses and will be graded accordingly. Discontinuing attendance or notifying an instructor does not constitute an official university withdrawal.

Students may return to the university to register for a future term/semester, but are subject to the university’s Readmittance Policy.

The university reserves the right to withdraw students who fail to meet financial or academic requirements or who, because of misconduct, disrupt the academic process. In certain circumstances, as described below, a complete withdrawal from the university may be considered at any point in the term.

## FINANCIAL AID LEAVE OF ABSENCE (LOA) POLICY

In accordance with applicable financial aid regulations, under certain conditions, such as personal, military service, illness or health, employment, humanitarian or church service, family responsibilities, and financial obligations, students may request a leave of absence from the university. A leave of absence will allow the student’s status to remain as “in school,” making the student eligible for a deferment on student loans during the approved time while not actively registered with the university. The specific requirements by which the student agreed to abide at the time any financial aid was accepted, however, will remain in effect (approved students are advised to contact their lender(s) for repayment information and grace period expiration policy). Please note:

- Students considering a leave of absence must submit an application with Student Academic & Financial Services by no later than the day prior to the start of a term/semester, or lab segment (applications will be accepted at any time during the term as long as the student has not entered the segment for which the leave is being requested); Note: students who are non-U.S. citizens must contact the International Center, first, prior to pursuing a leave of absence.
- Requests (including required documentation) will be reviewed in a timely fashion and either approved or rejected by Student Academic & Financial Services.
- An approved leave may last for no more than one term/semester during an academic year; furthermore, students are not absolved from any other university policies by which they would ordinarily be bound.
- If the student does not return at the expiration of the approved leave of absence, the student will be considered withdrawn from all registration and the last date of the student’s previous term/semester or lab segment attended will become the student’s last date of attendance and the loan deferment will expire as of that date.

## MEDICAL WITHDRAWAL

In addition to requesting a leave of absence under Leave of Absence Policy above, students may also apply for a voluntary medical withdrawal if they need to leave school for a period of time to address illness or physical or mental health conditions that significantly impair their ability to function successfully or safely as a member of the university community. Students who are granted medical withdrawals may be eligible for an additional tuition credit to their student accounts upon their return to the university. A medical withdrawal is intended only for serious medical or psychological conditions, which may involve hospitalizations, intensive treatment, or other similar conditions or events. In these instances, time away from the university for treatment and recovery can often restore functioning to a level that will enable a student to return to the university and be successful.

- Students considering a medical withdrawal for health-related conditions are encouraged to contact campus health services (for physical health issues) or student counseling (for mental health issues) to discuss the appropriateness of a medical withdrawal.
- Medical documentation must be provided to certify the severity of the condition. Requested documentation may include a written recommendation from a university healthcare provider or an appropriately qualified medical or mental health professional from the community.
- Requests (including required documentation) will be reviewed in a timely fashion and either approved or denied by the appropriate health services or counseling staff.

A student who is returning to the university after an approved medical withdrawal may be eligible for a tuition credit equal to the amount of adjusted tuition paid by the student for the term the student was unable to complete because of the medical withdrawal. This credit can only be applied towards tuition charges for the term in which the student returns. If such a credit is awarded, a student will be notified by Student Academic & Financial Services before his/her return to the university.

A student approved for a medical withdrawal will be notified of any conditions that must be satisfied (in addition to the university's Readmittance Policy: see Page 56) in order to return to the university as a successful and contributing member of the university community.

- These conditions may include, but are not limited to, documentation or other evidence satisfactory to university health services or counseling staff, as applicable, that the condition that precipitated the need for the withdrawal has been sufficiently treated and improved to the point where it will no longer adversely affect the student's ability to function safely and effectively and to live and learn in the university environment.
- Students who are out of school on a medical withdrawal should submit such documentation or other evidence of treatment and improvement to the applicable office (campus health services or counseling) well in advance of their desired return date in order to allow the university to time to evaluate it, generally at least 6 weeks in advance. The documentation will be evaluated by a designated professional in the health services or counseling office, as appropriate, to determine if the student is ready to return to the university.

The university allows eligible undergraduate day and graduate students who have been granted a medical leave to continue enrollment in the JWU Student Health and Accident Insurance Plan for a maximum of one term; however, students must complete an enrollment application, available at campus health services, and pay separately the current premium for that term to the university's insurance agency.

## **MILITARY WITHDRAWAL**

Students who are members of any branch of the United States Armed Services, including the National Guard, who are called to active duty while enrolled are entitled to the following options.

Students may work with each individual instructor to determine if an incomplete grade is appropriate, or

If an incomplete grade is not a viable option, the student will be permitted to withdraw either from individual courses or from the university. A credit of tuition and fees will be issued for those courses from which the student has withdrawn.

Students who are called to active duty while enrolled should contact an academic counselor in Student Academic & Financial Services to initiate the withdrawal process. An official copy of the military orders must be presented to invoke this special withdrawal and refund process.

## **IMPACT OF WITHDRAWAL**

All students are strongly advised to consult with Student Academic & Financial Services, as well as individual offices, prior to the submission of their notice to address the impact of withdrawal on their status.

- Students receiving financial aid are required to complete an exit interview with Student Academic & Financial Services to discuss the impact of withdrawal on tuition charges and financial aid; the financial aid award (including grants, scholarships, loans, and outside awards) for the current or subsequent terms may be affected.
- Students living in on-campus housing are required to contact Residential Life prior to the submission of their notice to discuss the impact of withdrawal on housing status. Students must vacate university housing within 24 hours of withdrawal, removing all personal belongings, returning keys and signing out at the front desk of their residence hall.
- When (or if) enrollment resumes, graduation date and academic progress is impacted. The university cannot guarantee when or if courses may be re-offered. Withdrawal from a prerequisite course may impact future course registration, if scheduled, and may impact the sequencing of remaining requirements.

University withdrawal may also jeopardize or impact:

- Academic Standing
- Graduation date and academic progress
- Eligibility to participate in NCAA athletic events
- Financial aid eligibility and award
- Immigration status
- Veterans Administration benefits

In compliance with federal regulations, Student Academic & Financial Services will report an enrollment update to the National Student Clearinghouse within 30 days of the withdrawal notification date, which is the date the student notified Student Academic & Financial Services of their intent to withdraw from the university.

## TUITION & FEES CREDIT POLICY

Term/semester charges are defined as tuition and, if applicable, room only, room and board, the general fee and orientation fee. Tuition is applicable to all students, including those on approved off-campus programs including internships and study abroad programs. The General Fee and Orientation Fee are nonrefundable, if applicable. 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/semesters that the student does not register. Students who withdraw (or become withdrawn) from the university prior to the end of the academic year may have their financial aid adjusted. Institutional grants and scholarships will be reduced in proportion to any tuition credit received. The distribution formula for the institutional refund to the Federal Student Financial Aid program shall be calculated according to federal regulations. Any refund due will be issued within 45 days after the date that the university was first notified of the withdrawal.

A student who leaves the university for extenuating circumstances without officially withdrawing may submit a university withdrawal dispute. University withdrawal disputes must be submitted online within 30 days after the end of the term in dispute. To submit a dispute, students must complete the appropriate form online. No adjustments to tuition and fees or financial aid will be made until the dispute is researched and either approved or denied. No withdrawal disputes will be considered after 30 days from the end of the term in which the student intended withdrawal. Decisions will be made within 10 business days and students will receive notification via an e-mail sent to the e-mail address provided on the dispute form. The student must present supporting documentation that demonstrates serious and compelling reasons justifying the withdrawal and extenuating circumstances justifying its retroactive nature.

### **Date of withdrawal of all registration for undergraduate and graduate students**

Prior to the date the term begins	100%
During the 1st and 2nd weeks of a term/semester	90%
During the 3rd and 4th weeks of a term/semester	50%
During the 5th and 6th weeks of a term/semester	25%
After the 6th week of a term/semester	0%

### **Credit for term charges (excluding the general fee and orientation fee, if applicable)**

### **Date of withdrawal of all registration for post-graduate (doctoral) students**

On or prior to the date a semester begins	100%
After the date a semester begins and during the 1st and 2nd weeks of a semester	90%
During the 3rd and 4th weeks of a semester	50%
During the 5th, 6th, 7th, and 8th weeks of a semester	25%
After the 8th week of a semester	0%

### **Credit for semester charges**

## **RETURN OF TITLE IV FUNDS**

When a student withdraws (or becomes withdrawn) during a payment period or period of enrollment, the amount of student financial assistance earned is determined by a specific formula. The unearned portion(s) is returned to the student financial assistance program(s). The amount of assistance earned is determined on a pro-rata basis. That is, if the student completed 30 percent of the payment period or period of enrollment, the student earns 30 percent of the assistance originally scheduled. Once the student has completed more than 60 percent of the payment period or period of enrollment, the student earns all the assistance to which he/she was originally entitled. If the student received 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, or the entire amount of the excess funds.

## **ALLOCATION OF REFUNDS**

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 are eliminated: the FFEL Unsubsidized Stafford Loan program, the Subsidized Stafford Loan program, the Federal Perkins Loan program, the Federal PLUS Loan program, the Federal Pell Grant program, the Academic Competitiveness program, the National SMART Grant program, the Federal SEOG program, all other sources of aid, any unpaid institutional.

# Academic Policies

## ACADEMIC DECISIONS

Students who wish to appeal an academic decision should seek the help of the following people, in the following order, when trying to resolve it.

1. Professor or instructor.
2. Department chairperson.
3. Academic dean of appropriate college or school (final appeal).

For more information, see the Complaints and Grievances section on Page 4.

## ACADEMIC MISCONDUCT

If you are found responsible for cheating, plagiarizing or in any way compromising your academic integrity, you may be subject to both academic disciplinary action (including dismissal from class) and student conduct review action (up to and including dismissal from the university).

In addition, each member of the university community has the right and the responsibility to maintain an atmosphere conducive to effective learning. Consistent with this goal, faculty members may take academic disciplinary action against any student who unreasonably interferes with this atmosphere by disruptive or unacceptable behavior or other misconduct. To be actionable, such misconduct does not need to take place in the classroom, laboratory or practicum property; it can also take place outside of these areas if it seriously and adversely affects the ongoing learning and teaching process.

Sanctions for academic dishonesty or misconduct can include

- Grade adjustments, such as giving an “F” for the paper, project or exam involved, or for the course;
- Temporarily withdrawing the student from the class until outstanding issues are resolved;
- Withdrawing the student from the course, resulting in a punitive grade of “W”;
- Permanently prohibiting the student from taking any courses from the faculty member involved.

The foregoing list is not exhaustive and other types of sanctions may be appropriate in a particular case.

Students may appeal the imposition of a sanction for academic dishonesty or misconduct to the department head and ultimately to the dean by following the procedure for academic complaints.

In many cases, academic dishonesty or other misconduct warranting academic disciplinary action will also be a violation of the Student Code of Conduct. The faculty member may also file an incident report under the university’s Student Conduct Review Process under which additional disciplinary action may be taken, up to and including dismissal from the university.

## THE ALAN SHAWN FEINSTEIN GRADUATE SCHOOL AND THE SCHOOL OF EDUCATION POLICIES

Students in the Alan Shawn Feinstein Graduate School and the School of Education are required to abide by the Graduate School Policy on Academic Dishonesty in each course. Penalties for violation will be in accordance with the policy.

Any student who is found to have engaged in academic dishonesty and is sanctioned by the faculty member may seek a review of that decision by requesting a hearing with the dean of the respective school within two weeks after the decision. The hearing will be conducted by the dean and attended by the student and faculty member. The dean will consider the evidence and statements of the student and the faculty member and will determine whether to uphold or modify the action taken by the faculty member. Modification of a decision may include either decreasing or increasing sanctions imposed by the faculty member. The decision of the dean will be final and not subject to further review. In addition to these procedures, the faculty member or the dean may, at any time, refer the matter to the Office of Student Conduct for disciplinary action under the Student Conduct procedures, which may result in additional sanctions up to and including dismissal from the university.

### PLAGIARISM

To plagiarize means to use reference sources without providing correct acknowledgements. Plagiarism is a form of academic dishonesty because when you plagiarize, you are using ideas or words created by another person and — because a citation has not been provided to your reader — you are not giving proper credit for the work done by the other person. Thus you are claiming that the words or ideas are your own. In essence, you are stealing from the original writer.

Plagiarism may take many forms: cheating, copying information directly without providing quotation marks, failing to cite sources, or citing sources incorrectly. **It does not matter whether you intended to plagiarize or whether the plagiarism occurred unintentionally — it still constitutes academic dishonesty. Ignorance of the rules of correct citation is not an acceptable excuse for plagiarism.** As members of the Johnson & Wales University community it is the responsibility of all students to clearly understand and abide by the rules. Students agree that by taking courses at Johnson & Wales University required papers may be subject to required submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Usage Policy posted on the Turnitin.com site.

### *Procedures for Pursuing Charges of Plagiarism*

#### **Undergraduate Classes**

Plagiarism and other forms of academic dishonesty can subject a student to both academic discipline and disciplinary action under the university's Student Conduct Review Process, and may result in suspension or dismissal from Johnson & Wales University.

#### **Graduate Classes**

Plagiarism and other forms of academic dishonesty can subject a student to both academic discipline and disciplinary action under the university's Student Conduct Review Process, and may result in suspension or dismissal from Johnson & Wales

University. Additional Graduate School policies are stated in the section on Academic Misconduct.

In order to avoid plagiarism and correctly cite source material, Graduate School students refer to the official citation guide of the Alan Shawn Feinstein Graduate School and the sixth edition of the Publication Manual of the American Psychological Association, or students meet with staff in the Professional Communications Center at the Graduate School to review their assignments.

If you have questions about the conventions of correct citation, please ask your instructor or any member of the Johnson & Wales graduate faculty. It is your responsibility to abide by these requirements.

## ACADEMIC STANDARDS

### UNDERGRADUATE ACADEMIC STANDING

The university expects all students, part time or full time, to meet minimum standards of academic achievement. Students are in good academic standing if they maintain a 2.00 or better cumulative grade point average, which is a graduation requirement. All freshman students begin in good academic standing.

The student will be placed on **academic probation** if his or her GPA is less than a 2.00, but higher than suspension standards. All students placed on probation will be counseled by their academic counselor and will be offered appropriate resources. While on probation, a student may matriculate at the university and is eligible for financial aid. Students may matriculate on probationary status for no more than three consecutive terms. In some cases, based on student term GPA and attempted credits, a student can be suspended without a prior probation term.

During the time of academic probation, the student's progress is monitored by the Committee on Academic Standing. This committee determines whether to impose academic suspension or permanent academic dismissal if academic achievement standards are not met. Students on probation who achieve a 2.00 or better GPA will return to good academic standing. Students on academic probation must meet with their academic counselor in order to register for courses. Web registration is not available to students on academic probation until they meet with an academic counselor.

Students will be placed on **suspension** if the student's GPA is below a 1.00 after the first term; if the student's GPA is below a 1.25 after the second term; if the student's GPA is below a 1.50 after the third term. The suspended student is not allowed to matriculate at the university and is expected to work on academic deficiencies. The student must petition the Committee on Academic Standing in order to reinstate and matriculate at the university. The student must provide documentation of academic improvement.

**Suspended** students, after one term of nonmatriculation, may appeal in writing to the Committee on Academic Standing. **Dismissed** students may appeal in writing to the Academic Appeals Committee. All letters should be received in Student Academic & Financial Services no later than six weeks after dismissal. **Committee decisions are final.**

Students who are reinstated into the university will be placed on "Academic Warning" and will be allowed to schedule for 13.5 credits in academic classes or 15 in laboratory classes. In addition, students are required to attend a mandatory study skills strategies seminar and tutoring in the content areas. Failure to complete this requirement will result in immediate dismissal. These students risk permanent dismissal from the university if they are unable to meet the academic guidelines.

## ACADEMIC ACHIEVEMENT STANDARDS: UNDERGRADUATE (DAY)

Status	End of Term Outcome
1st term of enrollment (attempting 0–21 credits)	below 1.00 = suspension 1.00–1.99 = 1st term on probation 2.00 or higher = good standing
1st term on probation	below 1.00 = dismissal 1.00–1.25 = suspension 1.26–1.99 = 2nd term on probation 2.00 or higher = return to good standing
2nd consecutive term on probation	0–1.25 = dismissal 1.26–1.49 = suspension 1.50–1.99 = 3rd term on probation 2.00 or higher = return to good standing
3rd consecutive term on probation	0–1.50 = dismissal 1.51–1.99 = suspension 2.00 or higher = return to good standing

## ACADEMIC ACHIEVEMENT STANDARDS: CONTINUING EDUCATION (EVENING)

Status	End of Term Outcome
1st term of enrollment (attempting 0–13.5 credits)	below 2.00 = 1st term on probation 2.00 or higher = good standing
1st term on probation	below 1.00 = dismissal 1.00–1.24 = suspension 1.25–1.99 = 2nd term on probation 2.00 or higher = return to good standing
2nd consecutive term on probation	below 1.25 = dismissal 1.25–1.49 = suspension 1.50–1.99 = 3rd term on probation 2.00 or higher = return to good standing
3rd consecutive term on probation	below 1.50 = dismissal 1.50–1.99 = suspension 2.00 or higher = return to good standing

## GRADUATE ACADEMIC STANDING

Generally students must complete their program in no more than three years. The university expects all students, part time or full time, to meet minimum standards of academic achievement.

**For students enrolled in an M.B.A. program:** Students in the Alan Shawn Feinstein Graduate School must maintain a cumulative grade point average (GPA) of 3.00. Students are allowed one term on probation if their GPA falls between 2.00 and 2.99. Failure to reach a 3.00 GPA in the following term will result in dismissal.

**For students enrolled in an M.A.T./M.Ed. program:** Students in the School of Education's M.A.T. or M.Ed. program must maintain a cumulative grade point average (GPA) of 3.00. Students are allowed one term on probation if their GPA falls between 2.00 and 2.99. Failure to reach a 3.00 GPA in the following term will result in dismissal.

**For students enrolled in a C.A.G.S. program:** Students in the C.A.G.S. program must maintain a cumulative grade point average (GPA) of 3.00. This GPA is calculated based upon the required courses within the selected C.A.G.S. program (grades earned from previous graduate-level course work are not calculated into the cumulative GPA). If foundation courses are required, they will be included as part of the GPA. A grade of B or higher is required for all foundation courses. Substitute courses are generally not allowed in this program.

## **ACADEMIC ACHIEVEMENT STANDARDS: GRADUATE (M.B.A., M.A.T. and M.Ed. programs)**

<b>Status</b>	<b>End of Term Outcome</b>
1st term of enrollment or good standing	below 2.00 = dismissal 2.00–2.99 = 1st term on probation 3.00 or higher = good standing
1st term on probation	below 3.00 = dismissal 3.00 or higher = return to good standing

## **ACADEMIC ACHIEVEMENT STANDARDS: POSTGRADUATE**

<b>Status</b>	<b>End of Term Outcome</b>
1st term of enrollment (attempting 0–999.99 credits)	below 3.25 = dismissal 3.25 or higher = good standing

## **ATTENDANCE**

### **ACADEMIC COURSES**

The purpose of the university's Attendance Policy is to help students develop a self-directed, professional attitude towards their studies during their university experience and to maximize their educational opportunities. Regular class attendance provides fundamental educational value and offers the most effective means for students to gain command of the concepts and materials of their courses of study. Further, attendance allows for interaction in class discussions and activities which are vital to a student's own education and that of other students.

Regular class attendance is essential to student success. Accordingly, responsibility for class attendance belongs to the student. Students are expected to attend all classes, to arrive on time and remain for the entire class period, and to report to class fully prepared with textbooks and other required materials. To meet these expectations, students must arrange course schedules that minimize conflict with other commitments, including personal commitments, participation in athletics, work, or other university sanctioned events.

Individual faculty define the specific role that class attendance plays in the calculation of final grades for each course.. Excessive absences in a course (generally, missing more than 25% of scheduled classes sessions) may have a significant negative impact on the student's grade in the course at the discretion of the instructor. Students should consult

the course syllabus and course instructor for specific faculty policies on attendance and make up work within a course. Some courses and experiences have more stringent attendance requirements, which will be outlined on the course syllabus.

For the purposes of financial aid and verification of enrollment, a student is considered enrolled in the term if they are in attendance by the second class meeting or for online courses, by meeting the first stated assignment. If students do not meet these criteria, they will be withdrawn without academic penalty from the course (i.e., as never attended) and, when appropriate, issued a tuition adjustment in accordance with the tuition and fees credit policy.

It is the student's responsibility to notify Student Academic & Financial Services of any courses that he/she wishes to drop from his/her schedule, as well as any intent to leave the university. Discontinuing attendance or notifying an instructor does not constitute an official course or university withdrawal.

## **COLLEGE OF CULINARY ARTS (LABORATORY COURSES)**

The culinary/baking & pastry arts laboratories are hands-on, skill-oriented learning experiences. The daily exercises in each laboratory include exposure to foods, equipment and procedures that are unique and not repeated. Since hands-on training requires consistent student presence in the classroom, the attendance policy for lab sessions requires maximum student participation. All absences, regardless of reason, are recorded and may affect the student's overall evaluation. Excessive absences are defined as "one absence" and may result in withdrawal from the laboratory segment by the instructor. The administration and faculty mandate that each student attend every class to maximize his or her educational opportunities. Any tardiness beyond 30 minutes for laboratory classes will be considered excessive and may result in punitive action taken by the course instructor. If a second tardiness occurs, class entrance will be determined at the discretion of the course instructor.

For the purposes of financial aid and verification of enrollment, a student must be in attendance by the second day of the lab segment. If a student is not in the laboratory class by the second day, he/she may be officially withdrawn from the university without academic penalty (i.e., as never attended), from the laboratory class(es) and, when appropriate, issued a tuition adjustment in accordance with the tuition & fees credit policy.

Students registered for a culinary or baking & pastry laboratory course rotation who do not comply with attendance policies for any lab segment rotation will be withdrawn from the university. The university has a leave of absence policy (Pages 29–31) intended for students with an extreme, short-term, personal problem (i.e., death in the family, short-term illness, etc.) that would prevent the student from entering a scheduled culinary/pastry laboratory course segment within a term and subsequently result in the student being withdrawn from the university.

## **FOOD SERVICE LABORATORY COURSES**

Attendance policies for internships and certain food service laboratory courses (FSM2060 Food Preparation Management, FSM4060 Hospitality Operations Management, FSM4061 Advanced Food Service Operations Management) are more demanding than the policies for other courses and will be outlined during orientation and found on the course syllabus.

## **INTERNSHIPS**

Attendance policies for internships are quite strict and are intended to help students transition into the world of work. Students are expected to adhere to the attendance policy and term dates as outlined in the internship orientation session, letter of acceptance or employer contract. Students cannot begin their internship after week one of the term. Students are required to verify their attendance by a specified date. Students who do not confirm their attendance at the employer site will be withdrawn from internship.

## **ONLINE, HYBRID AND SELF-PACED COURSES**

While online, hybrid and self-paced courses may not require regular in-class attendance, students are expected to meet stated due dates and/or meeting requirements as provided by the faculty member at the beginning of each course. Students confirm enrollment by meeting the first stated assignment. In any self-paced or hybrid course, if a student misses three assignment due dates, three scheduled meetings with the course instructor, or any combination of the two, these absences may be considered excessive and may negatively impact the student's grade in the class.

The community-service learning course (CSL1001) may not require specific in-class attendance as students are expected to perform hours of service at a local community-based organization. If a student misses the initial information session held on campus and the on-site orientation meeting (first scheduled meeting at the community-based organization), the student may be considered not enrolled for the course and withdrawn without academic penalty. Students completing CSL1001 as part of their practicum or internship are expected to abide by the schedule as outlined during internship orientation.

## **ADD/DROP POLICY**

Add/Drop is defined as adding and dropping any number of courses but maintaining enrollment in a term. Students may add or drop a course prior to its second class meeting; however, culinary/pastry laboratory segments that are not dropped by Wednesday of the first week of the term will receive full charges unless a Leave of Absence is approved (see Page 29). For online courses, students may add by the first Saturday or drop by the second Saturday of the term. An official add or drop must be completed via uconnect or with Student Academic Services.

Whenever students participate in Add/Drop their financial aid and account charges may be adjusted. Students are encouraged to visit or consult Student Financial Services to review the potential impact, especially if their enrollment status changes to or from part-time/full-time.

When students drop a course during this time, the course is removed entirely from the student's schedule (there is no record of the course on an official transcript) and if it becomes closed it may not be added back to their schedule. Most importantly, students are strongly advised to stay on track and maintain their graduation date, especially to avoid incurring unnecessary financial debt. Learn more about repaying loans (when you need to start, repayment options, avoiding default) and review debt management resources at [www.jwu.edu/financialaid](http://www.jwu.edu/financialaid).

## CHANGE OF PROGRAM OR CONCENTRATION

Students may request a program change by completing a Program Change Form with a Student Academic & Financial Services academic counselor. Students requesting a change into the Baking & Pastry Arts, Culinary Nutrition, Equine Business Management/Riding, Equine Business Management or International Hotel & Tourism Management bachelor's degree programs must complete a separate application and be accepted into the program. (See admissions criteria in current catalog.)

The ability to enter a new program is not guaranteed and is subject to space availability. If you are unsure of your choices, it is recommended that you meet with an academic counselor.

It is recommended that students change their program (or declare their bachelor's degree) as early as possible so that they may seek proper advice and facilitate new program registration. Approved changes will become effective for the subsequent term if requested after the add/drop period. Registering for courses in the new program is the student's responsibility. The ability to register for courses in the new program is not guaranteed and is subject to space availability. Any change to a current program may delay graduation.

Please review the following information carefully regarding program changes:

1. Students may not request to change into a program that has been discontinued.
2. Students are responsible for the curriculum specified in the catalog in place at the time of program change. NOTE: Associate degree students declaring a bachelor's degree will follow the same catalog year in which their associate degree was declared. At the discretion of the deans, department chairs and/or Student Academic & Financial Services, revised curricula may be implemented.
3. Courses that no longer apply to the new program will be calculated in the cumulative GPA. However, only those courses which apply to the new program will be calculated in the student's graduating GPA when the degree is awarded.
4. Students on academic probation are not eligible to change their program without the approval of an academic counselor in Student Academic & Financial Services.
5. An undergraduate extension student may declare a program of study, but must first provide proof of high school completion.
6. Students enrolled in a degree program may not declare the certificate or diploma program in that same discipline.
7. Day program students with one term remaining toward degree completion who have Community Service requirements outstanding may change to an evening program. However, the student will still be required to complete the outstanding Community Service requirement as a continuing education student.

## CLASS CANCELLATIONS

### FACULTY ABSENCE

Unless an announcement is made to the contrary, classes are considered dismissed if the instructor does not appear within 15 minutes of the beginning of the class period. Faculty absences will be announced on the university information line, JWU-INFO (401-598-4636).

## INCLEMENT WEATHER

Any cancellation of classes due to inclement weather will be announced over radio stations WPRO-AM (630) and WWBB-FM (101.5) and television stations WLNE (Channel 6) and WJAR (Channel 10).

In addition, Campus Safety & Security utilizes this number for school closings: 401-598-5555. Call it for the most current storm and cancellation information.

**Please refrain from calling other university numbers for information on cancellations or closings due to inclement weather.**

## CLASS SCHEDULES

Undergraduate classes for students are generally scheduled two-to-four days per week, Monday through Thursday. The typical schedule for all business, hospitality and technology students, and culinary students not taking labs, is three or four courses per term. Students who are eligible to Web register are advised to maintain full-time status (12 credits) to be eligible for financial aid.

Courses are offered in three terms. Occasionally, make-up classes are scheduled, due to holidays or other missed days, to meet minimum classroom hour requirements. It is possible that a course may not be rescheduled and the student will be responsible for all work as outlined in the syllabus. Students must print their schedule via uconnect (Enter Secure Area > Registration > Detail Schedule). Summer hours vary. Consult the summer term offerings on uconnect for class times.

## BUSINESS, CULINARY, HOSPITALITY AND TECHNOLOGY

### *Day Academic Classes*

<b>Monday/Wednesday</b>	<b>Tuesday/Thursday</b>	<b>Monday – Thursday</b>	<b>Friday</b>
7:10 – 9:05 a.m.	7:10 – 9:05 a.m.	7:10 – 9:05 a.m.	8:30 a.m. – 12:15 p.m.
9:20 – 11:15 a.m.	9:20 – 11:15 a.m.	9:20 – 11:15 a.m.	10:30 – 2:00 p.m.
11:30 a.m. – 1:25 p.m.	11:30 a.m. – 1:25 p.m.	11:30 – 1:25 p.m.	12:30 – 4:00 p.m.
1:40 – 3:35 p.m.	1:40 – 3:35 p.m.	1:40 – 3:35 p.m.	
3:50 – 5:45 p.m.	3:50 – 5:45 p.m.	3:50 – 5:45 p.m.	
6:00 – 7:55 p.m.	6:00 – 7:55 p.m.	6:00 – 7:55 p.m.	
7:10 – 11:15 a.m.	7:10 – 11:15 a.m.		
9:05 a.m. – 1:25 p.m.	9:05 a.m. – 1:25 p.m.		
11:30 a.m. – 3:35 p.m.	11:30 a.m. – 3:35 p.m.		
1:40 – 5:45 p.m.	1:40 – 5:45 p.m.		
3:50 – 7:55 p.m.	3:50 – 7:55 p.m.		

**Note:** Some courses may be scheduled at different times. Students should refer to their Detail Schedule in uconnect for specific meeting times once they have registered for courses.

## CONTINUING EDUCATION (BUSINESS/HOSPITALITY/TECHNOLOGY)

Most continuing education classes meet once per week, Monday through Thursday, 6–9:30 p.m. Some classes may also be held on Saturday (8:15 a.m.–noon or 1–4:45 p.m.). A limited number of classes meet twice per week from 6–7:55 p.m.

## COLLEGE OF CULINARY ARTS

### *Day Laboratory Classes*

Culinary/pastry laboratory classes are offered in five sequential nine-day segments within a term. The daily time offerings of classes are as follows.

<b>Time</b>	<b>Day(s)</b>
7 a.m.–1 p.m.	M–Th
1:30–7:30 p.m.	M–Th
1:40–6:40 p.m.	Select Day*
1:40–7:40 p.m.	Select Day*

\* *Select Day is the day of the week for which the class is scheduled.*

## CONTINUING EDUCATION

Academic classes are held on Saturdays (8:15 a.m.–noon or 1–4:45 p.m.) and culinary/pastry laboratory classes are held on Sundays. Lab courses meet once a week on Sundays, 7 a.m.–6:30 p.m. Each lab meets for four sequential Sundays; there are three labs scheduled per term.

## GRADUATE SCHOOL

Classes in the Graduate School meet once per week, Monday through Thursday, 1:40–5:10 p.m. or 6–9:30 p.m. Some classes may be held on Saturday mornings. A limited number of five-week courses may also be offered.

## SUMMER SESSION

In addition to the three terms in the regular school year, the university offers an optional summer term. Summer course offerings are limited and may not provide students with the opportunity to complete program requirements or to accelerate the completion of program requirements. Specific course offerings cannot be guaranteed. Please note that accelerating the completion of program requirements may negatively impact future enrollment (i.e. part-time enrollment during a term in the next academic year). Students are strongly advised to review course projections (i.e. which term each course is offered) and to plan accordingly. Due to course sequencing, however, a summer term is mandatory in the M.A.T. program. Furthermore, Ed.D. program students who do not complete the dissertation in the prescribed time will be automatically registered for EDUC9011, Dissertation Advisement Continuation, which will result in a fee being assessed each semester, including summer, until the successful completion of program requirements or an approved leave of absence is granted.

Undergraduate summer session classes are conveniently offered in a reduced time format, but the content covered is rigorous and equal to that of an 11-week course. These courses are generally scheduled in two sessions that run for four weeks each, meeting daily, Monday through Thursday, from 8–10:30 a.m. or 10:45 a.m.–1:15 p.m. Evening classes are also offered from 6–9:45 p.m. for 10 weeks. A limited number of five-week evening courses may also be offered. Refer to the academic calendar for session start and end dates. Summer course offerings and actual class meeting times are searchable via uconnect in early March.

Normally, undergraduate students are allowed to register up to 21.0 credits in a term; however, due to the offerings of two sessions and evening classes, during the summer students, as applicable, may register for a maximum of 27 credits.

Students may not attempt more than a course load of four courses at the same time. In accordance with the Tuition & Fees policy, however, students carrying more than 21 quarter credit hours will be charged for each quarter credit over 21. Students who intend to register more than 21.0 credits must meet with an academic counselor in Student Academic Services for approval.

If you register for summer courses, please contact Student Financial Services to discuss in detail your charges for summer tuition (including fees, room and board) and to discuss your eligibility to receive financial aid. Undergraduate day program students are assessed the traditional tuition rate in addition to a \$100 General Fee. Students who are interested in summer study abroad programs should contact Study Abroad for more information. Students who register a half-time schedule (fewer than 12.0 credits) will be charged a percentage of their tuition charge. Continuing education and graduate program students are charged according to published tuition and fees.

In order to be eligible for any federal financial aid, undergraduate students must register for a minimum of 6.0 credits. Undergraduate students registered for a full-time schedule may be eligible for available merit scholarships (based on eligibility requirements) as well as the Johnson & Wales Grant. Students interested in using a portion of their future year financial aid (if eligible) must complete the FAFSA for the next academic year; eligibility for summer financial aid is based on the student's continuing enrollment for the next academic year. In compliance with federal guidelines, JWU students are able to apply aid for a maximum of three terms during an academic year; the summer term is an optional fourth term.

## **CURRICULUM MODIFICATIONS**

In an effort to improve and modify curricula, university administration may alter or eliminate course requirements and programs of study. These changes in curriculum are not always reflected in the current issue of the university catalog. At the discretion of the deans, department chairs and/or Student Academic & Financial Services, the university will implement the revised curricula when deemed appropriate and notify students of the change via their JWU email account. A student's Degree Audit will reflect these changes. Students should contact their dean and/or department chairperson with any questions about curriculum modifications.

## **ENROLLMENT VERIFICATION**

Students may need to obtain official enrollment verification letters to provide confirmation of enrollment to various third parties; such as health insurance companies, banks, scholarship agencies, housing authorities, etc. Most students may print their own enrollment verification letters conveniently and easily via uconnect (Enter Secure Area > Student Records > Print Enrollment Verification Letters). In order to use this enrollment verification service (provided by the National Student Clearinghouse), students must have a Social Security number on file. If you do not have a Social Security number on file with the university or you are an international student, please contact Student Academic & Financial Services to request an enrollment verification letter. Additionally, verification letters cannot be provided for a term in which the student is not enrolled.

These enrollment verifications can be viewed or printed and then sent to student service providers (for example, health insurers) by you, all at no charge. You can also view deferments sent to lenders. The enrollment certificate will include all terms of enrollment.

A verification can only be generated in uconnect after a term has started and the university has submitted enrollment/graduation data to the service. Please review dates when term information is available. Note: verification information for doctoral students will be submitted to the service every 30 days from the start of the term.

**Enrollment Status** (full-time vs. part-time course load)

fall semester 2010 (doctoral students): September 21

fall term 2010: October 1

winter term 2010: January 7

spring semester 2011 (doctoral students): February 12

spring term 2011: April 8

summer term 2011: July 8 and August 5

**Graduation verification** (major/degree)

fall term 2010: January 14

winter term 2010: April 15

spring term 2011: July 1

summer term 2011: October 20

## **NATIONAL STUDENT CLEARINGHOUSE**

Johnson & Wales University has authorized the National Student Clearinghouse to provide degree and enrollment verification. Potential employers or services providers are directed to verify a student's status through degree verification. The National Student Clearinghouse may be contacted by phone: 703-742-4200. Customer Service Hours Mon.–Thu., 9 a.m.–7 p.m.; Fri., 9 a.m.–5 p.m. ET; fax: 703-742-7792; e-mail: [service@studentclearinghouse.org](mailto:service@studentclearinghouse.org); or mail: National Student Clearinghouse, 2300 Dulles Station Boulevard, Suite 300 Herndon, VA 20171.

The university began submitting data to the National Student Clearinghouse September 1999.

## **FIELD TRIPS**

On occasion, instructors arrange for field trips to be taken in connection with class work. Students are responsible for any class work missed. They will be marked absent for classes missed and should discuss with their instructors the effect this absence will have on their overall attendance record. On class or student activity trips representing Johnson & Wales University, students must arrange for a member of the faculty or staff to accompany the group.

## **FINAL EXAMINATION SCHEDULE**

All final exams are administered at the last class meeting. No student will be excused from a final exam in any course for any reason except for illness; in this case, the policies of incomplete grades will apply.

## **GRADE APPEALS**

Final grades are generally not appealable. In the case of clerical or mathematical errors in the calculation or recording of a grade, students have one calendar year from the term ending date within which they may appeal an official grade. This appeal must be addressed to the faculty member in writing. Any change to a student's final grade is only viewable by accessing the student's academic transcript or Degree Audit.

# GRADE POINT AVERAGE (GPA)

A term GPA and a cumulative GPA are calculated for each term.

## FORMULA

The formula for calculating the GPA is as follows:

1.  $GPA = \text{Total Quality Points} / \text{Total GPA Hours}$
2.  $GPA \text{ Hours} = \text{Course's Grade Quality Point Value} \times \text{Course's Credit Hours}$   
(Note: GPA calculation does not use all grades.)

Course's Grade Quality Point Value = see grading system on this page.

## REPEATED COURSES

If a student chooses to repeat a course (when a grade other than W has been assigned) only the highest grade earned will be calculated into the student's overall GPA. However, both grades will appear on the academic transcript. Earlier attempts will be noted on the transcript as excluded from the cumulative GPA. Additionally, the repeated course will not count towards meeting an additional degree requirement.

## GRADE REPORTS

A student must be officially registered in a course in order for a grade to be issued. The university does not mail grade reports. All grades are available online via uconnect (Enter Secure Area > Student Records > Academic Transcript); all students have the convenience and security to access their grades online and print them at their discretion. Once grades are available (generally by the Thursday after final exam week), students are sent a notification to their JWU e-mail account. Grades are considered official and final only when listed on the academic transcript.

## GRADING SYSTEM

### UNDERGRADUATE ACADEMIC GRADING SYSTEM (SEPTEMBER 1985 TO PRESENT)

The grading system at the undergraduate level is as follows. Please note that not all grades are used by all colleges or schools. If a course was taken as an Honors Program requirement, the grade received will be followed by "H" (for example, AH, BH). All grades issued will appear on the academic transcript.

Grade	Range	Quality Point Value	Used in GPA
A+	95-100	4.00	Yes
A	90-94	4.00	Yes
B+	85-89	3.50	Yes
B	80-84	3.00	Yes
C+	75-79	2.50	Yes
C	70-74	2.00	Yes
D+	65-69	1.50	Yes
D	60-64	1.00	Yes
F	0-59	0.00	Yes

W	Withdrawal	0.00	Yes
WF	Withdrawal/Fail	0.00	Yes
WP	Withdrawal/Pass		No
I	Incomplete		No
NC	No Credit		No
NG	No Grade		No
GP	Grade Pending		No
AU	Audit		No
P	Proficiency		No
S	Satisfactory		No
PL	Prior Learning Assessment (after September 2000)		No
CX	Challenge Exam Credit		No
U	Unsatisfactory		No

## UNDERGRADUATE PERFORMANCE TRANSCRIPT GRADING SYSTEM

### Grading Scale

D	Developing
V	Validated
M	Mastered
N	Not Tested

### *Developing (D)*

The student is in the process of meeting the university standard for demonstration of the competency.

### *Validated (V)*

The student has met the university standard for demonstration of the competency.

### *Mastered (M)*

The student has met the university standard for demonstration of the competency with distinction.

### *Not Tested (N)*

Evaluation of the competency did not occur due to transfer credit, prior learning experience or other circumstances (i.e. the student withdrew from the class before testing occurred).

### *Skills Definition*

Transferable (T): Skills and abilities that are core competencies for job performance and lifelong learning. Transferable skills are soft skills associated with all disciplines.

Applied (A): Technical skills associated with specialized training within a specific discipline.

Certifications (C): Industry or institutions certifications achieved or completed by the student.

## GRADUATE GRADING SYSTEM

The grading system for the Graduate School is as follows.

<b>Grade</b>	<b>Range</b>	<b>Quality Point Value</b>	<b>Used in GPA</b>
A+	97–100	4.00	Yes
A	93–96	4.00	Yes
A-	90–92	3.70	Yes
B+	87–89	3.30	Yes
B	83–86	3.00	Yes
B-	80–82	2.70	Yes
C+	77–79	2.30	Yes
C	73–76	2.00	Yes
C-	70–72	1.70	Yes
F	Below 70	0.00	Yes
W	Withdrawal	0.00	Yes
I	Incomplete		No
NC	No Credit		No
NG	No Grade		No
GP	Grade Pending		No
AU	Audit		No
S/U	Satisfactory/Unsatisfactory		No

NOTE: Any courses taken at the undergraduate level to satisfy prerequisite requirements follow the undergraduate grading system. Foundation courses with grades below a B will need to be repeated.

### *Failure (F)*

A Failure is issued if a student fails to achieve adequate scholastic progress. The grade is recorded permanently on the student's academic record. Upon successful completion of the course at a later date, the cumulative average is adjusted to reflect only the passing grade. However, both grades will appear on the academic transcript. This system allows students to recover academically from poor terms and graduate within a reasonable amount of time.

### *Withdrawal (W), Withdrawal/Pass (WP), Withdrawal/Fail (WF)*

In order to record attempted credits (including for purposes of determining satisfactory academic progress), a grade of W, WP, or WF is recorded when a student withdraws, or is withdrawn from a culinary/pastry laboratory course due to excessive absences, from a registered course after its add/drop period has ended. Students withdrawing from graduate and postgraduate level courses are eligible for a W grade only. A W is a punitive and failing grade issued at the instructor's discretion, and is entered permanently into the term and cumulative grade point averages. In order to qualify for a WP, the student must have an estimated grade of 60 or higher at the time of withdrawal. This grade is not entered into the term and cumulative grade point averages. If the estimated grade is below 60, the student will be issued a WF, which is entered into the term and cumulative grade point averages as a failing grade until successful completion of the course at a later date.

### *Incomplete (I)*

An Incomplete is issued to students if they are unable to complete course requirements (because of authorized absence due to service commitment or illness). Outstanding work must be completed within two weeks of the final exam class or the grade will automatically become an “F,” and the grade will be included in the grade point average. For classes graded “S/U,” (Satisfactory/Unsatisfactory) an Incomplete (“I”) will change to a “U.”

### *No Credit (NC)*

A nonpunitive designation issued to a student who has been authorized to withdraw from class or the university due to extenuating circumstances.

### *No Grade (NG)*

No Grade is issued temporarily when there is no grade provided by the faculty member. This grade is not factored into the student’s GPA. Once a grade is submitted, the cumulative average and transcript will reflect only the new grade. If a grade is not submitted to replace the “NG” within one year, it will automatically become an “F” and the grade will be included in the grade point average.

### *Grade Pending (GP)*

A Grade Pending is issued as a temporary mark when the completion of course requirements is still underway. A Grade Pending is not calculated into the cumulative average and is generally used under extreme, extenuating circumstances. If a grade is not submitted to replace the GP within one year, it will automatically become an “F” and the grade will be included in the grade point average.

**Note:** The M.A.T. and M.Ed. programs in the School of Education are competency based. Therefore, a student in these programs may receive a Grade Pending in one course but gain the competency in another course, so Grade Pending is used more often and more flexibly in these programs than in other programs of study. If a grade is not submitted within 30 days, it will automatically become an “F.” Students will not be allowed to student teach with a grade of GP on their record.

### *Audit (AU)*

An Audit occurs when no academic credit is granted. This grade is not calculated into the cumulative average.

### *Proficiency (P) (undergraduate only)*

Proficiency credit is granted for achievement of multiple levels of skills in progression where the self-paced approach is in effect. This grade is not calculated into the cumulative average.

### *Prior Learning Assessment (PL) (undergraduate only)*

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.

### *Satisfactory/Unsatisfactory (S/U)*

Used for designated courses throughout the university.

### *Challenge Exam Credit (CX) (undergraduate only)*

Challenge Exam credit is granted for specifically designated courses upon successful completion of department challenge exams.

## GRADUATE SCHOOL PREREQUISITE AND FOUNDATION COURSES

Prerequisite courses are undergraduate classes required for students who need to prepare for graduate study. Course descriptions for undergraduate prerequisite courses are listed in the university's undergraduate catalog.

Foundation courses are graduate-level courses that may be required of some students whose previous academic background does not reflect the course content described.

Comparable undergraduate courses completed within the past 10 years are acceptable for transfer credit. The time requirement may be waived with work-related experience. Students can choose to take the graduate school math test to exempt themselves from MATH5000.

Prerequisite and foundation courses must be completed with a prerequisite and foundation course cumulative grade point average of 3.00 or better. Additionally, foundation courses with grades below a B will need to be repeated. The academic standards for students in prerequisite and foundation courses is the same as stated for students in the M.B.A program.

Students wishing to review credits for prerequisite and foundation courses must meet with the director of graduate admissions prior to the completion of the first term in graduate school. Students can fulfill these requirements through transfer credits or standardized testing. For possible transfer credits, an evaluation of official transcripts will be necessary. Also, students may opt to take a challenge or CLEP exam through our standardized testing program. Students should refer to the Standardized Testing and Prior Learning Assessment Brochure for course options, policies and procedures. These options may not be exercised after the first term of enrollment in graduate school. **All prerequisite and foundation courses must be completed prior to registering for core and concentration courses.**

## GRADUATION REQUIREMENTS

Graduation is not recorded until after the term has ended, grades are received, and the degree audit of each expected graduate has been reviewed. Confirmation of graduation will take approximately 30 days after final term grades have been submitted.

Upon verification, the degree or certificate is awarded and noted in the student information system so that it displays on official JWU transcripts. Diplomas are printed and mailed after the degree or certificate verification process is complete.

## A.S. AND B.S. (UNDERGRADUATE) DEGREE CANDIDATES

Graduation requires successful completion of a prescribed sequence of study and a minimum 2.00 grade point average. Students with a cumulative GPA below 2.00 will be in noncompliance with the criteria for good academic standing and may be subject to academic dismissal. Furthermore, as required by their program, all students must successfully complete community service-learning requirements, career capstone, and any and all requirements as indicated in their catalog (for example, culinary/pastry/hospitality students are required to take Food Safety and Sanitation Management and must pass a national certification exam recognized by the Conference for Food Protection to fulfill graduation requirements).

All associate-level degrees require the completion of a minimum of ninety (90) quarter credits. All bachelor's-level degrees require a minimum of an additional ninety (90) quarter credits, for a total of 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.

As a reminder, academic courses may be taken to fulfill one degree requirement only. Students may not use required bachelor's-level courses to satisfy associate-level requirements.

## WRITING REQUIREMENT

Students who graduate with a bachelor of science degree must leave Johnson & Wales with effective writing skills. To help them meet this requirement, all students entering or transferring to the university are required to achieve a minimum score of “validated” in a Performance Transcript assessment prior to graduating with a bachelor of science degree. Depending on the major, these writing skills will be assessed at the completion of either ENG1021 Advanced Composition and Communication or ENG2010 Technical Writing. If a “validated” assessment is not achieved at this point, students must successfully complete ENG0001, a Performance Transcript Writing course and achieve a “validated” score. This, in effect, is a graduation writing requirement for all students pursuing a bachelor of science degree from JWU.

## UNDERGRADUATE HONORS

The following undergraduate honors are issued upon graduation, based on individual grade point averages.

cum laude, 3.40–3.60

magna cum laude, 3.61–3.80

summa cum laude, 3.81–4.00

When determining honors status for publication purposes (i.e. commencement program, newspaper releases, etc.), the student’s GPA **at the end of the winter term** of the current year is used for students completing their remaining course requirements in or following the spring term. A student’s final GPA will be used to record graduating honors, as applicable on the student’s diploma and academic transcript.

## M.B.A. DEGREE CANDIDATES

Graduate students whose cumulative GPA falls below 3.00 are subject to academic probation and/or dismissal.

## M.A.T./M.Ed. DEGREE CANDIDATES

Graduate students whose cumulative GPA falls below 3.00 will be in noncompliance with the criteria for satisfactory academic progress and may be subject to academic dismissal. Students with a GPA below 3.00 will not be recommended for student teaching positions.

## DOCTORAL DEGREE CANDIDATES

Graduation requires successful completion of a prescribed sequence of study with a minimum 3.25 grade point average. Students will be subject to academic dismissal if they fail to maintain a cumulative GPA of 3.25 and/or satisfactory progress towards degree completion. Additionally, students will be subject to dismissal if they fail to complete all program requirements within six academic years from the initial date of matriculation.

Students who do not complete the dissertation in the prescribed time will be automatically registered for EDUC9011, Dissertation Advisement Continuation, which will result in a fee being assessed each semester, including summer, until the successful completion of program requirements or an approved leave of absence is granted.

## **GRADUATION APPLICATION**

Each student is required to submit an online graduation application (Enter Secure Area of uconnect > Registration > Graduation Application) at least two terms prior to degree completion. This application ensures that (1) you are reviewed at the end of the correct term, (2) your name is printed correctly on your diploma, and (3) you receive it at the correct address. Please note the following policies.

- Failure to submit an application may result in delayed graduation.
- Name will be printed as listed in university records and the permanent home address on file will be used for mailing.
- Students completing a certificate program must complete a graduation application, but are reminded that they — as non-degree recipients — are not eligible to participate in commencement.
- In the event that degree requirements were not met, students are required to submit a new graduation application for the term in which they expect to complete the outstanding requirements; failure to submit a new application will result in delayed graduation.
- Before submitting your application (submission does not imply completion or attendance at commencement), use Degree Audit to review your requirements and confirm your expected degree completion term.
- Submit an application two terms prior to your expected graduation term; submit one application for each expected degree (i.e. associate, bachelor's, master's).

## **DIPLOMAS**

- Generally, diplomas are issued 6–8 business weeks after degree completion. Only one diploma is issued per degree.
- Diplomas may be reissued when lost, stolen, or the graduate has an authorized name change. Completion of a Diploma Reissue Request Form is required (available online at [www.jwu.edu](http://www.jwu.edu); select Providence > Student Life > Academic Services > Forms); duplicate diplomas include a reissue date.
- Diplomas will be issued provided all financial obligations with the university have been met and there are no other holds or outstanding issues on the student's record (e.g. outstanding library fee); review holds frequently in uconnect.

## **ADDITIONAL GRADUATION OBLIGATIONS**

In addition to submitting a graduation application, students must complete an Exit Interview with Student Academic & Financial Services during the last term of enrollment for mandatory student loan exit counseling. Completion of these steps does not imply degree completion or attendance at graduation ceremonies; visit the commencement Web site ([www.jwu.edu/commencement](http://www.jwu.edu/commencement)) for information on graduation ceremonies.

## **HAND WASHING AND HANDLING OF FOOD**

Proper personal hygiene is essential to the prevention of food borne illness; therefore the university has adopted the following policy on the handling of food and hand washing. Every student and employee is required to adhere strictly to this policy.

## **PREVENTING CONTAMINATION FROM HANDS**

**Food employees and students may not touch ready-to-eat food with their bare hands.** They must use utensils such as deli tissue, spatulas, tongs or single-use gloves.

### **SINGLE-USE GLOVES**

Single-use gloves shall be used for only one task such as working with ready-to-eat food, used for no other purpose, and discarded when damaged or soiled, or when interruptions occur in the operation. Hands must be washed prior to wearing gloves. Thorough hand washing is important in keeping gloves or other utensils from becoming vehicles for transferring microbes to food.

### **READY-TO-EAT FOOD**

Food that is in a form that is edible without washing, cooking or additional preparation by the food establishment or the consumer and that is reasonably expected to be consumed in that form includes, but is not limited to the following:

- a. Unpackaged, potentially hazardous food that is cooked to the proper temperature and for the time required for the specific food;
- b. Raw, washed, cut fruits and vegetables;
- c. Whole, raw, fruits and vegetables that are presented for consumption without the need for further washing, such as at a buffet; and
- d. Other food presented for consumption for which further washing or cooking is not required and from which rinds, peels, husks or shells have been removed.

### **SPECIAL HAND WASH PROCEDURES**

Food employees and students must wash their hands and exposed portions of their arms with a cleaning compound in a lavatory for at least 20 seconds and thoroughly rinse with clean water.

#### *When To Wash*

Before donning gloves for working with food, all food employees and students shall clean their hands and exposed portions of their arms as indicated above at the following times:

- a. After touching bare human body parts other than clean hands and clean, exposed portions of arms;
- b. After using the restroom;
- c. After coughing, sneezing, using a handkerchief or disposable tissue, using tobacco, eating or drinking;
- d. After handling soiled equipment or utensils;
- e. Immediately before engaging in food preparation, including working with exposed food, clean equipment and utensils, and unwrapped single-service and single-use articles;
- f. During food preparation, as often as necessary to remove soil and contamination and to prevent cross-contamination when changing tasks;
- g. When switching between working with raw foods and working with ready-to-eat foods; and
- h. After engaging in other activities that contaminate the hands.

## *Fingernails*

All food handlers (employees and students) shall keep their fingernails trimmed, filed and maintained so the edges and surfaces are smooth and cleanable. Food employees are not allowed to have nail polish or false fingernails on their fingernails while working.

## **FOOD HANDLERS REPORTING POLICY**

To help reduce the risk of foodborne disease transmission, all students who prepare or handle food in the course of their studies or student employment must sign and abide by a food handlers reporting agreement. This agreement requires you to notify the person in charge of your food service site and university Health Services when you experience certain symptoms or have been diagnosed with or exposed to certain illnesses. The purpose of this reporting requirement is so that the university can take appropriate steps to reduce the risk of foodborne disease transmission. Failure to comply with the terms of the reporting agreement may not only jeopardize the health of people who consume food handled by you, but could also lead to legal action and/or other action by the university and/or the state Department of Health or termination of your student or employment status. The reporting agreement requires students to immediately report to the person in charge of their food service site and to university Health Services immediately for any of the following:

### *Symptoms.*

If you have any of the following symptoms

- ✧ Vomiting
- ✧ Diarrhea
- ✧ Jaundice
- ✧ Sore throat with fever

### *Lesions*

If you have a lesion containing pus (such as a boil or infected wound) which is open or draining and is on

- ✧ Your hand or wrist (unless an impermeable cover such as a finger cot or stall protects the lesion and a single-use glove is worn over the impermeable cover),
- ✧ Exposed portions of your arms (unless the lesion is protected by an impermeable cover), or
- ✧ Other body parts (unless the lesion is covered by a dry, durable, tight-fitting bandage)

### *Typhoid Fever*

If a health practitioner has diagnosed you with Typhoid Fever within the past three months and you did not receive antibiotic therapy.

### *Foodborne Diseases*

If you have been

- ✧ Diagnosed by a health practitioner with an illness due to one of the following diseases, or
- ✧ Identified as the suspected source of an outbreak of one of the following diseases, or
- ✧ “Exposed” (see below) to one of the following diseases in the last 60 days
  - Norovirus,
  - Hepatitis A virus infection,

- Shigellosis (*Shigella* spp.),
- Typhoid Fever (*Salmonella* Typhi),
- EHEC/STEC (Enterohemorrhagic or Shiga Toxin-Producing *E. coli* (*Escherichia coli*)),
- *E. coli* (*Escherichia coli* 0157:H7),
- *Entamoeba histolytica*,
- *Campylobacter* spp.,
- *Vibrio cholera* spp.,
- *Cryptosporidium parvum*,
- *Giardia lamblia*,
- Hemolytic Uremic Syndrome,
- *Salmonella* spp. (non-typhi),
- *Yersinia enterocolitica*,
- *Cyclospora cayetanensis*, or
- Any other disease transmissible through food, including
  - Amebiasis
  - Diphtheria
  - Norwalk virus, Norwalk-like virus, or any other calicivirus, or
  - Shiga toxin-producing organisms

**“Exposed” means:**

- (a) you have consumed food prepared by a person who is ill or infected with the disease,  
or
- (b) you have consumed or prepared food implicated in a confirmed disease outbreak, or
- (c) someone you live with has been diagnosed with an illness caused by the disease, or
- (d) you or anyone you live with has attended or worked in a setting where there is a confirmed disease outbreak.

## HAT POLICY

In any university class outside of the College of Culinary Arts, the instructor or department chairperson may, at his or her discretion, prohibit the wearing of hats.

In the College of Culinary Arts, while in full chef's or dining room uniform, no hat or head covering other than a university-approved hairnet and chef's hat is to be worn inside any academic or laboratory building. **These accessories, including baseball caps, nylons, scarves or 'do-rags,' are not part of the culinary uniform and, therefore, should not be worn. Leisure hats are not permitted in any academic classroom or laboratory at Johnson & Wales.**

## INTERNSHIP AND FOOD SERVICE LABORATORY COURSES

Many JWU programs require internship assignments while some hospitality programs require food service laboratory courses (FSM2060 Food Preparation Management, FSM4060 Hospitality Operations Management, FSM4061 Advanced Food Service Operations Management). Most internships include Community Service-Learning (CSL). Day program business and hospitality students will be automatically registered by Student Academic & Financial Services for one of these one-term hands-on educational experiences at one of the university's practicum educational facilities.

Students may request their internship assignment for a specific term. Students may also request this assignment for a specific term/time frame (AM, PM or evening session). This request must be submitted in writing by completing the appropriate request form in

Student Academic & Financial Services two full terms in advance of the desired term for business, hospitality and technology majors. Student Academic & Financial Services will make every attempt to accommodate term/time frame requests; however, no requests are guaranteed. It is possible that a student may be registered in an earlier/later term as well as during a different time frame to meet course enrollment requirements. Additionally, students requiring a food service laboratory course may be registered for this experience in an evening session. Students are encouraged to review their Degree Audit and Planner and specific term/time frame requests with an academic counselor.

Internship rotations will dictate what time of day or night the student will spend on university properties. Continuing education students must register themselves for these requirements and plan ahead for this term experience. Students wanting further information about internship may call the Practicum Education Office at 401-598-1122.

**Note:** Failure to satisfy the payment deadline requirement will result in immediate deletion of the student's schedule. The ability to reregister these courses is subject to space availability. Students who subsequently satisfy their payment arrangements shall have no guarantee that they will be able to re-register for the same course(s) and/or section(s) from which they were dropped.

## **CULINARY DAY PROGRAM**

The internship requirement for the A.S. program will be assigned by Student Academic & Financial Services; please be aware:

- Students are responsible for completing all freshman requirements prior to the term assigned. If these requirements are not met, Student Academic & Financial Services will reassign the internship to a future term, which may result in delayed graduation.
- Should you withdraw from the university, upon reinstatement you will automatically be reassigned a term by Student Academic & Financial Services.

## **OCCUPANCY IN CLASS**

Occupancy in class is limited to faculty, officially registered students, aides authorized by the Center for Academic Support, and invited guests approved by the vice president of academic affairs or the dean of the respective school, college or campus. No grade will be issued to any student unauthorized in any course.

## **OUTCOMES ASSESSMENT**

The definition of a well-educated college graduate will continue to evolve throughout this 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.

JWU is committed to outcomes assessment. Faculty and students are therefore part of an ongoing effort to determine and refine the effectiveness of instruction and learning. Names of individual students will not be used when reporting results.

## **READMITTANCE POLICY**

Students may enroll and leave during any term of an academic year. Students who are considering a withdrawal or break in enrollment should review the university's policies regarding Withdrawal from the University (Page 29). Generally, a student whose break in attendance exceeds the timelines below must request readmittance in order to register

and resume enrollment; otherwise, if the break in attendance does not exceed the timeline, then the student simply needs to participate in course registration via uconnect (Page 68). If returning for the winter, spring or summer term, a re-admittance request is not required if the student was enrolled for a term in that academic year (if returning for the fall term, a request is not required if the student attended in the preceding spring or summer term). Otherwise, the student must complete a re-admittance request before they can participate in course registration. Please keep in mind that space is limited for online programs.

In order to submit a request for readmittance, students must complete a Readmittance Request form (available online at [www.jwu.edu](http://www.jwu.edu). Select Providence > Student Life > Academic Services > Returning to JWU).

- Students approved for readmittance will be assessed the current tuition rate and are responsible for any changes to their program of study that may have occurred during their period of absence.
- If the break in enrollment exceeds one year or more, the student's program of study may follow the requirements as listed in the current year catalog.
- Due to progress and change in curriculum and industry requirements, undergraduate credits earned 10 years ago or longer and graduate credits earned three years ago or longer may have to be repeated (a committee of faculty and administration reviews all readmittance requests for course equivalencies).
- The readmittance request must be received at least six weeks prior to the requested term start date.
- Students whose absence from the university was necessitated by reason of service in the U.S. Armed Forces, including the National Guard or Reserve, should note such information on their readmittance request. In certain circumstances, specified readmittance criteria may not apply in accordance with applicable law.

Readmittance requests are not guaranteed, are subject to space availability and must satisfy the additional criteria described below. Following a completed review, the student will receive notification regarding the request's status. Please allow up to 10 business days for processing.

If approved, the student will receive instructions regarding course registration as well as the presence of any holds, which must be cleared prior to being permitted to participate in course registration.

## **ADDITIONAL READMITTANCE CRITERIA**

- Any readmittance to the university is subject to the university's current admissions requirements.
- Students may not request readmittance into a major or program that has been discontinued.
- Undergraduate students with a current GPA below 2.00 and graduate students with a current GPA below 3.00 must be reviewed and approved by the Academic Review Committee (satisfactory academic progress guidelines must be met). Postgraduate (doctoral) students must receive approval from the Director of Doctoral Studies.
- Students seeking readmittance after academic suspension must include documentation in their request that indicates improvement in areas of deficiency. A decision will be determined by the Committee on Academic Standing.
- Readmittance after student conduct suspension must be reviewed and approved by the Dean of Students.

- Students seeking readmittance after a medical withdrawal must forward medical clearance to the Health Services Office or the Student Counseling Center.
- Undergraduate students requesting readmittance after attending another institution must meet residency requirements to be eligible for an undergraduate degree. Students must submit an official college transcript to Student Academic & Financial Services within the first term of their readmittance in order for the university to review transfer credit. Transfer credit will not be awarded to any student who took classes elsewhere during a period of disciplinary suspension from JWU.
- International students must be cleared and approved by the International Office.
- Students who previously earned their sanitation certificates at JWU or elsewhere must be reviewed by Student Academic & Financial Services. If award date is more than five years, the student will be required to obtain recertification.
- Students must have submitted verification of high school completion and/or bachelor's degree completion (as applicable) in order to be approved for readmittance.

## SAMPLING

Students in the College of Culinary Arts and The Hospitality College must sample liquids and solid foods as part of their education.

1. A sample is a minute quantity of a liquid or a solid to be examined and tasted for the purpose of learning through sensory evaluation.
2. Sampling may be done only with supervision and with appropriately sanitized utensils/glassware.
3. You must sample all food upon request. Sampled food does not have to be swallowed.

Exceptions will be made in cases of medical conditions (including food allergies) or religious ethics. In these cases, you must obtain an authorization from the Health Services Office or special needs advisor to present to your instructor.

## UNIFORMS

### COLLEGE OF CULINARY ARTS

You must report to class in full uniform and remain in full uniform at all times until you leave the premises. **Students not in full uniform will be dismissed or not admitted into class.** You must have your tool kit (standard university issue only) and curriculum books with you when reporting to a laboratory class.

#### *Baking & Pastry Arts/Culinary Arts*

- Black shoes (standard university issue only), cleaned and polished
- White socks (plain — no ankle socks, stripes or emblems)
- Clean, pressed, hemmed, university-issued pants
- T-shirt (white; no lettering, design or insignia)
- Neckerchief (overlays with proper coloring for specific degree programs)
- Clean, pressed chef's jacket (standard university issue only)
- Chef's hat (university issue) — all hair should be contained beneath hat, including bangs

- Apron (standard issue)
- Side towel (standard issue)
- Name tag
- University-approved hair net if hair touches collar; long hair must be worn beneath the chef's hat
- Thermometer (culinary only)
- No jewelry except for wedding band
- No makeup or nail polish

### *A Chef*

- Takes care of his or her uniform and tools and respects them.
- Stands erect, walks straight without hands in pockets in the kitchen.
- Avoids touching any part of his or her body while involved in food preparation.
- Washes his or her hands frequently, in hand sinks only.
- Wears a chef's uniform with pride, and therefore, commands the respect of everyone.
- Avoids the use of abusive language.
- Exercises self-discipline and instills the same in his or her personnel.

### *Storeroom/Meatcutting*

When assigned to the storeroom area, you should not bring knife kits, book bags or any other type of carrying case. In the meatcutting area, you may wear a plain, white sweatshirt underneath your chef's jacket.

### *Dining Room/Beverage Service Uniform*

#### **Men**

- University-approved hair net
- University-issued white shirt
- University-issued black apron
- T-shirt (white; no lettering, design or insignia)
- Clean, pressed, straight-legged black dress slacks (university issue only)
- Black belt
- Black socks
- Black shoes (standard university issue only; cleaned and polished)
- Name tag
- No jewelry except a wedding band
- No sweaters or coats

#### **Women**

- University-approved hair net
- No makeup or nail polish
- University-issued white shirt

- University-issued black apron
- T-shirt (white; no lettering, design or insignia)
- Clean, pressed black skirt or straight-legged black dress slacks (university issue only)
- Neutral hose (stockings) or black socks
- Black shoes (standard university issue only; cleaned and polished)
- Name tag
- No jewelry except a wedding band
- No sweaters or coats

While attending Dining Room class, you will be required to bring the following:

- Two ballpoint pens
- Small note pad
- Waiter's corkscrew (available in bookstore)
- Handkerchief
- *Culinary Fundamentals* textbook

### *Academic Studies Uniform*

When assigned to academic courses, you must comply with the Chef's Uniform requirements with the exception of the hat, hair net, apron and side towel. Leisure hats are not permitted in any academic classroom or laboratory.

**Note:** Hospitality or business students attending a Beverage Service concentration course on the culinary campus must be in proper uniform. Proper uniform is the dining room uniform or black slacks or skirt, long sleeve white shirt, black tie and black shoes (no open toe or heel).

### *Hats*

Refer to the university's Hat Policy (Page 55).

### *Name Tags*

A name tag is part of the uniform and is included in your uniform package. If it is lost, you will be required to pay \$5 for a replacement. Name tags may be purchased at University Dining located at 270 Weybosset Street. They may also be ordered at Student Academic & Financial Services or at Culinary Administration in The Center for Culinary Excellence, and picked up at Culinary Administration. In addition, a one-day temporary name tag may be purchased at the Food Service Academics or Culinary Administration offices for a \$1 fee.

Name tags for continuing education students can also be ordered at Culinary Administration or Student Academic & Financial Services for \$5.

## *Backpacks*

Backpacks and/or other types of carrying cases are **not** permitted in The Center for Culinary Excellence or laboratories in the HAC Building.

## *Grooming*

- Your hat must completely cover your hair. If this is not possible, you must first cover your hair with a hair net before wearing your hat. When you are assigned to areas where a hat is not required, you still must cover your hair with a hair net unless you have a short haircut, i.e., your hair does not touch your collar. Beads and/or other ornaments are not permitted.
- Hair must be and remain neutral in color. Unnatural hair color (pink, blue, etc.) is not permitted.
- Short, straight mustaches are permissible (trimmed evenly at upper lip).
- Because sideburns cannot be covered by a hair net, they must be clipped short, 1" above the earlobes and straight.
- Fingernails must be kept short and immaculately clean at all times. Nail polish and/or artificial nails are not allowed.
- Cuts, wounds, scratches or skin blemishes from the fingertips to the beginning of the forearm must be protected by soft, white cotton gloves or surgical rubber gloves, depending upon the type of work in which you are engaged — cotton gloves for behind the range; rubber gloves for cold preparation and warewashing. (See Hand Washing Policy and Handling of Food, Page 52.)
- All male students must be clean-shaven daily. No beards are allowed. In case of skin conditions, the student must provide proper medical documentation to the Health Services Office as well as the Center for Academic Support. A decision regarding acceptance to class will be determined by the dean and/or his/her designee.
- All hand and facial jewelry is to be removed by any student wearing his or her uniform before entering **any building** within the College of Culinary Arts. Tongue piercing of any description is included in this requirement. Wedding rings shall be excluded from this requirement.
- You may not use perfume or cologne.
- Clean and ironed uniforms are expected daily.
- Sweaters or coats may not be worn in classrooms or laboratories.

## *Laundry*

You are provided with permanent press chef uniforms. As part of your culinary education, you are responsible for their maintenance.

You should not go to work in the industry with your school uniform; buy one or two extra uniforms for this purpose.

Aprons and side towels will be issued during registration.

## *The Hospitality College*

### **Hotel & Lodging Management Intern Uniform**

All Hotel & Lodging Management Internship students will receive a university-issued blazer and pants. Students should refer to the Hotel & Lodging Management Internship Manual available from the bookstore for the specifics of other needed uniforms.

### *Hotel Intern Uniform: Front Desk/Reservations/Night Audit/Housekeeping*

#### **Men**

- University-issued navy blue pants
- Clean, pressed, long-sleeved, white Oxford cloth, button-down collar dress shirt
- University-issued men's tie
- Black dress socks
- Laced black dress shoes
- University-issued blazer
- Black belt (if worn)
- No jewelry, except for a wedding band and/or watch

#### **Women**

- University-issued navy blue pants
- University-issued short sleeved, light blue v-neck t-shirt
- Neutral colored stockings
- Black dress shoes (closed toe/heel), low heel
- University-issued blazer
- No jewelry, except for a wedding band, watch and one small set of post earrings

While attending hotel class, you will be required to

1. Arrive for class at the proper time in full uniform including name tag (available from the Practicum Dining Services Office)
2. Bring the following to each class:
  - Two click pens
  - Internship manual, notepad
  - Calculator (night audit)

### *Restaurant, Food & Beverage Management Intern Uniform: Dining Room*

#### **Men**

- Hair net (if needed)
- Black bow tie
- Clean, long-sleeved Oxford cloth, button-down collar dress shirt
- Clean, pressed, black dress pants
- Black belt

- Black socks
- Cleaned and shined black dress shoes
- Name tag
- No jewelry, except for a wedding band and/or watch
- No sweaters or jackets

### **Women**

- Hair net
- Minimal make-up
- Black bow tie
- Clean, long-sleeved Oxford cloth, button-down collar dress shirt
- Clean, pressed, black dress pants
- Neutral stockings or black socks
- Cleaned and shined black dress shoes (closed toe/heel), low heel
- Name tag
- No jewelry, except for a wedding band and/or watch
- No sweaters or jackets

While attending dining room class, you will be required to

1. Arrive for class at the proper time in full uniform
2. Bring the following to each class:
  - Two click pens
  - Small notepad
  - Waiter's corkscrew (available at the bookstore)
  - Black lighter
  - Dining room manual

## *Restaurant, Food & Beverage Management Intern Uniform: Kitchen*

### **Men and Women**

- Black shoes (nonslip, commercial-style laced workshoes with leather uppers and heavy-duty composition soles)
- White socks (plain white; no ankle socks, stripes or emblems)
- JWU checked chef's pants
- JWU chef's coat
- T-shirt (plain white; no lettering, design or insignia)
- JWU red overlay
- Name tag
- Apron and two side towels
- No jewelry, except for a wedding band

While attending kitchen class, you will be required to

1. Arrive for class at the proper time in full uniform
2. Bring the following to each class:
  - Two click pens
  - Internship manual
  - Pocket-size notepad

### *Travel-Tourism Intern Uniform*

#### **Men**

- University-issued blazer
- White shirt
- University-issued men's tie
- University-issued blue pants
- Black dress shoes
- No jewelry, except for a wedding band and/or watch

#### **Women**

- University-issued navy blue suit, including blazer and pants
- University-issued short sleeved, light blue v-neck t-shirt
- Black or blue socks/stockings
- Black or blue low-heeled shoes (pump-style only — no open front or back)
- No jewelry, except for a wedding band, watch and one small set of post earrings

While attending travel-tourism class, you will be required to arrive for class at the proper time in full uniform.

# Academic Information

## ADVANCED STANDING PROGRAM

Prospective day program students who possess advanced knowledge and skills in food-related areas may apply for the Culinary Arts or Baking & Pastry 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 when determining acceptance into the program.

It is generally recommended that Advanced Standing applicants have a minimum of two years of concentrated foods courses or three years of food-related 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 the university prior to applying for Advanced Standing.

## AWARDS AND HONORS (UNDERGRADUATE)

Johnson & Wales University recognizes superior academic achievement and/or outstanding contributions in extracurricular activities.

### DEAN'S LIST

Dean's list is calculated at the completion of each term. Students are eligible if they successfully complete at least 12.0 credits with a 3.40 or higher term GPA.

Only original grades are used when calculating Dean's List status.

Students with the designated GPA receive the following honors upon graduation:

cum laude	3.40–3.60
magna cum laude	3.61–3.80
summa cum laude	3.81–4.00

Students who successfully complete the requirements of the Honors Program will have an Honors designation placed on their diplomas and transcript. (Consult the Honors Handbook for specifics.)

Special awards are presented each year to students who have made contributions to the university by their involvement in extracurricular activities in addition to maintaining high academic standards. These awards, which include the President's Trophy, the Founders' Trophy and the Trustees' Awards, are based on decisions made by an Awards Committee consisting of faculty and administration members. A Student Recognition Ceremony is held during the spring term to honor the recipients.

## ACADEMIC HONOR SOCIETIES

**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.

# CLASS

## STUDENT CLASS LEVEL

The following criteria determine a student's class level based on quarter-credit hours earned.

### *Undergraduate*

Freshman	0 to 40.49 credits
Sophomore	40.5 to 89.99 credits
Junior	90 to 130.49 credits
Senior	130.5 and higher

### *Graduate*

Graduate Level 1:	0 to 26.99
Graduate Level 2:	27 to 999.99

# COMMENCEMENT

Commencement is the formal ceremony that is held each May to recognize and honor candidates for graduation. Commencement is the most significant academic event for students and the entire university community. It is the culmination of years of hard work and personal and financial investment for students and families alike. These ceremonies celebrate the traditional observances that accompany one of the highest rewards of academic achievement.

The commencement Web site ([www.jwu.edu/commencement](http://www.jwu.edu/commencement)) is the primary source for information on commencement ceremonies.

## THE DIFFERENCE BETWEEN GRADUATION AND COMMENCEMENT

Commencement is not the same as graduation.

**Graduation** refers to actually receiving a degree or certificate of completion once Johnson & Wales University has verified you as having met all degree or certificate requirements. Upon verification, the degree or certificate is awarded and noted in the student information system so that it displays on your official transcript. Diplomas are printed and mailed after the degree or certificate verification process is complete, approximately 6-8 business weeks after the end of the term (see Page 50 for Graduation Requirements).

**Commencement** is a ceremony. It is an opportunity for students, families, friends, and the JWU community to celebrate their academic accomplishments. Participation in commencement does not mean that students have graduated and they will not receive their diploma on that day. Students must satisfy all graduation requirements before officially graduating and receiving a diploma.

## COMMENCEMENT CEREMONY ELIGIBILITY

For participation in the May 2011 Commencement Ceremony and inclusion in the commencement program, degree-seeking students must fall into one of the following categories:

- awarded degree in the fall 2010 or winter 2010 terms, or
- enrolled in the spring 2011 term and, as of March 24, have an expected degree completion term of spring 2011, summer 2011 or fall 2011
- Names of eligible doctoral candidates are submitted by the Director of Doctoral Studies.

## PARTICIPATION

To participate in the May commencement ceremony, students must:

- Submit an online graduation application for the term they expect to complete their requirements via uconnect (Registration menu, Graduation Application).
- Complete an exit interview at either SFS location: Student Services Center (Downcity) or The Friedman Center (Harborside).
- Obtain their cap and gown. After the interview session, students will receive a cap and gown form. Students not conducting an SFS interview will not receive a cap and gown. Students will not be allowed to participate in the ceremonies without a cap and gown. Pick-ups can be made at either the Downcity or Harborside Bookstores during normal business hours.

## THE COMMENCEMENT PROGRAM

The commencement program listing contains the names of students meeting eligibility criteria and will be made available for student proofing beginning in early April on the commencement Web site ([www.jwu.edu/commencement](http://www.jwu.edu/commencement)). All expected graduates must review the list for first name, last name, middle initial and degree information accuracy and submit their changes by the published deadline. If no information is submitted by the designated due date, it will be assumed that the student's first name, last name, middle initial and degree information are correct. There will be no reprints of the graduation program as all graduates have the opportunity to proof their listing in the program as described above. When determining honors status for publication purposes, the student's GPA at the end of the winter term of the current year is used for students completing their remaining course requirements in or following the spring term. A student's final GPA will be used to record graduating honors, as applicable on the student's diploma and academic transcript.

NOTE: Names that are printed in the commencement program should not be used as an indicator of degree completion. Students must satisfy all graduation requirements before officially graduating and receiving a diploma. Students should review their degree audit to ensure they have met all graduation requirements.

## CONCENTRATIONS

Concentrations allow undergraduate students to pursue in-depth areas of study in which they have special interest or aptitude. Students wishing to declare a concentration should review the current catalog for specific concentration information, and are advised to consult a department chair or academic counselor in Student Academic & Financial Services for further advising. In order to enroll in a concentration, a Concentration Request form must be completed and submitted to Student Academic & Financial Services. Forms are available in Student Academic & Financial Services. The successful completion of a maximum of three concentrations will be recorded on the student's academic transcript when degrees have been awarded. A concentration will not be added to a student's academic transcript after their degree has been awarded. Upon completion of a concentration, no form of honors or GPA is issued.

Hospitality College students transferring in three or more hospitality electives are exempt from this concentration.

Specific concentrations are not guaranteed, and registering for concentration courses is solely the responsibility of the student. Independent studies are not allowed for electives or courses needed to fulfill concentration requirements.

**Note:** Not all concentrations are available to all majors. Transfer students must complete at least one course at Johnson & Wales to earn a concentration from the School of

Arts & Sciences, College of Culinary Arts, College of Business or School of Technology. Transfer students must complete two of the three concentration courses at Johnson & Wales to earn a Hospitality concentration.

## **COURSE CANCELLATION POLICY**

Student Academic & Financial Services reserves the right to limit, cancel or change classes in the term offerings at any time without notification to the student. Cancelled classes will be announced via student JWU e-mail messages. Student Academic & Financial Services will contact students affected by cancellations via their JWU e-mail account only. It is the student's responsibility to obtain cancellation information. It is also the student's responsibility to review and manage their course schedule. Students affected by course cancellations may adjust their course registration on uconnect as long as there are no holds preventing registration on their account.

## **COURSE REGISTRATION**

### **UNDERGRADUATE AND CONTINUING EDUCATION**

First-term day program students will be registered for courses by Student Academic & Financial Services. These students are then required to register themselves for courses after one term of enrollment. Undergraduate day program students may not register for more than 21 quarter-credit hours. Students may not register for more than 13.5 credits in online courses in any given term. For programs requiring an internship or food service laboratory courses, please refer to Internship and Food Service Laboratory Courses on Page 55 for registration guidelines.

Continuing education students are required to register themselves beginning with their first term of enrollment. Continuing education students may not register for more than 21 quarter-credit hours. Under special circumstances, a CE student may enroll in one day class on a space availability basis as long as they are also enrolled in an evening class. Students seeking this option must meet with a Student Academic & Financial Services representative to be granted an override to register the day class through uconnect.

### **ENGLISH AS A SECOND LANGUAGE (ESL)**

Students requiring ESL courses will be registered by Student Academic & Financial Services until all ESL requirements are successfully completed (a schedule hold is in effect during this time). A schedule hold prevents the student from making changes to their schedule. Upon anticipated completion (i.e. exiting) of all ESL requirements the schedule hold will be released. Student Academic & Financial Services will then register students for courses required in their chosen degree program for the following term. Students are then required to register themselves for all remaining terms. Provided that the student is clear of holds, students may change their schedules via uconnect.

Students exiting the ESL program in the spring term who want to begin their first term of studies in the summer must register courses via uconnect; regardless of summer registration, Student Academic & Financial Services will create a fall term schedule.

Students wishing to continue in ESL courses during the summer must notify Student Academic & Financial Services.

Grading requirements for advancing in ESL course work as well as for completing the ESL program are outlined in the English Language Institute student handbook. Should a student not successfully complete any ESL course, the schedule hold will be reactivated and the student will be re-registered accordingly.

## **PRE-M.B.A.**

While enrolled in the Pre-M.B.A. program, students will be registered by Student Academic & Financial Services until all Pre-M.B.A. requirements are successfully completed (a schedule hold is in effect during this time). A schedule hold prevents the student from making changes to their schedule. Upon anticipated completion of all Pre-M.B.A. requirements the schedule hold will be released. Students are then required to register themselves for all M.B.A. program requirements.

Should a student not successfully complete any Pre-M.B.A. requirement, the schedule hold will be reactivated and the student will be re-registered accordingly. Students accepted into the Pre-M.B.A program cannot transfer to the M.B.A. program without first completing all Pre-M.B.A. program requirements.

## **GRADUATE SCHOOL**

It is recommended that students follow their Degree Audit and Planner when registering for courses. Students who require COMM5000 Effective Communication must register for this course during their first term of enrollment. Graduate students may not register for more than 9.0 quarter credit hours per term. After a student has completed their first term of matriculation, they may accelerate their program by taking up to 13.5 credits each term if they maintain an overall GPA of 3.75. Once accepted into graduate school, students may not register for courses at the undergraduate level to satisfy graduate foundation requirements.

## **POSTGRADUATE (DOCTORAL)**

Students will be registered for courses by Student Academic & Financial Services each semester until completion of the program. Students will be notified of when they can view and print their course schedule via uconnect.

## **ONLINE COURSES**

The university offers a select number of online courses to students at all JWU campuses, provided the prerequisites are met. Before students register for an online course, they should review information about characteristics of successful online students and computer requirements, available online at [www.jwu.edu](http://www.jwu.edu). Select Providence > Student Life > Online Learning. Students may not register for more than 13.5 credits in online courses in any given term.

## **INTERNATIONAL STUDENTS**

International students who are enrolled and in residence in the United States for the term must not exceed a maximum of 4.5 credits of online course credit as part of their full-time course load requirement (12 credits for undergraduates, 9 credits for graduate students). Students who enroll in excess of their full-time course load requirement can study the excess credit in online courses. Students who are on their term off (summer break) may take online courses with no limit.

## **EXTENSION STUDENTS**

Extension students are nonmatriculating (non-degree) students who are taking courses for professional reasons or personal enrichment. Nonmatriculating students may later choose to apply/enroll for a degree program and will be subject to the university's current admissions requirements. Students should be aware that credits taken as a non-degree student may not be applicable to current program requirements.

Please note that extension students are not eligible to receive Federal Aid and are subject to the Tuition & Fees policy.

### *Undergraduate*

Students may register day or evening courses on a space-available basis without applying for degree status in a program. Students not meeting prerequisite requirements for a course should meet with an academic counselor in Student Academic & Financial Services to discuss waiving the prerequisite. Students wishing to enroll in a degree program must first submit official documentation verifying high school completion and be accepted by Undergraduate Admissions. If accepted into a degree program, the student is responsible for all courses prescribed in that program, regardless of previously waived prerequisites.

### *Graduate*

Students may register a maximum of two graduate courses on a space-available basis without applying for degree status in any of the programs. Students must obtain permission from the dean to enroll in a course that requires a prerequisite the student has not completed. Students wishing to enroll in a degree program must apply through Graduate Admissions.

## **COURSE AUDIT**

A course audit allows a student to complete a course without affecting academic history; the academic work required in an audit situation is at the discretion of the course's instructor (laboratory, doctoral and online classes may not be audited). No credit is earned for an audited course, but it will be recorded on the academic transcript with a grade marker of AU (Audit). Subsequently, an audited course cannot satisfy program requirements. In the event of a course withdrawal, a grade marker of Withdrawal/Pass (WP) will be issued. Once a course is registered as audit, it cannot be changed to receive academic credit.

Interested students must meet with an academic counselor in Student Academic & Financial Services to complete a Course Audit request form (note: prerequisite course requirements must be completed). Audited courses require normal tuition fees, and must be registered by the end of the add/drop period.

## **COURSE REGISTRATION – THE FOUR STEPS**

Students at Johnson & Wales University register for classes using uconnect, the university's online Web services site. New students will receive their J# for accessing uconnect in their admissions correspondence from the university. Setting aside the appropriate time to plan your registration will help you save time and be successful.

### **REGISTRATION STEPS**

1. Know your major requirements & determine which courses you should register in which terms. In uconnect, select Registration > Degree Audit & Planner > allow a new window to open (you must have your pop-up blocker turned off).
- Your audit — which can be viewed in multiple formats — helps you to understand the requirements of your major, allowing you to effectively plan your course registration.
- It's especially important to review your audit before AND after you register courses since it takes all of your major/program requirements (as described in the catalog) and;

- tracks the requirements that you have completed and those that are remaining;
  - allows you to double check you are registering for the correct courses;
  - helps you plan your present and future course scheduling, ensuring you will graduate on time.
  - A student educational “planner” may be incorporated, too, offering a guideline to course registration sequencing (i.e. in what order to complete classes).
  - Ensure you register courses in the correct order: review prerequisite course requirements (via your audit or a course search) as well as course projections, which detail which term(s) the university expects to offer each course.
2. Review registration start, payment deadline, and course cancellation dates for the academic year.
    - Registration Start Date: the earliest date you may begin to register for a term; though you are not required, you may register as early as 6 a.m., ET on this date.
    - All holds must be cleared prior to your registration start date — if they’re not, you cannot schedule; check for holds often in uconnect (Student Records > View Holds).
    - Students generally register in March for the summer term, April for the fall term, September for the winter term and December for the spring.
    - Course Cancellation Date: students are encouraged to complete their registration before this date to avoid unnecessary course cancellations (if you register for a course that is cancelled, you will be notified via JWU e-mail).
    - Payment Deadline Date: after you have made and registered your schedule, complete your payment arrangement and any other requirements that have been requested before this date.
    - Failure to complete requirements by this date will result in the placement of holds and could result in immediate and permanent deletion of your schedule.
  3. Search for classes and check for prerequisites and restrictions. In uconnect, select Registration > Look Up Classes To Add > appropriate term > select all subjects (or enter a subject and number, if known) and select Online for campus > follow ALL on-screen instructions, especially when searching for electives.
    - Each course section has a unique course reference number (CRN) that is required to add the course to your schedule.
    - Record the CRNs of the courses you would like to register (tip: have backups ready in case your selections become full).
    - After conducting a search (i.e. on the results page), click the CRN link (2nd column) to review prerequisite requirements, restrictions, & class space.
    - A prerequisite is a course or requirement that you must successfully complete prior to registering a class.
  4. Register the CRNs of your selected class(es) and review your schedule. In uconnect, select Registration > Add/Drop Classes > enter your CRNs into the worksheet boxes and click submit (follow on-screen instructions).
    - To review your schedule, select Registration > Detail Schedule (be sure to select the appropriate term).
    - If you wish to change a class or teacher, select “Web drop” next to the class you no longer want and then repeat previous steps as needed.
    - Students should print their course schedules via uconnect 24 hours before classes begin.

NOTE: Students who fail or withdraw from a prerequisite course will be removed from the subsequent class requiring that prerequisite. Student Academic & Financial Services will contact affected students via their JWU e-mail account only. Additionally, day program students may need to repeat failed or withdrawn courses during the evening or weekend.

# COURSES AT OTHER INSTITUTIONS

## UNDERGRADUATE COURSES

Enrolled students requesting to take courses elsewhere (U.S. schools) must submit a Request to Take Classes Elsewhere form at [www.jwu.edu](http://www.jwu.edu). Select Providence > Student Life > Academic Services > Forms to obtain prior written approval from Student Academic & Financial Services. The following requirements must be met. Enrolled students requesting to take courses elsewhere (International schools) must contact the Study Abroad office.

1. The student must have an overall GPA above 2.25.\*
2. No more than three courses are allowed during enrollment at the university.
3. The requested course(s) must not be in the major field.
4. The requested course(s) must not be one(s) previously taken by the student at the university and for which the student received a grade of “F,” “W,” “WF,” “I,” or “GP.”
5. The requested courses cannot be taken locally unless JWU does not expect to offer the class before the student’s anticipated graduation date.
6. A student will not be granted credit (transfer credit or otherwise) for any academic work done during the period of a disciplinary suspension.

For each approved course, students must receive a minimum grade of “C” (2.00 equivalent) in order for Johnson & Wales to award transfer credit; additionally, the approved course(s) must be completed within one year of permission being granted.

Accelerating the completion of program requirements may negatively impact future enrollment (i.e. part-time enrollment during a term in the next academic year); students are strongly advised to review course projections and to plan accordingly.

*\* Students, as always, are responsible for meeting the requirements of satisfactory academic progress.*

**Note:** Exceptions to criteria 1–4 will be made by the Director of Academic Counseling.

## GRADUATE COURSES

Once enrolled in a JWU graduate program, a student may not take courses elsewhere and apply them for transfer credit except in extenuating circumstances, and when permission is granted by the Dean’s Office. A grade of “B” or better must be earned for the course to transfer.

## DEGREE AUDIT AND PLANNER

Your major requirements are detailed in the course catalog, but they are tracked electronically via your degree audit. Your audit can be viewed in three formats. The default view (Student View) details all of your requirements and tracks their completion. The Graduation Checklist is a condensed, less-detailed view of your requirements, while the Registration Checklist displays the courses and area requirements you still need to register.

To access degree audit: Enter Secure Area of uconnect, select Registration and then Degree Audit & Planner (follow on-screen instructions; note: a new, separate browser window will open). To change audit views, select an option from the format dropdown and then select the View button.

In addition to your audit, JWU may have a structured planner, or educational guide, that recommends when and in what order to register courses. Use this planner in conjunction with your audit. You may move courses around and customize your plan, but keep in mind that not all courses run each term and some courses have prerequisites. Know which terms courses are offered by checking course projections, which list the term or terms each course is expected to be offered in an academic year.

To access planner: Enter Secure Area of uconnect, select Registration and Degree Audit & Planner (follow on-screen instructions), select the Planner tab.

Tutorials have been created to help students read and use the audit, planner and their other related tabs. Students can access these tutorials when viewing their degree audit and planner (select the Resources and Help links, top right of screen).

## **ENGLISH LANGUAGE INSTITUTE**

The English Language Institute, a department of the John Hazen White School of Arts & Sciences, provides international students with an opportunity to learn English as a second language.

The Institute offers intensive classroom instruction and weekly enhancement activities for students who are preparing for undergraduate and graduate degree programs. Students with TOEFL scores below 550 are required to enroll in the program before matriculating into degree programs. Upon entrance, students are given a placement test to determine their level of English proficiency.

## **FULL-TIME STATUS**

Full-time status is determined on a term-by-term basis. Students should realize that in order to receive financial aid and to be eligible for athletics, they must maintain full-time status. Additionally, insurance companies and scholarship foundations frequently require students to maintain full-time status.

For students receiving veteran's benefits, any change in status (i.e. course add/drop) will be reported to the Veterans Administration. In addition, if a student who is receiving veteran's benefits receives a "WP," "WF," "W" or "NC" in a course, that course will not count toward full-time veteran's status. If a student-athlete receives a grade of "W," "WP," or "NC" in a course, that course will no longer count toward full-time status for NCAA athletic eligibility.

## **UNDERGRADUATE**

Full-time status for undergraduate students is a minimum of 12.0 credits each term; continuing education students must maintain a minimum of 6.0 credits each term for purposes of financial aid only.

## **GRADUATE**

Full-time status for graduate students is a minimum of 9.0 credits each term.

## **POSTGRADUATE (DOCTORAL)**

Full-time status for doctoral students is 9.0 credits per semester.

## HIGH SCHOOL DOCUMENTATION

It is the student's responsibility to provide verification of high school completion prior to or during their first term of enrollment. Acceptable forms of documentation include a letter from an authorized high school administrator, a high school diploma recognized by their state department of education or a G.E.D. certificate. Failure to provide verification of high school completion will result in a hold being placed on the student's account (see University Holds, Page 22). This hold will prevent the student from registering courses or continuing enrollment.

## HONORS PROGRAM

Johnson & Wales developed this program for academically talented, undergraduate day students who desire a stimulating and challenging learning experience. Eligible applicants must enter during the fall term of their freshman year and have

- Completed two college prep math courses and/or two college prep English courses.
- Maintained a "B" or better average.
- Achieved ACT/SAT scores above the national average or equivalent.
- Placed in the top 25% of class rank.

Selected students will take Honors courses such as Quantitative Analysis, Calculus I, Honors English Composition, Honors Communication Skills, Honors Economics and others, depending on their program of study.

Potential benefits include membership in various national honor societies, preference for on-campus interviews, tutorial positions, resident assistant positions, first-year housing and residence hall roommate assignments.

Additional honors courses are those courses carrying an H-option. SHARP-eligible applicants may also register for H-option courses. Please call or see Dr. Jim Brosnan at 401-598-1424 for information. Upon successful completion of the Honors Program, students will have an Honors designation placed on their diplomas and transcripts.

## MINORS

A minor is a series of courses in a second area of study apart from the major and consists of a minimum of 22.5 quarter credits. Credits earned toward a major or concentration cannot be applied to the minor. Credits earned toward an Arts & Sciences concentration, which are not applied to a major, can be applied to a minor; however, courses/credits may be used for either the concentration or the minor but not both.

## REPEAT COURSE PROBATION

Undergraduate and graduate students will be allowed no more than three attempts to successfully complete each course. Students who passed the course, but wish to improve their grade may repeat the course if it is available. The highest grade earned will be calculated into the grade point average.

## REQUIRED COURSES

Students who fail a course after a second attempt will be assigned an Academic Standing Hold and placed on academic probation. Students who fail the same course after a third attempt may be academically dismissed.

Students who attempt the same course three times and earn a combination of “WF,” “W,” “WF” and “F” grades will be assigned an Academic Standing Hold; these students may be subject to academic suspension if the course is not successfully completed during the next course offering.

## **APPEALS**

Appeals regarding academic suspension or dismissal can be made to the Academic Appeals Committee after one term of nonmatriculation if extenuating circumstances exist. A student may appeal only once, and the decision of the committee is final.

## **CONCENTRATIONS**

In programs of study that require a concentration, students will be given the following options in the event that they cannot successfully complete a concentration course requirement at the third attempt:

1. Make an alternate concentration course selection (if available) or
2. Select a new concentration to meet degree requirements.

## **COURSES NOT REQUIRED**

If the attempted course is not a specific degree requirement, the student will be unable to attempt the course again. The student must then select an alternate course to meet degree requirements.

## **GRADUATION REQUIREMENTS**

If the attempted course is a mandated graduation requirement such as community service-learning requirements, career management course sequences or sanitation certification, then the student has nine terms to complete the course.

## **RESIDENCY REQUIREMENT**

### **UNDERGRADUATE RESIDENCY REQUIREMENT**

The undergraduate residency requirement refers to the number of courses and credits you must take at JWU, whether you are a transfer student or a JWU student acquiring an additional degree. The residency requirement for all students at Johnson & Wales pursuing an associate degree is a minimum of 31.5 quarter credit hours, half of which must be within the major field.

For students pursuing a bachelor’s degree, the minimum is 45 quarter credit hours, half of which must be within the major field.

Diploma/certificate candidates will be allowed to transfer a maximum of 9.0 quarter credits (including JWU courses) towards diploma/certificate program requirements.

Upon review, certain related professional studies courses and program electives may be considered when determining residency. Standardized testing credits are not considered when determining residency requirements.

## **ADDITIONAL DEGREES**

Students may pursue one additional associate in science undergraduate degree by completing a Program Change Form in consultation with an academic counselor in Student Academic & Financial Services. The additional degree must be in a program that

has a minimum of 31.5 credits that are not in the student's primary major. (There must be a 31.5 credit difference between the two associate degrees.) Half of the credits must be within the major field of the additional associate degree. Classes in the additional associate degree may not be used as electives in the primary major if residency requirements have not been met.

Students may pursue one additional bachelor of science degree in a program that has a minimum of 45 credits that are not in their primary majors. (There must be a 45 credit difference between the two bachelor's degrees.) Half of the credits must be within the major field of the additional bachelor's degree. Classes in the additional bachelor's degree may not be used as electives in the primary major if residency requirements have not been met.

## **GRADUATE SCHOOL RESIDENCY REQUIREMENT**

The residency requirement for all students pursuing a master's degree is a minimum of 45 quarter credit hours. Due to the overlap in core curriculum, students who complete an M.B.A. at the university are not eligible to complete a second M.B.A. at Johnson & Wales University. However, any student who received a master's degree from Johnson & Wales University may apply for admittance to an M.Ed. or M.A.T. program at the university through Graduate Admissions. Up to two courses from the first master's degree may be transferred into the second degree, if applicable. Students must meet the entrance requirements for the prospective program to gain admittance, and be in good academic and financial standing.

## **POSTGRADUATE (DOCTORAL) RESIDENCY REQUIREMENT**

The residency requirement for students pursuing a doctorate degree is 60 semester hours. Only one doctorate degree is allowed.

## **R.I. STATE GOVERNMENT INTERNSHIP**

The purpose of the Rhode Island State Government Internship program is to enable students to develop a knowledge of state government in order to encourage them to take an active part in the civic life of the state and to further encourage them to enter government service.

Interns for the 4.5 quarter credit hour program are selected upon recommendation from university advisors. Interns are then assigned to particular state agencies according to their preference from a list of available positions, including the General Assembly, the Judiciary and other state departments. In addition, a weekly seminar is held in the House of Representatives.

The government internship can be used to fulfill course credits for the Political Science, History and Leadership concentrations. A maximum of three classes may be scheduled with the internship unless the student is enrolled in the SHARP program.

Contact Dr. Joseph Delaney of the Humanities Department for an application. His office is located on the fifth floor of the John Hazen White Center.

## SPECIAL HONORS AND REWARDS PROGRAM (SHARP)

This is an honors program designed for qualified full-time undergraduate students enrolled in a day degree program who wish to accelerate their program to complete degree requirements in less than the normally required time. This is accomplished by increasing the student's course load each term as scheduling permits. SHARP results in savings of time and expenses for eligible students. Day students accepted into SHARP may register up to 25.0 credits during the fall, winter and spring terms with no additional fees. Interested students must complete a SHARP application, returning the completed form to Student Academic & Financial Services.

The following students are eligible for SHARP.

1. Incoming freshmen who are honors graduates of approved secondary schools, have been elected to their state or national honor society, or have maintained a minimum GPA of 3.00.
2. New transfer students who maintained full-time enrollment at a previous institution and each term earned a cumulative GPA equivalent to Dean's List status for that institution.
3. Students at Johnson & Wales University who have maintained full-time enrollment and a 3.40 cumulative GPA at the end of each term.

**Note:** The only exception to this policy is the first term of enrollment, during which the cumulative GPA may be less than 3.40.

If a student does not exercise this option, SHARP eligibility may continue provided that the student maintains continuous full-time matriculation while maintaining a cumulative 3.40 GPA after all terms. The benefits provided by SHARP are not applicable during the summer sessions, during full-time internship terms, for independent studies, or for an additional culinary/pastry laboratory class. Preferred scheduling and graduation acceleration are not guaranteed.

Failure to maintain a cumulative GPA of 3.40 or better after each term will cause the student to become permanently ineligible for the benefits provided by SHARP. Student Academic & Financial Services will only notify a student of their withdrawal from the SHARP program via his or her JWU e-mail account, and it is the student's responsibility to drop extra credits, if registered, to avoid incurring additional charges.

Students registering more than 21 credits in the summer term will be charged in accordance with the Tuition & Fees Policy.

## STANDARDIZED TESTING AND PRIOR LEARNING ASSESSMENT

It is recommended that students intending to apply for the following examinations or portfolio assessment do so in consultation with an academic counselor in Student Academic & Financial Services.

Standardized Testing and Prior Learning Assessment brochures listing examination and seminar dates, application deadlines and qualified courses may be obtained from Student Academic & Financial Services or online through the weekly Providence Campus Update at the Student Academic & Financial Services link. Go to [www.jwu.edu](http://www.jwu.edu) and select Providence > Student Life > Academic Services > Testing for Credit.

Applications for standardized examinations and portfolios are available at Student Academic & Financial Services. After applying and being determined eligible, you will be notified of the time and location of your test or seminar via your JWU student e-mail account.

## **PLACEMENT TESTS**

### *(noncredit – 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 and foreign language placement.

For a student placing out of all required levels of a foreign language, departmental policy and recommendation will determine if a Departmental Challenge Examination is in order for credit.

## **PORTFOLIO ASSESSMENT**

### *(for credit – with fees)*

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 (Page 75) and complete the Portfolio Development noncredit seminar. This seminar will meet for three two-hour sessions. Students must discuss this option with an academic counselor in Student Academic & Financial Services 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 an academic counselor in Student Academic & Financial Services, may submit additional portfolios. Refer to the Standardized Testing and Prior Learning Assessment brochure, available at Student Academic & Financial Services or at [www.jwu.edu](http://www.jwu.edu). Select Providence > Student Life > Academic Services > Testing for Credit for more information on required fees and policies.

## **CLEP EXAMINATION**

### *(for credit – with fees)*

The College-Level Examination Program of the College Board is a series of widely accepted national examinations in various subjects. The American Council on Education's recommended score is required to earn credit. JWU subject equivalencies are determined by each department for each exam. These exams are treated as transfer credit for entering students, or from one JWU college or school to another. Students may take up to one exam per test session. Consult the CLEP application or the Standardized Testing and Prior Learning Assessment brochure, available in Student Academic & Financial Services or at [www.jwu.edu](http://www.jwu.edu). Select Providence > Student Life > Academic Services > Testing for Credit for required fees, policies and examination schedule.

## **CREDIT BY EXAMINATION — DEPARTMENTAL CHALLENGE 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 JWU course. Some testing options require specific criteria in order to take tests. Refer to the Standardized Testing and Prior Learning Assessment brochure for criteria, as well as annual examination schedules with examination dates, application deadlines and fees. The brochure is available in Student Academic & Financial Services or at [www.jwu.edu](http://www.jwu.edu); select Providence > Student Life > Academic Services > Testing for Credit.

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 an academic counselor in Student Academic & Financial Services.

## **POLICIES FOR CHALLENGE, CLEP AND PORTFOLIO ASSESSMENT**

1. Portfolio Assessment and Challenge Examinations cannot be repeated if failed.
2. CLEP Exams, if failed, can be repeated in 6 months.
3. Portfolio Assessment, Challenge or CLEP Examinations may not be substituted for a class previously failed or one where a Withdrawal (W) or Withdrawal/Fail (WF) grade has been issued. They also may not be substituted for a class previously taken or a class in which the student is presently scheduled.
4. All standardized exams/portfolio credits must fall within the residency requirements 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 Standardized Testing and 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 via their JWU student e-mail accounts of the time and location of their test or seminar. The Standardized Testing and Prior Learning Assessment brochure listing course options may be obtained from Student Academic & Financial Services or at [www.jwu.edu](http://www.jwu.edu). Select Providence > Student Life > Academic Services > Testing for Credit. For additional policies/information for Portfolio, Challenge and CLEP options, refer to the brochure.

## **FOR MORE INFORMATION**

If you need more information about Johnson & Wales University's Standardized Testing and Prior Learning Assessment programs, please call the university Testing Office at 401-598-2442.

## TRANSCRIPTS

A transcript is a representation of a student's entire academic record while at Johnson & Wales University. In accordance with the Family Educational Rights and Privacy Act (FERPA), a transcript may be released only upon written request of the student. The university does not charge a fee for transcripts; however, official transcripts will not be released if a student is not current in all financial obligations to the university. Within three business days of receipt of an authorized request (see below), official transcripts will be printed on official paper and then placed in sealed envelopes issued directly to the student or authorized designee. A maximum of 20 official transcripts may be requested per year. Transcripts are not official if faxed. The university employs two types of transcripts. **Note:** Official transcripts are not produced while grade processing and posting is in progress at the end of each term.

### ACADEMIC TRANSCRIPT

The academic transcript reflects a student's unabridged academic history at the institution.

#### *printing and ordering*

- To view or print an unofficial academic transcript in uconnect > Student Records > Academic Transcript.
- To order an official academic transcript in uconnect > Student Records > Request a Transcript.
- To view the status of your transcript request in uconnect > Student Records > Transcript Request Status
- If you do not have access to uconnect or intend to pick up your transcript in person, complete a transcript request (available online at [www.jwu.edu](http://www.jwu.edu); select Providence > Student Life > Academic Services > Forms) and return it to Student Academic & Financial Services.

### PERFORMANCE TRANSCRIPT

The performance transcript, unique to Johnson & Wales University, identifies the practical skills associated with a student's academic course work; skills are graded as developing, validated, mastered, or not tested. Beginning with students who entered the Providence Campus in 2000 (and other campuses in 2002), the performance transcript evaluates industry-specific and general workplace skills employers consider valuable. A listing of each course's assessed performance transcript skills and descriptions is available online at [www.jwu.edu](http://www.jwu.edu); select Providence > Student Life > Academic Services > Academic Records > Transcripts.

#### *printing and ordering*

- To print a performance transcript (unofficial), you must use a self-serve terminal/kiosk located in Student Academic & Financial Services.
- To order an official performance transcript, complete a transcript request (available online at [www.jwu.edu](http://www.jwu.edu); select Providence > Student Life > Academic Services > Forms) and return it to Student Academic & Financial Services.

## **TRANSCRIPTS FROM OTHER SCHOOLS**

Transcripts reflecting a student's secondary or previous college education that have been submitted to Johnson & Wales University as a requirement for admission become a part of the student's official file. Johnson & Wales University does not provide copies of other institutions' transcripts. Transcripts must be ordered directly from the institution where the course work was taken.

## **TRANSFER STUDENTS**

The university's policy is to help each incoming student transfer the maximum number of applicable credits, minimizing course repetition and ensuring appropriate academic placement.

Credit is generally granted on a course-by-course basis for subjects taken with similar content, level and duration to courses in the intended major. Due to the JWU "upside-down" curriculum, associate degree holders from other institutions may be granted credit for courses from the third and fourth years of their intended bachelor's degree program, while being required to take some first- and second-year courses.

Students may be required to enroll in additional courses to meet the specific requirements or prerequisites of the four-year program of their choice.

Students must submit all official college transcripts from each college attended prior to Johnson & Wales University. Transcripts must be in English (you are responsible for providing official translations, if needed) and should be received 60 days prior to your start date at the university. Official secondary school records must also be sent to Admissions. Undergraduate credits earned at JWU or other institutions more than 10 years ago may not be accepted. Credit is usually granted for courses with a grade of "C" or better (with a numeric value of 2.00) at another accredited institution.

Students are encouraged to schedule an appointment with the transfer advisor prior to their enrollment to discuss their transfer credit allowance. Early in the first term, students should meet with an academic counselor as well to review their curriculum requirements and sequencing of classes. Students registering for a class in which they have transfer credits must submit a written request to the Transfer Advisor to have their transfer credits removed. Upon completion of the course, the grade earned will be included on the student's academic record and transfer credit will not be considered again for the course.

## **TRANSFER CREDIT**

Transfer students will receive pending credit for course work completed at another college or university during the first term of attendance only, at which time the student is responsible for furnishing proof that such course work has been successfully completed by submitting official college transcripts. Pending transfer credits are not official and do not count towards degree progress at Johnson & Wales University. It is important that students are aware that failure to provide appropriate documentation may result in delayed graduation if the student is required to repeat courses previously taken elsewhere.

If official transcripts, course descriptions or other requested material are not received within the designated period of time, pending transfer credit will be forfeited. Credit earned in developmental, remedial and refresher courses is nontransferable. Continuing Education Units (C.E.U.s) are also nontransferable.

## *Graduate School*

A candidate for a master's degree may petition to receive a maximum of 9.0 quarter credit hours of transfer credit for graduate-level courses taken at approved colleges prior to initial enrollment in the Graduate School. To receive transfer credit, the courses must cover content in the Johnson & Wales University program and must be approved by the director of graduate admissions under the guidance of the dean. The student must have earned a grade of "B" or better in the course(s). Transfer credits must be taken prior to initial matriculation in Johnson & Wales University's Alan Shawn Feinstein Graduate School. Credits earned at JWU or another institution more than three years prior to enrollment in the Graduate School at Johnson & Wales University are not transferable. Once enrolled in the Johnson & Wales University graduate program, a student may not take courses elsewhere and apply them for transfer credit, except in extenuating circumstances and when permission is granted by the Dean's Office.

Please note that it is the student's responsibility to provide the university with official transcripts and sufficient evidence of course content, for example: textbooks, syllabi, class lecture notes and exams. Official translation of documents, if necessary, must also be provided by the student.

## **TRANSFER WITHIN THE UNIVERSITY**

It is possible to transfer from one program to another, or from one Johnson & Wales campus to another. The following conditions apply:

- Students must consult with an academic counselor in Student Academic & Financial Services if they are interested in transferring. Not all programs of study are available at each campus.
- It is the student's responsibility to address housing concerns and proper dress codes at their new campus.
- Financial obligations at the originating campus must be satisfied to be eligible for transfer. Students should consult with a financial planner in Student Academic & Financial Services to determine eligibility.
- Students with less than a 2.00 GPA must be approved by an academic counselor in Student Academic & Financial Services.
- Students with a student conduct hold must also be approved by the Dean of Students.
- Campus transfers cannot be guaranteed and are subject to class availability.
- It is the student's responsibility to register for courses at their new campus in unconnect. Students are required to follow the curriculum required for their major based on their new campus catalog requirements as reflected on their Degree Audit.
- Students must have submitted verification of high school completion to be eligible for transfer.
- Students are required to comply with the medical documentation/immunization requirements of their new campus. A Health Services Hold will be placed on the student's account if the proper documentation has not been submitted. Students will have no more than one term to meet these requirements.

## **TRANSFER OUTSIDE OF THE UNIVERSITY**

Students who intend to transfer to other colleges or enroll in graduate schools after attending Johnson & Wales University must determine the requirements of those institutions and plan their programs of study accordingly. Johnson & Wales University 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.

## **TUITION & FEES**

Tuition is applicable to all students, including those on approved off-campus programs including term abroad programs and internships. 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 21 quarter credit hours per term. Students carrying more than 21 quarter credit hours will be charged for each quarter credit over 21. Students are fee assessed tuition upon course registration each term. Summer is also considered a term. Other fees will also be applied each term, i.e. general fee and if applicable, room and board.

## **VETERANS**

All veterans seeking veterans educational benefits must first apply for those benefits through the Department of Veterans Affairs. Veterans with questions about their eligibility for the various Veterans Affairs (VA) educational benefit programs should first consult the VA to determine their eligibility for specific programs.

Processing of the veterans application by the VA takes approximately six to ten weeks. The VA will mail the veteran a Certificate of Eligibility which must be provided to the Campus Certifying Official in Student Academic & Financial Services.

Each new veteran should submit:

- a. an application for admission.
- b. an official high school transcript or an official copy of GED test scores.
- c. official university transcripts, if any.
- d. the necessary Veterans Association paperwork.

Veterans enrolling under the G.I. Bill for the first time may experience a delay of up to two months before they receive their first checks. Veterans should contact the Veterans Affairs Office if no check has been received by the seventh week of a term.

Veteran students who take courses that are not applicable to or not required for their chosen degrees will not be certified to the VA for those courses. In order to maintain full-time status, veterans may take courses outside their majors only in the last term before graduating.

The VA requires strict compliance with a number of other regulations. It is the veteran's responsibility to be informed of the requirements the Department of Veterans Affairs has in place regarding educational benefits. It is also the veteran's responsibility to inform the VA.

For additional information on veteran's educational benefits visit [www.jwu.edu/financialaid](http://www.jwu.edu/financialaid).

Veterans must obtain from the Veterans Administration a certificate of eligibility for education and training, approved for the exact program of study, and submit it to Student Academic & Financial Services.

## WORK EXPERIENCE/INTERNSHIP PROGRAMS

Opportunities are available in the College of Business, The Hospitality College, the College of Culinary Arts and the School of Technology. Internship is designed to provide eligible students with practical work experience in their chosen field of study while they earn academic credit for the experience.

The specific eligibility requirements for each program are as follows:

<b>Program</b>	<b>GPA</b>	<b>Credits</b>	<b>When Eligible</b>	<b>Apply When</b>
College of Business	2.75	4.5, 9.0 or 13.5	130 credits completed	6 months prior
School of Technology	2.75	4.5, 9.0 or 13.5	130 credits completed	6 months prior
The Hospitality College	2.75	4.5, 9.0 or 13.5	130 credits completed	6 months prior
Culinary/Pastry A.S.	2.75*	13.5	Please refer to course catalog	6 months prior
Culinary/Pastry/ Nutrition B.S.	None	13.5	In final year of program	6 months prior
International Hospitality/ Business/Technology	3.25	13.5	130 credits completed	9 months prior
International Culinary/ Pastry/Nutrition	3.25	13.5	Please refer to course catalog	6 months prior
Graduate School—domestic or international internship	3.50	4.5	40.5 credits completed	6 months prior
Sports/Entertainment/ Event Management internship	None	13.5	Please refer to course catalog	6 months prior

\*A minimum GPA of 2.75 may be required for some internship sites.

For details regarding specific programs, please refer to the 2010–11 Providence Campus course catalog and/or the internship Web site, [www.jwu.edu](http://www.jwu.edu) > Providence > Careers > Build Your Work Experience.

## INTERNSHIPS FOR INTERNATIONAL STUDENTS

Due to immigration regulations, international students are only permitted to participate in an internship if it is included in their curriculum program. If international students are enrolled in a program that does not include internship but are interested in participating in one, they are encouraged to meet with the international student advisor or experiential education coordinator. Options will be considered based on approval from the dean of their college. All internship assignments are subject to an application process and subsequent approval.

## **PRACTICUM PROPERTIES SCHOLARSHIP PROGRAMS**

Practicum Properties offers an opportunity for qualified students to earn scholarship tuition (up to \$7,500 per academic year) as well as an hourly wage while pursuing their bachelor's degrees. Through this program, scholarship participants can also expand technical skills, strengthen leadership skills and add professional experience to their résumés. Students participating in the university's tuition waiver program may also participate in this program but they are not eligible to receive scholarships under this program.

To be eligible to apply, a student must have successfully completed a culinary, pastry, hotel or food service management practicum experiential education term (internship or term abroad).

Students must be enrolled in full-time day division or full-time graduate school and have one year of academic credits remaining towards their degree.

Scholarship participants may earn up to \$2,500 tuition per term, based on their cumulative GPA.

Advancement opportunities in the Fellow and Management Development Programs are offered for outstanding teaching assistants (TAs) who wish to further their studies. For more information, call the Practicum Education Office at 401-598-1122.

# Student Affairs

## ATHLETICS

The Office of Intercollegiate Athletics develops and implements varsity intercollegiate experiences for student-athletes. The offices of the director, associate director, director of athletic communications, NCAA compliance officer and coaches are located on the second floor of the Harborside Recreation Center. The athletic training room is located on the first floor. Updated information about the teams, their schedules and contest results may also be obtained by logging onto [www.jwu.edu/athletics](http://www.jwu.edu/athletics) and selecting the Providence Campus. The Web site is updated daily by the athletic communications department.

Most importantly, the athletics department is committed to the overall development and welfare of its student-athletes, and the development of intercollegiate programs of excellence. As part of this commitment, it provides academic support, life skills seminars, leadership development and community service initiatives.

## INTERCOLLEGIATE SPORTS

The 1994–95 season marked the first year that Johnson & Wales was a member of the National Collegiate Athletic Association (NCAA), competing at the Division III level. The establishment of NCAA Division III sports was a logical evolution in a carefully built and nurtured program. Today, the university fields 16 different NCAA sports teams and a co-ed cheerleading squad. NCAA Division III colleges and universities place the highest priority on the overall quality of the educational experience. JWU's athletic department agrees with the Division III philosophy that "the student comes first, then the athlete." However, students who participate in intercollegiate athletics make a commitment to the team and university; this means meeting required general eligibility standards, academic eligibility requirements and necessary practice sessions, as well as traveling and competitions. Club sport participants have the same requirements and often compete with other colleges and universities.

### *Eligibility Requirements*

In order to fulfill general and academic eligibility requirements, each student-athlete at Johnson & Wales must

1. sign NCAA statement forms related to eligibility, recruitment, financial aid, amateur status, etc.;
2. sign an NCAA Drug Testing Consent Form;
3. be a full-time matriculating student registered for at least 12 quarter credit hours;
4. maintain a 2.00 or above grade point average (graduate school students must maintain a 3.00 or above grade point average);
5. make continuous satisfactory progress toward a bachelor's degree; and
6. earn a minimum of 36 quarter-hour degree credits every academic year.

## Competition

Competition includes both local rivals and members of the university's conferences. Among Johnson & Wales University's athletic affiliations are the NCAA, Eastern Collegiate Athletic Conference and the Great Northeast Athletic Conference. Johnson & Wales University teams have proven to be strong competitors, and have won conference titles in baseball, men's and women's cross country, wrestling, golf, men's basketball, men's and women's soccer, men's and women's tennis and men's and women's volleyball.

**Note:** The university reserves the right to hold transcripts, registration eligibility, and/or diplomas if uniforms and/or equipment are not returned to the Athletics Office after the official competition season.

<i>Intercollegiate Sports</i>	<i>Season</i>	<i>Tryouts</i>
<b>Women's Sports</b>		
Basketball	Winter	Mid-October
Cross Country	Fall	Late August
Soccer	Fall	Late August
Softball	Fall*/Spring	Early September
Tennis	Fall	Early September
Volleyball	Fall	Late August

### **Co-ed**

Sailing	Fall/Spring	Ongoing
Cheerleading**	Winter	October
Golf	Fall/Spring*	September

### **Men's Sports**

Baseball	Fall*/Spring	Early September
Basketball	Winter	Mid-October
Cross Country	Fall	Early September
Ice Hockey	Winter	Early October
Soccer	Fall	Late August
Tennis	Fall*/Spring	Late January
Volleyball	Winter	Early November
Wrestling	Winter	Early October

\* *Unofficial (nontraditional) seasons for baseball, softball, volleyball, soccer, golf and tennis allow the teams to practice and play in a limited amount of competitions prior to the regular season.*

\*\* *Cheerleading is a club activity. Participants are required to meet the same academic and eligibility standards as the NCAA intercollegiate sports' student-athletes. See Intercollegiate Sports Eligibility Requirements.*

**For information on tryouts and schedules, call the Athletics Department at 401-598-1600.**

## **FITNESS, RECREATION AND INTRAMURAL PROGRAMS**

The Department of Athletics also oversees intramural sports, fitness centers, athletic facility scheduling, and athletic event management and promotions. Facilities include the Harborside Recreation Center, Downcity Fitness Center, and the Harborside Rink. With an emphasis on university community involvement, the department provides programming aimed at involving the maximum number of student participants, regardless of athletic ability or age. Intramural and recreation programs range from highly competitive play to pure recreational enjoyment and learning.

### *Aerobics*

Aerobic classes including cardio kick-boxing, step aerobics, Pilates and dance are offered throughout the year at the Harborside Recreation Center. Classes are held in the mornings, at lunch and early evenings. For further information, contact the Harborside Fitness Center at 401-598-1612 or the Downcity Fitness Center at 401-598-1617.

### *Intramural Programs*

Intramural sports are often offered in men's and women's divisions and are sometimes offered at two levels. Division 1 is considered to be the more competitive arena while Division 2 is offered as a less competitive environment. Entry forms are available at the front desk of the Harborside Recreation Center. The following intramural programs have been offered during previous academic years.

#### **Fall Term**

Fall Basketball Tournament

Flag Football League

Floor Hockey League

Table Tennis

#### **Winter Term**

ACIS 3-on-3 Basketball Tournament

Basketball League

Bowling

Dodgeball

Floor Hockey

Indoor Soccer League

#### **Spring Term**

Badminton

Coed Volleyball

Softball League

Spring Flag Football League

Volleyball League

World Cup Indoor Soccer Tournament

Other programs offered throughout the year include table tennis tournaments, billiards tournaments and leagues, and wiffleball programs. Table tennis facilities are available at the Harborside Recreation Center and are free of charge. The Athletics Department also encourages students to assist in the development of club sports, including track & field for men and women, cycling and rugby. Contact the Athletics Department at 401-598-1600 for further information.

## **INTRAMURAL ELIGIBILITY**

- Students must be full-time undergraduates or graduates.
- Each team must submit an official roster form prior to the published deadline.
- A team must send a representative to attend a mandatory captains' meeting prior to the beginning of each season/tournament.
- A nonrefundable entry fee and a forfeiture deposit must be submitted prior to the first game.

Any individual student who wishes to participate in intramural programs may sign up as a "free agent." Forms are available at the Harborside Recreation Center.

### *Recreation and Athletic Facilities*

All recreation and athletic facilities are open to students, faculty and staff who are in possession of a valid Johnson & Wales ID card. Fitness center use also requires the completion of certain form(s) available at the Harborside Fitness Center and the Downcity Fitness Center. Hours for each center are posted at the entrance.

#### *Downcity Fitness Center*

Located on the lower level of Wales Hall on the Downcity Campus, this fitness center provides StairMasters, treadmills, stationary bikes, a Cybex circuit, power racks and free weights.

#### *Harborside Fitness Center*

Located on the second floor of the Harborside Recreation Center, the Harborside Fitness Center is a state-of-the-art facility with more than 6,000 square feet of fitness equipment. StairMasters, treadmills, stationary bikes, a Cybex circuit, power racks, free weights, a Gravitron machine, plyometric equipment, and Body Trek machines are all offered at this facility.

#### *Harborside Recreation Center*

Located on the Harborside Campus, the Harborside Recreation Center services the entire university community. It offers four basketball courts, three volleyball courts, a 6,000-square-foot fitness center, a student life center and a convenience store. The center is home to the Wildcats intercollegiate sports teams, the Department of Athletics, and the Office of Intramural and Recreational Activities.

#### *Harborside Rink*

The rink is a multipurpose facility that is home to many intramural programs and is also utilized by the varsity baseball, softball and soccer teams for practice.

### *For More Information*

Athletics Department Main Office	401-598-1600
Fitness Centers	
Harborside	401-598-1612
Downcity	401-598-1617
Harborside Recreation Center	401-598-1615
Intramural Programs	401-598-1615

### *Health and Wellness Programs*

The fitness centers sponsor wellness programs where students take part in programs including weight management, nutritional analysis, blood pressure screening, stop smoking day, body image workshops, wellness wheel, stress management and substance abuse awareness week. Individual, group and residential programs are available. The annual Wellness Fair covers all these topics and is open to the entire JWU community.

## **COUNSELING SERVICES: STUDENT COUNSELING CENTER**

The Student Counseling Center provides a variety of services to students and the university community. Services include assessment, individual and group counseling, crisis intervention, community referrals, consultation and psychoeducational programming. An after-hours, on-call service for psychological emergencies is also available and may be accessed by contacting the Office of Campus Safety & Security at 401-598-1103.

Students typically come to the center to discuss problems such as relationship difficulties, family issues, adjustment issues, depression, anxiety, sexual identity and alcohol/substance abuse. These concerns may negatively impact students' quality of life as well as their ability to succeed academically. The center operates on a short-term treatment model and referrals are made to the community for more long-term or specialized needs. Services are free and confidential except as otherwise provided by applicable law. To schedule an appointment, call 401-598-1016.

The Student Counseling Center has offices on both campuses:

- Downcity Campus — second floor of Wales Hall
- Harborside Campus — second floor of The Friedman Center

## **GENDER EQUITY CENTER**

Originally opening in 1997 as the Women's Center, the Gender Equity Center changed its name in 2009 to reflect its evolving mission to support and enhance the academic, professional and personal development of female, male and transgender students at Johnson & Wales University's Providence Campus. We strive to create and support a more inclusive and equal campus environment, regardless of gender.

Our goal is to increase awareness of gender issues and foster an environment of gender equality on the Providence Campus through academically, socially, and professionally relevant programming. The Gender Equity Center welcomes all students, faculty and staff who are interested in issues relevant to feminism, gender identity and gender equality. The center provides support and resources for the campus' LGBTQQI community, contributing to a safe campus.

The center is staffed by a professional director and two student assistants, as well as work-study students and volunteers. Anyone is welcome to volunteer in a variety of capacities. There are also student-run gender issues clubs and organizations on campus. Learn how you can get involved by visiting the Gender Equity Center.

The Gender Equity Center director and student staff are available to talk one-on-one with students seeking support and assistance for a range of personal issues. Our library features books, videos, resource files, brochures, videos and magazines for student use. We also have a referral lists for resources within the university and the community.

The Downcity office of the Gender Equity Center is located in Wales Hall, 1st floor. Hours are Monday–Thursday 9 a.m.–7:30 p.m. and Friday 9 a.m.–4:30 p.m. The Harborside office is located in South Hall, Room 152. Hours vary by term.

## **GOOD NEIGHBOR POLICY**

Living off campus is a maturing experience which carries certain responsibilities. As a student living in the community, you are a representative of Johnson & Wales and your conduct will reflect directly on the university. In severe or continuing cases of misconduct, a student may be suspended from the university or may be required to move into an on-campus residential facility as a condition of the student's being allowed to remain at the university.

Johnson & Wales students have been living off campus for many years and in most instances have developed positive and lasting relationships with area residents. Off-campus students must understand and appreciate that residents of a particular community have made a long-term commitment to their neighborhood; students are transient members of the community and usually remain only for the duration of their academic tenure. The quality of life and the overall character of a neighborhood can be greatly influenced by the lifestyles and sense of citizenship exercised by student residents. A respectful and courteous attitude is usually returned in kind and makes the neighborhood a more pleasant place in which to live. In fact, some students may find community service activities further their sense of belonging in their neighborhood.

Families living in the neighborhoods around our campus have the right to enjoy a reasonable level of peace and quiet. As students, your academic and personal schedules often conflict with the more routine schedules of families. Students are expected to exercise good judgement and be sensitive to the needs of their neighbors.

Most neighborhood residents are not against parties. What concerns them, however, is rowdiness, public drunkenness, disorderly conduct and people partying outside with loud music or other noise late into the night. Party hosts put themselves in serious jeopardy when their guests act irresponsibly. As a social host, you assume all the risks associated with state and local laws regulating drinking age, noise and public safety when you host a party at your apartment or house. Court decisions have held the social host liable for personal injury and property damage caused to a third party as a result of the irresponsible service of alcoholic beverages to guests. This liability is compounded when minors are involved. As a university student, you may also be subject to the university's Student Conduct Review Process and resulting sanctions when an off-campus incident occurs.

It is important to understand that although the university cannot regulate what goes on in the privacy of your home, when otherwise private actions or behaviors become public and attract the attention of neighbors or others within the community, that is when Johnson & Wales becomes involved.

Specific areas of concern include, but may not be limited to, the following:

## **NOISE**

Music and general noise should be maintained at reasonable levels. Music should be directed toward the interior of the residence. Residents should remind visitors to exercise common courtesy when visiting, to refrain from excessive shouting between the street and the house, and to limit vehicle noise whenever possible.

The city of Providence has a noise ordinance. Providence Police and Johnson & Wales Security will respond to complaints from your neighbors.

## **AUTOMOBILES**

Observe all city ordinances and exercise courtesy and common sense. Do not obstruct the street or private driveways or park on someone else's property without their permission. For your own safety, as well as that of your neighbors, abide by all traffic laws and drive responsibly.

## **PROPERTY**

Individuals residing in the dwelling and their guests shall respect the property of their landlord, host and neighbors. They are to refrain from the destruction, defacing or littering of property.

## **VERBAL HARASSMENT**

Verbal harassment, profanity and fighting words directed toward others are inappropriate. When the potential for conflict develops, students are encouraged to seek mediation assistance through the university.

## **FIGHTING/ASSAULT**

Physical assault and confrontational behavior are unacceptable. If a volatile situation occurs, walk away until the concerns can be appropriately addressed. If necessary, seek mediation from the university.

## **ALCOHOLIC BEVERAGES**

The use of alcoholic beverages should be in accordance with all state and local laws.

## **RESPONSIBILITY AND THE SOCIAL HOST**

Residents of a dwelling will be held responsible for the actions of their guests.

The university will respond promptly to complaints from our neighbors and, if necessary, follow with appropriate disciplinary action. Living off campus does not circumvent your responsibility as a member of the Johnson & Wales community to abide by the Student Code of Conduct which applies to you whether on or off campus.

Take the responsibilities of living off campus seriously. This social experience is part of your education and should be a pleasant one for you and your neighbors.

## HEALTH SERVICES

### HEALTH EDUCATION CENTER

Health Education is the student education office of Health Services. It provides individual, couples and group-level education programs that help to build an informed and healthy campus community. The center provides education and workshops on alcohol and other drugs, sexual health and relationship issues, and general health and wellness. All appointments with the health educator are confidential. Information is not released without your written consent, except as otherwise provided by law. All education services are free.

The Health Education Center is open at various times throughout each week. Workshops may be scheduled during the day, evenings or weekends.

The center is located on the Downcity Campus in Wales Hall, at 8 Abbott Park Place. To learn more, for the center's hours of operation, or to schedule a workshop, stop by or call 401-598-2023.

The center provides

- Health education workshops and presentations for groups
- Individual health education appointments
- Couples education on relationship issues or safer sex options
- Free condoms and safer sex supplies
- Health library and health information to take home
- Referrals for your health needs on and off campus
- Information about campus health care and the university insurance plan
- Resources and information about alcohol and other drugs, stress, colds/flu, nutrition, acne, sleep, sexually transmitted infections, contraceptives, ECP, HIV/AIDS and sexual assault

### MEDICAL RECORDS

It is vital that you provide us with an accurate health record. As a prerequisite to term start, the university and the Rhode Island Department of Health require that all new, full-time undergraduate students (residents and commuters), all international graduate school students and all culinary continuing education students submit proof of a complete physical exam that was conducted within the last year, including documented proof of two doses of the MMR (measles, mumps and rubella) vaccine, a tetanus-diphtheria booster within the past 10 years, a negative tuberculosis test or chest X-ray within the past six months, three doses of the hepatitis B vaccine, and completion of the chicken pox vaccine series or proof of physician-diagnosed disease.

Immunizations that are strongly recommended but not required include hepatitis A and meningitis. The American College Health Association has provided the following information about freshman students and the risk of meningococcal meningitis:

“Recent studies show that certain college students, particularly freshmen living in dormitories, have a sixfold increased risk for meningitis... Cases of meningitis among teens and young adults 15 to 24 years of age — the age of most college students — have more than doubled since 1991 ... A vaccine is available against four strains of the bacteria that cause meningococcal meningitis in the United States.”

All medical information is confidential and will not be released by the Health Services Office without your written consent, except as otherwise provided by law.

## **SICK NOTES AND CLASS ABSENCE**

Johnson & Wales University's Health Services Office does not provide routine "sick notes" to students due to brief absences from class because of illness or fatigue. Students are encouraged to discuss absences directly with their faculty member(s) and to take personal responsibility for class attendance decisions. In the event of illness due to a communicable disease or contagious illness (other than a routine "cold.") that necessitates class absence for public health reasons, Health Services will notify the student's faculty member(s) of the medical absence directly via the university email system.

## **TREATMENT**

There are two Health Services offices, serving both resident and commuter students. There is no charge for treatment, and many medications are dispensed free of charge. Students may use either Health Services facility, and when necessary, transportation to one office or the other may be arranged for a student by Health Services staff.

### *Downcity Campus (401-598-1104)*

The Downcity Health Services Office is located in Wales Hall, 3rd Floor. Hours of operation are Monday and Wednesday, 7 a.m.–4 p.m.; Tuesday and Thursday, 8 a.m.–4 p.m.; Friday, 8 a.m.–2 p.m.

### *Harborside Campus (401-598-1151)*

The Harborside Health Services Office is on the first floor of the Student Services Complex. Hours are Monday–Thursday, 7 a.m.–10 p.m.; Friday, 9 a.m.–3 p.m. While culinary weekend classes are in session, this office is also open on Sundays, 9 a.m.–3 p.m.

### *Medical Emergencies*

In the event of a medical emergency, dial (9) 911 first for emergency assistance and then contact Campus Safety & Security at 401-598-1103.

### *Medical Non-Emergencies*

In the event of a medical problem of a non-emergency nature requiring you to go to an off-campus medical facility, please contact Health Services for a referral.

### *Physician*

For the convenience of students, the university has made arrangements for a physician to be on campus September through May during the following hours: Monday and Wednesday, 9:30 a.m.–1:30 p.m. (Downcity, Wales Hall); Tuesday, 9:30 a.m.–1:30 p.m. and Thursday, 9:30–11:30 a.m. (Harborside, Culinary Health Services). Hours are subject to change.

### *Severe Allergies*

Students who have been medically identified as being prone to anaphylaxis (severe allergic reaction) may authorize the university to administer epinephrine in an emergency. They should provide a doctor's letter or prescription notifying Health Services of their allergy and the need to administer epinephrine in an allergic emergency. Contact Health Services for more information.

### *After Hours*

If you are ill or in need of treatment after Health Services office hours, or on weekends when the doctor is not available, you should seek treatment at a hospital or another area emergency room. If possible, bring your insurance information with you. Staff at the hospital will determine whether to bill you, your parents or your insurance carrier for your treatment. Transportation is provided. **If you have a medical emergency, dial (9) 911 for emergency assistance or contact Campus Safety & Security at 401-598-1103.**

### *Dentist*

The university refers students who do not have their own dentist to Dr. Robert Ducoff. His office is located at 362 Ives Street in Providence. If you are in need of dental care or emergency dental treatment, you can call his office for an appointment at 401-861-4358 and identify yourself as a Johnson & Wales University student.

For dental treatment, the university insurance plan coverage extends only to the extraction of impacted wisdom teeth (with coverage of \$100 per tooth). Other procedures are not covered. Flexible payment options are available for your treatment at the dentist's office. Arrangements may be made to bill you, your parents or your insurance carrier for your treatment there.

## **INTERCULTURAL CENTER**

The Intercultural Center (ICC) was founded in 1993 to encourage efforts to respect, support and educate people of diverse characteristics and backgrounds.

The ICC provides a welcoming, ethnically diverse environment where students of all backgrounds can prosper academically and socially as they develop into professionals who are able to learn from and embrace differences. The ICC exists as an integral part of campus life, hosting and co-hosting a wide variety of educational, cultural and social programs designed to engage participants in exploring and sharing who we are individually and collectively as a nation of people from all cultures. We offer programs that maintain and foster cultural awareness and unique lifestyles through experiential practice.

Consistent with the mission of the university, the focus of ICC programs is to empower all members of the university's diverse student body to succeed in today's dynamic world. This includes developing ongoing relationships with students and student organizations, as well as developing and promoting programs and services which impact students of various cultural and ethnic backgrounds.

The Intercultural Center is located in the Xavier Complex at 60 Broad Street (corner of Broad and Claverick). For more information, call 401-598-4776.

## **OFF-CAMPUS RELIGIOUS SERVICES**

Places of worship in the area invite JWU students to attend services and participate in activities. Those listed below represent some of the major denominations. For a complete listing, consult the Providence Yellow Pages.

### *Assemblies of God*

Renaissance Church  
176 Benefit St., Providence  
[www.renaissance-church.org](http://www.renaissance-church.org)

### *Jewish*

Temple Beth El  
70 Orchard Ave., Providence  
401-331-6070

### *Baptist*

Calvary Baptist Church  
747 Broad St., Providence  
401-461-7507

Grace Harbor Community Church  
11 S. Angell St., #247, Providence  
401-454-4673

### *Catholic*

Cathedral of Saints Peter & Paul  
30 Fener St., Providence  
401-331-2434

Xavier Chapel  
Xavier Complex, Providence  
401-598-1830

### *Congregational*

Beneficent Congregational Church  
300 Weybosset St., Providence  
401-331-9844

### *Episcopal*

Grace Church  
175 Mathewson St., Providence  
401-331-3225

### *Hindu*

Shri Laxmi Narayan Temple  
117 Waverly St., Ashland, Mass.  
508-881-5775

### *Unitarian-Universalist*

First Unitarian Church of Providence  
1 Benevolent St., Providence  
401-421-7970

### *Lutheran*

Gloria Dei Lutheran Church  
15 Hayes St., Providence  
401-421-5860

### *Methodist*

Mathewson Street United Methodist Church  
134 Mathewson St., Providence  
401-331-8900

### *Mormon*

Church of Jesus Christ of Latter-Day Saints  
100 Narragansett Parkway, Warwick  
401-463-9308

### *Muslim*

Masjid Al-Islam  
195 Beverage Hill Rd., Pawtucket  
401-762-0107

### *Presbyterian*

Providence Presbyterian Church (USA)  
500 Hope St., Providence  
401-861-1136

Trinity Presbyterian Church (PCA)  
72 Clifford St., Providence  
401-272-0766

## OFFICE OF COMMUNITY RELATIONS

The Office of Community Relations is responsible for off-campus student housing issues/concerns. The office makes every effort to assist students with off-campus property owner disputes, community concerns and advice on safety and security. The office acts as a liaison between the university community on the one hand and property owners, local community members/organizations, and other community representatives on the other hand. Community Relations is also available to assist with student complaints, the condition of rental property or neighborhood issues. The office also maintains a list of approved off-campus rental properties published by the Office of Residential Life. The university does not endorse specific rental property/owners.

For additional information please contact the Director of Community Relations at 401-598-1709 or [everett.brooks@jwu.edu](mailto:everett.brooks@jwu.edu).

## OFFICE OF NEW STUDENT ORIENTATION AND SUPPORT PROGRAMS

Attendance at an orientation program is mandatory for all new students. Summer Orientation is offered to all new students entering Johnson & Wales University in the fall term. At Summer Orientation, students meet with academic representatives in their chosen school or college and take academic placement exams. Students learn about campus resources, network with upper-class student leaders, familiarize themselves with the campus and make new friends. An abbreviated orientation program is also offered for all new students each term prior to the start of classes. Activities include term start, academic orientation, social activities, distribution of photo identification cards, and meetings with administration, faculty, and residence hall representatives. Orientation also includes placement testing.

## RESIDENTIAL LIFE

The Office of Residential Life works with students to provide a caring and safe living environment that encourages respect and responsibility for one's community, personal development, academic success and career planning. To this end, the department provides opportunities for leadership and learning in collaboration with departments and organizations within the university and surrounding communities. Additional information pertaining to Residential Life staff, policy and procedures are outlined in *Connections: Guide to Community Living and Connections: Guide to Apartment Community Living*, both of which are available on the Residential Life Web site, which can be accessed at [www.jwu.edu](http://www.jwu.edu) > Providence > Student Life.

## WHAT TO BRING

You are advised to limit the amount of belongings you bring until you have seen the size of the room assigned to you. Contact your roommates ahead of time to coordinate what each of you will bring.

Items that you will definitely need to bring are bed linens, a pillow, a bedspread and/or quilt, towels, toiletries, hangers, plastic containers to store food, and an alarm clock. For a detailed list of suggested items, see *Connections: Guide to Community Living*. **Note:** You are responsible for your own property. Each time you leave your room, you are advised to lock your door and windows. The university is not responsible for loss or damage from any cause to your personal property. You are urged to see that **your own personal property insurance policy covers such a loss.**

## WHAT NOT TO BRING: PROHIBITED ITEMS

The following items are not allowed within our residence halls due to existing Johnson & Wales University policy, fire safety laws, and federal, state and local laws. Your cooperation is expected and appreciated. Possession of any of the following items may result in seizure and/or destruction of the items by a university representative and may result in student conduct action. **Note:** For a complete up-to-date list of prohibited items, see *Connections: Guide to Community Living* or, where applicable, *Connections: Guide to Apartment Community Living*. (The list is subject to change without notice.)

- Alcoholic beverages and containers
- Narcotics, drugs and drug-related items
- Firearms, weapons, ammunition and related paraphernalia, BB guns and air guns
- Explosive materials
- Realistic replicas of firearms or other weapons
- Gasoline, kerosene and other fuels
- Firecrackers and fireworks
- Combustible decorations
- Candles, lanterns, incense, etc.
- Wall/ceiling tapestries
- Chemicals of any kind
- Motorcycles, scooters, etc.
- Additional furniture (without prior approval of the resident director)
- Cooking equipment (i.e., grills, toaster ovens, hot pots, hot plates, fry pans, etc.)
- Immersion heaters
- Refrigerators larger than 1.9 cubic feet (MicroFridge rentals are permitted)
- Microwaves (a small countertop microwave is permitted in Renaissance Hall kitchens)
- Air conditioners
- Pets (except fish in a bowl or tank under five gallons — only one per room, suite or apartment)
- Halogen lamps
- Neon signs
- Lava lamps
- Oversized radios
- Items that may affect the safety or security of the residence hall

## SAFETY RULES

Do not

- Sit on window ledges or climb in and out of windows.
- Place objects on window ledges.
- Leave your door unlocked.
- Leave valuables unsecured.
- Use roofs or awnings.

- Cook in residence halls (with the exception of approved areas).
- Use athletic equipment in halls, common areas or rooms.
- Hang items on sprinklers.
- Check in or sponsor visitors you do not know (see also Guest and Visitor policy below).

### *Fire Safety Rules*

Residence hall fire escapes are to be used in the event of actual emergency conditions and must be kept clear of obstacles and impediments at all times. Fire escapes are **off limits** except during emergencies. Violators are subject to fines and disciplinary action.

Fire alarms and extinguishers are placed in residence halls for your safety and that of other residents. You are reminded that use of the equipment, except in the case of fire, jeopardizes the safety of all residents, subjects the violator to fines and disciplinary action (up to and including dismissal from the university) and constitutes a serious criminal offense under the laws of the state.

You must exit the building whenever a fire alarm sounds, during routine fire drills and when illegal or unauthorized use of this equipment has occurred. Fire drills are conducted periodically in each residence hall.

## **SAFETY INSPECTIONS AND ROOM SEARCHES**

Johnson & Wales University reserves the right to key-in and search bags (upon entry), residence hall rooms, MicroFridges, refrigerators, room safes and packages at any time for fire, health and safety hazards, for prohibited items and for maintenance and inventory reasons.

The university also reserves the right to inspect and search residents' rooms in the event that a violation of the Student Code of Conduct occurs or is believed to have occurred.

Resident Assistants and Community Assistants will perform monthly safety inspections of students' rooms. Room searches are conducted with members of the university's Office of Campus Safety & Security.

## **ACCESS**

All university housing is provided with 24-hour monitored access. Access to each residence hall is limited to its residents. All guests must check in when visiting any residence hall. (Residents at Harborside Village apartments should review *Connections: Guide to Apartment Community Living* for amended access policies for those locations.)

### *Guest and Visitor Policy*

1. A student may sponsor a visitor to a residence hall, provided that the student advises the visitor of university rules and the visitor agrees to follow those rules.
2. All visitors must sign in and out on the visitor log at the residence hall front desk.
3. Both the visitor and the sponsoring resident must leave a picture ID card with the attendant at the residence hall front desk while the visitor is in the residence hall.
4. Overnight visitors are not permitted in the residence halls on school nights (i.e. nights when university classes will be held the next day). Visitors must be checked out by 11 p.m. and cannot re-enter the residence hall until 9 a.m. the next day. No overnight visitor can remain in a residence hall for more than three consecutive nights.

5. The university reserves the right to deny and/or limit this visitation privilege.
6. Any visitors under the age of 18 years must be approved **at least one week in advance** by the resident director, and visitors under the age of 16 years are not permitted to spend the night in the residence halls.
7. **The sponsoring resident is responsible for his/her visitor's actions and behavior, including their initial eligibility to be a guest.** Most importantly, the sponsoring resident is also responsible for ensuring the rights and privacy of the other room and hall occupants. Any violations may result in disciplinary action and suspension of visitation privileges for the visitor and/or student host.
8. Guests of residents must have a temporary permit to park vehicles on university property. It is the responsibility of the sponsoring student to inform a guest of the rules and regulations regarding university parking. See Page 2 for information on parking permits.
9. The Office of Residential Life reserves the right to amend the guest and visitor policy at any time.

## RESIDENCE HALLS

All residence halls are designated smoke free and substance free. Only full-time undergraduate day students are eligible to live in the residence halls. **Students whose status changes to anything less than a full-time undergraduate day student may immediately lose their on-campus housing eligibility.** Students who have been convicted of certain felonies (or have had certain felony-type charges sustained in a juvenile proceeding), such as crimes of violence, serious drug offenses, and sex offenses, are not eligible to live in university housing.

## RESIDENT STUDENT CONTRACTS

**The Resident Student Contract (or online Room Terms Agreement) is a contract (effective upon signing or submitting online) which covers the entire academic year, even though room and board and apartment charges are payable by the term.** So long as you are in attendance at the university, you will be responsible for room and board or apartment charges for the entire academic year, even if you decide not to occupy the room or utilize the dining facilities, for whatever reason, voluntary or involuntary, either prior to or during the academic year.

If you participate in a study abroad or if you are on an internship your room assignment will be removed and you will not be charged room and board or apartment charges for that term. Upon returning to the university for the subsequent term, you must request a new housing assignment. (Your original assignment is not guaranteed.) If you are suspended or dismissed from housing, you are required to pay room and board or apartment charges for the remainder of the term during which the suspension or dismissal takes effect; any future housing assignments will be cancelled. If you are suspended or dismissed from the university or if you withdraw from the university at any time, the university refund policy takes effect; any future housing assignments will be cancelled. If you are granted a reinstatement to the university you must reapply for housing.

The refund policy for official withdrawal from the university is stated on Page 29; if you re-enter the university in the same academic year you must request a new housing assignment. (Your original assignment is not guaranteed.)

## RETURNING STUDENT ROOM SELECTION PROCESS

Due to the increased demand for undergraduate on-campus housing, Johnson & Wales University does NOT guarantee housing for returning students. Room selection is made on the basis of a random lottery system. Students receive a lottery date and time for them to make their room selection online, provided they have paid the required room selection deposit and completed the online application by the specified deadlines. **There is limited space available for returning students, and applicants are not guaranteed a room.** Information about room selection is published on the Residential Life Web site. Students who secure a bed during the room selection process are required to be registered for fall term classes by the published May deadline in order to retain the assignment.

## ROOM ASSIGNMENTS

Room assignments are in effect for the entire academic year. Student Affairs senior administrators, Office of Residential Life administrators (director, associate directors and coordinators), resident directors, assistant resident directors and student conduct review personnel also reserve the right to assign and reassign rooms as needed.

Room assignments for first-year and transfer students are selected by the student online, provided students have paid the reservation fee and have completed their housing application online by July 1, 2010. (Students who complete the online application after July 1, 2010 could be assigned to temporary housing.) Roommate requests and lifestyle preferences may be indicated in the appropriate section of the online Housing Application.

Each resident director and assistant resident director are authorized to make or direct a room change or residence hall assignment. **Note:** When an occupant of a room discontinues residence, the Office of Residential Life reserves the right to fill the vacancy or to reassign the occupant(s).

Upon withdrawal from the university, or if your student status changes to something other than full-time undergraduate day student, you are required to remove all personal possessions from your residence hall **within 24 hours**. The university also reserves the right to remove such belongings if you do not comply, and is not responsible for loss or damage to any item.

## RESPONSIBILITY

You are responsible for university property within your assigned room, including furniture, walls, bath facilities, carpeting, window dressings, etc. It is your responsibility to complete and initial a Room or Apartment Condition Checklist and Key Agreement upon arrival at the residence hall to ensure you will not be assessed damage overlooked by the maintenance or housekeeping staffs. When property damage is determined, whether voluntary or involuntary, the individual(s) responsible will be assessed damage charges. If the individual cannot be identified, all assigned to that room will be equally assessed for damage.

You are also responsible for damage to common areas such as hallways, lobbies, recreation and study rooms, laundry rooms, vending machines, etc. Again, when property damage occurs, the responsible individual(s) will be assessed for the damage. If that individual cannot be identified, all or a portion of those residing in that residence hall may be assigned responsibility by the resident director.

## VACATING ROOMS

Rooms must be vacated by noon of the day after the last examination of your final term, within 24 hours after termination of your student status or within 24 hours of a change in your housing eligibility. It is your responsibility to have your room inspected before

leaving. Failure to do so could result in charges for cleaning and/or damage. After your room has been inspected, you are required to return the room key issued to you. Failure to return a room or mailbox key will result in a \$100 charge for a room replacement lock and room keys, and a \$50 charge for a mailbox key, even if the key is later returned. All personal property must be removed when you vacate your room. Personal property left behind will be classified as abandoned and disposed of.

## **PERSONAL PROPERTY INSURANCE**

**The university is not responsible for the personal property of students.** This includes items delivered to the university on your behalf as well as property in individual rooms. **It is strongly urged that all students obtain personal property insurance** to protect themselves from loss or damage due to theft, fire, flood, vandalism and any other hazards. Students are urged to lock doors and windows of their rooms at all times. It is the responsibility of students to take precautions to secure their personal property during recess periods. Any belongings left behind during any such period are and remain the sole responsibility of the occupant.

## **HOLIDAY RECESS**

The residence halls are open during the entire academic year with the exception of the winter holiday recess. The halls will close at noon on Friday, December 17, 2010 and will reopen at noon on Sunday, January 2, 2011. (Harborside Village will remain open during the break to its residents only.)

You are required to vacate the residence halls by noon on December 17. Students registered for any course that continues to meet after this date should make alternate housing arrangements. Although it is not necessary for you to remove all your belongings, it is recommended that you secure all valuables or take them with you during the recess.

Prior to vacating, you are asked to make sure your windows and doors are locked; that all electrical appliances are unplugged — TV, radio/alarm clocks, stereos, computers, blow dryers, etc.; and that your room is clean, trash is removed and no items have been left on the floor or window sills. Also, be sure to take your medications and/or valuables with you. The Residential Life staff will provide additional instructions prior to the holiday recess.

## **SPIRITUAL LIFE**

Spiritual Life serves individuals from all religious backgrounds and celebrates our spiritual diversity. Although the experienced staff does not cover every denomination, you are invited to visit the offices at any time. If you are looking for a place of worship, a minister of your faith or a community that shares similar faith values, the staff will help you contact them.

The Catholic Campus Ministry Office: 401-598-1830

The Jewish Campus Ministry Office: staffed by Rabbi Marc Jagolinzer, 401-598-1499

The Protestant Campus Ministry Office: staffed by Kevin McKay, call 401-598-2445

## STUDENT ACTIVITIES

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

The Office of Student Activities has two locations for students' convenience: in the Citizens Bank Center for Student Involvement at the Downcity Campus, and in the Recreation Center at the Harborside Campus. For additional information and a complete listing of clubs, organizations, Greek letter organizations and events, visit our Web site at [www.jwu.edu](http://www.jwu.edu) > Student Life > Providence Campus.

## STUDENT CODE OF CONDUCT AND CONDUCT REVIEW PROCESS

### STUDENT CODE OF CONDUCT

The purpose of the Student Code of Conduct and the Conduct Review Process that supports it is to help the university maintain a safe, healthy and positive campus community and online environment for living, learning and working where individuals act lawfully and in compliance with university policies and rules, and act with honesty, integrity, civility and respect for themselves and others and for the university community and the communities in which we live. *Any* behavior that is inconsistent with these goals, whether on campus or off, whether during periods of orientation, enrollment or at any time before final graduation, is prohibited and constitutes a violation of the Code of Conduct. (Please note that certain violations have mandatory minimum sanctions or special considerations which are noted below.)

Conduct that violates this Code of Conduct includes (but is not limited to)

#### *1. Harming or Endangering Yourself or Others*

- a. Use of, or threatened use of, physical force or violence
- b. Fighting
- c. Endangering the health or safety of oneself or another person
- d. Threatening or attempting suicide
- e. Intentional possession of a dangerous article or substance which may be used to injure or cause discomfort to any person
- f. Possession or use of firearms or other weapons, ammunition, BB guns, air guns, fireworks, incendiary devices, or explosives
- g. Initiating or circulating a report or warning of an impending bombing, fire, or other crime, emergency, or catastrophe, knowing that the report is false
- h. Arson or intentionally or recklessly starting a fire on university property
- i. Misuse of or tampering with fire safety equipment (e.g. fire extinguishers, smoke detectors, exit signs, and pull stations)
- j. Participating in hazing or any other action or situation which endangers an individual's mental or physical health and/or involves the forced consumption of alcohol or drugs
- k. Aiding, abetting, encouraging, or participating in a riot, commotion, or disturbance, or other disorderly conduct

- ◆ If you are found responsible for injuring or intending to injure another person, you will, at a minimum, be suspended from the university.
- ◆ If you are found responsible for misuse or tampering with fire safety equipment, you will, at a minimum, be suspended from the university.

## 2. *Bias and Harassment*

- a. Any Code of Conduct violation against another person committed with bias, hatred, or animus based on the person's actual or perceived race, religion, color, national origin or ancestry, age, gender, sexual orientation, gender identity or expression, or disability
- b. Harassment or the creation of the hostile environment based on race, religion, color, national origin or ancestry, age, gender, sexual orientation, gender identity or expression, or disability
- c. Physical, verbal, nonverbal, written, electronic, or technological harassment of another person, including harassment on social networking sites and other online forums
- d. Stalking
- e. Intimidation
  - ◆ If you are found responsible for a violation involving bias, hatred, or animus, you will, at a minimum, be suspended from the university.
  - ◆ Willful, malicious, or repeated contact with another person, whether in person or by phone, e-mail, instant message, mail, or otherwise can constitute stalking or harassment.
  - ◆ See the Sexual Harassment Policy (Page 17) for more information about harassment of a sexual nature.

## 3. *Sexual Misconduct*

- a. Sexual offenses (including rape, acquaintance rape, unlawful sexual contact, and other sexual assaults or battery)
- b. Other nonconsensual sexual contact
- c. Sexual harassment or other similar violations of an individual's rights
- d. Prostitution
- e. Lewd, indecent, or obscene behavior
  - ◆ If you are found responsible for a sexual offense, you will, at a minimum, be suspended from the university and your suspension may last until the victim graduates.
  - ◆ If you are accused of a sexual offense or other nonconsensual sexual contact, we are required by law to inform the victim of the outcome of your student conduct review proceedings.
  - ◆ It is your responsibility to make sure that anyone with whom you have sexual contact is fully aware of the situation and has actively given consent! "Consent" means a voluntary agreement to participate in sexual activity and requires mutually understandable and communicated words and/or actions demonstrating such agreement. A failure to object does not mean that the other person has consented. For example, a person may be unable to consent if the person is under the influence of alcohol or drugs.

- ◆ See the university's Sexual Assault Policy (Page 12) for more information about sexual assault.
- ◆ See the university's Sexual Harassment Policy (Page 17) for more information about sexual harassment.

#### 4. *Drugs*

- a. Possession or use of marijuana except for lawful use of medical marijuana off campus
- b. Purchase, possession or use of illegal drugs, narcotics, controlled substances, or drug paraphernalia (such as bong, scales, or pipes)
- c. Intended or actual sale or distribution of illegal drugs, narcotics, or controlled substances
- d. Presence at a gathering where there is obvious illegal drug use
- e. Possession or use of prescription drugs which have not been prescribed for you.
- f. Misuse or distribution of prescription drugs
  - ◆ If you are found responsible for intended or actual sale or distribution of illegal drugs, narcotics, or controlled substances, you will be permanently dismissed from the university. A finding of responsibility for intended or actual sale or distribution can be based on the mere presence of a distributable quantity of illegal drugs, narcotics, or controlled substances, or on the presence of paraphernalia used for the sale or distribution of illegal drugs.
  - ◆ If you have been found responsible for any other drug violation, you will, at a minimum, receive the following sanctions:
    - First offense:** Deferred suspension from the university and drug educational program.
    - Second offense:** Suspension from the university.
  - ◆ Students can be found responsible for a drug violation based on the presence of odor alone, on evidence of intoxication, or on the presence of residue or paraphernalia.
  - ◆ It is the university's practice to inform local police of all drug violations.
  - ◆ We will report drug violations to your parents if you are under the age of 21.
  - ◆ If drugs are found in a residence hall room or other campus location, the university may find all occupants of the room or other campus location responsible for the drug violation if it is unable to ascertain which student(s) possessed and/or used the drugs.
  - ◆ See the university's Drug and Alcohol Policy (Page 6) for more information on drugs, narcotics, and controlled substances.

#### 5. *Alcohol*

- a. Possession or use of alcohol anywhere on university property, except for legal use at events, operations, or programs sanctioned by university officials
- b. The actual or intended purchase, possession, or use of alcohol by anyone under the applicable legal drinking age, whether on or off campus
- c. Selling or providing alcohol to anyone under the applicable legal drinking age
- d. Presence at a gathering where there is obvious illegal drinking or violations of the university's Alcohol Policy

- e. Possession or use of drinking paraphernalia typically used or associated with excessive drinking (such as shot glasses, drinking funnels, kegs, beer balls, trash can punches, beer bong, beer pong tables, or taps)
  - ◆ If you are found responsible for selling or providing alcohol to anyone under the applicable legal drinking age or for a gathering where anyone under the applicable legal drinking age is drinking, you will, at a minimum, be suspended from the university.
  - ◆ If you are found responsible for the possession or use of alcohol in violation of the Code of Conduct, then you will, at a minimum, receive the following sanctions:
    - First Offense:** Conduct probation and alcohol educational program.
    - Second Offense:** Deferred suspension from the university.
    - Third Offense:** Suspension from the university.
  - ◆ We will report alcohol violations to your parents if you are under the applicable legal drinking age.
  - ◆ Students can be found responsible for an alcohol violation based on the presence of containers alone, on evidence of intoxication, or on the presence of drinking paraphernalia.
  - ◆ If alcohol or drinking paraphernalia is found in a residence hall room or other campus location, the university may find all occupants of the room or location responsible for the alcohol violation if it is unable to ascertain which student(s) possessed and/or used the alcohol or paraphernalia.
  - ◆ See the university's Drug and Alcohol Policy (Page 6) for more information on alcohol.

## 6. Theft and Abuse of Property

- a. Actual or intended theft or unauthorized use or possession of the resources, property, or services of the university or of another person, business, or government
- b. Unauthorized use of the university's name, logo, or seal
- c. Unauthorized use of ATM cards, cell phones, credit cards, checks, long distance accounts, identification cards, key combinations, passwords, PIN numbers, or other property, equipment, or accounts belonging to the university or another person, business, or government
- d. Possession or use of resources, property, or services which you know or should know have been stolen
- e. Unauthorized entry (including forcible entry), use, presence in, or occupancy of any premises or facilities, whether on or off campus
- f. Vandalism
- g. Intentional or reckless damage to or destruction of university property or the property of others
- h. Disposal of trash, garbage, or refuse anywhere on the campus except in designated trash receptacles
- i. Unauthorized removal of food or other items from the dining halls
- j. Throwing food or other objects in the dining halls
  - ◆ It is the university's practice to cooperate with local, state, and federal law enforcement authorities in their investigation of theft, identify theft, computer/Internet crimes, and other similar crimes, including providing copies of incident reports and other evidence to these authorities.

## 7. Failure to Comply and Interference

- a. Failure to comply with the directions of a university representative (including Resident Directors and Resident Assistants) acting in the performance of his or her duties
- b. Failure to participate in the university's Conduct Review Process
- c. Failure to comply with university policies and rules
- d. Failure to evacuate any building in which a fire or other emergency alarm has been sounded or when directed to evacuate by a university representative
- e. Failure to comply with any or all sanctions imposed under the university Student Conduct Review Process by the dates specified
- f. Failure to present a student identification card upon request from a university representative
- g. Interference with university personnel carrying out their duties or other university business
- h. Interference with any member of the university community in the pursuit of the university's mission or purposes
- i. Actions which obstruct, disrupt, or physically interfere with the use of university equipment (including safety and security equipment), premises, buildings, rooms, or passages
  - ◆ Official university policies include policies on Computer and Technology Use (page accessible at [www.jwu.edu/legal](http://www.jwu.edu/legal)), off-campus behavior (the Good Neighbor Policy — Page 91), Sexual Harassment (Page 17), Smoking Policy (Page 20), and various academic matters (see Academic Policies — starting on Page 34).
  - ◆ Various university offices and departments have rules and regulations which must be followed, including Campus Safety & Security (parking and traffic rules), the Office of Student Activities (rules governing student organizations, fraternities, sororities, and Greek social fellowships), the Office of Residential Life (Page 97), the Health Services Office, Student Dining Centers, and the Office of the University Safety Coordinator.

## 8. Dishonesty

- a. Academic dishonesty such as cheating or plagiarism
- b. Knowingly furnishing false information
- c. Forgery, alteration, or unauthorized use of student or university documents, records, identification, library materials, or property
- d. Misrepresentation, fraud, or deceit
- e. Possession or use of falsified forms of identification
- f. Knowingly bringing a false complaint against another student or staff or faculty member
- g. Falsification, distortion, or misrepresentation of information before a hearing panel or hearing officer in the Student Conduct Review Process
  - ◆ Academic dishonesty, cheating, and plagiarism will subject you not only to student conduct sanctions, but also to academic disciplinary actions such as being withdrawn from the course (Page 28).

## 9. Other Prohibited Conduct

- a. Illegal gambling, wagering, betting, or bookmaking.
- b. Participating in or accepting members into any organization that the university has banned or suspended
- c. Gathering for the purpose of inciting, participating in, or encouraging a disturbance of the peace
- d. Unauthorized operation of a business on university property or using university resources
- e. Disorderly conduct
- f. Behavior that would offend or frighten a reasonable person
- g. Any other conduct that would violate federal, state, or local laws
- h. Any other actions that would violate the legal rights of others
- i. Conduct which would interfere with student learning or with the mission of the university
- j. Conduct which would adversely affect the security of the university community, local residents or property, the name of the university, or the integrity of the educational process

## SANCTIONS

If you are found responsible for a violation of the Student Code of Conduct, you will be given one or more sanctions. Sanctions are designed to help prevent future Code of Conduct violations, to educate students on appropriate behavior required to succeed in the workplace and live in society, and, where appropriate, to remedy any damage done.

Sanctions given under the Johnson & Wales Student Conduct Review Process are

### *University Dismissal*

Permanent dismissal from the university (noted in the student's education records) which prohibits the student from attending the university (at any campus or learning site) or any university events and from entering or being present without permission on any property of the university. A student who is dismissed from the university will still be responsible for certain tuition and housing charges, subject to any applicable refund policy.

### *University Suspension*

A temporary dismissal from the university which prohibits the student from attending the university (at any campus or learning site) or any university events and from entering or being present without permission on any property of the university. The student is not eligible to apply for reinstatement for the duration of the suspension. During a university suspension, a "Student Conduct Hold" is placed on the student's academic record which prevents the student from registering for classes, obtaining an official transcript, and/or graduating. The student will not be granted credit (transfer credit or otherwise) for any academic work done during the period of suspension. Requests for reinstatement after a university suspension are handled by the Dean of Students Office and reinstatement will be granted only if the student is able to demonstrate to the satisfaction of the dean that the student will not engage in any further violations of the Code of Conduct and that all other conditions of the suspension, if any, have been met. As with dismissal from the university, a student who is suspended from the university will still be responsible for certain tuition and housing charges, subject to any applicable refund policy.

### *Dismissal from Housing*

Permanent dismissal from university housing under which the student is prohibited from living or being a guest in any university or campus housing. In the case of a dismissal from housing, the student is required to pay room and board charges for the remainder of the term during which the dismissal takes effect.

### *Suspension from Housing*

A temporary dismissal from university housing under which the student is prohibited from living or being a guest in any university or campus housing and is not eligible to enter into a new housing contract for the duration of the suspension. Requests for new housing contracts after a suspension are handled by the Dean of Students Office and a new student housing contract will be permitted only if the student is able to demonstrate to the satisfaction of the dean that the student will not engage in any further violations of the Code of Conduct and that all other conditions of the suspension, if any, have been met. As with dismissal from housing, the student will be responsible to pay room and board charges for the remainder of the term during which the suspension takes effect.

### *Suspension of Privileges*

A suspension under which the student is prohibited from participating in specified activities (such as intercollegiate or intramural athletics, campus events, extracurricular activities, student life activities, student leadership positions, or student clubs or organizations) or from entering certain university buildings or facilities (such as residence halls, dining centers, university fitness or athletic facilities, or certain administrative or academic buildings) during the period of the suspension.

### *Interim Suspensions*

An immediate, temporary suspension which remains in effect until student conduct review proceedings can take place. An interim suspension can be a suspension from the university or from housing or a suspension of privileges. Interim suspensions are used when the university perceives that because of the nature of the alleged violation or other factors, an interim suspension is advisable to help protect an individual or the university community, to protect property, or to protect the normal operations of the university, during the period before a hearing can be held. Since the university may, at the request of a student who is facing both Student Conduct and criminal proceedings for the same violation, delay the student conduct hearing while these proceedings take place, an interim suspension may also be used until that student's hearing is held.

### *Deferred Dismissal or Suspension*

A student who receives a deferred dismissal or suspension of any type (university, housing, or privileges) faces actual dismissal or suspension if the student is found responsible for a further violation of the Code of Conduct while on deferred dismissal or suspension. A sanction of deferred dismissal or suspension will remain in place for at least two terms, but may remain in effect for the balance of the student's enrollment at the university.

### *Conduct Probation*

A trial period during which a student is given time to demonstrate that the student will not engage in the same or a similar violation again. A student who is placed on probation will receive a formal written reprimand for the violation and, if found responsible for a second violation of the same or a similar type while on probation, will, at a minimum, receive a sanction of deferred suspension. Students placed on probation may also be subject to suspension of certain privileges.

### *Fines*

Monetary penalties which must be paid by a specified date. Fines must be paid by the date specified when the sanction is given.

### *Restitution and Apology*

The purpose of restitution is to make good or compensate an individual or the university for loss, damage, or injury caused by a violation of the Code of Conduct. Restitution can take the form of a monetary payment, the repair or replacement of damaged property, or participation in a campus or community work or service project. An apology must be made in writing and submitted to the Office of Student Conduct which will forward it to the appropriate party. Restitution must be completed and letters of apology must be submitted by the date specified when the sanction is given.

### *Campus Service*

Includes providing labor or services to the university for a specified number of hours or completing an on-campus work or service project. Campus service must be completed by the date specified when the sanction is given.

### *Active Avoidance*

A requirement to actively avoid another person or persons and not have any direct or indirect contact with such person(s), including e-mail, mail, telephone, instant messaging, face-to-face contact, or any contact through a third party. Active avoidance requires the student to take action to avoid encounters with the other person(s), including leaving an area where the other person(s) is present.

### *Administrative Relocation*

Required relocation to another room within the university housing system.

### *Educational Program Attendance*

Required attendance at an educational program regarding alcohol or drug abuse, nonviolent conflict resolution, or other topics relevant to the violation for which the student was found responsible. To the extent that there is a charge for an educational program, the student will be responsible for this charge. Attendance at educational programs must be completed by the date specified when the sanction is given.

### *Educational Project*

A research, writing, or other educational project designed to help the student understand a specific inappropriate behavior. Educational projects must be completed by the date specified when the sanction is given.

### *Letter of Censure/Reprimand*

A letter issued by a hearing officer to a student, a copy of which is placed in the student's student conduct review file.

## **CONDUCT REVIEW PROCESS**

The Johnson & Wales student conduct review process, like the Student Code of Conduct, is designed to help the university maintain a safe, healthy and positive environment for living, learning and working, where individuals act lawfully and in compliance with university policies and rules, and act with honesty, integrity, civility and respect for themselves and others and for the university community and the

communities in which we live. The conduct review process is used to support and enforce the Student Code of Conduct by providing procedures for determining whether a student is responsible or not responsible for a violation of the Code of Conduct.

The university administers the conduct review process in good faith, making every reasonable effort to be fair to all involved. Students have the right to participate in the conduct review process without having past student conduct review decisions discussed or used when a decision is being made concerning a current alleged violation; however, the past may be considered when determining a sanction for an individual found to be responsible for a violation of the Student Code of Conduct. All students have the obligation to participate in the conduct review process, as a witness or otherwise, when asked by Student Affairs staff.

The Office of Student Conduct generally follows the procedures under the University Communications with Students Policy (see Page 20) whenever contact with students is necessary.

The university's student conduct review process does not serve as an extension of or replacement for the local, state, or federal civil or criminal court system. In addition, the outcome of civil or criminal proceedings concerning a violation will not control or be binding on the outcome of the university's conduct review process for the same violation.

All students should be aware that it is the policy of the university to cooperate with local, state, and federal law enforcement authorities in the investigation of crime. The university will not provide a sanctuary against criminal prosecution and, except for very minor violations, will inform law enforcement authorities when criminal behavior is alleged.

## *How the Conduct Review Process Works*

### **Reports of Violations and Notification**

Any member of the university community who witnesses or becomes aware of an alleged violation of the Student Code of Conduct should report the violation to Campus Safety & Security, any member of the Residential Life staff, the Dean of Students Office, or the Office of Student Conduct. Once an alleged violation is reported, an incident report will be prepared describing the nature and circumstances of the incident and the parties involved. Campus Safety & Security or the Office of Student Conduct may conduct further investigation if additional or supplemental information is needed for the incident report. All incident reports are reviewed in the Office of Student Conduct and those that warrant action are then referred for hearing.

There are two types of hearings at Johnson & Wales: administrative hearings and hearings by a panel. Administrative hearings are held before a single hearing officer, who is usually a staff member from the Office of Residential Life or another senior administrator. Panel hearings are conducted in front of a panel made up of faculty, staff and/or students. In both cases, the role of the hearing officer or panel is to consider information provided from the investigation, from the accused student and, to the extent necessary, from any victims or witnesses, in order to make a finding of "responsible" or "not responsible." More serious violations or violations that may result in a sanction of dismissal or suspension are generally referred to a hearing panel, while less serious violations are generally referred for an administrative hearing.

When an incident report is referred for a hearing, the student will receive a notification describing the alleged violation and indicating the time and place for the hearing or a pre-hearing conference. Any unexcused failure to attend a hearing or conference will result in the hearing being held in your absence at which the hearing officer or panel will not have heard your side of the story. If you have a legitimate need to reschedule a hearing or conference, you must contact the Office of Student Conduct as early as possible before the scheduled date to request rescheduling.

## Hearing Procedures

You may bring any relevant materials and witnesses with personal knowledge of the incident to the hearing. If your hearing is scheduled before a hearing panel, you will have the option of requesting a student or staff advisor who can help you through the process and accompany you to your hearing. If you request an advisor, one will be assigned to you from a group of trained volunteers. Except for witnesses and your assigned student or staff advisor, other people may not attend the hearing with you. At a pre-hearing conference (for panel hearings) or before the hearing gets underway (for administrative hearings), you may be asked whether you wish to waive the hearing by acknowledging your responsibility in the incident and signing a waiver that will set forth the sanctions, if any, imposed.

If the conduct review hearing is not waived in this manner, the hearing will proceed and the hearing officer or hearing panel will

- a. outline the process for you;
- b. review the incident report and/or allegations;
- c. hear any statements you may wish to make relating to the incident;
- d. hear or review the statements of witnesses you may have brought who have relevant and personal knowledge of the incident (but other witnesses, such as character witnesses, will not be allowed to attend or be heard);
- e. hear or review the statements of other relevant witnesses (and where confidentiality is a consideration, the identity of such witnesses will not be disclosed to you); and
- f. either defer the decision or render a decision that you are responsible, or not responsible; and
- g. if you are found responsible, recommend one or more sanctions to the Director of Student Conduct.

The Director of Student Conduct will review the recommendation and make a final determination of appropriate sanction(s) (taking into consideration your prior disciplinary record). You will receive a final written decision from the Office of Student Conduct which will set forth the final result and the sanction(s) imposed. The written decision will also describe the appeal process and let you know the identity of your appeal officer and the deadline for filing an appeal.

## Appeal

The decision of a student conduct review hearing is final unless you can demonstrate one of the following:

- a. Relevant, new information has come to light since the decision was made, or
- b. Your basic rights as a student were denied or the hearing was unjust.

If you feel that one of the above applies to you, then you may submit an appeal for further review of the decision.

To request an appeal, you must submit a request in writing, by hand delivery or certified mail, to the appeal officer designated in the Conduct Review Notification and Record. **The request must be submitted within three days after the date of the decision and must state clearly the basis for your appeal. Your appeal will be reviewed upon receipt, and a decision concerning your appeal will be available within a reasonable time. The decision of the appeal officer will be final.**

## Questions?

If you have any questions about the university conduct review process, please contact the Office of Student Conduct at 401-598-2885.

## **STUDENT GOVERNMENT ASSOCIATION**

The Student Government Association (SGA) is the senior student governing body at Johnson & Wales University. SGA is an organization of students committed to improving student life and enhancing the academic experience at Johnson & Wales University.

SGA was established to listen, represent and act on the concerns that affect students within the entire Johnson & Wales University community. The group acts as a voice for students, and works to maintain open lines of communication between students, faculty and administration at JWU.

Officers and half the senators are elected in April; the other half are elected in September. Senators are elected from various constituencies around the campus to represent the student body in issues of concern to students.

SGA sponsors forums for open discussion, and holds activities throughout the school year. All students are encouraged to participate.

For more information, call the Student Government Association Office at 401-598-1091 or visit them online at [www.jwusga.org](http://www.jwusga.org).

# Student Services

## BANKS

Listed below are some of the larger banks in the area, with branches close to JWU residence halls.

### *Bank of America*

111 Westminster St., Providence  
800-841-4000

215 Atwells Ave., Providence  
800-841-4000

23 Providence Place, Providence  
800-841-4000

218 Taunton Ave., East Providence  
800-841-4000

### *Bank Rhode Island*

One Turks Head Place, Providence  
401-456-5152

195 Taunton Ave., East Providence  
401-435-8700

137 Pitman St., Providence  
401-456-5160

### *Citizens Bank*

63 Westminster St., Providence  
401-456-7010

126 Providence Place, Providence  
401-270-4200

870 Westminster St., Providence  
401-456-7200

622 Taunton Ave., East Providence  
401-438-1368

1 Citizens Plaza, Providence  
401-456-7096

### *Sovereign Bank*

One Financial Plaza, Providence  
401-752-1900

280 Atwells Ave., Providence  
401-521-0739

1750 Broad St., Cranston  
401-941-4600

184 Taunton Ave., East Providence  
401-434-1716

## BOOKSTORES

The primary purpose of the university bookstores is to serve the students and faculty of Johnson & Wales by making available books, uniforms and supplies required for course work.

In addition, the stores maintain wide selections of general books, college supplies and imprinted merchandise.

Downcity Bookstore                      401-598-1105  
(One Cookson Place)

Harborside Bookstore                      401-598-1445  
(Harborside Academic Center)

### *Downcity Bookstore Hours*

#### **School Year**

9 a.m.–6 p.m. Monday–Thursday

9 a.m.–4 p.m. Friday

9 a.m.–1 p.m. Most Saturdays

#### **Summer**

9 a.m.–4 p.m. Monday–Thursday

9 a.m.–1 p.m. Friday

Closed Weekends

### *Harborside Bookstore Hours*

#### **School Year**

9 a.m.–6 p.m. Monday–Thursday

9 a.m.–4 p.m. Friday

9 a.m.–1 p.m. Most Saturdays

#### **Summer**

9 a.m.–4 p.m. Monday–Thursday

9 a.m.–1 p.m. Friday

Closed Weekends

Extended hours of operation will be posted in both stores at the beginning of each term.

## CAMPUS SAFETY & SECURITY

The Office of Campus Safety & Security promotes the safety and well being of JWU students, faculty, staff and property. Campus Safety & Security contributes to the quality of university life by fostering an environment in which security is balanced with freedom of movement, and individual rights are balanced with community needs. JWU strongly encourages the prompt and accurate reporting of all suspicious or criminal activity that occurs on or near university property. Students and staff should report this activity immediately by calling 401-598-1103. Officers are available 24 hours a day, 365 days a year.

The Office of Campus Safety & Security posts crime alerts and describes criminal incidents in *The Campus Herald*, to keep students informed of what is happening on campus. A daily log of all crimes is maintained by the Office of Campus Safety & Security in the Operations Center. The log is available for students to view.

Campus Safety & Security has full-time crime prevention officers and community outreach officers. The crime prevention officers administer the university's Project ID program, which provides students with an opportunity to engrave culinary knife kits and personal items brought to the university at no cost. In addition, the officers conduct formal and informal training sessions.

For medical and other serious emergencies, dial (9) 911 first for emergency assistance and then call Campus Safety & Security at 401-598-1103.

If you would like to file a complaint with Campus Safety & Security because you witnessed a crime or were a victim of one, whether it's 2:30 in the morning or 3:00 in the afternoon, call 401-598-1103 and an officer will be dispatched to you. Campus Safety & Security cannot be of service to you or correct a problem if they do not know about it.

If you wish to file a complaint or handle a routine business matter in person, visit either the Campus Safety & Security headquarters at 264 Weybosset Street, Providence (open 24 hours a day, 365 days a year) or the Campus Safety & Security substation located in The Friedman Center (open Monday–Friday, 8 a.m. to 5 p.m. during the academic year; closed during the summer and university holidays).

Campus Safety & Security compiles annual statistics of crimes that occur on campus, on public property close to campus, or on other property used or controlled by the university and publishes them in the university's Annual Security Report. Copies may be obtained by calling 401-598-1103 or by visiting [www.jwu.edu/providence/safety](http://www.jwu.edu/providence/safety).

The university maintains a log of all fires that occur in on-campus student housing. In addition, commencing in October 2010, the university will publish annually a fire safety report which will describe the campus' fire safety practices and standards and contain statistics concerning the number of fires, deaths, injuries, fire drills, and fire-related property damage within each residence hall and other fire safety information. Once published, copies of the annual fire safety report may be obtained by calling 598-1103 or by visiting [www.jwu.edu/providence/safety](http://www.jwu.edu/providence/safety).

Any student who resides in an on-campus residence hall has the option to designate a contact person to be notified if the student is determined to be missing for more than 24 hours. For all intents and purposes the emergency contact you provided on the initial Health Services form will be contacted. This information may be viewed on [uconnect.jwu.edu](http://uconnect.jwu.edu). If you would like to designate another contact, you may contact Health Services for further information and instructions.

## CARE TEAM

The CARE (Crisis Aversion and Response Evaluation) Team is comprised of 10 members of the campus administration who meet regularly to develop strategies — when needed — for early intervention in accordance with existing university policies. This Providence Campus-based group shares and coordinates information about the behavior of any student who appears to pose a risk of harm to self or others.

If you are concerned about a student whose behavior appears to pose a risk of harm, we urge you to get in touch with JWU Campus Safety & Security at 401-598-1103 or your residence hall director. The information you share will be treated with the highest level of discretion. The CARE Team members have the utmost regard for the safety, rights and well-being of all our students as they evaluate and develop responses to potential issues referred to the CARE Team.

# CENTER FOR ACADEMIC SUPPORT

Communication devices, such as cellular phones, pagers, etc., are not allowed in the Center for Academic Support unless needed as an accommodation for a disability.

## STAFF DIRECTORY

Business/Hospitality/Technology fax: 401-598-4657

Culinary fax: 401-598-1743

Meryl Berstein, Director: meryl.berstein@jwu.edu, 401-598-4689

Hinda Levin-Kreiger: hlevinkreiger@jwu.edu, 401-598-1812

Mary Magers: mmagers@jwu.edu, 401-598-4619

Phyllis Parente: pparente@jwu.edu, 401-598-2215

Meryl Precourt: mprecourt@jwu.edu, 401-598-4753

Elizabeth Nee: enee@jwu.edu, 401-598-4754

## FREE SERVICES

The free services offered at the Center for Academic Support include

### *Tutorial Assistance*

The university provides tutorial assistance through the Center for Academic Support. Students are urged to take the initiative in seeking out-of-class help during faculty office hours and through the Center for Academic Support.

Peer and professional tutoring is available in math, accounting, writing skills, most major courses and study strategies. Tutors, directed by a learning skills professional, provide individual and/or group sessions to address students' needs.

### *Academic Assistance*

The Center for Academic Support on the Downcity Campus offers students academic assistance in business, hospitality, technology and arts & sciences courses. Writing laboratories for undergraduate and graduate students are available, including tutoring for all types of written projects, study skills remediation, and help in researching and designing papers. Tutoring in first-year courses and most upper-level courses is available. The Center for Academic Support is open Monday–Friday, 9 a.m.–4 p.m. in the John Hazen White Center and Sunday–Wednesday, 5–9 p.m. in McNulty Residence Hall.

The Center for Academic Support at the Harborside Campus offers students individualized and small group tutoring in culinary and pastry laboratory and academic classes, as well as in English and study skills. The Center for Academic Support is open Sunday, 2–9 p.m.; Monday–Wednesday, 9 a.m.–10 p.m. and Thursday 9 a.m.–4:30 p.m.

For more information, call the office on the Downcity Campus at 401-598-1485 or the Harborside Campus location at 401-598-1703.

### *Study Skills Workshops*

Each term a series of four workshops to help students study and succeed at JWU is offered four different times in two different locations. Workshops are open to students in all majors. Topics include Time Management, Efficient Note-Taking, How to Use Your Textbook to Succeed, Memory Tips, Test-taking Strategies, How to Write a Research Paper, Becoming an Active Listener, Creating Visual Study Tools, and Stress Management. Contact the Center for Academic Support at 401-598-1485 for a current schedule.

## *Special Needs/Disabled Students*

Johnson & Wales University is dedicated to providing reasonable accommodations to give learning disabled, physically challenged, and students with chronic medical conditions the opportunity to succeed in their academic pursuits. While maintaining the highest academic integrity, the university strives to balance scholarship with support services that assist special needs students to function in the university's environment.

Students requesting services must provide the Center for Academic Support with the required special needs or disability documentation. The following guidelines are linked to the center's Web page:

- Documentation Guidelines for Learning Disabilities
- Verification of Disability Form (ADHD, Psychiatric, Chronic Medical, and/or Other Health Impaired)

Available reasonable accommodations for special needs students with appropriate documentation include, but are not limited to

- Decelerated Course Load
- Preferential Scheduling
- Individualized Exams
- Note-taking Assistance
- Tape Recorders Allowed in Class
- Digital Texts
- Classroom Relocation
- Housing Accommodations
- Medically Excused Absences
- Support Groups
- Scribes
- Assistive Technology

Because some programs of study at the university have technical standards and requirements, applicants and students with special needs or physical disabilities should contact the director of the Center for Academic Support at 401-598-4689 to discuss the availability of reasonable accommodations where appropriate. Copies of the technical standards applicable to various programs are available from this office. Students requesting services must provide documentation so the disability can be verified and to aid in educational planning. For learning disabilities, a neurological report by a psychiatrist, neurologist or other physician, or a psycho-educational evaluation by a licensed clinician, is generally required.

During the accommodation process, the student will be expected to

- participate in the determination and implementation of reasonable accommodations and support services
- inform his/her special needs advisor when accommodations are not working or need to be changed
- meet with his/her special needs advisor at the beginning of every term to complete the Support Service Agreement so that accommodations can be put into place
- keep follow-up appointments or call to cancel and reschedule in a timely manner

The special needs advisor will be expected to

- maintain medical/psychological/educational documentation in a confidential manner
- determine if condition(s) are a disability in accordance with the law
- identify reasonable accommodations and support services and assist with their implementation

- request updated documentation (as needed) to determine if accommodations need to be modified
- refer student to campus/community services (i.e., Center for Academic Support, Student Counseling Center, etc.) to resolve disability-related issues

New students will be expected to attend an orientation session the day before classes begin (time and place will be published in orientation literature). At this session, a description of the services provided will be made as well as suggestions on how to effectively use the services on campus.

Students requesting housing accommodations or students who will need additional help in case of an emergency need to contact the director of the Center for Academic Support, Meryl Berstein, at [meryl.berstein@jwu.edu](mailto:meryl.berstein@jwu.edu).

## **POLICIES AND PROCEDURES**

### *Individualized Testing Policy*

Students with disabilities may receive test accommodations determined on an individual basis. Students are responsible for informing instructors each time they plan on utilizing these accommodations (as verified by the special needs advisor) by

- going to the Center for Academic Support as soon as a test is announced to fill out an “Individual Test Request Form.” At this time, the student will schedule the test to be taken in the Center for Academic Support.
- giving the top copy of this form to the instructor at least one week prior to the test. The student will keep the other copy for his/her own records.
- going to the Center for Academic Support, instead of class, at the time of the test.

### *Note-taking Assistance Procedure*

Students whose documentation warrants note-taking assistance must

- sign the accommodation agreement at the beginning of each term
- meet with the instructor to determine how notes will be obtained. Several options exist:
  1. Instructor may locate a suitable peer note-taker. It is the student’s responsibility to make arrangements with the instructor or peer to obtain notes. Carbonless note paper is available through the special needs advisor at no charge.
  2. Instructor may provide student with a copy of his/her notes. These notes are for the student’s private study only and must be returned to the instructor at the end of the term/class.
  3. Instructor may advise student to use the copy of his/her notes in the Center for Academic Support. Students are not allowed to photocopy notes or remove them from the center.

### *Service Animal Procedure*

The special needs advisor will determine the appropriateness of a service animal based on whether a student has a disability and the role of the service animal. To request the presence of a service animal, the student must meet with a special needs advisor.

### *Alternate Format Procedure*

Students who require alternate access to printed material may receive textbooks in alternate format (as determined by the special needs advisor). Students are responsible for

- forwarding all relevant textbook information to his/her special needs advisor as soon as it is available

- purchasing all books
- contacting Recording for the Blind & Dyslexic (RFB&D) to determine if books are available (800-221-4692 or www.rfb.org). Books can be ordered through the special needs advisor.
- When requesting electronic text (etext), the special needs advisor must contact the publisher or Access Text to determine its availability. If the book is not available from the publisher or Access Text, the special needs advisor will obtain permission from the publisher to scan the book (alternatively, the student will use the university's Kurzweil 3000 software to "read" the book).

### *Review of Accommodation Decisions*

The following procedures must be followed by any student with a complaint or grievance about an accommodation decision:

1. The written request for review of the decision is to be submitted to the university Compliance Officer, One Cookson Place, Sixth Floor, Providence, RI 02903 or call 401-598-1423.
2. The university Compliance Officer or his/her designee will attempt to facilitate a mutually acceptable accommodation agreement.
3. If no acceptable agreement can be reached, the request for reconsideration will be forwarded to a committee consisting of the student's academic dean, the director of the Center for Academic Support, and the director of Human Resources, or any of these individuals' designees. A decision will be made by the committee within a reasonable time but in any event within 30 days of the submission of the request for reconsideration to the committee.

### *Classroom Relocation Policy*

A reasonable accommodation for students with limited mobility and/or physical challenges may include having their classrooms moved to an accessible location. Students requesting such an accommodation should participate in the priority scheduling process so that accessible classrooms can be arranged.

It is the student's responsibility to

1. Provide documentation to verify his/her disability and validate his/her request for relocation of classrooms with the special needs office.
2. Participate in priority scheduling.
3. Review the class schedule with his/her special needs advisor to determine which classes need to be relocated.
4. Immediately inform the special needs advisor of any changes in class schedule or problems with classroom accessibility.

### *Housing Accommodations*

When a student informs the Center for Academic Support that he or she may need a particular on-campus housing accommodation, the center will work in tandem with the Office of Residential Life to evaluate the request to ensure that reasonable accommodations are provided. The student must submit the required special needs or disability documentation to the Center for Academic Support before a request can be considered.

Information concerning the accessibility of university residence halls, academic buildings and other facilities for individuals with disabilities is available through the director of the Center for Academic Support.

## **COMMUNICATION SKILLS — GRADUATE STUDENTS**

Strong communication skills appear at or near the top of nearly every survey of attributes employers seek when hiring and promoting employees, and the Alan Shawn Feinstein Graduate School has responded to that demand. The Professional Communications Center (PCC) currently houses a variety of career-focused resources to help students in the Graduate School and the School of Education improve their business communication skills. Established in 1997, the Professional Communications Center offers individual and small-group instruction and tutoring, skills workshops, visiting lecturers, and a library of communications resources. In addition, the Graduate School provides resources at the Harborside Academic Center as an option to the PCC.

Any student who has an undergraduate degree from a non-English speaking university will automatically be enrolled in COMM5000 Effective Communication. If a student wishes to be exempt, a letter asking for a waiver must be sent to the dean of the Graduate School. The dean will schedule a time for a written sample and an interview to assess oral communication skills.

## **COMMUNITY SERVICE-LEARNING/ FEINSTEIN COMMUNITY SERVICE CENTER**

One of the university's priorities is Community Leadership, developing students who are not only equipped to attain jobs after graduation, but who also have the skills, training and personal development to be strong, ethical leaders in industry and their communities. The Feinstein Community Service Center seeks to engage students in Community Leadership through academic Community Service-Learning (CSL), self-initiated service, as well as community service programming for clubs and organizations. The goal of the CSL program is to show students ways that they can use their career and personal skills to address community needs.

As part of the Feinstein Enriching America Program, all full-time, non-transfer, undergraduate day students at the Providence Campus must complete CSL in order to graduate. CSL1001 is a one-credit course which introduces students to service-learning, volunteerism, and civic responsibility concepts while participating in a hands-on service experience at a local community-based organization. CSL is performed in conjunction with an internship or academic course.

Students select their service-learning experience in consultation with the Feinstein Community Service Center and their professors. More than 90 professors offer service-learning opportunities in their classes. Students registered for on-campus internships in baking & pastry arts; culinary arts; hotel & lodging management; restaurant, food & beverage management; fashion merchandising & retail marketing; and travel-tourism & hospitality management will complete CSL through their internship programs.

Students interested in learning more about CSL or volunteerism at Johnson & Wales University are encouraged to call 401-598-2989 or visit the center on the fifth floor of the John Hazen White/TACO Center.

## **COMPUTER LABS**

Johnson & Wales University has computer labs available for student use. Each lab is equipped with computers that enable students to use e-mail, Internet Explorer, Microsoft Office, uconnect, and more. Additional labs are available to students enrolled in classes which teach specialty software or technology.

Students must have an active Johnson & Wales e-mail account in order to access lab computers. Documents can be saved to student-acquired USB drives or documents can be attached to and sent through e-mail. Students cannot save files onto computers in the labs.

Lab hours and a complete list of software installed at each location are available at [www.jwu.edu](http://www.jwu.edu) > Providence Campus > Student Life.

The conveniently situated Providence Campus lab locations are

## **ACADEMIC COMPUTER LABS**

Main location:

Academic Center — fourth floor

138 Mathewson Street, Providence, R.I.

Phone: 401-598-1504

## **HARBORSIDE COMPUTER LABS**

Main Location:

Harborside Computer Center

265 Harborside Boulevard, Cranston, R.I.

Phone: 401-598-1592

## **XAVIER COMPUTER LABS**

Main Location:

Xavier Academic Complex — second floor

259 Pine Street, Providence, R.I.

Phone: 401-598-1537

## **CULINARY ARTS MUSEUM AT JWU**

Ever wonder what a bottle jack is used for, or what the phrase “Atlanta Special” refers to? Find out these answers and discover more delicious tidbits when you visit the Culinary Arts Museum at Johnson & Wales University. Introduce yourself to Rhode Island’s cuisine and culture. Learn how the diner evolved into an American icon. See where you might end up in the Pantheon of Chefs!

The museum celebrates and interprets hundreds of years of culinary history. Within 25,000 square feet of gallery space, visitors can explore the past, present and future of all things related to cookery. A selection of current exhibits includes

- Diners: Still Cookin’ in the 21st Century
- Stoddard’s Stagecoach Tavern
- Kitchen Gadgets Galore
- Country Fair to Culinary Olympics
- Kitchen Stoves: From the Open Hearth to the Microwave
- Dinner at the White House
- and rotating special exhibitions

The Culinary Arts Museum is an educational resource for Johnson & Wales University, the community-at-large, food scholars and the food service industry which seeks to both preserve and interpret our broad culinary and hospitality heritage.

It is a showcase for the work of students, faculty, alumni and distinguished visiting chefs. Through exhibitions and special events, the museum demonstrates the evolution of food preparation and presentation, the development of culinary equipment and technology, the diverse menus offered and the places where people partake of food.

The museum is located at 315 Harborside Boulevard in The Friedman Center. Hours are Tuesday–Sunday, 10 a.m.–5 p.m. There is no admission charge for Johnson & Wales University students (and their families) with a valid ID.

## DINING FACILITIES

Johnson & Wales University dining facilities are also classrooms for culinary and hospitality students. We seek to provide the best in products and services for both our student customers and our student workers. Through the use of restaurant-style facilities, University Dining offers a greater variety of both menus and décor. Reasonable efforts are made to accommodate students with special dietary preferences based on health, religious or personal needs. Students are welcome to suggest a favorite native or regional recipe. For up-to-date information on hours and menus, call the University Dining hotline at 401-598-1433 or e-mail University Dining at [universitydining@jwu.edu](mailto:universitydining@jwu.edu).

The following dining centers are available for students on a meal plan: Red Sauce, City Burger, Harbor View, Market Place, Snowden Dining Hall, Starbucks and Weybosset Street Café.

If you have any questions, suggestions or concerns, contact the manager on duty at the site, or contact University Dining at 401-598-1433 or [universitydining@jwu.edu](mailto:universitydining@jwu.edu). The University Dining Office is located in the Richmond Building, first floor at 270 Weybosset St. in downtown Providence.

## RESIDENTS

As part of the room and board fee, students participate in the resident meal plan which provides fifteen meals per week (Sunday through Saturday). Meals do not carry over from week to week or term to term. Students who wish to purchase additional meals may do so through the commuter meal plan. Any additional meals purchased will carry over from week to week and term to term during the academic year in which they were purchased. All meals expire on the last day of the academic year. Students must have their JWU ID with them to use their meals. **Note:** Residents of Harborside Village and The Cove do not participate in the resident meal plan. They may purchase commuter meals.

## COMMUTERS

A commuter meal plan is available and entitles participants to receive meals at the dining centers. Meals are purchased in blocks of 10, 20 or 50 at the Student Academic & Financial Services Office, located in the Student Services Center, 274 Pine Street, from the first day of classes in September through the beginning of May. These meals are encoded on the student ID, and are used like the resident meal plan. Meals carry over from week to week and term to term during the academic year in which they were purchased. All meals expire on the last day of the academic year. All students must present their JWU ID to use their meals. Please note that commuter meals are nonrefundable and expire at the end of the academic year or if a student withdraws from the university. Individual meals may also be purchased at the door.

## **GUESTS**

Escorted guests may accompany students into the dining facility.

## **HOURS**

Hours and days of operation vary at each location. Special schedules are in effect during class breaks and holidays. Up-to-date listings are posted at each dining facility and may be printed in *The Campus Herald*. All dining facilities are closed during the winter holiday break.

## **POLICIES**

We ask that students act and dress in an appropriate manner while in the dining facilities. Specific rules may be posted at each facility. Students must present their JWU ID cards to gain entrance. Lost or stolen cards must be reported to any card checker in order to prevent unauthorized use of the cards. Students with alternate identification (must include name, address and a picture) will be allowed one meal before they must obtain a replacement ID. Those who gain access and are later found not to be on the meal plan will be charged the guest rate on their student account for meals taken.

## **EMERGENCY PROCEDURES**

Effective emergency response requires the coordinated efforts of students, staff and faculty. Each member of the Johnson & Wales community should be prepared to act promptly when faced with an emergency. The Providence Campus has developed an Emergency Management Plan that contains information on building evacuation procedures; emergency responses related to explosions, hazardous materials release, and other threatening situations; and actions that should be taken if the campus is in “lockdown.”

This information can be found on the university’s Public Folders (Emergency Procedures > Providence Campus > Student Emergency Procedures) or you may request that a paper copy be provided to you at the Office of Campus Safety & Security. You may want to print copies of the “Emergency Quick Reference Procedures” and “Emergency Evacuations and Rally Points” to have handy at all times when you are on campus. Emergency preparedness involves everyone on campus. Please do your part by reading all of the documents in this folder.

Johnson & Wales University utilizes a number of systems to notify the university community in the event of an emergency. These systems include:

### **EMERGENCY NOTIFICATION SYSTEM (BLACKBOARD CONNECT)**

This system quickly provides notice and accurate information and instructions to the entire university community during an unforeseen event or emergency. Emergency notifications are sent via voice messages; students are encouraged to update their contact information with a valid phone number (preferably a cell phone) through uconnect ([uconnect.jwu.edu](mailto:uconnect.jwu.edu)).

### **PROVIDENCE CAMPUS EMERGENCY ALERTS WEB PAGE**

Should an incident (natural or man-made) occur on or near the Providence Campus, we will post relevant information when appropriate at [www.jwu.edu/alertcontent](http://www.jwu.edu/alertcontent).

## **ALERT INFORMATION LINE**

The Providence Campus alert information line announces inclement weather cancellations and other important information regarding interruptions in normal campus activities. Call 401-598-5555 24/7 to reach the information line.

## **EMERGENCY SIREN WARNING SYSTEM (ESWS)**

An outdoor Emergency Siren Warning System (ESWS) is strategically located on the Harborside Campus to alert and provide emergency messages to the campus community and nearby neighbors if a life-threatening event should affect the area. Additional information on this system can be found at [www.jwu.edu/providence/safety](http://www.jwu.edu/providence/safety) and click on Emergency Siren Warning System.

## **UNIVERSITY E-MAIL**

JWU e-mail accounts are another way the university may communicate with students in times of an emergency. Each JWU student is assigned a JWU e-mail account.

## **EXPERIENTIAL EDUCATION & CAREER SERVICES**

Employment services are available for business, hospitality and technology students at Experiential Education & Career Services, located in the John Hazen White Center at the Downcity Campus, and for culinary, nutrition, pastry arts and graduate students in The Friedman Center at the Harborside Campus. Hours are from 8:30 a.m. to 4:30 p.m., Monday through Friday and by appointment.

The Experiential Education & Career Services staff offers assistance in many areas of career guidance and employment information. The office also coordinates many of the university internship programs designed to provide students with practical work experience in their chosen field of study while earning academic credit for the experience. A required career studies courses is offered by Experiential Education & Career Services that covers topics such as résumé preparation, interviewing and portfolio development. This course is for academic credit and students must successfully complete it to graduate. Courses vary depending upon the student's status i.e.; day program, continuing education, transfer. They are also dependent upon year of entry. Therefore, students must refer to the course catalog for their year of entry. These courses are designed to assist graduating students with the career planning and employment search processes, along with meeting with a career coach who can assist them individually.

Assistance in securing employment is also available. Experiential Education & Career Services hosts a variety of career fairs and conferences, including the Spring Employment Expo and the annual Career Conference, which hosts approximately 120 employers. Another job search resource available to students is [jwu.experience.com](http://jwu.experience.com), a Web-based job posting system.

In addition to the career fairs mentioned above, graduating students are encouraged to participate in the On-Campus Recruiting (OCR) Program which occurs throughout the academic year. Employers from across the U.S. visit campus to recruit students from all disciplines. Additionally, the on-campus, employer-hosted open houses (information sessions) market company employment opportunities and are available to all students.

## INFORMATION TECHNOLOGY SERVICES

The Johnson & Wales Information Technology team offers a variety of computing and telecom services. Their Web site, located at [helpdesk.jwu.edu](http://helpdesk.jwu.edu), has answers to many questions about the services provided. If you have any technology-related questions, contact the University Help Desk at 866-JWU-HELP (866-598-4357) or via e-mail at [helpdesk@jwu.edu](mailto:helpdesk@jwu.edu).

### E-MAIL SERVICES

Each student at Johnson & Wales University receives an e-mail account and uses Microsoft Outlook Web Access (OWA), a Web-based e-mail program that allows them to access their e-mail through their Web browsers. You may use OWA anywhere you have Internet access on or off campus. Your e-mail account not only serves as a tool for sending and receiving e-mail, but also provides access to important university resources. You are required to use your e-mail user name and password to log on to computer center services. By using your account, you can obtain current information on term start requirements, faculty course work, the Providence Campus, the university calendar, student activities, athletics and more. Johnson & Wales University also offers a utility that allows you to securely reset your own forgotten password without having to call the Help Desk. In order to use this 24/7 service, you must first create an account profile. Once a student has enrolled, the university will no longer send information to a personal e-mail account. Follow these instructions to activate your JWU e-mail account. Finding your account information:

- Log on to uconnect and enter the secure area
- Select “Personal Information.”
- Select “View/Activate JWU E-mail Address.”
- Read the instructions to determine your user name and password.

Using your account:

- Follow the link from the uconnect e-mail page or type <http://email.jwu.edu> into your Web browser.
- Click LOG IN to access your e-mail account.
- Enter your user name and password and click OK.
- The first time you use your account, you will be prompted to change your password.
- Your new password must be at least six (6) letters or numbers and cannot be the same as your username.
- This password is case sensitive.
- Enter your username and your current password.
- Select a new password and enter it twice.
- Click OK. You may now use your e-mail account.

**Note:** Once a student’s account receives an inactive status from Student Academic & Financial Services, their e-mail and network accounts are disabled within one business day. If a student’s account returns to an active status within 30 days, their e-mail and network account will be reactivated. If a student’s account returns to active status after 30 days, a new e-mail and network account will be created for them 24 hours after they have registered courses. This may or may not be the same as their previous account, depending on availability.

## HELP DESK SERVICES

The Help Desk is available to assist students with e-mail, Internet, telephone, uconnect and other computer-related questions. You can visit the Help Desk Web site at [helpdesk@jwu.edu](mailto:helpdesk@jwu.edu) for answers to many questions. You can also reach the Help Desk via telephone Monday–Friday, 8 a.m. – 7:30 p.m. at 866-JWU-HELP (866-598-4357) or via e-mail at [helpdesk@jwu.edu](mailto:helpdesk@jwu.edu).

For students taking online courses, the Help Desk provides ulearn support that is generally available 24/7 via e-mail, phone and chat, as well as through self-help user guides. See the Help links in ulearn ([ulearn.jwu.edu](http://ulearn.jwu.edu)) for details on ulearn support.

## INTERNET SERVICES

Internet access is available in all of the computer centers and all residence facilities.

To access the Internet from your residence hall room, your computer must have a network card installed and configured. If you would like more information on Internet connectivity for your specific room assignment, please contact the university Help Desk.

JWU has implemented a network authentication and validation security system in the residence halls to prevent infected computers from accessing the network and infecting other computers. This will ensure a safe, secure and reliable network for you by preventing disastrous outbreaks of viruses and worms by scanning your computer for certain patch and antivirus requirements.

For more information about this system, call the university Help Desk at 866-JWU-HELP (866-598-4357) or visit [helpdesk@jwu.edu](mailto:helpdesk@jwu.edu).

Johnson & Wales University has implemented wireless hotspots for students throughout the campus. You need a WiFi-compliant wireless card to access the Internet in these areas:

Academic Center — all hallways  
CBCSI  
City Burger  
The Cove  
The Center of Culinary Excellence  
East Hall  
The Friedman Center  
Harbor View  
Harborside Academic Center  
Harborside Recreation Center  
Harborside Village Common Building (lounge)  
Imperial Hall  
John Hazen White  
McNulty Hall — 2nd thru 7th floor lounges  
Renaissance Hall  
Snowden Hall — All dining areas, lobby and all lounges  
Starbucks  
South Hall  
TACO Center  
West Hall  
Xavier Academic — all hallways and basement lounge  
Xavier Hall  
Yena Center — library (both floors)

Anyone who uses the Johnson & Wales University Internet System and related facilities must agree to the policies and procedures set by the university. These policies can be found at [helpdesk@jwu.edu](mailto:helpdesk@jwu.edu). Violations or attempted violations will subject the violator to disciplinary and/or legal action by the university.

## **PUBLIC FOLDERS**

By using your JWU e-mail account, you have access to the university public folders where professors post syllabi, course outlines, assignments and more. You can also obtain information on the Providence Campus, student activities and athletics. The Public Folders link is beneath your private folders.

To access your public folders

1. log on to your Johnson & Wales e-mail account;
2. click the plus sign [+] beside the "Public Folders" icon on the left side of the screen;
3. click the plus sign [+] next to "Providence Campus;" and
4. select the appropriate folder to view the information for which you are looking.

## **STUDENT DATA STORAGE**

All new students are given access to a shared drive space which allows access to 50 MB of disk space for personal documents. This drive is only accessible in the computer labs, but provides a secure storage space for data which is backed up regularly. Data recovery may be possible by contacting the university Help Desk. Data is accessible for 90 days after graduation for students with active accounts. For more information, contact the University Help Desk.

## **TELEPHONES**

Telephone service is no longer available in students' residence hall rooms, with the exception of Harborside Village. However, there is a community phone located on each floor of every residence hall. This telephone may be used to call staff, faculty and any JWU office by dialing the four-digit extension. For medical and other serious emergencies, this telephone can be used to first dial (9) 911 for assistance and then Campus Safety & Security at extension 1103.

Faculty and staff are no longer able to get in touch with students by calling their JWU room extensions. Alternate means of communication, such as cell phone numbers or e-mail addresses, will need to be provided by students so they can stay in touch with their professors during the academic year.

## **UCONNECT SERVICES**

Every Johnson & Wales student receives access to conduct secure university transactions online at [uconnect.jwu.edu](http://uconnect.jwu.edu), the university's Web services site. Transactions include printing schedules, registering courses, viewing grades, determining holds, making payments, reviewing financial aid and more.

To access the secure area of uconnect, students must enter their student ID which serves as the uconnect "User ID." New student uconnect accounts are activated upon receipt of the reservation fee; the student ID will be printed and communicated to students on their financial invoice. Again, type [uconnect.jwu.edu](http://uconnect.jwu.edu) into any Web browser to access this easy-to-use site (supported browser clients include Internet Explorer 4.0 and higher and Netscape 4.0 and higher). Students with limited access to a personal computer

may utilize on-campus resources, including campus computer labs and uconnect self-service kiosks located throughout the university.

Identity theft is a strong concern and we strongly suggest that all users take necessary precautions to prevent access by a prohibited user. It is each user's responsibility to safeguard individual User ID and PIN numbers; the university strongly cautions students against freely sharing their ID and PIN. Contact the university Help Desk immediately if unauthorized access has occurred or is suspected.

Upon graduation or leaving the university, students will continue to have access to their records via uconnect (accounts are never disabled). Please note, however, that all students are prompted to select a new PIN if the previous login exceeds more than 120 days.

## **UNIVERSITY WEB POLICIES**

The contents of the JWU Web site are proprietary and as such are protected by federal, state and international copyright and trademark laws, or other proprietary rights. The policies can be found at [www.jwu.edu/legal](http://www.jwu.edu/legal). Violations or attempted violations will subject the violator to disciplinary and/or legal action by the university.

## **INTERNATIONAL CENTER**

The International Center is located in the Student Services Center on the Downcity Campus. International Student Advisors are also located in the Student Academic & Financial Services Office at The Friedman Center to provide services to the international students of the Graduate School and the College of Culinary Arts. Services offered by the International Center fall into two main categories: the International Student Office and Study Abroad.

## **INTERNATIONAL STUDENT OFFICE**

The International Student Office coordinates special orientation sessions for new international students. This office also offers non-legal advising on matters relating to immigration and visas, and information on cultural adaptation, housing and university services. Over the course of the year, many seminars are conducted to familiarize students with issues such as immigration, taxes, culture and employment.

International students must abide by the rules and regulations set forth by the U.S. Department of Homeland Security. The 10 rules that international students are personally responsible for upholding are as follows:

1. You must attend the school for which you are authorized: Make sure to use the Johnson & Wales I-20 to enter the United States.
2. Keep your passport and I-20 valid at all times. I-20s must be reissued when any information on them changes: name, major, sponsor, etc.
3. Carry a full course of study every term from September to May. (Undergraduates: minimum of 12.0 quarter credit hours. Graduate students: minimum of 9.0 quarter credit hours.)
4. When continuing from one educational level to another (associate to bachelor's or bachelor's to master's) within Johnson & Wales University, you will need a new I-20 issued for the next degree level.
5. On-campus employment must be limited to a total of 20 hours per week while school is in session.
6. Off-campus employment may only be granted after applying to USCIS through the International Center. Do not work off campus without authorization from USCIS.

7. All trips outside the U.S. require a signature from the DSO at the International Center on your I-20 to re-enter the United States. Travel signatures require updating each term.
8. Be aware of the expiration date on your I-20. Remember, if necessary, you can extend your I-20.
9. Report a change of residence to the International Center and USCIS within 10 days of the change.
10. Everyone, whether they have worked during the previous year or not, must file an income tax return by April 15 for each year they reside in the United States.

Questions concerning these regulations or any other international student issue may be directed to our International Student Advisors by calling 401-598-4669 and making an appointment. In addition, important information can be found on the Web site hosted by the International Office. You can visit the Web site at [www.jwu.edu/providence/international](http://www.jwu.edu/providence/international).

## **STUDY ABROAD OFFICE**

The Study Abroad Office works with all of the academic colleges and university campuses to expand the opportunities for both faculty and students to teach and study overseas. The Study Abroad Office helps students, regardless of campus, apply and prepare for a wide range of opportunities abroad in a variety of locations such as Sweden, Belgium, Italy, South Africa, Costa Rica and Singapore. Programs include Term Abroad Programs, Summer Term Abroad Programs, SWAP Programs (Summer Work Abroad Programs) and Student Exchanges. Please note that student conduct records are reviewed as part of the study abroad application process. Conduct records may impact student eligibility for participation in study abroad programs.

Students on the Providence Campus seeking further information can visit the Study Abroad Office located within the International Center in the Student Services Center, or attend the annual Study Abroad Fair in September. Students on all campuses can visit the Web site at [www.jwu.edu/studyabroad.aspx](http://www.jwu.edu/studyabroad.aspx) or e-mail the office at [studyabroad@jwu.edu](mailto:studyabroad@jwu.edu).

## **LEADERSHIP DEVELOPMENT CENTER**

The mission of the Leadership Development Center is to provide a collegiate experience for JWU students by supplementing their classroom education with the leadership knowledge, skills and abilities necessary for graduates entering a competitive workplace. Housed within the John Hazen White School of Arts & Sciences, the Leadership Development Center provides valuable leadership training and programs, based on current leadership theory and trends, to both internal and external constituents as well as mentoring and experiential leadership opportunities to the JWU student body.

## **LIABILITY INSURANCE**

Students are protected by Johnson & Wales University's Commercial General Liability Insurance for liability arising from their activities while acting within the scope of their duties in an internship or career studies program as required by the university for course curriculum, including travel while using a university vehicle. Any incident involving injury or potential liability should be reported as soon as practical to the university risk and insurance manager, 401-598-1935, 8 Abbott Park Place, Providence, RI 02903.

## LIBRARIES

The Johnson & Wales University Library network is comprised of the libraries on the JWU campuses in Providence, RI.; North Miami, Fla.; Denver, Colo.; and Charlotte, N.C. and combines traditional “brick and mortar” library services with a dynamic online information environment tailored to meet the needs of Johnson & Wales students regardless of their geographic location (<http://library.jwu.edu>). Staffed by graduates of ALA-accredited master’s degree programs in library and information science, an important aspect of the library is the access it provides to resources, services and facilities shared by the Higher Education Library Network (HELIN), a southern New England consortium of 11 academic libraries, 12 health sciences libraries and the Rhode Island State Law Library. Another notable characteristic of the JWU Library network is the dedication of its resources to the development of lifelong learning and information literacy skills in all JWU graduates.

The main Johnson & Wales University Library facility in Providence occupies the first two floors of The Yena Center at 111 Dorrance Street. It houses the largest of the university library network’s book, periodical and audiovisual resource collections as well as the administrative offices of the Dean of University Libraries. Other resources include access to numerous online databases, computer workstations, group study rooms, private study carrels, soft seating, an electronic classroom, and wireless Internet connectivity throughout the facility. During the academic year the library’s hours are Monday through Thursday 7:30 a.m.–midnight; Friday 7:30 a.m.–8 p.m.; Saturday 10 a.m.–7 p.m.; and Sunday 11 a.m. to midnight. Professional reference services are available in person, by telephone, e-mail, online chat or text message, Monday through Thursday 8 a.m.–10 p.m.; Friday, 8 a.m.–5 p.m., Saturday 10 a.m.–5 p.m.; and Sunday 2–10 p.m. Please note that schedules are subject to change during term breaks, holidays and over the summer.

Library collections and services at the Providence Harborside Campus are located in The Friedman Center at 299 Harborside Boulevard, and primarily support the curricula for the College of Culinary Arts and the School of Education, with ancillary resources available for the Alan Shawn Feinstein Graduate School. Like its Downtown Campus affiliate, this facility provides access to online databases, computer workstations, group study rooms, and wireless Internet connectivity as well as numerous books, periodicals and audiovisual resources. In addition, this library holds an important collection numbering in the thousands of restaurant menus from around the world. Many of these menus are now available online in the JWU Scholar’s Archive, an open-access digital commons. Library hours of operation during the academic year are Monday through Thursday 8 a.m.–midnight; Friday 8 a.m.–10 p.m.; Saturday 9 a.m.–7 p.m.; and Sunday 11 a.m.–midnight. Professional reference services are available in person, by telephone, e-mail, online chat or text message, Monday through Thursday 8 a.m.–10 p.m.; Friday and Saturday 9 a.m.–5 p.m.; and Sunday 2–10 p.m. Please note that schedules are subject to change during term breaks, holidays and over the summer.

## LOST AND FOUND

Johnson & Wales is not responsible for loss or damage to personal property.

Found items should be taken to the Campus Safety & Security headquarters at 264 Weybosset St., Providence, (open 24 hours a day, 365 days a year) or the Campus Safety & Security substation located in The Friedman Center (open Monday– Friday, 8 a.m.–5 p.m. during the academic year; closed during the summer and university holidays). The staff there will make every effort to determine ownership. Also, inquire there for lost items. Inquiries regarding lost and found items can be made 24 hours a day, seven days a week at the headquarters office. Information on unclaimed articles is published in

*The Campus Herald.* Resident students can also contact their resident director in case such items have been turned in to the residence hall. The university is not responsible for any lost and found item after 90 days.

You are urged to check if your insurance policy (homeowner's, family or personal) covers lost or damaged personal property.

## **PAYMENT OF BILLS**

All bills may be paid in person, by telephone or online at [uconnect.jwu.edu](http://uconnect.jwu.edu) Monday–Friday, 8:30 a.m.–4:30 p.m. at Student Academic & Financial Services, located in the Student Services Center, or The Friedman Center, first floor (hours vary; call 401-598-1468 for more information). Cash, checks, money orders and most credit cards are accepted at either location. Credit card and Automatic Clearinghouse (ACH) payments can be made via [uconnect](http://uconnect.jwu.edu). Students paying by mail should direct their checks or money orders to: Student Academic & Financial Services, Johnson & Wales University, P.O. Box 5956, Providence, RI 02903.

## **PRACTICUM EDUCATIONAL FACILITIES**

The Practicum Education Office oversees the facilitation of the following programs.

- Culinary Internship
- Food Service Management Internship
- Hotel Management Internship
- Pastry Internship
- Practicum Properties Student Employment
- Practicum Properties Scholarship Participant

The Practicum Education Office is located directly behind the Radisson Airport Hotel in Warwick. For more information, call 401-598-1122.

## **SELF-SERVICE TERMINALS**

The following documents can be obtained via [uconnect](http://uconnect.jwu.edu) or self-service terminals located in Student Academic & Financial Services (The Friedman Center or Student Services Center), the Harborside Academic Computing building or the Wang lab in the Xavier basement:

1. Degree Audit and Planner
2. Class schedules
3. Unofficial academic transcripts
4. Unofficial performance transcripts (obtained at self-service terminals in Student Academic & Financial Services only)
5. Requests for official academic transcripts
6. Final grades
7. Student account information, including hold information
8. Course descriptions
9. Term offerings
10. Enrollment verifications (international students must request this from a Student Academic & Financial Services representative)

## STUDENT ACADEMIC & FINANCIAL SERVICES

Student Academic & Financial Services is comprised of several departments that assist students with a variety of academic and financial matters, such as maintaining student records, assisting with financial questions and procedures, and providing academic counseling and assistance.

On the Downcity Campus, Student Academic & Financial Services is located in the Student Services Center. This office services business, hospitality and technology students. On the Harborside Campus, Student Academic & Financial Services is located in The Friedman Center. This office services culinary, pastry, graduate and doctoral students.

### STUDENT ACADEMIC SERVICES

Student Academic Services offers a variety of services to help each student prepare for graduation and a career; additionally, our office maintains the student's official academic records. Our mission is to educate and counsel students to successfully manage their academic needs. In accordance with the university mission, we will

- Provide students with a professional and accessible environment in which to conduct business
- Advise students within a consistent framework of university policy and practice
- Exercise a clear, concise, professional and courteous approach to educate students and parents on university policy and practice
- Promote awareness of internal and external resources that are available to students and parents
- Advocate for students with other members of the university community

Academic counselors in Student Academic Services are available on a walk-in basis or by appointment to advise students on degree requirements, concentrations, course registration, full-time enrollment, attendance requirements and much more. As a walk-in, students can visit us on a first-come, first-served basis. Please note that only one counselor at a time is able to see students on a walk-in basis. If there is a long wait or a specific counselor is unavailable, appointments can be made at the front counter. Appointments can be scheduled in advance or with a specific counselor by calling 401-598-1088.

Student Academic Services is online at [www.jwu.edu/sas](http://www.jwu.edu/sas). Students may contact Student Academic Services by phone at 401-598-1088 or by e-mail at [sas.pvd@jwu.edu](mailto:sas.pvd@jwu.edu).

### STUDENT FINANCIAL SERVICES

#### *Financial Aid and Planning*

To assist students in meeting their educational expenses, Johnson & Wales University offers several types of financial assistance — grants, low-interest loans and work-study. In many cases, qualified students receive a financial aid package which may include all three types of financial aid. Students are reminded to file for financial aid each year and as soon as possible after January 1 to gain access to the maximum amount of financial aid. Priority filing deadline for many state grants is March 1.

**Financial planners** are available on a walk-in basis to assist students with the Free Application for Federal Student Aid (FAFSA) process, which determines eligibility for federal, state and institutional need-based aid. Financial planners also advise students on options to pay for educational expenses after financial aid, including term payment plans, monthly payment plans and additional loan options. Additional information regarding Student Financial Services is available online at [www.jwu.edu/sfs](http://www.jwu.edu/sfs).

For assistance in selecting payment options or making financial arrangements to meet educational expenses, contact Student Financial Services, located in the Student Services Center or the first floor of The Friedman Center, or call 401-598-1468 locally or 1-800-343-2565.

**Important Note:** There is a cap on the total dollar amount of scholarships, grants, awards, prizes, and other aid that the university will award to a single student during a given academic year. The maximum amount is determined prior to each year's financial aid awarding process, and includes both university funded and university administered monies. Students participating in programs that are not assessed at full-price tuition, i.e. study abroad, are not eligible for institutional grants, scholarships or loans. Students eligible for full-tuition scholarships, i.e. tuition exchange and employee scholarships, will receive the scholarship to cover tuition minus any other scholarships, grants or loans received from JWU.

**Note:** Students must reapply for federal financial aid each academic year as soon as possible after January 1. Student employees participating in the university's Tuition Waiver Program are not eligible to receive scholarships under student employment programs.

Please consult the university catalog for a complete listing of scholarships and grants that are available to Johnson & Wales University students. Available scholarships may also be posted in *The Campus Herald*, on bulletin boards throughout the university, and at [www.jwu.edu/admiss/scholarships](http://www.jwu.edu/admiss/scholarships).

### *Refunds for Overpayment*

During the fourth week of each term a student may request a refund if their account is clearly overpaid. Refund requests must be made by telephone, via uconnect or in person at Student Academic & Financial Services in the Student Services Center or the first floor of The Friedman Center. Once eligibility is determined, refunds take up to 10 business days for processing. The student may request that their refund check be forwarded to the mailing address. If proceeds have been received from a PLUS loan, the refund will be made payable to the borrower and mailed to the address shown on the PLUS application. If a student does not request a refund, the funds will remain on the student's account until the expiration of that academic year. Year-end overpayments will be processed in June for those students not participating in summer courses.

### *Complaints and Grievances*

The following procedures should be used in the resolution of complaints and grievances related to Student Financial Services.

#### **Step One**

A student should first address the complaint orally with the staff member involved within five days of the incident. The staff member will document the meeting and/or discussion and subsequent decision and provide copies to the student and to the appropriate department director within five days.

#### **Step Two**

If the complaint cannot be resolved at the previous level, the student should present the complaint, in writing, to the director of financial aid (for financial aid complaints) or director of financial planning (for financial planning complaints). The director will document his or her findings and subsequent decision and provide a copy to the student, the staff member, and the executive director of Student Financial Services within five days.

### Step Three

If the complaint is still unresolved, the student may request a final review by submitting a written request for review to the executive director of Student Financial Services. The matter will be decided by the executive director of Student Financial Services or his or her designee, who will provide a written copy of the decision to the student. The decision of the executive director of Student Financial Services will be final.

### Expedited Review

If there is a legitimate need for an immediate or expedited review of a financial aid or Student Academic & Financial Services decision, written complaints, written requests for review, and written decisions may not be required.

**Please note:** Retaliation against any individual who files a complaint or grievance or cooperates in the investigation of a complaint or grievance is also prohibited and should be reported promptly so that the university can take action against anyone who engages in retaliation.

### Satisfactory Academic Progress

A student must meet the listed standards while enrolled at Johnson & Wales University. Students in certificate or degree programs may receive financial aid for not more than 150 percent of normal program completion time.

Type of Degree	150 percent Completion Time Credit Limit (includes awarded transfer, attempted, and completed credits)
Associate	145 quarter credit hours
Bachelor's	275 quarter credit hours
Master's	124.5 quarter credit hours
CAGS	33 quarter credit hours

If a student exceeds the established 150 percent Completion Time Credit Limit before completing all degree requirements, the student will lose (and be ineligible to receive) financial aid for future terms. Programs vary; consult with Student Academic & Financial Services regarding your particular program.

In addition, students must maintain a specific Grade Point Average (GPA) throughout the maximum 150 percent time frame of program completion (see chart below). Credits attempted include awarded transfer, attempted, and completed credits.

### Associate Degree

Credits attempted	Required GPA
20.6–41	1.26
41.1–71.5	1.50
72–107.5	1.75
107.6–114.5	2.0
115–144.5	
145+	

## *Bachelor's Degree*

<b>Credits attempted</b>	<b>Required GPA</b>
20.6–41	1.26
41.1–143.5	1.50
144–215.5	1.75
216–224.5	2.0
225–274.5	
275+	

## *Master's Degree*

<b>Credits attempted</b>	<b>Required GPA</b>
9.1–18	2.0
>18	3.0
106.5	
124	

## *CAGS*

<b>Credits attempted</b>	<b>Required GPA</b>
33	

Students will be reviewed at the end of each enrolled term to determine if they are meeting the above satisfactory academic progress criteria. If a student is nearing stated credit and GPA requirements, the student will be notified in writing and placed on probation for up to three consecutive terms. Following the three terms, if the student has exceeded the 150 percent completion requirement and/or has not met the GPA requirement, the student will not be eligible for financial aid for the future term(s), and will be notified in writing of their loss of eligibility. Students may remain eligible to register classes; however, alternative payment arrangements with Student Academic & Financial Services will need to be made.

Students who have extenuating circumstances during a period of probation may appeal to Student Academic & Financial Services. The appeal must be filed within two weeks upon notification of probation. The Review Committee will then respond to the appeal, in writing, within two weeks of receipt. Specific guidelines can be obtained by contacting Student Academic & Financial Services.

## STUDENT ALUMNI RELATIONS

The Student Alumni Association (SAA) seeks to enhance our sense of community at Johnson & Wales University. Students are encouraged to view their role as “students today and alumni tomorrow” and to serve as a link in connecting students and alumni on the local and national levels. This is accomplished through the creation of customized programs and activities designed to foster institutional pride, spirit and tradition, and to educate students about philanthropy. The SAA also provides an opportunity for current students to work directly with campus administration and to network with alumni through campus and community events.

The Providence Alumni Relations Office is located on the fourth floor of Davol Square, Suite B402. For more information, visit <http://alumni.jwu.edu/saa>.

## STUDENT EMPLOYMENT

The Student Employment Office provides a centralized location for students to learn about on-campus student employment programs in addition to processing the university’s student payrolls.

The university provides on-campus student employment opportunities to eligible students through

- Teaching Assistant and Fellowship Program
- Student Assistant Employment Program
- Banquet server positions at the JWU Inn and the Radisson Airport Hotel
- Federal Work-Study Program (FWS)

These programs provide a variety of part-time employment opportunities throughout the university. One opportunity is through the Federal Work-Study Program (FWS). FWS is part of a student’s financial aid package and must be applied for by completing the Free Application for Federal Student Aid (FAFSA). Johnson & Wales University offers on-campus positions as well as off-campus community service positions to enable eligible students to earn their FWS awards.

The Student Employment Office is located in Wales Hall, 1st Floor. Hours of operation are Monday–Friday, 8:30 a.m.–4:30 p.m.

## STUDENT HEALTH AND ACCIDENT INSURANCE

All registered day program and graduate students taking credit hours are covered by a health and accident insurance plan for the terms enrolled during the academic year. Only weekend continuing education culinary arts students are covered by the university’s student accident insurance plan. All other Continuing education students are not covered by the university health and accident insurance plan. This does not include the summer term. Insurance brochures are available at several locations throughout the university. Refer to the insurance brochure for a definition of the effective date of coverage, policy limits, policy termination, and the opportunity to continue coverage over the summer. Online courses do not fulfill this requirement. Students that are not eligible for the university Student Health and Accident program can apply for short-term medical insurance through the Gallagher Koster Web site: [www.gallagherkoster.com](http://www.gallagherkoster.com).

# TRANSPORTATION

## STUDENT TRANSPORTATION SERVICES DEPARTMENT

JWU provides regularly scheduled bus service to and from designated university facilities and residence halls throughout the academic year. Student IDs are required to board all JWU buses and vans (this policy is strictly enforced). Guests must obtain a pass, available in all residence halls and Safety & Security. Regularly scheduled bus service is based on class and dining hall schedules. Shuttle service is offered during evening and weekend hours.

Bus schedules are available in all residence halls, at the Office of Campus Safety & Security, at the Student Transportation Services Department and on the JWU Web site, [www.jwu.edu](http://www.jwu.edu) > Providence Campus > Student Life > Transportation & Parking. The Student Transportation Services Department is open Monday–Friday, 7 a.m.–7 p.m. and a dispatcher is also available after hours and on the weekends throughout the academic year.

Transportation to and from T.F. Green Airport in Warwick as well as to and from Kennedy Plaza, Peter Pan/Bonanza Bus Lines, Greyhound Bus Lines and the Providence Amtrak Train Station is available on regularly scheduled JWU buses and Rhode Island Public Transit Authority (RIPTA) buses. Special schedules are arranged for term and holiday breaks for this purpose and can be found online. Transportation is also available for certain field trips, recreational events and athletics programs; contact the Office of Student Activities for more information.

Students may use their student IDs to get around campus and Rhode Island on the Rhode Island Public Transit Authority (RIPTA). To ride any RIPTA bus or trolley students simply swipe their student IDs through the card reader upon boarding. For more information or to access RIPTA schedules go to [www.ripta.com](http://www.ripta.com) or call 401-781-9400. Commuter students are encouraged to use the RIPTA bus system, or may park at the Harborside Campus and ride the JWU Campus-2-Campus shuttle, a 10-minute shuttle service that runs between the Downtown and the Harborside campuses Monday–Thursday, 6:30 a.m.–5 p.m. Parking permits are required and can be purchased from the Office of Campus Safety & Security. For more information on parking permits see Page 2.

In the event a student is stranded due to unforeseen circumstances between the hours of 11:30 p.m. and 3:30 a.m. they can call Campus Safety & Security at 401-598-1103 for a JWU Ride home; see the JWU Ride section on the transportation page of the JWU Web site for more information; [www.jwu.edu](http://www.jwu.edu) > Providence Campus > Student Life > Transportation & Parking.

A limited JWU bus schedule is available during term and holiday breaks, and during inclement weather conditions.

Contact the Student Transportation Services Department at 401-598-1156 for more information on any of these services.

## **PUBLIC TRANSPORTATION**

### *Airplanes*

Most major airlines fly in and out of T.F. Green Airport, located in nearby Warwick. Consult the Providence Yellow Pages or call 1-800-555-1212 for airline telephone numbers.

### *Buses*

All students have free access to the Rhode Island Public Transit Authority (RIPTA), a statewide bus system, by presenting their JWU student IDs upon boarding, and may use this service to travel anywhere around the state. Schedules may be obtained at the Kennedy Plaza station, located in the heart of Downcity Providence, or by accessing the JWU Web site at [www.jwu.edu](http://www.jwu.edu) > Providence Campus > Student Life > Transportation & Parking and clicking on to the RIPTA link. For more information regarding RIPTA call 401-781-9400.

Peter Pan Bus Lines offers a free shuttle service from Kennedy Plaza to its main terminal on the Providence/Pawtucket city line, which departs every 15 minutes past the hour. If driving to the main terminal from the Downcity Campus, take Exit 25 off of I-95 North. For more information and for specific Peter Pan Bus Lines routes to locations outside the Rhode Island area call 401-751-8800.

The Greyhound Bus Lines terminal is located at 1 Kennedy Plaza in Downcity Providence. For a Greyhound Bus schedule, call 401-454-0790.

### *Trains*

Providence's train station, at 100 Gaspee Street, in front of the Rhode Island State House, offers a couple of options.

Amtrak offers service to cities throughout the Northeast Corridor. For information or reservations, go online to [www.amtrak.com](http://www.amtrak.com) or call 1-800-USA-RAIL (872-7245).

The Massachusetts Bay Transportation Department (MBTA) brings passengers to the Boston area. A schedule can be found at [www.mbta.com](http://www.mbta.com) or by calling 401-727-7379.

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