



JOHNSON & WALES UNIVERSITY

# **2015–16 Student Handbook**

**ONLINE PROGRAMS**

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# Handbook

## Online Programs

The Student Handbook is your reference to the resources you need at JWU. It contains information on academics, advising, financial services, student activities and services, academic and university policies, and much more

# Introduction

By attending Johnson & Wales University, you have agreed to abide by all university rules, policies, codes and catalogs, including those outlined in this handbook. It is the university's expectation that you will familiarize yourself with the contents of this handbook and will comply with the provisions herein at all times, whether on campus or off.

## Letter from the Dean

Congratulations on your enrollment as an online student at Johnson & Wales University. We look forward to working with you as you pursue your degree, and we feel confident that your experience will be rewarding and will benefit you both professionally and personally.

The nature of the online environment will offer you many opportunities for collaboration, creativity and intellectual development. As an online student, you will appreciate the freedom of earning credit toward your degree while studying on your own schedule from your own location. However, your online classes will require you to be self-disciplined and self-motivated to complete your course work on schedule. Your time management skills, regular class participation and engagement with your professors and fellow students will be vital to your success.

We put together this Online Programs Student Handbook to help foster this success. It is an outline of the partnership shared by all of our students, faculty and staff at JWU, establishing clear expectations for everyone involved in our mission of career education. Our Online Programs Student Handbook contains the information you need to get organized and stay on track as you proceed through each of your online courses, together with information regarding the academic and administrative services we have in place to support you.

Please be sure to read through the handbook before you begin your studies, and plan to use it frequently as a reference as you proceed through your online program. If you have any questions, please contact the appropriate department.

Again, welcome to Johnson & Wales University. We are committed to supporting you in your studies and look forward to working with you.

Sincerely,  
Cynthia L. Parker  
Dean, School of Online & Continuing Education

## Amendments

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



	=important date
	=no classes/holiday/break

- 8 **Fall term begins**
- 12 Last day to add a course
- 19 Last day to drop a course
- 19 Deadline to complete initial attendance assignments
- 25 Winter term registration begins (undergraduate programs)
- 26 Winter term registration begins (graduate programs)

SEPTEMBER '15						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MARCH '16						
S	M	T	W	Th	F	S
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20	21	22	23	24	25	26
27	28	29	30	31		

- 1 **Priority financial aid deadline to submit FAFSA (school code 003404) for the 2015-2016 year**
- 8 **Spring term begins**
- 12 Last day to add a course
- 18 Summer term registration begins
- 19 Last day to drop a course
- 19 Deadline to complete initial attendance assignments
- 27 Easter

- 12 Columbus Day; university offices closed
- 16 Academic course withdrawal deadline

OCTOBER '15						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
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18	19	20	21	22	23	24
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APRIL '16						
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 15 Academic course withdrawal deadline
- 22 Fall term registration begins (undergraduate programs)
- 23 Fall term registration begins (graduate programs)

- 20 **Winter payment deadline**
- 21 Fall term ends
- 22-30 Thanksgiving & term break
- 25 University offices closed at 1pm
- 26-27 University offices closed

NOVEMBER '15						
S	M	T	W	Th	F	S
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22	23	24	25	26	27	28
29	30					

MAY '16						
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 6 **Summer payment deadline**
- 19 Spring term ends
- 30 Memorial Day; university offices closed

**Commencement ceremonies:**  
May 19 = graduate (Providence campus)  
May 21 = undergraduate (all campuses)

- 1 **Winter term begins**
- 5 Last day to add a course
- 12 Last day to drop a course
- 12 Deadline to complete initial attendance assignments
- 18 Spring term registration begins (undergraduate programs)
- 18 Holiday break begins (university offices closed Dec. 21 – Jan. 3)
- 19 Spring term registration begins (graduate programs)

DECEMBER '15						
S	M	T	W	Th	F	S
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JUNE '16						
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26	27	28	29	30		

- 6 **Summer term begins**
- 11 Last day to add a course
- 18 Last day to drop a course
- 18 Deadline to complete initial attendance assignments

- 4 University offices reopen
- 18 M.L. King Jr. Day; university offices closed
- 22 Academic course withdrawal Deadline

JANUARY '16						
S	M	T	W	Th	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
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24	25	26	27	28	29	30
31						

JULY '16						
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24	25	26	27	28	29	30
31						

- 4 Independence Day; university offices closed
- 15 Academic course withdrawal Deadline

- 19 **Spring payment deadline**
- 27 Winter term ends

FEBRUARY '16						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

AUGUST '16						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 19 **Fall 2015 payment deadline**
- 20 Summer term ends

# Staying Connected

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

## Important Information

Each JWU student receives an email account for sending and receiving email. Students use Microsoft Office 365, a Web-based email program. Students are expected to monitor their accounts frequently for official communications from faculty and the university.

JWU students have access to the IT Service Desk (<http://it.jwu.edu>) for assistance, and conveniently located computer labs ([http://it.jwu.edu/stu\\_labs.htm](http://it.jwu.edu/stu_labs.htm)) on campus. Questions about the services mentioned here should be directed to the IT Service Desk at 866-JWU-HELP (866-598-4357) or by email ([it@jwu.edu](mailto:it@jwu.edu)).

## JWU Communications with Students

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

### Email

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

Students experiencing technical difficulties when accessing their university email account must contact the JWU IT Service Desk for assistance at 866-JWU-HELP (866-598-4357) or via email ([helpdesk@jwu.edu](mailto:helpdesk@jwu.edu)).

### Student Contact Information

The university may also correspond with students by regular mail. For the university to communicate effectively and in a timely manner, including in emergency situations, all students are required to manage and update, via jwuLink (<https://link.jwu.edu>) (Registration & Grades > Personal Information), their permanent address and telephone contact information (including cellphone numbers) so that they are current at all times. Students may also supply a mailing address if they wish their correspondence to be sent to an address other than their permanent address. A Schedule Hold will be assigned to students who fail to maintain a valid permanent address during the enrollment period.

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

### Emergency Information

The JWU email accounts are one way the university communicates with students in times of an emergency. In addition, the campus has implemented an emergency notification system, called Blackboard Connect, that can send notices via voice messages to students' cell or home phone numbers. By default, online program students do not receive emergency notifications. Online students who wish to receive emergency notifications for a particular campus on a regular basis should contact Academic Technology (401-598-2778, or email ([ulearn@jwu.edu](mailto:ulearn@jwu.edu))).

### Mailing Address

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

### Permanent Home Address (Required)

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

# General Information and Policies

Important information and policies for students in the JWU community.

## Advising

Every online student has a dedicated online academic advisor assigned, who assists with questions pertaining to degree requirements, registration, financial aid and general policies. Students receive an email from their online advisor welcoming them to the JWU online community. A student's online academic advisor advises the student from enrollment through graduation and serves as a liaison for the student with other student service departments and areas.

## 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 an individual can seek a timely and fair review of his or her concerns.

Exempt from Johnson & Wales' compliant 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 Student 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 (p. 10))
5. Actions relating to voluntary medical withdrawal (p. 28)§
6. Actions relating to the review of accommodation decisions (p. 48)
7. Actions relating to Academic Integrity (p. 32)

### Complaint and Grievance Process

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

#### Step One

A student should first address the complaint or grievance orally with the faculty or staff member involved within five 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 five days.

#### Step Two

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 five 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 five days.

#### Step Three

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 who has 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.

## Computer and Technology Use

All students are required to comply with the university's Computer and Technology Use Policy (<http://helpdesk.jwu.edu/policies.htm>).

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 (<http://catalog.jwu.edu/handbook/studentaffairs/studentcodeofconduct>).

### 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 U.S. copyright office (<http://www.copyright.gov>), especially their FAQs (<http://www.copyright.gov/help/faq>). 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 ([http://helpdesk.jwu.edu/file\\_sharing\\_faq.htm](http://helpdesk.jwu.edu/file_sharing_faq.htm)) 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, termination of employment and/or referral for prosecution. 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 (<http://catalog.jwu.edu/handbook/studentaffairs/studentcodeofconduct>) and Sanctions (<http://catalog.jwu.edu/handbook/studentaffairs/studentcodeofconduct/sanctions>) 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, temper tantrums or resentful behavior, moodiness, irritability or nervousness.

### Possible Effects of Drug Abuse

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

### JWU's Substance Abuse Prevention Program

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

- 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/NA/Al-Anon groups hold meetings close to campus and in the larger local community.
- Counseling and Health & Wellness offer AOD prevention through programming efforts with various student groups and Student Affairs departments.
- Counseling and Health & Wellness also collaborate with Student 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
- alcohol and/or drug treatment
- driver retraining
- suspension or loss of driver's license
- community service

- fines ranging from \$200 up to \$1,000,000
- imprisonment for various periods of time up to life imprisonment

## FERPA

### Family Educational Rights and Privacy Act

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

1. The right to inspect and review the student's education records within 45 days after the day the university receives a written request. A student should submit a written request to the department that maintains the record(s) the student wishes to inspect. The department will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be made.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the university to amend a record should write the university official responsible for the record, clearly identify the part of the record the student wants amended and specify why it should be amended. If the university decides not to amend the record as requested, the university will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The university discloses education records without a student's prior written consent under the FERPA exception for disclosure to university officials with legitimate educational interests. A university official is a person employed by the university in an administrative, supervisory, academic, research or support staff position; a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A university official also may include a volunteer or contractor outside of the university who performs an institutional service or function for which the university would otherwise use its own employees and who is under the direct control of the university with respect to the use and maintenance of PII from education records, such as an attorney, auditor or collection agent or a student volunteering to assist another university official in performing his or her tasks. A university official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the university. Upon request, the university also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC, 20202. Phone: 202-260-3887.

### \*Disclosures in Case of Emergency

The university only discloses personally identifiable information from an education record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. The university complies with the changes made to FERPA as a result of the USA Patriot Act.

## Directory Information Public Notice

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the university, with certain exceptions, obtain a student's written consent prior to the disclosure of personally identifiable information from the student's education records. The university may, however, disclose appropriately designated "directory information" without the student's written consent, unless the student specifically requests otherwise in writing.

To prevent disclosure of directory information, a student must submit a written request for nondisclosure to Student Academic & Financial Services.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can be disclosed to outside organizations and individuals without a student's prior written consent.

The university has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Email address
- Photographic, video or electronic images
- Date and place of birth
- Major
- Fields of study
- Anticipated degree and degree date
- Dates of attendance
- Dates and place of employment
- Grade level
- Credits earned
- Enrollment status
- Class schedule
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors and awards received
- Vehicle description and registration
- The most recent educational agency or institution attended

## Financial Obligations

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

Repaying loans helps establish favorable credit ratings that make it easier for students to buy homes, rent apartments, purchase cars, obtain credit cards, find employment, further their education or open checking accounts. Students should call Student Academic & Financial Services to review how much they have borrowed or for more information about their student loans. Developing a budget that considers loan payments is highly recommended. Students should notify their loan holder and JWU if there are any changes to their address and/or phone number.

## Hazing Policy

It is the goal of Johnson & Wales University to provide an educational environment free from all forms of hazing. Such conduct violates not only university policies, but also state law.

Hazing is inappropriate and will not be tolerated at Johnson & Wales University. Such behavior or the tolerance of such behavior on the part of any student violates the Student Code of Conduct (<http://catalog.jwu.edu/handbook/studentaffairs/studentcodeofconduct>) and may result in student conduct sanctions (individual (<http://catalog.jwu.edu/handbook/studentaffairs/studentcodeofconduct/sanctions>)/group (<http://catalog.jwu.edu/handbook/studentaffairs/studentcodeofconduct/sanctionsforgroups>)) up to and including dismissal from the university.

Consent is not a defense to hazing and will not absolve an individual or group from a finding of responsibility for hazing under the Student Code of Conduct.

### What is Hazing?

Hazing is any severe, persistent or pervasive behavior that, for purposes of initiation or admission into or affiliation with any organization or group, endangers an individual's mental or physical health, well-being or safety, or unreasonably interferes with an individual's ability to freely participate in university life.

Hazing may take many forms, and while it is not always easy to define precisely what behavior constitutes hazing, examples of behavior that may constitute hazing include, but are not limited to

- the explicit or implicit pressuring or coercing of a student into violating law or university policy
- any brutality of a physical nature, such as whipping, paddling, beating, branding, exposure to the elements, abandonment, forced or encouraged consumption of any food, liquor, drug, or other substance, or other forced physical activity
- any activity that is likely to subject the student to substantial mental stress, such as sleep deprivation, conduct that could result in extreme embarrassment, or other activity that could adversely affect the mental health, academic pursuits or dignity of the student
- prohibiting individuals to speak for extended periods of time and/or forced exclusion from social contact, prohibition from speaking with university officials, faculty, employers/clients, roommates, family/friends, club members or leadership, etc.
- requiring a regimented public demeanor (e.g., marching, military-like demeanor, restricting walking patterns, prescribing set walking formations)
- confinement
- kidnapping
- verbal abuse
- carrying any items (shields, paddles, bricks, etc.) that serve no constructive purpose or that are designed to punish or embarrass the carrier
- misleading prospective members into believing that they will be hurt during induction or initiation
- interrogating an individual in an intimidating or threatening manner
- assigning or endorsing pranks such as borrowing or stealing items, painting property and objects of others, or harassing other individuals or groups
- requiring any personal servitude to another individual or group such as running errands, cleaning, making food runs, performing someone else's academic work
- simulating activity of a sexual nature, or threatening to do so

### What should I do if I think I am the victim of, a witness to, or learn of hazing?

Anyone who is aware of or believes he or she has witnessed or has been subjected to hazing should immediately report the behavior to Campus Safety & Security.

- Providence Campus Safety & Security: 401-598-1103
- North Miami Campus Safety & Security: 305-892-7011
- Denver Campus Safety & Security: 303-256-9500
- Charlotte Campus Safety & Security: 980-598-1900

### Silent Witness

Anyone who is aware of or believes they have witnessed or have been subjected to hazing may also make a Silent Witness Report online. Please note that the Silent Witness Program is not designed to replace the need to contact Campus Safety & Security directly about an emergency or potential harmful situation. The ability to respond appropriately may be limited if the report is anonymous; therefore, students are encouraged to provide an email and/or phone number so that Campus Safety & Security may follow-up with questions if necessary.

- Providence Silent Witness Report (<http://www.jwu.edu/forms.aspx?id=1036&ekfrm=1036>)
- North Miami Silent Witness Report (<http://www.jwu.edu/forms.aspx?id=36652&ekfrm=36652>)
- Denver Silent Witness Report (<http://www.jwu.edu/forms.aspx?id=46904&ekfrm=46904>)
- Charlotte Silent Witness Report (<http://www.jwu.edu/forms.aspx?id=48647&ekfrm=48647>)

### Retaliation

Johnson & Wales University prohibits retaliation against any individual who has made a good faith complaint, who has cooperated in the investigation of such a complaint, or who has participated in the Conduct Review Process

(<http://catalog.jwu.edu/handbook/studentaffairs/studentcodeofconduct/conductreviewprocess>). Anyone found to have engaged in retaliation will be subject to disciplinary action up to and including dismissal from the university.

## Identification Cards

All new and readmitted online students are issued a free university identification card, which lists their name and student identification number (often referred to as the J number). JWU ID cards are mailed to the student's permanent home address after the third week of the term. Students should be sure to confirm their address through jwuLink (<https://link.jwu.edu>).

There is a \$15 charge for all replacement ID cards; the charge will be made to the student's account. Please send an email (onlined@jwu.edu) with the following information requested below:

- Name
- Student ID number (J number)
- Current major
- Digital photograph
- Subject line of email: "New or Replacement ID for the Online Campus"
- For replacement IDs only
  - Copy the following statement and past in the body of the email: "I understand that by requesting a new ID, a charge of \$15 will be made to my student account."

### Important Reminders

- Immediately notify the campus safety & security office at the respective campus if your ID is lost or stolen.
- IDs will only be processed if the request email comes from a student's JWU Wildcat email account.
- IDs will only be sent to the permanent home address that is on file. Failure to update this information may result in additional charges if a second ID is requested.
- Students should be sure to confirm their permanent address on jwuLink (<https://link.jwu.edu>) before submitting their photo and personal information.
- Digital photographs must be submitted without any headgear. If the photo is too small, not clear or otherwise deemed unacceptable, it will not be used. The university reserves the right to request another photograph.

### ID Use on JWU Campuses

Students who live close to one of the JWU campuses may activate their cards for building access. All campus buildings are equipped with electronic card-access devices for security purposes. Online students visiting a campus must first report to Campus Safety & Security to activate the ID for the time period of their visit. The ID card enables students to gain access to campus administrative and academic buildings by simply passing the card before the reader device located near the entrance door.

#### Providence Campus: Campus Safety & Security

- 264 Weybosset St., Providence, R.I.
- 401-598-1103
- open 24 hours, 365 days per year

#### North Miami Campus: Campus Safety & Security

- 1705 NE 124 St., North Miami, Fla.
- 305-892-7011
- open 24 hours, 365 days per year

#### Denver Campus: Student Affairs

- College of Business, Second Floor Atrium
- 1900 Olive St., Denver, Colo.
- 303-256-9400
- open during normal business hours

#### Charlotte Campus: Campus Safety & Security

- Cedar Hall South, Suite 113
- 215 South Cedar St., Charlotte, N.C.

- 980-598-1900
- open 24 hours, 365 days per year

## Payment of Bills

All invoices may be paid online in jwuLink (<https://link.jwu.edu>) or Tuition Management Systems (<https://www.afford.com>), by telephone, or in person at Student Academic & Financial Services. Cash, checks, money orders and most credit cards are accepted. Credit card and Automatic Clearinghouse (ACH) payments can be made via Tuition Management Systems (<https://www.afford.com>) or jwuLink (<https://link.jwu.edu>) (Financial > My Statement).

Students paying by mail should direct their checks or money orders to: Student Academic & Financial Services, Johnson & Wales University, P.O. Box 5956, Providence, RI, 02903.

In-person and phone payments are accepted at the following campus locations:

### Providence

- Downcity Campus: Student Services Center
- Harborside Campus: The Friedman Center, First Floor
- Monday–Friday, 8:30 a.m.–4:30 p.m. (Hours can vary; call 401-598-1468 for more information.)

### North Miami

- University Center, First Floor, 305-892-7006
- Monday–Friday, 8:30 a.m.–4:30 p.m.

### Denver

- Academic Center, First Floor, 303-256-9384
- Monday–Friday, 8:30 a.m.–4:30 p.m.

### Charlotte

- Gateway Village, Suite 160, 980-598-1335
- Monday–Thursday, 8:30 a.m.–5:30 p.m.; Friday, 8:30 a.m.–2:30 p.m.

## Prohibited Discrimination and Harassment (including Sexual Harassment) Policy

It is the goal of Johnson & Wales University to provide an educational and employment environment free from all forms of intimidation, hostility, offensive behavior, discrimination and harassment, including sexual harassment. The university prohibits unlawful discrimination, including harassment, 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 admission to, access to, treatment of, or employment in its programs and activities. Such conduct violates not only university policy, but may also violate federal and state laws.

Harassment may take many forms, including physical, verbal, and nonverbal acts and written statements. Harassment does not have to include intent to harm, be directed at a specific target or involve repeated incidents. A single incident involving severe misconduct may sometimes rise to the level of harassment.

Discrimination and harassment are inappropriate and will not be tolerated at Johnson & Wales University. Such behavior or the tolerance of such behavior on the part of an employee violates university policy and may result in disciplinary action up to and including termination of employment. Such behavior on the part of a student also violates the Student Code of Conduct (<http://catalog.jwu.edu/handbook/studentaffairs/studentcodeofconduct>) and may result in student conduct sanctions (<http://catalog.jwu.edu/handbook/studentaffairs/studentcodeofconduct/sanctions>) up to and including dismissal from the university.

To review the entire Prohibited Discrimination and Harassment (including Sexual Harassment) Policy, in addition to this page, please see the following:

- Notice of Nondiscrimination (<http://catalog.jwu.edu/aboutjwu/nondiscriminationnotice>)
- What is Sexual Harassment? (p. 11)
- What Are Other Types of Prohibited Harassment? (p. 12)
- What to Do (p. 12)
- Filing a Complaint (p. 12)

- Investigation and Resolution (p. 13)
- Retaliation, False Complaints (p. 13)
- Enforcement Agencies (p. 13)

## 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 admission to, access to, treatment of, or employment in its programs and activities.

The following person has been designated to handle inquiries regarding this statement: the nondiscrimination coordinator (<http://www.jwu.edu/content.aspx?id=30064775503>) (who is also the university's Title IX coordinator and section 504 coordinator) has been designated to carry out the university's responsibilities under 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. **For the contact information for the nondiscrimination/Title IX coordinator, please refer to the campus nondiscrimination liaisons webpage** (<http://www.jwu.edu/content.aspx?id=30064775503>).

The university's full Prohibited Discrimination and Harassment (including Sexual Harassment) Policy is included in the Student Handbook (p. 10) for each campus (available on the university's website ([http://www.jwu.edu/uploadedFiles/Documents/Policies\\_and\\_Procedures/JWUProhibitedDiscriminationHarassmentPolicy.pdf](http://www.jwu.edu/uploadedFiles/Documents/Policies_and_Procedures/JWUProhibitedDiscriminationHarassmentPolicy.pdf)) or upon request to Equity & Compliance Services ([Equity&ComplianceServices@jwu.edu](mailto:Equity&ComplianceServices@jwu.edu))).

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

Office for Civil Rights (<http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm>), U.S. Department of Education, Customer Service Team, 400 Maryland Avenue, SW, Washington, DC 20202-1100, 800-421-3481. This office may refer the matter to a regional Office for Civil Rights.

Rhode Island:

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

Massachusetts:

- Equal Employment Opportunity Commission, John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203, 617-565-3200
- Massachusetts Commission Against Discrimination, One Ashburton Place, 6th Floor, Room 601, Boston, MA 02108, 617-994-6000

Florida:

- Equal Employment Opportunity Commission, Miami Tower, 100 SE 2nd Street, Suite 1500, Miami FL 33131, 800-669-4000
- Florida Commission on Human Relations, 4075 Esplanade Way, Room 110, Tallahassee, Florida 32399, 850-488-7082

Colorado:

- Equal Employment Opportunity Commission, 303 East 17th Avenue, Suite 410, Denver, CO 80203, 800-669-4000
- Colorado Civil Rights Division, 1560 Broadway, Suite 1050, Denver, CO 80202-5143, 303-894-2997

North Carolina:

- Equal Employment Opportunity Commission, 129 West Trade Street, Suite 400, Charlotte, NC 28202, 800-669-4000
- N.C. Human Relations Commission, 116 W. Jones Street, Suite 2109, Raleigh, NC 27601, 919-807-4420 (Mailing Address: N.C. Human Relations Commission, 1318 Mail Service Center, Raleigh, NC 27699-1318)

## What Is Sexual Harassment?

Sexual harassment is a form of sex discrimination prohibited by federal and state laws and university policy. Under this policy, sexual harassment is defined as: unwelcome words, conduct or actions of a sexual or gender-based nature, and (1) submission to such behavior is made either explicitly or implicitly a term or condition of employment or education at Johnson & Wales University, (2) submission to or rejection of such behavior is used as the basis for employment, academic or other decisions, or (3) it is sufficiently severe, pervasive or persistent and has the purpose or effect of unreasonably interfering with work or academic performance, denying or limiting the ability to participate in or to receive benefits, services or opportunities in the university's programs, or creating an intimidating, hostile or offensive working or educational environment.

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

While sexual harassment often takes place in relationships with a power differential between the persons involved, the university also recognizes that sexual harassment may occur between persons in the absence of such a relationship.

Sexual harassment does not include words, conduct or action of a reasonably socially acceptable nature. However, some behavior which is appropriate in a social setting may not be appropriate in the workplace or academic environment. Additionally, sexual harassment does not include words, conduct or actions with reasonable educational or professional justification.

It is not always easy to define precisely what behavior constitutes sexual harassment; however, examples of conduct which may constitute sexual harassment include, but are not limited to

- unwelcome sexual advances and requests for sexual favors;
- sexual teasing, joking, suggestive looks, gestures or staring;
- peer harassment that creates a hostile environment, such as spreading rumors about sexual behavior, sexually charged name calling, or inappropriate sexual text messages, emails, social media posts and/or inappropriate communications in any other manner or media;
- direct or implied threats that submission to sexual advances will be a condition of employment, promotion, grades, status in a course or program, letters of recommendation, or participation in an activity;
- unwelcome touching of any nature, including patting, embracing, caressing or pinching;
- improper brushing against another's body, or "friendly" arms around the shoulders;
- offers of money or other consideration, including an employment-related or education-related reward, for sexual activity;
- repeated requests for dates despite being asked to stop;
- suggestive sexual remarks or innuendos;
- improper or unwelcome inquiries about someone's sexual or personal life, or sharing information about one's own sexual or personal life;
- overt or subtle pressure for sexual activity or direct or implied propositions of a sexual nature;
- sexual assault and relationship violence prohibited by the university's Sexual Assault and Relationship Violence Policy, and the Student Code of Conduct (<http://catalog.jwu.edu/handbook/studentaffairs/studentcodeofconduct>);
- the use or display of pornographic or sexual materials without reasonable educational justification. In the educational setting, judgment must be used in determining the appropriate content when the presentation of academic material is required; or
- epithets, slurs, quips or negative stereotyping that relate to sex and/or gender.

## What Are Other Types of Prohibited Harassment?

In addition to sexual harassment, offensive conduct on the basis of one or more of the other listed protected categories (race, religion, color, national origin, age, sexual orientation, gender identity or expression, genetic information, disability, status as a protected veteran, pregnancy or marital status, or any other unlawful basis) may constitute prohibited harassment. Under this policy, harassment is defined as unwelcome words, conduct or actions based on any protected category that are sufficiently severe, pervasive or persistent and have the purpose or effect of unreasonably interfering with work or academic performance, denying or limiting the ability to participate in or to receive benefits, services or opportunities in the university's programs, or creating an intimidating, hostile or offensive working or educational environment.

Harassment does not include behavior of a reasonably socially acceptable nature. However, some behavior which is appropriate in a social setting may not be appropriate in the workplace or academic environment. It is not always easy to define precisely what conduct constitutes harassment; however, examples of conduct which may constitute harassment include, but are not limited to

- epithets, slurs, quips or negative stereotyping that relate to any protected category;
- threatening, intimidating or hostile acts that relate to any protected category;
- written or graphic material (including graffiti) that denigrates or shows hostility or aversion toward an individual or group because of actual or perceived membership in any protected category and that is placed on walls, bulletin boards or elsewhere on a university premises, or circulated or displayed in the workplace;
- teasing, joking, pranks or other forms of "humor" that are demeaning or hostile with regard to any protected category; or
- the use or display of offensive or discriminatory materials without reasonable educational justification. In the educational setting, judgment must be used in determining the appropriate content when the presentation of academic material is required.

## What To Do

### What should I do if I think I am the victim of, a witness to, or learn of discrimination or harassment?

**There is no obligation to address the matter directly with the offending party.** Occasionally, people are able to resolve a potentially harassing situation by speaking with the offending party directly about the conduct they find offensive and/or unwelcome. Informal discussions will sometimes resolve the problem; however, the university strongly advises anyone who has a concern of discrimination or harassment to report the incident if they are not comfortable discussing it directly with the offending party or if the behavior they find unwelcome and/or offensive continues. For information regarding reporting a complaint or concern, please see Filing A Complaint (p. 12), Investigation and Resolution (p. 13) and Retaliation (p. 13).

Anyone who is aware of or believes they have witnessed or have been the subject of discrimination or harassment, including sexual harassment or relationship violence, should immediately notify the nondiscrimination coordinator, a nondiscrimination campus liaison, Human Resources & Payroll or Campus Safety & Security as set forth under Filing A Complaint (p. 12).

For a list of state and federal government enforcement agencies, please see Enforcement Agencies (p. 13).

## Filing a Complaint

Any employee, student or applicant for employment or admission who is aware or believes that he or she has witnessed or has been subjected to any form of unlawful discrimination or harassment may make a complaint as outlined below. The complaint should be as specific as possible regarding the circumstances, including the dates and places of the incidents, the individuals involved, the names of any witnesses and any other relevant information.

## Discrimination or Harassment Complaints Against Students

Campus Safety & Security investigates complaints about student behavior. Concerns about the behavior of student-employees are reported as set forth below (p. ).

Anyone who is aware of or believes they have witnessed or been the subject of discrimination or harassment, including sexual harassment, sexual assault and relationship violence, by a student, should immediately report the behavior to Campus Safety & Security. Reports can also be made to the nondiscrimination coordinator, to any nondiscrimination campus liaison, Residential Life or any other trusted university employee who will then report the incident to Campus Safety & Security.

### How do I contact Campus Safety & Security to report a complaint?

You may contact Campus Safety & Security on your campus by calling the number listed below:

- Providence Campus Safety & Security: 401-598-1103
- North Miami Campus Safety & Security: 305-892-7011
- Denver Campus Safety & Security: 303-256-9500
- Charlotte Campus Safety & Security: 980-598-1900

## Discrimination or Harassment Complaints Against Employees, Student Employees and Third Parties

The nondiscrimination coordinator (who is also the Title IX and Section 504 coordinator) investigates complaints about the behavior of employees, student employees (acting in their capacity as employees) and third parties (e.g., a visitor to campus or an individual doing business with the university).

Anyone who is aware of or believes they have witnessed or been the subject of discrimination or harassment, including sexual harassment, sexual assault or relationship violence, by any employee of the university, by a student employee or by a third party should immediately report the discrimination or harassment to the nondiscrimination coordinator, any nondiscrimination campus liaison or Human Resources & Payroll. Reports can also be made to Campus Safety & Security, Residential Life or any other trusted university employee who will then report the incident to the nondiscrimination coordinator.

### Who are the nondiscrimination coordinator and the nondiscrimination campus liaisons?

The nondiscrimination coordinator (who is also the title IX coordinator and section 504 coordinator) and the nondiscrimination campus liaisons are university employees who are specially trained and authorized to take reports of discrimination, harassment, sexual assault and relationship violence, and to conduct discrimination, harassment, sexual assault and relationship violence investigations. Refer online (<https://www.jwu.edu/content.aspx?id=30064775503>) for more information about the nondiscrimination coordinator and the nondiscrimination campus liaisons.

In the event of a conflict of interest or other circumstances where reporting to the university nondiscrimination coordinator or a nondiscrimination campus liaison would not be appropriate, reports of discrimination or harassment may be made to the vice president of human resources (401-598-1845), any campus vice president or the senior vice president of administration on the Providence Campus (401-598-1754).

### Who coordinates the university's compliance with Title IX, Section 504 and other discrimination laws?

The nondiscrimination coordinator has been designated to carry out the university's responsibilities under 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, the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990. Refer online (<https://www.jwu.edu/content.aspx?id=30064775503>) more information about the nondiscrimination coordinator.

### What should I do if I have a complaint about gender equity in athletics?

If you have a complaint about gender equity in university athletics programs, you should contact the nondiscrimination coordinator and title IX coordinator (<https://www.jwu.edu/content.aspx?id=30064775503>).

## Sexual Assault and Relationship Violence

In addition to the procedures described above, employees or students who are victims of sexual assault or relationship violence (including dating

violence, domestic violence or stalking) may seek assistance as described in the university's Sexual Assault and Relationship Violence Policy (p. 14).

Please also see Investigation and Resolution (p. 13), Retaliation (p. 13), the Student Code of Conduct (<http://catalog.jwu.edu/handbook/studentaffairs/studentcodeofconduct>) and the Conduct Review Process (<http://catalog.jwu.edu/handbook/studentaffairs/studentcodeofconduct/conductreviewprocess>).

## Investigation and Resolution

Once discrimination or harassment has been reported, the university will promptly begin an investigation. The investigation may involve meeting with and interviewing the parties, providing the parties the opportunity to identify witnesses or present other information, interviewing witnesses with relevant knowledge, and reviewing other relevant materials and documents. Reasonable efforts are made to preserve confidentiality and to protect the rights of all parties; however, the university cannot guarantee confidentiality or anonymity if disclosure is necessary to investigate or resolve the situation or put an end to any discriminatory and/or harassing behavior in compliance with applicable law.

Reasonable efforts will be made to complete the investigation and determine an outcome within 60 days of receipt of the complaint; and, upon a determination of responsibility, the university will take action to prevent the recurrence of the harassing or discriminatory behavior and to mitigate its effects, including providing appropriate remedies or sanctions up to or including termination or dismissal from the university. In some instances, immediate interim action may be taken to help protect an individual or the community.

## Retaliation

### University's Prohibition Against Retaliation

Johnson & Wales University prohibits retaliation, including intimidation, threats, coercion or discrimination, against any individual who has made a good faith complaint, who has cooperated as a witness or a complainant in the investigation of such a complaint, or who has participated as a witness or complainant in any university proceeding. Any person found to have engaged in retaliation, or to have encouraged others to engage in retaliation, will be subject to disciplinary action up to and including termination of employment or dismissal from the university.

## Enforcement Agencies

### State and Federal Discrimination and Harassment Enforcement Agencies

In addition to the Johnson & Wales University policies and procedures regarding discrimination and harassment, if a student believes they have been subjected to discrimination or harassment, the student may contact the appropriate governmental agencies listed below.

#### Office of Civil Rights, U.S. Department of Education

- Office for Civil Rights, U.S. Department of Education, Customer Service Team
  - 400 Maryland Ave., SW, Washington, DC 20202-1100
  - 800-421-3481

This office may refer the matter to a regional Office for Civil Rights. Students may also refer to the Office for Civil Rights (<http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm>) for more information.

#### Rhode Island

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

#### Massachusetts

- Equal Employment Opportunity Commission
  - John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203
  - 617-565-3200
- Massachusetts Commission Against Discrimination
  - One Ashburton Place, Sixth Floor, Room 601, Boston, MA 02108
  - 617-994-6000

#### Florida

- Equal Employment Opportunity Commission
  - One Biscayne Tower, 2 S. Biscayne Blvd., Suite 2700, Miami, FL 33131
  - 800-669-4000
- Florida Commission on Human Relations
  - 2009 Apalachee Parkway, Suite 100, Tallahassee, FL 32301
  - 850-488-7082

#### Colorado

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

#### North Carolina

- Equal Employment Opportunity Commission
  - 129 West Trade St., Suite 400, Charlotte, NC 28202
  - 704-344-6682
- N.C. Human Relations Commission
  - 116 W. Jones St., Suite 2109, Raleigh, NC 27601
  - 919-807-4420
  - Mailing Address:  
N.C. Human Relations Commission  
1318 Mail Service Center  
Raleigh, NC 27699-1318

## Satisfactory 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, 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 percent 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
Doctoral	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 and a hold will be placed on the student's record, which will prevent them from course registration for all future terms. Students remain eligible for financial aid during the warning term. If SAP criteria are not satisfied at the end of the warning term, 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.

## 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 associate with the course(s). Once a student is meeting JWU's minimum SAP standards, he or she 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 he or she 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. Circumstances and required documentation are illustrated below. The appeal process begins with the student's academic counselor in Student Academic Services. If an academic plan can be created that allows the student to meet SAP criteria within two terms, 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

## Sexual Assault and Relationship Violence Policy

Johnson & Wales University prohibits sexual assault and relationship violence, which may include dating violence, domestic violence, stalking and sexual exploitation. These offenses constitute violations of university policy, including the Prohibited Discrimination and Harassment (including Sexual Harassment) Policy and the Student Code of Conduct (<http://catalog.jwu.edu/handbook/studentaffairs/studentcodeofconduct>). These offenses can also constitute violations of State and Federal Laws.

The university provides proceedings and resources for community members affected by sexual assault and relationship violence (see Getting Help (p. 17)), and offers programming designed to educate the community and prevent the occurrence of such offenses (see Education and Prevention (p. 15)).

### Definitions

**Dating violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

**Domestic violence** means crimes of violence committed

- by a current or former spouse or intimate partner of the victim;
- by a person with whom the victim shares a child in common;
- by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Sexual assault** means any sexual act directed against another person, by force, threat of force, coercion or without consent, including instances where the person is incapable of giving consent. Sexual assault includes rape, fondling, incest and statutory rape.

**Fondling** means the touching (with a hand or any other part of the body) of another person's clothed or unclothed sex organs, breasts, groin, buttocks or anus for the purpose of sexual arousal, sexual gratification or abuse, without consent of the person, including instances where the person is incapable of giving consent. Fondling also includes being forced to touch (with a hand or any other part of the body) another person's clothed or unclothed sex organs, breasts, groin, buttocks or anus, without consent, including instances where the person is incapable of giving consent.

**Consent** means conduct that signifies through words or behaviors that the parties have indicated agreement to engage in sexual activity.

- Past consent does not imply future consent.
- Silence or absence of resistance, by itself, does not imply consent.
- Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.
- Consent can be withdrawn at any time.
- Coercion, force or threat of force invalidates consent.

*Coercion* means express or implied threats of any harm that would place a reasonable individual in fear of immediate or future harm and that is employed to make someone engage in sexual activity.

*Force* means the actual use or threat of physical violence that is employed to make someone engage in sexual acts.

*Incapable of giving consent* means that because of the person's age or because of the person's temporary or permanent mental incapacity they cannot give intelligent, knowing and voluntary consent.

*Incest* means sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

*Rape* means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person without consent, including instances where the person is incapable of giving consent.

*Statutory rape* means sexual intercourse with a person who is under the statutory age of consent.

**Sexual exploitation** means taking sexual advantage of another individual's nudity or sexuality without consent and includes

- causing, or attempting to cause, the incapacitation of another person in order to make that person vulnerable to sexual acts;
- recording or photographing of private sexual activity and/or an individual's intimate parts (including genitalia, groin, breasts or buttocks);
- dissemination, streaming or posting of recordings, photos or other images of an individual's sexual acts and/or intimate parts (including genitalia, groin, breasts or buttocks);
- voyeurism (watching or taking pictures, videos or audio recordings of another person engaging in sexual acts);
- allowing third parties to observe private sexual acts;
- knowingly or recklessly exposing another person to a significant risk of sexually transmitted infection or virus; and/or
- exposing one's genitals to another individual.

**Stalking** means a course of conduct directed at a specific person that would cause a reasonable person to

- fear for the person's safety or the safety of others; or
- suffer substantial emotional distress.

*Course of conduct* means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens or communicates to or about a person, or interferes with a person's property.

*Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.

*Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

If there is reason to believe that Johnson & Wales University's rules prohibiting sexual assault and relationship violence have been violated, either on or off campus, the administration may pursue disciplinary action through the university's Conduct Review Process (<http://catalog.jwu.edu/handbook/studentaffairs/studentcodeofconduct/conductreviewprocess>), Human Resources & Payroll, and/or through any other available proceedings.

In considering these offenses, the university will, if required by law, refer to the laws of Rhode Island, Florida, Colorado, North Carolina and/or Massachusetts.

See additional information:

- Education and Prevention (p. 15)
- Steps to Follow (p. 16)
- Getting Help (p. 17)

- Criminal and Disciplinary Action (p. 21)
- Retaliation (p. 13)

## Education and Prevention

Johnson & Wales University takes a proactive stance to educate its community regarding issues of sexual assault and relationship violence, including retaliation, and methods of prevention.

Johnson & Wales University's education and prevention programming includes programs, initiatives, strategies and campaigns intended to address sexual assault, dating violence, domestic violence and stalking. These programs are both in-person and online. In addition, the programs are a mix of guest speakers, university staff members, externally-created programs and university-created programs.

For students, education about sexual assault and relationship violence awareness and prevention begins at new student orientation, where new students and their parents participate in sessions dedicated to illustrating Johnson & Wales University's stance against sexual assault and relationship violence. New student orientation staff members are trained to handle issues of sexual violence and relationship violence and participate in programming designed to help students understand university expectations and policy; the intersection between alcohol, sexual assault and relationship violence; and ways to reduce the risk of sexual assault, dating violence, domestic violence and stalking. As part of the education on risk reduction, programming explores options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims to promote safety and help individuals and communities address conditions that facilitate violence.

Students also learn about safe and effective forms of bystander intervention to prevent harm or intervene when there is a risk of sexual assault, dating violence, domestic violence or stalking. Bystander intervention means safe and positive options that may be carried out by an individual or individuals that proactively promote safe and respectful interactions before the precursors to harm are ever witnessed. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene. Examples of bystander intervention include

- walking someone home
- distracting the parties by engaging in conversation with them
- involving others, including the friends of the parties
- inviting one of the parties to go get a glass of water or redirect their attention
- calling Campus Safety & Security
- providing someone with information on university policies and resources, including providing them with a copy of this Sexual Assault and Relationship Violence Policy.

To promote a safe and engaged community, the university addresses bystander behavior by participating in Green Dot as a core component of its comprehensive violence prevention efforts. Each campus has Green Dot certified staff member(s). These individuals promote safe and effective bystander intervention through presentations and training. Each term, community members have the opportunity to participate in an eight-hour bystander intervention training program.

Prevention and education efforts continue throughout the year and are supported by multiple departments such as Student Involvement & Leadership (including student clubs and organizations and fraternities and sororities), Residential Life and Athletics. These efforts are targeted at awareness raising, self-defense, alcohol use, definition of consent, healthy sexuality and relationships, risk reduction and bystander behavior. The university provides education through its "Consent is..." campaign, which educates students about the university's policies related to sexual assault; the definition of consent; the intersection between alcohol, sexual assault and relationship violence; where to obtain resources; and where to report violations. Literature addressing issues of sexual assault and relationship violence is available from multiple departments including Campus Safety & Security, Counseling Services, Health Services, Health Education, the Gender Equity Center, Student Involvement & Leadership, Athletics, Residential Life and the Title IX Coordinator.

Many of the educational programs and events offered to students are open to all community members, and employees have the opportunity to participate



in a variety of educational programs. In addition, employees are offered programming on the Prohibited Discrimination and Harassment (including Sexual Harassment) Policy, and the Sexual Assault and Relationship Violence Policy. These programs inform employees of the university's stance against sexual assault and relationship violence and the university's prohibition against retaliation.

For information regarding sexual assault and relationship violence awareness and prevention programming, contact the Title IX Coordinator (<https://www.jwu.edu/content.aspx?id=30064775503>) or the director of the Gender Equity Center (<http://www.jwu.edu/content.aspx?id=11590>). For more information about Green Dot contact the director of the Gender Equity Center. Upcoming programs can also be found on jwuLink (<https://link.jwu.edu>) and the student calendar.

See additional information: Sexual Assault and Relationship Violence (p. 14), Steps to Follow (p. 16), Getting Help (p. 17) and Criminal and Disciplinary Action (p. 21).

## Steps to Follow If an Offense Occurs

If you believe you are the victim of sexual assault or relationship violence (including dating violence, domestic violence, stalking or sexual exploitation), you are encouraged to take the following steps:

### 1. Go to a safe place.

**2. You may seek medical attention. Immediate medical attention is strongly encouraged for any possible injuries.** Medical attention is critical so that any injuries (including internal injuries) or infections which may have resulted from the offense can be treated. Getting an exam does not mean that you have to press charges; however, a medical exam will help to preserve evidence if you should choose to press charges or seek a protective order at some point.

*Time sensitive steps:* Some actions are more effective or only may be taken within a few days after a sexual offense. **You may wish to consult with medical personnel quickly regarding these items:**

- Preventative treatments for pregnancy and sexually transmitted infections
- Evidence collection
- Toxicology testing if there are signs that drugs or alcohol may have facilitated the assault/violence

Individuals of any gender can be victims of sexual assault or relationship violence. JWU encourages victims to go to the appropriate hospitals for their campus listed in Getting Help (p. 17).

### 3. Consider your reporting options.

 Your options include

- reporting the offense to law enforcement authorities by dialing 911 or contacting the appropriate police at the numbers listed in Getting Help (p. 17). Campus authorities will assist you with notifying law enforcement authorities, if desired; and/or
- filing a disciplinary complaint and reporting the offense to the university for investigation by Campus Safety & Security (see Getting Help (p. 17) for your campus information):
  - reporting the offense directly to Campus Safety & Security;
  - reporting the offense confidentially to Campus Safety & Security (silent witness (<https://www.jwu.edu/forms.aspx?id=33582&ekfrm=33582>), online only);
  - reporting the offense to a Residential Life staff member (such as your R.A. or R.D.);
  - reporting the offense to the university's Title IX coordinator, deputy Title IX coordinators or nondiscrimination campus liaisons (<http://www.jwu.edu/content.aspx?id=30064775503>); and/or
  - reporting the offense to any of the other organizations or departments listed in Getting Help (p. 17).

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

However, you have the right not to report the matter.

**4. Consider steps to preserve and record evidence.** If you wish to press charges or seek a protective order, it is important to preserve and record

evidence, including recording a description of the perpetrator (including type of clothing, race, age, height, weight, hair color, eye color, distinguishing marks, etc.), details of events, where events occurred and the direction of travel of any vehicle involved. Best practices to preserve evidence with respect to sexual offenses include seeking medical attention shortly after the event and

- avoid washing anything (including your hands, mouth and face)
- avoid washing or combing your hair
- avoid showering, going to the bathroom, brushing your teeth, eating, drinking, douching or changing your clothes. It is recommended that you bring an extra set of clothes with you to the hospital.

You may also consider preserving other relevant information such as communications from the perpetrator (i.e., social media posts, emails, texts or other materials). If you do change or have access to other materials like sheets or blankets present during the assault/violence, those materials can be brought to the hospital or given to law enforcement for evidence collection. Please use a paper bag, not plastic bag, if you choose to transport any of these materials on your own.

**5. You may seek free confidential counseling services.** You can obtain free confidential counseling assistance whether or not you file a report:

- Contact Counseling Services directly (see Getting Help (p. 17) for your campus information as well as assistance available in the community)
- Without disclosing any details of the incident, ask a Residential Life staff member or Campus Safety & Security to contact the on-call counselor. Campus Safety & Security will also provide you with written information about university counseling resources.

**6. You may seek assistance regarding obtaining interim or protective measures at the university, including no contact orders and changes to university academic, living, student financial aid, visa and immigration, working, and transportation situations, regardless of whether you choose to report the crime to local law enforcement.** Campus Safety & Security will provide you with written information about university and community resources for changing situations or addressing needs.

**7. You may also wish to create a safety plan with the assistance of people and organizations listed as offering this service** under Getting Help (p. 17).

**8. You may seek an order of protection, a court-ordered no contact order, a restraining order or similar lawful orders from a court.** Please note that the local police are responsible for the enforcement of these items and not Campus Safety & Security, but Campus Safety & Security will provide you with assistance. When an allegation of sexual assault or relationship violence is made against a student, that student will receive a university issued "no contact" order, which will remain in effect until at least the Conduct Review Process has been completed.

**9. You may seek additional help, counseling, advocacy, legal assistance and other assistance.** People and organizations offering these services are listed under Getting Help (p. 17).

## Reporting Offenses to the University

Johnson & Wales University strives to be supportive and accommodating for all victims of sexual assault and relationship violence. University representatives will make every effort to help in these ways:

1. We will meet with you privately at a place of your choice on campus to take a statement, explain your options and provide you with a written list of rights and resources.
2. We will treat information that you share with the highest level of discretion.
3. CONFIDENTIALITY: We will do our best to honor your request to maintain confidentiality, provided your request does not interfere with our obligation to provide a safe, non-discriminatory environment for all students.
  - The university's crime log will not include identifying information about the complainant to the extent permissible by law.
  - Please be advised that if we honor a request to maintain confidentiality, our ability to meaningfully investigate the incident and pursue disciplinary action against the respondent may be limited.

- Any accommodations or protective measures provided to you will be kept confidential, to the extent that maintaining such confidentiality will not impair the ability of the university to provide the accommodation or protective measures.
- If we cannot honor your request to maintain confidentiality, we will inform you and, to the extent possible, only share information with people responsible for handling our response to the incident.

4. We will not prejudice you.
5. We will treat you and your particular situation with courtesy, sensitivity, dignity, understanding and professionalism.
6. If you feel more comfortable talking with either a counselor or representative of a specific gender, we will do our best to accommodate your request.
7. We will assist you in arranging for any hospital treatment or medical needs.
8. We can assist you in privately contacting local law enforcement officials, counseling, Campus Safety & Security, advising and other available resources, both on campus and in the community as set forth in Getting Help (p. 17).
9. We will fully investigate your report with respect and discretion.
10. We will continue to be available for you — to answer your questions, explain the systems and processes involved, and be willing listeners.
11. We will consider your report seriously, without bias based on a protected category.
12. We will provide written notification of rights and options, including interim and protective measures.

See additional information: Sexual Assault and Relationship Violence Policy (p. 14), Education and Prevention (p. 15), Getting Help (p. 17), Criminal and Disciplinary Action (p. 21) and Retaliation (p. 13).

## Getting Help

After a sexual assault or an incident of dating violence, domestic violence, stalking, sexual exploitation and/or retaliation, there are many options. Understanding and choosing between these options can feel confusing and overwhelming. You are not alone.

Information, support and resources are available on and off-campus to help students. The university provides a list of organizations and departments by campus that offer or arrange for immediate support and response, including arrangements for emergency services, if needed; transportation to medical resources; contact with local authorities; information regarding criminal and civil proceedings and/or the university's Conduct Review Process or Human Resources procedures, as appropriate; advocacy services; referrals/advice about university and community counseling services; and assistance with personal safety concerns.

Many of these resources are available to respondents as well. Community members are encouraged to seek assistance and locate resources that are right for them.

Please see the appropriate section for resources at the Johnson & Wales University regional campuses

### Providence

After a sexual assault or an incident of dating violence, domestic violence, stalking, sexual exploitation and/or retaliation, there are many options. Understanding and choosing between these options can feel confusing and overwhelming. You are not alone.

Information, support and resources are available on and off-campus to help students. The university provides a list of organizations and departments by campus that offer or arrange for immediate support and response, including arrangements for emergency services, if needed; transportation to medical resources; contact with local authorities; information regarding criminal and civil proceedings and/or the university's Conduct Review Process or Human Resources procedures, as appropriate; advocacy services; referrals/advice about university and community counseling services; and assistance with personal safety concerns.

Many of these resources are available to respondents as well. Community members are encouraged to seek assistance and locate resources that are right for them.

## Community Help

### Medical

Please note that victims of sexual assault may request a specifically trained sexual assault nurse examiner at each of the following hospitals:

#### Women & Infants

101 Dudley St., Providence, R.I. 401-274-1100

#### Rhode Island Hospital

539 Eddy St., Providence, R.I. 401-444-4000

#### Kent Hospital

455 Tollgate Road, Warwick, R.I. 401-737-7000

#### Roger Williams Medical Center

825 Chalkstone Ave., Providence, R.I. 401-456-2000

### Police

Emergency	911
Providence Police Department*	401-272-3121
East Providence Police Department*	401-435-7600
Warwick Police Department (non-emergency line)*	401-468-4200
Cranston Police Department (non-emergency line)	401-942-2211
Rehoboth Police Department (non-emergency line)	508-252-3722

\*These police departments have civilian Law Enforcement Advocates (LEA) available to assist those reporting sexual assault, dating/domestic violence, or stalking

### Community

RI Victims of Crime Helpline

- 1-800-494-8100 (24-hour)

Day One (<http://www.dayoneri.org>) provides services to help and inform victims of sexual violence, including assistance when moving through the prosecution process, if desired, and counseling services for sexual assault, dating and domestic violence and stalking.

- 401-421-4100 (Monday through Friday, 8 a.m.–5 p.m.)

Mass. Safelink (<http://www.janedoe.org>)

- 1-877-785-2020 (24-hour)

Dating and domestic violence services (including criminal justice and protective order advocacy, emergency shelter, transitional housing, safety plans, counseling, education and/or policy) are available at the following member agencies of the RI Coalition Against Domestic Violence (<http://www.ricadv.org/en>):

- Sojourner House (<http://www.sojourneri.org>): 401-765-3232 (24-hour)
- Women's Center of Rhode Island (<http://www.womenscenterri.org>): 401-861-2760 (24-hour)
- Elizabeth Buffum Chace Center (<http://www.ebccenter.org>): 401-738-1700 (24-hour)
- Blackstone Valley Advocacy Center (<http://www.bvadvocacycenter.org/en>): 401-723-3057 (24-hour)
- Domestic Violence Resource Center of South County (<http://www.dvrcsc.org>): 401-782-3995
- Women's Resource Center of Newport & Bristol Counties (<http://www.wrcnbc.org>): 401-289-2022
- Sisters Overcoming Abusive Relationships (<http://www.soarinri.org>) (SOAR), a survivor task force: 401-467-9940

Violence Recovery Program (VRP) ([http://www.fenwayhealth.org/site/PageServer/site/PageServer?pagename=FCHC\\_srv\\_services\\_violence](http://www.fenwayhealth.org/site/PageServer/site/PageServer?pagename=FCHC_srv_services_violence)) at Fenway Health (Boston, Mass.) provides counseling, support groups, advocacy and referral services to lesbian, gay, bisexual and transgender victims of sexual assault, dating/domestic violence and stalking.

- 617-927-6250 (Monday through Friday, 8 a.m.–5 p.m.)

Information regarding how to obtain a temporary restraining order in the State of Rhode Island may be found online (<http://www.courts.ri.gov/PublicResources/domesticviolenceunit/PDF/VictimInfoEnglish.pdf>) and by visiting or calling the Restraining Order Office for Providence County, Garrahy

Judicial Complex, 1 Dorrance St., second floor, Providence, RI, 401-458-3372. After business hours, on weekends or during holidays emergency restraining orders can be obtained at your local police department.

National Sexual Assault Hotline (<http://www.rainn.org>)

- 1-800-656-HOPE (4673) (24-hour)

National Domestic Violence Hotline (<http://www.thehotline.org>)

- 1-800-799-SAFE (7233) (24-hour)

The National Stalking Resource Center (<http://www.victimsofcrime.org/our-programs/stalking-resource-center>) provides online tools and information for victims of stalking, and links to local resources nationwide

Text "loveis" to 77054 to text with an advocate via [loveisrespect](http://www.loveisrespect.org) (<http://www.loveisrespect.org>) for support and information regarding dating violence.

## On-campus Help

*\*For students to obtain confidential on-campus services*

**Confidential reporting** to Campus Safety & Security through Silent Witness (<https://www.jwu.edu/forms.aspx?id=33582&ekfrm=33582%20>) (online only)

## Counseling Services

Wales Hall, second floor, 401-598-1016

The Friedman Center, second floor, 401-598-1016  
(8:30 a.m.–4:30 p.m.; evenings by appointment)

Appointments are available on both campuses. In case of emergency, the on-call counselor is available after hours by calling 1-888-222-4805 or through Campus Safety & Security (401-598-1103).

## Trauma Specialist

Wales Hall, second floor, 401-598-1016

## Health Services

Harborside Campus: 401-598-1151

Wildcat Center, first floor

Downcity Campus: 401-598-1104

Wales Hall, third floor

*\*University confidential resources can be used to anonymously provide information to be counted for the Annual Security Report.*

## For employees to obtain confidential counseling services

Employees may contact the university's employee assistance provider, Coastline EAP, at 401-732-9444 or 1-800-445-1195.

## Other On-campus Help

### Campus Safety & Security

264 Weybosset St., Providence, R.I.

401-598-1103 (24 hours a day, 7 days a week)

### Title IX Coordinator/Nondiscrimination Coordinator

Elizabeth Canning ([elizabeth.canning@jwu.edu](mailto:elizabeth.canning@jwu.edu)), 8 Abbott Park Place, 401-598-2716

### Nondiscrimination Campus Liaisons

List of liaisons by campus is located online (<https://www.jwu.edu/content.aspx?id=30064775503>).

### Residential Life

(24 hours a day in each residence hall)

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

### Dean of Students

Friedman Center, second floor, 401-598-2848

### Student Conduct

Harborside Recreation Center, second floor, 401-598-2885

### The Gender Equity Center

Wales Hall, first floor, 401-598-2248

### Health & Wellness

Wales Hall, first floor, 401-598-2023

## Human Resources

Nondiscrimination Coordinator, 8 Abbott Park Place, 401-598-2716

Any student or employee who reports to the university pursuant to one of the above reporting options that he or she has been a victim of sexual assault, dating violence, domestic violence or stalking, whether the offense occurred on or off campus, shall be provided with a written explanation of the student or employee's rights and options under this policy and other relevant university procedures.

See also additional information:

- Education and Prevention (p. 15)
- Steps to Follow (p. 16)
- Criminal and Disciplinary Action (p. 21)

### North Miami

After a sexual assault or an incident of dating violence, domestic violence, stalking, sexual exploitation and/or retaliation, there are many options. Understanding and choosing between these options can feel confusing and overwhelming. You are not alone.

Information, support and resources are available on and off-campus to help students. The university provides a list of organizations and departments by campus that offer or arrange for immediate support and response, including arrangements for emergency services, if needed; transportation to medical resources; contact with local authorities; information regarding criminal and civil proceedings and/or the university's Conduct Review Process or Human Resources procedures, as appropriate; advocacy services; referrals/advice about university and community counseling services; and assistance with personal safety concerns.

Many of these resources are available to respondents as well. Community members are encouraged to seek assistance and locate resources that are right for them.

## Community Help

### Medical

*Victims of sexual assault are encouraged to go to the Roxcy Bolton Rape Treatment Center at Jackson Memorial Hospital because of the specialist training and comprehensive medical, support and counseling services available.*

### Jackson Memorial Hospital

1611 NW 12th Ave., Miami, FL, 33136 305-585-1111 (collect calls accepted)

**Roxcy Bolton Rape Treatment Center at Jackson Memorial Hospital** **305-585-7273**

### Jackson North Medical Center

160 NW 170th St., North Miami Beach, FL, 33169 305-651-1100

### Aventura Hospital and Medical Center

20900 Biscayne Boulevard, Aventura, FL, 33180 305-682-7000

### Mt. Sinai Aventura Emergency Room

2845 Aventura Boulevard, Aventura, FL, 33180 305-692-1000

### Police

**Emergency 911**

### North Miami Police Department

Emergency line 305-891-8111

Non-emergency line 305-891-0294

### Community

Domestic Violence & Sexual Assault Council of Greater Miami (<http://www.dvsacmiami.org>)

- 1-800-500-1119 (24-hour)

Roxcy Bolton Rape Treatment Center (<http://www.jacksonhealth.org/services-rape-treatment.asp#memorial>) (at Jackson Memorial Hospital) provides victims of sexual assault free and confidential information, medical treatment, counseling and support.

- 305-585-RAPE (7273) (24-hour)

Safe Space (<http://safespacefoundation.org>), provides victims of dating/ domestic violence and stalking with information, emergency shelter and support services.

- 305-758-2804

The Lodge (<http://www.thelodgemiami.org>), provides victims of sexual assault, dating/domestic violence and stalking with information, emergency shelter, court advocacy and support services.

- 305-693-0232

Restraining Orders ([http://www.miami-dadeclerk.com/families\\_domestic\\_violence\\_filing.asp](http://www.miami-dadeclerk.com/families_domestic_violence_filing.asp)) can be requested by filing in person at one of the following locations: Lawson E. Thomas Courthouse Center, Hialeah District Court, North Dade Justice Center or South Dade Justice Center. Please contact the Domestic Violence Advocacy Unit at 305-349-5677 or the Clerk's Office Domestic Violence Unit at 305-349-5813 with any questions or for assistance.

National Sexual Assault Hotline (<http://www.rainn.org>)

- 1-800-656-HOPE (4673) (24 hour)

National Domestic Violence Hotline (<http://www.thehotline.org>)

- 1-800-799-SAFE (7233) (24 hour)

The National Stalking Resource Center (<http://www.victimsofcrime.org/our-programs/stalking-resource-center>) provides online tools and information for victims of stalking, and links to local resources nationwide.

Text "loveis" to 77054 to text with an advocate via loveisrespect (<http://www.loveisrespect.org>) for support and information regarding dating violence.

### On-campus Help

*\*For students to obtain confidential on-campus services*

**Confidential reporting** to Campus Safety & Security through Silent Witness (<https://www.jwu.edu/forms.aspx?id=36652&ekfrm=36652>) (online only)

### Counseling Services

Academic & Student Center, Room 207

305-892-7013 (by appointment, 8:30 a.m.–4:30 p.m.).

In case of emergency, the on-call counselor is available through Campus Safety & Security (305-892-7011).

### Health Services

Academic & Student Center, Room 205, 305-892-7594

*\*University confidential resources can be used to anonymously provide information to be counted for the Annual Security Report.*

### For employees to obtain confidential counseling services:

Employees may contact the university's employee assistance provider, Coastline EAP, at 1-800-445-1195

### Other On-campus and University Help

#### Campus Safety & Security

1705 NE 124th Street

305-892-7011 (24 hours, 7 days a week)

Hearing Impaired Line: 305-981-1407

#### Title IX Coordinator/Nondiscrimination Coordinator

Elizabeth Canning ([elizabeth.canning@ju.edu](mailto:elizabeth.canning@ju.edu)), Providence Campus (8 Abbott Park Place, Providence, RI, 02903), 401-598-2716

#### Nondiscrimination Campus Liaisons

List of liaisons by campus is located here (<https://www.jwu.edu/content.aspx?id=30064775503>).

#### Residential Life

(24 hours a day in each residence hall)

Resident Assistants, Residence Director

#### Dean of Students

Academic & Student Center, fifth floor, 305-892-7567

#### Student Conduct

Wildcat Center, second floor, 305-892-7602

#### Human Resources

Academic & Student Center, fifth floor, 305-832-5304

### The Gender Equity Center

Providence Campus (8 Abbott Park Place, Providence, RI, 02903), 401-598-2248

Any student or employee who reports to the university pursuant to one of the above reporting options that he or she has been a victim of sexual assault, dating violence, domestic violence or stalking, whether the offense occurred on or off campus, shall be provided with a written explanation of the student or employee's rights and options under this policy and other relevant university procedures.

See also additional information:

- Education and Prevention (p. 15)
- Steps to Follow (p. 16)
- Criminal and Disciplinary Action (p. 21)

### Denver

After a sexual assault or an incident of dating violence, domestic violence, stalking, sexual exploitation and/or retaliation, there are many options. Understanding and choosing between these options can feel confusing and overwhelming. You are not alone.

Information, support and resources are available on and off-campus to help students. The university provides a list of organizations and departments by campus that offer or arrange for immediate support and response, including arrangements for emergency services, if needed; transportation to medical resources; contact with local authorities; information regarding criminal and civil proceedings and/or the university's Conduct Review Process or Human Resources procedures, as appropriate; advocacy services; referrals/advice about university and community counseling services; and assistance with personal safety concerns.

Many of these resources are available to respondents as well. Community members are encouraged to seek assistance and locate resources that are right for them.

### Community Help

#### Medical

*Victims of sexual assault are encouraged to request a specially trained Sexual Assault Nurse Examiner (SANE) at the emergency department.*

#### University of Colorado Hospital

12605 East 16th Ave., Aurora, CO, 80010 720-848-1000

#### Denver Health Medical Center

777 Bannock St., Denver, CO, 80204 303-436-6000

#### Porter Adventist Hospital

2525 S Downing St., Denver, CO, 80210 305-778-1955

#### Police

**Emergency 911**

Denver Police Department, non-emergency line 720-913-2000

#### Community

Denver Victims Advocate

- 720-913-6035

The Blue Bench (<http://thebluebench.org>) (formerly known as the Rape Assistance and Awareness Program, or RAAP) provides confidential services to help and inform victims of sexual violence, including advocacy, referral and counseling services.

- 303-322-7273 (24-hour)

SafeHouse Denver (<http://www.safehouse-denver.org>) provides victims of dating/domestic violence and stalking with information, emergency shelter and support services.

- 303-318-9989 (24-hour)

Colorado Anti-Violence Program (<http://coavp.org>) provides specialized support services for people in the lesbian, gay, bisexual, transgender and queer community who are victims of sexual assault, dating/domestic violence or stalking.

- 303-852-5094 (24-hour)

Restraining Orders ([http://www.denverda.org/Prosecution\\_Units/FVU/Restraining\\_Order\\_Information.htm](http://www.denverda.org/Prosecution_Units/FVU/Restraining_Order_Information.htm)) can be requested at the Protection Order Courtroom in the City and County Building at 1437 Bannock Street, in Courtroom 170 on the first floor. For assistance please contact the Court Clerk at 720-865-7275, or the Project Safeguard Office also in the City and County Building in room 117 at 303-863-7233. Protective Order paperwork must be submitted before 9 a.m., Monday through Friday.

National Sexual Assault Hotline (<http://www.rainn.org>)

- 1-800-656-HOPE (4673) (24-hour)

National Domestic Violence Hotline (<http://www.thehotline.org>)

- 1-800-799-SAFE (7233) (24-hour)

The National Stalking Resource Center (<http://www.victimsofcrime.org/our-programs/stalking-resource-center>) provides online tools and information for victims of stalking, and links to local resources nationwide.

Text "loveis" to 77054 to text with an advocate via loveisrespect (<http://www.loveisrespect.org>) for support and information regarding dating violence.

## On-campus Help

*\*For students to obtain confidential on-campus services*

**Confidential reporting** to Campus Safety & Security through Silent Witness (<https://www.jwu.edu/forms.aspx?id=46904&ekfrm=46904>) (online only)

**Counseling Services** (fall, winter and spring academic terms)

Aspen Hall, third floor, 303-256-9448

(by appointment, 8:30 a.m.–4:30 p.m.)

In case of emergency, the on-call counselor is available after-hours through Campus Safety & Security (303-256-9500).

**Health Services** (8:30 a.m.–4:30 p.m.)

Aspen Hall, third floor

303-256-9448

*\*University confidential resources can be used to anonymously provide information to be counted for the Annual Security Report.*

**For employees to obtain confidential counseling services:**

Employees may contact the university's employee assistance provider, Coastline EAP, at 1-800-445-1195

## Other On-campus and University Help

**Campus Safety & Security (24 hours a day, 7 days a week)**

Student Center, second floor, 303-256-9500

**Title IX Coordinator/Nondiscrimination Coordinator**

Elizabeth Canning ([elizabeth.canning@jwu.edu](mailto:elizabeth.canning@jwu.edu)), Providence Campus (8 Abbott Park Place, Providence, RI 02903), 401-598-2716

**Nondiscrimination Campus Liaisons**

List of liaisons by campus is located here (<https://www.jwu.edu/content.aspx?id=30064775503>).

**Residential Life**

24 hours a day in each residence hall

Resident Assistants, Residence Director

**Director of Student Affairs**

Student Center, second floor, Room 222, 303-256-9400

**Dean of Students**

Student Center, second floor, 303-256-9400

**Human Resources**

Student Center, second floor, 303-256-9309

**Gender Equity Center**

Providence Campus (8 Abbott Park Place, Providence, RI 02903), 401-598-2248

Any student or employee who reports to the university pursuant to one of the above reporting options that he or she has been a victim of sexual assault, dating violence, domestic violence or stalking, whether the offense occurred on or off campus, shall be provided with a written explanation of the student or employee's rights and options under this policy and other relevant university procedures.

See also additional information:

- Education and Prevention (p. 15)
- Steps to Follow (p. 16)
- Criminal and Disciplinary Action (p. 21)

Charlotte

After a sexual assault or an incident of dating violence, domestic violence, stalking, sexual exploitation and/or retaliation, there are many options. Understanding and choosing between these options can feel confusing and overwhelming. You are not alone.

Information, support and resources are available on and off-campus to help students. The university provides a list of organizations and departments by campus that offer or arrange for immediate support and response, including arrangements for emergency services, if needed; transportation to medical resources; contact with local authorities; information regarding criminal and civil proceedings and/or the university's Conduct Review Process or Human Resources procedures, as appropriate; advocacy services; referrals/advice about university and community counseling services; and assistance with personal safety concerns.

Many of these resources are available to respondents as well. Community members are encouraged to seek assistance and locate resources that are right for them.

## Community Help

### Medical

*Victims of sexual assault are encouraged to request a specially trained Sexual Assault Nurse Examiner (SANE) at the emergency department.*

### Carolinas Medical Center (CMC)

#### Main

1000 Blythe Boulevard, Charlotte, NC, 704-381-2355  
28204

#### Presbyterian Medical Center

200 Hawthorne Lane, Charlotte, NC, 704-384-4000  
28204

### Police

#### Emergency

911

Charlotte-Mecklenberg non-emergency crime reporting 704-336-7600

### Community

Safe Alliance (<http://www.safealliance.org>) provides victims of sexual assault, dating/domestic violence and stalking with information, advocacy, counseling, shelter, referral and support services.

- 704-375-9900 (24-hour rape crisis line)
- 704-332-2513 (24-hour dating/domestic violence line)

Project Rainbow Net (<http://rainbow.mrgdesign.com/Default.htm>) provides training, consultation and referral for local providers, as well as resources for lesbian, gay, bisexual and transgender victims of dating and domestic violence.

- 1-888-232-9124

Information regarding protective orders can be obtained at the Victim Assistance Office, 720 E. 4<sup>th</sup> St., Room 204, Charlotte, N.C., at 704-336-4126, Monday through Friday, 8 a.m.–5 p.m.

National Sexual Assault Hotline (<http://www.rainn.org>)

- 1-800-656-HOPE (4673) (24-hour)

National Domestic Violence Hotline (<http://www.thehotline.org>)

- 1-800-799-SAFE (7233) (24-hour)

The National Stalking Resource Center (<http://www.victimsofcrime.org/our-programs/stalking-resource-center>) provides online tools and information for victims of stalking, and links to local resources nationwide.

Text "loveis" to 77054 to text with an advocate via loveisrespect (<http://www.loveisrespect.org>) for support and information regarding dating violence.

## On-campus Help

*\*For students to obtain confidential on-campus services*

**Confidential reporting** to Campus Safety & Security through Silent Witness (<https://www.jwu.edu/forms.aspx?id=48647&ekfrm=48647>) (online only)

### Counseling Services

Academic Center, second floor  
980-598-1710 (by appointment, 8:30 a.m.–4:30 p.m.)

In case of emergency, the on-call counselor is available after-hours through Campus Safety & Security (980-598-1900).

### Health Services

Academic Center, second floor  
980-598-1700

*\*University confidential resources can be used to anonymously provide information to be counted for the Annual Security Report.*

### For employees to obtain confidential counseling services:

Employees may contact the university's employee assistance provider, Coastline EAP, at 1-800-445-1195.

### Other On-campus and University Help

#### Campus Safety & Security

Cedar Hall South, Suite 113, 980-598-1900 (24-hours, seven days a week)

#### Title IX Coordinator/Nondiscrimination Campus Liaison

Elizabeth Canning ([elizabeth.canning@jwu.edu](mailto:elizabeth.canning@jwu.edu)), Providence Campus (8 Abbott Park Place, Providence, RI 02903), 401-598-2716

#### Nondiscrimination Campus Liaisons

List of liaisons by campus is located here (<https://www.jwu.edu/content.aspx?id=30064775503>).

#### Residential Life

(24 hours a day in each residence hall)  
Resident Assistants, Residence Directors

#### Dean of Students

Cedar Hall South, Suite 100, 980-598-1830

#### Student Conduct

Cedar Hall South, Main Office, 980-598-1820

#### Human Resources

Gateway Center, Suite 412, 980-598-1006

#### The Gender Equity Center

Providence Campus (8 Abbott Park Place, Providence, RI 02903), 401-598-2248

Any student or employee who reports to the university pursuant to one of the above reporting options that he or she has been a victim of sexual assault, dating violence, domestic violence or stalking, whether the offense occurred on or off campus, shall be provided with a written explanation of the student or employee's rights and options under this policy and other relevant university procedures.

See also additional information:

- Education and Prevention (p. 15)
- Steps to Follow (p. 16)
- Criminal and Disciplinary Action (p. 21)

## Criminal and Disciplinary Action

### What Action May Be Taken

1. **Criminal Prosecution:** If you choose to pursue criminal prosecution through the courts, the incident should be reported to the police. Remember, a police report does not require a victim to prosecute and campus personnel are available to assist you when notifying the police. Please see Getting Help (p. 17) for sources of assistance for victims when moving through the prosecution process.
2. **University Disciplinary Action:** If you choose to report the matter to the university, the incident should be reported to Campus Safety & Security. Please see Getting Help (p. 17) for contacting Campus Safety & Security. Sexual assault and relationship violence (including dating violence, domestic violence, stalking and sexual exploitation) are violations of the university's Sexual Assault and Relationship

Violence Policy (p. 14), the Prohibited Discrimination and Harassment (including Sexual Harassment) Policy (p. 10), the Student Code of Conduct (<http://catalog.jwu.edu/handbook/studentaffairs/studentcodeofconduct>), as well as state and federal law, including Title IX of the Education Amendments of 1972 (Title IX). Sexual assault, sexual harassment and relationship violence alleged to have been committed by students are addressed through the university's Conduct Review Process (<http://catalog.jwu.edu/handbook/studentaffairs/studentcodeofconduct/conductreviewprocess>) and, as applicable, in accordance with Title IX and relevant state and federal law. Please see the Conduct Review Process (<http://catalog.jwu.edu/handbook/studentaffairs/studentcodeofconduct/conductreviewprocess>) for more information about the rights of parties related to complaints of sexual assault and relationship violence. Possible sanctions for a violation of the Student Code of Conduct regarding sexual assault and relationship violence are set forth in Sanctions (<http://catalog.jwu.edu/handbook/studentaffairs/studentcodeofconduct/sanctions>).

**When any one of the options above is pursued, you do not forfeit your right to pursue the remaining options.** Compliance with the items listed above does not constitute a violation of the Family Educational Rights and Privacy Act (20 U.S.C. 1232g).

See also the following pages:

- Education and Prevention (p. 15)
- Steps to Follow (p. 16)
- Getting Help (p. 17)
- Retaliation (p. 13)

## State Laws

In considering these offenses, the university will, if required by law, refer to the laws of Rhode Island, Florida, Colorado, North Carolina and/or Massachusetts. For state law definitions of sexual assault, dating violence, domestic violence and stalking, please refer to the campus-specific section.

Providence

### Rhode Island:

#### Sexual Assault

R.I. Gen. Laws § 11-37 (<http://webserver.rilin.state.ri.us/Statutes/title11/11-37>) § 11-37-2

*First degree sexual assault.* – A person is guilty of first degree sexual assault if he or she engages in sexual penetration with another person, and if any of the following circumstances exist:

- (1) The accused, not being the spouse, knows or has reason to know that the victim is mentally incapacitated, mentally disabled or physically helpless.
- (2) The accused uses force or coercion.
- (3) The accused, through concealment or by the element of surprise, is able to overcome the victim.
- (4) The accused engages in the medical treatment or examination of the victim for the purpose of sexual arousal, gratification or stimulation.

§ 11-37-4

*Second degree sexual assault.* – A person is guilty of a second-degree sexual assault if he or she engages in sexual contact with another person and if any of the following circumstances exist:

- (1) The accused knows or has reason to know that the victim is mentally incapacitated, mentally disabled or physically helpless.
- (2) The accused uses force, element of surprise, or coercion.
- (3) The accused engages in the medical treatment or examination of the victim for the purpose of sexual arousal, gratification or stimulation.

§ 11-37-6

*Third degree sexual assault.* – A person is guilty of third degree sexual assault if he or she is over the age of eighteen (18) years and engaged in sexual penetration with another person over the age of fourteen (14) years and under the age of consent, sixteen (16) years of age.

#### Dating Violence and Domestic Violence

R.I. Gen. Laws § 12-29 (<http://webserver.rilin.state.ri.us/Statutes/TITLE12/12-29/INDEX.HTM>)

§ 12-29-2 Definitions. – (a) "Domestic violence" includes, but is not limited to, any of the following crimes when committed by one family or household member against another:

1. Simple assault (§ 11-5-3);
2. Felony assaults (§§ 11-5-1, 11-5-2, and 11-5-4);
3. Vandalism (§ 11-44-1);
4. Disorderly conduct (§ 11-45-1);
5. Trespass (§ 11-44-26);
6. Kidnapping (§ 11-26-1);
7. Child-snatching (§ 11-26-1.1);
8. Sexual assault (§§ 11-37-2, 11-37-4);
9. Homicide (§§ 11-23-1 and 11-23-3);
10. Violation of the provisions of a protective order entered pursuant to § 15-5-19, chapter 15 of title 15, or chapter 8.1 of title 8 where the respondent has knowledge of the order and the penalty for its violation or a violation of a no contact order issued pursuant to § 12-29-4;
11. Stalking (§§ 11-59-1 et seq.);
12. Refusal to relinquish or to damage or to obstruct a telephone (§ 11-35-14);
13. Burglary and Unlawful Entry (§ 11-8-1 et seq.);
14. Arson (§ 11-4-2 et seq.);
15. Cyberstalking and cyberharassment (§ 11-52-4.2); and
16. Domestic assault by strangulation § 11-5-2.3.

(b) "Family or household member" means spouses, former spouses, adult persons related by blood or marriage, adult persons who are presently residing together or who have resided together in the past three (3) years, and persons who have a child in common regardless of whether they have been married or have lived together, or if persons who are or have been in a substantive dating or engagement relationship within the past one year which shall be determined by the court's consideration of the following factors:

1. the length of time of the relationship;
2. the type of the relationship;
3. the frequency of the interaction between the parties.

(c) "Protective order" means an order issued pursuant to § 15-5-19, chapter 15 of title 15, or chapter 8.1 of title 8.

(d) "Victim" means a family or household member who has been subjected to domestic violence

### **Stalking**

R.I. Gen. Laws § 11-59

§ 11-59-2 Stalking prohibited. – (a) Any person who: (1) harasses another person; or (2) willfully, maliciously and repeatedly follows another person with the intent to place that person in reasonable fear of bodily injury, is guilty of the crime of stalking.

(b) Stalking shall be deemed a felony punishable by imprisonment for not more than five (5) years, by a fine of not more than ten thousand dollars (\$10,000), or both.

### **Consent**

Consent, in reference to sexual activity, is not defined by statute in Rhode Island. However, lack of consent due to force or incapacitation is an element of the crime of sexual assault.

### **Massachusetts:**

#### **Sexual Assault:**

Indecent Assault and Battery: MGL c.265, s.13h (<https://malegislature.gov/Laws/GeneralLaws/PartIV/Title/Chapter265/Section13H>)

Section 13H. Whoever commits an indecent assault and battery on a person who has attained age fourteen shall be punished by imprisonment in the state prison for not more than five years, or by imprisonment for not more than two and one-half years in a jail or house of correction.

Whoever commits an indecent assault and battery on an elder or person with a disability, as defined in section 13K, shall be punished by imprisonment in the state prison for not more than 10 years, or by imprisonment in the house of correction for not more than 21/2 years, and whoever commits a second or subsequent such offense shall be punished by imprisonment in the state

prison for not more than 20 years. A prosecution commenced under this paragraph shall not be placed on file nor continued without a finding.

Rape: MGL c.265, s.22 (<https://malegislature.gov/Laws/GeneralLaws/PartIV/Title/Chapter265/Section22>)

Section 22. (a) Whoever has sexual intercourse or unnatural sexual intercourse with a person, and compels such person to submit by force and against his will, or compels such person to submit by threat of bodily injury and if either such sexual intercourse or unnatural sexual intercourse results in or is committed with acts resulting in serious bodily injury, or is committed by a joint enterprise, or is committed during the commission or attempted commission of an offense defined in section fifteen A, fifteen B, seventeen, nineteen or twenty-six of this chapter, section fourteen, fifteen, sixteen, seventeen or eighteen of chapter two hundred and sixty-six or section ten of chapter two hundred and sixty-nine shall be punished by imprisonment in the state prison for life or for any term of years.

No person serving a sentence for a second or subsequent such offense shall be eligible for furlough, temporary release, or education, training or employment programs established outside a correctional facility until such person shall have served two-thirds of such minimum sentence or if such person has two or more sentences to be served otherwise than concurrently, two-thirds of the aggregate of the minimum terms of such several sentences.

(b) Whoever has sexual intercourse or unnatural sexual intercourse with a person and compels such person to submit by force and against his will, or compels such person to submit by threat of bodily injury, shall be punished by imprisonment in the state prison for not more than twenty years; and whoever commits a second or subsequent such offense shall be punished by imprisonment in the state prison for life or for any term or years.

Whoever commits any offense described in this section while being armed with a firearm, rifle, shotgun, machine-gun or assault weapon, shall be punished by imprisonment in the state prison for not less than ten years. Whoever commits a second or subsequent such offense shall be punished by imprisonment in the state prison for life or for any term of years, but not less than 15 years.

No person serving a sentence for a second or subsequent such offense shall be eligible for furlough, temporary release, or education, training or employment programs established outside a correctional facility until such person shall have served two-thirds of such minimum sentence or if such person has two or more sentences to be served otherwise than concurrently, two-thirds of the aggregate of the minimum terms of such several sentences.

For the purposes of prosecution, the offense described in subsection (b) shall be a lesser included offense to that described in subsection (a).

### **Dating Violence and Domestic Violence:**

Massachusetts law does not define the crimes of "dating violence" or "domestic violence". However, state law defines the crime of "abuse" in G.L. c. 209A § 1 (<https://malegislature.gov/Laws/GeneralLaws/PartII/TitleIII/Chapter209A/Section1>) as: "the occurrence of one or more of the following acts between family or household members:

- (a) attempting to cause or causing physical harm;
- (b) placing another in fear of imminent serious physical harm;
- (c) causing another to engage involuntarily in sexual relations by force, threat or duress."

"Family or household members" is defined as: "persons who

- (a) are or were married to one another;
- (b) are or were residing together in the same household;
- (c) are or were related by blood or marriage;
- (d) having a child in common regardless of whether they have ever married or lived together; or
- (e) are or have been in a substantive dating or engagement relationship, which shall be adjudged by district, probate or Boston municipal courts consideration of the following factors:
  - (1) the length of time of the relationship;
  - (2) the type of relationship;
  - (3) the frequency of interaction between the parties; and

(4) if the relationship has been terminated by either person, the length of time elapsed since the termination of the relationship.”

**Stalking:**

Stalking is defined under G.L. c. 265, § 43 (a) (<https://malegislature.gov/Laws/GeneralLaws/PartIV/Title/Chapter265/Section43>) as follows:

“Whoever (1) willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress, and (2) makes a threat with the intent to place the person in imminent fear of death or bodily injury, shall be guilty of the crime of stalking . . . The conduct, acts or threats described in this subsection shall include, but not be limited to, conduct, acts or threats conducted by mail or by use of a telephonic or telecommunication device or electronic communication device including, but not limited to, any device that transfers signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.”

**Consent:**

Consent in reference to sexual activity, is not defined by statute in Massachusetts. The lack of consent is an element of the crimes indecent assault and battery and rape.

North Miami

**Sexual Assault:**

Florida State Statute 794.011 ([http://www.leg.state.fl.us/statutes/index.cfm?App\\_mode=Display\\_Statute&URL=0700-0799/0794/Sections/0794.011.html](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0700-0799/0794/Sections/0794.011.html))

In Florida, sexual assault is legally referred to as sexual battery.

Florida State Statute 794.011 (1)(h)

“Sexual battery” means oral, anal, or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object; however, sexual battery does not include an act done for a bona fide medical purpose.

**Dating Violence:**

Florida State Statute 784.046 (1)(d) ([http://www.leg.state.fl.us/statutes/index.cfm?App\\_mode=Display\\_Statute&URL=0700-0799/0784/Sections/0784.046.html](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0700-0799/0784/Sections/0784.046.html))

(d) “Dating violence” means violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on the consideration of the following factors:

1. A dating relationship must have existed within the past 6 months;
2. The nature of the relationship must have been characterized by the expectation of affection or sexual involvement between the parties; and
3. The frequency and type of interaction between the persons involved in the relationship must have included that the persons have been involved over time and on a continuous basis during the course of the relationship.

The term does not include violence in a casual acquaintanceship or violence between individuals who only have engaged in ordinary fraternization in a business or social context.

**Domestic Violence:**

Florida State Statute 741.28 (2) ([http://www.leg.state.fl.us/statutes/index.cfm?App\\_mode=Display\\_Statute&URL=0700-0799/0741/Sections/0741.28.html](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0700-0799/0741/Sections/0741.28.html))

“Domestic violence” means any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member.

**Stalking:**

Florida State Statute 784.048 ([http://www.leg.state.fl.us/Statutes/index.cfm?App\\_mode=Display\\_Statute&URL=0700-0799/0784/Sections/0784.048.html](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=0700-0799/0784/Sections/0784.048.html))

(1) As used in this section, the term:

(a) “Harass” means to engage in a course of conduct directed at a specific person which causes substantial emotional distress to that person and serves no legitimate purpose.

(b) “Course of conduct” means a pattern of conduct composed of a series of acts over a period of time, however short, which evidences a continuity of purpose. The term does not include constitutionally protected activity such as picketing or other organized protests.

(c) “Credible threat” means a verbal or nonverbal threat, or a combination of the two, including threats delivered by electronic communication or implied by a pattern of conduct, which places the person who is the target of the threat in reasonable fear for his or her safety or the safety of his or her family members or individuals closely associated with the person, and which is made with the apparent ability to carry out the threat to cause such harm. It is not necessary to prove that the person making the threat had the intent to actually carry out the threat. The present incarceration of the person making the threat is not a bar to prosecution under this section.

(d) “Cyberstalk” means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

(2) A person who willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person commits the offense of stalking, a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083.

(3) A person who willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person and makes a credible threat to that person commits the offense of aggravated stalking, a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.

(4) A person who, after an injunction for protection against repeat violence, sexual violence, or dating violence pursuant to s. 784.046, or an injunction for protection against domestic violence pursuant to s. 741.30, or after any other court-imposed prohibition of conduct toward the subject person or that person’s property, knowingly, willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person commits the offense of aggravated stalking, a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.

**Consent:**

Florida State Statute 794.011(1)(a) ([http://www.leg.state.fl.us/statutes/index.cfm?App\\_mode=Display\\_Statute&URL=0700-0799/0794/Sections/0794.011.html](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0700-0799/0794/Sections/0794.011.html))

“Consent” means intelligent, knowing, and voluntary consent and does not include coerced submission. “Consent” shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender.

Denver

**Sexual Assault:**

Colo. Rev. Stat. § 18-3-402 (<http://bit.ly/1GpWGkj>)

(1) Any actor who knowingly inflicts sexual intrusion or sexual penetration on a victim commits sexual assault if:

(a) The actor causes submission of the victim by means of sufficient consequence reasonably calculated to cause submission against the victim’s will; or

(b) The actor knows that the victim is incapable of appraising the nature of the victim’s conduct; or

(c) The actor knows that the victim submits erroneously, believing the actor to be the victim’s spouse; or

(d) At the time of the commission of the act, the victim is less than fifteen years of age and the actor is at least four years older than the victim and is not the spouse of the victim; or

(e) At the time of the commission of the act, the victim is at least fifteen years of age but less than seventeen years of age and the actor is at least ten years older than the victim and is not the spouse of the victim; or

(f) The victim is in custody of law or detained in a hospital or other institution and the actor has supervisory or disciplinary authority over the victim and



uses this position of authority to coerce the victim to submit, unless the act is incident to a lawful search; or

(g) The actor, while purporting to offer a medical service, engages in treatment or examination of a victim for other than a bona fide medical purpose or in a manner substantially inconsistent with reasonable medical practices; or

(h) The victim is physically helpless and the actor knows the victim is physically helpless and the victim has not consented.

**Dating Violence:**

Colorado State Law does not provide a definition for Dating Violence.

**Domestic Violence:**

Colo. Rev. Stat. § 18-6-800.3 (<http://bit.ly/1lyFsSe>)

(1) "Domestic violence" means an act or threatened act of violence upon a person with whom the actor is or has been involved in an intimate relationship. "Domestic violence" also includes any other crime against a person, or against property, including an animal, or any municipal ordinance violation against a person, or against property, including an animal, when used as a method of coercion, control, punishment, intimidation, or revenge directed against a person with whom the actor is or has been involved in an intimate relationship.

(2) "Intimate relationship" means a relationship between spouses, former spouses, past or present unmarried couples, or persons who are both the parents of the same child regardless of whether the persons have been married or have lived together at any time.

**Stalking:**

Colo. Rev. Stat § 18-3-602 (<http://bit.ly/1dWxFm>)

(1) A person commits stalking if directly, or indirectly through another person, the person knowingly:

(a) Makes a credible threat to another person and, in connection with the threat, repeatedly follows, approaches, contacts, or places under surveillance that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship; or

(b) Makes a credible threat to another person and, in connection with the threat, repeatedly makes any form of communication with that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship, regardless of whether a conversation ensues; or

(c) Repeatedly follows, approaches, contacts, places under surveillance, or makes any form of communication with another person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship in a manner that would cause a reasonable person to suffer serious emotional distress and does cause that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship to suffer serious emotional distress. For purposes of this paragraph (c), a victim need not show that he or she received professional treatment or counseling to show that he or she suffered serious emotional distress.

(2) For the purposes of this part 6:

(a) Conduct "in connection with" a credible threat means acts that further, advance, promote, or have a continuity of purpose, and may occur before, during, or after the credible threat.

(b) "Credible threat" means a threat, physical action, or repeated conduct that would cause a reasonable person to be in fear for the person's safety or the safety of his or her immediate family or of someone with whom the person has or has had a continuing relationship. The threat need not be directly expressed if the totality of the conduct would cause a reasonable person such fear.

(c) "Immediate family" includes the person's spouse and the person's parent, grandparent, sibling, or child.

(d) "Repeated" or "repeatedly" means on more than one occasion.

**Consent:**

Colo. Rev. Stat § 18-3-401 (<http://bit.ly/1GyCPP6>)

(1.5) "Consent" means cooperation in act or attitude pursuant to an exercise of free will and with knowledge of the nature of the act. A current or previous relationship shall not be sufficient to constitute consent under the provisions

of this part 4. Submission under the influence of fear shall not constitute consent.

Charlotte

**Sexual Assault:**

Article 7A - Rape and Other Sex Offenses. ([http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/ByArticle/Chapter\\_14/Article\\_7A.html](http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/ByArticle/Chapter_14/Article_7A.html))

§ 14-27.1. Definitions.

As used in this Article, unless the context requires otherwise:

(1) "Mentally disabled" means (i) a victim who suffers from mental retardation, or (ii) a victim who suffers from a mental disorder, either of which temporarily or permanently renders the victim substantially incapable of appraising the nature of his or her conduct, or of resisting the act of vaginal intercourse or a sexual act, or of communicating unwillingness to submit to the act of vaginal intercourse or a sexual act.

(2) "Mentally incapacitated" means a victim who due to any act committed upon the victim is rendered substantially incapable of either appraising the nature of his or her conduct, or resisting the act of vaginal intercourse or a sexual act.

(3) "Physically helpless" means (i) a victim who is unconscious; or (ii) a victim who is physically unable to resist an act of vaginal intercourse or a sexual act or communicate unwillingness to submit to an act of vaginal intercourse or a sexual act.

(4) "Sexual act" means cunnilingus, fellatio, analingus, or anal intercourse, but does not include vaginal intercourse. Sexual act also means the penetration, however slight, by any object into the genital or anal opening of another person's body: provided, that it shall be an affirmative defense that the penetration was for accepted medical purposes.

(5) "Sexual contact" means (i) touching the sexual organ, anus, breast, groin, or buttocks of any person, (ii) a person touching another person with their own sexual organ, anus, breast, groin, or buttocks, or (iii) a person ejaculating, emitting, or placing semen, urine, or feces upon any part of another person.

(6) "Touching" as used in subdivision (5) of this section, means physical contact with another person, whether accomplished directly, through the clothing of the person committing the offense, or through the clothing of the victim. (1979, c. 682, s. 1; 2002-159, s. 2(a); 2003-252, s. 1; 2006-247, s. 12(a).)

§ 14-27.2. First-degree rape.

(a) A person is guilty of rape in the first degree if the person engages in vaginal intercourse:

(1) With a victim who is a child under the age of 13 years and the defendant is at least 12 years old and is at least four years older than the victim; or

(2) With another person by force and against the will of the other person, and:

1. Employs or displays a dangerous or deadly weapon or an article which the other person reasonably believes to be a dangerous or deadly weapon; or
2. Inflicts serious personal injury upon the victim or another person; or
3. The person commits the offense aided and abetted by one or more other persons.

(b) Any person who commits an offense defined in this section is guilty of a Class B1 felony.

(c) Upon conviction, a person convicted under this section has no rights to custody of or rights of inheritance from any child born as a result of the commission of the rape, nor shall the person have any rights related to the child under Chapter 48 or Subchapter 1 of Chapter 7B of the General Statutes. (1979, c. 682, s. 1; 1979, 2nd Sess., c. 1316, s. 4; 1981, c. 63; c. 106, ss. 1, 2; c. 179, s. 14; 1983, c. 175, ss. 4, 10; c. 720, s. 4; 1994, Ex. Sess., c. 22, s. 2; 2004-128, s. 7.)

§ 14-27.3. Second-degree rape.

(a) A person is guilty of rape in the second degree if the person engages in vaginal intercourse with another person:

(1) By force and against the will of the other person; or

(2) Who is mentally disabled, mentally incapacitated, or physically helpless, and the person performing the act knows or should reasonably know the other person is mentally disabled, mentally incapacitated, or physically helpless.

(b) Any person who commits the offense defined in this section is guilty of a Class C felony.

(c) Upon conviction, a person convicted under this section has no rights to custody of or rights of inheritance from any child conceived during the commission of the rape, nor shall the person have any rights related to the child under Chapter 48 or Subchapter 1 of Chapter 7B of the General Statutes. (1979, c. 682, s. 1; 1979, 2nd Sess., c. 1316, s. 5; 1981, cc. 63, 179; 1993, c. 539, s. 1130; 1994, Ex. Sess., c. 24, s. 14(c); 2002-159, s. 2(b); 2004-128, s. 8.)

#### § 14-27.4. First-degree sexual offense.

(a) A person is guilty of a sexual offense in the first degree if the person engages in a sexual act:

(1) With a victim who is a child under the age of 13 years and the defendant is at least 12 years old and is at least four years older than the victim; or

(2) With another person by force and against the will of the other person, and:

a. Employs or displays a dangerous or deadly weapon or an article which the other person reasonably believes to be a dangerous or deadly weapon; or

b. Inflicts serious personal injury upon the victim or another person; or

c. The person commits the offense aided and abetted by one or more other persons.

(b) Any person who commits an offense defined in this section is guilty of a Class B1 felony. (1979, c. 682, s. 1; 1979, 2nd Sess., c. 1316, s. 6; 1981, c. 106, ss. 3, 4; 1983, c. 175, ss. 5, 10; c. 720, s. 4; 1994, Ex. Sess., c. 22, s. 3.)

#### § 14-27.5. Second-degree sexual offense.

(a) A person is guilty of a sexual offense in the second degree if the person engages in a sexual act with another person:

(1) By force and against the will of the other person; or

(2) Who is mentally disabled, mentally incapacitated, or physically helpless, and the person performing the act knows or should reasonably know that the other person is mentally disabled, mentally incapacitated, or physically helpless.

(b) Any person who commits the offense defined in this section is guilty of a Class C felony. (1979, c. 682, s. 1; 1979, 2nd Sess., c. 1316, s. 7; 1981, c. 63; c. 179, s. 14; 1993, c. 539, s. 1131; 1994, Ex. Sess., c. 24, s. 14(c); 2002-159, s. 2(c).)

#### § 14-27.5A. Sexual battery.

(a) A person is guilty of sexual battery if the person, for the purpose of sexual arousal, sexual gratification, or sexual abuse, engages in sexual contact with another person:

(1) By force and against the will of the other person; or

(2) Who is mentally disabled, mentally incapacitated, or physically helpless, and the person performing the act knows or should reasonably know that the other person is mentally disabled, mentally incapacitated, or physically helpless.

(b) Any person who commits the offense defined in this section is guilty of a Class A1 misdemeanor. (2003-252, s. 2.)

#### **Dating Violence:**

State law does not provide a definition for dating violence.

#### **Domestic Violence:**

Chapter 50 B ([http://www.ncleg.net/EnactedLegislation/Statutes/HTML/ByChapter/Chapter\\_50b.html](http://www.ncleg.net/EnactedLegislation/Statutes/HTML/ByChapter/Chapter_50b.html))

§ 50B-1. Domestic violence; definition.

(a) Domestic violence means the commission of one or more of the following acts upon an aggrieved party or upon a minor child residing with or in the custody of the aggrieved party by a person with whom the aggrieved party has or has had a personal relationship, but does not include acts of self-defense:

(1) Attempting to cause bodily injury, or intentionally causing bodily injury; or

(2) Placing the aggrieved party or a member of the aggrieved party's family or household in fear of imminent serious bodily injury or continued harassment, as defined in G.S. 14-277.3A, that rises to such a level as to inflict substantial emotional distress; or

(3) Committing any act defined in G.S. 14-27.2 through G.S. 14-27.7.

(b) For purposes of this section, the term "personal relationship" means a relationship wherein the parties involved:

(1) Are current or former spouses;

(2) Are persons of opposite sex who live together or have lived together;

(3) Are related as parents and children, including others acting in loco parentis to a minor child, or as grandparents and grandchildren. For purposes of this subdivision, an aggrieved party may not obtain an order of protection against a child or grandchild under the age of 16;

(4) Have a child in common;

(5) Are current or former household members;

(6) Are persons of the opposite sex who are in a dating relationship or have been in a dating relationship. For purposes of this subdivision, a dating relationship is one wherein the parties are romantically involved over time and on a continuous basis during the course of the relationship. A casual acquaintance or ordinary fraternization between persons in a business or social context is not a dating relationship

#### **Stalking:**

North Carolina General Statutes § 14-277.3 ([http://www.ncleg.net/enactedlegislation/statutes/html/bysection/chapter\\_14/gs\\_14-277.3a.html](http://www.ncleg.net/enactedlegislation/statutes/html/bysection/chapter_14/gs_14-277.3a.html))

§ 14-277.3A. *Stalking.*

(b) Definitions. - The following definitions apply in this section:

(1) Course of conduct. - Two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, is in the presence of, or follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

(2) Harasses or harassment. - Knowing conduct, including written or printed communication or transmission, telephone, cellular, or other wireless telephonic communication, facsimile transmission, pager messages or transmissions, answering machine or voice mail messages or transmissions, and electronic mail messages or other computerized or electronic transmissions directed at a specific person that torments, terrorizes, or terrifies that person and that serves no legitimate purpose.

(3) Reasonable person. - A reasonable person in the victim's circumstances.

(4) Substantial emotional distress. - Significant mental suffering or distress that may, but does not necessarily, require medical or other professional treatment or counseling.

(c) Offense. - A defendant is guilty of stalking if the defendant willfully on more than one occasion harasses another person without legal purpose or willfully engages in a course of conduct directed at a specific person without legal purpose and the defendant knows or should know that the harassment or the course of conduct would cause a reasonable person to do any of the following:

(1) Fear for the person's safety or the safety of the person's immediate family or close personal associates.

(2) Suffer substantial emotional distress by placing that person in fear of death, bodily injury, or continued harassment.

#### **Consent:**

North Carolina does not provide a definition for consent in reference to sexual activity.

## Smoking

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

## Term Start Requirements

Term start requirements are mandatory and must be satisfied prior to enrollment. In order to be considered officially enrolled in classes at the start of each term, all university term start requirements must be satisfied. Students who fail to fulfill these requirements will have holds placed on their accounts and will be prohibited from entering classes or changing their

schedules. In some instances, schedules will be deleted and, if applicable, housing assignments will be removed.

Prior to each term's posted deadline for the term start requirements, all students must complete (or confirm completion of) the following requirements. Deadlines are set forth in the Academic Calendar (<http://catalog.jwu.edu/handbook/academiccalendar>) and are included in many email communications.

All students must

1. Participate in course registration.
2. Contact Student Academic & Financial Services to review their invoices and payment arrangements.
  - a. Invoices are mailed beginning in May (for the fall term), emailed in October (for the winter term) and January (for the spring term).
  - b. Students are encouraged to contact Student Academic & Financial Services prior to course registration to streamline the process of completing the term start requirements.
3. Meet the Payment Deadline Requirement.

If applicable, students must also

1. Satisfy the Financial Aid Requirements.
2. Satisfy high school requirements and receive a high school diploma (all new undergraduate students), B.S. requirements (all new graduate students) or master's requirements (all new postgraduate students) by submitting final, official documentation.
3. Satisfy the Health Services Requirement (all new students).
4. Satisfy the International Student Services Requirement.

#### **Payment Deadline Requirement**

A payment deadline has been established for each term. Prior to this deadline, all students must establish (or confirm) an appropriate and approved payment plan with Student Academic & Financial Services. Failure to satisfy this requirement will result in immediate and permanent deletion of the student's schedule, and a financial hold will be placed on the student's account. In this instance, students will be permitted to register only when holds no longer exist on their record. Students who have not registered by a term's deadline for completing term start requirements will be required to complete their payment arrangements, as well as satisfy all other hold(s) if applicable, before being able to register for courses. Students who subsequently satisfy their payment arrangements shall have no guarantee that they will be able to re-register for the same course(s) and/or section(s) from which they were dropped.

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

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

#### **Financial Aid Requirement**

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

## **University Holds**

Holds are placed when students are not in compliance with payment deadlines, term start requirements or university policy. Holds will prevent a number of activities, including (but not limited to) course registration, entry to class, graduation and transcript requests. Students are advised to review holds in jwuLink (<https://link.jwu.edu>) (Registration & Grades > Academic Records and Transcript) frequently, especially after each term's deadline for completing term start requirements and before the start of each term.

#### **Academic Progress Warning Hold**

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

#### **Academic Standing Hold**

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

#### **Collections Hold**

The Collections Hold prevents course registration, entrance to class, access to/release of official transcripts and release of diploma. This hold will be placed on a student's account if a student is no longer enrolled at the university and has outstanding charges for tuition, fees, room, meals, etc. with the university. A Collections Hold will be removed from a student's account once the outstanding balance is paid in full.

#### **Student Loan Entrance Counseling (Interview) Hold**

The Entrance Counseling Hold prevents course registration and entrance to class. This hold will be placed if a first-time borrower for the Federal Direct Loan program has not completed entrance counseling. Entrance counseling can be completed online (<http://www.studentloans.gov>). An Entrance Counseling Hold will be removed once the student has completed the entrance counseling. If this hold is not cleared by the end of the add/drop period, the student's schedule will be immediately and permanently deleted and the student will be considered withdrawn from the term.

#### **Financial Aid Hold**

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

#### **Financial Hold (Fall, Winter, Spring and Summer)**

The Financial Hold prevents course registration (if this hold is in place, the student's schedule is deleted and, if applicable, student-athletes will not be able to participate in their team's activities). In addition, a financial hold will prevent a student from securing a residence hall. This hold will be placed on the student's record if they have not established an acceptable payment plan with the university prior to each term's posted deadline for completing term start requirements. All payment plans must remain in good standing prior to the deadline for completing term start requirements in order to avoid a hold. This hold will be removed once a payment plan has been established and/or payments are up-to-date.

#### **Home-School Verification Hold**

The Home-School Verification Hold prevents course registration.

Home-schooled students will be required to provide a high school transcript and a copy of their ACT or SAT test scores. Both the grades on the transcript and the ACT/SAT test scores will be reviewed to determine admissions and scholarship eligibility. Combined SAT scores of 1000 (reading and math, 500 each) or ACT equivalent are required for admittance.

A home-schooled student must be able to document that he or she has 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.

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

### **Judicial Hold**

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

### **Library Hold**

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

### **Loan Delinquent Hold**

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

### **Medical Hold (A or B)**

Medical Hold A (issued by Health Services) and Medical Hold B (issued by Counseling Services) prevent course registration and entrance to class. These holds will be removed when the student has contacted the appropriate university office and satisfied requested requirements.

### **North Carolina Residency Application Hold**

The North Carolina Residency Application hold prevents course registration and entrance to class. This hold will be placed if a student attending the Charlotte Campus was awarded a North Carolina Need-Based Scholarship and has not submitted a requested North Carolina Need-Based Scholarship Residency Questionnaire and/or the North Carolina Long Form prior to the term's posted deadline for completing term start requirements. This hold will be removed when the residency form is received.

### **Perkins Loan Master Promissory Note (MPN) Hold**

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

immediately and permanently deleted and the student will be considered withdrawn from the term.

### **Previous Balance Hold**

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

### **Self-certification Hold**

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

### **Federal Direct Loan Master Promissory Note (MPN) Hold**

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

### **Verify Final Grades Received Hold**

The Verify Final Grades Received Hold prevents course registration and entrance to class. This hold will be placed if an undergraduate student has not provided the university with final, official documentation that verifies high school diploma completion or equivalent; or a graduate student has not provided the university with final, official documentation that verifies bachelor's degree completion.

Undergraduate students should see High School Completion Verification (<http://catalog.jwu.edu/admissions/applying/highschoolverification>) for additional information on acceptable documentation.

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

## **Withdrawal**

Before withdrawing from a course or the university, students must visit Student Academic & Financial Services (online program students must contact Online Student Services) to address the impact of withdrawal on their status. Withdrawal should be a last resort, so students should consult with their course instructor and take advantage of university resources, such as tutoring or study skills assistance. Withdrawing from a course (especially one that is a prerequisite requirement) could result in extra time at the university, additional charges and payments and potentially more student loans. 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.

Withdrawal may jeopardize or impact

- academic standing
- graduation date
- eligibility to remain in university housing
- eligibility to participate in athletic events
- financial aid eligibility (satisfactory academic progress)
- immigration status
- Veterans Administration benefits

It is the student's responsibility to notify Student Academic & Financial Services or Online Student Services in person or in writing (via JWU email, fax or letter) of their intent to withdraw from a course, a term or the university. Students are not permitted to withdraw from a course or the university during final exams. If students do not officially withdraw,

they will remain registered for courses and will be graded accordingly. Academic Advising & Counseling hours and locations can be found in Requirements & Advising ([http://linkweb.jwu.edu/Registration\\_and\\_Grades/Requirements\\_and\\_Advising](http://linkweb.jwu.edu/Registration_and_Grades/Requirements_and_Advising)).

Discontinuing attendance (e.g., not showing up for class or not accessing course materials in ulearn) or notifying an instructor does not constitute an official course withdrawal. Students who notify an instructor are still responsible for notifying Student Academic & Financial Services or Online Student Services to be considered officially withdrawn. Students may be withdrawn by an instructor from courses with specific attendance policies. Students should review Attendance (<http://catalog.jwu.edu/handbook/academicpolicies/attendance>) for additional policies.

The date the withdrawal notification is received shall be the date used in determining the refund of fees, if applicable, in accordance with the Tuition and Fees Credit Policy (p. 29).

A student who does not officially withdraw due to extenuating circumstances may submit a university enrollment dispute. Enrollment disputes must be submitted online within 30 days after the end of the term in dispute. To submit a dispute, students must complete the appropriate form (<http://www.jwu.edu/forms.aspx?id=55199&ekfrm=55199>). No adjustments to tuition and fees or financial aid will be made until the dispute is researched and either approved or denied. No enrollment disputes will be considered after 30 days from the end of the term in which the students intended withdrawal. Decisions will be made within 10 business days and students will receive notification via an email sent to the email address provided on the dispute form. The student must present supporting documentation that demonstrates serious and compelling reasons justifying the withdrawal and extenuating circumstances justifying its retroactive nature.

See additional sections for more information regarding withdrawals.

#### Course Withdrawal

##### Course Withdrawal

After the add/drop period has ended, students may withdraw from a course by consulting with Student Academic & Financial Services or Online Student Services. A student who withdraws from a course will be issued a WP or WF by the instructor in order to record attempted credits. A student who remains enrolled in one or more courses in the term will not be eligible for a tuition credit. Students who withdraw from all courses will be withdrawn from the term and are subject to the Term/University Withdrawal policy.

Students must officially withdraw from a course by the course withdrawal deadline; otherwise they will not be permitted to withdraw from the course and will be graded accordingly.

A withdrawal request after the deadline will only be permitted for extenuating conditions beyond the student's control. Students must provide documentation of the condition, which must be approved by an academic advisor/counselor. The course grade under these circumstances will be NC.

Withdrawal deadlines for academic courses and courses with an experiential education component are as follows:

- Four-week courses: 12th day of session
- Five-week courses: 15th day of session
- Full-term courses: 6th week of the term

#### Term/University Withdrawal

##### Term/University Withdrawal

Term/university withdrawal is defined as a complete withdrawal from all classes in a term. A complete withdrawal before the beginning of the term start date will result in no financial responsibility for that term.

Withdrawal from the university after the start of the term, voluntary or not, will result in tuition charges in accordance with the Tuition and Fees Credit Policy (p. 29). The date the withdrawal notification is received shall be the date used in determining the refund of fees, if applicable, in accordance with the Tuition & Fees Credit Policy. Grades of WP or WF will be issued by each course instructor in order to record attempted credits. Students withdrawing from the term/university should note the following:

- Students receiving financial aid are required to complete an exit interview with Student Academic & Financial Services to discuss the impact of withdrawal on tuition charges and financial aid; the financial

aid award (including grants, scholarships, loans and outside awards) for the current or subsequent terms may be affected.

- Students living in on-campus housing are required to contact Residential Life prior to the submission of their notice to discuss the impact of withdrawal on housing status. Students must vacate university housing within 24 hours of withdrawal, removing all personal belongings, returning keys and signing out at the front desk of their residence hall.
- When (or if) enrollment resumes, graduation date and academic progress are impacted. The university cannot guarantee when or if courses may be re-offered or if the student can resume enrollment in their original program of study. Withdrawal from a prerequisite course may impact future course registration, if scheduled, and may impact the sequencing of remaining requirements.

Students may return to the university to register for a future term, but are subject to the university's Readmittance Policy (p. 38).

The university reserves the right to withdraw students who fail to meet financial or specific attendance requirements or who, because of misconduct, disrupt the academic process in violation of the Student Code of Conduct (<http://catalog.jwu.edu/handbook/studentaffairs/studentcodeofconduct>).

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

## Unofficial Withdrawal

Federal financial aid regulations state that a student who earns no passing grades in all courses for a term must be considered an unofficial withdrawal, unless the institution can document that the student engaged in some academic activity beyond the 60% point of that term. A student must be engaged in academically related activities beyond the 60 percent of the enrollment period to retain eligibility for federal, institutional and external financial aid. If a student was not engaged in any academically related activities beyond the 60 percent, they will be assigned a withdrawal date based on the last date of an academically related activity.

A student who does not earn at least one 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.

## Medical Withdrawal

### Voluntary Medical Withdrawal

In addition to requesting a leave of absence under the Financial Aid Leave of Absence (p. 29) policy, students may choose to apply for a voluntary medical withdrawal if they need to leave school for a period of time to address illness or physical or mental health conditions that significantly impair their ability to function successfully or safely as a member of the university community. Students who are granted voluntary medical withdrawals may be eligible for an additional tuition credit to their student account upon their return to the university. A voluntary medical withdrawal is intended only for serious medical or psychological conditions, which may involve hospitalizations, intensive treatment, or other similar conditions or events. In these instances, time away from the university for treatment and recovery can often restore functioning to a level that will enable a student to return to the university and be successful.

Students considering a voluntary medical withdrawal for health-related conditions are encouraged to contact campus Health Services (for physical health issues) or Counseling Services (for mental health issues) to discuss the appropriateness of a voluntary medical withdrawal.

Requests (including required documentation) will be reviewed in a timely fashion and either approved or denied by the appropriate Health Services or Counseling Services staff and the associate dean of Counseling, Health & Wellness, or his/her designee. Medical documentation must be provided to certify the severity of the condition. Requested documentation may include a written recommendation from a university health care provider or an appropriately qualified medical or mental health professional from the community.

A student who is returning to the university after an approved voluntary medical withdrawal may be eligible for a tuition credit equal to the amount of adjusted tuition charged for the term the student was unable to complete due to the voluntary medical withdrawal. This credit can only be applied toward tuition charges for the term in which the student returns. In addition, the university allows students enrolled in the JWU Student Health Insurance Plan, who have been granted a voluntary medical withdrawal, to continue such enrollment for a maximum of one term; however, students must complete an enrollment application, available at campus Health Services and/or Counseling Services and pay separately the current premium for that term to the university's insurance agency. International students may be able to continue to remain in the United States in compliance with applicable immigration regulations. Please consult with International Student Services.

A student approved for a voluntary medical withdrawal will be notified in writing, at the time of the student's withdrawal, of any conditions that must be satisfied (in addition to the university's Readmittance Policy (p. 38)) for the student to return to the university. Such conditions will be determined on an individual basis and in accordance with law.

These conditions may include, but are not limited to, documentation or other evidence satisfactory to university Health Services or Counseling Services staff and the associate dean of Counseling, Health & Wellness or his/her designee, that the student is qualified and ready to resume studies and function safely and successfully as member of the university community, with or without reasonable accommodations. To fulfill such requirements, students are typically required to provide medical documentation from their individual treatment providers. The university relies heavily on the information received from the student's treatment providers. Students will be asked to provide an authorization form to allow Health Services and Counseling Services and the associate dean of Counseling, Health & Wellness or his/her designee to communicate with such treatment providers, university deans, the Center for Academic Support and other university personnel, where appropriate, regarding the student's return. The university may also require further information from the student if it determines that the information provided by the student's treatment provider is not sufficient (e.g., if information provided by the treatment provider is incomplete, requires further explanation or clarification or when there is a disconnect between the medical information provided by the treatment provider and other information in the student's files) to make a determination that the student is ready to resume studies and function safely and successfully as member of the university community, with or without reasonable accommodations.

In addition, in unusual circumstances (e.g., where the university is concerned about the provider's credentials), the associate dean of Counseling, Health & Wellness or his/her designee may request that the student undergo an additional assessment to allow the university to make a determination about the student's return. In those cases, the university will provide the student with a written explanation for such determination.

Students who are out of school on a voluntary medical withdrawal should submit such documentation to the applicable office (campus Health Services or Counseling Services) at least two weeks prior to their desired return date to allow the university the time to evaluate it. The documentation will be evaluated by a designated professional in the Health Services or Counseling Services office, as appropriate, who will provide a recommendation to the associate dean of Counseling, Health & Wellness or his/her designee. The associate dean of Counseling, Health & Wellness or his/her designee will make the final determination of whether the student has satisfied the conditions of reinstatement and will inform the student in writing of such determination.

Students with disabilities may be eligible for reasonable accommodations. Students are responsible for communicating their requests for accommodations to the Center for Academic Support. See Services (p. 48) for more information.

### Appeal

Students may appeal a decision regarding voluntary medical withdrawals by submitting a request in writing, by hand delivery or certified mail, to the dean of students or his/her designee. The request must be submitted within 10 days of the date of the decision and must state clearly the basis for the appeal. The appeal will be reviewed upon receipt, and a decision concerning the appeal will be available within a reasonable time. The decision of the appeal officer will be final.

## Military Withdrawal

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

- Students may work with each individual instructor to determine if an incomplete grade is appropriate. If an incomplete grade is not a viable option, the student will be permitted to withdraw either from individual courses or from the university. A credit of tuition and fees will be issued for those courses from which the student has withdrawn.
- Students who are called to active duty while enrolled should contact an academic advisor/counselor ([http://linkweb.jwu.edu/Registration\\_and\\_Grades/Requirements\\_and\\_Advising](http://linkweb.jwu.edu/Registration_and_Grades/Requirements_and_Advising)) to initiate the withdrawal process. An official copy of the military orders must be presented to invoke this special withdrawal and refund process. Students may also consider adding an authorized user (<http://www.jwu.edu/content.aspx?id=30064773309>) to view portions of their academic and financial records via a separate, secure login and website.

## Financial Aid Leave of Absence

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

Please note:

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

## Tuition and Fees Credit Policy

Term/semester charges are defined as tuition and, if applicable, room and meals, room only, student health insurance fee and orientation fee. Tuition is applicable to all students, including those in approved off-campus programs, which include internships and study abroad programs. The student health insurance fee and orientation fee are nonrefundable, if applicable. To the extent that any charges due to the university remain unpaid, no refund check will be issued. No tuition or fees will be assessed for terms/semesters that the student does not register. Students who withdraw (or become withdrawn) from the university prior to the end of the academic year may have their financial aid adjusted. Institutional grants and scholarships will be reduced in proportion to any tuition credit received. The distribution formula for the institutional refund to the Federal Student Financial Aid program shall be calculated according to federal regulations. Any refund due will be issued within 45 days after the date that the university was first notified of the withdrawal.

A student who does not officially withdraw due to extenuating circumstances may submit a withdrawal dispute. Withdrawal disputes must be submitted

online within 30 days after the end of the term in dispute. To submit a dispute, students must complete the online form (<http://www.jwu.edu/forms.aspx?id=55199&ekfrm=55199>). No adjustments to tuition and fees or financial aid will be made until the dispute is researched and either approved or denied. No withdrawal disputes will be considered after 30 days from the end of the term in which the students intended withdrawal. Decisions will be made within 10 business days and students will receive notification via an email sent to the email address provided on the dispute form. The student must present supporting documentation that demonstrates serious and compelling reasons justifying the withdrawal and extenuating circumstances justifying its retroactive nature.

<b>Date of withdrawal of all registration for undergraduate and graduate students</b>	<b>Credit for term charges (excluding the health insurance and orientation fees if applicable)</b>
Prior to the date the term begins	100%
During the 1st and 2nd weeks of a term	90%
During the 3rd and 4th weeks of a term	50%
During the 5th and 6th weeks of a term	25%
After the 6th week of a term	0%

<b>Date of withdrawal of all registration for post-graduate (doctoral and physician assistant) students</b>	<b>Credit for term charges</b>
On or prior to the date a semester begins	100%
After the date a semester begins and during the 1st and 2nd weeks of a semester	90%
During the 3rd and 4th weeks of a semester	50%
During the 5th, 6th, 7th and 8th weeks of a semester	25%
After the 8th week of a semester	0%

### Alabama and Georgia Refund Policy

The following refund policy is applicable to students attending Johnson & Wales University who are legal residents of the state of Georgia:

- An accepted applicant will receive a refund of any amount paid to the university with respect to a term if, prior to the commencement of classes for that term, he or she makes a request for a refund to Student Academic & Financial Services within three business days after making the payment.
- A student who provides official notice of withdrawal following the commencement of the academic term will receive a pro rata refund of tuition and fees\* (other than the orientation fee which is used for the purposes of orientation) as follows:

<b>Percent of total class days in the academic term elapsed prior to date of official notice of withdrawal</b>	<b>Refund of tuition and fees</b>
1 day–5%	95%
6–10%	90%
11–25%	75%
26–50%	50%
More than 50%	No refund

\* In the event that a refund is made under this policy, all institutional aid and scholarships for that term will be adjusted on a pro rata basis based upon the applicable refund. Official notice of withdrawal must be made by a student under this policy in person or by written notification to Student Academic & Financial Services. The date of an official notice of withdrawal is the date that it is received by Student Academic & Financial Services. Refunds are paid to students within 30 days of the official notice of withdrawal.

- In the event that the Tuition and Fees Credit Policy is more favorable than this Refund Policy for Georgia residents, the university will refund to the student the greater amount in accordance with the Tuition and Fees Credit Policy.

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

Any person or student 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.

### Withdrawal Policy for Study Abroad Programs

If a student withdraws for any reason, either voluntary or involuntary, prior to June 1 for the fall programs, September 1 for the winter programs, December 1 for the spring programs and March 1 for the summer programs, they may be eligible for a refund on the \$500 deposit (if applicable) and/or a reduction of the program cost charged to the student's account. A written withdrawal letter or email is required and must be sent to the Study Abroad office. This letter must be written and signed by the student. A telephone call will not be sufficient. The date on which your letter is received will be the formal date of withdrawal.

The \$500 study abroad deposit is nonrefundable as of June 1 for fall programs, September 1 for winter programs, December 1 for spring programs and March 1 for summer programs.

If a student withdraws after the dates listed above, the student will also be charged for a portion of the program cost. The amount charged (in addition to the \$500 deposit) is based on the date of withdrawal as well as the program start date. Please refer to the Withdrawal/Fee chart below for exact amounts.

<b>If you withdraw after the deposit is non-refundable:</b>	<b>The late withdrawal penalty is:</b>
60+ days before program start date	Deposit + \$500
30-59 days before program start date	Deposit + \$1,000
15-29 days before program start date	Deposit + \$2,500
1-14 days before program start date	Deposit + \$3,500
After program start date	Deposit + Balance of full program

### Refund Policy for Maryland Residents (Online Programs Only)

**Maryland Registration** — Johnson & Wales University has applied for registration with the Maryland Higher Education Commission for its online programs (May 2014).

<b>Proportion of Total Course, Program or Term Completed as of Date of Withdrawal/Termination</b>	<b>Tuition Refund</b>
Less than 10%	90%
10% up to but not including 20%	80%
20% up to but not including 30%	60%
30% up to but not including 40%	40%
40% up to but not including 60%	20%
More than 60%	No refund

Any refund due to an online Maryland student shall be based on the date of withdrawal or termination and paid within 60 days from the date of withdrawal or termination.

### Notice Regarding Maryland Student Complaint Process (Online Programs Only)

Any person or student who is a Maryland resident claiming damage or loss against Johnson & Wales University may file a complaint with the Maryland Attorney General or the Maryland Higher Education Commission after going through the Johnson & Wales University complaint and grievance process. Such complaints should be directed to:

**Maryland Attorney General  
Consumer Protection Division**

## Return of Title IV Funds

When a student withdraws (or becomes withdrawn) during a payment period or period of enrollment, the amount of student financial assistance earned is determined by a specific formula. The unearned portion(s) is returned to the student financial assistance program(s). The amount of assistance earned is determined on a pro rata basis. That is, if the student completed 30 percent of the payment period or period of enrollment, the student earns 30 percent of the assistance originally scheduled. Once the student has completed more than 60 percent of the payment period or period of enrollment, the student earns all of the assistance to which they were originally entitled. If the student received excess funds that must be returned, Johnson & Wales University must return a portion of the excess equal to the lesser of the student's institutional charges multiplied by the unearned percentage of the student's funds, or the entire amount of the excess funds.

## Allocation of Title IV Refunds

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



# Academic Policies

The following academic policies apply to students enrolled in undergraduate and graduate programs at JWU.

## Academic Decisions

Students who wish to appeal an academic decision should seek the help of the following people, in the following order:

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

For more information, see Complaints and Grievances (p. 7).

## Academic Integrity

### Academic Integrity Review Process

If a faculty member suspects that a violation of academic integrity (including but not limited to cheating, plagiarism or unauthorized collaboration) has occurred, the faculty member will communicate with the student regarding the alleged violation. If the student acknowledges responsibility for the alleged violation, the faculty member will impose a sanction(s), inform the department chair and document the sanction(s) in the Academic Integrity Review Form (found on jwuLink (<https://link.jwu.edu>)), which the student will sign. The faculty member will then submit the signed Academic Integrity Review form to Student Conduct for inclusion in the student's file.

If the student denies responsibility or fails to respond to the faculty member's request to communicate about the alleged violation, the faculty member will submit the Academic Integrity Review Form and any supplemental materials to Student Conduct and the student will participate in the Conduct Review Process (<http://catalog.jwu.edu/handbook/studentaffairs/studentcodeofconduct/conductreviewprocess>).

If, as a result of the Conduct Review Process, it is determined that the student is responsible for the alleged violation, the sanction(s) recommended by the faculty member on the Academic Integrity Review Form will be imposed. The faculty member and the student will be notified in writing of the outcome of the Conduct Review Process.

*•The Academic Integrity Review Process should only be used for violations of academic integrity. Disruptive behavior in the classroom, labs or other learning environments, including practicum properties, should be immediately reported to Campus Safety & Security. Students who are disruptive in the classroom, labs or other learning environments, including practicum properties, may be intermly suspended from the classroom, labs or other learning environments, including practicum properties, pending the outcome of the Conduct Review Process. Please see the Student Code of Conduct (<http://catalog.jwu.edu/handbook/studentaffairs/studentcodeofconduct>), the Conduct Review Process (<http://catalog.jwu.edu/handbook/studentaffairs/studentcodeofconduct/conductreviewprocess>) and Sanctions (<http://catalog.jwu.edu/handbook/studentaffairs/studentcodeofconduct/sanctions>) for more information.*

*•Students agree that by taking courses at Johnson & Wales University, papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Usage policy posted on the website (<http://turnitin.com>).*

## Academic Standards

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. If students are not in good academic standing or have questions about the requirements for graduation, they should make an appointment with an academic advisor for assistance in assessing their situation.

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.

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

### Academic Standing Standards: Undergraduate Day and Online Programs

#### 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	0-21	1.0-1.99	Probation 1st Term
Good Standing	0-21	0-.99	Suspended
Good Standing	21.1-42	1.26-1.99	Probation 1st Term
Good Standing	21.1-42	0-1.25	Suspended
Good Standing	42.1-higher	1.5-1.99	Probation 1st Term
Good Standing	42.1-higher	0-1.49	Suspended

#### 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	Suspended
Good Standing	21.1-42	1.26-1.99	Probation 1st Term
Good Standing	21.1-42	0-1.25	Suspended
Good Standing	42.1-higher	1.5-1.99	Probation 1st Term
Good Standing	42.1-higher	0-1.49	Suspended
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	Suspended
Probation 1st Term	21.1-42	1.26-1.99	Probation 2nd Term
Probation 1st Term	21.1-42	1.0-1.25	Suspended
Probation 1st Term	21.1-42	0-.99	Academic Dismissal
Probation 1st Term	42.1-higher	1.5-1.99	Probation 2nd Term
Probation 1st Term	42.1-higher	1.26-1.49	Suspended
Probation 1st Term	42.1-higher	0-1.25	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	Suspended
Probation 2nd Term	21.1-42	1.26-1.99	Probation 3rd Term
Probation 2nd Term	21.1-42	1.0-1.25	Suspended
Probation 2nd Term	21.1-42	0-.99	Academic Dismissal

Probation 2nd Term	42.1-higher	1.5-1.99	Probation 3rd Term
Probation 2nd Term	42.1-higher	1.26-1.49	Suspended
Probation 2nd Term	42.1-higher	0-1.25	Academic Dismissal
Probation 3rd Term	0-higher	2.0-4.0	Good Standing
Probation 3rd Term	0-higher	1.51-1.99	Suspended
Probation 3rd Term	0-higher	0-1.50	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: Graduate Programs

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	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 Probation

Probation may affect a student's ability to register and/or graduate. Graduate program students are allowed one term only on probation.

#### Academic Suspension

Suspended students may not matriculate at the university for at least one term and are expected to work on academic deficiencies. To return to the university, these students must petition the Academic Appeals Committee, providing a letter of intent and documentation of academic improvement. The committee will consider appeals that document mitigating circumstances.

#### Academic Dismissal

Dismissed students may no longer matriculate at the university 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. The committee will consider appeals that document mitigating circumstances.

#### 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 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 a mandatory student skills strategies seminar 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 during their university experience and to maximize their educational opportunities. While online courses do not require regular in-class attendance, students are expected to meet stated due dates as provided by the faculty member at the beginning of each course. Students confirm enrollment by completing the first stated assignment or activity by the due date. If students do not complete this requirement they will be withdrawn without academic penalty from the course (i.e., as never attended) and, when appropriate, issued a tuition adjustment in accordance with the tuition and fees credit policy. Faculty will notify Student Academic Services of students who fail to complete their first assignment by the second Saturday of the course.

Students should not assume course or university withdrawal by not engaging in a course(s). It is the student's responsibility to notify Student Academic & Financial Services of any courses that they are no longer attending, as well as intent to leave the university. Discontinuing participation or notifying an instructor does not constitute an official course or university withdrawal. Lack of engagement may have a significant negative impact on the student's grade in the course at the discretion of the instructor.

#### Online Add/Drop Policy

Add/Drop is defined as adding and dropping any number of courses, but maintaining enrollment in a term. Students may add an online course up through the first Saturday of the term. Students may drop an online course without penalty up through the second Saturday of the term, but financial aid and account charges may be impacted (schedule changes may impact financial aid and account charges; consult Student Academic & Financial Services as needed). An official add or drop must be completed via jwuLink (<http://link.jwu.edu>) or with Student Academic Services.

## Change of Program

Students may request a program change by completing a Change of Status form with Online Student Services. The ability to enter a new program is not guaranteed and is subject to space availability and the student meeting eligibility criteria (as applicable).

Students can view the list of available programs in the current catalog (<http://catalog.jwu.edu/programsofstudy/online>). It is recommended that students discuss their options with their online academic advisor if they are unsure of their choices.

It is recommended that students request to change their program or catalog as early as possible so that they may seek proper advice and to facilitate new program registration. Program changes cannot be guaranteed and are subject to space and course availability. Any program change may delay graduation and impact satisfactory academic progress (<http://catalog.jwu.edu/financingyourdegree/academicprogress>). Students are encouraged to utilize the What If ([http://linkweb.jwu.edu/Registration\\_and\\_Grades/Grad\\_Planning\\_System](http://linkweb.jwu.edu/Registration_and_Grades/Grad_Planning_System)) feature in GPS to determine how their coursework applies to a new program or current catalog.

Approved changes will become effective for the subsequent term if requested after the add/drop period. Registering for courses in the new program is the student's responsibility and subject to availability.

Note: Students who have met the degree requirements for their program of study but continue to enroll in courses in a subsequent term will automatically be enrolled as an extension student and will be ineligible for financial aid.

Please review the following information carefully regarding program changes:

- Students may request to follow the curriculum requirements as published in the current catalog for their program of study. Students may not combine program requirements from multiple catalogs.

- Students are responsible for the curriculum specified in the catalog in place at the time of program change.
- Courses that no longer apply to the new program will be calculated in the cumulative GPA as well as counted as credits attempted for the purposes of determining satisfactory academic progress. However, only those courses which apply to the new program will be calculated in the student's graduating GPA when the degree is awarded.
- Prior college transcripts and/or previous transfer credits will be reviewed and may be adjusted based on new program of study.
- Students may not request to change into a program that has been discontinued.

At the discretion of the deans or department chairs revised curricula may be implemented.

- Students on academic probation are not eligible to change their program without the approval of their academic advisor.

## Class Schedules

The course schedule ([https://uconnect.jwu.edu/prod/bwckschd.p\\_disp\\_dyn\\_sched](https://uconnect.jwu.edu/prod/bwckschd.p_disp_dyn_sched)) is published before registration begins for each term. The course schedule includes course capacity, course prerequisites and additional information for courses meeting the search criteria.

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

## Curriculum Modifications

In an effort to improve and modify curricula, university administration may modify course requirements and programs of study. These changes in curricula are not always reflected in the current university catalog.

At the discretion of the deans or department chairs, the university will implement the revised curricula when deemed appropriate and notify students of the change via their JWU email account. A student's degree audit will reflect these changes. Students should contact their dean and/or department chairperson with any questions about curriculum modifications.

### Teachout Policy

In the event of program discontinuation, the university will make every effort to teach out currently enrolled students and to discontinue admission of students to the program once the decision is made to terminate the program. The university will ensure that those students already enrolled in the program are able to complete the program in a timely fashion, with minimal disruption, and with faculty who have the appropriate credentials and experience. Students will be notified of potential program discontinuation considerations and the time frame for phasing out programs, so that students and the university can seek acceptable solutions for the protection of enrolled students.

Before terminating a degree program, every reasonable effort will be made to allow students to complete their degrees. Transfers to comparable programs at external institutions will be considered and facilitated, if mutually acceptable to the student and the receiving institution. Students will be provided advising assistance with respect to their academic program options.

## Enrollment Verification

For the purposes of financial aid and verification of enrollment, a student is considered enrolled in the term 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).

Students may print their own enrollment certificates conveniently and easily via [jwuLink](https://link.jwu.edu) (<https://link.jwu.edu>). These certificates can be viewed or printed by the student and then sent to student service providers. Students can also view deferments sent to lenders.

The official provider of enrollment certification for the university is the National Student Clearinghouse. Enrollment data is reported to the clearinghouse every 30 days. If a student has registered late, this information may not be reported until the submission of the next file.

The enrollment certificate will provide details on whether a student is enrolled full time, half time or less than half time for the current term or for all of the terms they have been enrolled at the university. Certifications can

be used for insurance companies, scholarships, good student discounts, prospective employment and all other services that require proof of being enrolled at the university. Each certification that the National Student Clearinghouse supplies is an official university document.

The following are the criteria for classification of enrollment by level of program and credit hours of registration:

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

### National Student Clearinghouse

Johnson & Wales University has authorized the National Student Clearinghouse to provide degree and enrollment verification. Potential employers or services providers are directed to verify a student's status through degree verification. Refer to The National Student Clearinghouse ([http://www.studentclearinghouse.org/contact\\_us.php](http://www.studentclearinghouse.org/contact_us.php)) for contact information.

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

## Final Exam Schedule

All final exams are administered during the exam period. No student will be excused from a final exam in any course for any reason except for illness, participation in athletics, or other university sanctioned event. In this case, students must contact the faculty member regarding the absence.

## Grade Appeals

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

## Grade Point Average

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

### Formula

The formula for calculating the GPA is as follows:

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

See Grading System (p. 35) for a list of Grade Quality Point Values.

### Repeated Courses

If a student chooses to repeat a course (when a grade other than W has been assigned) only the highest grade earned will be calculated into the student's overall GPA, as well as credits attempted for the purposes of determining satisfactory academic progress. However, students are eligible for financial aid for only one repetition of a previously passed course. Both grades will appear on the academic transcript. Earlier attempts will be noted on the transcript as excluded from the cumulative GPA as well as credits attempted for the purposes of determining satisfactory academic progress. Additionally, the repeated course will not count towards meeting an additional degree requirement. When a student has repeated a course previously applied to an awarded degree, both grades will be included in the cumulative GPA.

## Grade Reports

A student must be officially registered in a course for a grade to be issued. The university does not mail grade reports. All grades are available online via [jwuLink](https://link.jwu.edu) (<https://link.jwu.edu>). All students have the convenience and security to access their grades online and print them at their discretion. Once grades are available (generally by the Thursday after final exam week), students are sent a notification to their JWU email account. Grades are considered official and final only when listed on the academic transcript.

# Grading System

## Unit of Credit

The university measures undergraduate and graduate academic progress using the quarter credit hour system with the exception of the doctoral and physician assistant studies program, which operate under a semester credit hour system. Courses are offered in three formats and may combine two or more of those formats, which are lecture, laboratory and experiential.

Generally, one quarter credit represents 10 hours of instruction, which includes class lecture and additional activities; one quarter credit hour equals two laboratory hours or three experiential hours. Furthermore, all courses require additional hours of study and preparation outside of the classroom or learning environment.

Please select the appropriate tab to review the respective grading system.

Undergraduate

## Undergraduate Grading System

September 1985 to present (note: not all grades are used by all colleges or schools)

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
Withdrawal/Fail	WF	0.00
Withdrawal/Pass	WP	
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	

Grade reports are viewable in jwuLink (<http://link.jwu.edu>).

## 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)#

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

To record attempted credits, a grade of WP or WF is recorded when a student withdraws from a culinary/baking & pastry laboratory course or a course with an experiential education component, or is withdrawn due to excessive absences from a registered course after its add/drop period has ended. To qualify for a WP, the student must have an estimated grade of 60 or higher at the time of withdrawal. This grade is not entered into the term and cumulative grade point averages. If the estimated grade is below 60, the student will be issued a WF, which is entered into the term and cumulative grade point averages as a failing grade until successful completion of the course at a later date.

## 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)

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)#

A temporary mark given when the completion of course requirements is still underway. A Grade Pending 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 one year, it will automatically become an F.

## Incomplete (I)#

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 two 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 Incomplete (I) will change to a U.

## No Credit (NC)#

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)#

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

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/Unsatisfactory (S/U)

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

September 1996 to present (note: not all grades are used by all colleges or schools)

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
Withdrawal/Fail*	WF	0.00
Withdrawal/Pass*	WP	

Incomplete	I
Audit	AU
Grade Pending	GP
No Credit	NC (non-punitive withdrawal)
No Grade	NG
Satisfactory	S
Unsatisfactory	U

\*after September 2011

Grade reports are viewable in jwuLink (<http://link.jwu.edu>).

**PLEASE NOTE:**

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). MBA foundation courses with grades below a C will need to be repeated.

**Failure (F)#**

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

In order to record attempted credits, a grade of WP or WF is recorded when a student withdraws from a culinary/baking & pastry laboratory course or a course with an experiential education component, or is withdrawn due to excessive absences from a registered course after its add/drop period has ended. To qualify for a WP, the student must have an estimated grade of 70 or higher at the time of withdrawal. This grade is not entered into the term and cumulative grade point averages. If the estimated grade is below 70, the student will be issued a WF, which is entered into the term and cumulative grade point averages as a failing grade until successful completion of the course at a later date.

**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)#**

A temporary mark given when the completion of course requirements is still underway. A Grade Pending 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 one year, it will automatically become an F.

**Incomplete (I)#**

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 two weeks of the final exam class day or the grade will automatically become an F and the grade will 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)#**

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)#**

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

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

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 Studies Prerequisites

### Graduate Prerequisite and Foundation Courses

Prerequisite courses are undergraduate classes required for students who need to prepare for graduate study. Course descriptions for undergraduate prerequisite courses are listed in the university catalog (<http://catalog.jwu.edu>).

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. The academic standards (<http://catalog.jwu.edu/handbook/academicpolicies/academicstandards>) for students in foundation courses are the same as stated for students in the MBA program.

Students should refer to Testing for Credit ([http://linkweb.jwu.edu/Registration\\_and\\_Grades/Testing\\_for\\_Credit](http://linkweb.jwu.edu/Registration_and_Grades/Testing_for_Credit)) regarding policies and procedures for satisfying prerequisite and foundation requirements through testing options. These options may not be exercised after the first term of enrollment in a graduate program. Contact Graduate Admissions ([pvdgrad@admissions.jwu.edu](mailto:pvdgrad@admissions.jwu.edu)) or Online Admissions ([online@admissions.jwu.edu](mailto:online@admissions.jwu.edu)), if you are an online student, for more information on prerequisite and foundation courses.

## Graduation Requirements

### Rules to Determine Catalog Year for Graduation

- The catalog in effect for the term a student is admitted to the university for their program of study is assigned as the student's "catalog year." Students will follow the program requirements specified in their catalog year to progress toward graduation.
- Students who are continuously enrolled will maintain their catalog year. Students with a break in enrollment exceeding one or more years will follow the catalog in effect at the time of re-admittance.
- When the university discontinues a program, students who are currently enrolled in the program will be allowed a specified amount of time to complete the requirements as long as continuous enrollment is maintained. Additional students may not declare a program that has been discontinued.

### Graduation Application

Each student is required to submit an online graduation application in jwuLink (<https://link.jwu.edu/cp/home/displaylogin>) for each expected degree (i.e., associate, bachelor's, master's, doctoral) at least two terms prior to completion. This application ensures that (1) the student is reviewed at the end of the correct term, (2) the student's name is printed correctly on his/her diploma and (3) the student receives his/her diploma at the correct address. Please note the following:

- Failure to submit an application may result in delayed graduation.
- Before submitting an application (submission does not imply completion or attendance at commencement), students should refer to their degree audit ([http://linkweb.jwu.edu/Registration\\_and\\_Grades/Grad\\_Planning\\_System/Audit](http://linkweb.jwu.edu/Registration_and_Grades/Grad_Planning_System/Audit)) to review program requirements and confirm their expected degree completion term.
- Students completing a certificate program must complete a graduation application, but are reminded that, as non-degree recipients, they are not eligible to participate in commencement.
- In the event that degree requirements were not met, students are required to submit a new graduation application for the term in which they expect to complete the outstanding requirements; failure to submit a new application may result in delayed graduation.
- When a graduation application has not been submitted, the student's name will be printed on the diploma as listed in university records and the permanent home address on file will be used for diploma mailing.

### Diplomas

Generally, diplomas are issued six to eight business weeks after degree completion. Only one diploma is issued per degree.

Students may purchase an e-diploma which is an official electronic copy of an issued diploma. This is available through our diploma vendor Michael Sutter who will email students an e-diploma link after their diploma has been issued. Students may also contact Michael Sutter via phone at 435-654-2300 or website (<http://www.michaelsutter.com/jwu>) to order an e-diploma. The

cost of an e-diploma is \$5 (paid directly to Michael Sutter). The e-diploma will be accessible to the student for life. Please note: students with a graduation year prior 2007 must first submit a Diploma Reissue Request form ([http://www.jwu.edu/uploadedFiles/Documents/Forms/Academic\\_Services/DiplomaReissueRequest.pdf](http://www.jwu.edu/uploadedFiles/Documents/Forms/Academic_Services/DiplomaReissueRequest.pdf)) to Student Academic Services and may then obtain an e-diploma of the reissued diploma.

Diplomas may be reissued when lost, stolen or the graduate has an authorized name change. Completion of a Diploma Reissue Request form is required; duplicate diplomas include a reissue date. Replacement diplomas are ordered weekly and are generally delivered within 5-10 business days for domestic addresses. International addresses may take up to six weeks. Rush delivery is available through our diploma vendor. There is an additional charge for rush delivery. There is an immediate \$25 charge in addition to the cost of shipping and handling in accordance with UPS Worldwide Express. Students must contact Student Academic & Financial Services to speak with the diploma ordering representative for pricing information.

Diplomas will be issued provided all financial and library obligations with the university have been met and there are no other holds or outstanding issues on the student's record (e.g., outstanding library fee, unreturned athletic gear). Review holds frequently in jwuLink (<https://link.jwu.edu/cp/home/displaylogin>).

Students may check the status of their diploma order online (<http://www.michaelsutter.com/jwu>). Students should log in using their last name and student ID.

### **Notarization of Official University Documents (Apostille)**

An apostille may be required for a diploma, a transcript, or other university documents being sent to an entity in another country. The entity may refer to the required document as needing to be "certified," "notarized" or "authenticated." For students planning to study, teach or work abroad, the country may require this extra step for certifying educational documents.

The process for requesting an apostille begins with the completion and submission of an Apostille Request ([http://www.jwu.edu/uploadedFiles/Documents/Student\\_Life/forms/JWUApostilleRequest.pdf](http://www.jwu.edu/uploadedFiles/Documents/Student_Life/forms/JWUApostilleRequest.pdf)) form (with accompanying payment and documentation) to Student Academic & Financial Services. Once Student Academic & Financial Services receives the request with the appropriate payment and documentation, we will complete the process on behalf of the student and return the documents as directed on the Apostille Request form. The apostille is issued by the Rhode Island Secretary of State, not the university.

### **Additional Graduation Obligations**

In addition to submitting a graduation application, students must complete Exit Counseling online and attend an exit counseling session with Student Academic & Financial Services during the last term of enrollment. Completion of these steps does not imply degree completion or attendance at graduation ceremonies; refer to the commencement (<http://www.jwu.edu/commencement>) website for information on the ceremonies.

#### **Undergraduate**

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

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

### **B.S. (Undergraduate) Degree Candidates**

Graduation requires successful completion of a prescribed sequence of study and a minimum 2.00 grade point average. Students with a cumulative GPA below 2.00 will be in noncompliance with the criteria for good academic standing and may be subject to academic dismissal. Furthermore, as required by their program, all students must successfully complete career capstone and any and all requirements as indicated in their catalog (e.g., culinary/pastry/hospitality students are required to take FSM1065 Food Safety and Sanitation Management and must pass a national certification exam recognized by the Conference for Food Protection to fulfill graduation requirements).

All bachelor's-level degrees require the completion of a minimum of 180 quarter credits. While most major programs have variations that require

slightly more quarter credits for completion, no program requires fewer than the 180 quarter credit minimum.

Students who graduate with a bachelor of science 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. If competency is not achieved at this point, students must successfully complete ENG0001 Writing Workshop and achieve competency. This, in effect, is a graduation writing requirement for all students pursuing a bachelor of science degree from JWU.

### **Undergraduate Latin Honors**

The following undergraduate Latin honors are issued upon graduation, based on students' graduating grade point averages:

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

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

Note: Students who have met the degree requirements for their program of study but continue to enroll in courses in a subsequent term will automatically be enrolled as an extension student in the subsequent term and will be ineligible for financial aid.

#### **Graduate**

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.

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

### **Master's Degree Candidates**

Graduation requires successful completion of a prescribed sequence of study and a minimum grade point average of 3.00. Students with a cumulative GPA below 3.00 will be not be in compliance with the criteria for good academic standing and may be subject to academic dismissal. Foundation and prerequisite courses are not calculated into the graduating grade point average.

## **Honor Code**

As honor is the foundation of the pursuit of knowledge, a Johnson & Wales student will commit to acting with honor in all aspects of campus life. This commitment to honor is demonstrated through intellectual curiosity, community awareness and strong citizenship, and leads to excellence. This promise includes acting with integrity with original academic work; fostering an environment rich with civil debate and discourse; celebrating the rich, diverse student body; upholding ethical and professional standards; engaging in all aspects of the university community; and behaving in a responsible and respectful manner in and out of the classroom. A Johnson & Wales student recognizes that he or she is bound to this community and promises to assist others in upholding these same high standards. It is with pride that a student commits to this code.

## **Outcomes Assessment**

### **University Outcomes**

#### **Professional Competence**

Graduates will demonstrate the knowledge and skills required to succeed in their chosen profession.

#### **Foundation for Lifelong Learning**

Graduates will demonstrate the knowledge and skills necessary for lifelong learning, including competence in communication, critical and creative thinking, quantitative and scientific reasoning, and the ability to evaluate,

integrate and apply knowledge from multiple perspectives when making decisions and solving problems.

### **Global and Community Citizenship**

Graduates will demonstrate the necessary skills, including an awareness of ethical responsibility and cultural/global diversity, to live and work collaboratively as contributing members of society.

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

## **Readmittance Policy**

Students may enroll and leave during any term of an academic year. Students who are considering a withdrawal or break in enrollment should review the university's policies regarding Withdrawal from the University (p. 27).

If returning for the winter, spring or summer term, a readmittance request is not required if the student was enrolled for a term in that academic year. If returning for the fall term, a request is not required if the student attended in the preceding spring or summer term. Otherwise, the student must complete a readmittance request before they can participate in course registration.

Students approved for readmittance will be assessed the current tuition rate and are responsible for any changes to their program of study that may have occurred during their period of absence.

If the break in enrollment exceeds one year or more, the student's program of study may follow the requirements as listed in the current year catalog. A review of previously awarded transfer credit will also be conducted and may be adjusted.

Readmittance requests are not guaranteed, are subject to availability of space and must satisfy additional readmittance criteria (p. 38).

### **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 as 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 five years.
- The student submits a notification of intent to re-enroll within three years after the completion of service or within two 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.

## **Additional Readmittance Criteria**

- Any readmittance to the university is subject to the university's current admissions requirements.
- Students will not be readmitted into a program that has been discontinued.
- Students seeking readmittance after academic suspension must include documentation in their request that indicates improvement in areas of deficiency. A decision will be determined by the Academic Appeals Committee.
- Readmittance after suspension must be done so in accordance with the process outlined by Student Conduct.
- Students seeking readmittance after a voluntary medical withdrawal must forward required medical documentation and any other documentation to Health Services or Counseling Services. The documentation must be evaluated and approved as described in Voluntary Medical Withdrawal (p. 28) to determine whether the student is ready to return to the university.
- Students requesting readmittance after attending another institution must meet residency requirements (p. 43). Students must submit an official college transcript to Student Academic & Financial Services within the first term of their readmittance for the university to review transfer credit.
- International students must be cleared and approved by International Student Services.
- Students must have submitted verification of high school completion and/or bachelor's degree completion (as applicable) in order to be approved for readmittance.

To submit a request for readmittance, students must complete an On-Campus Program Readmittance Request (<https://www.jwu.edu/forms.aspx?id=55197&ekfrm=55197>) or Online Program Readmittance Request (<https://www.jwu.edu/forms.aspx?id=55198&ekfrm=55198>) form. The readmittance request should be submitted at least six weeks prior to the requested term start date.

Following a completed review, the student will receive notification regarding the status of the request. Please allow up to 10 business days for processing. If approved, the student will receive instructions regarding course registration, as well as the presence of any holds, which must be cleared prior to being permitted to participate in course registration.

# Academic Information

Information on a variety of academic-related topics including honors programs, ESL, internships, transfer policies, programs for veterans and much more.

## Awards and Honors

### Undergraduate

Johnson & Wales University recognizes high-level scholastic achievement in a variety of ways.

#### Latin Honors

Eligible 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.

#### Dean's List

In recognition of scholastic achievement, full-time students (carrying a minimum of 12 quarter credit hours) at Johnson & Wales University who have achieved a term GPA of 3.40 or above receive Dean's List commendation. Upon processing of approved grade changes, student records will be re-evaluated for Dean's List eligibility.

#### Awards

Johnson & Wales University recognizes superior academic achievement and outstanding contributions in extracurricular activities by granting awards at a private ceremony held prior to commencement. These awards, which include the Trustee Award, Academic Performance Award and Dean's Award, are based on decisions made by an Awards Committee consisting of faculty and administration members from each college and/or school. A complete listing of awards is available in the university catalog (<http://catalog.jwu.edu>).

#### Academic Honor Society

Alpha Beta Kappa is a national honor society that recognizes superior student academic achievement, character and leadership. Students with a graduating GPA of 3.9 or higher are eligible. Students are notified in April of their eligibility. A one-time membership fee is required. The society may also elect a limited number of faculty, staff and alumni as honorary members.

## Class

### Student Class Level

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

#### Undergraduate

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

#### Graduate

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

## Commencement

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

Visit the commencement website (<http://www.jwu.edu/commencement>) for information on commencement ceremonies.

### The Difference Between Graduation and Commencement

Commencement is not the same as graduation.

**Graduation** refers to actually receiving a degree or certificate of completion once Johnson & Wales University has verified a student has met all

degree or certificate requirements. Upon verification, the degree or certificate is awarded and noted in the student information system so that it displays on the student's official transcript. Diplomas are printed and mailed after the degree or certificate verification process is complete, approximately six to eight business weeks after the end of the term (see Graduation Requirements (<http://catalog.jwu.edu/handbook/academicpolicies/graduationrequirements>)).

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

### Commencement Ceremony Eligibility

For participation in the May 2016 Commencement Ceremony and inclusion in the commencement program, degree-seeking students must fall into one of the following categories:

- The student is awarded a degree in the fall 2015 term or winter 2015-16 term.
- The student is enrolled in the spring 2016 term and, as of March 18, has an expected degree completion term of spring 2016, summer 2016 or fall 2016.

Names of eligible doctoral candidates are submitted by the director of doctoral studies (Providence only).

### Participation

To participate in the May commencement ceremony, students must

- submit an online graduation application via jwuLink (<https://link.jwu.edu>) for the term in which they expect to complete their requirements
- complete exit counseling online and attend an exit counseling session
- obtain their cap and gown. After the student loan exit counseling session, students will receive a cap and gown form. Pickups can be made at the campus bookstore(s) during normal business hours.

Note: Students who have borrowed student loans and have not completed student loan exit counseling will not receive a cap and gown. Students will not be allowed to participate in the ceremony without a cap and gown.

### The Commencement Program

The commencement program listing contains the names of students meeting eligibility criteria. When determining honors status for publication purposes, the student's cumulative GPA at the end of the winter term of the current year is used for students completing their remaining course requirements in or following the spring term. A student's final GPA will be used to record graduating honors, as applicable on the student's diploma and academic transcript.

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

### Students Enrolled in Online Programs

Students will be invited to participate in commencement ceremonies at the Providence Campus. However, students can also choose to attend commencement at an alternate campus. Students are encouraged to refer to the commencement website (<http://www.jwu.edu/commencement>) for information on commencement ceremonies. Graduate students are invited to the Graduate Studies commencement ceremony at the Providence Campus or the Denver Campus.

## Concentrations

Undergraduate concentrations are only available to students entering the university prior to summer 2014. Students may only select a concentration if it is required to meet a degree requirement. Not all concentrations are available for all programs, and students are responsible for meeting all course prerequisite requirements. Concentrations are not guaranteed and



are subject to availability of space. A listing of current concentrations can be obtained in Student Academic & Financial Services.

When selecting a concentration to meet a specific degree requirement, students may not apply a course in their program toward a concentration requirement. Additionally, the same course cannot be applied to different College of Management concentrations.

Students should consult with their faculty advisor to determine which concentration(s) will best further their career goals. Students then need to formally declare their concentration(s) by submitting a Concentration Request form to Student Academic & Financial Services.

The successful completion of a maximum of three concentrations will be recorded on the student's academic transcript. A concentration will not be applied to a student's academic transcript after their degree has been awarded. Upon completion of a concentration, no form of honors or GPA is issued for the concentration.

**Note:** Transfer students may apply two transfer courses toward a declared concentration, except for the School of Hospitality which permits one course.

## Course Cancellation Policy

Student Academic & Financial Services reserves the right to limit, cancel or change classes in the term offerings at any time. Student Academic & Financial Services will contact students affected by cancellations via their JWU email account **only**. It is the students' responsibility to obtain cancellation information, as well as to review and manage their course schedule. Students affected by course cancellations may adjust their course registration on jwuLink (<https://link.jwu.edu>) as long as there are no holds preventing registration on their account.

## Course Registration

The following reflects general policy information regarding registration. Detailed registration information and steps can be found by visiting Course Planning ([http://linkweb.jwu.edu/Registration\\_and\\_Grades/Course\\_Planning](http://linkweb.jwu.edu/Registration_and_Grades/Course_Planning)).

### Undergraduate and Continuing Education

First-term day program students will be registered for courses by Student Academic & Financial Services. Students are then required to register themselves for courses after one term of enrollment. Undergraduate day program students may not register for more than 21 credit hours.

Continuing education (CE) students are required to register themselves beginning with their first term of enrollment. CE students may not register for more than 21 credit hours. Under special circumstances, a CE student may enroll in one day class if space is available as long as they are also enrolled in an evening class. Students seeking this option must meet with a Student Academic & Financial Services representative to be granted an override to register for the day class through jwuLink (<https://link.jwu.edu>).

Students may not register for more than 13.5 credits in online courses in any given term.

Continuing education and graduate students may register in internship experiences only upon approval from Experiential Education & Career Services. For information on registering in all other internship programs, refer to Internship Programs (p. 41).

### Graduate Programs

Graduate students are required to register themselves beginning with their first term of enrollment. Students may not register for more than 13.5 credit hours per term. Specific graduate programs may require students to enroll in additional credit hours. Students can review program requirements and suggested course sequencing by utilizing their degree audit and planner in Grad Planning System ([http://linkweb.jwu.edu/Registration\\_and\\_Grades/Grad\\_Planning\\_System](http://linkweb.jwu.edu/Registration_and_Grades/Grad_Planning_System)) (GPS).

A summer term is mandatory in the M.A.T. programs due to course sequencing.

Once accepted into a graduate program, students may not register for courses at the undergraduate level to satisfy graduate foundation requirements.

### Online Courses

The university offers a select number of online courses to undergraduate students at all JWU campuses. Before students register for an online course,

they should review what to expect in online classes (<http://online.jwu.edu/uploadedFiles/Content/Documents/WhatToExpectOnlineClasses.pdf>). Students may not register for more than 13.5 credits in online courses in any given term.

### International Students

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

### Course Audit

Students may choose to register for classes on an audit basis. Students who are auditing a class are not eligible to receive financial aid for that class. No credit or grade is earned for an audited course, but it will be recorded on the student's academic transcript with a grade marker of AU (Audit). Subsequently, an audited course cannot satisfy program requirements.

GPA calculation is not impacted by an audited class. The academic work required in an audit situation is at the discretion of the course's instructor (laboratory, doctoral and online courses may not be audited). Satisfactory academic progress may be impacted if the student is registered for a class as an audit but then subsequently withdraws from the audited class. If this change causes the student to complete less than the required pace completion, the student will fail to meet the pace standard. Audited classes do impact a student's maximum time frame as they are considered attempted hours.

Interested students must meet with Student Academic & Financial Services to complete a Course Audit request form (note: prerequisite course requirements must be completed). Online program students must contact Online Student Services.

Audited courses are subject to normal tuition fees, and must be registered by the end of the add/drop period.

Note: Students who have met the degree requirements for their program of study but continue to enroll in courses in a subsequent term will automatically be enrolled as an extension student in the subsequent term and will be ineligible for financial aid.

English as a Second Language (ESL)

### English as a Second Language (ESL)

Students requiring ESL courses will be registered by Student Academic & Financial Services until all ESL requirements are successfully completed; a schedule hold is in effect during this time, which prevents the student from making changes to their schedule. Students wishing to continue in ESL courses during the summer must notify Student Academic & Financial Services.

Upon anticipated completion (i.e., exiting) of all ESL requirements the Schedule Hold will be released. Student Academic & Financial Services will then register students for courses required in their degree program for the following term. Students are then required to register themselves for all remaining terms. Please note, students are responsible for the curriculum specified in the catalog in place when they are registered for courses in their degree program. Additionally, prior college transcripts and/or previous transfer credits will be reviewed and may be adjusted based on the student's new catalog.

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

Pre-MBA

### Pre-MBA

While enrolled in the Pre-MBA program, students will be registered by Student Academic & Financial Services until all Pre-MBA requirements are successfully completed; a schedule hold is in effect during this time, which prevents the student from making changes to his or her schedule. Upon anticipated completion of all Pre-MBA requirements, the Schedule Hold will

be released. Students are then required to register themselves for all MBA program requirements.

Should a student not successfully complete any Pre-MBA requirement, the Schedule Hold will be reactivated and the student will be re-registered accordingly. Students accepted into the Pre-MBA program cannot transfer to the MBA program without first completing all Pre-MBA program requirements. Students must successfully complete the Pre-MBA program with a grade point average of 3.0 to enroll directly into their selected MBA program.

Post-Graduate (Doctoral)

### Post-graduate (Doctoral)

Students will be registered for courses by Student Academic & Financial Services each semester until completion of the program. Students will be notified of when they can view and print their course schedule via jwuLink. Additionally, doctoral program students who do not complete the dissertation in the prescribed time will be automatically registered for EDUC9011 Doctoral Dissertation Advisement, which will result in a fee being assessed each semester, including summer, until the successful completion of program.

Extension (non-matriculating)

### Extension Students

Extension students (also called "non-degree" or "non-matriculating") are those who are not enrolled in a degree-earning program. These students register for courses on a space available basis.

Students not meeting prerequisite requirements for a course should contact Student Academic & Financial Services to discuss waiving the prerequisite. Students should be aware that credits taken as an extension student may not be applicable to current program requirements.

Students subsequently wishing to enroll in a degree program must apply through Admissions (<http://admissions.jwu.edu/apply>) and will be subject to the university's current admissions requirements. If accepted into a degree program, the student is responsible for all courses prescribed in that program, regardless of previously waived prerequisites.

Please note that extension students are not eligible to receive federal, state or institutional financial aid and are subject to the Tuition and Fees policy (<http://catalog.jwu.edu/handbook/academicinformation/tuitionandfees>).

Graduate students may register for a maximum of two graduate courses, if space is available, without applying for degree status in any of the programs. Students must obtain permission from the dean to enroll in a course that requires a prerequisite that the student has not completed. Students wishing to enroll in a degree program must apply through Graduate Admissions (<http://admissions.jwu.edu/apply/application/graduate>).

## Courses Taken at Other Institutions

### Undergraduate Courses

Enrolled students requesting to take courses elsewhere (at U.S. schools) must submit a Request to Take Classes Elsewhere form ([http://www.jwu.edu/uploadedFiles/Documents/Forms/Academic\\_Services/JWURequestToTakeClassesElsewhere.pdf](http://www.jwu.edu/uploadedFiles/Documents/Forms/Academic_Services/JWURequestToTakeClassesElsewhere.pdf)) to obtain prior approval from Student Academic & Financial Services. Enrolled students requesting to take courses at an international institution must contact Study Abroad. The following requirements must be met:

1. The student must have an overall grade point average above 2.0.
2. There is a limit of 18 quarter credits, which may be taken during enrollment at the university.
3. The course(s) must not be in the major field.
4. The courses(s) must not be one(s) previously taken at JWU and for which a grade of W was issued.
5. The course(s) must be taken within one year of permission being granted.
6. Course credits from other institutions must equate to JWU-requested course credit.
7. Grades of C or better (2.00 or equivalent) from an accredited institution may be accepted for transfer. Transfer credits are not calculated into the cumulative grade point average.
8. Students are responsible for tuition and fees for approved course(s) at the other institution.

9. A student will not be granted credit (transfer credit or otherwise) for work done during the period of disciplinary suspension.

For each approved course, students must receive a minimum grade of C (2.00 equivalent) for Johnson & Wales to award transfer credit. Transfer credits are not calculated into the cumulative GPA.

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

**Note:** Any exceptions to criteria 1–5 will be made by a director in Student Academic & Financial Services or Online Student Services ([Sas.onl@jwu.edu](mailto:Sas.onl@jwu.edu)), if the student is in an online program.

## English Language Institute

The English Language Institute provides international students with an opportunity to learn English as a second language.

The Institute offers intensive classroom instruction and weekly enhancement activities for students who are preparing for undergraduate and graduate degree programs. Students with TOEFL scores below 550 (for the paper-based TOEFL) and/or TOEFL scores below 80 (for Internet-based TOEFL-IBT) (or equivalent English language proficiency exams) are required to enroll in the program before matriculating into degree programs. Upon entrance, students are given a placement test to determine their level of English proficiency.

## Full-time Status

For the purposes of financial aid and verification of enrollment, a student is considered enrolled in the term 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 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 WP, WF 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.

## Graduate Planning System (GPS)

### Understanding Degree Requirements

As a member of the Johnson & Wales University student body, you are in a position to graduate with an impressive class of students. To reach that goal, you first need to be familiar with your degree requirements and how to register them. To help guide you, JWU offers the Grad Planning System (GPS) ([http://linkweb.jwu.edu/Registration\\_and\\_Grades/Grad\\_Planning\\_System](http://linkweb.jwu.edu/Registration_and_Grades/Grad_Planning_System)).

## Internship Programs

Internship opportunities are available in all colleges and schools. In many cases, the internship is a required part of the college or school curriculum. Internship is designed to provide eligible students with practical work experience in their chosen field of study while earning academic credit. For

details regarding specific programs, please refer to the current catalog (<http://catalog.jwu.edu/providence>).

Consult with Experiential Education & Career Services (EE&CS) for details regarding internships for specific academic programs. For general information, review the Student Guide to Internships ([http://catalog.jwu.edu/handbook/academicinformation/internshipprograms/INTERNSHIPGUIDEBOOK\\_April\\_2015.pdf](http://catalog.jwu.edu/handbook/academicinformation/internshipprograms/INTERNSHIPGUIDEBOOK_April_2015.pdf)).

### Registration

Beginning in January, eligible day program students register for the term in which they wish to take an internship in the upcoming academic year via jwuLink (<https://link.jwu.edu>). Students are urged to register early to secure their internship in their chosen term, as selection is on a first-come, first-served basis. Students who are required to select an internship and don't register by the stated deadline will be automatically registered for a term by Experiential Education & Career Services.

Students who do not meet prerequisites six months prior to the selected term may be dropped from the internship and reassigned a new term. Additionally, internship registration will be removed if a student withdraws or fails to enroll in any term prior to their selected internship term.

Continuing education and graduate students need to meet with EE&CS prior to registering for internship. These students register for internships based on the assigned registration start date ([http://linkweb.jwu.edu/Registration\\_and\\_Grades/Registration\\_Start\\_Dates](http://linkweb.jwu.edu/Registration_and_Grades/Registration_Start_Dates)) for the term in which they intend to enroll in their internship.

To learn more about internships and additional requirements, refer to jwuLink (<https://link.jwu.edu>) (Jobs & Internships > Find an Internship).

To speak with an advisor and/or get contact information and office location, refer to jwuLink (<https://link.jwu.edu>) (Jobs & Internships > Experiential Education & Career Services).

### Grade Point Average (GPA)

- Some academic programs and/or sites require a 2.75 GPA.
- International internships require a 3.25 GPA.
- Graduate internships require a 3.5 GPA.

### Credits

Internships generally vary between 4.5 and 13.5 credits, depending on the academic program of study.

### Academic Programs

#### College of Management

School of Business internship opportunities are available primarily for students who have completed 130 credits. Students use their elective credits to complete internships.

School of Hospitality internship opportunities are available. In some academic programs within the school, a 3000-level, 13.5 credit internship is required as part of the curriculum. Students who have completed 130 credits also have the opportunity to complete a 4000-level internship using their elective credits.

#### College of Culinary Arts

All students participate in a 13.5 credit, 2000-level internship as a required part of the curriculum. Completion of all freshman-level courses is required for this program. Students who have completed 130 credits also have the opportunity to complete a second, 4000-level internship or study abroad using their elective credits. Note: Students accepted into the culinary nutrition program will only complete a 4000-level internship.

#### School of Engineering & Design

Internship opportunities are available primarily for students who have completed 130 credits. Students use their elective credits to complete internships.

#### College of Arts & Sciences

College of Arts & Sciences internship opportunities are available. In some academic programs, a 3000- or 4000-level internship is required as part of curriculum. In other academic programs, students can use their elective credits to complete an internship.

### Graduate Studies

Internships for 4.5 credits are available for students who have earned 45 credits (only for students enrolled in the general MBA program). Students use their elective credits to complete internships.

### Internships for International Students

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

### Minors

A minor is a series of courses in a second area of study apart from the major. Minors consists of a minimum of 22.5 quarter credits. Credits earned toward a major cannot be applied to the minor. A maximum of 9.0 quarter credit hours of transfer credit can be applied to a minor. The successful completion of a minor will be recorded on the student's academic transcript when degrees are awarded. A minor will not be applied to a student's academic transcript after their degree has been awarded. Upon completion of a minor, no form of honors or grade point average is issued for the minor.

### Proctoring

Most assessments or exams in online courses are completed online in ulearn. However, certain courses may require a proctor to administer exams or assessments. For example, for challenge exams that are an element of the Assessment of Prior Learning process, students must make proctoring arrangements. A proctor is an impartial individual who monitors or supervises students while they are completing the assessment/exam. The proctor ensures the security and integrity of the assessment process.

### Making Proctor Arrangements

#### Taking the Assessment/Exam on a JWU Campus

Students who live near a JWU campus and want to take an assessment/exam on-site must contact the appropriate department at each campus (see below) to arrange for a date and time for the proctoring appointment. Students must complete an Online Learning Proctor Application and Agreement Form and return it to Online Student Services at least two weeks prior to the assessment/exam. Online Student Services will provide the assessment/exam to the campus department during the dates allowed for the assessment. It is the student's responsibility to make sure the proctoring appointment falls within the dates allowed.

Providence Campus  
Center for Academic Support  
401-598-1485

North Miami Campus  
Center for Academic Support  
305-892-7026

Denver Campus  
Center for Academic Support  
303-256-9461

Charlotte Campus  
Center for Academic Support  
980-598-1500

#### Arranging for an Independent Proctor

Students who are unable to make arrangements to take an assessment/exam on a JWU campus must arrange for an independent proctor. See the Online Learning Proctor Application and Agreement Form (<http://www.jwu.edu/uploadedFiles/Documents/Academics/Proctor%20Form.doc>) for a list of suitable proctors and proctor requirements. Secure a proctor and make sure that both you and your proctor fill out the necessary information on the form. Return the form to Online Learning at least two weeks prior to the assessment/exam. Online Learning will provide the assessment/exam to the proctor during the dates allowed for the assessment. It is the student's

responsibility to contact the proctor to set up a proctoring appointment for completing the assessment during the dates allowed.

Once the Online Learning Proctor Application and Agreement Form is received, Online Learning will contact you within 2-3 business days to let you know if your proctor has been accepted. It is assumed that you will use the proctor for all required assessments/exams for the term. If you need to change proctors in the middle of the term, a new form must be submitted.

### Proctoring Fees

Proctoring services at a JWU campus are free. Independent proctors may choose to charge a fee, and their fees vary. Ask potential proctors about fees before completing the Online Learning Proctor Application and Agreement Form. Any fees charged by proctors are the responsibility of the student.

## Repeat of Courses

Courses may be repeated to earn a better grade, if the appropriate course is available. Upon successful completion of the course at a later date, the cumulative average is adjusted to reflect the highest grade earned. However, each grade earned will appear on the academic transcript. Students are required to pay normal tuition charges for all repeated course work.

Students are eligible for financial aid for only one repetition of a previously passed course. The highest grade earned will be calculated into the grade point average. When a student has repeated a course previously applied to an awarded degree, each grade earned will be included in the cumulative grade point average. However, the grade point average recorded at the time of degree conferral will not be recalculated.

### Course Deficiency

A course deficiency occurs when a student fails to complete a 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 one 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/advisor in Student Academic & Financial Services. Academic counselors/advisors 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 required to attend content tutoring. The course deficiency hold will be removed once the student has satisfied the course requirement.

### Academic Counseling

Academic counselors/advisors are available in Student Academic & Financial Services to assist students with preparation for graduation. Their goal is to assist students in evaluating, developing and maximizing their potential by providing guidance and support.

## Residency Requirement

Please see the appropriate section for information regarding residency requirements.

### Undergraduate

The undergraduate residency requirement refers to the number of courses and credits students must take at JWU, whether they are transfer students or JWU students acquiring an additional degree. The residency requirement for all students at Johnson & Wales University 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.

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

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

### Additional Degrees

Students may pursue one additional associate in science undergraduate degree by completing a Change of Status Form in consultation with an academic counselor in Student Academic & Financial Services. The additional degree must be in a program that has a minimum of 31.5 credits that are not in the student's primary major. (There must be a 31.5 credit difference between the two associate degrees.) Half of the credits must be within the major field of the additional associate degree. Classes in the additional associate degree may not be used as electives in the primary major if residency requirements have not been met.

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

### Graduate

Residency requirement refers to the number of courses and credits a student must take at Johnson & Wales University.

A maximum of 20% of the program's credits can be awarded as transfer credit. Credit may be awarded for graduate-level courses that were completed with a grade of B or better (3.00 GPA) at another institution accredited by an accrediting agency recognized by the U.S. Department of Education or International Ministry of Education.

Due to the overlap in core curriculum, students who complete an MBA at the 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 an M.S. program at the university through Graduate Admissions. Students must meet the entrance requirements for the prospective program to gain admittance.

Only one doctoral degree is allowed.

## Standardized Testing and Prior Learning Assessment

By successfully completing one of the options offered (Challenge, CLEP or Portfolio Assessment) 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 will be granted.
3. Students may not apply for an assessment as a substitute for a class where a withdrawal (W) grade has been issued. They may not be substituted for a class previously taken or a class in which the student is presently registered.
4. Assessments are for academic credit and carry nonrefundable fee(s).
5. Assessments must fall within the residency requirement (p. 43) for each degree.
6. The CLEP Exam requires a passing score of 50 or higher for CLEP credit to be awarded.
7. CLEP Exams, if failed, can be repeated in three months.
8. Portfolio Assessment and Challenge Exams cannot be repeated if failed.
9. The university recognizes up to a maximum of 45 undergraduate credits earned through Prior Learning Assessment.
10. Students must present a valid picture ID when testing.

Visit Testing Services ([http://linkweb.jwu.edu/Registration\\_and\\_Grades/Testing\\_for\\_Credit](http://linkweb.jwu.edu/Registration_and_Grades/Testing_for_Credit)) for complete 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.

### For More Information

If you need more information about Johnson & Wales University's Standardized Testing and Prior Learning Assessment programs:

#### Providence Campus

- University Testing & Transfer, 401-598-2442

#### North Miami Campus

- Center for Academic Support, 305-892-7026

#### Denver Campus

- Student Academic & Financial Services, 303-256-9700

#### Charlotte Campus

- Center for Academic Support, 980-598-1500

#### Placement Testing

##### (non-credit, no fees)

Placement tests are used to place students into appropriate mathematics and English classes. Modern language tests (French, German and Spanish) as well as English as a Second Language are also available.

##### 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 placement testing if transfer credit has been awarded for the appropriate 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 reading comprehension test which evaluates comprehension skills, and a sentence skills test which evaluates writing skills. The ACCUPLACER exams are computer based tests (CBT) developed by College Board.

All of these tests are placement tests - students do not pass or fail them and they do not affect admission to the university. They are used to place students in the appropriate courses, based upon their skills.

After acceptance, students will be emailed information about completing 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 seven 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. Students will receive a score report immediately following ACCUPLACER administration. Students will also be contacted by an academic counselor in Student Academic & Financial Services a week 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 one retake 30 days after their initial testing and at no charge.

##### Modern Languages

All undergraduate students who have studied more than one year of French, German or Spanish are required to take a placement exam for that language. The placement exam will be 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 language level. Students placing out of a required level of a language will be given the option to apply for the Departmental Challenge Examination to earn these credits (fees apply) or replace these credits with arts and sciences electives.

##### English as a Second Language

Students admitted into the ESL Program (Providence and North Miami campuses only) are required to complete the Levels of English Proficiency (LOEP) Test to assess their English language proficiency prior to registering for courses in their intended program of study. This test includes three sections: reading, language usage and sentence meaning. The placement

test will be scheduled at the beginning of each term. The university uses the ACCUPLACER computer-based placement testing system.

Results of the LOEP placement testing 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 can take the Institutional TOEFL Test (ITT) and with a minimum test score of 550, can exit the 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.

##### Academic Support and Disability Accommodations

Students with a documented disability requiring special accommodations must forward documentation to the Center for Academic Support (<http://catalog.jwu.edu/studentservices/academicsupport>) at least two weeks prior to placement testing to ensure that accommodations can be made. No accommodations will be provided without appropriate documentation 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.

##### Portfolio Assessment

##### (for credit, with fees)

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 as well as have successfully completed ENG1020 English Composition prior to applying for the Portfolio Assessment.

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 one year of the application date. Completed Portfolios will be submitted electronically to the appropriate department designee for review. Students will be notified of outcome once assessment is completed. If a portfolio is denied for credit, students have 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 ([http://linkweb.jwu.edu/Registration\\_and\\_Grades/Testing\\_for\\_Credit](http://linkweb.jwu.edu/Registration_and_Grades/Testing_for_Credit)) to review the full testing brochure for policies, course options, deadlines, examination dates and fees.

##### CLEP

##### (for credit, with fees)

The College-Level Examination Program (CLEP) is a credit-by-examination program, sponsored by the College Board, that gives students the opportunity to earn college credit by earning qualifying scores on a variety of exams.

JWU subject equivalencies for each CLEP examination are determined by the respective academic department at the university. The university accepts the American Council on Education (ACE) recommended passing score of 50.

Dependent on their benefits election, some veterans can claim reimbursement for CLEP exams and exam administration fees. For more information, please visit the website (<http://clep.collegeboard.org/military/veterans>).

Visit Testing Services ([http://linkweb.jwu.edu/Registration\\_and\\_Grades/Testing\\_for\\_Credit](http://linkweb.jwu.edu/Registration_and_Grades/Testing_for_Credit)) for complete policies, course options, deadlines, examination dates and fees.

##### Departmental Challenge Examinations

##### (credit by examination: for credit, with fees)

Departmental 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 have acquired the knowledge of a specific JWU course.

Some testing options require specific criteria in order to take tests. Visit Testing Services ([http://linkweb.jwu.edu/Registration\\_and\\_Grades/Testing\\_for\\_Credit](http://linkweb.jwu.edu/Registration_and_Grades/Testing_for_Credit)) for complete policies, course options, deadlines, examination dates and fees.

## 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 can also submit transcript requests online through jwuLink (<https://link.jwu.edu/cp/home/displaylogin>). Students intending to pick up transcripts in person must make the request in person at Student Academic & Financial Services or complete a transcript request form.

The university does not charge a fee for transcripts; however, official transcripts will not be released if a student is not current in all financial obligations to the university. Within three business days of receipt of an authorized request, official transcripts will be printed on official paper and then placed in sealed envelopes issued directly to the student or authorized designee. The university does not email transcripts. Transcripts are not official if faxed. 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.

Unofficial transcripts may be obtained in jwuLink (<http://link.jwu.edu>).

### FedEx Delivery Options

FedEx delivery is used if next business day delivery is needed. There is an additional charge for FedEx delivery. A complete street address (P.O. Box is not acceptable) and destination phone number are required. The charge is \$15 for delivery in the continental U.S., \$20 to Canada and Mexico, and \$30 for international FedEx delivery. Requests must be received by 3 p.m. EST. Checks and money orders should be made payable to Johnson & Wales University.

### Notarization of Transcripts (Apostille)

An apostille may be required for a transcript being sent to an entity in another country. That entity may refer to the required transcript as needing to be "certified," "notarized" or "authenticated." For students planning to study, teach or work abroad, the country may require this extra step for certifying educational documents.

An apostille is issued by the Rhode Island Secretary of State, not the university. Students requesting an apostille must complete an Apostille Request (<https://www.jwu.edu/content.aspx?id=35578>) form. Once Student Academic & Financial Services receives the request with the appropriate payment and documentation, it will complete the process on behalf of the student and return the documents as directed on the Apostille Request form.

### Transcripts from Other Schools

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

## Transfer Credit

Please see the appropriate section (undergraduate or graduate) for information regarding transfer credit.

### Undergraduate

Course work completed at institutions recognized by a U.S. Department of Education accrediting agency or international Ministry of Education is 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 residency requirement (<http://catalog.jwu.edu/academicinformation/requirements>) for their intended degree.

JWU has a number of articulation agreements (<https://www.jwu.edu/content.aspx?id=53299>) and transfer credit equivalencies in place

that facilitate student transfer to Johnson & Wales University. The university works closely with all colleges who wish to articulate with JWU and continuously works to develop new partnerships. The Transfer Evaluation System ([https://tes.collegesource.com/view/tes\\_view01.asp?rid=%7B145040A7-7365-4840-8A90-B20C0B6FFB26%7D&aid=%7B5C721B0F-0E7E-4E91-9399-06A81322B340%7D](https://tes.collegesource.com/view/tes_view01.asp?rid=%7B145040A7-7365-4840-8A90-B20C0B6FFB26%7D&aid=%7B5C721B0F-0E7E-4E91-9399-06A81322B340%7D)) provides students with information on the courses (domestic institutions only) that have previously been evaluated and accepted at Johnson & Wales University.

Transfer applicants 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 another college 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.

Transcripts must be in English; students are responsible for providing official word-for-word English translations, if needed. The student must also have earned a grade of C or better (2.00 GPA), and courses must be similar in level, content and duration to JWU courses in the student's intended program of study. Grades of "pass" are also acceptable for transfer if credit was awarded (and a grade of "P" has the numeric GPA value of 2.00 or greater). Credits earned in developmental and remedial courses or CEUs (continuing education units) are nontransferable. In some cases, official course descriptions or syllabi will be required for evaluation.

Accepted students will be sent a copy of their degree audit showing the credit accepted toward their program of study. Students wishing to review transfer credits must contact a transfer student advisor in Student Academic & Financial Services (for domestic institution transcripts) or International Admissions (for international institution transcripts).

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

If a student completes a course at Johnson & Wales University that was previously accepted as transfer credit, the course taken at Johnson & Wales University will be excluded from the grade point average, and will not count toward any degree requirements, so that duplicate credit is not granted.

### Graduate

Master's degree applicants with graduate-level course work taken at approved colleges and universities will be evaluated for possible transfer credit. 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.

Applicants 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 another college 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.

Transcripts must be in English; students are responsible for providing official word-for-word English translations, if needed. The student must also have earned a grade of B or better (3.00 GPA), and courses must be similar in level, content and duration to JWU courses in the student's intended program of study. In some cases, official course descriptions or syllabi will be required for evaluation. Courses will be approved by the dean.

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) at another institution accredited by an accrediting agency recognized by the U.S. Department of Education or International Ministry of Education.

Accepted students will be sent a copy of their degree audit showing the credit accepted toward their program of study. Students wishing to review transfer credits must contact a transfer student advisor in Student Academic & Financial Services (for domestic institution transcripts) or International Admissions (for international institution transcripts).

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 undergraduate classes required for students who need to prepare for graduate study. For possible exemption from prerequisite courses, candidates must ensure all official college and university transcripts are submitted prior to enrolling at JWU. In some cases, official course descriptions or syllabi will be required for evaluation. Transcripts must be in English; students are responsible for providing official translations, if needed. Only courses similar in level, content and duration to JWU courses in the student's intended major, and where the student has earned a grade of C or better (2.00 GPA), are eligible for possible exemption. Specific graduate degree program prerequisite requirements are listed in Admissions Requirements (<http://catalog.jwu.edu/admissions/applying/admissionsrequirements/#graduatetext>).

Foundation courses are graduate-level courses that may be required of some students whose previous academic background does not reflect the course content described. For possible exemption from foundation courses, candidates must ensure all official college and university transcripts are submitted prior to enrolling at JWU. In some cases, official course descriptions or syllabi will be required for evaluation. Transcripts must be in English; students are responsible for providing official translations, if needed. Only courses similar in level, content and duration to JWU courses in the student's intended major, and where the student has earned a grade of B or better (3.00 GPA), are eligible for possible exemption. Specific graduate degree program foundation requirements are listed in Admissions Requirements (<http://catalog.jwu.edu/admissions/applying/admissionsrequirements/#graduatetext>).

Students will be sent a copy of their degree audit reflecting any foundation requirements towards their program of study. Students wishing to review credits for foundation courses must contact a transfer student advisor in Student Academic & Financial Services (for domestic institution transcripts) or International Admissions (for international institution transcripts).

If a student completes a course at Johnson & Wales University that was previously accepted as transfer credit, the course taken at Johnson & Wales University will be excluded from the grade point average, and will not count toward any degree requirements, so that duplicate credit is not granted.

## Transfer Within JWU

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

- Students must consult with Student Academic & Financial Services if they are interested in transferring.
- Campus transfers cannot be guaranteed and are subject to space and course availability. Additionally, not all programs of study are available at each campus.
- Financial obligations at the originating campus must be satisfied to be eligible for transfer. Students should consult with a financial planner in Student Academic & Financial Services to determine eligibility.
- Students with less than a 2.00 GPA must have their transfer approved by Student Academic & Financial Services.
- Students with a Judicial Hold must also be approved by the dean of students.
- Students must have submitted verification of high school completion or equivalent to be eligible for transfer.
- Students are required to follow the curriculum required for their major based on their new campus catalog requirements as reflected on their degree audit.
- It is the student's responsibility to register for courses at their new campus in [jwuLink](https://link.jwu.edu) (<https://link.jwu.edu>).
- It is the student's responsibility to address housing concerns and proper dress codes at their new campus.
- Students are required to comply with the medical documentation/immunization requirements of their new campus. A Health Services Hold will be placed on the student's account if the proper documentation has not been submitted. Students will have no more than one term to meet these requirements.

## Transfer Outside JWU

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 or foreign business, trade or professional licensing examinations should determine the prerequisites of those jurisdictions prior to selecting programs of study.

## Tuition and Fees

The following tuition is effective for the 2015–16 academic year. Tuition is subject to change annually.

Online Undergraduate: \$352 per quarter credit hour (\$1,584 per 4.5 credit course)

Online Graduate: \$446 per quarter credit hour (\$2,007 per 4.5 credit course)

Tuition is applicable to all students and is assessed at the time of course registration for each term. Tuition is billed for the number of total credits a student is registered in a term.

### Fees

#### Books and Supplies

The out-of-pocket cost for books and supplies is approximately \$1,500 per academic year. These costs are not applied to the student's invoice. Books and supplies can be purchased through the online bookstore (<http://www.bkstr.com/johnsonwalesstore/home>) or through other venues where available. The bookstore operates 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 expenses is approximately \$1,000 per academic year. These costs are determined annually by the university and are not applied to the student's invoice.

#### Student Loan Fees

Student loan origination fees for the Federal Direct Loan programs are currently 1.073% and are subject to change annually.

#### Military Tuition

##### Military Tuition

These rates apply to individuals who qualify for the Department of Defense Military Tuition Assistance Program (DoD MTA) and will be applicable to active-duty military students only. Active-duty military includes members of the five branches of service and active National Guard and Reserve service members.

- \$166.67 per quarter credit hour, or \$750 for a 4.5 quarter credit hour undergraduate course (online only)
- \$299.11 per quarter credit hour, or \$1,337 for a 4.5 quarter credit hour graduate course (online only)

## Veterans

All students seeking to utilize educational benefits must apply through the Department of Veterans Affairs (VA). Students with questions about their eligibility should contact the VA first to determine the specific programs for which they may qualify.

Processing of the veterans application by the VA takes approximately six to 10 weeks. The VA will mail the student a Certificate of Eligibility. This must be provided to the campus certifying official in Student Academic & Financial Services to receive benefits for upcoming terms.

Each new student utilizing veteran benefits should submit

1. an application for admission
2. official documentation that verifies high school diploma completion or equivalent
3. official college transcripts from all colleges previously attended and military training transcripts, as applicable
4. Certificate of Eligibility and any other necessary VA paperwork

Students enrolling under the GI Bill for the first time may experience a delay of up to two months before they receive their first check(s). Students should

contact the Veterans Affairs Office if no check has been received by the seventh week of a term.

Courses that are not required for the student's degree program will not be certified. However, if a student needs to maintain full-time status, they may take courses outside their degree program only in the last term before graduating.

Federal regulations pertaining to the veterans' education benefits program require schools to certify a student's dates of enrollment to enable that student to receive the appropriate benefits. JWU certifies veteran students enrolled in academic courses from the start date of the term to the end date of the term. JWU is also required to certify all lab courses based on the actual start and end date within the term. Certifying courses and or labs in this manner should not have any impact on a student's tuition benefits. If there is a break in enrollment between lab segments, however, it could impact housing stipends.

The VA requires strict compliance with a number of other regulations. It is the student's responsibility to be informed of the requirements the Department of Veterans Affairs has in place regarding educational benefits. Students who have any questions or concerns regarding their eligibility under Chapter 33 (Post 9/11 GI Bill) should contact the U.S Department of Veterans Affairs (<http://www.benefits.va.gov/gibill>) for more information.



# Student Services

Academic and community-related services for students enrolled at JWU.

## Campus Safety & Security

Campus Safety & Security promotes the safety and well being of JWU students, faculty, staff and property. Campus Safety & Security contributes to the quality of university life by fostering an environment in which security is balanced with freedom of movement, and individual rights are balanced with community needs. JWU strongly encourages the prompt and accurate reporting of all suspicious or criminal activity that occurs on or near university property. Students and staff should report this activity immediately by calling 401-598-1103. In any emergency situation, students should dial 911 or 9-911 from a university telephone. Officers are available 24 hours a day, 365 days a year.

Campus Safety & Security distributes crime alerts and community notices and describes criminal incidents in the *Campus Herald* to keep students informed of any serious and continuing threat on or near campus. A daily log of all crimes is maintained by Campus Safety & Security in the Operations Center. The log is available to view.

Campus Safety & Security has full-time crime prevention and community outreach officers. These officers administer the university's Project ID program, which provides students with an opportunity to engrave culinary knife kits and personal items brought to the university at no cost. In addition, the officers conduct formal and informal training in a variety of safety programs.

For medical and other serious emergencies, dial 911 or 9-911 first for emergency assistance and then call Campus Safety & Security at 401-598-1103.

If a student would like to file a complaint with Campus Safety & Security because he or she witnessed a crime or was a victim of one, the student should call 401-598-1103 and an officer will be dispatched to them.

If a student wishes to file a complaint or handle a routine business matter in person, he or she should visit either the Downcity Campus Safety & Security office at 264 Weybosset Street, Providence (open 24 hours a day, 365 days a year) or the Campus Safety & Security substation located on the Harborside Campus in The Friedman Center (open Monday through Friday, 8 a.m.–5 p.m. during the academic year; closed during the summer and university holidays).

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 and statistics concerning reported crimes that occurred on campus, on public property close to campus or on other property used or controlled by the university. The Annual Fire Safety Report discloses information about the campus fire safety policies and procedures and statistics concerning the number of fires, deaths, injuries, fire drills and fire-related property damage within each residence hall. Copies of the reports may be obtained by calling 401-598-1103 or online (<http://www.jwu.edu/providence/safety>). The university maintains a log of all fires that occur in on-campus housing.

Any student who resides in a university residence hall has the option to designate a contact person to be notified if the student is determined to be missing for more than 24 hours. This option is only available to students who are living in JWU residence halls. If a student registers a confidential contact, the identity of his or her contact will be kept confidential and cannot be accessed by anyone except Campus Safety & Security, a limited number of authorized JWU officials and local law enforcement personnel if needed for the investigation of the student's disappearance. Confidential contacts may be registered by email from a student's JWU-issued email account. Instructions for registering a confidential contact and further information regarding confidential contacts can be found online (<http://www.jwu.edu/providence/safety>).

## Center for Academic Support

### Providence Campus

The Providence Campus has two Center for Academic Support offices:

#### **Downcity Campus: Arts & Sciences, Business, Hospitality, Engineering & Design and Online Students**

John Hazen White Center, First Floor

30 Chestnut St.

Providence, RI 02903

Phone: 401-598-1485

Fax: 401-598-4657

Online (<http://www.jwu.edu/content.aspx?id=278>)

Hours: Monday through Wednesday, 9 a.m.–8 p.m.; Thursday, 9 a.m.–6 p.m.; Friday, 9 a.m.–4:00 p.m.

### **Harborside Campus: Culinary and Baking & Pastry Arts Students**

Friedman Center, First Floor

321 Harborside Blvd.

Providence, RI 02905

Phone: 401-598-1703

Fax: 401-598-1743

Hours: Sunday, 2–9 p.m.; Monday through Wednesday, 9 a.m.–10 p.m.; Thursday, 9 a.m.–4:30 p.m.

### **North Miami Campus**

Academic & Student Center, First Floor

12900 NE 17th Ave.

North Miami, FL 33181

Phone: 305-892-7026

Fax: 305-892-5399

Online (<http://www.jwu.edu/content.aspx?id=416>)

Hours (advising and general office hours): Monday through Friday, 8:30 a.m.–4:30 p.m.

Hours (tutoring): Monday through Wednesday, 8:30 a.m. – 7:30 p.m.; Thursday, 8:30 a.m.–4:30 p.m.; Friday, 9:30 a.m.–2:30 p.m.

### **Denver Campus**

Academic Center, First Floor, Upper Library

7150 Montview Blvd.

Denver, CO 80220

Phone: 303-256-9461

Fax: 303-256-9476

Online (<http://www.jwu.edu/content.aspx?id=554>)

Hours: Monday through Wednesday, 7:15 a.m.–10 p.m.; Thursday, 7:15 a.m.–8:30 p.m.; Friday, 9 a.m.–4 p.m.; Saturday, 11 a.m.–4 p.m.; Sunday, 1–10 p.m.

### **Charlotte Campus**

Academic Center, Suite 410

801 West Trade St.

Charlotte, NC 28202

Phone: 980-598-1500

Fax: 980-598-1505

Online (<http://www.jwu.edu/charlotte/academicsupport>)

Hours: Monday through Friday, 8:30 a.m.–4:30 p.m.

\*Please see Services (p. 48) for more information about the Center for Academic Support.

## Services

### **Tutorial and Academic Assistance**

The university provides tutorial and academic assistance through the Center for Academic Support. Out-of-class help is also available from faculty members during faculty office hours.

### **Students With Disabilities**

Students with learning, physical or other disabilities requesting accommodations, including housing accommodations, and students who will need additional help in case of an emergency should contact the Center for Academic Support (p. 48). Students requesting accommodations may be asked to provide documentation of their disability, which supports the need for the requested accommodation.

### **Technical Standards**

Some programs of study at the university have technical standards (<http://catalog.jwu.edu/admissions/technicalstandards>). Students with disabilities who require accommodations to meet technical standards must contact the Center for Academic Support to request an accommodation as provided above.

## Service Animals

Please contact the Center for Academic Support to request the presence of a service animal on campus and to obtain a copy of the university's service animal procedures. The Center for Academic Support will evaluate the appropriateness of the request in accordance with applicable law. No member of the university community, other than the owner, should feed, touch or pet an approved service animal (unless invited to do so by the owner). No member of the university community should deliberately startle or provoke an approved service animal or separate an owner from the approved service animal.

## Information Regarding the Accommodation of Food Allergies for Students in the College of Culinary Arts and School of Hospitality

Common food allergens (e.g., cow's milk, egg, peanut, tree nuts, fish, shellfish, soybeans and wheat), as well as less common food allergens, are used regularly in the university's curriculum in the College of Culinary Arts and School of Hospitality. Applicants with food allergies are strongly urged to call or visit the Center for Academic Support prior to attending the university to discuss any reasonable accommodations that might be available to them during their academic studies. The university cannot guarantee that it will be able to meet all requests for accommodations or remove allergens from its curriculum.

## Review of Accommodation Decisions

Any student with a complaint or grievance about an accommodation decision should submit a written request for review of the decision to the director of equity and compliance, Elizabeth Canning (Elizabeth.Canning@jwu.edu), 8 Abbott Park Place, Providence, RI, 02903, 401-598-2716.

## Civic Engagement

One of the university's guiding principles is to develop students who are not only equipped to attain jobs after graduation, but who also have the skills, training and awareness to be strong, ethical leaders in industry and their communities. The university has received both local and national recognition for its efforts to impact the surrounding community through a variety of initiatives.

Student Involvement & Leadership (<http://www.jwu.edu/content.aspx?id=11598>) coordinates a variety of service and leadership opportunities throughout the year. For more information call 401-598-4668 or visit Student Involvement & Leadership in the Citizens Bank Center for Student Involvement (CBCSI) on the Downcity Campus.

## Emergency Procedures

Effective emergency response requires the coordinated efforts of students, staff and faculty. Each member of the Johnson & Wales community should be prepared to act promptly when faced with an emergency. The Providence Campus has developed an Emergency Management Plan that contains information on building evacuation procedures; emergency responses related to explosions, hazardous materials release and other threatening situations; and actions that should be taken if the campus is in "lockdown" or "shelter-in-place" condition.

This information can be found posted in classrooms or on the university's public folders (Emergency Procedures > Providence Campus > JWU Emergency Plan and Procedures) or a paper copy may be requested at Campus Safety & Security. It is recommended that all students print copies of the Emergency Procedures Quick Reference Guide and Emergency Evacuations and Rally Points to have handy at all times when they are on campus. Emergency preparedness involves everyone on campus. Students should do their part by reading all of the documents in the public folder. The Emergency Procedures Quick Reference Guide is also published in the Annual Security Report and Annual Fire Safety Report through Campus Safety & Security (<http://www.jwu.edu/providence/safety>).

Johnson & Wales University uses the following systems to notify the university community in the event of an emergency.

## Emergency Notification System (Blackboard Connect)

This system quickly provides notice and accurate information and instructions to the entire university community during an unforeseen event or emergency. Emergency notifications are sent via text, voice messages and email; students are encouraged to update their contact information with

a valid phone number (preferably a cellphone) through jwuLink (<https://link.jwu.edu>).

## JWU Alerts Providence Campus Web Page

Should an incident (natural or man-made) occur on or near the Providence Campus, relevant information will be posted when appropriate on the J (<http://www.jwu.edu/providence/alert>)WU Alerts Providence Campus page (<http://www.jwu.edu/alerts/providence>) and jwuLink "Emergency Alerts."

## Alert Information Line

The Providence Campus alert information line announces inclement weather cancellations and other important information regarding interruptions in normal campus activities. Call 401-598-5555 at any time to reach the information line.

## Emergency Siren Warning System (ESWS)

An outdoor Emergency Siren Warning System (<http://www.jwu.edu/content.aspx?id=49285>) (ESWS) is strategically located on the Harborside Campus to alert and provide emergency messages to the campus community and nearby neighbors if a life-threatening event should affect the area.

## University Email

JWU email accounts are another way the university may communicate with the university community in times of an emergency. Each member of the university community is assigned a JWU email account.

## Experiential Education & Career Services

The purpose of Experiential Education & Career Services is to support the university's mission to integrate general education, professional skills and career-focused education by providing students with customized services and support for experiential education and career planning. Experiential Education & Career Services achieves its 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. Our goal is to empower students to make effective career choices and identify and pursue internships, secure employment and navigate lifelong career direction.

Career services components include

- a career capstone course for juniors that prepares them to navigate the job search process
- career workshops that allow students to select specific skill-building topics
- networking opportunities with industry professionals through on-campus interviews and recruiting events
- one-on-one career advising on a variety of career-related topics
- work experience programs designed to provide practical experience in a student's chosen field of study while they earn academic credit
- an online job posting system that students can use to search for jobs and internships

Opportunities for internship are available in the College of Management, the College of Culinary Arts, the College of Arts & Sciences, and the School of Engineering & Design (Providence Campus only). Internship is designed to provide eligible students with practical work experience in their chosen field of study while earning academic credit.

Employers representing a broad range of fields visit campus each year to participate in recruiting events, conduct interviews and serve as guest lecturers and classroom speakers. These activities provide students with a real-world view of industry as well as opportunities to connect with industry professionals and career options.

Students should log into jwuLink (<https://link.jwu.edu>) and click on the Jobs & Internships tab for a variety of resources and tools, such as the internship and job postings database, upcoming career events schedule, résumé guides, access to information on the internship and job search process, and more.

Experiential Education & Career Services offices are typically open 8:30am to 4:30pm, Monday through Friday. Some offices may be open later depending on the campus.

## Providence

- Downcity Campus: John Hazen White Center
  - College of Management, College of Arts & Sciences, and School of Engineering & Design students

- Harborside Campus: The Friedman Center
  - College of Culinary Arts and graduate students

## North Miami

- Academic & Student Center, Room 103

## Denver

- Academic Center, 1st floor

## Charlotte

- Gateway Village, Suite 145

## Online

- Visit jwuLink (<https://link.jwu.edu>) (Jobs & Internships)

# Information Technology

The Johnson & Wales Information Technology team offers a variety of computing and telecommunication services. Their website (<http://it.jwu.edu>) has answers to many questions about the services provided. Students who have any technology-related questions should contact the university's IT Service Desk at 866-JWU-HELP (866-598-4357) or via email ([it@jwu.edu](mailto:it@jwu.edu)).

## Email Services

Each student at Johnson & Wales University receives an email account. Students may use this email account anywhere they have Internet access, on or off campus. The JWU student email account not only serves as a tool for sending and receiving email, but also provides access to important university resources. Students are required to use their email user name and password to log into computer center services. Johnson & Wales University also offers a utility that allows students to securely reset their own forgotten password. To use this 24/7 service, students must first create an account profile.

Students should obtain an email user name and password as a new user (<https://newuser.jwu.edu>) to begin using JWU email services. They can check their email by logging into jwuLink (<http://link.jwu.edu>) or Wildcat Email (<http://wildcatmail.jwu.edu>). Also, students can set up their email account on their phone or mobile device ([http://it.jwu.edu/stu\\_mobile\\_instruc.htm](http://it.jwu.edu/stu_mobile_instruc.htm)).

Note: Once a student's account receives an inactive status from Student Academic & Financial Services, his or her email and network accounts are disabled within one business day. If a student's account returns to an active status within 30 days, his or her email and network account will be reactivated. If a student's account returns to active after 30 days, a new email and network account will be created for the student 24 hours after they have registered for courses. This may or may not be the same as the student's previous account, depending on availability.

## IT Service Desk

The IT Service Desk is available to assist students with email, Internet, telephone, jwuLink and other technology-related questions. Students can visit the IT Service Desk website (<http://it.jwu.edu>) for answers to many questions. Students can also reach the IT Service Desk via telephone at 866-JWU-HELP (866-598-4357) or via email ([it@jwu.edu](mailto:it@jwu.edu)).

For students taking online courses, ulearn support is provided via email and phone, as well as through self-help user guides. See the Help links in ulearn (<http://ulearn.jwu.edu>) for details on ulearn support.

## Internet Services

Wireless Internet access is available for online students visiting a JWU campus for any reason. For more information, please refer to the appropriate campus student handbook (<http://catalog.jwu.edu/handbook>).

## jwuLink Services

Every Johnson & Wales student receives access to jwuLink, a single sign-in resource to all things JWU, upon receipt of the reservation fee. It helps students stay connected and informed by giving quick access to

- email, news and announcements
- academic, library, career and financial resources
- scheduling, grades and more

To access the system, which all students are expected to do regularly, students should open a Web browser and complete the following steps in order (without skipping any steps). Students should take their time and read all instructions.

1. Obtain a user name (<http://newuser.jwu.edu>).
  - Information must match what the student put on his or her admissions application.
  - Username is six characters (students should **not** add "@students.jwu.edu").
  - Passwords/IDs are CASE sensitive (students should use a capital J when entering their student ID number).
2. Select a new password by visiting the JWU email portal (<http://email.jwu.edu>) (click "Change Password"). Password must contain at least six letters or numbers, and cannot be the same as the student's username.
3. Complete the password reset manager at jwuLink (<http://link.jwu.edu>) (click "Password Help"). Use "Reset Password" if the password has been forgotten (students who skip this step and forget their password must visit a JWU computer lab).
4. Login at jwuLink (<http://link.jwu.edu>).

Identity theft is a concern and the university strongly suggests that all users take necessary precautions to prevent access by a prohibited user. It is each user's responsibility to safeguard individual user ID and PIN numbers; the university strongly cautions students against freely sharing their ID and PIN. Contact the IT Service Desk immediately if unauthorized access has occurred or is suspected. Upon graduation or leaving the university, students will continue to have access to their records via jwuLink.

## University Web Policies

The contents of the JWU website are proprietary and as such are protected by federal, state and international copyright and trademark laws, or other proprietary rights. Refer to Policies and Agreements (<http://www.jwu.edu/legal>) for more information. Violations or attempted violations will subject the violator to disciplinary and/or legal action by the university.

# International Center

The International Center is comprised of three departments: International Student Services (<http://catalog.jwu.edu/handbook/student-services/internationalcenter/internationalstudentservices>), Study Abroad (p. 51) and (on the Providence Campus) the BRIDGE Center (p. 50).

International Student Services offers comprehensive immigration and support services for all JWU international students visiting the U.S.

Study Abroad provides international opportunities that foster global competencies and broaden academic perspectives.

The BRIDGE Center promotes cross-cultural awareness and exchange.

The International Center is at the following campus locations:

## Providence

- Downcity Campus: Student Services Center
  - College of Management, College of Arts & Sciences and School of Engineering & Design students
- Harborside Campus: The Friedman Center
  - College of Culinary Arts and graduate students

## North Miami

- International Student Center (adjacent to the Commuter Lounge)

## Denver

- Student Academic and Financial Services, Academic Center, Room 123

## Charlotte

- Student Academic and Financial Services, Gateway Village, Suite 160 (behind the University Bookstore)

# BRIDGE Center

The BRIDGE Center, a Providence Campus resource established in 2013, is designed to promote an active learning environment for JWU students, faculty and staff, with an emphasis on cross-cultural awareness and understanding.

BRIDGE stands for Building Relationships, Intercultural Dialogue and Global Engagement. The center's purpose is to catalyze JWU's diverse community through educational programs, cultural events and social activities that

support the university's goal of practicing local, national and global citizenship.

#### The BRIDGE Center

- aims to unite students from all backgrounds
- helps students acclimate to campus life
- bridges cultural barriers and encourages cultural exchange
- builds global learning and intercultural competencies both within and beyond the classroom
- provides opportunities to socialize and network

For intercultural information and resources, please contact

#### Providence Campus

- Loren Intolubbe-Chmil (Loren.IntolubbeChmil@jwu.edu), director of international and intercultural engagement for the BRIDGE Center, 401-598-1784

#### North Miami Campus

- Ismare Monreal (Ismare.Monreal@jwu.edu), dean of students, 305-892-7567

#### Denver Campus

- Jeff Ederer (jeff.ederer@jwu.edu), dean of students, 303-256-9523

#### Charlotte Campus

- Tanaya Walters (tanaya.walters@jwu.edu), dean of students, 980-598-1835

## Study Abroad

Study Abroad works with all academic schools and colleges on all campuses to offer a portfolio of study abroad programs for Johnson & Wales students. Students are encouraged to visit the Study Abroad website (<http://studyabroad.jwu.edu>) for program information, online applications and to set up an appointment for study abroad advising. Students must meet all eligibility requirements to participate in Study Abroad, including good conduct standing.

For more information, in addition to visiting the website (<http://studyabroad.jwu.edu>), students should contact the the appropriate campus below:

#### Providence

- Phone: 401-598-1406
- Visit the study abroad office in the International Center, located in the Student Services Center.
- Attend the annual Study Abroad Fair in October.

#### North Miami

- Phone: 305-892-7554
- Visit the study abroad advisor, located in the International Student Center, adjacent to the Commuter Lounge.
- Attend the annual Study Abroad Week in October.

#### Denver

- Phone: 303-256-9437
- Visit the study abroad advisor in Student Academic & Financial Services, located in the Academic Center, Room 123.
- Attend the annual Study Abroad Week in October.

#### Charlotte

- Phone: 980-598-1322
- Visit the study abroad advisor in Student Academic & Financial Services, located in Gateway Village, Suite 160, behind the University Bookstore.
- Attend the annual Study Abroad Week in October.

## Liability Insurance

Students are protected by Johnson & Wales University's Commercial General Liability Insurance for liability arising from their activities while acting within the scope of their duties in an internship or experiential education program as required by the university for course curriculum, including travel while using a university vehicle. Any incident involving injury or potential liability should

be reported as soon as practical to the university insurance and property risk manager, 401-598-1935, 8 Abbott Park Place, Providence, RI 02903.

## Library

The Johnson & Wales University Library network (<http://library.jwu.edu>) is comprised of the libraries on the JWU campuses in Providence, R.I.; North Miami, Fla.; Denver, Colo.; and Charlotte, N.C., and combines traditional library services with an online information environment tailored to meet the needs of Johnson & Wales students on and off campus. Staffed by graduates of ALA-accredited master's degree programs in library and information science, an important aspect of the library is the access it provides to resources, services and facilities shared by the Higher Education Library Information Network (HELIN), a consortium of 11 academic libraries and 15 health sciences libraries in southern New England.

Library services for online students are delivered from the main Johnson & Wales University library facility in Providence. Online students may use a wide array of research databases, online research guides and streamed video tutorials around the clock. During most hours that the library is open, online students may also contact a librarian by instant message or text message to receive personalized library assistance. Library hours are always posted on the Providence Campus library homepage (<http://jwu-ri.libguides.com>).

## Lost and Found

Johnson & Wales University is not responsible for loss or damage to personal property.

Found items should be taken to Campus Safety & Security at 264 Weybosset St., Providence (open 24 hours a day, 365 days a year), or the Campus Safety & Security substation located in The Friedman Center (open Monday through Friday, 8 a.m.–5 p.m. during the academic year; closed during the summer and university holidays). The staff there will make every effort to determine ownership. Inquiries regarding lost and found items can be made 24 hours a day, seven days a week at the Downcity office. Information on unclaimed articles is published in the *Campus Herald*. Resident students can also contact their residence director in case such items have been turned in to the residence hall. The university is not responsible for any lost and found item after 90 days.

Students are urged to check if their insurance policy (homeowner's, family or personal) covers lost or damaged personal property.

## 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 Academic Services

Academic Services ensures the accuracy, integrity and security of academic records in compliance with federal laws and regulations while advising students to achieve their educational goals, transition to new academic and social communities, develop sound academic and career goals, and, ultimately, become successful learners.

Student Academic Services hours and location can be found in Requirements & Advising ([http://linkweb.jwu.edu/Registration\\_and\\_Grades/Requirements\\_and\\_Advising](http://linkweb.jwu.edu/Registration_and_Grades/Requirements_and_Advising)).

#### Providence Campus (<http://www.jwu.edu/sas/providence>)

- 401-598-1088 or 1-800-343-2565
- email (sas.pvd@jwu.edu)
- Downcity: Student Services Center
- Harborside: The Friedman Center, first floor

#### North Miami Campus (<http://www.jwu.edu/content.aspx?id=414>)

- 305-892-7038 or 1-866-598-3567, ext. 7038
- email (sas.mia@jwu.edu)
- University Center, first floor

## Denver Campus (<http://www.jwu.edu/content.aspx?id=552>)

- 303-256-9700 or 1-877-598-3368
- email (RegistrarEmail@jwu.edu)
- Academic Center, first floor

## Charlotte Campus (<http://www.jwu.edu/charlotte/sas>)

- 980-598-1300 or 1-800-598-2427
- email (sas.clt@jwu.edu)
- Gateway Village

## Online Programs (<https://online.jwu.edu/student-services>)

- 401-598-4400 or 1-855-598-1881
- email (SAS.ONL@jwu.edu)
- Academic Center, first floor

# Student Financial Services

## Financial Aid and Planning

Two types of financial assistance (grants and loans) are offered to online students through the Free Application for Federal Student Aid (FAFSA). In many cases, qualified students receive a financial aid package which may include both types of financial aid. Students are reminded to file for financial aid each year as soon as possible after January 1 to gain access to the maximum amount of financial aid. Priority filing deadline for many state grants is March 1.

Financial planners are available to assist students with the FAFSA process, which determines eligibility for federal and state need-based aid. Financial planners also advise students on options to pay for educational expenses after financial aid, including term payment plans, monthly payment plans and additional loan options.

For assistance in selecting payment options or making financial arrangements to meet educational expenses, contact Online Student Services by email (SAS.ONL@jwu.edu) or call 401-598-4400 or 1-855-JWU-1881.

## Financial Aid Notes

1. Students must reapply for financial aid each academic year as soon as possible after January 1.
2. If a student has ever been convicted of possession or sale of illegal drugs for an offense that occurred while he or she was receiving federal student aid (such as grants or loans), the student may be in jeopardy of losing his or her aid.
3. Code of Conduct for Education Loan Practices: Johnson & Wales University's student loan policies take borrowers interest into consideration. The university has adopted the Code of Conduct for Education Loan Practices, requiring all university employees and agents to act lawfully, ethically and with integrity and to avoid actual or potential conflicts of interest in connection with education loans made to prospective, current or former students and their families.
4. All undergraduate annual loan amounts are subject to pro-ration (e.g., off-term graduation, etc.) Please note that a student/borrower remains responsible for the repayment of education loans that he or she borrows even if the student is 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.
5. For student loan borrowers, prior to leaving Johnson & Wales University, you are required to complete student loan exit counseling. For more information on your loan responsibilities and to complete student loan exit counseling visit the loan repayment webpage (<http://www.jwu.edu/content.aspx?id=51237>).
6. Students and parents of students are advised that if they enter into a Title IV, HEA loan, the loan data will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders and institutions determined to be authorized users of the data system.

## Refunds for Overpayment

A student may request a refund if their account is overpaid. Refund requests must be made via jwuLink (<https://link.jwu.edu>) (Financial > My Statement > Refund Request Form). Once eligibility is determined, refunds can take up to 10 business days for processing. The student only needs to request the refund once per academic year; the eligible refund will be processed each

term. All refunds due to an overpayment will be disbursed to the jwuSource card if card has been requested. Students can also request a hard copy check. Exception: if one or both parents applied for and were approved for a Federal PLUS loan and did not authorize the release of funds to the student, the refund will be made payable to the borrower and mailed to the address shown on the PLUS application. The parent(s) with an approved PLUS loan can authorize the release of the refund to the student in writing with Student Academic & Financial Services and that refund will be processed on the jwuSource card if requested. If a student does not request a refund, the funds will remain on the student's account until the expiration of that academic year at which time the refund will be processed.

## Credit Balances

Students who are eligible for a refund due to Title IV Federal Funds exceeding tuition and fees are processed automatically, without a request by the student. These refunds are processed within 14 days upon receipt of the Title IV Federal Funds. Students may apply for the jwuSource card for a quick, convenient way to receive their funds. Students may also opt to receive their funds in the form of a check. Students with a credit balance due to federal funds exceeding their charges have the ability to receive a book voucher two weeks prior to the start of the term.

# Student Alumni Association

The Student Alumni Association (SAA) seeks to enhance the sense of community at Johnson & Wales University. Students are encouraged to view their role as students today and alumni forever, and to serve as a link in connecting students and alumni on the local and national levels. This is accomplished through hosting unique campus activities designed to foster institutional pride, spirit and tradition, and to educate students about philanthropy. The SAA also provides an opportunity for current students to work directly and network with alumni through campus and local events.

For more information or to become a member of SAA, refer to the JWU alumni website (<http://www.jwu.edu/alumni>) or contact SAA offices at the following campus locations:

## Providence

- 63 Baker Street, near the Harborside Campus
- Facebook (<http://www.facebook.com/JWUPVDSAA?fref=ts>)
- Liza Gentile, 401-598-2465

## North Miami

- Academic & Student Center, fifth floor
- Facebook (<https://www.facebook.com/SAANorthMiami>)
- Susan Climan, 305-892-5375

## Denver

- Academic Center
- Alex Brady (alex.brady@jwu.edu), 303-256-9338

## Charlotte

- Gateway Village, Suite 170, adjacent to Student Academic & Financial Services
- Chris Plano (chris.plano@jwu.edu), 305-598-1204

# Student Health Insurance Plan

Students enrolled in online programs are not eligible for the university's student health insurance plan.

# Transportation

## Wildcat Wheels Transportation Service

JWU provides regularly scheduled shuttle service to and from designated university facilities and residence halls throughout the academic year. Student IDs are required to board all JWU buses and vans (this policy is strictly enforced). A maximum of two guests per student are allowed on buses. Students must obtain a guest pass in the residence halls, Campus Safety & Security or the Wildcat Wheels transportation office. Guests must also have a state-issued ID, and all guests must be accompanied by a JWU student at any given time.

For their safety, JWU asks that students follow these guidelines when riding buses:

- Stand away from curb as buses approach.
- Don't walk or run into the street when buses are in traffic.
- Treat drivers with courtesy and respect.
- No open food or drink containers.
- Before departing the bus, student should check their seat for all personal items.

Bus schedules are available in all residence halls, at Campus Safety & Security, at the Wildcat Wheels Transportation office, on the JWU website (<https://www.jwu.edu>) (Providence Campus > Student Life > Transportation & Parking) and on the JWU mobile app (free download on iTunes and Google Play). Buses can also be tracked on mobile devices and online (<http://jwu.transloc.com>). The Wildcat Wheels transportation office is open Monday through Friday, 7 a.m.–5 p.m., and a dispatcher is available after hours and during weekends throughout the academic year. Transportation is available for certain field trips, recreational events and athletics programs; contact Student Involvement & Leadership or the athletics department for more information.

Emergency and medical transportation is available if needed. Students should contact Campus Safety & Security if they need emergency medical transportation. Student should contact Health Services to arrange transportation to a local medical facility. Regularly scheduled transportation is available Monday through Thursday to East Side Urgent Care.

Commuter students may park at the Harborside Campus and ride the JWU shuttle to the Downcity Campus. Parking permits are required and can be purchased from Campus Safety & Security.

A limited JWU bus schedule is available during term and holiday breaks and during inclement weather conditions. Contact the Wildcat Wheels transportation office at 401-598-1156 for more information on any of these services. Wildcat Wheels can also be followed on Twitter: @JWUPVDWheels.

## **Public Transportation**

### **Airplanes**

Most major airlines fly in and out of T.F. Green Airport, located in nearby Warwick. Go to the T.F. Green website (<http://www.pvdairport.com>) and click on Travel Information for a list of airline services or call 1-800-555-1212 for airline telephone numbers.

### **Buses**

The university offers discounted access to Rhode Island Public Transit Authority (RIPTA), the state-wide public transit system, for qualified students. Schedules may be obtained at the Kennedy Plaza station, located in the heart of Downcity Providence, or online (<http://www.ripta.com>). For more information regarding RIPTA, call 401-781-9400.

Peter Pan Bus Lines offers a shuttle service from Kennedy Plaza to its main terminal on the Providence/Pawtucket city line. If driving to the main terminal from the Downcity Campus, take Exit 25 off of I-95 North. For more information and for specific Peter Pan Bus Lines routes to locations outside the Rhode Island area, call 401-751-8800 or visit the website (<http://www.peterpanbus.com>).

The Greyhound Bus Lines terminal is located at 1 Kennedy Plaza in Downcity Providence. Greyhound Bus schedules may be obtained online (<http://www.greyhound.com>), or by calling 401-454-0790.

### **Trains**

Providence's train station is located at 100 Gaspee St. in front of the Rhode Island State House.

Amtrak offers service to cities throughout the Northeast Corridor. For information or reservations, go online (<http://www.amtrak.com>) or call 1-800-USA-RAIL (872-7245).

The Massachusetts Bay Transportation Authority (MBTA) brings passengers from the Providence train station to the Boston area. A schedule can be found online (<http://www.mbtta.com>) or by calling 401-727-7379.

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