

JOHNSON & WALES UNIVERSITY



2018–2019
CATALOG



DENVER
CONTINUING
EDUCATION

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2018–19 Denver CE Catalog

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Fax: 303-256-9333

This catalog is an official publication of Johnson & Wales University. As such, it and any other publications or policies provided on JWU's website are subject to revision at any time. The university reserves the right to add, withdraw or revise any course, program of study, provision or requirement described within the catalog as may be deemed necessary. Occasionally, program requirements will vary by the publication date of the catalog. Requirements stated in the edition published closest to the September enrollment date will take precedence.

Students should read and fully understand the rules, requirements and policies described in this catalog. Additionally, all enrolled students are expected to be familiar with the contents of the Denver Campus Student Handbook. The Denver Campus Student Handbook contains important information regarding academic performance and personal conduct of students as well as university grievance procedures. It also outlines the conditions under which students may be placed on probation or suspension from the university. The Denver Campus Student Handbook is available online. Copies of the Denver Campus Student Handbook and this catalog are also available at Student Academic & Financial Services.

Letter from the Denver Campus President

Johnson & Wales University is a unique private, nonprofit institution of higher education. We've grown from a small New England business school to a recognized leader in career education. Our alumni are influencing a wide variety of fields worldwide with their passion, drive and knowledge.

Lately, just about every college is talking about experiential education. And that's because it works. At Johnson & Wales we've been perfecting this approach for more than 100 years. It's why we're world-renowned for providing students with the optimal blend of intellectual development, industry-focused education, résumé-building work experiences, leadership opportunities and an uncommon depth of career services.

Denver provides the perfect foundation for JWU students to be at the leading edge of their future career through internships and experiential learning opportunities. With a thriving and growing economy (including more than 2,000 restaurants in the greater metro area, museums, top-notch shopping, and the second largest performing arts center in the nation), it's no surprise that the city was named #2 on *U.S. News and World Report's* 2017 list of "The 50 Best Places to Live in America."

We invite you to learn more about our unique educational approach and how we prepare students for careers in their industry of choice while instilling a strong sense of civic responsibility.

Sincerely,
Richard Wiscott, PhD
President, Denver Campus

Academic Calendar

The academic calendar lists start and end dates for classes, in addition to holidays and makeup class meeting dates (as applicable). These calendars are offered for planning purposes only and are subject to change.

For financial aid purposes, the definition of an academic year is a period in which a student completes 3 terms (quarter credit hours), which consists of 11 weeks for a total of 33 weeks, or 2 semesters (credit hours), which consists of 16 weeks for a total of 32 weeks. The academic calendar includes 3 terms (fall, winter and spring) or 2 semesters (fall and spring). Summer is optional for undergraduate programs but may be required for some graduate programs.

Graduate degree programs, except for the master's level education programs, are semester based and may require a summer semester.

For the purposes of awarding Title IV financial aid, the payment period is the academic year.

Undergraduate, Master of Arts in Teaching (MAT) and Master of Education (MEd)

Fall Term

| event | date |
|---|----------------------|
| Fall term classes begin | September 3, 2018 |
| Classes held for day culinary and baking labs | September 21, 2018 |
| Academic course withdrawal deadline | October 12, 2018 |
| Friday classes final exam | November 9, 2018 |
| Culinary and baking weekend academic classes final exam (Providence Campus) | November 10, 2018 |
| Culinary and baking weekend academic classes final exam (Denver Campus) | November 11, 2018 |
| Reading days (no academic classes) for MW and TR day classes | November 12–13, 2018 |
| Monday classes final exam | November 12, 2018 |
| Tuesday classes final exam | November 13, 2018 |
| Monday/Wednesday and Wednesday classes final exam | November 14, 2018 |
| Tuesday/Thursday and Thursday classes final exam; day culinary and baking lab classes end | November 15, 2018 |
| Culinary and baking weekend labs held (Denver Campus) | November 17, 2018 |
| Culinary and baking weekend labs held (Providence Campus) | November 18, 2018 |
| Thanksgiving break* | November 18–25, 2018 |
| *Makeup classes if needed for culinary and baking weekend labs (Providence Campus) | November 24, 2018 |
| *Culinary and baking weekend labs end (Denver Campus) | November 24, 2018 |
| *Culinary and baking weekend labs end (Providence Campus) | November 25, 2018 |

Winter Term

| event | date |
|--|-----------------------------------|
| Winter classes begin | November 26, 2018 |
| Holiday break (no classes)* | December 21, 2018–January 6, 2019 |
| *Culinary and baking weekend labs resume on January 5; all other classes resume on January 7 (Denver Campus) | January 5, 2019 |
| *Culinary and baking weekend labs resume on January 6; all other classes resume on January 7 (Providence Campus) | January 6, 2019 |
| Classes resume | January 7, 2019 |

| | |
|---|---------------------------|
| Classes held for day culinary and baking labs | January 11, 2019 |
| Academic course withdrawal deadline | January 18, 2019 |
| No classes; Martin Luther King Jr. Day | January 21, 2019 |
| Makeup classes held for Monday-only classes; Monday CE and day culinary and baking labs | January 25, 2019 |
| Reading days (no academic classes) for MW and TR day classes | February 18–19, 2019 |
| Monday classes final exam | February 18, 2019 |
| Tuesday classes final exam | February 19, 2019 |
| Monday/Wednesday and Wednesday classes final exam | February 20, 2019 |
| Tuesday/Thursday and Thursday classes final exam; day culinary and baking lab classes end | February 21, 2019 |
| Friday classes final exam | February 22, 2019 |
| Saturday classes final exam (Providence Campus) | February 23, 2019 |
| Culinary and baking weekend academic classes final exam (Providence Campus) | February 23, 2019 |
| Culinary and baking weekend academic classes final exam (Denver Campus) | February 24, 2019 |
| Term break* | February 24–March 3, 2019 |
| *Winter term culinary and baking weekend labs end (Denver Campus) | March 2, 2019 |
| *Makeup classes if needed for culinary and baking weekend labs (Providence Campus) | March 2, 2019 |
| *Winter term culinary and baking weekend labs end (Providence Campus) | March 3, 2019 |

Spring Term

| event | date |
|--|-----------------|
| Spring term classes begin | March 4, 2019 |
| Classes held for day culinary and baking labs | March 22, 2019 |
| Academic course withdrawal deadline | April 12, 2019 |
| No classes; Spring Holiday | April 19, 2019 |
| No classes; Holiday | April 21, 2019 |
| Graduate Studies Commencement; excluding Physician Assistant Studies (Providence Campus) | May 3, 2019 |
| Culinary and baking weekend academic classes final exam (Providence campus) | May 11, 2019 |
| Reading days (no academic classes) for MW and TR day classes | May 13–14, 2019 |
| Monday classes final exam | May 13, 2019 |
| Tuesday classes final exam | May 14, 2019 |
| Monday/Wednesday and Wednesday classes final exam | May 15, 2019 |
| Tuesday/Thursday and Thursday classes final exam; day culinary & baking lab classes end | May 16, 2019 |
| Friday classes final exam | May 17, 2019 |
| Undergraduate Commencement | May 18, 2019 |
| Graduate Studies Commencement (North Miami and Denver campuses) | May 18, 2019 |
| Culinary and baking weekend labs held (Providence Campus) | May 19, 2019 |

| | |
|--|-----------------|
| Culinary and baking weekend academic classes final exam (Denver Campus) | May 19, 2019 |
| Physician Assistant Studies Commencement (Providence Campus) | May 21, 2019 |
| No classes; Memorial Day Weekend (Providence Campus) | May 25–26, 2019 |
| Culinary and baking weekend labs held (Denver Campus) | May 25, 2019 |
| Spring term culinary and baking weekend labs end (Denver Campus) | June 1, 2019 |
| Makeup classes if needed for spring culinary and baking weekend labs (Providence Campus) | June 8, 2019 |
| Spring term culinary and baking weekend labs end (Providence Campus) | June 9, 2019 |

Summer Term

| event | date |
|---|------------------|
| Summer term begins | June 3, 2019 |
| Session I classes begin | June 3, 2019 |
| Academic course withdrawal deadline for session I | June 19, 2019 |
| Session I classes final exam | June 27, 2019 |
| No classes; Independence Day | July 4, 2019 |
| No classes | July 5, 2019 |
| Session II classes begin | July 8, 2019 |
| Makeup classes held for Thursday CE | July 12, 2019 |
| Academic course withdrawal deadline for CE, online and internship | July 12, 2019 |
| Academic course withdrawal deadline for session II | July 24, 2019 |
| Session II and 8-week session classes final exam | August 1, 2019 |
| CE final exam week | August 5–9, 2019 |
| Summer internships and online classes end | August 17, 2019 |
| Summer term ends | August 17, 2019 |

Graduate Programs

Fall Semester

| event | date |
|---|-----------------------|
| Fall classes begin | August 27, 2018 |
| Fall I classes begin | August 27, 2018 |
| Classes held | September 3, 2018 |
| Fall Doctor of Education classes begin | September 7–8, 2018 |
| Doctor of Education classes held | September 21–22, 2018 |
| Fall I academic course withdrawal deadline | September 26, 2018 |
| Fall I classes end | October 16, 2018 |
| Fall II classes begin | October 22, 2018 |
| Doctor of Education classes held | October 5–6, 2018 |
| Doctor of Education classes held | October 19–20, 2018 |
| Fall academic course withdrawal deadline | October 29, 2018 |
| Doctor of Education classes held | November 2–3, 2018 |
| Doctor of Education classes held | November 16–17, 2018 |
| Fall II academic course withdrawal deadline | November 20, 2018 |
| Thanksgiving break | November 21–25, 2018 |
| Doctor of Education classes held | November 30, 2018 |
| Doctor of Education classes held | December 1, 2018 |
| Final exam week | December 10–15, 2018 |

| | |
|----------------------------------|-----------------------------------|
| Doctor of Education classes held | December 14–15, 2018 |
| Doctor of Education classes end | December 15, 2018 |
| Fall classes end | December 15, 2018 |
| Fall II classes end | December 15, 2018 |
| Holiday Break | December 16, 2018–January 6, 2019 |

Spring Semester

| event | date |
|--|----------------------|
| Spring classes begin | January 7, 2019 |
| Spring I classes begin | January 7, 2019 |
| Spring Doctor of Education classes begin | January 11–12, 2019 |
| No classes; Martin Luther King Jr. Day | January 21, 2019 |
| Doctor of Education classes held | January 25–26, 2019 |
| Spring I academic course withdrawal deadline | February 6, 2019 |
| Doctor of Education classes held | February 8–9, 2019 |
| Doctor of Education classes held | February 22–23, 2019 |
| Spring I classes end | February 26, 2019 |
| Spring break | March 3–9, 2019 |
| Spring II classes begin | March 11, 2019 |
| Doctor of Education classes held | March 15–16, 2019 |
| Spring academic course withdrawal deadline | March 18, 2019 |
| Doctor of Education classes held | March 29–30, 2019 |
| Spring II academic course withdrawal deadline | April 10, 2019 |
| Doctor of Education classes held | April 12–13, 2019 |
| No classes; Spring Holiday | April 19, 2019 |
| Final exam week | April 22–27, 2019 |
| Doctor of Education classes held | April 26–27, 2019 |
| Doctor of Education classes end | April 27, 2019 |
| Spring classes end | April 27, 2019 |
| Spring II classes end | April 30, 2019 |
| Graduate Studies Commencement; excluding Physician Assistant Studies (Providence Campus) | May 3, 2019 |
| Graduate Studies Commencement (North Miami and Denver campuses) | May 18, 2019 |
| Physician Assistant Studies Commencement (Providence Campus) | May 21, 2019 |

Summer Semester

| event | date |
|--|--------------------|
| Summer classes begin | May 6, 2019 |
| Summer I classes begin | May 6, 2019 |
| Doctor of Education dissertation advisement begins | May 6, 2019 |
| No classes; Memorial Day | May 27, 2019 |
| Summer I academic course withdrawal deadline | June 5, 2019 |
| Summer I classes end | June 25, 2019 |
| Summer II classes begin | July 1, 2019 |
| No classes; Independence Day | July 4, 2019 |
| No classes | July 5, 2019 |
| Summer academic course withdrawal deadline | July 8, 2019 |
| Summer II academic course withdrawal deadline | July 31, 2019 |
| Final exam week | August 12–17, 2019 |
| Summer classes end | August 17, 2019 |
| Doctor of Education dissertation advisement ends | August 17, 2019 |

Summer II classes end August 20, 2019

Physician Assistant Studies

Summer Semester

| event | date |
|-------------------------------------|--------------------|
| Summer classes begin | June 4, 2018 |
| No classes; Independence Day | July 4, 2018 |
| Academic course withdrawal deadline | July 27, 2018 |
| Final exam week | August 20–24, 2018 |

Fall Semester

| event | date |
|-------------------------------------|----------------------|
| Fall classes begin | September 10, 2018 |
| Academic course withdrawal deadline | November 2, 2018 |
| Thanksgiving break | November 21–24, 2018 |
| Final exam week | December 17–21, 2018 |

Spring Semester

| event | date |
|--|-------------------|
| Spring classes begin | January 2, 2019 |
| No classes; Martin Luther King Jr. Day | January 21, 2019 |
| Academic course withdrawal deadline | February 22, 2019 |
| Spring break | March 3–9, 2019 |
| No classes; Spring Holiday | April 19, 2019 |
| No classes; Holiday | April 21, 2019 |
| Final exam week | May 13–17, 2019 |
| Physician Assistant Studies | May 21, 2019 |
| Commencement | |

About JWU

Founded in 1914, Johnson & Wales University is a private, nonprofit, accredited institution with more than 14,000 graduate, undergraduate and online students at its four campuses in Providence, Rhode Island; North Miami, Florida; Denver, Colorado; and Charlotte, North Carolina. An innovative educational leader, the university offers degree programs in arts and sciences, business, culinary arts, design and engineering, education, health and wellness, hospitality, nutrition and physician assistant studies. Its unique model integrates arts and sciences and industry-focused education with work experience and leadership opportunities, inspiring students to achieve professional success and lifelong personal and intellectual growth. The university's impact is global, with alumni from 124 countries pursuing careers worldwide.

Here's what makes JWU different:

- Degree programs are designed to provide you with the knowledge and skills employers have identified as necessary in your field of choice. And you don't have to wait to build your career skills, as you'll have the opportunity to take courses in your major in your first year.
- Students learn by doing. Faculty, many with industry experience, bring professional knowledge and networking opportunities into intimate classroom settings.
- JWU's programs provide opportunities for real-world experience, which can include internships, classroom projects with actual companies and community service learning. You'll learn industry best practices and train on career-specific tools and software.
- Dedicated faculty and career advisors help you set professional goals and develop an educational plan designed for you to best attain those goals. In addition, specialized workshops help you build your résumé, highlight your skills and develop a portfolio of work to help set you apart.
- You'll have the opportunity to network with employers who visit campus each year, including career fairs, on-campus interviews and career events geared to your major.
- Last year, JWU students interned at over 1,800 sites related to their major worldwide.
- At least 1/3 of credits in each JWU program are in the arts and sciences to help you develop the critical thinking, communication and analytical skills necessary for long-term career progression.
- JWU offers 77 study abroad programs and independent exchanges in 25 countries, all of which include study such as lecture, industry visits and cultural excursions. Study Abroad staff members will help you identify programs that best fit your academic and career goals.
- Participation in competitions as a member of DECA, BPA, FCCLA and other nationally recognized student organizations help build leadership, career skills and your résumé.

To learn more, visit jwu.edu.

Mission and Guiding Principles

Johnson & Wales University ... an exceptional education that inspires professional success and lifelong personal and intellectual growth.

In support of our mission and recognizing the importance of preserving our unique student-centered culture we will be guided by the following principles:

- Undertake continuous improvement and planning for a sustainable future.
- Foster a teaching-focused university that encourages appropriate scholarship and offers relevant programs that maximize student potential.
- Enrich our academic programs with experiential and work-integrated learning.
- Be cost-conscious in our endeavor to provide an affordable private university education and be a good steward of our resources.
- Embrace diversity for a richly inclusive community.
- Model ethical behavior and local, national and global citizenship.
- Value our faculty and staff by investing in their quality of life and professional development.

- Provide facilities, technology and other resources to meet the needs of students, faculty and staff.

Denver Campus

JWU's Denver Campus offers undergraduate arts and sciences, business, hospitality and culinary arts programs. The Denver Campus also offers graduate MBA programs with concentrations in hospitality, human resources management, nonprofit management, operations and supply chain management, and sport leadership. As one of the nation's top 10 places for business and careers, the Denver metro area offers an exciting range of experiential education opportunities for JWU students including multinational corporations, sports event management, tourism, hospitality and business.

For more information about the Denver Campus, contact

Admissions

Johnson & Wales University
7150 Montview Boulevard, Denver, CO 80220
1-877-JWU-DENVER (598-3368)

Located in the historic Park Hill neighborhood of Denver, the Denver Campus combines old-world charm with the latest technological resources, including stately turn-of-the-century buildings and newer academic buildings in a quiet, park-like landscape. Students enjoy access to a variety of academic and laboratory classrooms, residence halls with private and semi-private bathrooms, and a recreation center featuring a dining center, gymnasium and fitness center.

Academic Facilities and Administrative Offices

THE ACADEMIC CENTER at 1900 Olive St. houses academic classrooms, Alumni Hall, the atrium, an auditorium, the Center for Academic Support, the College of Business and College of Hospitality Management, Experiential Education & Career Services, faculty offices, Fashion Merchandising & Retailing, Information Technology, Legacy Hall, the library, Outtakes, Ricoh Printing & Mailing Services, Student Academic & Financial Services, the Veterans Resource Center and the Wildcat Lounge.

CENTENNIAL HALL, located at 1800 Pontiac St., houses academic classrooms, Alumni Relations, Café 1914, student organizations, College of Arts & Sciences faculty, College of Culinary Arts faculty, Communications & Media Relations, dean of students, Development, executive offices, faculty and administrative offices, Great Hall, Health & Counseling Services, Instructional Technology, mathematics lab, New Student Orientation & First-Year Initiatives, Residential Life, Community Standards and Conduct, Student Involvement & Leadership, and student media lab.

The COLLEGE OF CULINARY ARTS at 1895 Quebec St. houses academic classrooms, Colorado Dining Room, Coors Beverage Laboratory, Dick Saunders Dining Room and laboratories.

ASPEN HALL, located at 7039 East 18th St., houses Accounting, Admissions, Athletics, Applied Psychology, Counseling Psychology, Criminal Justice, Human Resources & Payroll, and Purchasing.

VAIL HALL, located at 1785 Quebec St., houses the Center for Culinary Nutrition, including a culinary lab, dining room, assessment lab and computer lab.

The WILDCAT CENTER at 7050 Montview Blvd. houses Athletics, Campus Dining, Facilities Management, a fitness center and a gymnasium.

Residence Halls

Johnson Hall and Wales Hall

Housing first-year students, these suite-style residence facilities accommodate 2 students per room with a semi-private bathroom shared between 2 rooms. A limited number of single rooms with shared bathrooms are also available.

Presidents Hall

Presidents Hall is preferred housing for sophomore, transfer and returning students, featuring double-occupancy rooms. Each air-conditioned room accommodates 2 students and includes private bathrooms. Presidents Hall also has a limited number of super singles offering the only single rooms with private bathrooms on campus.

Founders Hall

This newly renovated hall is home to sophomore and transfer students. Each air-conditioned floor features suites that accommodate 2 students with a private bathroom. Single rooms with shared bathrooms are also available.

Triangolo Hall

Triangolo Hall is a newly renovated, air-conditioned, apartment-style residence hall reserved for upper-class students. Accommodating 2 or 4 students per apartment, Triangolo features living rooms and large kitchenettes with granite counter tops and stainless-steel appliances.

Gaebe Hall

Gaebe Hall features single occupancy suites. All rooms are suite-style with full-sized beds, shared bathrooms and small kitchenettes. This hall is reserved for returning students only.

Campus Dining

Students have access to 3 dining venues on campus. The Wildcat Dining Center offers a wide range of food options for students using a meal plan. Outtakes offers an on-the-go option for students looking to utilize their meal plan or purchase a la cart items between classes. Café 1914 offers a range of beverages and lunch options for retail purchase.

Residential students are able to choose from a variety of meal plan options based on their residence hall. Information on meal plans can be found through Campus Dining.

Accreditations and Approvals

Johnson & Wales University (JWU) is accredited by the New England Association of Schools and Colleges Inc. (NEASC), through its Commission on Institutions of Higher Education. This accreditation encompasses the university's 4 campuses in Providence, Rhode Island; North Miami, Florida; Denver, Colorado; and Charlotte, North Carolina, and its online programs. Inquiries regarding JWU's accreditation status should be directed to

Office of the Provost
Johnson & Wales University
One Weybosset Hill, Sixth Floor
33 Broad Street
Providence RI 02903
Phone: 401-598-4535

Individuals may also contact

Commission on Institutions of Higher Education
New England Association of Schools and Colleges
3 Burlington Woods Drive, Suite 100
Burlington, MA 01803-4531
Toll-free phone: 888-88-NEASC
Email (cihe@neasc.org)

Legal control is vested in the Board of Trustees of Johnson & Wales University.

The university is authorized under federal law to enroll nonimmigrant alien students.

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

JWU, its faculty and members of the administrative staff hold affiliation with numerous organizations.

Johnson & Wales University will make available for review to any enrolled or prospective student, upon request, a copy of the documents describing the institution's accreditation, approval or licensing. This information, as well as contact information for accreditors, may be obtained by contacting

Vice Provost
Office of the Provost
Johnson & Wales University
One Weybosset Hill, Sixth Floor
33 Broad Street
Providence, RI, 02903
Phone: 401-598-5156

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

North Miami Campus: JWU is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding the institution may be obtained by contacting the Commission

at 325 West Gaines Street, Suite 1414, Tallahassee, FL, 32399-0400; toll-free phone: 888-224-6684.

Denver Campus: The Colorado Commission on Higher Education has authorized JWU under the Degree Authorization Act to offer instruction leading to the award of credits and/or degrees in Colorado.

Charlotte Campus: The Board of Governors of the University of North Carolina has licensed JWU under G.S. 116-15(b) to conduct degree activity in North Carolina.

Providence and Denver Campuses — BS in Dietetics and Applied

Nutrition Program: The Providence Campus and Denver Campus Dietetics and Applied Nutrition programs are accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), 120 South Riverside Plaza, Suite 2000, Chicago, IL, 60606-6995; phone: 312-899-0040, ext. 5400. The Providence Campus and Denver Campus Didactic Programs in Dietetics (DPD) meet the standards of education set by ACEND.

Providence Campus — MS in Physician Assistant Studies: At its **September 2017** meeting, the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) placed the **Johnson & Wales University Physician Assistant Studies Program** sponsored by **Johnson & Wales University** on **Accreditation-Probation** status until its next review in **September 2019**.

Probation is a temporary status of accreditation conferred when a program does not meet the Standards and when the capability of the program to provide an acceptable educational experience for its students is threatened.

Once placed on probation, programs that still fail to comply with accreditation requirements in a timely manner, as specified by the ARC-PA, may be scheduled for a focused site visit and/or risk having their accreditation withdrawn.

Specific questions regarding the program and its plans should be directed to the program director (george.bottomley@jwu.edu) and/or the appropriate institutional official(s).

Online Campus: Johnson & Wales University offers online bachelor's, master's and doctoral degree programs and is required to publish information about state approvals of these programs.

State Licensure for Online Programs: Johnson & Wales University is approved as a member of the State Authorization Reciprocity Agreements (SARA). The State Authorization Reciprocity Agreement (SARA) is a national initiative to provide more access to online courses while maintaining compliance standards with state regulatory agencies. SARA allows institutions to provide online courses outside of their own state borders by seeking and maintaining state approvals via a streamlined process. To learn more about SARA, please visit their website.

SARA Approval of JWU: On May 3, 2016, the National Council for State Authorization Reciprocity Agreements (NC-SARA) approved institutional participation for Johnson & Wales University. The State of Rhode Island approved Johnson & Wales University to participate in NC-SARA on April 14, 2016. NC-SARA is a voluntary, regional approach to state oversight of postsecondary distance education. As a SARA member in the State of Rhode Island authorized by the Rhode Island Office of the Postsecondary Commissioner, Johnson & Wales University is authorized to provide distance education to students in all of the other SARA states (detailed below).

Current SARA Member States: Current authorized SARA member states include 48 of the 50 states, plus the U.S. Virgin Islands. The current non-member states include California and Massachusetts.

NC-SARA Complaint information can be found online.

Online Student Complaint Process: Information on Student Complaint Processes for students enrolled in the College of Online Education is available online.

Affiliations

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

A description of written arrangements that the university has with other organizations to provide a portion of any university program of study is available upon request. For more information, please contact Student Academic & Financial Services.

Notice of Nondiscrimination

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, disability, status as a protected veteran, pregnancy or marital status, or any other unlawful basis in administration of its educational policies, admission policies, financial aid, employment, or any other university program or activity. It admits qualified students to all the rights, privileges, programs and activities generally accorded or made available to students at the university.

The university undertakes to comply with all federal and state discrimination laws, including, but not limited to Title IX of the Education Amendments of 1972 (Title IX), Section 504 of the Rehabilitation Act of 1973 (504), the Age Discrimination Act of 1975, Title VII of the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990.

Johnson & Wales University also does not tolerate harassment of any kind. Sexual harassment and sexual misconduct are a form of sex discrimination and prohibited by the university.

The following individual has been designated to handle inquiries concerning the application of Title IX and its implementing regulation in addition to any inquiries regarding the university's nondiscrimination and harassment policies:

Matthias Rubekeil
Title IX Coordinator/Nondiscrimination Coordinator/Section 504 Coordinator
Equity & Compliance Services
111 Dorrance St.
Providence, RI 02903
401-598-2703
Refer to the JWU Equity & Compliance Services webpage for more information (www.jwu.edu/compliance).

Additional information, including the university's complete Prohibited Discrimination and Harassment (including Sexual Harassment) Policy and the Sexual Assault and Relationship Violence Policy is included in the Student Handbook for each campus and available by contacting Equity & Compliance Services (Equity&ComplianceServices@jwu.edu).

Inquiries concerning the application of the notice of nondiscrimination may also be referred to the appropriate governmental agencies listed below under State and Federal Discrimination and Harassment Enforcement Agencies.

Corporation and Trustees

Board of Trustees

- James H. Hance Jr., chair of the board of trustees, Johnson & Wales University; operating executive, The Carlyle Group, Washington, DC
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As of November 2017

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- Lisa Pelosi, MA, vice president for communications and government relations
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- Lynn M. Robinson '90, '94 MS, vice president of student academic & financial services
- Page C. Sciotto, MBA, vice president of resource development
- Richard Wiscott, PhD, president, Denver Campus

As of November 2017

John Hazen White College of Arts & Sciences

Administration

- Nadine Dame, PhD, professor, college chair

Faculty

- Kreg Abshire, PhD, professor (liberal studies, honors); BA, University of Texas, Austin; PhD, University of South Carolina
- Christine Battista, PhD, assistant professor (media & communications studies); BS, MA, PhD, State University of New York
- Keith Bowers, MA, associate professor (communication); BA, MA, University of Northern Colorado
- Irit Cohen, MA, assistant professor (science); BS, Metro State College; MA, University of Colorado, Denver
- Nadine Dame, PhD, professor (mathematics); BS, Union College; MS, Colorado School of Mines; PhD, Colorado State University
- Daniel Grieser, MS, associate professor (mathematics); BS, Northwestern University; MS, Kettering University
- Kara Hoofnagle, PhD, assistant professor (criminal justice); BS, MA, PhD, Old Dominion University
- Allison Kramer, PhD, LPC, CACII, associate professor (counseling psychology); BA, University of North Carolina at Chapel Hill; MEd, Colorado State University; PhD, Colorado State University
- James Moulton, PhD, associate professor (history); BA, MA, University of Arkansas; PhD, University of Denver
- John O'Malley, MEd, LPC-IL, assistant professor (psychology); BM, University of Denver; MEd, University of Nebraska
- Danielle Rado, PhD, associate professor (English); BA, James Madison University; MFA, University of Notre Dame; PhD, University of Denver
- Judy St. John, PhD, associate professor (science); BA, University of Colorado Denver; MS, Hood College; PhD, University of Denver
- Sam Wells II, MFA, associate professor (English); BA, Grandview College; MFA, Naropa University
- David Woolever, EdD, instructor (leadership, history); BA, Shepherd University; MA, University of Colorado, Colorado Springs; MEd, East Carolina University; EdD, Liberty University

College of Business

Administration

- Richard Boorum, PhD, dean of academic affairs; BA, Mesa College; MS, University of Colorado; PhD Regent University
- Letta Taylor Campbell, DM, chair of college of business and graduate programs (Denver); BS, Colorado State University; MA, University of Phoenix; DM, Colorado Technical University

Faculty

- Shawne Ahlenius, MURP, assistant professor; BA, Metropolitan State College of Denver; MURP, University of Colorado Denver
- Jeff Gilbert, MBA, associate professor; BS, Western Washington University; MBA, University of Phoenix
- Kris Hefley, MEd, associate professor; BA, Colorado State University, MEd, University of Colorado
- David Hood, PhD, assistant professor; BS, Johnson & Wales University; MBA, Johnson & Wales University; MEd, Rhode Island College; PhD, University of Nebraska, Lincoln
- John Meredith, MBA, associate professor; BS, The Ohio State University; MBA, Bowling Green State University
- Stephen Pyle, MS, CHE, associate professor; BS, Cornell University; MS, Radford University
- Mike Vander Kooi, MBA, associate professor; BA, Calvin College; MS, Colorado State University; MBA, Grand Valley State University

College of Culinary Arts

Administration

- Jorge de la Torre, MEd, dean of culinary education; AOS, California Culinary Academy; BBA, University of New Mexico; MEd, Colorado State University
- Brian Lentowich, culinary purchaser
- Scott Smith, CEC, CCE, PhD, professor; department chair; BS, Metropolitan State College of Denver; MBA, University of Colorado; PhD, Colorado State University
- Christopher Heath Stone, MEd, associate professor, department chair; AS, BS, Johnson & Wales University; MEd, Colorado State University
- Marleen Swanson, MS, RD, assistant professor; department chair; BS, MS, Colorado State University; MIM, Thunderbird; Grand Diploma, Le Cordon Bleu Paris

Faculty

- Michael Angelo, BS, instructor; AS, BS Johnson & Wales University
- Max Ariza, senior instructor; Certified Sommelier, Institut Culinaire, Avignon, France
- T. Stella Bernard, BS, CWP, level 1 instructor; AS, Milwaukee Area Technical College; BS, University of Wisconsin
- Johannes Busch, MS, associate instructor; AS, San Juan Community College; MS, Bundesfachschule Wolfenbuettel Germany
- Jerry Comar, CEPC, associate instructor
- Mary Fabrikant, MBA, assistant professor; AS, Johnson & Wales University; BFA, Carnegie Mellon University; MBA, Pace University
- Stacy Griest, MBA, instructor; BA, Metropolitan State College of Denver; MBA, Johnson & Wales University
- Shellie Kark, BA, level 1 instructor; AOS, California Culinary Academy; BA, Simmons College
- Marcia Kramer, MLS, associate professor; AAS, Johnson & Wales University; BA, Pennsylvania State University; MLS, Regis University
- Ronald Lavalley, BS, CEPC, instructor; AOS, Culinary Institute of America; BS, Johnson & Wales University
- Chenin Nickel, PhD, RD, assistant professor; BS, Murray State University; RD, Marywood University; MS, PhD, University of Nevada, Reno
- Patricia Parkis, instructor; BS, AS, Johnson & Wales University
- Adam M. Sacks, MA, RD, CCC, associate instructor; AS, Western Culinary Institute; BS, Humboldt State University; MA, Western Michigan University; MA, James Madison University
- Bernhard Schrag, BA, associate instructor; Graduate Certificate, Postgraduate Diploma, University of Southern Queensland, Australia; Diploma in Computer Education, Waikato Institute of Technology, New Zealand; Diploma in Holistic Education, Creative Learning Company, Auckland; AS, Trade School Thun, Switzerland; BA, Griffith University, Australia
- Carrie Stebbins, BS, senior instructor; certificate, Le Cordon Bleu London; BS, Johnson & Wales University
- Emmerich Zach, instructor; diploma, Real Gymnasium, Baden bei Wein, Austria

College of Hospitality Management

Administration

- Richard Boorum, PhD, dean of academic affairs; BA, Mesa College; MS, University of Colorado; PhD Regent University

Faculty

- Sean F. Daly, MEd, associate professor; BSc, Keene State College; MEd, Springfield College
- Sandra Dugan, MBA, CHE, associate professor; AAS, Colorado Institute of Art; BS, Colorado State University; MBA, Regis University
- Deborah Pasquarella, MEd, associate professor; BS, Bryant College; MEd, Colorado State University
- CharLee Puckett, MBA, CHE, associate professor; BUS, Eastern New Mexico University; MBA, University of Phoenix

- Stephen Pyle, MS, CHE, associate professor; BS, Cornell University; MS, Radford University
- Sharene Reed, MAOM, CHE, associate professor; BA, Metropolitan State College of Denver; MAOM, University of Phoenix
- Scott Smith, CEC, CCE, PhD, professor, chair of food service management department; CEC, CCE, American Culinary Federation; BS, Metropolitan State College of Denver; MBA, University of Colorado; PhD, Colorado State University
- Timothy J. Stein, MPS, RD, CHE, associate professor; AS, University of Minnesota, Crookston; BS, MPS, Cornell University
- Kimberly Tranter, MBA, CHE, associate professor; BA, University of Colorado; MBA, University of Phoenix

College of Online Education

Administration

- Cynthia L. Parker, EdD, dean, College of Online Education
- David Cartwright, MS, CPA, director of online academics
- Joshua McCarthy, MBA, director of online enrollment management
- Matthew O'Brien, MBA, director of online student services
- Anice O'Connor, PhD, academic director of online programs, arts & sciences
- Amy Ricci, EdD, director of online education

Faculty

- Roger Achille, JD, professor; BA, Clark University; JD, Suffolk University
- Nicole Amos, MBA, assistant professor; BA, Framingham State University; MBA, University of Massachusetts — Amherst
- Stephen Andrade, MEd, lecturer; BA, University of Rhode Island; MEd, Northeastern University
- Paul Bagdan, PhD, CHE, professor; AOS, AS, Schenectady County Community College; BS, University of Massachusetts; MS, Rochester Institute of Technology; PhD, Kansas State University
- Julie Bilodeau, DBA, professor; AS, BS, MBA, Johnson & Wales University; DBA, Argosy University
- Peter Bortolotti, MBA, associate professor; BA, University of Connecticut; MBA, Pennsylvania State University
- Ronald Blum, MA, associate professor; BA, Mercyhurst College; MA, Johnson & Wales University
- Eldad Boker, EdD, CHE, professor; BS, Maryland University; MA, EdD, George Washington University
- Patricia Bowman, MS, FMP, CHE, CFSP, associate professor; BA, University of Wisconsin — Stout; MS, Johnson & Wales University
- Jane Boyland, MS, associate professor; AAS, Johnson & Wales University; BS, University of New Hampshire; MS, University of Massachusetts — Amherst
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- Guenther H. Der Manelian, MBA, CPA, CHAE, adjunct; BS, University of Rhode Island; MBA, Bryant College

- Kathleen Drohan, MAT, CHE, associate professor; BS, University of Rhode Island; MAT, Johnson & Wales University
- Brenda Kay Eckler, MBA, associate professor; AAS, SUNY Cobleskill; AAS, Schenectady County Community College; BBA, SUNY Delhi; MBA, SUNY Albany
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- Lee Eskilsen, MS, CFE, CHE, associate professor; AS, Dean College; BS, Bowling Green State University; MS, Indiana University
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- Michael Sabitoni, MS, CHE, associate professor, department chair; AS, BS, MS, Johnson & Wales University
- Cara Sammartino, PhD, assistant professor, department chair; B.S., University of Vermont; MSPH, Emory University; PhD, Brown University
- Matthew Samel, PhD, CHE, FMP, professor; AS, Hagerstown Community College; AS, BS, MBA, Johnson & Wales University; PhD, Capella University
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- Craig Skilling, MS, assistant professor; BS, Florida State University; MS, St. Thomas University

- Corey Smith, MBA, associate professor; BS, Bryant University; MBA, University of Massachusetts at Lowell
- Scott Smith, PhD, professor, department chair; BS, State College of Denver; MBA, University of Colorado, Boulder; PhD, Colorado State University
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- Elizabeth Van Patten, MS, CHE, associate professor; BS, St. John's University; MS, University of Illinois
- Julie Viscardi-Smalley, MS, assistant professor; BA, Syracuse University; MS, Syracuse University
- Geraldine E. M. Wagner, PhD, professor; BA, Brooklyn College; MA, PhD, Brown University
- Robert Wahl, MS, CHE, associate professor; AS, BS, MS, Johnson & Wales University
- Wendy Wagner, PhD, professor; BA, Cornell University; MA, PhD, Duke University
- Rex Warren, PhD, assistant professor; BS, MS, University of Nevada, Las Vegas; PhD, Iowa State University
- Brian J. Warrener, MBA, CHE, associate professor; BA, Harvard University; MBA, University of Rhode Island
- Christopher Westgate, PhD, associate professor; BS, Cornell University; MA, Columbia University; PhD, Texas A&M
- Carla White, PhD, assistant professor; BA, Wheelock College; MA, University of Rhode Island; PhD, Capella University
- Alistair Williams, PhD, CHE, WSET, professor; BS, Sheffield Hallam University; MSc, University of Huddersfield; PhD, Leeds Beckett University
- James Woods, PhD, assistant professor; BA, Morehead State University; MA, Morehead State University; MBA, Ball State University; PhD, Purdue University
- Kelly Wolfe, MFA, assistant professor; BA, University of Tampa; MFA, George Mason University; MFA, American University
- Erin Wynn, MA, associate professor; BS, New York University; MA, Hunter College
- Pam Young, EdD, assistant professor; BS, Bowling Green State University; MBA, St. Thomas University; EdD, University of Miami
- Manasseh Zechariah, PhD, professor; BSc, Calcutta University; MA, Jawaharlal Nehru University; PhD, University of California, Irvine

Center for Academic Support

- Kecia Pedrett Leland, MEd, director of the Center for Academic Support

Experiential Education & Career Services

- VA Hayman Barber, MA, director of experiential education & career services

Library

- Merrie Valliant, MLIS, technical services librarian
- Amanda Samland, MLIS, public services librarian

Student Academic & Financial Services

- Denise Kupetz, MA, dean of students

Student Affairs

- Denise Kupetz, MA, dean of students
- Adam Westbrook, MA, director of student involvement & leadership
- Matthew Reinhard, MEd, assistant director of student involvement & leadership
- Sara Ash, MA, director of community standards and conduct
- Krista Wiseman, MBA, assistant director for residential life
- Steven Erhart, MA, director of health & counseling services
- Faith Olson, BA, RN, staff nurse

* This is only a partial listing.

Department Directories *

Academic Affairs

- Richard Boorum, PhD, dean of academic affairs

Administration

- Richard Wiscott, PhD, campus president
- Rob Clemens, MBA, executive director of operations

Admissions

- Gabriel Castano, MA, director of admissions

Campus Safety & Security

- Peter Hemschoot, BS, director of campus safety & security
- Brian Lyninger, BS, assistant director campus safety & security

Programs of Study

- **Associate in Science (AS) Degree**
 - Baking & Pastry Arts (p. 16)
 - Culinary Arts (p. 17)

Baking & Pastry Arts - AS

The Baking & Pastry Arts associate degree program provides students with practical education in baking and pastry production, while developing professionalism and excellence in academic achievement. Experience-based training is paired with academic courses resulting in a curriculum that is both dynamic and directly aligned with industry needs.

Upon completion of the program, graduates are expected to:

- Utilize multiple classical and contemporary cooking and baking techniques to prepare, produce and present baked products, pastries and desserts.
- Perform the skills and techniques of professional artisanal bread baking and viennoiserie.
- Apply FDA recommended food safety and sanitation principles to food and beverage products, tools and equipment used throughout the flow of the food and beverage operation.
- Implement cost control measures to track goods, services and costs through the cycle of cost control and to evaluate revenue and expenses and their effect on profitability.
- Communicate professionally and exhibit appropriate decision making skills with respect for individual and team diversity as it applies to the food service industry.

First-year baking & pastry arts students rotate through 2 terms of professionally focused laboratory classes. Emphasis is placed on skills development and techniques of combining basic ingredients to produce pastries, breads, cakes, frozen desserts and chocolates. Second-year laboratories emphasize advanced techniques in the preparation and production of cakes, entremets, artisan breads, plated desserts and sugar work.

The baking and pastry lab experience is complemented by a sound general education core and professional studies which include food and beverage cost control, nutrition, and a food safety course that, upon successful completion, results in a Food Safety Manager certification recognized by the Conference for Food Protection.

Baking & Pastry Internship

Associate degree students participate in 1 term of experiential education, which allows students to take part in food service operations in preparation for future careers. Possible sites include local and national hotels, restaurants, country clubs, resorts, casinos, spas and corporate food service providers. Eligibility requirements include a 2.0 grade point average and completion of all prerequisite coursework. Certain sites may require a 2.75 cumulative GPA. International internship opportunities at host company sites throughout the world may also be available for students who have met specific college eligibility requirements, have a minimum of 1 year work experience in a full-service restaurant, hotel or resort, and who maintain a 3.25 cumulative grade point average.

Graduates of the Baking & Pastry Arts associate degree program are eligible, or may apply, for entrance into the following Bachelor of Science degree programs: Baking & Pastry Arts, Culinary Science, Baking & Pastry Arts and Food Service Management, Food & Beverage Entrepreneurship or Business Studies. Graduates of the Baking & Pastry Arts associate degree program are also eligible, or may apply, for entrance into the Culinary Arts Bachelor of Science degree program after completing a series of culinary lab classes. Certain requirements pertain to each of these bachelor degree programs, which are noted in their respective program descriptions.

Baking & Pastry Arts

A two-year program leading to an associate degree

Major Courses

| | | |
|---------|------------------------------------|---|
| BPA1010 | Fundamental Skills and Techniques | 3 |
| BPA1015 | Classic Pastry | 3 |
| BPA1020 | Pies and Tarts | 3 |
| BPA1025 | Cookies and Petits Fours | 3 |
| BPA1030 | Hot and Cold Desserts | 3 |
| BPA1035 | Chocolates and Confections | 3 |
| BPA1040 | Introduction to Cakes | 3 |
| BPA1045 | Principles of Artisan Bread Baking | 3 |
| BPA1050 | Viennoiserie | 3 |
| BPA1060 | How Baking Works | 3 |

| | | |
|--------------------------------------|---|------|
| BPA2010 | Specialty Cakes | 3 |
| BPA2015 | Entremets and Petits Gâteaux | 3 |
| BPA2020 | Plated Desserts | 3 |
| BPA2025 | Advanced Artisan Bread Baking | 3 |
| BPA2030 | Sugar Artistry | 3 |
| Applied/Experiential Learning | | |
| COCA2699 | College of Culinary Arts Intermediate Internship | 13.5 |
| Related Professional Studies | | |
| FSM1065 | Food Safety and Sanitation Management * | 1.5 |
| FSM2025 | Food and Beverage Cost Control | 4.5 |
| A&S Core Experience | | |
| Communications Foundation Courses | | |
| ENG1020 | English Composition | |
| ENG1021 | Advanced Composition and Communication | |
| ENG1030 | Communication Skills | |
| Integrative Learning | | |
| One ILS course at the 2000 level | | |
| Mathematics | | |
| MATH1002 | A Survey of College Mathematics (or higher, based on student's placement) | |
| Science | | |
| SCI1050 | Nutrition | |
| A&S Electives | | |
| One course with an EASC attribute. | | |
| Total Credits | | 96.0 |

* Students must pass a national exam that is recognized by the Conference for Food Protection as a graduation requirement.

NOTE: Students must pass MATH0010 Basic Mathematics or have equivalent placement scores to enroll in required math course(s).

In collaboration with academic colleges across all JWU campuses, JWU Study Abroad programs offer a variety of options for major, minor, Arts & Science, and elective credit at many price points for students during the academic year and summer. Financial aid is applicable and scholarships are available. Visit the study abroad website for information, program descriptions and online applications.

Four-Year Options:

- Applied Food Science, Innovation & Technology
- Baking & Pastry Arts
- Baking & Pastry Arts and Food Service Management
- Business Studies
- Food & Beverage Entrepreneurship

Please note the following campus considerations when choosing a Four-Year Option:

- Applied Food Science, Innovation & Technology is only offered at the Charlotte Campus.
- Baking & Pastry Arts bachelor's degree program is only offered at the Providence Campus for day students.
- Baking & Pastry Arts and Food Service Management is not available for Denver CE.
- Business Studies is not available for Denver CE.
- Food & Beverage Entrepreneurship is only offered Online and at the Charlotte, North Miami and Providence campuses for day students.

Culinary Arts - AS

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

Upon completion of the program, graduates are expected to:

- Execute professional cooking techniques and skills needed to produce, present and serve quality food and beverages utilizing ingredients and flavor profiles of the major world cuisines
- Apply sound nutritional practices related to healthful cooking by incorporating traditional ingredients and adapting classical and contemporary techniques to yield products that meet universal recognized federal and private dietary recommendations
- Apply FDA recommended food safety and sanitation principles to food and beverage products, tools and equipment used throughout the flow of the food and beverage operation
- Implement cost control measures to track goods, services and costs through the cycle of cost control and to evaluate revenue and expenses and their effect on profitability
- Communicate professionally and exhibit appropriate decision making skills with respect for individual and team diversity as it applies to the food and service industry

The focus of the first-year culinary lab classes is on the development and practice of cooking, baking, dining and beverage service skills, and includes national certification in alcohol intervention procedures. Second-year laboratories include advanced techniques in classical and international cuisines, garde manger, patisserie/dessert and dining room.

The culinary lab experience is complemented by a sound general education core and professional studies which include menu planning and cost control, nutrition and a food safety course that, upon successful completion, results in a Food Safety Manager certification recognized by the Conference for Food Protection.

Culinary Internship

Associate degree students will participate in 1 term of experiential education, which allows students to participate in food service operations in preparation for future careers. Possible sites include local and national hotels, restaurants, country clubs, resorts, casinos, spas and corporate food service providers. Eligibility requirements for certain sites include a 2.75 cumulative GPA and completion of all prerequisite coursework. International internship opportunities at host company sites throughout the world may also be available for students who have met specific college eligibility requirements, have a minimum of 1 year work experience in a full-service restaurant, hotel or resort, and who maintain a 3.25 cumulative grade point average.

Graduates of the Culinary Arts associate degree program are eligible, or may apply, for entrance into the following Bachelor of Science degree programs: Culinary Arts, Baking & Pastry Arts, Culinary Arts and Food Service Management, Culinary Science, Culinary Nutrition, Food & Beverage Entrepreneurship or Business Studies. Certain requirements pertain to each of these bachelor degree programs, which are noted in their respective program descriptions.

Graduates of the program have the opportunity to gain employment in the food service industry, which would include a variety of positions in full-service restaurants, hotels, clubs and resorts catering operations, quantity food production facilities, health spas and cruise lines.

Culinary Arts

A two-year program leading to an associate degree

Major Courses

| | | |
|---------|--|---|
| CUL1015 | Introduction to Culinary Foundations | 3 |
| CUL1035 | Culinary Fundamentals | 3 |
| CUL1055 | Cooking in Today's Restaurant: Breakfast & Lunch | 3 |
| CUL1075 | Cooking in Today's Restaurant: Dinner | 3 |
| CUL1095 | Cooking in the Global Marketplace | 3 |
| CUL1115 | The Science of Cooking and Sensory Analysis | 3 |
| CUL1135 | Purchasing, Product Identification & Protein Fabrication | 3 |

| | | |
|--------------------------------------|---|------|
| CUL1325 | Essentials of Dining Service | 3 |
| CUL1345 | Foundations of Baking & Pastry | 3 |
| CUL1365 | Exploring Beverages * | 3 |
| CUL2215 | The Craft of Garde Manger | 3 |
| CUL2235 | Contemporary Service and Restaurant Supervision | 3 |
| CUL2245 | International Cuisine and Culinary Cultures | 3 |
| CUL2255 | Advanced Pastry | 3 |
| CUL2265 | Classical Cuisines of France and Italy | 3 |
| Applied/Experiential Learning | | |
| COCA2799 | College of Culinary Arts Intermediate Internship | 13.5 |
| Related Professional Studies | | |
| FSM1065 | Food Safety and Sanitation Management ** | 1.5 |
| FSM2045 | Introduction to Menu Planning and Cost Controls | 4.5 |
| A&S Core Experience | | |
| Communications Foundation Courses | | 13.5 |
| ENG1020 | English Composition | |
| ENG1021 | Advanced Composition and Communication | |
| ENG1030 | Communication Skills | |
| Integrative Learning | | 4.5 |
| One ILS course at the 2000 level | | |
| Mathematics | | 4.5 |
| MATH1002 | A Survey of College Mathematics (or higher, based on student's placement) | |
| Science | | 4.5 |
| SCI1050 Nutrition | | |
| A&S Elective | | 4.5 |
| One course with an EASC attribute | | |
| Total Credits | | 96.0 |

* ServSafe Alcohol Certification course required.

** Students must pass a national exam that is recognized by the Conference for Food Protection as a graduation requirement.

NOTE: Students must pass MATH0010 Basic Mathematics or have equivalent placement scores to enroll in required math course(s).

In collaboration with academic colleges across all JWU campuses, JWU Study Abroad programs offer a variety of options for major, minor, Arts & Science, and elective credit at many price points for students during the academic year and summer. Financial aid is applicable and scholarships are available. Visit the study abroad website for information, program descriptions and online applications.

Four-Year Options:

- Applied Food Science, Innovation & Technology
- Baking & Pastry Arts
- Business Studies
- Culinary Arts and Food Service Management
- Culinary Nutrition (2+2 program)
- Food & Beverage Entrepreneurship

Please note the following campus considerations when choosing a 4-year option:

- Applied Food Science, Innovation & Technology is only offered at the Charlotte Campus.
- Baking & Pastry Arts bachelor's degree program is only offered at the Providence Campus for day students.
- Business Studies is not available for Denver CE.
- Culinary Arts and Food Service Management is not available for Denver CE.
- The Culinary Nutrition program is offered as a 2+2 program at the Charlotte Campus (pending approval by UNC Board of Governors). The Providence, North Miami and Denver campuses offer a 4-year bachelor's degree program.
- Food & Beverage Entrepreneurship is only offered Online and at the Charlotte, North Miami and Providence campuses for day students.

Academic Int'l Programs (ABRD) Courses

ABRD4080 Study Abroad - Exchange Program

This course is a variable-credit placeholder course used to maintain JWU student status while participating in a JWU exchange program. Students apply for the exchange program through JWU Study Abroad, which identifies the approved exchange university institutions. Students are enrolled in exchange university courses overseas. The international host university courses are not from the JWU catalog, so students schedule for this course (4.5-22.5 credits) to maintain registration at Johnson & Wales.

Offered at Charlotte, Denver, Denver CE, North Miami, Online, Providence, Providence CE

1.25-22.5 Quarter Credit Hours

ABRD4180 Study Abroad - Affiliate Program

This course is a variable-credit placeholder course used to maintain JWU student status while participating in a JWU affiliate program. Students apply for the affiliate program through JWU Study Abroad, which identifies the approved affiliate organizations and specific approved programs. Students are enrolled in an affiliate's partner university courses overseas. The international host institution or university courses are not from the JWU catalog, so students schedule for ABRD4180 (4.5-22.5 credits) to maintain registration at Johnson & Wales.

Offered at Charlotte, Denver, Denver CE, North Miami, Online, Providence, Providence CE

1.5-22.5 Quarter Credit Hours

Baking and Pastry Arts (BPA) Courses

BPA1010 Fundamental Skills and Techniques

This course provides students with fundamental cooking and baking techniques, knife skills, piping skills and mixing methods. Emphasis is placed on proper receiving, handling and identification of fruits and other ingredients used in the pastry kitchen.

Offered at Charlotte, Denver, Denver CE, North Miami, Providence, Providence CE

3 Quarter Credit Hours

BPA1015 Classic Pastry

This course is designed to give the student fundamental working knowledge of the traditional methods of producing puff pastry, pâte à choux, creams and custards. This course also includes practical techniques of platter design and presentations. Students plan, organize and set up pastry buffets.

Offered at Charlotte, Denver, Denver CE, North Miami, Providence, Providence CE

3 Quarter Credit Hours

BPA1020 Pies and Tarts

This course is designed to provide students with the knowledge of traditional methods of producing pies and tarts. Emphasis is on the production of basic pie dough, short dough, pâte sablée, and a variety of pie and tart fillings.

Offered at Charlotte, Denver, Denver CE, North Miami, Providence, Providence CE

3 Quarter Credit Hours

BPA1025 Cookies and Petits Fours

This course provides students with a fundamental working knowledge of the traditional methods of producing cookies and petits fours. Fundamentals of production, finishing techniques and platter presentations are introduced.

Offered at Charlotte, Denver, Denver CE, North Miami, Providence, Providence CE

3 Quarter Credit Hours

BPA1030 Hot and Cold Desserts

This course is designed to provide students with skills in the production of churned and still-frozen desserts, composed frozen desserts and the production of hot desserts enhanced by a frozen component.

Offered at Charlotte, Denver, Denver CE, North Miami, Providence, Providence CE

3 Quarter Credit Hours

BPA1035 Chocolates and Confections

This course provides students with the skills and knowledge of chocolate tempering methods. Hand dipped and molded pralines and truffles (candies) are produced utilizing different chocolates, fillings and decorating techniques. Emphasis is placed on the history and manufacturing techniques of the different qualities in chocolate.

Offered at Charlotte, Denver, Denver CE, North Miami, Providence, Providence CE

3 Quarter Credit Hours

BPA1040 Introduction to Cakes

This course provides students with the skills and knowledge of producing cakes, butter creams and icings. Each student is taught proper mixing methods and assembling, icing and finishing techniques of a variety of cakes.

Offered at Charlotte, Denver, Denver CE, North Miami, Providence, Providence CE

3 Quarter Credit Hours

BPA1045 Principles of Artisan Bread Baking

This course provides an introduction to the skills and techniques of artisan bread production. Products covered include commercially yeasted breads, rolls and savory quick breads. Properties and characteristics of ingredients, the baker's percentage system and scaling methods are studied, as well as proper mixing techniques, controlled fermentation, and baking methodology.

Offered at Charlotte, Denver, Denver CE, North Miami, Providence, Providence CE

3 Quarter Credit Hours

BPA1050 Viennoiserie

This course provides students with the knowledge and application of the principles and techniques of viennoiserie production. Yeasted and enriched breads, laminated doughs and quick breads are introduced in this class. Properties and characteristics of ingredients, the baker's percentage system and scaling methods are introduced. Emphasis is placed on mixing techniques, controlled fermentation, hand shaping skills and baking methodology.

Offered at Charlotte, Denver, Denver CE, North Miami, Providence, Providence CE

3 Quarter Credit Hours

BPA1060 How Baking Works

This course introduces how baking works through an understanding of the ingredients used in baking and pastry. Students run experiments in order to learn about ingredients and understand how ingredients change during production and interaction with other ingredients.

Offered at Charlotte, Denver, Denver CE, North Miami, Providence, Providence CE

3 Quarter Credit Hours

BPA2010 Specialty Cakes

Students build on their fundamental skills of icing cakes in creating special occasion cakes. Emphasis is placed on developing skills in making various flowers out of modeling chocolate, marzipan and gum paste. Students are introduced to covering and glazing special occasion cakes with rolled fondant and build their piping skills through intricate patterns and techniques.

Prerequisite(s): BPA1040.

Offered at Charlotte, Denver, Denver CE, North Miami, Providence, Providence CE

3 Quarter Credit Hours

BPA2015 Entremets and Petits Gâteaux

This course provides students with advanced methods of creating entremets and petits gateaux that are contemporary and relevant to industry. Different components and modern finishing techniques are applied in creating molded entremets and petits gateaux.

Prerequisite(s): BPA1010, BPA1030, BPA1035, BPA1040, sophomore status or approval of dean or department chair.

Offered at Charlotte, Denver, Denver CE, North Miami, Providence, Providence CE

3 Quarter Credit Hours

BPA2020 Plated Desserts

This course covers preparation and presentation of individual hot and cold plated desserts, using a variety of traditional and modern plating techniques. Plate design, station organization, à la minute service, flavor, textural components, and portion control are emphasized.

Prerequisite(s): BPA1015, BPA1030.

Offered at Charlotte, Denver, Denver CE, North Miami, Providence, Providence CE

3 Quarter Credit Hours

BPA2025 Advanced Artisan Bread Baking

This course introduces students to the advanced skills and techniques of artisan bread production that includes commercially and naturally leavened breads; decorative breads, crackers and flat breads. Properties and characteristics of grains other than wheat and sustainability are covered. The baker's percentage system, scaling ingredients, mixing techniques, controlled fermentation, hand shaping skills, and baking methodology are reviewed.

Prerequisite(s): BPA1045.

Offered at Charlotte, Denver, Denver CE, North Miami, Providence, Providence CE

3 Quarter Credit Hours

BPA2030 Sugar Artistry

Students are introduced to various sugar artistry techniques, including pastillage, poured, pulled and blown sugar. Emphasis is on the planning and production of individual showpieces using various shaping and molding methods.

Offered at Charlotte, Denver, Denver CE, North Miami, Providence, Providence CE

3 Quarter Credit Hours

College of Culinary Arts (COCA) Courses

COCA2699 College of Culinary Arts Intermediate Internship

Students enrolled in the College of Culinary Arts Intermediate Internship engage in experiential learning to integrate knowledge and skills learned in the classroom within a professional setting. Through the internship, students gain valuable applied experience and have the opportunity to make connections within their chosen professional field/industry. Additionally, students gain firsthand experience with the challenges, nuances and everyday expectations within the food industry. Through the internship and reflective assignments, students gain greater insight regarding their own career-readiness.

Prerequisite(s): To be eligible for this internship, students must: 1) maintain a cumulative GPA of 2.0 during the entire pre-program application process, 2) have completed all freshman courses, and 3) successful completion of FSM1065 Food Safety Sanitation.

Offered at Charlotte, Denver, Denver CE, North Miami, Providence, Providence CE

6.75-13.5 Quarter Credit Hours

COCA2799 College of Culinary Arts Intermediate Internship

Students enrolled in the College of Culinary Arts Intermediate Internship engage in experiential learning to integrate knowledge and skills learned in the classroom within a professional setting. Through the internship, students gain valuable applied experience and have the opportunity to make connections within their chosen professional field/industry. Additionally, students gain firsthand experience with the challenges, nuances and everyday expectations within the food industry. Through the internship and reflective assignments, students gain greater insight regarding their own career-readiness.

Prerequisite(s): To be eligible for this internship, students must: 1) maintain a cumulative GPA of 2.0 during the entire pre-program application process, 2) have completed all freshman courses, and 3) successful completion of FSM1065 Food Safety Sanitation.

Offered at Charlotte, Denver, Denver CE, North Miami, Providence, Providence CE

6.75-13.5 Quarter Credit Hours

Culinary Arts (CUL) Courses

CUL1015 Introduction to Culinary Foundations

This course introduces students to techniques practiced in the professional kitchen: the craft, tools, food safety and sanitation, basic knife skills and mise en place. Students are introduced to moist cooking techniques of boiling, simmering, poaching, steaming, blanching/shocking and sweating while the basic preparations of stocks, soups and classic sauces are introduced. Culinary science, sensory analysis and sustainability are explored.

Offered at Charlotte, Denver, Denver CE, North Miami, Providence, Providence CE

3 Quarter Credit Hours

CUL1035 Culinary Fundamentals

Students investigate and practice the cooking techniques of grilling, sautéing, baking, braising, stewing, broiling, roasting and frying while producing and tasting complimenting contemporary sauces. Vegetable and starch cuts and cookery are demonstrated and practiced. Students practice reading and writing standardized recipes, as well as recipe scaling and costing.

Offered at Charlotte, Denver, Denver CE, North Miami, Providence, Providence CE

3 Quarter Credit Hours

CUL1055 Cooking in Today's Restaurant: Breakfast & Lunch

Students practice the cooking techniques introduced in Foundations and Fundamentals using breakfast, brunch and lunch cookery. Product preparations include eggs, sandwiches, quick breads, soups, and vegetable cookery. Standard plate presentation, recipe costing and discussion of nutritional needs are explored.

Offered at Charlotte, Denver, Denver CE, North Miami, Providence, Providence CE

3 Quarter Credit Hours

CUL1075 Cooking in Today's Restaurant: Dinner

Students continue to develop the ability to competently execute the production skills required for a successful culinary career. Emphasis is on braising, stewing and roasting and the preparation of accompanying sauces.

Offered at Charlotte, Denver, Denver CE, North Miami, Providence, Providence CE

3 Quarter Credit Hours

CUL1095 Cooking in the Global Marketplace

Basic nutrition and healthy eating concepts are investigated as students explore traditional ethnic ingredients from cuisines around the world to produce meat-minimalistic menus and recipes highlighting vegetables, legumes and grains. Sourcing food locally, seasonal menus, and sustainability in the foodservice industry are discussed.

Offered at Charlotte, Denver, Denver CE, North Miami, Providence, Providence CE

3 Quarter Credit Hours

CUL1115 The Science of Cooking and Sensory Analysis

This course introduces students to the basic functions of ingredients and cooking processes. Students conduct experiments and think critically to compare, contrast and evaluate how ingredients change through the use of various cooking techniques. This course will explore recipe modification, ingredient substitution, and problem solving in the kitchen. Emphasis is placed on the sensory evaluation of food, the development and use of sensory terminology, and real-world restaurant applications.

Offered at Charlotte, Denver, Denver CE, North Miami, Providence, Providence CE

3 Quarter Credit Hours

CUL1135 Purchasing, Product Identification & Protein Fabrication

This course presents students with the flow of goods and food safety concepts within the purchasing, receiving, storing and distribution functions. Comprehensive purchasing is discussed. Through demonstrations and experience-based production, students engage in identifying, handling and fabricating proteins, dry-goods and staples. Students review and discuss quality standards, yields, costing, packaging and labeling.

Offered at Charlotte, Denver, Denver CE, North Miami, Providence, Providence CE

3 Quarter Credit Hours

CUL1325 Essentials of Dining Service

Learn and practice the skills of front-of-the house (FOH) operations and professional dining and beverage service techniques reflecting contemporary practices. Etiquette, quality service and guest relations, effective communication skills, critical thinking, check handling and point of sale systems are emphasized.

Offered at Charlotte, Denver, Denver CE, North Miami, Providence, Providence CE

3 Quarter Credit Hours

CUL1345 Foundations of Baking & Pastry

Production includes basic breads and rolls, laminated dough, muffins, quick breads, cookies and pies. Proper use of the baker's scale, liquid measurement and equipment identification are a primary focus for this course.

Offered at Charlotte, Denver, Denver CE, North Miami, Providence, Providence CE

3 Quarter Credit Hours

CUL1365 Exploring Beverages

Students are introduced to the production methods and service of non-alcoholic beverages, beer, wine and spirits. Students identify beverages using sensory evaluation techniques, and are exposed to beverage costing and profitability. Students also take the ServSafe® Alcohol certification course and exam.

Offered at Charlotte, Denver, Denver CE, North Miami, Providence, Providence CE

3 Quarter Credit Hours

CUL2215 The Craft of Garde Manger

Learn and develop the craft of garde manger utilizing both traditional and contemporary techniques in cooking, preservation, forcemeat production and charcuterie, while applying the concept of "total utilization". Using marketable displays, the preparation and presentation of hot and cold hors d'oeuvres, fresh cheeses and cold sauces is practiced.

Prerequisite(s): Completion of all freshman culinary labs (or concurrent with dean approval).

Offered at Charlotte, Denver, Denver CE, North Miami, Providence, Providence CE

3 Quarter Credit Hours

CUL2235 Contemporary Service and Restaurant Supervision

Students will expand their understanding of guest satisfaction through various applications of restaurant service. They are also introduced to basic supervisory concepts including: front of the house expenses, operational procedures and financial responsibilities. Students will evaluate food and beverage profitability. Students will further their understanding and application of food and beverage pairing.

Prerequisite(s): Completion of all freshman culinary labs (or concurrent with dean approval).

Offered at Charlotte, Denver, Denver CE, North Miami, Providence, Providence CE

3 Quarter Credit Hours

CUL2245 International Cuisine and Culinary Cultures

Explore the most influential cultures and flavor profiles from around the globe. Learn to identify the distinctly different and common ingredients that identify each major cuisine, while practicing traditional and modern techniques to produce contemporary restaurant quality menu items.

Prerequisite(s): Completion of all freshman culinary labs (or concurrent with dean approval).

Offered at Charlotte, Denver, Denver CE, North Miami, Providence, Providence CE

3 Quarter Credit Hours

CUL2255 Advanced Pastry

This course covers the preparation of individual plated desserts, using a variety of traditional and modern plating techniques incorporating design, flavor, and textural components. Station organization, portion control and cost determination are emphasized.

Prerequisite(s): CUL1345.

Offered at Charlotte, Denver, Denver CE, North Miami, Providence, Providence CE

3 Quarter Credit Hours

CUL2265 Classical Cuisines of France and Italy

Students explore the classical cuisines of France and Italy. Students learn to identify the shared and defining ingredients and flavor profiles of the cuisines while practicing traditional and modern techniques to produce contemporary restaurant quality à la minute plates.

Prerequisite(s): Completion of all freshman culinary labs (or concurrent with dean approval).

Offered at Charlotte, Denver, Denver CE, North Miami, Providence, Providence CE

3 Quarter Credit Hours

English (ENG) Courses

ENG0001 Writing Workshop

This course affords an opportunity to students to complete the Graduation Writing Requirement at Johnson & Wales University. Students will review sentence structure, paragraph development and essay organization with the goal of applying these skills to the classroom and the workplace.

Prerequisite(s): Writing proficiency assessed as unsatisfactory in ENG1021. (HY) (OL)

Offered at Charlotte, Denver, Denver CE, North Miami, Online, Providence, Providence CE

0 Quarter Credit Hours

ENG0100 Writing Assessment

Writing Assessment serves as the vehicle by which a student's Graduation Writing Requirement Assessment score is recorded. This course is a co-requisite of ENG1021 Advanced Composition and Communication Skills and ENG1027 Honors Advanced Composition and Communications:

Civic Discourse. Students begin preparation for the Graduation Writing Requirement Assessment in ENG1020 English Composition or ENG1024 Honors Composition: Writing in the Academy and continue preparation for the assessment in ENG1021 or ENG1027. Administration of the assessment occurs in the latter part of ENG1021 and ENG1027. (HY) (OL)

Offered at Charlotte, Denver, Denver CE, North Miami, Online, Providence, Providence CE

0 Quarter Credit Hours

ENG1020 English Composition

This course provides students with basic writing skills in a variety of genres and contexts. Instruction begins with a review of the fundamentals of writing through the use of personal narratives. The focus widens to forms of public writing, including informative and research-based writing. Research techniques and MLA documentation are covered. Class work includes lecture, writing workshops, and peer critique. Course requirements include five or six different writing projects as well as a final exam. (OL)

Offered at Charlotte, Denver, Denver CE, North Miami, Online, Providence, Providence CE

4.5 Quarter Credit Hours

ENG1021 Advanced Composition and Communication

This course is a continuation of ENG1020 English Composition. Building on the research and audience skills from ENG1020, students develop more complex and rhetorically advanced papers. All work – written and oral – is aimed at persuading an audience. Instruction begins with the essential components of a logically constructed and articulated argument. Critical thinking skills are reinforced throughout the course as students develop, peer critique, and present projects to the class. Research and MLA skills are expected of students, and all projects require research from a variety of sources.

Prerequisite(s): ENG1020 or ENG1024 or English placement. (OL)

Offered at Charlotte, Denver, Denver CE, North Miami, Online, Providence, Providence CE

4.5 Quarter Credit Hours

ENG1030 Communication Skills

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

Offered at Charlotte, Denver, Denver CE, North Miami, Online, Providence, Providence CE

4.5 Quarter Credit Hours

Food Service Management (FSM) Courses

FSM1065 Food Safety and Sanitation Management

Students explore the fundamentals of food safety and environmental sanitation. Students will identify the origins of food contamination and recognize proper food safety practices used to keep food safe during the flow of food from vendor to consumer. Students must pass a national food safety manager certification exam that is recognized by the Conference for Food Protection (CFP) to fulfill the graduation requirement. (HY)

Offered at Charlotte, Denver, Denver CE, North Miami, Providence, Providence CE

1.5 Quarter Credit Hours

FSM2025 Food and Beverage Cost Control

Food and Beverage Cost Control is an introductory course designed to acquaint the student with the control problems of the food and beverage industry. Emphasis is placed on profit planning through menu planning, the control cycle and forecasting.

Prerequisite(s): MATH0010 (or concurrent) or math placement, sophomore status. (HY) (OL)

Offered at Charlotte, Denver, Denver CE, North Miami, Online, Providence, Providence CE

4.5 Quarter Credit Hours

FSM2045 Introduction to Menu Planning and Cost Controls

This course allows students the opportunity to evaluate sales menus and apply the skills relevant to the development and design of the sales menu in a food service operation, while also learning the importance and use of the proper tools and documents needed to control food and beverage costs and analyze sales. Additionally, the course introduces a practical approach to managerial accounting through the exploration of labor and overhead expenses, as well as an introduction to the income statement as a method of evaluating a business's success.

Prerequisite(s): MATH0010 (or concurrent) or math placement, sophomore status. (HY) (OL)

Offered at Charlotte, Denver, Denver CE, North Miami, Online, Providence, Providence CE

4.5 Quarter Credit Hours

Integrative Learning (ILS) Courses

ILS2150 Introduction to American Studies

This course introduces students to the major themes in American culture, both past and emerging. Students are given a sense of the tensions running through the identity and image of Americans here and around the world. As an integrative learning seminar, this course also serves as an introduction to the idea and practice of interdisciplinary scholarship. This course gives students a wide range of tools to make sense of what America is, has been and can be. Topics include traditional disciplines that help illuminate American culture. Focus is on art, music, literature, history and anthropology. Prerequisite(s): ENG1020 or ENG1024 or English placement, sophomore status.

Offered at Charlotte, Denver, Denver CE, North Miami, Providence, Providence CE

4.5 Quarter Credit Hours

ILS2325 Economics of Sin

This course integrates economic, sociological and psychological principles to examine price gouging, cheating, illegal drugs, sex and gambling. Emphasis is on examining these "sinful" behaviors in the context of moral development and theories of motivation. Students also examine how government seeks to change and penalize such behavior and the consequences of these interventions.

Prerequisite(s): ENG1020 or ENG1024 or English placement, sophomore status. (OL)

Offered at Charlotte, Denver, Denver CE, North Miami, Online, Providence, Providence CE

4.5 Quarter Credit Hours

Leadership Studies (LEAD) Courses

LEAD1010 Foundations of Leadership Studies

This course draws upon a variety of research-based theories and applications germane to the study of leadership. Theoretical paradigms of motivation are discussed and applied to communication styles, decision making, risk taking, team building, conflict resolution, negotiation, diversity and inclusion. Leadership traits, leadership styles and roles are examined in the context of ethics, power and social responsibility. (OL)

Offered at Charlotte, Denver, Denver CE, North Miami, Online, Providence, Providence CE

4.5 Quarter Credit Hours

LEAD2012 Power and Leadership

This course provides an overview of the nature and types of power and their connections to leadership. Relationships between concepts and practices of power, and their role and influence across a number of spheres, settings, roles and relationships are explored. Since issues of power present unique challenges in today's complex, networked and digitized world, special attention is given to the topics of supportive communication, relationship building, organizational politics and the effective management of power relations.

Prerequisite(s): LEAD1010 or SOC1001 or SOC2005. (OL)

Offered at Denver, Denver CE, North Miami, Online, Providence, Providence CE

4.5 Quarter Credit Hours

LEAD2080 Sustainability, Community Engagement & Leadership

This course focuses on sustainability, community engagement, leadership and global citizenship through interdisciplinary course materials and cultural immersion. Interdependence, as it is reflected through social, political, economic, spiritual and environmental perspectives, is examined. Students use this systems perspective to understand the complex factors that contribute to the challenges and proposed solutions to community and individual health, specifically in Nepal. This course introduces the Kevin Rohan Memorial Eco Foundation (KRMEF) in Nepal as an innovative and replicable model for sustainable community and leadership development. KRMEF represents an ecological systems (biodynamic) model for addressing the needs of the people and communities specifically in the Kathmandu Valley region of Nepal, with relevance to similar concerns within a global context. While in the country, students experience the impact of complex development problems in Nepal through readings, structured site visits and excursions, cultural events, and community interaction. Ongoing, intentional reflection provides opportunities for participants to engage with, synthesize and act upon what they learn from their experiences and how that relates to academic, professional, civic and leadership interests.

Offered at Charlotte, Denver, Denver CE, North Miami, Online, Providence, Providence CE

4.5 Quarter Credit Hours

Mathematics (MATH) Courses

MATH0010 Basic Mathematics

Students are assigned to this course based on placement tests given prior to taking MATH1020 or MATH1002. The course is designed to teach students the basic mathematical concepts and methods that will prepare them for studying college-level mathematics. Topics include a review of basic arithmetic, an introduction to algebra, and problem-solving techniques. (OL)

Offered at Charlotte, Denver, Denver CE, North Miami, Online, Providence, Providence CE

2.25 Quarter Credit Hours

MATH1002 A Survey of College Mathematics

This course is designed to teach students the basic mathematical concepts and methods that will assist them in using mathematics in both their personal and professional lives. Topics include problem solving, sets, probability, statistics, consumer mathematics, and the rudiments of college algebra.

Prerequisite(s): MATH0010 or math placement. (HY) (OL)

Offered at Charlotte, Denver, Denver CE, North Miami, Online, Providence, Providence CE

4.5 Quarter Credit Hours

Science (SCI) Courses

SCI1010 Environmental Science

This course presents major scientific concepts dealing with the biological and physical nature of the world we live in. A major theme is the impact of human population and economic growth on the biodiversity and ecosystems of our planet, considering how sustainable use of the world's resources may be achieved for both developing and developed nations. Topics such as energy, air, water or resource use, land use and agriculture will be discussed. (OL)

Offered at Charlotte, Denver, Denver CE, North Miami, Online, Providence, Providence CE

4.5 Quarter Credit Hours

SCI1015 Introduction to Life Science

This course describes key biological and chemical principles that apply to all living things. Evolution and natural selection are studied as an explanation for the history of life on Earth. Students examine cells and cell functions, genetics, as well as structure and function of human body systems. Application of scientific methodology is included. (OL)

Offered at Charlotte, Denver, Denver CE, North Miami, Online, Providence, Providence CE

4.5 Quarter Credit Hours

SCI1030 Marine Biology

This course is an introduction to both the biological and physical aspects of the marine environment, including a survey of the organisms that inhabit the world's oceans, their ecology, species evolution and distribution, and the human impact of commercial marine-related industries. Of particular interest are seafood, shellfish and marine plants as marine food sources, as well as shipping and maritime industries. (HY)

Offered at Denver, Denver CE, North Miami, Providence, Providence CE

4.5 Quarter Credit Hours

SCI1050 Nutrition

This course in basic human nutrition examines metabolic energy derived from carbohydrates, proteins and lipids. Pathways for utilization of this energy to build new biomolecules, including nucleic acids, are discussed, as are the consequences of nutrient deficiencies. Ways to achieve and maintain nutrient balance are a central part of the course. The significance of vitamins and minerals and possible toxicity due to overabundance are also discussed. Computer-based dietary analysis is a key component of this course. (OL)

Offered at Charlotte, Denver, Denver CE, North Miami, Online, Providence, Providence CE

4.5 Quarter Credit Hours

Academic Information

This section of the catalog contains important information about the academic requirements and policies of Johnson & Wales University, as well as additional educational components including experiential education, study abroad opportunities, available honors programs and academic societies.

Class Schedules

The course schedule is published before registration begins each term/semester. The course schedule includes course meeting days and times, seat capacity, course prerequisites and additional information for courses meeting the search criteria.

Occasionally, make-up classes may be scheduled due to holidays or other missed days to meet minimum classroom-hour requirements. It is possible that at times a course may not be rescheduled and the student will be responsible for all work as outlined in the syllabus.

Please note that students enrolled in courses at the university may be required to participate in online discussion forums, student-to-student collaborations and student presentations with other students as part of course requirements.

Academic Policies

This section of the catalog contains important information about academic policies, grading systems and other academic requirements.

Additional policies and procedures: Not all university policies and procedures affecting students are described in this catalog. For further information, please refer to the Student Handbook.

Academic Standing

A student's academic standing is based on grade point average (GPA) in conjunction with total attempted credits (including transfer credits) and is evaluated after the completion of each term of enrollment. Academic standing standards differ by program of study. Please refer to the following academic standing standards charts. Students not in good academic standing are required to meet with their assigned academic counselor. During this meeting an academic agreement will be developed outlining the grades needed to return to good academic standing. Students are urged to make an appointment with their assigned academic counselor at the beginning of their probation term.

Students who meet the following criteria are considered to be in good academic standing:

- Undergraduate students need a minimum GPA of 2.0.
- Graduate students need a minimum GPA of 3.0.
- Doctor of Business Administration and Occupational Therapy Doctorate students need a minimum GPA of 3.0.
- Doctor of Education students need a minimum GPA of 3.25.
- Accelerated Master's Program students need a minimum GPA of 3.0 in graduate-level coursework.

According to the following academic standing standards, students who do not satisfy good academic standing requirements will be placed on academic probation or dismissed.

Academic Standing Standards: Undergraduate Day and Online Programs (including English as a Second Language)

First-Term Students:

| Status at Start of Term | Total Credit Hours Attempted | Cumulative GPA | Status after Term Completion |
|-------------------------|------------------------------|----------------|------------------------------|
| Good Standing | 0–higher | 2.0–4.0 | Good Standing |
| Good Standing | 0–higher | 0–1.99 | Probation 1st Term |

Returning Students:

| Status at Start of Term | Total Credit Hours Attempted | Cumulative GPA | Status after Term Completion |
|-------------------------|------------------------------|----------------|------------------------------|
| Good Standing | 0–higher | 2.0–4.0 | Good Standing |
| Good Standing | 0–21 | 1.0–1.99 | Probation 1st Term |

| | | | |
|--------------------|-------------|-----------|--------------------|
| Good Standing | 0–21 | 0–.99 | Academic Dismissal |
| Good Standing | 21.1–42 | 1.26–1.99 | Probation 1st Term |
| Good Standing | 21.1–42 | 0–1.25 | Academic Dismissal |
| Good Standing | 42.1–higher | 1.5–1.99 | Probation 1st Term |
| Good Standing | 42.1–higher | 0–1.49 | Academic Dismissal |
| Probation 1st Term | 0–higher | 2.0–4.0 | Good Standing |
| Probation 1st Term | 0–21 | 1.0–1.99 | Probation 2nd Term |
| Probation 1st Term | 0–21 | 0–.99 | Academic Dismissal |
| Probation 1st Term | 21.1–42 | 1.26–1.99 | Probation 2nd Term |
| Probation 1st Term | 21.1–42 | 0–1.25 | Academic Dismissal |
| Probation 1st Term | 42.1–higher | 1.5–1.99 | Probation 2nd Term |
| Probation 1st Term | 42.1–higher | 0–1.49 | Academic Dismissal |
| Probation 2nd Term | 0–higher | 2.0–4.0 | Good Standing |
| Probation 2nd Term | 0–21 | 1.0–1.99 | Probation 3rd Term |
| Probation 2nd Term | 0–21 | 0–.99 | Academic Dismissal |
| Probation 2nd Term | 21.1–42 | 1.26–1.99 | Probation 3rd Term |
| Probation 2nd Term | 21.1–42 | 0–1.25 | Academic Dismissal |
| Probation 2nd Term | 42.1–higher | 1.5–1.99 | Probation 3rd Term |
| Probation 2nd Term | 42.1–higher | 0–1.49 | Academic Dismissal |
| Probation 3rd Term | 0–higher | 2.0–4.0 | Good Standing |
| Probation 3rd Term | 0–higher | 0–1.99 | Academic Dismissal |
| Academic Warning | 0–higher | 2.0–4.0 | Good Standing |
| Academic Warning | 0–42 | 1.25–1.99 | Probation 1st Term |
| Academic Warning | 0–42 | 0–1.24 | Academic Dismissal |
| Academic Warning | 42.1–63 | 1.5–1.99 | Probation 1st Term |
| Academic Warning | 42.1–63 | 0–1.49 | Academic Dismissal |
| Academic Warning | 63.1–84 | 1.75–1.99 | Probation 1st Term |
| Academic Warning | 63.1–84 | 0–1.74 | Academic Dismissal |
| Academic Warning | 84.1–higher | 0–1.99 | Academic Dismissal |

Academic Standing Standards: Continuing Education

| Status at Start of Term | Total Credit Hours Attempted | Cumulative GPA | Status after Term Completion |
|-------------------------|------------------------------|----------------|------------------------------|
| Good Standing | 0–higher | 2.0–4.0 | Good Standing |

| | | | |
|--------------------|------------|-----------|--------------------|
| Good Standing | 0–higher | 0–1.99 | Probation 1st Term |
| Probation 1st Term | 0–higher | 2.0–4.0 | Good Standing |
| Probation 1st Term | 0–higher | 1.25–1.99 | Probation 2nd Term |
| Probation 1st Term | 0–higher | 0–1.24 | Academic Dismissal |
| Probation 2nd Term | 0–higher | 2.0–4.0 | Good Standing |
| Probation 2nd Term | 0–higher | 1.50–1.99 | Probation 3rd Term |
| Probation 2nd Term | 0–higher | 0–1.49 | Academic Dismissal |
| Probation 3rd Term | 0–higher | 2.0–4.0 | Good Standing |
| Probation 3rd Term | 0–higher | 0–1.99 | Academic Dismissal |
| Academic Warning | 0–higher | 2.0–4.0 | Good Standing |
| Academic Warning | 0–27 | 1.25–1.99 | Probation 1st Term |
| Academic Warning | 0–27 | 0–1.24 | Academic Dismissal |
| Academic Warning | 27.1–40.99 | 1.5–1.99 | Probation 1st Term |
| Academic Warning | 27.1–40.99 | 0–1.49 | Academic Dismissal |
| Academic Warning | 41–54.99 | 1.75–1.99 | Probation 1st Term |
| Academic Warning | 41–54.99 | 0–1.74 | Academic Dismissal |
| Academic Warning | 55–higher | 0–1.99 | Academic Dismissal |

Academic Standing Standards: Graduate Programs (Accelerated Master's Program students must meet these standards for the graduate-level coursework for which they are enrolled.)

| Status at Start of Term | Total Credit Hours Attempted | Cumulative GPA | Status after Term Completion |
|-------------------------|------------------------------|----------------|------------------------------|
| Good Standing | 0–higher | 3.0–4.0 | Good Standing |
| Good Standing | 0–higher | 2.0–2.99 | Probation 1st Term |
| Good Standing | 0–higher | 0–1.99 | Academic Dismissal |
| Probation 1st Term | 0–higher | 3.0–4.0 | Good Standing |
| Probation 1st Term | 0–higher | 2.0–2.99 | Probation 2nd Term |
| Probation 1st Term | 0–higher | 0–1.99 | Academic Dismissal |
| Probation 2nd Term | 0–higher | 3.0–4.0 | Good Standing |
| Probation 2nd Term | 0–higher | 0–2.99 | Academic Dismissal |
| Academic Warning | 0–higher | 3.0–4.0 | Good Standing |
| Academic Warning | 0–higher | 0–2.99 | Academic Dismissal |

Academic Standing Standards: Doctor of Business Administration Occupational Therapy Doctorate

| Status at Start of Term | Total Credit Hours Attempted | Cumulative GPA | Status after Term Completion |
|-------------------------|------------------------------|----------------|------------------------------|
| Good Standing | 0–higher | 3.00–4.00 | Good Standing |

| | | | |
|---------------|----------|--------|--------------------|
| Good Standing | 0–higher | 0–2.99 | Academic Dismissal |
|---------------|----------|--------|--------------------|

Note: Students will be dismissed if their GPA is less than 3.00, or when they earn a grade lower than B- in any course. No classes may be repeated.

Academic Standing Standards: Doctor of Education

| Status at Start of Term | Total Credit Hours Attempted | Cumulative GPA | Status after Term Completion |
|-------------------------|------------------------------|----------------|------------------------------|
| Good Standing | 0–higher | 3.25–4.0 | Good Standing |
| Good Standing | 0–higher | 0–3.24 | Academic Dismissal |

Note: Students will be dismissed if their GPA is less than 3.25, or when they earn a grade of F in any course. No classes may be repeated.

Academic Probation

Probation may affect a student's ability to register and/or graduate. Graduate program students and Accelerated Master's Program students are allowed a maximum of 2 terms on probation.

First-term undergraduate students earning a cumulative GPA less than 1.0 are strongly encouraged to attend study skills strategy seminars and tutoring in identified content areas.

Academic Dismissal

Dismissed undergraduate and graduate students may no longer matriculate at the university for at least 1 term/semester and are expected to work on academic deficiencies. To return to the university, students may petition the Academic Appeals Committee, providing a letter of intent and documentation of academic improvement. All students should be discussing this process with their assigned academic counselor/advisor. The committee will also consider appeals that document mitigating circumstances. Students may only appeal their dismissal once and the decision of the committee is final.

Undergraduate student requirements:

- Take 1 term off from Johnson & Wales University.
- Take a minimum of 2 classes at an accredited college or university within the same term and earn a minimum GPA of 2.50 with a minimum of C (70) grade in 1 of the classes.
- Submit their official transcript.
- Submit a written statement about the circumstances of the dismissal and their plan for academic success if approved to return to Johnson & Wales University.

Graduate student requirements:

- To return to the university, students may petition the Academic Appeals Committee, providing a letter of intent and documentation of academic improvement. All students should be discussing this process with their assigned academic counselor/advisor.

Doctoral student requirements:

- To return to the university, students may petition the appropriate doctoral program director, through the written appeals process.
- Individuals who have been dismissed from a doctoral program for poor academic performance or progress may appeal the dismissal decision to the appropriate doctoral program director.
- A written appeal of academic dismissal must be submitted to the doctoral program director in writing no later than 30 days after the date of the notice of dismissal. The letter of appeal should include a) the basis for the appeal; b) a summary of discussions, if any, between the student and representatives of the student's program such as the student's major advisor and/or the student's doctoral program director; and c) outcome or remedy proposed by the student. The letter may include additional or new relevant information. The doctoral program director will communicate with the dean of the appropriate college by transmitting the student's letter of appeal.
- **Grounds:** The following are grounds for appeal: 1) incorrect calculation of grade point average; 2) misapplication of standards for academic performance and satisfactory progress by the appropriate college; 3) circumstances which had not been known which might be relevant to the dismissal.

- **Disposition:** The dean of the appropriate college may 1) act on the appeal, 2) appoint a designee to collect additional information for the dean, or 3) constitute a 3-person ad hoc review committee from the college. The purpose of the ad hoc committee is to provide an opinion and recommendation to the dean regarding the appeal. The ad hoc committee will review all materials and communications related to the case. Additional information may be requested.
- The dean will inform the student and the doctoral program director in writing of the method of disposition of the appeal. If a dean's designee is appointed, the student and the doctoral program director will be informed of the name and contact information for the dean's designee.
- The dean's decision with respect to a student's appeal shall be final. The student and the doctoral program director will be informed in writing of the dean's decision.

Academic Warning

Students who are reinstated into the university will be placed on Academic Warning. These students risk permanent dismissal from the university if they are unable to meet academic standing guidelines. The warning designation is sometimes used to override academic standing decisions at the end of the term/semester due to mitigating circumstances.

These undergraduate students will be allowed to register for a maximum of 13.5 credits in academic classes or 15 credits in laboratory classes. In addition, these students will be required to attend mandatory study skills strategy seminars and tutoring in identified content areas. Failure to complete these requirements will result in immediate dismissal.

Attendance

The purpose of the university's attendance policy is to help students develop a self-directed, professional attitude toward their studies and to maximize their educational opportunities. Regular class attendance provides fundamental educational value and offers the most effective means to gain command of the course concepts and materials.

Students are expected to attend all classes, arrive on time and remain for the entire class period, and report to class fully prepared with all required materials. To meet these expectations, students must arrange course schedules that minimize conflicts with other commitments, including personal commitments, work or participation in athletics or other university-sanctioned events. When students encounter difficulty meeting these requirements, they must actively engage their faculty member to discuss the concern.

Individual faculty define the specific role that class attendance plays in the calculation of final grades for each course. Additionally, excessive absences in certain courses may result in withdrawal from the course at the instructor's discretion. Students should consult the course syllabus and course instructor for specific faculty policies on attendance and make-up work within a course.

Students are expected to familiarize themselves with attendance requirements outlined in the Student Handbook.

Credits and Grades

Definition of Credit Hour

As of July 1, 2011, federal law (Title 34, Code of Federal Regulations, sections 600.2 and 600.4) requires all accredited institutions to comply with the federal definition of the credit hour. Accordingly, for all Johnson & Wales University degree programs and courses bearing academic credit, the "credit hour" is defined as "the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. 1 hour of classroom or direct faculty instruction and a minimum of 2 hours of out-of-class student work each week for approximately 15 weeks for 1 semester or trimester hour of credit, or 10 to 12 weeks for 1 quarter hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practice, studio work, and other academic work leading to the award of credit hours."

A credit hour is assumed to be a 50-minute period. In courses in which "seat time" does not apply, a credit hour may be measured by an equivalent amount of work, as demonstrated by student achievement.

Please see the appropriate section to review the respective grading system.

Undergraduate

Undergraduate Grading System

The grading system is as follows:

| Grade Range | Letter Grade | Quality Points |
|---------------------------|--------------|----------------|
| 95–100 | A+ | 4.00 |
| 90–94 | A | 4.00 |
| 85–89 | B+ | 3.50 |
| 80–84 | B | 3.00 |
| 75–79 | C+ | 2.50 |
| 70–74 | C | 2.00 |
| 65–69 | D+ | 1.50 |
| 60–64 | D | 1.00 |
| 0–59 | F | 0.00 |
| Audit | AU | |
| Challenge Exam Credit | CX | |
| Grade Pending | GP | |
| Incomplete | I | |
| No Credit | NC | |
| No Grade | NG | |
| Prior Learning Assessment | PL | |
| Proficiency | P | |
| Satisfactory | S | |
| Unsatisfactory | U | |
| Withdrawal | W | |

Note: Not all grades are used by all colleges or schools.

Honors Option (H)

If a course was taken as an Honors Program requirement, the grade received will be followed by H (e.g., AH, BH).

Failure (F)

A grade of F 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 term and cumulative grade point averages are adjusted to reflect only the passing grade. However, both grades will appear on the academic transcript.

Withdrawal (W)

To record attempted credits, a grade of W is recorded when a student withdraws from a registered course after its add/drop period has ended or is withdrawn from a culinary/baking & pastry laboratory course or a course with an experiential education component due to excessive absences. This grade is not entered into the term and cumulative grade point averages.

Audit (AU)

An audit occurs when no academic credit is granted. This grade is not calculated into the term and cumulative grade point averages.

Challenge Exam (CX)

A grade of CX is granted for specifically designated courses upon successful completion of department challenge exams. This grade is not calculated into the term and cumulative grade point averages.

Grade Pending (GP)

This is a temporary mark given when the completion of course requirements is still underway. A GP is not calculated into the term and cumulative grade point averages and is generally used under extreme, extenuating circumstances. If a grade is not submitted to replace the GP within 1 year, it will automatically become an F.

Incomplete (I)

A grade of I is issued to students if they are unable to complete course requirements because of authorized absences due to service commitment

or illness. Outstanding work must be completed within 2 weeks of the final exam class day or the grade will automatically become an F and be included in the term and cumulative grade point averages. For classes graded S/U (Satisfactory/Unsatisfactory), an Incomplete (I) will change to a U.

No Credit (NC) #

This is a non-punitive designation issued to a student who has been authorized to withdraw from class, or the university, due to extenuating circumstances. This grade is not calculated into the term and cumulative grade point averages.

No Grade (NG) #

A grade of NG 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 1 year, it will automatically become an F and the grade will be included in the term and cumulative grade point averages.

Prior Learning (PL)

Students may earn credit for the knowledge or skills they have mastered outside the classroom through volunteer work, employment, travel, professional training and seminars, or other comparable sources. This grade is not calculated into the term and cumulative grade point averages.

Proficiency (P)

A grade of P 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 grade point average.

Satisfactory (S)

A grade of S is used for designated courses throughout the university. These grades are not calculated into the term and cumulative grade point averages.

Unsatisfactory (U) #

A grade of U is used for designated courses throughout the university. These grades are not calculated into the term and cumulative grade point averages.

These grades will be counted as attempted but not earned credits for the purposes of determining satisfactory academic progress.

Graduate

Graduate Grading System

The grading system is as follows:

| Grade Range | Letter Grade | Quality Points |
|----------------|--------------|----------------|
| 97-100 | A+ | 4.00 |
| 93-96 | A | 4.00 |
| 90-92 | A- | 3.70 |
| 87-89 | B+ | 3.30 |
| 83-86 | B | 3.00 |
| 80-82 | B- | 2.70 |
| 77-79 | C+ | 2.30 |
| 73-76 | C | 2.00 |
| 70-72 | C- | 1.70 |
| 0-69 | F | 0.00 |
| Audit | AU | |
| Grade Pending | GP | |
| Incomplete | I | |
| No Credit | NC | |
| No Grade | NG | |
| Satisfactory | S | |
| Unsatisfactory | U | |
| Withdrawal | W | |

Note: Not all grades are used by all colleges.

Any courses taken at the undergraduate level to satisfy foundation requirements follow the undergraduate grading system and will not be counted in the graduate-level grade point average (GPA).

Failure (F) #

A grade of F 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 term and cumulative grade point averages are adjusted to reflect only the passing grade. However, both grades will appear on the academic transcript.

Withdrawal (W) #

To record attempted credits, a grade of W is recorded when a student withdraws from a registered course after its add/drop period has ended or is withdrawn from a culinary/baking & pastry laboratory course or a course with an experiential education component due to excessive absences. This grade is not entered into the term and cumulative grade point averages.

Audit (AU) #

An audit occurs when no academic credit is granted. This grade is not calculated into the term and cumulative grade point averages.

Grade Pending (GP) #

This is a temporary mark given when the completion of course requirements is still underway. A GP is not calculated into the term and cumulative grade point averages and is generally used under extreme, extenuating circumstances. If a grade is not submitted to replace the GP within 1 year, it will automatically become an F.

Incomplete (I) #

A grade of I is issued to students if they are unable to complete course requirements because of authorized absences due to service commitment or illness. Outstanding work must be completed within 2 weeks of the final exam class day or the grade will automatically become an F and will be included in the term and cumulative grade point averages. For classes graded S/U (Satisfactory/Unsatisfactory), an I will change to a U.

No Credit (NC) #

This is a non-punitive designation issued to a student who has been authorized to withdraw from class, or the university, due to extenuating circumstances. This grade is not calculated into the term and cumulative grade point averages.

No Grade (NG) #

A grade of NG 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 1 year, it will automatically become an F and the grade will be included in the term and cumulative grade point average.

Satisfactory (S)

A grade of S is used for designated courses throughout the university. These grades are not calculated into the term and cumulative grade point averages.

Unsatisfactory (U) #

A grade of U is used for designated courses throughout the university. These grades are not calculated into the term and cumulative grade point averages.

These grades will be counted as attempted but not earned credits for the purposes of determining satisfactory academic progress.

Full-time Status

For the purposes of financial aid and verification of enrollment, a student is considered enrolled in the term/semester by the census date if they are in attendance by the second class meeting or, for online courses, by meeting the first stated task deadline (e.g., posting an introduction in the Discussion Board).

Certification of full-, three-quarter-, half- or less-than-half-time enrollment status for loan deferment, medical insurance, etc. is based on hours of enrollment in a term/semester as of the census date. Listed below are the requirements that constitute full-time student status for official enrollment certification purposes and for financial assistance.

| Status | Undergraduate | Graduate | Post Graduate |
|--------------------|---------------|-----------|---------------|
| Full time | 12 or more | 9 or more | 12 or more |
| Three-quarter time | 9-11.99 | N/A | N/A |

| | | | |
|---------------------|--------|----------|---------|
| Half time | 6–8.99 | 4.5–8.99 | 6–11.99 |
| Less-than-half time | 0–5.99 | 0–4.49 | 0–5.99 |

Students should realize that in order to receive maximum financial aid they must maintain full-time status. Additionally, insurance companies and scholarship foundations frequently require students to maintain full-time status.

If a student who is receiving veteran's benefits or participating in athletics receives a grade of W or NC in a course, that course will not count toward full-time status.

Note: Undergraduate students must maintain a minimum of 6.0 credits each term for purposes of financial aid only with the exception of the Federal Pell Grant.

Readmittance

If an undergraduate student has previously attended the university, a Readmittance Request is only required if the student's absence from the university will be more than 4 consecutive terms (including summer).

Readmittance to undergraduate programs must be requested at least 6 weeks prior to the desired term start date, and no earlier than

- summer term: February 1
- fall term: March 1
- winter term: September 1
- spring term: October 1

If a graduate student has previously attended the university, a Readmittance Request is only required if the student's absence from the university will be more than 3 consecutive semesters (including summer).

- summer semester: February 1
- fall semester: March 1
- spring semester: October 1

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 1 year or more, the student's program of study may follow the requirements listed in the current year catalog. A review of previously awarded transfer credit will also be conducted and may be adjusted. Students are responsible for reviewing additional readmittance criteria.

Readmission of Service Members

The university complies with Readmission Requirements for Service Members as outlined in the Higher Education Opportunity Act (HEOA). The HEOA provides that an institution may not deny readmission to a service member of the uniformed services for reasons relating to that service. In addition, a student who is readmitted under this section must be readmitted with the same academic status the student had when they last attended the institution. Academic status is defined by a student's grade level and whether or not the student was in a degree/certificate or non-degree/certificate program at the time of separation.

This policy applies to service in the uniformed services, whether voluntary or involuntary, on active duty in the Armed Forces, including service as a member of the National Guard or Reserve, for a period of more than 30 days under a call or order to active duty of more than 30 days. The university will readmit such a student as long as the following conditions are met:

- The student gives advance notice (written or verbal) of the call to active duty or, upon seeking readmission, submits a written verification that such service was performed, requiring their absence.
- The absence from school for active duty does not exceed 5 years.
- The student submits a notification of intent to re-enroll within 3 years after the completion of service or within 2 years after recovery from an illness or injury incurred during the service.
- The separation from service was not dishonorable.

Tuition and Fees

A returning student must be charged the same tuition and fees in effect during the last academic year the student attended, unless veterans' education benefits or other service member education benefits will pay the amount in excess. For subsequent academic years, the returning student

may not be charged tuition and fees in excess of what other students in the program are charged.

Readmission Requirements

A returning student will be permitted to re-enroll in the next class(es) scheduled in the same academic program, unless the student requests a later date of re-enrollment or agrees to a different program. A returning student will be readmitted into the same academic program the student was enrolled in prior to the military service obligation. If the exact program no longer exists, the student must be admitted to the program that is most similar, unless the student requests or agrees to admission to a different program. Returning students will be re-enrolled with the same enrollment status, number of completed credit hours and academic standing as the last academic year of attendance.

If the university determines that a returning student is not prepared to resume the program or is unable to complete the program, the university must make reasonable efforts to enable the student to resume or complete the program at no additional cost to the student. If such efforts are unsuccessful or place an undue hardship on the university, the university is not required to readmit the student.

In accordance with federal regulations, returning students who receive a dishonorable or bad conduct discharge from the Armed Forces (including the National Guard and Reserves) are not eligible for readmission under this policy. However, service members who receive dishonorable or bad conduct discharge may remain eligible for readmission even though they will not be entitled to the benefits outlined in this policy.

The returning student may be required to provide supporting documentation.

Repeat of Courses

When the appropriate course is available, the course may be repeated to earn a better grade.* Upon successful completion of the course at a later date, the cumulative grade point average (GPA) is adjusted to reflect the highest grade earned.** However, each grade earned will appear on the academic transcript and count toward attempted credits. Students are required to pay any applicable tuition charges for all repeated coursework. Students are eligible for financial aid for only 1 repetition of a previously passed course.

* A W grade issued prior to June 2017 will still be included in the student's GPA after the same course is successfully completed.

** When a student has repeated a course previously applied to an awarded degree, each grade earned will be included in the cumulative point average.

The above policy is not applicable to English as a Second Language Courses (ESL).

Course Deficiency

A course deficiency occurs when a student fails to complete a non-English as a Second Language course with a satisfactory grade, either by failing the course or by receiving a grade that does not meet the minimum required by the student's program. Academic warning, probation and dismissal are not determined from 1 course but by the cumulative GPA.

Students who fail a course after a second attempt will be assigned a course deficiency hold and will be required to meet with an academic counselor/adviser in Student Academic & Financial Services. Academic counselors/advisers will review the following options with the student:

- Consider a change of program.
- Repeat the same course, which will result in only the highest grade earned being calculated in the cumulative average.
- Student may be advised to take a pre-approved course at another institution outside Johnson & Wales University. The original grade will remain on the student's transcript, but will be excluded from the cumulative average.

Students opting to repeat the course will be encouraged to attend content tutoring. The course deficiency hold will be removed once the student meets with an academic counselor/advisor.

English as a Second Language Courses

Students enrolled in ESL courses will be allowed no more than 3 attempts to successfully complete each course. Students who are unsuccessful after the second attempt of a course will be assigned an academic standing hold and

be placed on academic probation. Students who are unsuccessful after the third attempt of a course will be academically dismissed.

Arts & Sciences Core Experience

Johnson & Wales University is committed to providing its students with the learning necessary for professional and personal success. A Johnson & Wales University education prepares students to become engaged citizens, equipped with the intellectual and practical skills needed to address complex issues in a diverse and dynamic world.

In addition to development of lifelong learning skills, the university's A&S general education core curriculum provides breadth of learning by introducing students to multiple ways of understanding the world through explorations in the natural sciences, social sciences and humanities.

Sequential Learning

Foundational skills are introduced early on and reinforced throughout the curriculum: oral and written communication, quantitative literacy, critical thinking, ethical reasoning, and integrative learning.

Students build on these foundational skills in many disciplines in the arts and humanities, social sciences and natural sciences as well as in their major courses. All students must fulfill a university graduation requirement for college-level writing proficiency.

Building Integrative Habits of Mind

An essential component of the A&S Core Experience is the development of integrative learning that requires thinking across boundaries, applying knowledge and skills in new situations, and synthesizing information from various perspectives to explore complex issues or problems. All Johnson & Wales University undergraduates are required to complete two Integrative Learning courses, one at the sophomore level and another in the senior year. These courses approach a big idea or question from the perspective of multiple disciplines. Developing the habit of connected inquiry throughout the four years of their undergraduate experience allows Johnson & Wales University graduates to apply the sort of adaptive, innovative thinking needed for professional success and lifelong learning.

Through the A&S Core Experience, Johnson & Wales University students are expected to:

- Effectively apply oral and written communication strategies appropriate for a particular situation and/or audience.
- Solve mathematical problems and to apply mathematical reasoning to problems in other fields of study.
- Apply appropriate disciplinary criteria to examine complex issues, make decisions, analyze arguments, conduct credible research, solve problems and create original ideas and/or approaches.
- Apply ethical standards and reasoning to complex issues in personal, academic and professional decisions.
- Demonstrate knowledge of the complexities of human behavior and society. Interpret human behavior from various social science perspectives.
- Analyze and interpret human history, philosophy, literature and the arts.
- Demonstrate knowledge and application of the scientific principles that govern the natural world.
- Synthesize and apply knowledge from multiple perspectives to complex issues and real world problems.

Regardless of their majors, all undergraduates are required to complete at least 63 credit hours of general education. Some of these courses may be determined by specific program requirements. The A&S core curriculum requirements are summarized below.

THE A&S CORE EXPERIENCE

| | |
|---|------|
| Communications Foundation Courses | 13.5 |
| ENG1020 English Composition | |
| ENG1021 Advanced Composition and Communication | |
| ENG1030 Communication Skills | |
| Integrative Learning | 9 |
| Two ILS courses, one at the 2000 level, one at the 4000 level | |
| Arts and Humanities – Two courses from ART, HIST, HUM±, LIT, PHIL or REL | 9 |
| One course required by program | |
| Additional AH course in a different discipline | |
| Math – Two courses | 9 |

| | |
|--|-------------|
| MATH One course at level of placement, 1002 or higher, minimum set by program | |
| MATH2001 Statistics (or other required by program) | |
| Science – At least one course from BIO[^], CHM±, PHY[°] or SCI (may be a program requirement) | 4.5 |
| Social Sciences – Two courses from ANTH^{°°}, ECON, LEAD, PSCI, PSYC, SOC | 9 |
| One course required by program | |
| Additional SS course in a different discipline | |
| A&S Electives | 9 |
| Two courses with an EASC attribute, at least one at 3000 level or higher. | |
| Total Credits | 63.0 |

Visit Courses by Subject Code for a listing of all campus courses.

#HUM courses are not offered in North Miami or Online.

^BIO courses are not offered in North Miami, Charlotte or Online.

¶CAD courses are not offered Online.

±CHM courses are not offered in North Miami or Online.

°PHY courses are not offered in Charlotte.

°°ANTH courses are not offered in North Miami or Charlotte.

NOTE: Students must pass MATH0010 Basic Mathematics or have equivalent placement scores to enroll in required math course(s).

Students who graduate with a bachelor's degree must leave Johnson & Wales University with effective writing skills. These writing skills will be assessed at the completion of ENG1021 Advanced Composition and Communication .

In collaboration with academic colleges across all JWU campuses, JWU Study Abroad programs offer a variety of options for major, minor, Arts & Science, and elective credit at many price points for students during the academic year and summer. Financial aid is applicable and scholarships are available. Visit the study abroad website for information, program descriptions and online applications.

Academic Events

Johnson & Wales University hosts formal orientation sessions during the summer months prior to the start of fall term classes and typically on the day before classes begin for all other terms. Prior to the start of classes, students are asked to participate in the orientation program which allows them to check in, visit the bookstore and be fitted for uniforms, receive their student ID and campus parking permits, and receive information that will help them with their transition to the university. Students returning to the university after a time away from school are also encouraged to attend these orientation sessions for new information and to help ease the transition back to campus.

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

Course Numbering System

Numeric Values:

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

First Digit:

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

Experiential Education & Career Services

Experiential Education & Career Services (EE&CS) supports the university's mission to integrate general education, professional skills and career-focused education by providing students with services and support for experiential education and career planning. Experiential Education & Career Services achieves this purpose through a team of qualified career professionals

by providing expert advising, an array of career services and strategic partnerships with employers, faculty and staff. The goal is to empower students to make effective career choices and identify and pursue internships, secure employment and navigate lifelong career direction.

Experiential Education & Career Services offers a variety of internship programs and career services including a career capstone course, résumé critiques, mock interviews, career fairs, exposure to industry professionals, on-campus interviews and more. These services assist students in building skills to obtain employment and independently manage their careers.

EE&CS components include

- internship opportunities available in all colleges. 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
- 1-on-1 advising and workshops from career professionals who assist with résumé development, networking skills, mock interviews, job search strategies and planning for graduate-level programs
- a career capstone course for juniors that focuses on building customized résumés for individual job opportunities, developing a professional online professional profile, and gaining effective interviewing skills
- career planning tools and resources including major-specific résumé examples vetted by industry, career-related guidebooks, and career and industry research subscriptions
- online job postings by employers who are looking to hire students for part- and full-time jobs (on and off campus) as well as internships
- networking opportunities with employers and industry professionals representing a broad range of fields, who visit campus each year to participate in on-campus interviewing and recruiting events and serve as guest lecturers and classroom speakers

Note: The Experiential Education & Career Services department does not guarantee employment.

Students are encouraged to contact the office of Experiential Education & Career Services for more details. For locations, hours and contact information, please consult the JWU Directory.

Global Learning Distinction

The Global Learning Distinction offers JWU students an enhanced transcript designation that highlights their globally-focused experiences. Students can document participation and achievements to which points are assigned based on length and depth of experience. The Global Learning Distinction is earned upon completion of established benchmarks, and noted on a student's final transcript.

Global learning opportunities are available to students through a variety of academic and co-curricular pathways, including

- Global/Intercultural Academic and Professional Experiences (e.g., Study Abroad, international internships, coursework)
- Community Engagement Experiences (e.g., experiences sponsored by the BRIDGE, Student Involvement & Leadership)
- Cultural Events (e.g., events hosted by JWU Global and the BRIDGE)
- Leadership Development Experiences (e.g., opportunities with Student Involvement & Leadership, the Gender Equity Center, University Involvement Board, Student Government Association)

The Global Learning Distinction is available to students on all campuses and in all majors. For more information, please contact Loren Intolubbe-Chmil (Loren.IntolubbeChmil@jwu.edu), in the JWU Global office.

Graduation Requirements

Please see the appropriate section for information regarding graduation requirements.

Undergraduate

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 not be in compliance 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 any and all requirements as indicated on their degree audit.

All associate-level degrees require the completion of a minimum of 90 quarter credits. All bachelor's-level degrees require the completion of a minimum of 180 quarter credits. While most programs have variations that require slightly more quarter credits for completion, no program requires fewer than the 90/180 quarter credit minimum.

Additional information regarding graduation requirements can be found in the Student Handbook.

Graduate

Graduation requires successful completion of a prescribed sequence of study and a minimum grade point average of 3.00 (3.25 for EdD candidates). Students with a cumulative GPA below 3.00 (3.25 for EdD candidates) will not be in compliance with the criteria for good academic standing and may be subject to academic dismissal. In addition, EdD students must not receive a grade of F, DBA students cannot receive a grade lower than a B-, and OTD students must not receive a grade lower than a C- in any course.

Students are reviewed for graduation when they have completed all requirements in their program of study. Graduation is not recorded until after the term has ended, grades have been received and the degree audit of each expected graduate has been reviewed. Confirmation of graduation will occur approximately 30 days after final term grades have been submitted.

Additional information regarding graduation requirements can be found in the Student Handbook.

Honors

Johnson & Wales University offers many opportunities for high-level scholastic achievement. This section of the catalog contains information for students interested in an academically advanced curriculum (Honors Program), an expedited academic program (SHARP), and academic recognition for high-performing students (Dean's List and Latin Honors).

Dean's List

Full-time undergraduate students who demonstrate academic excellence by achieving a term grade point average (GPA) of at least 3.40 while also earning a minimum of 12 or more credit hours, receive dean's list commendation. Upon processing of approved grade changes, student records will be evaluated for dean's list eligibility. Dean's list notation will appear on the student's academic transcript.

Dean's list is not calculated for students enrolled in English as a Second Language programs.

Latin Honors

Eligible undergraduate degree candidates receive cum laude, magna cum laude and summa cum laude recognition according to their academic program average. Students with the designated graduating GPA are eligible to receive honors as follows: cum laude, 3.40–3.60; magna cum laude, 3.61–3.80; and summa cum laude, 3.81–4.00.

Residency Requirement

Residency requirement refers to the number of credits students must take at JWU to be eligible for a degree or certificate, whether they are transfer students or JWU students acquiring an additional degree. Please see the appropriate section for information regarding residency requirements.

Undergraduate

The residency requirement for all students 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 45.0 quarter credit hours, half of which must be within the major field.

Students pursuing a certificate program will be allowed to transfer a maximum of 9.0 quarter credits (including JWU courses) toward 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 1 additional associate degree in a program that has a minimum of 31.5 credits which are not in their primary major (there must be

a 31.5-credit difference between the 2 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 1 additional bachelor's degree in a program that has a minimum of 45 credits which are not in their primary major (there must be a 45-credit difference between the 2 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.

Note: Students pursuing additional degrees may also incur additional tuition and fees.

Graduate

A maximum of 20% of the program's credits can be awarded as transfer credit in accordance with the university's Graduate Transfer Credit Policy.

Additional Degrees

Due to the overlap in core curriculum, students who complete an MBA at Johnson & Wales University are not eligible to complete a second MBA at Johnson & Wales University. However, any student who received a master's degree from Johnson & Wales University may apply for admittance to another MS, MAT or MEd program at the university through Graduate Admissions. A maximum of 20% of coursework may be shared between the graduate programs. Students must meet the entrance requirements for the prospective program to gain admittance.

Only one doctoral degree is allowed.

Note: Students pursuing additional degrees may also incur additional tuition and fees.

Study Abroad

JWU Study Abroad offers students of all majors the opportunity to earn academic credit while taking classes and studying internationally. Study abroad promotes global citizenship and community engagement through international study on exchange, faculty-led, short-term, affiliate and term programs. Study Abroad opportunities are available that allow students to delve into many different areas of interest all over the world (i.e., explore farm-to-table cuisine and learn from elite chefs in Paris; practice leadership and nature tour guiding skills in South Africa; study fashion and design in Italy; learn regional Asian culinary skills in Singapore; discover volcanic wines and tourism in the Azores; or expand the freshman experience with general studies in Berlin).

In collaboration with academic colleges across all JWU campuses, JWU Study Abroad programs offer a variety of options for major, minor, Arts & Science, and elective credit at many price points for students during the academic year and summer. Financial aid is applicable and scholarships are available. Visit the study abroad website for information, program descriptions and online applications.

Academic 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. Students must submit transcript requests through jwuLink. Students intending to pick up transcripts in person must visit Student Academic & Financial Services or complete a Transcript Request Form.

Official transcripts will not be released if a student is not current on all financial obligations to the university. Within 3 business days of receipt of an authorized request, official transcripts will be processed. However, a longer period of time may be required for processing at the end of a term or during peak enrollment periods. Records prior to 2000 may be located on microfilm; if applicable, please allow 5–15 business days for processing.

A maximum of 20 official transcripts may be requested per year. Official transcripts are not produced while grade processing and posting is in progress at the end of each term/semester.

Unofficial transcripts may be obtained in jwuLink.

Admissions

Johnson & Wales University's admissions process goes beyond simply looking for academically accomplished students. The university seeks to attract and retain highly motivated and demonstrably capable students. Students' motivation and interest in succeeding in their chosen careers are given consideration along with their academic achievements.

Applying

Graduation from high school or equivalent education is required for admission to Continuing Education programs.

Students may apply online. There is no deadline for submitting applications, but students are advised to apply as early as possible before their intended date of enrollment to ensure full consideration, as some programs may fill up. No application fee is required.

In completing the application form, students must indicate the term in which they wish to enroll. Applications are accepted for terms beginning in September, December, March and June. There are no culinary or baking & pastry arts courses offered during the summer term. However, students in these majors may take academic courses in the summer term.

After completing the application form, students are responsible for requesting that their high school guidance office forward to the university an official copy of the secondary school record for admissions consideration. Specific verification documents must be submitted to Continuing Education Admissions.

Paper applications are also accepted for no fee. Students may request an application be mailed to them by contacting the Johnson & Wales Admissions office noted below.

Applications for admission should be completed in full and sent to the address below:

Denver Campus
Continuing Education Admissions
Johnson & Wales University
7150 Montview Boulevard
Denver, CO 80220

Extension Student

In some cases, students may wish to take classes without matriculating into a JWU degree program. These students may want to further their degree at another institution or develop their own personal enrichment. To apply for non-degree admission, the following must be completed:

1. A CE undergraduate application with the non-degree/extension program selected in the degree table

Please note the following policies regarding non-degree/extension enrollment at JWU:

- Non-degree/extension CE undergraduate students may register for a maximum of 21 credits.
- Non-degree/extension students are not eligible to receive federal, state or institutional financial aid.
- Non-degree/extension students are subject to the Tuition and Fees policy.
- Students not meeting prerequisite requirements for a course should contact Student Academic & Financial Services to discuss waiving the prerequisite.

If a non-degree student chooses to enroll in a major at JWU, they will be responsible for all courses prescribed in that major — regardless of waived prerequisites. In addition, students must submit official documentation verifying high school completion or GED, as well as any prior college transcripts. Acceptance will be subject to the university's current admissions requirements.

For additional information contact the Admissions office at 877-598-3368 or via email (ce.den@admissions.jwu.edu).

Admissions Decision

The rolling admissions policy of the university makes it possible to notify students of the admissions decision, their acceptance or any additional

conditions necessary for admission soon after all of their academic records have been received and reviewed.

The university may revoke any student's acceptance or enrollment if any information or documentation provided by the student is false or incomplete, or if the university learns of any past or present misconduct by the student that would affect the student's ability to represent and uphold the standards of the university.

Admissions Requirements

Minimum Grade Requirements

There are certain majors that may have grade point average, course, academic or other requirements. For further information, please contact the Admissions office.

Certain programs of study include technical standards as part of academic requirements essential to the program. Students with disabilities should contact the Center for Academic Support for information regarding the feasibility of reasonable accommodations and the technical standards. See Technical Standards (p. 38) for descriptions of the applicable technical standards. Copies of the technical standards applicable to various programs are also available from the Center for Academic Support.

For additional admissions requirements please review the other topics listed in the Applying section of this catalog.

Advanced Placement Credit

Students entering Johnson & Wales University with Advanced Placement test scores of 3 or greater will be granted transfer credit for the equivalent JWU course or courses, based on the score levels attained. In order to obtain credit, students must submit official AP Grade Reports from the College Board Advanced Placement Program. To view the currently approved AP course equivalencies and the respective required scores, go to the Transfer Evaluation System (TES) and type "College Board" in the search box. Exam titles are listed alphabetically preceded by the designation "AP." For more information about AP credit, contact University Transfer and Testing.

JWU's Physician Assistant program does not accept CLEP, DSST or Advanced Placement (AP) credits to fulfill prerequisite courses. Admissions will consider AP credits for one of the English course prerequisites on a case-by-case basis.

Policies regarding the treatment of AP, CLEP or DSST transfer credit vary among graduate, professional and medical schools.

Deferred Enrollment

Please see the appropriate section for information regarding deferred enrollment.

Undergraduate

Johnson & Wales University offers a 2-year deferred enrollment to students who have applied and been accepted to the university but, for various reasons, wish to postpone their enrollment. JWU retains student application material and will honor the admissions decision for up to 2 years; after that time frame, the applicant will need to submit a new application and transcript for review. Reservation fees will remain effective during the deferment period. Merit scholarships awarded through the application process will be honored for up to 2 years from the time of initial acceptance. Federal student aid is awarded annually; a student must reapply for federal funds through the Free Application for Federal Student Aid (FAFSA).

Graduate

Johnson & Wales University retains student application material for all graduate programs except the Physician Assistant program for up to 2 years. An admissions decision will be honored for up to 2 years from the date of acceptance; after that time frame, the applicant will need to submit a new application and transcript for review. Reservation fees paid will remain effective during the deferment period.

For Physician Assistant students on the Providence campus, an acceptance is only applicable for the term originally accepted. To apply for another term, applicants must reapply through the Central Application Service for Physician Assistants (CASPA) application. All CASPA applications and supporting

documentation on file will be destroyed upon matriculation of the current class.

Students wishing to change their selected date of enrollment should forward a request to Graduate Admissions stating the term in which they wish to enroll. International applicants must submit an updated bank statement demonstrating financial support. JWU will issue a maximum of 2 I-20 forms to international students. Please note that some programs start only once each year. Federal student aid is awarded annually; a student must reapply for federal funds through the Free Application for Federal Student Aid (FAFSA).

High School/College Verification

Graduation from high school or equivalent education as certified by state departments of education is required for undergraduate admission. Graduation verification documents must be submitted to Admissions. Official verification documents include at least one of the following:

- Correspondence from an authorized high school administrator
- Official high school diploma/transcript recognized by the student's state department of education
- Official high school equivalency exam

Additional methods of verification of high school completion exist for home-schooled students (p. 32). It is the student's responsibility to provide verification of high school completion.

Students do not need to provide high school verification if at least one of the following situations pertains to them:

- Successful completion of an associate degree program
- Successful completion of at least 60 semester or trimester credit hours or 72 quarter credit hours that did not result in the awarding of an associate degree, but that is acceptable for full credit toward a bachelor's degree at any institution
- Enrollment in a bachelor's degree program where at least 60 semester or trimester credit hours or 72 quarter credit hours have been successfully completed, including credit hours transferred into the bachelor's degree program. The student must provide an official college transcript for verification of completed college earned hours.

Without such verification, the student may not be allowed to register for the current term or continue enrollment and will be in jeopardy of revocation of admission to the university as well as losing all financial aid.

International students should refer to the International section for admissions information.

Home-Schooled Students

Home-schooled students will be required to provide a high school transcript and a copy of their SAT or ACT test scores. Both the grades on the transcript and the SAT/ACT test scores are reviewed to determine admissions and scholarship eligibility. SAT scores of 27 reading and 530 math or ACT equivalent are required for admittance.

Home-schooled students must be able to document that they have completed high school. Verification documents for home-schooled students include at least one of the following:

- a high school diploma recognized by their state department of education
- high school equivalency exam

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 high school equivalency exam) 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 from a party acceptable to the university 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

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

register for the current term or continue enrollment and will be in jeopardy of revocation of admission to the university as well as losing all financial aid.

Transfer Credit

Generally, both graduate and undergraduate coursework completed at institutions recognized by a US Department of Education accrediting agency or at foreign institutions chartered and authorized by their national governments (usually through a ministry of education) are eligible for transfer credit; however, transfer credit is not guaranteed. Transfer credit evaluations are based on previous college work as it relates to the student's intended program of study. It is the university's policy to accept credits, but not grades. Only grades earned at Johnson & Wales University are calculated into the cumulative grade point average. Students must meet the university's residency requirements (p. 29).

Graduate programs are offered at the Providence, North Miami and Denver campuses.

Undergraduate

Applicants with transfer credit should submit official college transcripts from any colleges and universities previously attended prior to enrolling at the university. It is the responsibility of those candidates who are currently attending other colleges to have their updated official transcripts sent to Johnson & Wales University as soon as final grades become available and no later than the first term of enrollment. In some cases, an official course outline or syllabus will be required for evaluation.

All non-English documents must be accompanied by certified word-for-word English translations. In addition, course descriptions or syllabus (subject details or content outline) are required for transfer credit evaluations of all courses taken at foreign universities.

In order to be eligible for transfer credit, courses must be similar in level, content and duration to JWU courses in the student's intended program of study. Additionally, only courses with earned grades of C or higher (2.00 GPA) will be accepted. Courses that carry grades of "Pass" (P) are also acceptable for transfer provided credit was awarded, and the grade of P carries a numeric GPA value of 2.00 or greater. Credits earned in developmental and remedial, English as a Second Language courses, or CEUs (continuing education units) are nontransferable.

Upon completion of the transfer credit evaluation, accepted students will receive a copy of their degree audit showing the credit accepted toward their program of study. Students with domestic transfer credit wishing to review such credits must contact a transfer advisor in Student Academic & Financial Services. Those with transcripts from foreign institutions must contact International Admissions.

JWU has a number of articulation agreements and transfer credit equivalencies in place that facilitate student transfers to Johnson & Wales University. The Transfer Evaluation System provides students with information on courses (domestic institutions only) that have previously been evaluated and accepted by Johnson & Wales University.

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

The transfer of credit is not guaranteed.

Graduate

Graduate program applicants with prior graduate-level coursework taken at approved colleges and universities may be eligible for transfer credit. A maximum of 20% of the program's credits can be awarded as transfer credit for courses completed with a grade of B or better (3.00 GPA). In some cases, an official course outline or syllabus will be required in order to determine if the course(s) is similar in level, content and duration to courses in the student's intended program of study at JWU. Graduate transfer credit will be approved by the dean of the respective college.

Applicants with transfer credit should submit official college transcripts from any colleges and universities previously attended prior to enrolling at the university. It is the responsibility of those candidates who are currently attending other colleges to have their updated official transcripts sent to Johnson & Wales University as soon as final grades become available and no later than the first term of enrollment.

All non-English documents must be accompanied by certified word-for-word English translations. In addition, course descriptions/syllabi (subject details

or content outline) are required for transfer credit evaluations of all courses taken at foreign universities.

Upon submission of all of the required documents and completion of the transfer credit evaluation, accepted students will be notified that the evaluation is complete and the degree audit is available for review.

Once enrolled in a JWU master's degree program, a student may not take courses elsewhere and apply them for transfer credit. Transfer credits should be requested prior to initial matriculation into a JWU master's degree program.

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

Prerequisite and Foundation Courses

Prerequisite courses are required undergraduate classes for students who need such courses to prepare for graduate study.

Foundation courses are graduate-level courses that may be required of some students whose previous academic background does not reflect the course content described. Foundation courses with grades below a C will need to be repeated.

For possible exemption from prerequisite and/or foundation courses, candidates must ensure that all official college and university transcripts are submitted prior to enrollment at JWU. In some cases, the official course outline or syllabus will be required in order to complete the evaluation. Only courses similar in level, content and duration to JWU's prerequisite courses, and for which the student has earned a grade of C or higher (2.00 GPA), may be used to exempt the student from the respective prerequisite. Specific graduate degree program prerequisite and foundation requirements are listed in the catalog under each program of study.

Upon transcript review, domestic students may view their degree audit online in [jwuLink > Academics > Grad Planning System \(GPS\)](#), and will be sent a copy of their degree audit reflecting any prerequisites and/or foundation courses met as well as the remaining requirements of their program of study. International students who enroll in a JWU program can also access their degree audit online in [jwuLink](#).

Students with domestic transcripts wishing to review transfer credit, prerequisite or foundation course credits must contact a transfer advisor in Student Academic & Financial Services. International students should contact a graduate student academic counselor in Student Academic & Financial Services upon enrollment into the graduate school major. Those with transcripts from foreign institutions may be referred to the director of international credential evaluations.

Transfer and Career Prerequisites

Students who intend to transfer to other colleges or enroll in graduate school 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, foreign business, trade or professional licensing examinations should determine the prerequisites of those jurisdictions prior to selecting their programs of study.

Students who are interested in transferring to JWU should review Transfer Credit for information.

Vaccination Policy

Prior to the first term of enrollment, the university requires all new, full-time undergraduate and graduate students, part-time undergraduate students in a health science program, and all culinary students to submit proof of a complete physical exam conducted within the past year, including documented proof of: 2 doses of the MMR (measles, mumps and rubella) vaccine (or titers if applicable), 3 doses of hepatitis B vaccine (or titers if applicable), 3 doses of tetanus-diphtheria vaccine (including at least 1 Tdap dose within the past 10 years), 2 doses of the chicken pox vaccine (or titers if applicable) or proof of physician-diagnosed disease, and 1 dose of meningitis vaccine. If you received your first meningitis vaccine prior to age 16, a booster is required. A waiver of the meningitis vaccine requirement is available for students 22 years of age and older (please contact Health Services for further information). Also, students should check with their primary care provider as to whether the new meningitis Type B vaccine is appropriate for them. In addition, a negative tuberculosis test or chest x-ray within the last year

is required for entering students who are from highly endemic countries and have been residents of the United States for less than 5 years. A list of countries where tuberculosis is highly endemic is available upon request from Health Services.

The hepatitis A vaccine is strongly recommended but not required.

Any student who is under the age of 18 upon enrollment must also submit proof of the polio vaccine series (Charlotte Campus only).

Failure to satisfy this requirement will result in the placement of a Health Services Hold on the students' account and will prohibit students from entering class or changing their schedule. Visit Health Requirements for additional information and required forms.

International

International students on F-1 student visa status are not eligible to apply to Johnson & Wales University's Continuing Education programs. All students who are resident aliens must provide proof of their status to Continuing Education Admissions. Those who cannot provide this information should apply to Johnson & Wales University's day program.

Form I-20/Visa

Initial Form I-20

Responsibility for obtaining the approved visa classification rests entirely with students. Students entering the United States to study will need an F-1 international student visa. In order to obtain the necessary visa, students must submit the valid Form I-20 for an F-1 visa to the United States Embassy or Consulate in the country of residence. In addition to these forms, students will have to present a passport and evidence of financial support.

Johnson & Wales University will send the Form I-20 after students have been accepted and have submitted evidence of financial support. International students must register for the term for which admission is offered and must maintain full-time status during the academic year.

Students are admitted to the United States to attend the school that issued their I-20 form. Using an initial attendance I-20 from one school to gain admission to the United States to attend another school is a violation of U.S. immigration law. Students must attend the institution that they are authorized to attend. Violators will be reported to Homeland Security.

International Transfer Students

International students currently studying in the U.S. who seek enrollment in a JWU program are required to submit a Transfer Release Form (completed by the international student advisor at the institution last attended) prior to receiving a Form I-20 issued from JWU.

English Language Proficiency

Applicants whose primary language is not English must provide proof of English proficiency. English language proficiency is required for admission to all programs of study at Johnson & Wales University, regardless of country of citizenship or residency. Students who do not provide proof of English proficiency will be enrolled in the English as a Second Language (ESL) program and registered for ESL classes prior to beginning regular degree studies.

Johnson & Wales University's English as a Second Language (ESL) program allows students to focus on the areas where they need the most improvement.

English Language Placement testing for new ESL students will be given before the beginning of each term. JWU uses the students' scores from this testing to place students into the appropriate level of ESL.

Providence and North Miami students admitted to graduate programs in the College of Business who meet the English Proficiency Requirements (p. 34) but whose undergraduate degree was not earned at a American university or at a university located in a country in which the official language is English will be required to take a communications skills assessment. A list of those countries may be found online. Graduate students exiting the English as a Second Language Program at Johnson & Wales University are also required to take the assessment. Students who do not pass the assessment will be required to enroll in ENG5000 Management Communication Skills.

English Proficiency Requirements

Johnson & Wales University recognizes a number of examinations as proof of English proficiency. Acceptable proof of English proficiency may include 1 of the following comparable English proficiency examinations (English proficiency examinations cannot be older than 2 years). Please note that total exemption from ESL may require meeting both the overall score and individual subscores.

Providence and North Miami students admitted to graduate programs in the College of Business who meet the English Proficiency Requirements (p. 34) but whose undergraduate degree was not earned at an American university or a university located in a country in which the official language is English will be required to take a communications skills assessment. Graduate students exiting the English as a Second Language Program at Johnson & Wales University are also required to take the assessment. Students who do not pass the assessment will be required to enroll in ENG5000 Management Communication Skills .

Examination Score

| | Undergraduate | | Graduate | |
|--|-----------------------|------------------------|-------------------------|---------------|
| | Score | Score | Subscores (recommended) | Subscores |
| IELTS (International English Language Testing System, Cambridge) | 6.0 | 6.5 | 5.5 or higher | 6.0 or higher |
| TOEFL iBT (Test of English as Foreign Language, Internet, ETS) | 75 | 80 | 15 or higher | 18 or higher |
| PTE Academic (Pearson Test of English) | 50 | 53 | 43 or higher | 43 or higher |
| TOEFL PBT (Paper-based — discontinued) | 535 | 550 | 48 or higher | 48 or higher |
| Kaplan International Certificate | Advanced Certificate | Proficient Certificate | | |
| EF Education First | C1 Certificate | C2-1 Certificate | | |
| ELS — Certificate of Completion | Level 112 | | | |
| LanguageCert International ESOL Exams | C1 Level | | | |
| CAE (Certificate in Advanced English), Cambridge | C1 or C2 Level | | | |
| PTE General (formerly London Test of English) | Level 4 (C1 Advanced) | | | |
| MELAB (Michigan English Language Assessment Battery) | 77 | | | |

| | |
|--|--------------------------------|
| S.T.E.P. Eiken (Society for Testing English Proficiency) | Grade 1 |
| SAT Evidence-Based Reading and Writing | 500 |
| ACT English Language Arts | 19 (average of English scores) |
| ACT English and Reading | Section scores of 19 in each |

To meet English proficiency requirements, all English language examination results must be submitted on an official test transcript that is no more than 2 years old. TOEFL scores must be received as official ETS scores. The Johnson & Wales University Designated Institution (DI) code is 3465. Students should use this code on their TOEFL registration form so that their scores will be sent directly to Johnson & Wales University. Legible copies of IELTS Test Reports may be verified through the IELTS verification service.

Students may be exempted from individual ESL classes based on their individual test section scores. Johnson & Wales University also reserves the right to require a student to take ESL classes to increase proficiency in a particular area, regardless of total test scores.

Other English language examination results will also be considered, and experience studying in the English language, as documented through school transcripts, will be taken into consideration.

Additional qualifications that meet English proficiency requirements include the following:

For Undergraduate Study

| | |
|--|--|
| GCSE, Singapore, CIE IGCSE O Levels | Grade of C or higher in English Language |
| International Baccalaureate Examinations — IBO.org | Grade of 4 or higher in English SL/HL (Syllabus A) |
| Caribbean Secondary Education Certificate (CSEC) | Grades I–III in English Language |

For Graduate Study

| | |
|--|--|
| Nigeria — completion of an accredited university program | Level acceptable for graduate school admission |
|--|--|

Majority English-Speaking Countries

Applicants from the following countries where English is the dominant native language and the primary language of instruction (and submit an official transcript from one of these countries) are not required to submit English language test scores:

- Anguilla (ANG)
- Antigua & Barbuda (ANT)
- Australia (AUS)
- Bahamas (BAH)
- Barbados (BAR)
- Bermuda (BER)
- British Virgin Island (BVI)
- Canada (except Quebec) (CAN)
- Cayman Island (CAY)
- Dominica (DOM)
- Falkland Island
- Fiji (FJI)
- Gibraltar (GIL)
- Grenada (GRN)
- Guam (GUM)
- Guyana (GUY)
- Ireland (IRE)
- Jamaica (JAM)
- Kiribati (KIR)
- Malta (MLT)
- Marshall Islands (MRI)

- Micronesia, Fed States (MIC)
- Montserrat (MNT)
- New Zealand (NWZ)
- Scotland (SCO)
- Seychelles (SEV)
- St. Helena
- St. Kitts & Nevis (STR)
- St. Lucia (STL)
- St. Vincent and the Grenadines (STV)
- Trinidad and Tobago (TRT)
- Turks and Caicos Island (TCI)
- United Kingdom (UNK)
- Virgin Islands

High School/College Verification

All students who have been accepted for admission to Johnson & Wales University must provide verification of high school completion. International students need to submit an **official, final** transcript and diploma or official examination results.

Students do not need to provide high school verification if at least one of the following situations pertains to them:

- Successful completion of an associate degree program
- Successful completion of at least 60 semester or trimester credit hours or 72 quarter credit hours that does not result in the awarding of an associate degree, but that is acceptable for full credit toward a bachelor's degree at any institution
- Enrollment in a bachelor's degree program where at least 60 semester or trimester credit hours or 72 quarter credit hours have been successfully completed, including credit hours transferred into the bachelor's degree program. The student must provide a college transcript for verification of completed college earned hours.

Transfer students must submit official transcripts from previous colleges/universities attended. Graduate students must submit official transcripts/mark sheets from all institutions attended and diploma showing bachelor's degree conferral.

Without such verification, students will not be allowed to register for the current term or continue enrollment and will be in jeopardy of losing their academic status with the university as well as their immigration status. For international students, a loss of immigration status will require their immediate departure from the US.

Examinations

International Baccalaureate

Johnson & Wales University recognizes International Baccalaureate (IB) Diploma and Certificate Examinations for advanced placement credit and will award 4.5–9.0 quarter credits for standard and higher-level exams with a score of 4 or better as applicable for the intended JWU major. Students must request an official IBO examination transcript to be sent from the International Baccalaureate Organization.

General Certificate of Education Advanced Level (A-level)

Johnson & Wales University recognizes UK Advanced Level examinations for advanced placement credit and will award up to 12 quarter credits per subject for GCE Advanced Level Examinations (excluding General Paper) passed with grade equivalents of C or better. Up to 6 quarter credits may be awarded for GCE AS (Advanced Subsidiary) examinations. Students must submit an official or verified certificate or statement of results issued by the UK examinations board.

Caribbean Advanced Proficiency Examinations (CAPE)

Johnson & Wales University recognizes Caribbean Advanced Proficiency Examinations for advanced placement credit and will award up to 12 quarter credits per subject for 2-year CAPE examinations passed with a grade of IV or better. Up to 6 quarter credits may be awarded for single-unit CAPE examinations. Students must submit an official or verified statement of results issued by the Caribbean Examinations Council (CXC).

Articulation Agreements

Johnson & Wales University is proud to maintain a variety of international relationships through articulation agreements and transfer equivalencies with institutions and programs that facilitate student transfer to JWU for bachelor's degree completion. The university is continuously working to develop partnerships with institutions around the world for the purpose of offering diverse educational opportunities for transfer students. Please note that not all majors are offered at every campus, which may affect articulation agreement eligibility. Contact Admissions at the specific campus for more information.

International Transfer Credit

Post-secondary coursework completed at foreign institutions chartered and authorized by their national governments, usually through a ministry of education, is generally eligible for transfer credit; however, transfer credit is not guaranteed.

Please see the appropriate section for detailed transfer credit policies.

Graduate programs are offered at the Providence, North Miami and Denver campuses.

Undergraduate

Applicants with transfer credit should submit official college transcripts from any colleges and universities previously attended prior to enrolling at the university. It is the responsibility of those candidates who are currently attending other colleges to have their updated official transcripts sent to Johnson & Wales University as soon as final grades become available and no later than the first term of enrollment. In some cases, an official course outline or syllabus will be required for evaluation.

All non-English documents must be accompanied by certified word-for-word English translations. In addition, course descriptions or syllabus (subject details or content outline) are required for transfer credit evaluations of all courses taken at foreign universities.

In order to be eligible for transfer credit, courses must be similar in level, content and duration to JWU courses in the student's intended program of study. Additionally, only courses with earned grades of C or higher (2.00 GPA) will be accepted. Courses that carry grades of "Pass" (P) are also acceptable for transfer provided credit was awarded, and the grade of P carries a numeric GPA value of 2.00 or greater. Credits earned in developmental and remedial, English as a Second Language courses, or CEUs (continuing education units) are nontransferable.

Upon completion of the transfer credit evaluation, accepted students will receive a copy of their degree audit showing the credit accepted toward their program of study. Students with domestic transfer credit wishing to review such credits must contact a transfer advisor in Student Academic & Financial Services. Those with transcripts from foreign institutions must contact International Admissions.

JWU has a number of articulation agreements and transfer credit equivalencies in place that facilitate student transfers to Johnson & Wales University. The Transfer Evaluation System provides students with information on courses (domestic institutions only) that have previously been evaluated and accepted by Johnson & Wales University.

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

The transfer of credit is not guaranteed.

Graduate

Graduate program applicants with prior graduate-level coursework taken at approved colleges and universities may be eligible for transfer credit. A maximum of 20% of the program's credits can be awarded as transfer credit for courses completed with a grade of B or better (3.00 GPA). In some cases, an official course outline or syllabus will be required in order to determine if the course(s) is similar in level, content and duration to courses in the student's intended program of study at JWU. Graduate transfer credit will be approved by the dean of the respective college.

Applicants with transfer credit should submit official college transcripts from any colleges and universities previously attended prior to enrolling at the university. It is the responsibility of those candidates who are currently attending other colleges to have their updated official transcripts sent to

Johnson & Wales University as soon as final grades become available and no later than the first term of enrollment.

All non-English documents must be accompanied by certified word-for-word English translations. In addition, course descriptions/syllabi (subject details or content outline) are required for transfer credit evaluations of all courses taken at foreign universities.

Upon submission of all of the required documents and completion of the transfer credit evaluation, accepted students will be notified that the evaluation is complete and the degree audit is available for review.

Once enrolled in a JWU master's degree program, a student may not take courses elsewhere and apply them for transfer credit. Transfer credits should be requested prior to initial matriculation into a JWU master's degree program.

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

Prerequisite and Foundation Courses

Prerequisite courses are required undergraduate classes for students who need such courses to prepare for graduate study.

Foundation courses are graduate-level courses that may be required of some students whose previous academic background does not reflect the course content described. Foundation courses with grades below a C will need to be repeated.

For possible exemption from prerequisite and/or foundation courses, candidates must ensure that all official college and university transcripts are submitted prior to enrollment at JWU. In some cases, the official course outline or syllabus will be required in order to complete the evaluation. Only courses similar in level, content and duration to JWU's prerequisite courses, and for which the student has earned a grade of C or higher (2.00 GPA), may be used to exempt the student from the respective prerequisite. Specific graduate degree program prerequisite and foundation requirements are listed in the catalog under each program of study.

Upon transcript review, domestic students may view their degree audit online in [jwuLink > Academics > Grad Planning System \(GPS\)](#), and will be sent a copy of their degree audit reflecting any prerequisites and/or foundation courses met as well as the remaining requirements of their program of study. International students who enroll in a JWU program can also access their degree audit online in [jwuLink](#).

Students with domestic transcripts wishing to review transfer credit, prerequisite or foundation course credits must contact a transfer advisor in Student Academic & Financial Services. International students should contact a graduate student academic counselor in Student Academic & Financial Services upon enrollment into the graduate school major. Those with transcripts from foreign institutions may be referred to the director of international credential evaluations.

Military and Veterans

Johnson & Wales University is approved for the training of veterans by the state approving agency.

Johnson & Wales University (JWU) is honored to support our nation's military members and veterans as they pursue their education. JWU is proud to be a Yellow Ribbon Program-participating institution and a participant of the Principles of Excellence. JWU is dedicated to help ensure that our students are maximizing the full potential of their VA education and military benefits. This includes students who are veterans, active duty and military dependents. JWU works with students who qualify for the Montgomery GI Bill (Chapter 30), MGIB Selected Reserve (Chapter 1606), Reserve Educational Assistance Program (Chapter 1607), Dependents Education Assistance (Chapter 35), Post-9/11 GI Bill (Chapter 33), Yellow Ribbon Program, Vocational Rehabilitation (Chapter 31), Tuition Assistance and other programs/benefits.

JWU thanks you for your commitment and service! For more information please visit our Military and Veterans webpage. To determine eligibility please contact the US Department of Veterans Affairs.

Placement Testing

Placement testing is used to place students into appropriate course levels and determine students' course schedule.

Although it is critical that students do their best, placement test results do not affect the student's admission to the university. See the appropriate section to review specific placement testing requirements.

Academic Support and Disability Accommodations

Students with a documented disability requiring accommodations must forward the appropriate documentation to the Center for Academic Support (p. 46) on their campus at least 2 weeks prior to scheduling a placement test in order to ensure that accommodations can be provided. No accommodations will be allowed unless the required documentation is submitted prior to testing. Students who have already participated in placement testing and submit appropriate documentation will have the opportunity to retest with the accommodations in place.

Undergraduate Mathematics and English

Mathematics and English placement tests are required for all new undergraduate students, including transfer students, prior to orientation or attending classes. Transfer students may be exempt from mathematics and English placement testing only if Johnson & Wales University has awarded them transfer credit for both degree-specific, first-level mathematics and English courses.

The university administers ACCUPLACER mathematics and English placement tests to assess students' skills in these areas. The mathematics test is designed to evaluate skills in relation to those required for college math courses. English placement testing includes a sentence skills test which evaluates writing skills. The ACCUPLACER exams are computer based tests (CBT) developed by College Board.

All of these tests will result in placement into a course rather than in grades of Pass or Fail.

After acceptance, students will be emailed instructions for completing the required mathematics and English placement testing online with a virtual proctor. Virtual proctoring allows students to take placement tests online in a quiet and distraction-free location, such as home. Online testing appointments are available 7 days a week, 24 hours a day, and require no software installs. All that is needed is a simple webcam, access to the internet and a voucher code that will be provided by the university. There is no charge for virtual proctoring or for the ACCUPLACER assessment. Students will receive a score report immediately following ACCUPLACER administration, and will also be contacted by an academic counselor from Student Academic & Financial Services 1–2 weeks after they have completed placement testing to discuss their placement and course registration.

Students requesting to retake their placement exam may do so by contacting Student Academic & Financial Services. Students will be allowed 1 retake 30 days after their initial test at no charge.

Visit Testing Services for additional information.

Graduate English

Providence and North Miami students admitted to graduate programs in the College of Business who meet the English Proficiency Requirements (p. 34) but whose undergraduate degree was not earned at a American university or at a university located in a country in which the official language is English will be required to take a communications skills assessment. A list of those countries may be found online. Graduate students exiting the English as a Second Language Program at Johnson & Wales University are also required to take the assessment. Students who do not pass the assessment will be required to enroll in ENG5000 Management Communication Skills.

Modern Languages

All undergraduate students who studied a language for more than 1 year in high school are required to take a placement exam prior to registering for a course in the respective language. Modern language placement exams are required for Spanish, French and German.

Modern language placement exams are scheduled at the beginning of each term. Students whose placement score indicates they have met a particular level of language proficiency will not be allowed to enroll in that level of the language. Students placing out of a required level of a language will be given the option to apply for the Departmental Challenge Examination to earn the language credits (fees apply), or to have the language credits replaced with an arts and sciences elective course.

For additional information, visit Testing Services.

English as a Second Language (ESL)

Students admitted into the ESL Program are required to complete the Levels of English Proficiency (LOEP) Test to assess their English-language proficiency. This test includes 3 sections: reading, language usage and sentence meaning. LOEP tests are scheduled at the beginning of each term and administered via the ACCUPLACER computer-based placement testing system.

Results of the LOEP placement test will determine whether students are placed into the beginner, intermediate or advanced levels of ESL courses. Students with a score of 315 or higher on the LOEP test are eligible to take the Institutional TOEFL Test (ITT). Students who obtain a score of 550 or higher in the ITT can exit the ESL program and enroll directly in their degree program courses. Students with a test score under 550 on the ITT will have their individual section scores reviewed in the areas of listening, grammar and reading. Section scores with a minimum of 550 on the ITT will exempt the student from the corresponding ESL class. Students who do not complete the required LOEP test will automatically be placed into beginner-level ESL courses.

Providence and North Miami students admitted to graduate programs in the College of Business who meet the English Proficiency Requirements (p. 34) but whose undergraduate degree was not earned at a American university or at a university located in a country in which the official language is English will be required to take a communications skills assessment. A list of those countries may be found online. Graduate students exiting the English as a Second Language Program at Johnson & Wales University are also required to take the assessment. Students who do not pass the assessment will be required to enroll in ENG5000 Management Communication Skills.

Prior Learning Assessment

By successfully completing one of the Prior Learning Assessment options (Portfolio Assessment, College Level Examination Program (CLEP)/DANTES Subject Standardized Tests (DSST) or Departmental Challenge Examinations), students may earn undergraduate course credit for previous academic and/or prior learning experiences.

Policies for Prior Learning Assessment

1. Students must consult with an academic counselor prior to applying for Challenge Examinations or Portfolio Development.
2. Course prerequisite requirements must be completed before permission to take Challenge Examinations or Portfolio Development is granted.
3. Prior Learning Assessments are for academic credit and carry nonrefundable fee(s).
4. CLEP exam credit will only be awarded for passing scores of 50 or higher, and when the JWU course equivalent to the exam title is degree applicable.
5. DSST exam credit will only be awarded for scores which meet the minimum ACE recommended score, and when the JWU course equivalent to the exam title is degree applicable.
6. Official College Board transcripts are required for CLEP exam credit to be awarded.
7. Official Prometric transcripts are required for DSST exam credit to be awarded.
8. CLEP and DSST exams, if failed, can be repeated three months after the initial testing date.
9. Portfolio Development and Challenge Exams cannot be repeated if failed.
10. The university recognizes up to a maximum of 45 undergraduate credits for bachelor's degrees and 22.5 for associate degrees earned through Prior Learning Assessment.
11. Prior Learning Assessment credits cannot be used to meet residency requirements.
12. Students may not take Challenge/CLEP/DSST exams for a lower level course after completing higher level courses in the same discipline.
13. Students may not request to take a Challenge Exam or Portfolio Development for a course that is a prerequisite to a course for which they have already received credit or in which they are currently enrolled.
14. Students must present a valid picture ID when testing.

Visit Testing Services for additional policies, course options, deadlines, examination dates and fees.

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.

CLEP/DSST Examination

Both CLEP and DSST are forms of Prior Learning Assessment that allow students with knowledge obtained outside the classroom to earn college credit by examination.

College Level Examination Program (CLEP)

The College-Level Examination Program (CLEP) is a standardized, college-credit-granting exam program maintained by the College Board. CLEP offers 33 exams in 5 subject areas: composition and literature, science and mathematics, world languages, history and social sciences, and business.

While the university accepts the American Council on Education (ACE) recommended passing score of 50, subject equivalencies for each CLEP examination are determined by the respective academic department at the university. To view the currently approved CLEP/JWU course equivalencies, go to the Transfer Evaluation System (TES) and type "College Board" in the search box. Exam titles are listed alphabetically preceded by the designation of CLEP.

US military personnel and US veterans may be eligible to receive funding or reimbursement for CLEP exams. For more information on CLEP, visit CLEP for Military. JWU waives the CLEP administration fee for its US military and US veteran students.

Visit Testing Services for additional policies, course options, deadlines, examination dates and fees.

DANTES Subject Standardized Test (DSST)

DANTES Subject Standardized Tests (DSST) are standardized college-credit-granting exams maintained by Prometric. There are 38 DSSTs available in 6 subject areas (business, humanities, math, physical science, social sciences and technology), covering material taught in both lower- and upper-level college courses.

While the university accepts ACE recommended scores, subject equivalencies for each DSST examination are determined by the respective academic department at the university. To view the currently approved DSST/JWU course equivalencies, go to the Transfer Evaluation System (TES) and type "DSST Program Exams" in the search box.

US military personnel and US veterans may be eligible to receive funding or reimbursement for DSST exams. For more information on DSST, please visit Get College Credit.

Visit Testing Services for additional policies, course options, deadlines, examination dates and fees.

Departmental Challenge Examination

Departmental Challenge exams are exams created by the Johnson & Wales University department in which the course is taught and are designed based on the course's content. Exams may be taken for specifically designated undergraduate courses within a department. All matriculating students with previous academic and/or work experience may request such an exam when they feel they possess the knowledge required to meet the course's objectives as listed in the outline for the respective course.

Students may be required to meet additional prerequisites to take certain challenge exams. Visit Testing Services for complete policies, course options, deadlines, examination dates and fees.

Portfolio Assessment

Undergraduate 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.

Students are required to meet with an academic counselor to discuss these options.

Prior to applying for the Portfolio Assessment option, students are required to successfully complete ENG1020 English Composition, or a higher-level writing course.

Students must complete the mandatory online Portfolio Development Seminar before submitting a finalized portfolio for review. While there are no regularly scheduled meetings, students are expected to participate in the seminar activities that lead toward the completion of the portfolio. The individual components of the portfolio are covered in self-paced segments.

Portfolios must be submitted within 6 months of the application date. Completed portfolios are submitted electronically to the appropriate department designee for review. Students are notified of the outcome once the assessment is completed. If credit is denied for a portfolio, the student has 10 days upon notification to file a written appeal for review.

Once the seminar is completed, eligible students, in consultation with an academic counselor, may submit additional portfolios.

Visit Testing Services to review additional policies, course options, deadlines and fees.

Technical Standards

College of Culinary Arts

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

- communicate appropriately with fellow students, faculty and guests in relevant industry and educational settings and within the university community
- participate in industry-relevant activity for up to 6 continuous hours, often standing and moving in laboratory classes
- lift and transport a minimum weight of 25 pounds
- maneuver in commercial kitchens, dining rooms and industry-related facilities
- lift and transport trays of food and beverages, and serve and clear guest tables
- use knives and commercial cooking utensils, and operate commercial food service equipment
- produce and evaluate the quality of all food and beverage products
- handle and utilize commercial cleaning and sanitizing equipment and materials
- complete physical tasks in a timely manner
- perform multiple-step procedures to produce recipes/formulas and perform industry-relevant tasks within a designated time frame

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

College of Hospitality Management

Sports, Entertainment, Event — Management

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

- communicate appropriately with faculty, staff, fellow students, university guests and customers, in person and by telephone and email
- input data into and retrieve data from a computer
- complete job responsibilities on both day and night shifts

Tourism & Hospitality Management

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

- communicate appropriately with faculty, staff, fellow students, university guests and customers, in person and by telephone and email
- input data into and retrieve data from a computer
- travel by standard commercial carriers, including airlines, to international destinations, which may not meet US ADA specifications
- carry out tour guide responsibilities (e.g., leading groups to access museums and outdoor tourism destinations, hotels and restaurants) at international destinations, which may not meet US ADA specifications
- complete job responsibilities on both day and night shifts

Hotel & Lodging Management

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

- communicate appropriately with faculty, staff, fellow students, university guests and customers, in person and by telephone and email
- input data into and retrieve data from a computer
- travel by standard commercial carriers, including airlines, to international destinations, which may not meet US ADA specifications
- participate in tours of restaurants and hotels, and tourism at international destinations, which may not meet US ADA specifications
- complete job responsibilities on both day and night shifts

Restaurant, Food & Beverage Management

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

- communicate appropriately with faculty, staff, fellow students, university guests and customers, in person and by telephone and email
- input data into and retrieve data from a computer
- complete job responsibilities on both day and night shifts
- participate in industry-relevant activity for up to 6 continuous hours, often standing and moving in laboratory classes
- lift and transport a minimum weight of 25 pounds
- safely and quickly maneuver in commercial kitchens, dining rooms and industry-related facilities
- lift and transport trays of food and beverages, and serve and clear guest tables
- use knives and commercial cooking utensils, and operate commercial food service equipment
- produce and evaluate the quality of all food and beverage products
- handle and utilize commercial cleaning and sanitizing equipment and materials
- complete physical tasks in a timely manner
- perform multiple-step procedures to produce recipes/formulas and perform industry-relevant tasks within a designated time frame

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

College of Arts & Sciences

Equine Business Management/Riding

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

- wear footwear designed specifically for riding in English tack (the footwear must completely enclose the foot and have at least a ¾-inch heel)
- wear helmets that are ASTM/SEI certified (helmets must have verification that they hold such certification)
- be able to receive, understand and readily respond to audio cues while on horseback
- ride a horse without risking the animal's welfare in any way, including overloading the horse
- be able to receive and understand instruction without having to make visual contact with the instructor or take their eyes off the course
- be able to accurately judge the distance between themselves, horses and people in the ring, and obstacles and jumps
- be able to easily mount a horse either with the proper use of an approved mounting block or from the ground without assistance
- be able to properly handle standard grooming equipment, including, but not limited to, curry combs, hard and soft brushes, sweat scrapers, mane combs and braiding equipment
- be able to bend over and lift a horse's hoof and hold it long enough to allow proper examination or cleaning of the hoof
- be able to put a halter and bridle on a horse without assistance and lead
- be able to competently ride at walk, trot and canter
- be able to ride at the posting trot for 2 complete revolutions of a 20x60 meter arena

- have the ability to operate horse management equipment such as tractors, trucks and wheelbarrows
- be able to lift, handle and transport tack, feed bags, hay bales and equipment for feeding and watering horses up to 50 pounds for a distance of 50 feet
- be able to move their entire body a distance of no less than 3 meters within 3 seconds of a signal to do so
- be able to have sustained contact with horses and work in an environment where dust, hay and grasses are prevalent
- be able to perform all tasks mentioned above either in the saddle or on the ground without losing balance, falling, or becoming dizzy, light-headed or faint

The foregoing technical standards are essential to the programs of instruction in Equine Business Management/Riding and also reflect industry requirements and standards.

College of Health & Wellness

For a complete list of the technical standards for the Physician Assistant Studies program, please contact the director of the Physician Assistant Studies program.

Financing Your Degree

This section of the catalog contains information on tuition and fees, financial policies and obligations, financial aid and payment options. There is also information on loans, grants, scholarships and work programs for eligible students depending on campus and degree program.

Academic Progress

Satisfactory Academic Progress

To be eligible for financial aid, all students must satisfy Satisfactory Academic Progress (SAP), which is required by federal law. SAP measures a student's completion of coursework toward a degree. JWU evaluates SAP at the end of each term/semester, including summer, for each student. Students who do not meet all SAP criteria may lose their eligibility to receive all types of financial aid (e.g., federal, state, private, institutional and other aid). Students will be notified of the decision both verbally and in writing.

Maximum Time Frame Criteria

Completion of undergraduate or graduate programs cannot exceed 150% of the published length of the program measured in credit hours attempted as determined by the student's program requirements.

Pace Measure of Academic Progress Criteria

- Students must complete a specified percentage of all credit hours attempted (see below).
- This percentage includes all credit hours attempted regardless of whether or not financial aid was received.
- This pace measurement is calculated by dividing the cumulative number of hours that the student has successfully completed by the cumulative number of hours that the student has attempted.
- Credits attempted are defined as all classes for which a student receives a grade (D or better), or an F, I, W, WP, WF, NC, GP, S, U, PL, CX, NG, AU, etc.
- All transfer credit hours accepted from another institution toward the student's educational program at JWU will be counted as both attempted and completed hours.
- The student's GPA and pace of completion are negatively impacted by course incompletes, withdrawals, failures or repetitions (incompletes, failures and withdrawals count in attempted credits, but not completed).

Grade Point Average Criteria

- All undergraduate and graduate students must maintain a minimum Grade Point Average (GPA).
- The student's cumulative GPA for financial aid eligibility must be calculated on all grades received.
- All students, regardless of their enrollment status (e.g., full or part time), must meet the following minimum academic standards to remain eligible for financial aid.

| Program | Total Credit Hours Attempted | Minimum Cumulative Pace | Minimum Cumulative GPA |
|-----------------------------------|------------------------------|-------------------------|------------------------|
| Undergraduate | 0–21 | 45% | 1.00 |
| Undergraduate | 21.1–42 | 50% | 1.26 |
| Undergraduate | 42.1–106.9 | 60% | 1.50 |
| Undergraduate | 107 or higher | 67% | 2.00 |
| Graduate | 0 or higher | 67% | 2.00 |
| Occupational Therapy Doctorate | 0 or higher | 67% | 3.00 |
| Doctor of Business Administration | 0 or higher | 67% | 3.00 |
| Doctor of Education | 0 or higher | 67% | 3.25 |

Warning Period

Students who fail to meet SAP criteria will be placed on financial aid warning for one academic term/semester and a hold will be placed on the student's record, which will prevent them from course registration for all future term/semesters. Students remain eligible for financial aid during the warning term/semester. If SAP criteria are not satisfied at the end of the warning term/semester, the student will be ineligible for financial aid. Students on warning must meet with an academic counselor to clear the hold prior to course

registration, and/or to pursue an appeal. Students on warning must submit their appeal and supporting documentation before the eighth week of the warning term/semester.

Ineligible for Financial Aid Period

Students who fail to meet SAP criteria after the warning period are ineligible for financial aid. If the student does not have an approved appeal, the student is no longer eligible for financial aid. Students may continue to take courses without financial aid to re-establish SAP standards; however, a payment plan must be established for the tuition and applicable fees associated with the course(s). Once a student is meeting JWU's minimum SAP standards, the student may regain financial aid eligibility. Students who are interested in reestablishing aid eligibility should meet with an academic counselor to determine what they would need to do to meet JWU's minimum SAP standards.

Appeal Process/Probationary Period

If extenuating circumstances impacted successful adherence to SAP criteria, the student may pursue an appeal. The appeal will require the student to indicate why they did not make SAP and what has changed in the student's situation that will allow the student to demonstrate SAP by the next term/semester. Circumstances and required documentation are illustrated below. The appeal process begins with the student's academic counselor in Student Academic Services. The student should be able to meet the SAP standards by the end of the next term/semester; however based on the appeal, if the student requires more than 1 term/semester to meet progress standards, the student can be placed on probation and an appropriate academic plan will be created for the student not to exceed two terms/semesters. If this plan allows the student to meet SAP criteria, the counselor will present it to the appeals committee. Appeals must include complete documentation and are reviewed during the warning period; incomplete appeals will be denied. Appeal decisions are final. Students will be notified of the decision both verbally and in writing. This notification will take place after final grades are reviewed for the warning period.

If an appeal is approved, the student will be placed on a Financial Aid Probation Period, which is a status assigned by JWU to a student who fails to make SAP and who has successfully appealed and has had eligibility for financial aid reinstated. To continue receiving financial aid, the student will need to satisfy both the academic plan as outlined in their appeal and the SAP criteria.

| Circumstance | Required Documentation |
|--|--|
| The student's own mental or physical illness or injury or condition | Provide documentation (e.g., a physician's statement, police report or documentation from a third party professional, such as a hospital bill) |
| Death of a family member or significant person in the student's life | Provide a copy of a death certificate |
| Illness, accident or injury of a significant person in the student's life | Provide documentation (e.g., a physician's statement, police report or documentation from a third party professional, such as a hospital bill) related to the individual for whom the student provided care or support |
| The student's own divorce or separation or the divorce or separation of the student's parent(s) | Provide an attorney's letter on a law firm's letterhead, petition for dissolution or copy of divorce decree |
| Personal problems other than the student's own mental or physical illness or injury or condition with the student's spouse, family, roommate or other significant person in the student's life | Provide a written statement from an attorney, professional advisor or other individual describing the circumstances |
| Natural disaster | Provide a written statement and/or supporting documentation |
| Military deployment | Provide active duty service orders |

Financial Aid

For those who qualify, federal financial aid programs are available to US citizens or eligible non-citizens. To assist students in meeting their educational expenses, the federal government offers grants, low-interest loans and work-study. For term programs, financial aid is awarded on an annual basis and is disbursed in 3 equal installments (fall, winter and spring). Semester programs have 2 equal installments (fall and spring). Students interested in financial aid for summer enrollment should contact Student Financial Services on their campus.

Students who register for a course that is not required in their program of study may experience an adjustment/reduction in financial aid. The university cannot award financial aid for classes that do not count toward a student's degree requirements; therefore, a student's net tuition expense could be higher.

Undergraduate Financial Aid Programs

Grants, loans and work-study are available to students who qualify based on completion and submission of the Free Application for Federal Student Aid (FAFSA) as described in the How to Apply (p. 41) section. Since awards are not automatically renewable, students must reapply each year. All financial aid awards are determined based on an academic year (fall, winter and spring terms). Financial aid awards and federal loan programs are disbursed based on this term system, which typically equates to 3 disbursements. All annual awards are posted in 3 equal amounts, or in some cases fewer, based on the student's entrance date.

Graduate Financial Aid Programs

Limited grants, loans and work-study are available to students who qualify based on completion and submission of the Free Application for Federal Student Aid (FAFSA) as described in the How to Apply (p. 41) section. Since awards are not automatically renewable, students must reapply each year. All financial aid awards are determined based on an academic year (fall and spring semesters). Financial aid awards and federal loan programs are disbursed based on a semester system, which typically equates to 2 disbursements. All annual awards are posted in 2 equal amounts, or in some cases fewer, based on the student's entrance date.

For more information, please contact Student Financial Services on your respective campus.

How to Apply

Please see the appropriate section for information regarding how to apply for financial aid.

Undergraduate

To be considered for financial assistance, complete the steps listed below.

1. Federal Student Aid ID (FSA ID)

Students and their parents can apply online for a FSA ID. The FSA ID allows students and parents to sign the FAFSA electronically and to correct previously processed FAFSA information online. Both the student and at least 1 parent must apply for a FSA ID.

2. Free Application for Federal Student Aid (FAFSA)

The Free Application for Federal Student Aid is available online. This form must be completed as soon as possible after October 1.

The information for financial assistance is then processed by the federal processor and sent to Student Academic & Financial Services at the university. The FAFSA code for JWU is 003404.

3. Independent Students

To be considered independent for financial aid purposes, students must answer "yes" to 1 of the following questions:

1. Were you born before January 1, 1995?
2. As of today, are you married? (Answer yes if you are separated, but not divorced.)
3. At the beginning of the 2018–19 school year, will you be working on a master's or doctorate program (such as an MA, MBA, MD, JD, PhD, EdD or graduate certificate, etc.)?
4. Are you currently serving on active duty in the US Armed Forces for purposes other than training?

5. Are you a veteran of the US Armed Forces?
6. Do you have or will you have children who will receive more than half of their support from you between July 1, 2018 and June 30, 2019?
7. Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2019?
8. At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?
9. As determined by a court in your state of legal residence, are you or were you an emancipated minor?
10. Does someone other than your parent or stepparent have legal guardianship of you, as determined by a court in your state of legal residence?
11. At any time on or after July 1, 2017, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?
12. At any time on or after July 1, 2017, did the director of an emergency shelter or transitional housing program funded by the US Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?
13. At any time on or after July 1, 2017, did the director of a runaway or homeless youth basic center or traditional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

If you do not have a determination that you are homeless, but you believe you are an unaccompanied youth who is homeless or self-supporting and at risk of being homeless, answer "no" to the FAFSA questions concerning being homeless. Then contact your financial aid office to explain your situation.

Students who cannot answer "yes" to 1 of the above questions are considered dependent and must complete their FAFSA as a dependent student by providing both parent and student information. Please feel free to contact Student Academic & Financial Services with any questions.

4. Verification and Other Documentation

Student Academic & Financial Services may request additional documentation to verify information provided on the FAFSA (i.e., verification worksheet and untaxed income verification). Students and their parents may be required to submit signed and dated copies of their tax return Transcript. The transcript can be obtained online or by calling your local IRS office. The student's financial aid package will not be complete until all requested documentation has been received and reviewed by Financial Aid. In addition, all student loan borrowers must complete an entrance and exit counseling session during which students will be advised on their loan obligations.

Student Eligibility Requirements

To be eligible for financial aid, the student must meet the following criteria:

1. Be a US citizen or eligible non-citizen.
2. Maintain satisfactory academic progress. (Financial aid will be suspended until satisfactory academic progress is again achieved.)
3. Be enrolled in a degree program.
4. Not owe a refund on a Federal Pell Grant, or be in default on a Federal Student Loan or Parent Loan for Undergraduate Students (PLUS).
5. Sign a Statement of Educational Purpose, a Statement of Registration Status, and a Statement on Overpayments and Defaults.
6. For most programs, must demonstrate financial need.

Students are eligible to receive financial aid as long as they maintain academic standing standards (p. 23) as defined in this catalog. Students who fail to maintain satisfactory academic progress will be notified by Student Academic & Financial Services.

Financial need is the difference between the cost of the student's education (tuition and fees, room and board, books and supplies, transportation and personal expenses) and the total contribution expected from the student and his/her family. The student's total family contribution is based on an analysis of the information which the student and/or parent supplied on the FAFSA. Some of the items considered are total family income, assets, the number of people in the household, the number of siblings in college, and the student's own resources, such as earnings, savings and untaxed income which the

student may receive. Johnson & Wales University also considers these items when determining eligibility for university funds.

Graduate

To be considered for financial assistance, complete the steps listed below.

1. Federal Student Aid ID (FSA ID)

Students can apply online for a FSA ID. The FSA ID allows students to sign the FAFSA electronically and to correct previously processed FAFSA information online.

2. Free Application for Federal Student Aid (FAFSA)

The Free Application for Federal Student Aid is available online. This form must be completed as soon as possible after October 1.

The information for financial assistance is then processed by the federal processor and sent to Student Academic & Financial Services at the university. The FAFSA code for JWU is 003404.

Student Eligibility Requirements

To be eligible for federal aid programs, the student must meet the following criteria:

1. Be a US citizen or eligible non-citizen.
2. Maintain satisfactory academic progress. (Financial aid will be suspended until satisfactory academic progress is again achieved.)
3. Be enrolled in a degree program.
4. Not owe a refund on a Federal Pell Grant, or be in default on a Federal Student Loan or Parent Loan for Undergraduate Students (PLUS).
5. Sign a Statement of Educational Purpose, a Statement of Registration Status, and a Statement on Overpayments and Defaults.
6. For most programs, must demonstrate financial need.

Students are eligible to receive financial aid as long as they maintain academic standing standards (p. 23) as defined in this catalog. Students who fail to maintain satisfactory academic progress will be notified by Student Academic & Financial Services.

Federal Grants and Loans

Students who register for a course that is not required for their program of study may experience an adjustment/reduction in financial aid. The university cannot award financial aid for classes that do not count toward a student's degree requirements; therefore, a student's net tuition expense could be higher.

Federal Pell Grant

The Federal Pell Grant is a federally funded entitlement program to assist qualified undergraduate students with exceptional financial need. Eligibility for these grants is determined by the US Department of Education based on the information provided on the FAFSA. Pell recipients can attend at less-than-half-time status and remain eligible for a portion of their Pell Grant. Students with a previous bachelor's degree are not eligible for a Federal Pell Grant.

The maximum, full-time Pell Grant award for the 2017–18 award year (July 1, 2017 to June 30, 2018) was \$5,920. The maximum Pell Grant award can change each award year and depends on program funding. Further information may be obtained from the US Department of Education.

The amount of Federal Pell Grant funds a student may receive over their lifetime is limited by law to be the equivalent of 6 years of Pell Grant funding. Since the maximum amount of Pell Grant funding the student can receive each year is equal to 100%, the 6-year equivalent is 600%.

Campus-based Financial Aid Programs

Campus-based financial aid programs, including the Federal Supplemental Educational Opportunity Grant (SEOG) and Federal Work-Study Program, are administered by Johnson & Wales University. Students must annually apply for these programs through the filing of the FAFSA.

Federal Supplemental Educational Opportunity Grant (SEOG)

This federally funded program provides financial assistance to qualified undergraduate students who demonstrate exceptional financial need. Johnson & Wales University awards approximately \$100 per academic year based on financial need and the availability of funds. Students with a previous

bachelor's degree are not eligible for a Federal Supplemental Educational Opportunity Grant.

Federal-Work Study Program

This is a federally funded program that provides part-time employment to undergraduate students with financial need. Positions are available throughout the university and with selected off-campus community service agencies.

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

William D. Ford Federal Direct Subsidized Loan

This loan program provides loans to undergraduate students who demonstrate financial need. First-time borrowers are required to complete a Master Promissory Note and an entrance interview. Both of these requirements can be completed online.

Students may borrow up to a maximum of \$3,500 per academic year as freshmen for the first year of undergraduate study, \$4,500 for the second year as sophomores, and \$5,500 per year for the third and fourth years as juniors and seniors. The student must begin repayment 6 months after he/she leaves the university or drops below half-time status. The amount of the student's monthly payment will be determined based upon the amount of student debt and the length of the repayment period. Please contact the Direct Lending Student Loan Support Center at 1-800-557-7394 for more information on repayment options. The average amount of loan debt for a student completing a 4-year degree at Johnson & Wales University for FY 2017 was \$29,198.

For students who are first-time borrowers on or after July 1, 2013, there is a limit on the maximum period of time (measured in academic years) during which they can receive Direct Subsidized loans. Students may not receive Direct Subsidized loans for more than 150% of the published length of their program, known as their "maximum eligibility period." For example, if a student is enrolled in a 4-year bachelor's degree program, the maximum period for which the student can receive Direct Subsidized loan is 6 years, or 150% of the program length. For more information, please contact the Financial Planning office.

William D. Ford Federal Direct Unsubsidized Loan

Like the Direct Subsidized Loan program, this Direct Unsubsidized Loan program also offers loans to students. While most of the loan terms are the same as the subsidized loan program, there are some major differences:

1. Students do not have to demonstrate financial need to receive a Direct Unsubsidized Loan.
2. The federal government does not pay interest on the borrower's behalf while the borrower is enrolled in school.

During that time, the student borrower can choose between making quarterly interest payments or "capitalizing" interest. "Capitalizing" interest means that the lender will add interest accrued to the principal balance. This will eliminate the need for interest payments while in school, but will result in a larger principal amount owed upon repayment.

William D. Ford Federal Direct Parent Loan Program for Undergraduate Students (PLUS)

The Direct PLUS Program provides loans to parents of dependent students to attend college. PLUS borrowers do not have to demonstrate need, but must not have an adverse credit history. All students must complete the Free Application for Federal Student Aid (FAFSA) if their parents plan to borrow a PLUS loan. The parent must also complete the Direct PLUS Master Promissory Note (MPN); an MPN can be completed online. In addition, the parent must indicate how much they want to borrow. Repayment of this loan will begin within 30 days of the time the loan is fully disbursed annually, or the borrower can contact the Department of Education to request a deferment. The borrowing limit is the total cost of attendance, minus any financial aid being received.

Increased Direct Unsubsidized Loan Limits for Independent Students and Dependent Students Whose Parents Don't Qualify for a PLUS

There are higher additional unsubsidized annual loan limits for independent undergraduate students. These higher additional unsubsidized loan limits also apply to dependent undergraduate students whose parents are unable to borrow PLUS loans due to adverse credit or other documented exceptional circumstances.

- \$3,500 combined subsidized and/or unsubsidized plus \$6,000 additional unsubsidized for independent first-year undergraduates
- \$4,500 combined subsidized and/or unsubsidized plus \$6,000 additional unsubsidized for independent second-year undergraduates
- \$5,500 combined subsidized and/or unsubsidized plus \$7,000 additional unsubsidized for independent third-, fourth- or fifth-year undergraduates

Subsidized and Unsubsidized Total

Dependent Undergraduates (Excluding Dependent Students Whose Parents Don't Qualify for a PLUS)

| Year | Range |
|---------------------------------------|---------------|
| First Year; freshman | \$3,500–5,500 |
| Second Year; sophomore | \$4,500–6,500 |
| Third Year and Beyond; junior, senior | \$5,500–7,500 |

Independent Undergraduates and Dependent Students Whose Parents Don't Qualify for a PLUS

| Year | Range |
|---------------------------------------|----------------|
| First Year; freshman | \$3,500–9,500 |
| Second Year; sophomore | \$4,500–10,500 |
| Third Year and Beyond; junior, senior | \$5,500–12,500 |

Note: All undergraduate annual loan amounts are subject to proration.

Please note that students/borrowers remain responsible for the repayment of educational loans that they borrow, even if they are not successful in completing the educational program and/or obtaining employment.

No student is required to apply for, or accept, any particular type of financial aid.

Johnson & Wales University participates in the William D. Ford Federal Direct Loan Program. All Direct Loans and parent PLUS Loans will be borrowed from the US Department of Education.

Please note that the loan information described in this catalog is based upon the available information as of the date of the production of this catalog. Updated information regarding federal grants and loans may be obtained by visiting the US Department of Education website.

Applications for these loans are available on the Direct Lending website.

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

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

For most programs, students must

1. Demonstrate financial need;
2. Maintain satisfactory academic progress (financial aid will be suspended until satisfactory academic progress is again achieved);
3. Be enrolled in an eligible degree or certificate program;
4. Be enrolled on at least a half-time (at least 6.0 quarter credit hours) basis (students enrolled on a less-than-full-time basis may have their financial aid reduced; some students enrolled on a less-than-half-time basis may qualify for a Federal Pell Grant);
5. Be a U.S. citizen or eligible non-citizen;
6. Not owe a refund on a Federal Student Aid Grant (e.g., Federal Pell Grant, etc.) or be in default on a Federal Student Aid loan; and
7. Sign a Statement of Educational Purpose, a Statement of Registration Status and a Statement on Overpayments and Defaults.

Students are eligible to receive financial aid as long as they maintain Satisfactory Academic Progress (SAP) as defined in the SAP (p. 40) section

of the catalog and Student Handbook. Students who fail to maintain SAP will be notified by Student Academic & Financial Services. All financial aid will be suspended until satisfactory academic progress is again achieved.

Return of Title IV Funds (Federal Aid)

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

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

The student's loan monies (subsidized, unsubsidized and PLUS) must be on record with the Department of Education before the student's last day of attendance in order for the money to be considered within the formula. If the student is eligible for a post-withdrawal disbursement, a written notice will be mailed requesting the consent of the borrower to post the funds to the student's account. The amount of institutional assistance earned is based on the week that the student withdraws from the university and follows the percentage the university credits the student's charges.

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

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

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

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

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

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

State Grants

Students from the following states may be eligible for state grants contingent upon residency and campus location. Please refer to a campus catalog for more information.

- Delaware
- Florida
- North Carolina
- Rhode Island
- Vermont

Contact the higher education authority in your home state for more information.

Financial Obligations

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

Financial Planning

The university understands that financing an education can be a very complex process for many students. To assist with this process, financial planning counselors are available to work with students and their families on an individual basis to help them best utilize their own funds and other available resources to meet educational expenses.

For more information and assistance, contact Student Financial Services at the campus where you plan to enroll.

Federal financial aid is not available to international students. International students must provide sufficient evidence of financial support to receive an I-20. The university awards scholarships based on academic merit. International students can contact the EducationUSA advising center in their country to learn more about opportunities for financial assistance.

Other Fees

The fees below are only approximate costs and could be higher or lower depending on the student's needs. These expenses should be understood prior to enrolling for budget/planning purposes.

Off-campus Housing

The out-of-pocket cost for housing is approximately \$6,000 per academic year. These costs are determined annually and are not applied to the student's invoice.

Off-campus Meals

The out-of-pocket cost for meals is approximately \$1,500 per academic year. These costs are determined annually and are not applied to the student's invoice.

Books and Supplies

The out-of-pocket cost for books and supplies is approximately \$1,800 per academic year. These costs are not applied to the student's invoice. Books and supplies can be purchased at the university's bookstores, online or through other venues where available. The bookstores operate a textbook sales/buyback program to help students minimize these costs.

General Transportation Expenses

The out-of-pocket transportation expense is approximately \$1,000 per academic year. These costs are determined annually by the university and are not applied to the student's invoice.

Personal Expenses

The out-of-pocket personal expense is approximately \$1,000. These costs are determined annually by the university and are not applied to the student's invoice.

Payment Options

Annual Payments

Students may make 1 payment in full for the entire academic year. Students are responsible for paying all charges in full or making appropriate arrangements by the published due date.

Term Payments

Students attending a program with terms may make 3 payments per academic year. Students should refer to their invoice for future due dates.

Students attending a program with semesters may make 2 payments per academic year. Students should refer to their invoice for future due dates.

Monthly Payments

Students may choose to pay the annual amount due in convenient monthly payments. This option is available through Tuition Management Systems (TMS). There is an enrollment fee to participate. Most plans are essentially interest free, but some accounts may incur late fees, reinstatement fees or other fees. Students interested in this option must contract with TMS and pay the first installment, in addition to the enrollment fee, by the fall published due date listed above.

All Johnson & Wales University students must fulfill their financial obligations to the university by the published due date noted above. (All off-term/semester entrants must meet the financial obligation by the published date for that term/semester.)

To meet their financial obligation, students must do 1 of the following by the published due date:

- Make a full term payment.
- Contract with TMS and pay the first monthly installment, as well as the enrollment fee.
- Have an approved loan that covers the annual balance.
- Have an approved payment plan with Student Academic & Financial Services using a combination of the above options.

Refund Policies

General Policy

To the extent that any charges due to the university remain unpaid, no refund check will be issued. No tuition or fees (other than the reservation fee for undergraduate students) will be assessed for term/semesters that the student does not begin. Students who withdraw from the university prior to the end of the academic year may have their financial aid adjusted. Institutional grants and scholarships, where applicable, will be reduced in proportion to any tuition credit received as defined in the university's Withdrawal Credit Policy. The distribution formula for refunds to the Federal Student Financial Aid program will be calculated according to federal regulations. The university's Withdrawal Credit Policy applies to all withdrawals from the university, voluntary or involuntary.

Unofficial Withdrawal from the University

Federal regulations require that a student who begins attendance but fails to earn a passing grade in at least 1 course in any term/semester and does not officially withdraw shall be considered as having unofficially withdrawn from the university unless the university can document that the student completed at least 60% of the period of enrollment and earned the grade of F. A student must be engaged in academically related activities beyond 60% of the enrollment period to retain eligibility for federal, institutional and external financial aid. If a student was not engaged in an academically related activities beyond 60%, they will be assigned a withdrawal date based on the last date of an academically related activity. All other instances when a student withdraws without providing official notification will be the 60% point of the period of enrollment, as applicable. A student who does not earn at least 1 passing grade during a term for which federal funds were disbursed will have a Return of Title IV Funds calculation performed to determine how much of the federal funds were earned. Unearned federal funds must be returned to the source, in most cases with a charge to the student's university account.

University enrollment disputes must be submitted online within 30 days after the end of the term/semester during which the student was enrolled. 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 disputes will be considered after 30 days from the end of the term/semester in which the student was enrolled. Decisions will be made within 10 business days and students will receive notification via the email address provided on the dispute form.

* Any student enrolled solely in culinary lab courses, who fails to attempt any of the scheduled courses, will be considered to have withdrawn from the university.

Tuition Refund Policy

Tuition is applicable to all students, including those in approved off-campus programs such as study abroad and internships. To the extent that any charges due to the university remain unpaid, no refund check will be issued. No tuition will be assessed for terms/semesters in which the student does not register or enroll. Students who withdraw (or become withdrawn) from the university prior to the end of the academic year may have their financial aid adjusted, if applicable.

University Withdrawal Credit Policy

The distribution formula for the institutional refund to the Federal Student Financial Aid program will 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. Examples of university refund policies are available upon request in Student Academic & Financial Services.

If a student withdraws from the university

- prior to the start of the term and during the first week, the university will credit 100% of the term charges. If eligible, all institutional aid/scholarships for that term will also be returned.
- during the second week of the term, the university will credit 90% of the term charges. If eligible, all institutional aid/scholarships for that term will be adjusted to 10%.
- during the third or fourth week of the term, the university will credit 50% of the term charges. If eligible, all institutional aid/scholarships for that term will be adjusted to 50%.
- during the fifth or sixth week of the term, the university will credit 25% of the term charges. If eligible, all institutional aid/scholarships for that term will be adjusted to 75%.

After the sixth week of the term, students will be responsible for 100% of the term charges and will receive 100% of that term's eligible institutional aid and scholarships.

The International Student Services Fee (if applicable) is non-refundable.

University Enrollment Dispute

If a student leaves the university due to extenuating circumstances without officially withdrawing, they may submit a university enrollment dispute within 30 days after the end of the term in dispute. No withdrawal disputes will be considered after that time. The student must present supporting documentation that demonstrates serious and compelling reasons justifying the withdrawal, and extenuating circumstances justifying its retroactive nature. No adjustments to tuition and fees or financial aid will be made until the dispute is researched and either approved or denied. Decisions will be made within 10 business days and the student will receive notification via an email sent to the email address they provided on the dispute form.

Tuition and Fees

Tuition is applicable to all students, including those in an approved off-campus program. For purposes of financial aid eligibility, full-time status is determined on a term basis. When repeating courses already attempted, students may be assessed a fee for those courses. Students are assessed tuition upon course registration each term. Summer is considered a separate term.

| Tuition | Fee |
|--------------------|--|
| Academic Courses | \$218 per quarter credit hour/\$981 per course |
| Laboratory Courses | \$428 per quarter credit hour/\$1,284 per lab |

Disciplines CUL (Culinary Arts) and BPA (Baking & Pastry Arts) mostly designate laboratory courses.

Wildcat Meals

Students may purchase blocks of meals through our Wildcat Meals plan. Wildcat Meals may be used at any time and as many times as the student wishes during the academic year. Meals are bought in blocks and can be purchased at dining services on campus.

All of the meals must be used before the end of the academic year in which they are purchased. The cost of the plan is nonrefundable.

| | |
|-------------------------|--------|
| 50 meal block | \$418 |
| 25 meal block | \$209 |
| 10 meal block | \$84 |
| Meal price paid at door | \$8.40 |

Student Services

Student Services at JWU provides personal and professional development support for students across various aspects of campus life, from academic support to meals and housing, health services, and involvement in campus programs and student organizations. See a topic for specific information.

Academic Support

Center for Academic Support

The Center for Academic Support offers a variety of services to assist students in preparing for graduation and their careers. The centers complement students' academic learning by providing services that help sharpen their abilities to position themselves in today's competitive marketplace.

The centers' goals are to support students in their efforts to develop and maximize their talents, empower them to direct their own learning, and help them acquire lifelong behaviors and attitudes that employers value — ultimately leading students on pathways to success.

Examples of services offered:

- tutoring
- supplemental instruction
- workshops in stress management, time management, test-taking strategies and other learning strategies
- accommodations for students with disabilities with appropriate documentation

Students are urged to take the initiative in seeking out-of-class help during faculty office hours as well as in the Center for Academic Support.

Students with Disabilities

JWU is dedicated to providing reasonable accommodations to allow students with learning, physical or other disabilities to succeed in their academic pursuits. While maintaining the highest academic integrity, the university strives to balance scholarship with support services that assist students with disabilities with accessing the university's academic environment.

Because some programs of study at the university have technical standards and requirements, applicants and students with disabilities should contact the Center for Academic Support to discuss the availability of reasonable accommodations or to obtain documentation guidelines, when appropriate.

For further information regarding available reasonable accommodations and the accommodations procedure, visit the Center for Academic Support website or call the Center for Academic Support at the appropriate campus.

Food Allergy Accommodation Requests for College of Culinary Arts and College of Hospitality Management Students

The College of Culinary Arts and the College of Hospitality Management have technical standards (p. 38) that must be met for participation in their academic programs. All College of Culinary Arts programs and some College of Hospitality Management programs include the requirement that the student, with or without reasonable accommodations, must be able to safely and effectively produce and evaluate the quality of all food and beverage products, and maneuver in professional or commercial kitchens, dining rooms and related facilities.

Applicants with a food allergy who have been accepted for admission to JWU and intend to pursue studies in the College of Culinary Arts or the College of Hospitality Management are strongly urged to call or visit the Center for Academic Support prior to attending their first class to discuss any reasonable accommodations that might be available during their academic studies. While the university will provide reasonable accommodations in compliance with applicable law, the university cannot guarantee it will be able to meet all requests for accommodations or remove allergens from its curriculum.

Complaints and Grievances

It is the intention of Johnson & Wales University to resolve complaints and grievances quickly, informally and as close as possible to the point of origin. The complaint and grievance process set forth below is not intended to be a forum to challenge university policy, but rather a means by which individuals can seek a timely and fair review of their concerns.

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

1. Actions by the dean of students, including matters that have been referred to Community Standards and Conduct
2. Actions by Residential Life concerning contract release or room relocations
3. Actions by the Academic & Financial Appeals Committee
4. Actions by a faculty member, staff member or third party which may constitute harassment or discrimination (which should be referred to the nondiscrimination and Title IX coordinator, a nondiscrimination campus liaison, or Human Resources & Payroll, as set forth in the Prohibited Discrimination and Harassment Policy)
5. Actions relating to voluntary medical withdrawals
6. Actions relating to the review of accommodation decisions
7. Actions relating to academic integrity

Complaint and Grievance Process

For the resolution of academic and administrative issues outside of the exempt areas, please follow the following process:

Step 1

A student should first address the complaint or grievance orally with the faculty or staff member involved within 5 days of the incident. The faculty or staff member will consider the complaint or grievance and notify the student of the faculty or staff member's decision within a reasonable time, usually 5 days.

Step 2

If the complaint or grievance cannot be resolved at the previous level, the student should present the complaint or grievance, in writing, to the appropriate department chair or department director within 5 days of receipt of the faculty or staff member's decision. The department chair or department director 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 grievance) or the dean of students (in the case of an administrative complaint or grievance) within a reasonable time, usually 5 days.

Step 3

If the complaint or grievance is still unresolved, the student may request a final review at the dean's level by submitting a written request for review to the dean of the appropriate college or school (in case of an academic complaint or grievance) or the dean of students (in case of an administrative complaint or grievance) 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 or that the decision was unjust or inconsistent with the circumstances of the incident. The request will be considered by the appropriate dean or 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 and grievances or requests for review and decisions may not be required. The determination of whether an expedited review is appropriate is determined in the sole discretion of the dean of the appropriate college or school (in case of an academic complaint or grievance), the dean of students (in case of an administrative complaint or grievance) or their designees.

Note: Retaliation against any individual who has made a good faith complaint or grievance or cooperated in the investigation of such a complaint or grievance is a violation of university policy. Anyone found to have engaged in retaliation will be subject to disciplinary action up to and including termination or dismissal.

Student Complaint Process for Online Students

Student Complaint Process for Online Students in SARA States

Information on student complaint processes for students enrolled in the College of Online Education is below. For additional consumer information related to all other aspects of Johnson & Wales University, please see Student Consumer Information.

If you are enrolled as an online student and you have a complaint or grievance that cannot be resolved through Johnson & Wales University's complaint and grievance process as set forth above, you may file a complaint with the Rhode Island Council on Postsecondary Education (RI-CPE).

The Rhode Island Council on Postsecondary Education (RI-CPE) has promulgated a policy entitled "Student Complaint Procedure." That policy is posted on the RI-CPE website. As specified in that policy, JWU students may file the following types of complaints with the Rhode Island Office of the Postsecondary Commissions:

- Allegations of consumer protection violations, including fraud and false advertising
- Allegations of violations of state laws, rules or licensing requirements
- Allegations of violations of accreditation standards
- Allegations of violations of standards established by the National Council for State Authorization Reciprocity Agreement (NC-SARA)
- Complaints about education program quality
- Other complaints as specific in the RI-CPE Student Complaint Policy

As specified in the RI-CPE Policy, such student complaints shall be delivered or mailed to the Rhode Island Office of the Postsecondary Commissioner (OPC) at the following address:

Office of the Postsecondary Commissioner
560 Jefferson Blvd.
Warwick, RI 02886-1304

Students may contact the OPC by phone at 401-736-1100, or visit the website.

Initial Complaints to be Filed with JWU

Before filing a complaint with the Rhode Island OPC, online students are expected to first file an internal complaint with JWU by following the process outlined above under the Complaint and Grievance Process. The complaint will be reviewed, evaluated and, whenever possible, resolved by the relevant JWU personnel. If the person bringing the complaint is not satisfied with the outcome of the internal JWU complaint process, the complainant may file his/her complaint within 2 years of the incident about which the complaint is made with the Rhode Island Office of the Postsecondary Commissioner as described above. The resolution of the complaint by the RI-OPC will be final.

Student Complaint Process for Online Students in Non-SARA States

If you are enrolled as an online student living in a state that is not a member of the State Authorization Reciprocity Agreement (SARA) and you have a complaint or grievance that cannot be resolved through Johnson & Wales University's complaint and grievance process, you may file a complaint with the state in which you reside by referring to the following list of State Agencies. To determine whether your state of residence is a SARA member, please refer to the website.

Notice Regarding Georgia Nonpublic Postsecondary Education Commission (NPEC) Student Complaint Process

Any person or student who is a legal resident of Georgia claiming damage or loss against Johnson & Wales University may file a verified complaint with the executive director of NPEC after going through the university complaints and grievances process. The complaint must contain a detailed description of the claim, including dates, times and full names of all involved. Verification means that the complaint must be signed by the student or person filing the complaint and notarized, and state that the matters set forth in the complaint are true and correct. The complaint shall be investigated by the appropriate Standards Administrator (SA) of NPEC. The SA shall attempt to resolve the complaint between the university and the student. If the complaint cannot be resolved, the SA will issue a decision and inform each party that either has a right to request a hearing in writing before the executive director of NPEC within 10 days of receipt of the SA's decision. The executive director may set a date and time for a hearing which shall be delivered to both parties by certified mail.

The Georgia NPEC may be contacted at Georgia Nonpublic Postsecondary Education Commission, 2082 East Exchange Place, Suite 220, Tucker, GA, 30084, (770) 414-3330 or online.

Health Services

JWU's health services are available to commuting and resident students.

- Providence
- North Miami
- Denver
- Charlotte

International Student Services Office

The International Student Services Office (ISSO) is part of JWU Global, which also includes Study Abroad and the BRIDGE. There are ISSO staff members on each of the 4 campuses. The main focus of ISSO is to help international students adhere to Department of Homeland Security regulations, maintain their student status and access all the benefits permitted by their student visa status. A variety of other programs and services have been created to assist students from the moment they enroll in the university until the day they graduate and beyond. Information sessions on employment, tax and other cultural adjustment issues are conducted every year. ISSO also offers orientation and cultural programming for international students and the university community.

- Providence
- North Miami
- Denver
- Charlotte

Policies

Please see the appropriate section for the university's Computer and Technology Use and Drug and Alcohol policies.

Additional policies and procedures: Not all university policies and procedures affecting students are described in this catalog. For further information, please refer to the Student Handbook.

Computer and Technology Use

All students are required to comply with the university's Computer and Technology Use Policy.

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 the student's access to the internet via the university's internet system, and constitutes a violation of the Student Code of Conduct.

Copyright Infringement

Students should be aware that unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the student to civil and criminal liabilities. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, at its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the US copyright office, especially their FAQs. Please refer to the Computer and Technology Use Policy for a further description of prohibited activities regarding the use of university technology resources.

Unauthorized peer-to-peer file sharing is a violation of law, as well as university policy, including the Student Code of Conduct. Students engaging in unauthorized peer-to-peer file sharing, including illegal downloading and unauthorized distribution of copyrighted materials, will be subject to disciplinary action up to and including suspension or dismissal from the

university. Please see Frequently Asked Questions About File Sharing for more information.

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 property is prohibited except for legal use at events, operations, programs, premises or facilities sanctioned by the university. 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 may impose sanctions on students and employees for violations of this policy up to and including dismissal, separation of employment and/or possible referral to local authorities consistent with applicable law. Johnson & Wales is not and cannot be considered a protector or sanctuary from the existing laws of the local, state and/or federal government.

University 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, revocation of certain privileges, community service, conduct warning, conduct probation, 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 by students who are under the applicable legal drinking age. Please see the Student Code of Conduct and Sanctions for Individuals for more information.

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, aggressive behavior; and moodiness, irritability or nervousness.

Possible Effects of Drug Abuse

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

- Counseling Services 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 (Alcoholics Anonymous), NA (Narcotics Anonymous) and AI-Anon groups hold meetings close to campus and in the larger local community.
- Counseling, Health & Wellness offers AOD prevention through programming efforts with various student groups and Student Affairs departments.

- Counseling, Health & Wellness also collaborates with Community Standards and Conduct to provide educational and other resources for students with problematic drinking behavior and drug use.
- A number of programming initiatives take place each year.

State Penalties for Drug and Alcohol Offenses

Johnson & Wales University students are subject to state criminal prosecution and penalties for drug and alcohol offenses, including

- 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 or treatment
- driver retraining
- suspension or loss of driver's license
- community service
- fines of various amounts
- imprisonment for various periods of time up to life imprisonment

Safety and Security

Campus Safety & Security is open 24 hours a day, 365 days a year. Students who have questions or need help should call 303-256-9500. Campus Safety & Security officers provide crime prevention assistance and first response support for incidents on campus. Incidents of an emergency nature should be reported to the Denver Police at 911, followed by contacting Campus Safety & Security at 303-256-9500.

Campus Safety & Security officers are available to patrol the campus at all times and utilize an integrated electronic access control and camera system. Emergency blue-light telephones are strategically located throughout the campus and directly connect callers to the Campus Safety & Security dispatcher on duty. Campus Safety & Security issues timely alerts to the campus community and, when necessary, has the ability to issue these timely alerts via an emergency notification mass-messaging system.

In compliance with the Higher Education Act, Johnson & Wales University publishes an Annual Security Report and an Annual Fire Safety Report. The Annual Security Report discloses information about campus security policies and statistics concerning reported crimes that occurred on campus, on university-controlled property and on public property immediately adjacent to campus. The Annual Fire Safety Report discloses information about campus fire safety policies and procedures and fire statistics for each residence hall. Copies of the reports may be obtained from Campus Safety & Security in person or online.

The university maintains a log of all fires that occur in on-campus housing, and a daily log of reported crimes.

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, course scheduling, degree audits and progress, and providing academic counseling, as well as applying for financial aid, payment plans, invoicing, financial aid award notifications, financial questions and procedures.

Student Involvement & Leadership

Student Involvement & Leadership strives to cultivate meaningful experiences to inspire personal and professional growth by

- developing and supporting programs that promote collaborative learning, character development and social responsibility
- promoting a student-centered culture that encourages a strong sense of pride and tradition
- empowering students to embrace and strengthen an inclusive community
- fostering collaborative partnerships to support and deliver successful campus events

Some programs and services include

- student organizations
- campus entertainment and activities
- co-curricular and leadership development programs
- student government
- multicultural programs
- campus traditions such as Late Night Breakfast, the Greatest Day of Fun, MLK Service Challenge and more

Organizations

Opportunities abound for students to get involved in clubs and organizations and become engaged in the Wildcat community at JWU's Denver Campus. See Student Organizations for currently available opportunities and to access the Student Organization Handbook to learn about starting new organizations on campus.

Fraternity and Sorority Life

Getting involved in the fraternity and sorority life is one way to strengthen leadership potential, serve others and build a network of resources that lasts a lifetime. See Fraternity and Sorority Life for currently available opportunities or to request information about starting a chapter on campus.

Leadership Development Programs

Student Involvement & Leadership provides opportunities for students to complement their classroom education with the leadership knowledge, skills and abilities necessary to succeed in a competitive workplace and in life.

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apply.jwu.edu