



JOHNSON & WALES UNIVERSITY

# **2014–15 Student Handbook**

**DENVER CAMPUS**

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# Handbook

## Denver Campus

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

## Mission

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

## Guiding Principles

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

## Letter from the President

Welcome to the Denver Campus of Johnson & Wales University. The Student Handbook outlines the expectations we have of JWU students. The Handbook also serves as your road map to the rights and responsibilities as a student at JWU. Each year, the university's faculty and staff carefully design, monitor and refine the policies and procedures contained in the Handbook. We ask you, our students, to familiarize yourself with its contents and refer to it often.

Above all, the Handbook is meant to help you succeed. All of us on this campus want you to succeed academically and personally. We want to see you on graduation day, proud of your accomplishments, and we want to hear of your successes in your careers.

This is an exciting time for you. The Student Handbook is just one tool to help you along the way. Best wishes on your journey as a JWU student.

*Robin P. Krakowsky '88, '08 Ed.D.,  
Denver Campus President*



	=important date
	=no classes/holiday/break

**9** Fall term begins  
**12** Make-up classes held for:  
 -Monday CE + Grad. classes  
 -Day culinary & baking labs

SEPTEMBER '14						
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 '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	31				

**1** Priority financial aid deadline to submit FAFSA (school code 003404) for the 2015-2016 year  
**2-6** Term break  
**7** Winter term weekend culinary & baking labs end  
**10** Spring term begins  
**13** Make-up classes held for:  
 -Monday CE + Grad. classes  
 -Day culinary & baking labs

**13** No classes; Columbus Day  
**14** Monday class schedule  
**17** Make-up classes held for:  
 -Tuesday CE + Grad. classes  
 -Day culinary & baking labs  
**17** Academic course withdrawal Deadline  
**17-19** Family Weekend

OCTOBER '14						
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	

APRIL '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		

**3** No classes; Good Friday  
**5** No classes; Easter  
**17** Academic course withdrawal deadline  
**May 1** Summer payment deadline

**7** Winter payment deadline  
**14** Make-up classes held for:  
 -Day culinary & baking labs  
**14** Friday classes end  
**17** Monday classes end  
**18** Tuesday classes end  
**17-18** Reading days (no classes) for M/W + T/Th day classes  
**19** Monday/Wednesday + Wednesday classes end  
**20** Tuesday/Thursday + Thursday + day culinary & baking lab classes end  
**24-28** Thanksgiving & term break  
**29** Fall term weekend culinary & baking labs end

NOVEMBER '14						
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						

MAY '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
31						

**14** Reading day (no classes) for T/Th day classes  
**15** Make-up classes held for:  
 -Day culinary & baking labs  
**18** Monday classes end  
**19** Tuesday classes end  
**18** Reading day (no classes) for M/W day classes  
**19-20** T/Th + M/W classes end  
**21** Friday + day culinary & baking lab classes end  
**22** Residence halls close at noon  
**23** No classes; Memorial Day Wknd

**Career Fairs, Recruiting:**  
 Visit [jwuLink.org](http://jwuLink.org) or *Experiential Education & Career Services* for information about events.

**Commencement ceremony:**  
 May 23 = undergraduate

**2** Winter term begins  
**5** Make-up classes held for:  
 -Monday CE + Grad. classes  
 -Day culinary & baking labs  
**19** Holiday break begins (no classes); note: residence halls close Dec. 19 at noon and re-open Jan. 3 at noon

DECEMBER '14						
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			

JUNE '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				

**1** Summer term begins  
 Session I classes begin  
**13** Spring term weekend culinary & baking labs end  
**16** Academic course withdrawal deadline for session I  
**22** Advanced Standing program begins  
**25** Session I classes end  
**29** Session II classes begin

**2** Holiday break ends  
 - CE culinary & baking labs and academics resume on the 3rd; all other classes resume on the 5th  
**19** No classes; M.L. King Jr. Day  
**20** Monday class schedule  
**23** Make-up classes held for:  
 -Tuesday CE + Grad. classes  
 -Day culinary & baking labs  
**23** Academic course withdrawal deadline

JANUARY '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	31

JULY '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	31	

**3** No classes; Independence Day  
**10** Fall 2015 payment deadline (for new students)  
**10** Academic course withdrawal deadline for CE, Grad. + online  
**14** Academic course withdrawal deadline for session II  
**23** Session II classes end

**6** Spring payment deadline  
**20** Make-up classes held for:  
 -Day culinary & baking labs  
**23** Monday classes end  
**24** Tuesday classes end  
**23-24** Reading days (no classes) for M/W + T/Th day classes  
**25** Monday/Wednesday + Wednesday classes end  
**26** Tuesday/Thursday + Thursday + day culinary & baking lab classes end  
**27** Friday classes end

FEBRUARY '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

**Commencement ceremony:**  
 February 27= graduate

AUGUST '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	31					

**7** Fall 2015 payment deadline (for returning students)  
**10-13** CE + Grad. classes end  
**15** Summer internships + online classes end  
**28** Advanced Standing ends

# Phone Numbers

Students who have questions or concerns in any of these areas should use the following numbers to help point them in the right direction. All of the university telephone extensions have a 303-256 prefix. Students need only dial the last four digits from any on-campus phone.

## Academic Affairs

Vice President and Academic Dean	ext. 9309
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Assistant	ext. 9769
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## Admissions **ext. 9311**

Director	ext. 9785
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## Alumni Relations **ext. 9338**

## Athletics **ext. 9331**

Director	ext. 9330
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Assistant Director	ext. 9331
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## Bookstore **ext. 9528**

## Buses, Public

RTD	303-299-6000
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## Campus Dining **ext. 9493**

## Campus Safety & Security **ext. 9500**

Director	ext. 9446
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Assistant Director	ext. 9545
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## Center for Academic Support **ext. 9461**

Director	ext. 9463
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## College of Arts & Sciences **ext. 9554**

Chair	ext. 9447
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## College of Management **ext. 9514**

Chair	ext. 9351
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## College of Culinary Arts **ext. 9450**

Dean	ext. 9387
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## Community Service & Leadership Programming **ext. 9561**

## Counseling Services **ext. 9626**

## Employment, Student **ext. 9306**

## Experiential Education & Career Services **ext. 9524**

Director	ext. 9716
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Assistant Director	ext. 9503
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## Executive Offices - Campus President **ext. 9462**

## Facilities Management **ext. 9340**

## Fitness Center **ext. 9331**

## Health Services **ext. 9448**

## Information Line (JWU Info) **ext. 9348**

## Institutional Advancement **ext. 9607**

## Library **ext. 9345**

Director	ext. 9353
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## New Student Orientation & First Year Initiatives

Director	ext. 9521
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## Printing & Mailing Services **ext. 9431**

## Residential Life **ext. 9400**

Director	ext. 9486
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Assistant Director	ext. 9361
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## School of Business **ext. 9514**

Chair	ext. 9351
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## School of Hospitality **ext. 9514**

Chair	ext. 9351
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## Special Needs Services **ext. 9451**

## Student Academic & Financial Services **ext. 9700**

## Student Activities **ext. 9400**

Director	ext. 9603
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## Student Affairs

Dean of Students	ext. 9391
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Assistant	ext. 9440
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## Student Conduct/Disciplinary Matters

Director	ext. 9591
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## Technology Services

Help Desk	(Outside line 8,1) 866-598-4357
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# 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 technology help desk services and conveniently located computer centers on campus. Questions about the services mentioned here should be directed to the University Help Desk at 866-JWU-HELP (866-598-4357) or by email ([helpdesk@jwu.edu](mailto:helpdesk@jwu.edu)).

## Emergency Information

The JWU email account is 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 cell or home phone numbers and text messages to cellphones. Students should update their contact information through [jwuLink \(https://link.jwu.edu\)](https://link.jwu.edu) (Grades and Tools > Grades & Records > Personal Info) to be sure their Blackboard Connect account is accurate.

## News and Events

The university website (<http://www.jwu.edu/denver>) keeps students connected to all things JWU 24 hours a day.

Each student at JWU receives an email account and access to conveniently located computer centers and Help Desk services. 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 should use their accounts to access current information about term start requirements, faculty, coursework, the university calendar, student activities, athletics information and more.

Denver Campus news and events can be found online (<http://events.jwu.edu/denver/calendar>).

Students should pay close attention to announcements made in their classrooms by professors and instructors. These announcements are very important. Students should also be alert for bulletin boards posting information about on and off-campus issues, events and opportunities. Important information about exams, term start requirements and commencement is often posted both online and on these bulletin boards.

## Weather Cancellations

For information on cancellations due to inclement weather, call the Denver Campus' automated weather cancellation line at 303-256-9348. Updates are also posted to Denver Campus website and sent to your JWU email account to keep you connected to all things JWU 24 hours a day.



# The Student Handbook

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

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

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

## Amendments

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

# General Information and Policies

Important information and policies for students in the JWU community.

## Advising

Students may have an assigned faculty advisor who will work with them throughout their academic career. Students may also utilize academic counselors in Student Academic & Financial Services as an additional academic resource to discuss curriculum changes, course sequencing and graduation planning. For personal and clinical counseling services, students may seek the support of Counseling Services. Students may view their assigned primary advisor in jwuLink (<https://link.jwu.edu/cp/home/displaylogin>) (Registration tab > Academic Profile).

## Automobiles on Campus

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

All students and visitors who park a vehicle on campus must display a university parking permit and abide by all rules listed on the permit application and traffic signs throughout the campus. Parking permits for the Harborside Campus can be obtained at Student Academic & Financial Services. Parking permits for The Cove can be obtained from Campus Safety & Security.

## Parking Permits

All students who park on campus must obtain a university parking permit. Visitors must park in designated visitor areas and sign in at the admissions front desk located on the first floor of Aspen Hall. Possession of a parking permit establishes permission for students to park on campus, but does not guarantee that a parking space will be available. Permits may be purchased and/or obtained at the cashier's desk in Student Academic & Financial Services located on the first floor of the Academic Center. To obtain a parking permit, students must do the following:

1. Complete an application (<http://www.jwu.edu/content.aspx?id=580>) at the cashier's window in Student Academic & Financial Services. All vehicles using the permit must be listed on the application.
2. Pay the required fee for the permit requested.

Parking permits are nonrefundable and only transferable to vehicles listed on the parking permit application for that person.

Students are not authorized to share or sell parking permits to other students. Unused permits must be returned to the Campus Safety & Security Dispatch Center. Visitor parking permits are only available to faculty and staff and can be obtained by contacting Campus Safety & Security. These permits are valid for one day only and will be distributed in electronic format.

All permits must be visibly displayed from the front of the vehicle and hung from the rear view mirror. Permits must be visible from the outside and not blocked by any sun visors or dashboard covers.

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

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

### Parking permit prices

Resident Annual	\$75.00
Resident Term	\$30.00
Commuter Annual	\$225.00
Commuter Term	\$100.00

During inclement weather months, students, faculty and staff may be asked to move their vehicles to help facilitate the snow removal process.

## Parking Areas

### Visitor Parking

Visitors should park at the visitor parking lot at 18th and Olive streets. Follow the signs to the Admissions office, located in Aspen Hall. All visitors must sign in at the admissions front desk.

### Student Parking

The university provides parking to students on a first-come, first-served basis.

Student parking permits can be obtained from the cashier's window in Student Academic & Financial Services located on the first floor of the Academic Center.

Before you bring a car to campus, students must first register your vehicle. As a permit holder, students must maintain a valid driver's license, valid vehicle insurance and a valid vehicle registration, as well as obey all local and campus traffic regulations.

### On-campus Parking Areas

Please refer to the Denver Campus map (<http://www.jwu.edu/denver/campusmap>) for designated parking areas.

## Parking Regulations

Campus Safety & Security issues monetary fines to individuals who park vehicles in violation of Denver Campus parking rules. Fines are due within 30 calendar days of issue and are subject to change at the discretion of the university. The following are the parking rules and regulations for the Denver Campus:

1. All vehicles must be parked properly within a designated space so as not to interfere with another parking space or obstruct a lane of travel or pedestrian walkway. Vehicles that fail to park correctly in marked spaces will receive a \$15 fine.
2. Maximum speed limit on university property is 10 miles per hour. Operating your vehicle without a reasonable amount of care may result in receiving a \$60 fine for reckless or careless driving, revocation of parking privileges and/or additional disciplinary action.
3. Vehicles illegally parked in fire lanes will receive a \$50 fine and be towed at the owner's expense.
4. Vehicles parked in handicapped spaces without a valid handicapped placard will receive a \$60 fine and will be booted immediately.
5. Vehicles parked in a loading zone or metered time space longer than 30 minutes will receive a \$15 fine. Vehicles left in these spaces for more than two hours will be booted.
6. Vehicles left in a driveway or thoroughfare will receive a \$15 fine and are subject to tow at the owner's expense.
7. Vehicles parked on the lawn will receive a \$15 fine and are subject to tow at the owner's expense.
8. Vehicles parked in reserved spaces (such as "Resident Students Only," "Visitors of the President," "University Vehicles Only" or "Reserved for Campus Safety & Security") will receive a \$15 fine and are subject to tow at the owner's expense.
9. Moving or defacing any university traffic sign will result in disciplinary action.
10. Vehicles shall not be abandoned in campus parking areas and must be in good working condition at all times. Failure to comply will result in the vehicle being towed at the owner's expense.
11. Vehicles parked on campus not displaying any permit will receive a \$25 fine.
12. Vehicles parked on university property are subject to search in the event a violation of the Student Code of Conduct (p. 53) or other university rules involving the vehicle has occurred or is believed to have occurred.
13. Visitors over the weekend must park in the north and south Chapel lots. Visitors may park in these two lots beginning Thursday at 5 p.m. until Monday morning at midnight. All other times, visitors are required to park on the street or obtain a visitor permit.
14. There is no overnight parking allowed in the North Chapel Lot, South Chapel Lot, Aspen Hall Lot and Wildcat Lot Monday through Thursday. Any vehicles parked in these lots between midnight and 6 a.m. will receive a \$15 fine.

### Payment of Parking Fines

Fines must be paid in person at the cashier's window in Student Academic & Financial Services (first floor of the Academic Center). All fines must be paid

within 30 calendar days of issue. If payment has not been received within 37 days of issue, the vehicle will be booted. If a vehicle receives a boot, a \$75 boot fee must be paid at the cashier's window to remove the boot. The boot fee is in addition to any outstanding violation fines and/or late fees. Vehicle boots will not be removed until the boot fee and all outstanding violations are paid in full. If fees are not paid in full within 72 hours of the boot being placed on the vehicle, the vehicle will be towed at the owner's expense. Vehicle boots are property of Johnson & Wales University and can only be removed by authorized personnel. Unauthorized removal of a vehicle boot is strictly prohibited. Violators will be referred to Student Conduct for further action. Damage resulting in unauthorized removal of the vehicle boot and/or theft of the vehicle boot will be prosecuted to the full extent of the law.

### Payment for Campus Safety & Security

All fines may be paid by cash, check or credit card during Student Academic & Financial Services' business hours. IOUs will not be accepted. After-hours payments may be made at Campus Safety & Security in the form of credit card/debit card; cash or checks will not be accepted. Maxx Towing is the provider for all tow services on the Denver Campus. Tow and storage charges are at the sole discretion of Maxx Towing and must be paid directly to them.

Maxx Towing will only hold vehicles for a maximum of 30 days. After 30 days, any vehicles still in their possession are considered to be abandoned and will be sold or disposed of at the discretion of Maxx Towing.

If an owner of any permitted vehicle receives more than five violations in an academic year, the owner will be subject to loss of parking privileges for the remainder of that year. The decision to suspend parking privileges will be reviewed and decided by the dean of students.

### Parking Appeal Process

Parking appeals may be submitted in writing to the Campus Safety & Security Dispatch Center during normal business hours. Appeals may also be emailed (blyninger@jwu.edu) to the assistant director of Campus Safety & Security. To file a parking appeal regarding a violation or vehicle boot discrepancy, the following must be completed:

1. Students should write a formal letter outlining why they disagree with the issuance of the violation or vehicle boot.
2. Include the violation number, date, time and reason you received the violation and/or vehicle boot.
3. Include a return address, phone number, and valid email address.
4. Submit to the Campus Safety & Security Department within 30 calendar days of the date the violation or vehicle boot was issued.

Parking appeals will be reviewed by the Parking Appeals Committee. The committee will make a decision on a case-by-case basis and notify the person submitting the appeal within five business days of their decision. If the committee grants the parking appeal, the violation will be voided. If the vehicle was booted as a result of the violation, the boot fee will be returned to the payee. If the committee denies the parking appeal, all fees relating to the violation must be paid within five calendar days of notification that the appeal was denied. If a parking appeal is issued, the violation fee will be waived until the Parking Appeals Committee has made a decision regarding the appeal. This does not apply to vehicle boots. All vehicle boot fees must be paid up front and will be returned if the appeal is granted by the committee.

## Complaints and Grievances

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

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

1. Actions by the dean of students, including matters that have been referred to Student Conduct.
2. Actions relating to Student Academic & Financial Services.
3. Actions by Residential Life concerning contract release.
4. Actions by the Academic & Financial Appeals Committee.
5. 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. 13)).

6. Actions relating to voluntary medical withdrawal (p. 26).
7. Actions relating to the review of accommodation decisions (p. 60).
8. Actions relating to Academic Integrity (p. 30).

Please see the procedures set forth in Academic and Administrative Complaints (p. 10) for the resolution of academic and administrative issues outside of the exempt areas.

## Academic and Administrative Complaints

### Step One

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

### Step Two

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

### Step Three

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

### Expedited Review

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

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

## Computer and Technology Use

All students are required to comply with the university's Computer and Technology Use Policy (<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 student conduct review actions up to and including dismissal from the university.

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

## Mass Email Policy

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

- Providence Campus: Lisa Pelosi or Lauren Tkacs
- North Miami Campus: Sharu Goodwyn or Jordan Fickess
- Denver Campus: Director of Campus Safety & Security or Director of Public Relations
- Charlotte Campus: Chesley Black, Melinda Law, Tarun Malik or Mark Norman
- Universitywide: Lisa Pelosi or Lauren Tkacs

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

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

## Dress and Manners

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

Communication devices, such as cellphones, pagers, etc., may not be used in the classrooms, libraries, computer labs, Center for Academic Support or any academic-related facility and must be turned off, set to vibrate or otherwise rendered inaudible.

For additional information see the following policies:

- Uniform (p. 39) policy for culinary and hospitality labs
- Hat (p. 38) policy

## 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 (see the Student Code of Conduct (p. 53)). Unlawful for these purposes means in violation of federal, state or local statutes, regulations or ordinances. Workplace is defined as either university premises or any place where university business is conducted away from university premises. Educational setting includes both university premises and approved educational sites off campus.

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

### Sanctions

Disciplinary sanctions which may be imposed on a student found to be in violation of the above policy include, but are not limited to, 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.

## 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 Services offers AOD prevention through programming efforts with various student groups and Student Affairs departments.
- Counseling Services also collaborates 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 as part of Alcohol Awareness Week activities, the campus Wellness Fair, as well as a variety of classroom and Residential Life programs.

### State Penalties for Drug and Alcohol Offenses

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

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

Criminal penalties for drug and alcohol offenses can include

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

## 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. They are

1. The right to inspect and review the student's education records. Students should submit a written request to the department that maintains the record(s) they wish to inspect. The department will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask Johnson & Wales University to amend a record that they believe is inaccurate or misleading. They should write to the appropriate department, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the university has contracted as its agent to provide a service instead of using university employees or officials; a person serving on the board of trustees; or a student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. In addition, Johnson & Wales University may disclose education records without consent to an institution that has requested the records and in which the student seeks or intends to enroll or where the student is already enrolled so long as the disclosure is for purposes related to his/her enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-5901.

## Directory Information Public Notice

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

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

## Financial Obligations

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

Repaying loans helps establish favorable credit ratings that make it easier for students to buy homes, rent apartments, 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.

## Firearms

Except as set forth below, no person shall possess a firearm, gun, or explosive device of any kind on university property or in any buildings or facilities owned, controlled or used by the university. Exceptions to this policy are limited to the following:

- Licensed and authorized possession and use by federal, state and municipal law enforcement officials ("law enforcement officials") in the course of their official duties.
- Firearms and guns of off-duty law enforcement officials that have been properly disarmed and secured in vehicles outside of university buildings.
- In instances where an off-duty law enforcement official is required to carry a firearm or gun while off duty as a condition of employment, after prior written notification to the executive director of Campus Safety & Security, or his or her designee, provided that such instances may be limited as directed by the executive director of Campus Safety & Security or his or her designee.
- In instances where there is a demonstrated operational or administrative need, such as to allow courier services to pick up or deliver currency and to allow financial institutions to service automated teller machines located on campus, but only to the extent authorized, in writing, by the executive director of Campus Safety & Security or his or her designee.

## Food and Beverages

In academic buildings, food and beverage consumption is limited to designated eating areas only. Under no circumstances are food and beverages to be consumed in classrooms or corridor areas.

## Identification Cards

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

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

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

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

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

- Immediately report a lost or stolen card to Campus Safety & Security
- Lost or damaged ID cards will incur a \$15 replacement fee
- Students are only permitted one ID

All university-issued ID cards remain the property of Johnson & Wales University.

For more information, contact the appropriate campus.

### Providence Campus

- 401-598-1433

### North Miami Campus

- Campus Safety & Security, 305-892-7011
- Student Financial Services, 305-892-7006

### Denver Campus

- 303-256-9400

## Charlotte Campus

- 980-598-1900

## Posting Policy

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

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

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

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

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

## Prohibited Discrimination and 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. 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 policies, 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 the Employee Code of Conduct and other 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 (p. 53) and may result in student conduct sanctions up to and including dismissal from the university.

To review the entire Prohibited Discrimination and 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. 14)
- What Are Other Types of Prohibited Harassment? (p. 14)

- What to Do (p. 14)
- Filing a Complaint (p. 14)
- Investigation and Resolution (p. 15)
- Retaliation, False Complaints (p. 16)
- Enforcement Agencies (p. 16)

## 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:

Elizabeth Canning ([elizabeth.canning@jwu.edu](mailto:elizabeth.canning@jwu.edu)), nondiscrimination coordinator and title IX coordinator, Johnson & Wales University, 8 Abbott Park Place, Providence, RI 02903, 401-598-2716

The nondiscrimination coordinator (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.

The university's full Prohibited Discrimination and Harassment Policy is included in the Student Handbook (p. 13) 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 the nondiscrimination coordinator).

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, One Biscayne Tower, 2 S. Biscayne Boulevard, 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 Avenue, Suite 410, Denver, CO 80203, 303-866-1300
- Colorado Civil Rights Division, 1560 Broadway, Suite 1050, Denver, CO 80202-5143, 303-894-2997

North Carolina:

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

## What Is Sexual Harassment?

Sexual harassment is a form of sex discrimination prohibited by federal and state laws and university 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.

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 actions 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

- 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 individual'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 or other unlawful sexual activity or relationship violence prohibited by the Sexual Violence & Relationship Violence Policy (p. 16) and the Student Code of Conduct (p. 53).
- 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.
- epithets, slurs, quips or negative stereotyping that relate to sex and 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
- 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 unwelcome and/or offensive behavior. 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 unwelcome and/or offensive behavior continues. For information regarding reporting a complaint or concern, please see Filing A Complaint (p. 14), Investigation and Resolution (p. 15), and Retaliation (p. 16).

Any university employee who becomes aware of discrimination or harassment based on protected category, including sexual assault and relationship violence, at the university by any person, or by a student on or off campus, or to whom such discrimination or harassment is reported, must immediately notify the nondiscrimination coordinator, a nondiscrimination campus liaison, Human Resources & Payroll or Campus Safety & Security as set forth under Filing A Complaint (p. 14).

For a list of state and federal government enforcement agencies, please see Enforcement Agencies (p. 16).

## 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.

Any university employee who becomes aware of discrimination or harassment based on protected category, including sexual assault and relationship violence, by a student of the university, or to whom discrimination or harassment is reported, must immediately notify Campus Safety & Security. This notification is required even if the behavior took place off-campus.

Except as set forth in the paragraph above, anyone who is aware of or believes he or she has witnessed or has been the subject of discrimination or harassment, including 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 coordinator and section 504 coordinator) investigates complaints about the behavior of employees, student employees (acting in their capacity as employees) and third parties (i.e., a visitor to campus or an individual doing business with the university).

Any university employee who becomes aware of discrimination or harassment based on a protected category, including sexual assault and relationship violence, by an employee, student employee or third party, must immediately notify the nondiscrimination coordinator, a nondiscrimination campus liaison, or Human Resources & Payroll.

Except as set forth in the paragraph above, anyone who believes he or she has witnessed or has 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. Reports can also be made to any nondiscrimination campus liaison, Human Resources & Payroll, 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 and harassment and to conduct discrimination and harassment investigations.

#### Contact information for the nondiscrimination coordinator:

Elizabeth Canning, nondiscrimination coordinator, title IX coordinator and section 504 coordinator  
Johnson & Wales University  
8 Abbott Park Place  
Providence, RI 02903  
401-598-2716  
email (elizabeth.canning@jwu.edu)

#### Contact information for nondiscrimination campus liaisons:

Providence Campus nondiscrimination liaisons:	North Miami Campus nondiscrimination liaisons:
Gerianne Chapman 401-598-2551	Dolly Duran 305-892-5304
Diane D'Ambra 401-598-1845	Jordan Fickess 305-892-7597
Colleen Donnelly 401-598-2561	Michelle Garcia 305-892-7606
Scott Lyons 401-598-2833	Colin Roche 305-892-7576

Dameian Slocum 401-598-1017	Barry Vogel 305-892-7042
Rebecca Tondreau 401-598-2634	
John Varlaro 401-598-1330	

Denver Campus nondiscrimination liaisons:	Charlotte Campus nondiscrimination liaisons:
Sara Miller 303-956-9584	Sue Batten 980-598-1457
Stephen Pyle 303-956-9351	James Minton 980-598-1805
Timothy Stein 303-956-9303	Jean Moats 980-598-1608
Marleen Swanson 303-956-9539	Tracy Smith 980-598-1006
	Don Taylor 980-598-3226
	Fred Tiess 980-598-1470

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.

Elizabeth Canning, nondiscrimination coordinator, title IX coordinator and section 504 coordinator  
Johnson & Wales University  
8 Abbott Park Place  
Providence, RI 02903  
401-598-2716  
email (elizabeth.canning@jwu.edu)

### 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 at the address indicated above.

## Sexual Assault and Relationship Violence

In addition to the procedures described above, employees or students who are victims of sexual assault, dating violence, domestic violence or stalking may seek assistance as described in the university's Sexual Assault & Relationship Violence Policy (p. 16).

Please also see Investigation and Resolution (p. 15), Retaliation and False Complaints (p. 16), the Student Code of Conduct (p. 53) and the Conduct Review Process (p. 56).

## 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 if disclosure is necessary to comply with university policies and state and federal law.

Every reasonable effort will be made to complete the investigation 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 and False Complaints

## Retaliation

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 is unlawful and in violation of this policy. Anyone found to have engaged in retaliation will be subject to disciplinary action up to and including termination or dismissal.

## False Complaints

The reporting of a false complaint is a violation of this policy and may result in 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 he or she has 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://wdcrobcopol01.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

# Sexual Violence and Relationship Violence Policy

Johnson & Wales University prohibits sexual assault, other unlawful sexual activity, dating violence, domestic violence and stalking, and offers programs aimed at the prevention of such offenses. These offenses are violations of law as well as the university's Student Code of Conduct (p. 53). A summary of the basic elements of each such offense is set forth below.

## Sexual Assault and Other Unlawful Sexual Activity

**Sexual assault** is any nonconsensual oral, vaginal or anal sex or any other nonconsensual penetration of the genital or anal opening, however slight, by any part of a person's body or by any object, including instructing an individual to penetrate his/her own genital or anal opening, or engage in oral sex, against his/her will.

Sexual assault and other unlawful sexual activity generally encompass the following:

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

**Nonconsensual** sexual activity takes place when the victim does not or cannot (because the victim is incapacitated) give intelligent, knowing and voluntary consent.

Consent is a voluntary 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.

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

Statutory rape and incest are also prohibited.

## Dating Violence

Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with a victim. The existence of such a relationship is determined based on consideration of the length and type of relationship and the frequency of interaction between the persons involved.

## Domestic Violence

Domestic violence includes crimes of violence where the parties involved

- are current or former spouses (or persons similarly situated to a spouse or that cohabitated as spouses);
- have a child in common; or
- have or had another relationship covered by the domestic or family violence laws of the jurisdiction (such as individuals related by blood or marriage or current or former household members)

## Stalking

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

- fear for his or her safety or the safety of others; or
- suffer substantial emotional distress

If there is reason to believe that Johnson & Wales University's rules prohibiting any of these offenses have been violated, either on or off campus, the administration may pursue disciplinary action through the university's Conduct Review Process (p. 56), Human Resources & Payroll, and/or through any other available procedures.

In considering these offenses, the university will, if required by law, refer to the laws of Rhode Island, Florida, Colorado, North Carolina and Massachusetts. The state law definitions of sexual assault (and consent), dating violence, domestic violence and stalking in Rhode Island, Florida, Colorado, North Carolina and Massachusetts are available upon request from the Gender Equity Center, the nondiscrimination coordinator and Campus Safety & Security (see Getting Help (p. 18)).

Johnson & Wales University strives to be supportive and accommodating for all victims of sexual assault, dating violence, domestic violence, stalking and other unlawful sexual activity. University representatives (see Getting Help (p. 18)) will make every effort to help in these ways:

1. We will meet with you privately at a place of your choice on campus to take a statement and explain your options.
2. We will treat information that you share with the highest level of discretion. The university's crime log will not include identifying information about the victim to the extent permissible by law.
3. 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. 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 will be limited.
4. 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.
5. We will not prejudge you.
6. We will treat you and your particular situation with courtesy, sensitivity, dignity, understanding and professionalism.
7. If you feel more comfortable talking with either a female or a male counselor or representative, we will do our best to accommodate your request.
8. We will assist you in arranging for any hospital treatment or medical needs.
9. 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.
10. We will fully investigate your report with respect and discretion.
11. We will continue to be available for you — to answer your questions, explain the systems and processes involved, and be willing listeners.
12. We will consider your report seriously, regardless of your gender or the gender of the alleged violator.
13. We will make reasonable accommodations and take interim measures for your safety and well-being.

*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. Anyone found to have engaged in retaliation will be subject to disciplinary action up to and including termination or dismissal. See the university's Retaliation (p. 16) policy.*

See the additional Sexual Violence & Relationship Violence Policy (p. 16) pages:

- Education and Prevention (p. 17)
- Steps to Follow (p. 17)
- Getting Help (p. 18)
- Criminal and Disciplinary Action (p. 22)

## Education and Prevention

Johnson & Wales University takes a proactive stance to educate its community regarding issues of sexual violence and relationship violence and methods of prevention. Students receive sexual violence and relationship violence awareness and prevention education at various times and through a variety of sources during their enrollment at the university.

Education begins at new student orientation, where new students and their parents participate in sessions dedicated to illustrating Johnson & Wales University's stance against sexual violence 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 violence and relationship violence, and ways to reduce the risk of sexual assault, dating violence, domestic violence, stalking and unlawful sexual activity. Students also learn about safe and effective forms of bystander intervention. Prevention and education efforts continue throughout the year and are supported by multiple departments. These efforts are targeted at awareness raising, risk reduction, bystander behavior, and root causes of sexual violence and relationship violence. The university provides education through its "Consent is..." campaign, which educates students about the university's policies related to sexual violence, the intersection between alcohol, sexual violence and relationship violence, where to obtain resources and where to report violations. Literature addressing issues of sexual violence and relationship violence is available from multiple departments including Campus Safety & Security, Counseling Services, Health Services, Health Education, the Gender Equity Center, Student Activities, Athletics, Residential Life and the Title IX Coordinator.

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 students have the opportunity to participate in an 8-hour bystander intervention training program.

The university seeks to provide a wide array of resources for community members. Professional staff members also outreach and collaborate with local sexual assault, dating violence, domestic violence, stalking and unlawful sexual activity response and service organizations.

For detailed information regarding sexual violence and relationship violence awareness and prevention programming, contact the Title IX Coordinator at (401) 598-2716 or the director of the Gender Equity Center at (401) 598-2248. For more information about Green Dot contact the director of the Gender Equity Center at (401) 598-2248.

See the additional Sexual Violence and Relationship Violence Policy pages Sexual Violence and Relationship Violence (p. 16), Steps to Follow (p. 17), Getting Help (p. 18), and Criminal and Disciplinary Action (p. 22).

## Steps to Follow if an Offense Occurs

If you believe you are the victim of a sexual assault, other sex offense, dating violence, domestic violence or stalking, you should take the following steps:

1. **Go to a safe place.**
2. **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. 18). Campus authorities will assist you to notify law enforcement authorities, if desired; and/or
  - reporting the offense to Campus Safety & Security (see Getting Help (p. 18) for your campus information) or a Residential Life staff member (such as your R.A. or R.D.); and/or
  - making a complaint to the university's Title IX coordinator (401-598-2716); and/or
  - contacting any of the other organizations or departments listed in Getting Help (p. 18).

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 to the police and Campus Safety & Security.

**3. You may seek free confidential counseling services.** You can obtain free confidential counseling assistance whether or not you file a report. You may contact Counseling Services directly (see Getting Help (p. 18) for your campus information as well as assistance available in the community) or, without disclosing any details of the incident, ask a Residential Life staff member or Campus Safety & Security to contact the on-call counselor.

**4. 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

Individuals of any gender can be victims of sexual assault, dating violence, domestic violence and stalking. JWU encourages victims to go to the appropriate hospitals for their campus listed in Getting Help.

**5. 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, 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 in the case of stalking, such as social media posts, emails, texts or other materials.

**6. You may seek assistance in changing university academic, living, working and transportation situations, regardless of whether you choose to report the crime to local law enforcement.** 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. 18).

**7. You may seek an order of protection, a court-ordered no contact order, a restraining order or similar lawful orders from a court of competent jurisdiction.** Please note that the police are responsible for the enforcement of these items and not Campus Safety & Security.

**8. You may seek additional help, counseling, advocacy, legal assistance and other assistance.** People and organizations offering these services are listed under Getting Help (p. 18).

See the additional Sexual Assault & Relationship Violence Policy pages: Sexual Assault & Relationship Violence Policy (p. 16), Education and Prevention (p. 17), Getting Help (p. 18), and Criminal and Disciplinary Action (p. 22).

## Getting Help

After a sexual assault or an incident of dating violence, domestic violence, stalking or other unlawful sexual activity, 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.

Please select from the available sections for resources at the Johnson & Wales University Regional Campuses

### Providence

After a sexual assault or an incident of dating violence, domestic violence, stalking or other unlawful sexual activity, 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.

### 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. (Day One 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.sojournerri.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*

### 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 through Campus Safety & Security (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

*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

8 Abbott Park Place, 401-598-2716

### Residential Life

(24 hours a day in each residence hall)

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

### Dean of Students

Wildcat 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, 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 the additional Sexual Assault & Relationship Violence Policy (p. 16) pages:

- Education and Prevention (p. 17)
- Steps to Follow (p. 17)
- Criminal and Disciplinary Action (p. 22)

## North Miami

After a sexual assault or an incident of dating violence, domestic violence, stalking or other unlawful sexual activity, 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.

## 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 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 ([http://www.miami-dadeclerk.com/families\\_domestic\\_violence\\_filing.asp](http://www.miami-dadeclerk.com/families_domestic_violence_filing.asp)). 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) (<http://www.loveisrespect.org>) for support and information regarding dating violence.

## On-campus Help

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

### 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

**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

Providence Campus (8 Abbott Park Place, Providence, RI, 02903), 401-598-2716

### 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 the additional Sexual Assault & Relationship Violence Policy (p. 16) pages:

- Education and Prevention (p. 17)
- Steps to Follow (p. 17)
- Criminal and Disciplinary Action (p. 22)

## Denver

After a sexual assault or an incident of dating violence, domestic violence, stalking or other unlawful sexual activity, 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.

## 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

Rape Assistance and Awareness Program (RAAP) (<http://www.raap.org>) 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*

#### **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

### *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 / Nondiscrimination Coordinator**

Providence Campus (8 Abbott Park Place, Providence, RI 02903), 401-598-2716

### **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 the additional Sexual Assault & Relationship Violence Policy (p. 16) pages:

- Education and Prevention (p. 17)
- Steps to Follow (p. 17)
- Criminal and Disciplinary Action (p. 22)

## Charlotte

After a sexual assault or an incident of dating violence, domestic violence, stalking or other unlawful sexual activity, 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.

## 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:*

#### **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

### *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, 7 days a week)

### **Title IX Coordinator/Nondiscrimination Coordinator**

Providence Campus (8 Abbott Park Place, Providence, RI 02903), 401-598-2716

### **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 the additional Sexual Assault & Relationship Violence Policy (p. 16) pages:

- Education and Prevention (p. 17)
- Steps to Follow (p. 17)
- Criminal and Disciplinary Action (p. 22)

## 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. Campus personnel are available to assist you when notifying local or campus authorities. Please see Getting Help (p. 18) for sources of assistance for victims when moving through the prosecution process.
2. **University Disciplinary Action:** Sexual assault, other unlawful sexual activity and sexual harassment are a violation of the university's Prohibited Discrimination and Harassment Policy (p. 13), the Student Code of Conduct (p. 53), and Title IX of the Education Amendments of 1972 (Title IX). Sexual assaults, other unlawful sexual activity, sexual harassment, dating violence, domestic violence and stalking alleged to have been committed by students are addressed through the university's Conduct Review Process (p. 56) and, as applicable, in accordance with Title IX. In connection with such complaints, the complainant and the respondent will have the following rights in connection with the Conduct Review Process (p. 56):
  - The right to an investigation and resolution that is prompt, fair and impartial as required by applicable law and conducted by university officials who receive annual training on the issues related to sexual harassment, sexual assault, dating violence, domestic violence, stalking and other unlawful sexual activity and how to conduct an investigation and hearing process that protects the safety of complainants and promotes accountability. Hearing officers and hearing panels use the "more likely than not" standard to evaluate alleged violations.
  - The right to present relevant materials and witnesses with relevant personal knowledge of the incident as outlined in the Conduct Review Process (p. 56).
  - The right to choose an advisor as outlined in the Conduct Review Process (p. 56).
  - The right to be informed in writing of the outcome of the hearing and any appeal, including when such results become final. This includes disclosure to the Complainant, as well as to the Respondent, of any sanction imposed that pertains to a sex offense and any sanction imposed that directly relates to the Complainant with respect to other sexual harassment violations. The Complainant and the Respondent do not need to submit a request for such information. In addition, for any crime of violence (including sexual assault), the university will, upon written request and in accordance with applicable law, disclose to the Complainant all sanctions imposed against the respondent. If the Complainant is deceased as a result of the crime or offense, the outcome of the hearing and sanctions will be provided to the Complainant's next of kin if so requested.

- The right to request an appeal as outlined under "Appeal" in the Conduct Review Process (p. 56), provided that with respect to the Complainant, the time period to request an appeal will begin on the date of notification of the outcome of the hearing.

Possible sanctions for a violation of the Student Code of Conduct regarding sexual assault, unlawful sexual activity, dating violence, domestic violence or stalking are set forth in Sanctions (p. 55).

**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 Sexual Violence and Relationship Violence Policy (p. 16), including the following pages:

- Education and Prevention (p. 17)
- Steps to Follow (p. 17)
- Getting Help (p. 18)

## 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.

## JWU Communications with Students

Johnson & Wales University is committed to providing communication that is timely and relevant to students. The university will send 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 monitor their university email account on a frequent and consistent basis.**

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

### Emergency Notification System (Blackboard Connect)

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

### Mailing Address

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

### On-campus/Commuter Address (Required)

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

### Permanent Home Address (Required)

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

### Internship Programs Address

Any student participating in an internship or internship abroad must provide Experiential Education & Career Services with any change(s) in contact information.

## Work-study and Student Employees

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

## International Students

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

## jwuLink

Students should log in frequently to jwuLink to review timely announcements, news and events.

## Social Media

Whether it's Facebook, Twitter, Instagram, Tumblr or another site, following Johnson & Wales University across social media is easy (<http://gomobile.jwu.edu>).

## 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 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.

### Athletic Hold

The Athletic Hold for unreturned university athletic gear prevents course registration and release of diploma. This hold will be placed if the student has unreturned athletic gear or owes replacement fees. This hold will be removed when the student has returned the athletic gear or paid replacement fees to the equipment coordinator.

### 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 an outstanding tuition, fees or room and board balance with the university. A Collections Hold will be removed from a student's account once the outstanding balance is paid in full.

### Entrance Interview Hold

The Entrance Interview Hold prevents course registration and entrance to class. This hold will be placed if a first-time borrower for the Federal Stafford Loan program has not completed an entrance interview with Student Academic & Financial Services by the term's posted deadline for completing term start requirements. Entrance interviews can be completed online (<http://www.studentloans.gov>). An Entrance Interview Hold will be removed once the student has completed the entrance interview with Student Academic & Financial Services. If this hold is not cleared by the end of the add/drop period, the student's schedule will be immediately and permanently deleted and the student will be considered withdrawn from the term.

### Financial Aid Hold

The Financial Aid Hold prevents course registration and entrance to class. This hold will be placed if the Financial Aid area of Student Academic & Financial Services has requested documentation (e.g., parent 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 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.

### Health Services Hold

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

### Home-School Verification Hold

The Home-School Verification Hold prevents course registration.

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;
- a G.E.D. certificate

or, with respect to home-schooled students who are above the compulsory age of school attendance,

- a secondary school completion credential for home school (other than a high school diploma or a G.E.D. certificate) provided for under state law;

or

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

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.

### International Student Hold

The International Student Hold prevents course registration and entrance to class. This hold is applied by International Student Services to the records of any student who has not completed all required documentation, in accordance with federal regulations. This hold is released only after ALL



documentation requirements have been met. If this hold is not cleared by the end of the add/drop period, the student's schedule will be immediately and permanently deleted and the student will be considered withdrawn from the term.

### **Judicial Hold**

The Judicial Hold prevents course registration, entrance to class, 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.

### **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 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. This hold 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.

### **Schedule Hold**

The Schedule Hold prevents course registration. This hold will be assigned by Student Academic & Financial Services to students who have not completed associate-level degree requirements as well as students enrolled in the Pre-MBA, English as a Second Language and Early Enrollment programs, and will be removed when the student has completed their course requirements. A schedule hold may also be placed on students who do not declare concentrations as required by their programs.

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

### **Self-certification Hold**

The Self-certification Hold prevents course registration and entrance to class. This hold will be placed 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 visit 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.

## **Term Start Requirements**

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

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

## Health Services Requirement

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

- Complete physical exam (signed by doctor) within the last year including documented proof of
  - Two doses MMR (measles, mumps, rubella) vaccine (or titers if applicable)
  - Three doses hepatitis B vaccine (or titers if applicable)
  - Three doses of a tetanus-diphtheria vaccine (including at least one Tdap dose within the past 10 years)
  - Two doses of chicken pox vaccine (or titers if applicable) or proof of physician-diagnosed disease
- One dose of meningitis vaccine is required for students residing in university residence halls (a waiver of the meningitis vaccine requirement is available for students 22 years of age and older. Please contact Health Services for further information.)
- Negative tuberculosis test or chest X-ray within the last year is required for entering students who are from highly endemic countries and have been residents of the United States for less than five (5) years. A list of countries where tuberculosis is highly endemic is available upon request from Health Services.
- Signature of a parent or legal guardian (if under 18 years old)
- **Charlotte campus only:** Any student who is under the age of 18 upon enrollment must also submit proof of the polio vaccine series.

The hepatitis A vaccine is strongly recommended but not required. Please note that further immunization requirements apply to students enrolled in the Physician Assistant Program.

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

## International Student Services Requirement

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

## 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. Students are not permitted to withdraw from a course or the university during final exams.

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. 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 in order to be considered officially withdrawn.

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. 28).

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 online (<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

Before withdrawing from a course, 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 tuition charges, payments and potentially increased student loan borrowing. Students are not permitted to withdraw from a course during final exams.

Course 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 fax or letter) of their intent to withdraw from a course. 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 in order to be considered officially withdrawn. Students may be withdrawn by an instructor from courses with specific attendance policies. Students should review Attendance (p. 32) for additional policies.

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, WF or W by the instructor in order to record attempted credits. A student who remains enrolled in one or more courses in the term will not be eligible for a tuition credit. Students who withdraw from all courses will be withdrawn from the term and are subject to the Term/University Withdrawal (p. 26) 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. See Withdrawal (p. 25) for information regarding submission of an enrollment dispute with respect to students who do not officially withdraw due to extenuating circumstances.

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

Before withdrawing from 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(s) and take advantage of university resources, such as tutoring or study skills assistance. Students are not permitted to withdraw from the term/university during final exams.

Term/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 and award (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 fax or letter) of their intent to withdraw from a term or the university. 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 withdrawal. Students who notify an instructor are still responsible for notifying Student Academic & Financial Services or Online Student Services

in order to be considered officially withdrawn. See Withdrawal (p. 25) for information regarding submission of an enrollment dispute with respect to students who do not officially withdraw due to extenuating circumstances.

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. 28). 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, WF or W will be issued by each course instructor in order to record attempted credits. Students are not permitted to withdraw from the university during final exams.

Students may return to the university to register for a future term/semester, 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 (p. 53).

## Unofficial Withdrawal

Federal regulations require that a student who begins attendance but fails to earn a passing grade in at least one course in any term and who does not officially withdraw shall be considered as having unofficially withdrawn from the university, unless the university can document that the student completed at least 60 percent of the period of enrollment and earned the grade of "F." A student must be engaged in academically related activities beyond the 60 percent of the enrollment period in order 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. All other instances when a student withdraws without providing official notification will be the 60 percent point of the period of enrollment, as applicable. 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. 27) 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 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. 60) for detailed information on the process for requesting accommodations.

### 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 in to initiate the withdrawal process. An official copy of the military orders must be presented to invoke this special withdrawal and refund process. Students should also consider completing a Student Authorization to Release Information (<http://www.jwu.edu/content.aspx?id=35578>) form to designate who may have access to their education records.

## 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 lender(s) for repayment information and grace period expiration policy).

Please note:

- Students considering a leave of absence must submit an application with Student Academic & Financial Services (online program students must contact Online Student Services) by no later than the day prior to the start of a term/semester or lab segment (applications will be accepted at any time during the term as long as the student has not entered the segment for which the leave is being requested). Note: students who are non-U.S. citizens must contact the International Center first, prior to pursuing a leave of absence.
- Requests (including required documentation) will be reviewed in a timely fashion and either approved or rejected by Student Academic & Financial Services 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.

## Impact of 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 first 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. 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 his or her original program of study. Withdrawal from a prerequisite course may impact future course registration, if scheduled, and may impact the sequencing of remaining requirements.

Furthermore, any type of withdrawal may impact

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

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

See the additional Withdrawal sections for more information.

## Tuition and Fees Credit Policy

Term/semester charges are defined as tuition and, if applicable, room and board, 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 appropriate form online (<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.

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

Date of withdrawal of all registration for post-graduate (doctoral) students	Credit for term charges

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:

Percent of total class days in the academic term elapsed prior to date of official notice of withdrawal	Refund of tuition and fees
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 and programs jointly administered by Study Abroad and Experiential Education & Career Services

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.

**If you withdraw after the deposit is non-refundable: The late withdrawal penalty is:**

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).

Proportion of Total Course, Program or Term Completed as of Date of Withdrawal/Termination	Tuition Refund
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**  
200 St. Paul Street  
Baltimore, MD 21202  
(410) 528-8662 or (888) 743-0823 toll free

**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 he/she was originally entitled. If the student received excess funds that must be returned, Johnson & Wales University must return a portion of the excess equal to the lesser of the student's institutional charges multiplied by the unearned percentage of the student's funds, or the entire amount of the excess funds.

**Allocation of Refunds**

A refund owed to a student who received funds under any Title IV, HEA program will be returned to the Title IV, HEA programs from which the student received aid in the following order until the amounts received by the student from these programs are eliminated: the 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. 10).

## 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 after communicating with the student, the faculty member determines that no violation has occurred, the faculty member may take no further action. If the faculty member determines that the violation did occur, and the student acknowledges responsibility for the violation, the faculty member will impose a sanction(s), inform the department chair, and document the sanction(s) in the Academic Integrity Review Form, which the student will sign. The faculty member will then submit the Academic Integrity Review Form to Student Conduct for inclusion in the student's file.

If the student denies responsibility, fails to respond to the faculty member's request to communicate about the alleged violation, or has been found responsible for a previous violation of academic integrity, 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 (p. 56).

If, as a result of the Conduct Review Process, it is determined that the student is responsible for the 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 reported to Campus Safety & Security. Students who are disruptive in the classroom, labs or other learning environments, including practicum properties, may be intermily suspended pending the outcome of the Conduct Review Process. Please see the Student Code of Conduct, the Conduct Review Process and 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 Turnitin.com (<http://turnitin.com>) site.*

## 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 counselor 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.

- Doctoral students need a minimum GPA of 3.25.
- 4+1 B.S./MBA/M.S. program students need a minimum GPA of 3.0 in graduate-level coursework.

According to the following academic standing standards, students who do not satisfy good academic standing requirements will be placed on 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: Adult & Continuing Education

Status at Start of Term	Total Credit Hours Attempted	Cumulative GPA	Status after Term Completion
Good Standing	0–higher	2.0–4.0	Good Standing
Good Standing	0–higher	0–1.99	Probation 1st Term
Probation 1st Term	0–higher	2.0–4.0	Good Standing
Probation 1st Term	0–higher	1.25–1.99	Probation 2nd Term
Probation 1st Term	0–higher	1.0–1.24	Suspended
Probation 1st Term	0–higher	0–.99	Academic Dismissal
Probation 2nd Term	0–higher	2.0–4.0	Good Standing
Probation 2nd Term	0–higher	1.50–1.99	Probation 3rd Term
Probation 2nd Term	0–higher	1.25–1.49	Suspended
Probation 2nd Term	0–higher	0–1.24	Academic Dismissal
Probation 3rd Term	0–higher	2.0–4.0	Good Standing
Probation 3rd Term	0–higher	1.5–1.99	Suspended
Probation 3rd Term	0–higher	0–1.49	Academic Dismissal
Academic Warning	0–higher	2.0–4.0	Good Standing
Academic Warning	0–27	1.25–1.99	Probation 1st Term
Academic Warning	0–27	0–1.24	Academic Dismissal
Academic Warning	27.1–40.99	1.5–1.99	Probation 1st Term

Academic Warning	27.1–40.99	0–1.49	Academic Dismissal
Academic Warning	41–54.99	1.75–1.99	Probation 1st Term
Academic Warning	41–54.99	0–1.74	Academic Dismissal
Academic Warning	55–higher	0–1.99	Academic Dismissal

#### Academic Standing Standards: Graduate Programs (4+1 B.S./MBA/M.S. program students must meet these standards for the graduate-level coursework for which they are enrolled.)

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

#### Academic Standing Standards: Doctoral Programs

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

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

#### Academic Probation

Probation may affect a student's ability to register and/or graduate. Graduate program students and 4+1 B.S./MBA/M.S. 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 and to maximize their educational opportunities. Regular class attendance provides fundamental educational value and offers the most effective means to gain command of the course concepts and materials.

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

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

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 completing the first stated assignment or activity by the due date. If students do not meet these criteria, they will be withdrawn without academic penalty from the course (i.e., as never attended) and, when appropriate, issued a tuition adjustment in accordance with the Tuition and Fees Credit Policy (p. 28).

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

## College of Culinary Arts (Laboratory Courses)

The culinary/baking & pastry arts laboratories are hands-on, skill-oriented learning experiences. The daily exercises in each laboratory are unique and are not repeated. Each student must attend every class to maximize his or her educational opportunities. Excessive absences are defined as in excess of one absence and will result in withdrawal from the laboratory segment by the instructor. Any tardiness beyond 30 minutes for laboratory classes will be considered excessive and may result in punitive action taken by the course instructor.

For the purposes of financial aid and verification of enrollment, a student must be in attendance by the second meeting of each lab segment. Students who are not in attendance by the second meeting of each lab segment will not be withdrawn from the university if they are also enrolled in at least one academic course that meets for the full term. If a student is enrolled solely in laboratory segments and is not in attendance by the second meeting of each lab segment, or fails to meet attendance requirements, they will be officially withdrawn from the university. When appropriate, the student may be issued a tuition and/or financial aid adjustment in accordance with the Tuition and Fees Credit Policy. Additionally, students will receive full charges for the culinary/baking & pastry segments not attended unless a Leave of Absence (p. 27) is approved.

The university has a leave of absence policy intended for students with an extreme, short-term personal problem (i.e., death in the family, short-term illness, etc.) that would prevent the student from entering a scheduled culinary/baking & pastry laboratory course segment within a term and subsequently result in the student being withdrawn from the university.

## Internships

Attendance policies for internships are quite strict and are intended to help students transition into the working world. Students are expected to adhere to the attendance policy and term dates as outlined in the Student Guide to Internship (<http://www.jwu.edu/uploadedFiles/Documents/Careers/JWUCareersStudentGuideInternships.pdf>) and student data sheet.

## Online, Hybrid and Self-Paced Courses

Students are expected to meet stated due dates and/or meeting requirements as provided by the faculty member at the beginning of each course. Students confirm enrollment by completing the first stated task (e.g., posting an introduction in the Discussion Board). If a student misses three

assignment due dates, three scheduled meetings with the course instructor, or any combination of the two, these absences may be considered excessive and may negatively impact the student's grade in the class.

## Add/Drop Policy

Add/Drop is defined as adding and dropping any number of courses but maintaining active registration in at least one other course in a term. Students may add or drop a course prior to its second class meeting; however, culinary/baking & pastry laboratory segments that are not dropped by Wednesday of the first week of the term will result in full charges unless a Leave of Absence is approved. For online courses, students may add by the first Saturday or drop by the second Saturday of the term. An official add or drop must be completed via jwuLink (<https://link.jwu.edu>) or with Student Academic Services.

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

When students drop a course during this time, the course is removed entirely from the student's schedule (there is no record of the course on the academic transcript), and if the course becomes closed it may not be added back to their schedule. Most importantly, students are strongly advised to stay on track and maintain their graduation date, especially to avoid incurring unnecessary financial debt. Learn more about repaying loans (start dates, repayment options, avoiding default) and review debt management resources online (<http://www.jwu.edu/content.aspx?id=51237>).

## Illness- and Injury-related Class Absences due to Participation in University Sanctioned Events

Students adversely affected by illness and injury due to participation in a university sanctioned event will be allowed to make up all necessary work without prejudice. However, students must notify their faculty of any such issue.

## Participation in Athletics or Other University-Sponsored Events

Students participating in university sanctioned events, including but not limited to, athletics (games and related travel), student government, student clubs and organizations, etc., on occasion may have to miss class. Students must notify the faculty member in advance of the missed class. Any student who misses class for this reason should not be penalized and any work should be allowed to be made up in a timely fashion as discussed between the faculty and the student. Students in this situation are responsible for all material missed in class. Student-athletes are not allowed to miss class for practice.

Occasionally the dates and/or times of events may change and these changes are beyond the student's control. The student must notify faculty immediately should such a change occur.

## Change of Program

Students may request a program change by completing a Change of Status form with Student Academic & Financial Services. Students requesting a change into the Culinary Nutrition bachelor's degree program must complete a separate application and be accepted into the program. 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/denver>). It is recommended that students meet with an academic counselor if they are unsure of their choices.

It is recommended that students request to change their program (or declare their bachelor's degree program) or catalog as early as possible so that they may seek proper advice as well as 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 use 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; registration is 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. **Note:** Associate degree students declaring a bachelor's degree will follow the same catalog year in which their associate degree was declared.
- Courses that no longer apply to the student's new program will be calculated in the cumulative GPA as well as counted as credits attempted for the purposes of determining satisfactory academic progress.
- Prior college transcripts and/or previous transfer credits will be reviewed and may be adjusted based on the student's new program of study.
- Students enrolled in a degree program may not declare a certificate in that same discipline.
- Students may not request to transfer into a program that has been discontinued.
- Students enrolled in an extension program may declare a program of study, but must first be accepted through admissions.

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 an academic counselor in Student Academic & Financial Services.

## Class Cancellations

### Faculty Absence

Unless an announcement is made to the contrary, classes are considered dismissed if the instructor does not appear within 15 minutes of the beginning of the class period.

### Inclement Weather

Any cancellation of classes due to inclement weather will be announced over radio and television stations. Cancellations will also be posted in the emergency alerts section of jwuLink (<https://link.jwu.edu>) and the Denver Campus website (<http://www.jwu.edu/denver>).

In addition, Campus Safety & Security utilizes this number for school closings: 303-256-9348. Call it for the most current storm and cancellation information.

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

## Class Schedules

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

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

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

### Summer Session

The university offers an optional summer session. Summer course offerings are limited and may not provide students with the opportunity to complete program requirements or to accelerate the completion of program requirements. Specific course offerings cannot be guaranteed. Please note that accelerating the completion of program requirements may negatively impact future enrollment (i.e. part-time enrollment during a term in the next academic year). Students are strongly advised to review course projections

(i.e. which term each course is offered) and to plan accordingly. Students who are interested in summer study abroad programs should contact Study Abroad (<http://catalog.jwu.edu/academicinformation/studyabroad>) for more information.

Normally, undergraduate students are allowed to register for up to 21.0 credits in a term; however, during the summer, students (as applicable) may register for a maximum of 27 credits, due to the offerings of two sessions and evening classes. Students may not attempt more than a course load of four courses at the same time. In accordance with the Tuition and Fees (<http://catalog.jwu.edu/financingyourdegree/tuitionfees>) policy, however, students carrying more than 21 quarter credit hours will be charged for each quarter credit over 21. Students who intend to register for more than 21.0 credits must meet with a representative in Student Academic Services for approval.

Students registering for summer courses should contact Student Financial Services to discuss in detail the charges for summer tuition (including fees and room and board) and to discuss eligibility to receive financial aid. Undergraduate day program students are assessed the traditional tuition rate. Students who register a half-time schedule (fewer than 12.0 credits) will be charged a percentage of their tuition charge.

In order to be eligible for any federal financial aid, undergraduate students must register for a minimum of 6.0 credits (4.5 for Pell Grant recipients). Undergraduate students registered for a full-time schedule may be eligible for available merit scholarships (based on eligibility requirements) as well as the Johnson & Wales Grant. Students interested in using a portion of their future year financial aid (if eligible) must complete the FAFSA for the next academic year. Eligibility for summer financial aid is based on the student's continuing enrollment for the next academic year. In compliance with federal guidelines, JWU students are able to apply aid for a maximum of three terms during an academic year; the summer term is an optional fourth term.

## Curriculum Modifications

In an effort to improve and modify curricula, university administration may 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.

## 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 he or she is 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>) (Grades & Tools tab > Grades & Records). 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
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### 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.

## Field Trips

On occasion, instructors arrange for field trips to be taken in connection with class work. If the field trip interferes with another course and students are absent from that course, the students must notify the faculty members of the affected courses.

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

See Grading System (p. 34) 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 in order for a grade to be issued. The university does not mail grade reports. All grades are available online via jwuLink (<https://link.jwu.edu>) (Grades & Tools tab > Grades & Records). 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

Please refer to the appropriate section for the undergraduate or graduate grading system.

# Undergraduate

## Undergraduate Academic Grading System (September 1985 to Present)

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

In order to record attempted credits, a grade of W, 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. A W is a punitive and failing grade issued at the instructor's discretion as a result of misconduct, and is entered permanently into the term and cumulative grade point averages. 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	W	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 (W), Withdrawal/Pass (WP), Withdrawal/Fail (WF)\*\*

In order to record attempted credits, a grade of W, 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. A W is a punitive and failing grade issued at the instructor's discretion as a result of misconduct, and is entered permanently into the term and cumulative grade point averages. 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.

# Grad School 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 (p. 30) 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 (<http://www.jwu.edu/content.aspx?ID=36586>) 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.

Please select the appropriate tab for detailed information regarding graduation requirements.

### 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) 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 will 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.

Diplomas may be reissued when lost, stolen or the graduate has an authorized name change. Completion of a Diploma Reissue Request ([http://www.jwu.edu/uploadedFiles/Documents/Forms/Academic\\_Services/DiplomaReissueRequest.pdf](http://www.jwu.edu/uploadedFiles/Documents/Forms/Academic_Services/DiplomaReissueRequest.pdf)) form is required; duplicate diplomas include a

reissue date. Replacement diplomas are ordered weekly and are generally delivered within five business days. 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. You must contact Student Academic & Financial Services to speak with the diploma ordering representative for pricing information.

Diplomas will be issued provided all financial obligations with the university have been met and there are no other holds or outstanding issues on the student's record (e.g., outstanding library fee, unreturned athletic gear). Review holds frequently in jwuLink.

### Notarization of Diploma (Apostille)

An apostille may be required for a diploma being sent to an entity in another country. The entity may refer to the required diploma 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 ([http://www.jwu.edu/uploadedFiles/Documents/Student\\_Life/forms/JWUApostilleRequest.pdf](http://www.jwu.edu/uploadedFiles/Documents/Student_Life/forms/JWUApostilleRequest.pdf)) form. 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.

### Additional Graduation Obligations

In addition to submitting a graduation application, students must complete student loan exit counseling 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 commencement (<http://www.jwu.edu/commencement>) for information on the ceremonies.

### Undergraduate

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.

### A.S. and B.S. (Undergraduate) Degree Candidates

Graduation requires successful completion of a prescribed sequence of study and a minimum 2.00 grade point average. Students with a cumulative GPA below 2.00 will be in noncompliance with the criteria for good academic standing and may be subject to academic dismissal. Furthermore, as required by their program, all students must successfully complete any and all requirements as indicated on their degree audit.

All associate-level degrees require the completion of a minimum of ninety (90) quarter credits. 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 90/180 quarter credit minimum.

Students who graduate with a bachelor of science degree must leave Johnson & Wales 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 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.

## Hand Washing and Food Handling

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

### Preventing Contamination from Hands

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

#### Single-Use Gloves

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

#### Ready-to-Eat Food

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

1. Unpackaged, potentially hazardous food that is cooked to the proper temperature and for the time required for the specific food;
2. Raw, washed, cut fruits and vegetables;
3. Whole, raw fruits and vegetables that are presented for consumption without the need for further washing, such as at a buffet; and
4. Other food presented for consumption which has previously been washed and handled appropriately, and where no further washing or cooking is required. This includes foods from which rinds, peels, husks or shells have been removed in a properly controlled manner.

### Special Hand Washing Procedures

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

#### When To Wash

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

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

### Fingernails

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

### Food Handlers Reporting Policy

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

#### Symptoms

If you have any of the following symptoms:

- Vomiting
- Diarrhea
- Jaundice
- Sore throat with fever

#### Lesions

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

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

#### Typhoid Fever

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

### Foodborne Diseases

If you have been

- diagnosed by a health practitioner with an illness due to one of the following diseases, or
- identified as the suspected source of an outbreak of one of the following diseases, or
- "exposed" (see below) to one of the following diseases in the last 60 days
  - Norovirus,
  - Hepatitis A virus infection,

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

#### “Exposed” means

1. you have consumed food prepared by a person who is ill or infected with the disease, or
2. you have consumed or prepared food implicated in a confirmed disease outbreak, or
3. someone you live with has been diagnosed with an illness caused by the disease, or
4. you or anyone you live with has attended or worked in a setting where there is a confirmed disease outbreak.

## Hat Policy

Hats and other head coverings including scarves, except for religious purposes, are prohibited in all academic buildings during regular class hours.

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

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

## 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.

## Occupancy In Class

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

# Outcomes Assessment

## 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. 25).

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.

Students whose absence from the university was necessitated by reason of service in the U.S. Armed Forces, including the National Guard or Reserve, should note such information on their readmittance request. In certain circumstances, specified readmittance criteria may not apply in accordance with applicable law.

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

## 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 student conduct suspension must be reviewed and approved by the dean of students.
- 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. 26) to determine whether the student is ready to return to the university.
- Students requesting readmittance after attending another institution must meet residency requirements (p. 45). Students must submit an official college transcript to Student Academic & Financial Services within the first term of their readmittance in order for the university to review transfer credit.

- Transfer credit will not be awarded to any student who took classes elsewhere during a period of disciplinary suspension from JWU.
- International students must be cleared and approved by 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.

In order to submit a request for readmittance, students must complete a Readmittance Request (<https://www.jwu.edu/forms.aspx?id=55197&ekfrm=55197>) form. The readmittance request must be received at least six weeks prior to the requested term start date.

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

## Sampling

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

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

In cases where a student has a medical condition or disability (including food allergies) which would prevent sampling of particular liquids or foods, or where a student is prevented from doing so due to a sincerely held religious belief, a reasonable accommodation from the sampling requirement may be requested from the Center for Academic Support. The Center for Academic Support will evaluate each specific request for an accommodation on a case by case basis, which may include the needs of the student requesting the accommodation, the educational goals and objectives of the specific course and program of study, the burden a specific accommodation may place on the university, and other relevant factors. If a request for an accommodation is granted, evidence of the approval of the request must be presented to the instructor in order to be excused from any sampling requirement.

To prevent course interruptions and to better allow the university to interactively engage students seeking accommodations, if any student feels they will require an accommodation to the sampling requirement, such student shall request an accommodation from the Center for Academic Support either prior to beginning a course of study where sampling is anticipated, or within a reasonable amount of time after beginning a course of study and determining that sampling is required. If a student advises his or her instructor that they intend to seek an accommodation from the Center for Academic Support, and provided the student in fact makes such a request within a reasonable period of time, such student shall not be required to engage in sampling for that particular course until the Center for Academic Support has issued a determination as to whether the requested accommodation will be granted.

## Uniforms

Students in the College of Culinary Arts and School of Hospitality have certain uniform requirements that are specific to their program of study. This section outlines those requirements. Please read carefully the section that pertains to your program.

### College of Culinary Arts

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

#### Baking & Pastry Arts/Culinary Arts Uniform

- Black shoes (standard university issue only), cleaned and polished
- White socks (plain; no ankle socks, stripes or emblems)
- Clean, pressed, hemmed pants (standard university issue only)
- T-shirt (white; no lettering, design or insignia)

- Neckerchief (overlays with proper coloring for specific degree programs)
- Clean, pressed chef's jacket (standard university issue only)
- Chef's hat (standard university issue only); all hair should be contained beneath hat, including bangs
- Apron (standard issue)
- Side towel (standard issue)
- Name tag
- University-approved hairnet if hair touches collar; long hair must be worn beneath the chef's hat
- Thermometer (culinary only)
- No jewelry except for wedding band
- No makeup or nail polish

#### A Chef

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

#### Storeroom/Meatcutting

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

#### Dining Room/Beverage Service Uniform

##### Men

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

##### Women

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

While attending dining room class, you will be required to bring the following:

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



## Academic Studies Uniform

When assigned to academic courses, appropriate dress is required.

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

### Hats

Refer to the university's Hat policy (p. 38).

### Name Tags

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

Name tags for Continuing Education students may also be ordered at Culinary Administration or Student Academic & Financial Services for \$5.

### Backpacks

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

### Grooming

- Your hat must completely cover your hair. If this is not possible, you must first cover your hair with a hairnet before wearing your hat. When you are assigned to areas where a hat is not required, you still must cover your hair with a hairnet unless you have a short haircut (i.e., your hair does not touch your collar). Beads and/or other ornaments are not permitted.
- Hair must be and remain neutral in color. Unnatural hair color (pink, blue, etc.) is not permitted.
- Short, straight mustaches are permissible (trimmed evenly at upper lip).
- Because sideburns cannot be covered by a hairnet, they must be clipped short (one inch above the earlobes) and straight.
- Fingernails must be kept short and immaculately clean at all times. Nail polish and/or artificial nails are not allowed.
- Cuts, wounds, scratches or skin blemishes from the fingertips to the beginning of the forearm must be protected by soft, white cotton gloves or surgical rubber gloves, depending upon the type of work in which you are engaged — cotton gloves for behind the range; rubber gloves for cold preparation and warewashing. (See Hand Washing and Handling of Food (p. 37).)
- All male students must be clean-shaven daily. No beards are allowed.
- In case of skin conditions, the student must provide proper medical documentation to Health Services as well as the Center for Academic Support. A decision regarding acceptance to class will be determined by the dean and/or his or her designee.
- All hand and facial jewelry is to be removed by any student wearing his or her uniform before entering **any building** within the College of Culinary Arts. Tongue piercing of any description is included in this requirement. Wedding rings shall be excluded from this requirement.
- You may not use perfume or cologne.
- Clean and ironed uniforms are expected daily.
- Sweaters or coats may not be worn in classrooms or laboratories.

### Laundry

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

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

Aprons and side towels will be issued during registration.

## School of Hospitality

### Hotel & Lodging Management Intern Uniform

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

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

#### Men

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

#### Women

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

While attending hotel class, students are required to

- arrive for class at the proper time in full uniform, including name tag (available from Campus Dining)
- bring the following to each class:
  - Two click pens
  - Internship manual
  - Notepad
  - Calculator (night audit)

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

#### Men

- Hairnet (if needed)
- Black bow tie
- Clean, long-sleeved Oxford cloth, button-down collar dress shirt
- Clean, pressed, black dress pants
- Black belt
- Black socks
- Cleaned and shined black dress shoes
- Name tag
- No jewelry, except for a wedding band and/or watch
- No sweaters or jackets

#### Women

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

While attending dining room class, students are required to

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

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

### **Men and Women**

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

While attending kitchen class, students are required to

- arrive for class at the proper time in full uniform
- bring the following to each class:
  - Two click pens
  - Internship manual
  - Pocket-size notepad

## **Travel-Tourism Intern Uniform**

### **Men**

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

### **Women**

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

While attending travel-tourism class, students are required to arrive for class at the proper time in full uniform.

# Academic Information

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

## Advanced Standing Program

Prospective students who possess advanced knowledge and skills in food-related areas may apply for the Culinary Arts or Baking & Pastry Arts Advanced Standing Examination after they have been accepted to the university. The results of the examination are considered in addition to academic records and a letter of recommendation from a food-related employer and/or teacher.

It is generally recommended that applicants to this program complete an advanced food service curriculum or have a minimum of two to five years of extensive food service work experience.

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

Contact Admissions for further information.

## 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>).

## 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 as having met all degree or certificate requirements. Upon verification, the degree or certificate is awarded and noted in the student information system so that it displays on 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).

**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 2015 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 2014 term or winter 2014 term
- The student is enrolled in the spring 2015 term and, as of March 20, has an expected degree completion term of spring 2015, summer 2015 or fall 2015

Names of eligible doctoral candidates are submitted by the director of doctoral studies.

### Participation

To participate in the May commencement ceremony, students must

- submit an online graduation application via jwuLink (<https://link.jwu.edu/cp/home/displaylogin>) for the term in which they expect to complete their requirements.
- complete required student loan exit counseling.
- 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. The listing will be made available for students to review beginning in early April via JWU student email. All expected graduates must review the list for first name, last name and degree information accuracy and submit their changes by the published deadline. If no information is submitted by the designated due date, it will be assumed that the student's first name, last name and degree information are correct. 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.

## Concentrations

Undergraduate concentrations are only available to students entering the university prior to summer 2014. 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 towards a concentration requirement. Additionally, the same course cannot be applied to different College of Management concentrations.

Students should consult with their faculty advisor in order 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 when degrees are awarded. 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 towards 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 without notification to the student. Cancelled classes will be announced to students via their JWU email account. 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.

### Internship Courses

Visit Internship Programs (p. 44) for information regarding internship registration.

### 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 using their degree audit and planner in the Grad Planning System ([http://linkweb.jwu.edu/Registration\\_and\\_Grades/Grad\\_Planning\\_System](http://linkweb.jwu.edu/Registration_and_Grades/Grad_Planning_System)) (GPS).

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.

### Extension Students

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

Please note that extension students are not eligible to receive federal aid and are subject to the Tuition and Fees policy (p. 48).

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

### Course Audit

A course audit allows a student to complete a course without affecting academic history or satisfactory academic progress. 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). No credit 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. In the event of a course withdrawal, a grade of WP (Withdrawal/Pass) will be issued. Once a course is registered as audit, it cannot be changed to receive academic credit.

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

## 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 ([http://www.jwu.edu/uploadedFiles/Documents/Forms/Academic\\_Services/JWURequestToTakeClassesElsewhere.pdf](http://www.jwu.edu/uploadedFiles/Documents/Forms/Academic_Services/JWURequestToTakeClassesElsewhere.pdf)) form 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 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.

For each approved course, students must receive a minimum grade of C (2.00 equivalent) in order 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.

## 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, W or NC in a course, that course will not count toward full-time status.

**Note:** Undergraduate students must maintain a minimum of 6.0 credits each term for purposes of financial aid only.

## 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)).

## High School Documentation

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

- Correspondence from an authorized high school administrator
- A high school diploma/transcript recognized by the student's state department of education
- An official GED certificate

Additional methods of verification of high school completion exist for home-schooled students (<http://catalog.jwu.edu/admissions/applying/homeschooledstudents>). 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 loss of all financial aid.

International students should refer to the international (<http://catalog.jwu.edu/admissions/international>) section of this catalog for admissions information.

## Honors Program

The Honors Program at Johnson & Wales provides academically-talented undergraduate day students with an opportunity to explore stimulating and challenging courses. Eligible applicants must have

- taken a college prep curriculum
- maintained an average of B or better
- submitted ACT/SAT scores at or above the national average or equivalent
- placed in the top 25 percent of their high school graduating class
- entered Johnson & Wales University in the fall of their first year

To begin the program, all honors students enroll in two honors-level composition courses. The program continues with all students enrolling in four small, student-centered Honors seminars. Students in the College of Culinary Arts substitute two of these seminars with two, term-long Honors lab experiences. The Honors Program culminates for all students in a two-term research course sequence, in which students produce an Honors thesis or capstone project under the guidance of a Faculty Mentor.

Upon successful completion of this enhanced curriculum, students earn the University Honors Scholar designation, which appears on their diplomas and transcripts.

Selected students must maintain a 3.40 GPA to remain in the Honors Program. Honors students must receive a grade of B or better for a course to count towards their required course total within the Honors Program. Non-honors students may apply to the program upon faculty recommendation, provided they carry a 3.40 GPA or higher, first-year or sophomore status, and have completed at least a term of study at Johnson & Wales University.

For more information, contact the honors program director or coordinator at the appropriate campus.

### Providence Campus

- J. Scott Oberacker, Ph.D., honors program director, assistant professor of English, College of Arts & Sciences
- 401-598-1462

### North Miami Campus

- Petas Bonaparte, honors program coordinator, assistant professor of English, College of Arts & Sciences
- 305-892-7616

### Denver Campus

- Kreg Abshire, Ph.D., honors program coordinator, department chair and associate professor of English, College of Arts & Sciences
- 303-256-9554

### Charlotte Campus

- Adam Smith, Ph.D., honors program coordinator, assistant professor of Economics, College of Arts & Sciences
- 980-598-3210

## 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.

For all internships, students should consult with Experiential Education & Career Services (EE&CS) for specific details regarding internships for their academic program or refer to careers (<http://www.jwu.edu/careers>).

### Registration

Every 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 choose early in order to secure the term they wish, 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 will be dropped from 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 students may register for internship experiences only upon approval from Experiential Education & Career Services. These students register for internship on their registration start date for the term in which they intend to enroll in an internship.

To learn more about internships and additional requirements, refer to jwuLink (Jobs and Internships > Find an Internship).

To speak with an advisor and/or receive contact information and office location, refer to jwuLink (Jobs and 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.

### 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 their internships.

School of Hospitality internship opportunities are available. In some academic programs within the school, a 2000-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. **Note:** The Sports/Entertainment/Event Management (SEE) program has a 4000-level internship as a required part of the curriculum.

#### 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 enrolled in the bachelor's degree programs have the opportunity to complete a second, 4000-level internship or study abroad.

#### College of Arts & Sciences

College of Arts & Sciences internship opportunities are available. Available internship credits vary by academic program.

### 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 of their college. All internship assignments are subject to an application process and subsequent approval.

## 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.

## Repeat of Courses

Courses may be repeated in order 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 grade point average.

### 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 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. The residency requirement for all students pursuing a master's degree is a minimum of 45 quarter credit hours.

Due to the overlap in core curriculum, students who complete an 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. Up to two courses from the first master's degree may be transferred to the second degree, if applicable. Students must meet the entrance requirements for the prospective program to gain admittance, and be in good academic and financial standing.

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

## SHARP

### Special Honors and Rewards Program (SHARP)

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

The following students are eligible for SHARP.

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

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

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

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

## 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.

For annual examination schedules with examination dates and application deadlines, refer to the university's Standardized Testing and Prior Learning Assessment Brochure. This brochure may be obtained from Student Academic & Financial Services.

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.

## Policies for Challenge Exams, College-Level Examination Program (CLEP) Exams and Portfolio Assessment

1. Course prerequisite requirements must be completed before permission to participate in a standardized testing option will be granted.
2. The university recognizes up to a maximum of 45 undergraduate quarter credits earned through Standardized Testing and Prior Learning Assessment.
3. Portfolio Assessment, CLEP Exams and Challenge Exams must fall within the residency requirement (p. 45) for each degree.
4. Portfolio Assessment, CLEP Exams and Challenge Exams may not be substituted for a class in which 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 scheduled.
5. The CLEP Exam requires a passing score of 50 or higher for CLEP credit to be awarded.
6. CLEP Exams, if failed, can be repeated in six months.
7. Portfolio Assessment and Challenge Exams cannot be repeated if failed.
8. Seminar, application and processing fees are nonrefundable.
9. Students must present a valid picture ID when testing.

After being determined eligible to test or enroll in a seminar, students will be notified by email of the time and location of their test or seminar. Additional information and the testing brochure can be found by visiting Testing for Credit ([http://linkweb.jwu.edu/Registration\\_and\\_Grades/Testing\\_for\\_Credit](http://linkweb.jwu.edu/Registration_and_Grades/Testing_for_Credit)).

### 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)

#### Mathematics and English

These tests are administered to all new undergraduate students, including transfer students, prior to term start. Transfer students may be exempt from placement testing if transfer credit has been awarded for the appropriate mathematics and English courses.

#### 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.

#### Academic Support and Disability Accommodations

Students with a documented disability requiring special accommodations must forward documentation to the Center for Academic Support 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 must

discuss this option with an academic counselor before they are eligible to enroll.

To apply for a Portfolio Assessment, students must meet the university's residency requirements and complete the Portfolio Development non-credit seminar. This seminar will meet for three two-hour sessions.

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

Once the seminar is completed, eligible students, in consultation with an academic counselor, may submit additional portfolios. Refer to the Standardized Testing and Prior Learning Assessment Brochure, available at Student Academic & Financial Services, for more information on required fees.

## **CLEP**

### **(for-credit, with fees)**

The College-Level Examination Program of the College Board tests are widely accepted national examinations in various subjects. The American Council on Education's recommended score is required to earn credit. JWU subject equivalencies are determined by each academic department for each exam. These exams are treated as transfer credit. JWU is a national CLEP examination site. Consult the CLEP application for required fees.

## **Departmental Challenge Examinations**

### **(credit by examination: for credit, with fees)**

Departmental exams may be taken for specifically designated 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. Refer to the Standardized Testing and Prior Learning Assessment Brochure, available at Student Academic & Financial Services, for criteria 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 Students**

Transfer students are eligible to apply for most JWU majors; however, they are not guaranteed credit. Credit is usually granted for courses completed with a grade of "C" or better (with a numeric value of 2.00) at another institution accredited by an accrediting agency recognized by the U.S. Department of Education or International Ministry of Education. Grades of "pass" are also acceptable for transfer if credit was awarded (and a grade of "P" has the numeric value of 2.00 or greater). Credits earned in developmental and remedial courses or CEUs are nontransferable. Transfer credit evaluations are based on previous college work as it relates to the student's intended field of study. Transfer credits are not calculated into the cumulative grade point average.

Transfer candidates must submit official college transcripts from all colleges previously attended prior to enrolling at JWU. Students must also submit final official high school transcripts and provide verification of high school/secondary school completion.

It is the responsibility of those candidates who are currently attending another college to have their updated transcripts sent to JWU as soon as final grades become available and no later than the first term of enrollment.

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

Please see the appropriate section (undergraduate or graduate) for information regarding transfer students.

## **Undergraduate**

Transfer students are eligible to apply for most JWU majors; however, they are not guaranteed credit. Credit is usually granted for courses completed with a grade of C or better (2.00 GPA) at another institution accredited by an accrediting agency recognized by the U.S. Department of Education or International Ministry of Education. 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 are nontransferable. Transfer credit evaluations are based on previous college work as it relates to the student's intended field of study. Transfer credits are not calculated into the cumulative grade point average.

Transfer candidates must submit official college transcripts from all colleges previously attended prior to enrolling at JWU. Students must also submit final official high school transcripts and provide verification of high school or secondary school completion.

It is the responsibility of those candidates who are currently attending another college to have their updated transcripts sent to JWU as soon as final grades become available and no later than the first term of enrollment.

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

Students registering for a class in which they have transfer credits must submit a written request to Student Academic & Financial Services to have their transfer credits rescinded. Upon completion of the course, the grade earned will be included on the student's academic record and transfer credit will not be considered again for the course.

## **Graduate**

Master's degree candidates must submit official college transcripts from all colleges previously attended prior to enrolling at JWU. Transcripts must be in English; students are responsible for providing official translations, if needed. A maximum of nine quarter credit hours of transfer credit for graduate-level courses may be granted 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. Transfer credit evaluations are based on previous college work as it relates to the student's intended field of study. Transfer credits are not calculated into the cumulative grade point average.

Students wishing to review credits for prerequisite and foundation courses must contact a transfer student advisor in Student Academic & Financial Services (for domestic institution transcripts) or International Admissions (for international institution transcripts).

It is the responsibility of those candidates who are currently attending another college to have their updated transcripts sent to JWU as soon as final grades become available and no later than the first term of enrollment. Once enrolled in a JWU master's degree program, a student may not take courses elsewhere and apply them for transfer credit. Transfer credit 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.

## Transfer Credit

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

### Graduate Studies

A candidate for a master's degree may petition to receive a maximum of 9.0 quarter credit hours of transfer credit for graduate-level core and concentration courses taken at approved colleges prior to initial enrollment in graduate studies. Transfer credit evaluations are based on previous college work as it relates to the student's intended field of study. Credit is usually granted for courses completed with a grade of B or better (with a numeric value of 3.0) at another institution accredited by an accrediting agency recognized by the U.S. Department of Education or International Ministry of Education.

Once enrolled in the Johnson & Wales University graduate program, a student may not take courses elsewhere and apply them for transfer credit, except in extenuating circumstances and when permission is granted through Student Academic & Financial Services.

## 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 an academic counselor in Student Academic & Financial Services.
- Students with a Student Conduct 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>).
- 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

Tuition is applicable to all students, including those in approved off-campus programs which include term abroad programs and internships. Students enrolled in courses in excess of a normal full-time schedule will be charged an additional tuition charge. For purposes of tuition billing and financial aid eligibility, full-time status is determined on a term basis and consists of 12 to 21 quarter credit hours per term. Students carrying more than 21 quarter credit hours and not part of the Special Honors and Rewards Program (SHARP) will be charged for each quarter credit over 21. Students are charged tuition upon course registration each term. Summer is also considered a term. Other fees will also be applied each term (e.g. student health insurance) and, if applicable, room and board.

## Veterans

All students seeking to utilize educational benefits must apply for those benefits through the Department of Veterans Affairs (VA). Students with questions about their eligibility should contact the VA first, in order 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 in order 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 checks. 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.

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 can find additional information on veterans' educational benefits online (<http://www.jwu.edu/veterans>).

# Student Affairs

Information about student life at JWU.

## Athletics

A member of the National Association of Intercollegiate Athletics (NAIA) and the Association of Independent Institutions (A.I.I.), Johnson & Wales University's Denver Campus welcomes quality student-athletes who wish to become a part of our eleven-team varsity athletic program. The Denver Campus' teams throughout the Midwest and Rocky Mountain region to compete against some of the top teams in the nation.

### Our varsity athletic offerings include

- men's and women's basketball
- men's and women's cross country
- men's and women's indoor track
- men's and women's soccer
- men's and women's outdoor track
- women's volleyball

### Activities for students include

- intramurals
- recreation
- club sports

### Wildcat Center

Home to the Wildcat Gymnasium, fitness center, fitness studio and athletics department, the Wildcat Center plays host to both men's and women's basketball and women's volleyball teams for practice and competitions. The facility holds approximately 550 fans and features floorside seating. The Wildcat Center is located on the northwest corner of the campus. The 2,500-square-foot fitness center offers a variety of free weights, a full strength training circuit and LifeFitness cardio equipment, as well as medicine balls and Swiss balls for core training. A variety of fitness classes (i.e. yoga, Zumba®, interval training, boot camp) are held in the studio throughout the academic year.

## Intercollegiate Sports

### Varsity Teams

A member of the National Association of Intercollegiate Athletics (NAIA) and the Association of Independent Institutions (A.I.I.), the Denver Campus of Johnson & Wales University welcomes quality student-athletes who wish to become a part of the eleven-team varsity athletic program. Denver Campus teams travel throughout the Midwest and Rocky Mountain region to compete against some of the top teams in the nation.

Varsity teams include:

#### Men's Basketball

JWU basketball competes in NAIA Division II with its schedule including members of NAIA Divisions I and II as well as NCAA Divisions I, II and III.

#### Women's Basketball

In addition to competing against members of the NAIA throughout the West, the women's basketball schedule also includes regional NCAA Division II and III opponents.

#### Women's Volleyball

This growing program boasts a schedule of numerous teams of all divisions throughout the region. Women's Volleyball has made strides in growing the program toward being a major contender in the A.I.I. and NAIA.

#### Men's and Women's Cross-Country

Since the programs' inception in 2009, the teams have raced against some of the best runners at all collegiate sports levels and advanced to their conference championship where they faced off against some of the best programs in the NAIA.

#### Men's Soccer

Fall 2013 was the the inaugural season for the JWU men's soccer program. The team competes in the NAIA and the A.I.I. against teams from both the NAIA and NCAA in the region.

### Women's Soccer

The women's team also had its inaugural season in Fall 2013. The Wildcats schedule included teams from around the region and competed against both NAIA and NCAA opponents.

### Men's and Women's Indoor and Outdoor Track

Beginning in the 2014-15 school year, the team will compete during both indoor and outdoor seasons. The team is slated to compete at several races throughout Colorado and the West, with the goal of advancing several individuals to the NAIA National Championships.

### Wildcat Center

Home to the Wildcat Gymnasium, fitness center, fitness studio and Athletics department, the Wildcat Center houses men's and women's basketball and women's volleyball teams for practice and competitions. The facility is located on the northwest corner of the campus, and holds approximately 550 fans and features floor side seating. The 2,500-square-foot fitness center offers a variety of free weights, a full strength training circuit and LifeFitness cardio equipment, as well as medicine balls and Swiss balls for core training.

The gymnasium provides six baskets for students, faculty and staff to participate in open gym times or join in on a pick-up game. Recently added, the fitness studio provides space for fitness classes, dance practice and a quiet place for individuals to stretch and relax. Games and use of the fitness center are free to JWU students, faculty and staff with valid ID.

## Recreation, Intramurals and Club Sports

### Intramurals

Intramural programs provide individuals with opportunities to participate in their favorite sports activity or discover the benefits of a new sport. The activities are varied in skill level so that there is an opportunity for every individual to participate. Intramural programs include flag football, kickball, dodge ball, 3 on 3 basketball and sand volleyball. The university has also built a disc golf course throughout the campus for students to enjoy.

### Recreation

There are many opportunities for students to explore the region both on their own and with various recreation programs through the university. Denver Campus students have had the chance to ski, snowboard, whitewater raft and hike over the past few years.

### Club Sports

Club sports at the Denver Campus of Johnson & Wales University are student-run organizations that are funded through student fees, dues and club fundraising. The programs allow students to participate in sports activities that go beyond the scope of intramural programs. Some of the club sports programs compete with other colleges and universities throughout the region. Some also travel and play for national championships. Current club sports include men's lacrosse, men's volleyball, cheerleading, golf, swimming, mixed martial arts, tennis and baseball. Interest sessions are held for each of the groups each term as well as for students looking to start a new club sport at JWU.

## BRIDGE Center

Please contact the director of International & Intercultural Engagement for the BRIDGE Center at the Providence Campus, via email at [Loren.IntolubbeChmil@jwu.edu](mailto:Loren.IntolubbeChmil@jwu.edu) or phone at 401-598-4776, for intercultural information and resources.

## Community Relations

For information, please contact the director of communications and media relations at 303-256-9452.

## Counseling Services

Counseling Services is located on the third floor of Aspen Hall and is open during the academic year, Monday through Friday, 9 a.m.-4 p.m. Services are free and confidential except as otherwise provided by applicable law. Clinical counselors provide a variety of services to students and the university community. Services include assessment, individual and group counseling, crisis intervention, community referrals, consultation, and psycho-educational

programming. Students typically come to the center to discuss issues such as relationship difficulties, family issues, adjustment issues, depression, anxiety, sexual identity, and alcohol/substance abuse. These concerns may impact a student's quality of life as well as their ability to succeed academically.

The center operates on a short-term treatment model, and referrals are made to the community for more long-term or specialized needs. To schedule an appointment, call 303-256-9626. An after-hours, on-call service for psychological emergencies is available by calling 1-888-222-4805 directly, or by contacting Campus Safety & Security at 303-256-9500.

## Gender Equity Center

Please contact the dean of students via email ([jederer@jwu.edu](mailto:jederer@jwu.edu)) or phone at 303-256-939, or the director of the Gender Equity Center via email ([korina.ramsland@jwu.edu](mailto:korina.ramsland@jwu.edu)) or phone at 401-598-2248 for information and resources regarding gender, gender identity and expression, sexual orientation, and sexual assault and relationship violence prevention.

## Good Neighbor Policy

Living off campus is a maturing experience, which carries certain responsibilities. Students living in the community are representatives of Johnson & Wales and their conduct will reflect directly on the university.

Off-campus students must understand and appreciate that residents of a particular community have made a long-term commitment to their neighborhood; students are transient members of the community and usually remain only for the duration of their academic tenure. The quality of life and the overall character of a neighborhood can be greatly influenced by the behavior exercised by student residents. Displaying a respectful and courteous attitude may make the neighborhood a more pleasant place to live. In fact, some students may find participating in community service activities furthers their sense of belonging in their neighborhood.

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

Rowdiness, public drunkenness, disorderly conduct, and people partying outside with loud music or other noise late into the night is inconsistent with the university's guiding principles.

University students must comply with university policies set forth in the Student Handbook. Students are subject to the Student Code of Conduct (p. 53) on and off campus and will be subject to the university's Conduct Review Process and resulting sanctions when an off-campus incident occurs.

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

### Noise

Music and general noise should be maintained at reasonable levels. Music should be directed toward the interior of the residence. Residents should remind visitors to exercise common courtesy when visiting, to refrain from excessive shouting between the street and the house, and to limit vehicle noise whenever possible. The local police department and Johnson & Wales University Campus Safety & Security will respond to noise complaints from neighbors and others.

### Automobiles

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

### Property

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

### Verbal Harassment

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

## Fighting/Assault

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

## Alcoholic Beverages

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

## Responsibility and the Social Host

Residents of a dwelling may be held responsible for the actions of their guests. Students must take the responsibilities of living off campus seriously. Hosts put themselves in serious jeopardy when their guests act irresponsibly. As a social host, a student assumes significant risks associated with state and local laws regulating drinking age, noise and public safety when he or she hosts a party at his or her apartment or house. Court decisions have held the social host liable for personal injury and property damage caused to a third party as a result of the irresponsible service of alcoholic beverages to guests. This liability is compounded when minors are involved.

## Health Services

The following sections of the Student Handbook describe the various health services and policies applicable to students.

## Health and Wellness Programs

The Wildcat Wellness Council on the Denver Campus provides comprehensive and preventative health and wellness education to the campus community through a variety of programming efforts. The council is comprised of students, faculty and staff who meet monthly to discuss health and wellness topics, plan programs and seek out collaboration across campus from various student groups and departments.

## Medical Records

Prior to the first term of enrollment, the university requires all new students — residents and commuters alike — to submit documented proof of

- a complete physical exam conducted within the past year
- two doses of the MMR (measles, mumps, and rubella) vaccine (or titers if applicable)
- three doses of hepatitis B vaccine (or titers if applicable)
- three doses of tetanus-diphtheria vaccine (including at least one Tdap dose within the past 10 years)
- two doses of the chicken pox vaccine (or titers if applicable) or proof of physician-diagnosed disease
- one dose of meningitis vaccine (required for students residing in university residence halls (a waiver of the meningitis vaccine requirement is available for students 22 years of age and older who do not live in the residence halls. Please contact Health Services for further information))

In addition, a negative tuberculosis test or chest x-ray within the last year is required for entering students who are from highly endemic countries and have been residents of the United States for less than five years. A list of countries where tuberculosis is highly endemic is available upon request from Health Services.

The hepatitis A vaccine is strongly recommended but not required.

Meningitis is a serious bacterial illness involving an infection of the covering of the brain and the spinal cord. It can also cause blood infections. According to the Centers for Disease Control and Prevention (CDC), 10 to 15 percent of individuals with meningococcal disease die, in spite of treatment with antibiotics.

The CDC's Advisory Committee on Immunization Practices has issued the following recommendations regarding the use of vaccines for college students:

"College freshmen living in dorms are recommended to be vaccinated with meningococcal conjugate vaccine. If they received this vaccine before their 16th birthday, they should get a booster dose before going to college for maximum protection. . . . The risk for meningococcal disease among non-freshmen college students is similar to that for the general population. However, the vaccine is safe and effective and therefore can be provided to non-freshmen."

For further information regarding meningitis and the meningococcal vaccine, including vaccine safety information, refer to the CDC (<http://www.cdc.gov/meningococcal/vaccine-info.html>).

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

## Class Absence

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

## Treatment

Health & Counseling Services is located on the third floor of Aspen Hall. Students are encouraged to schedule appointments for non-emergent medical needs. Health & Counseling Services hours, as well as the hours for the medical provider, will be posted at the beginning of each term.

Walk-in services are available for emergent medical needs. Walk-ins will be seen on a first-come, first-served basis with exceptions for emergency care and scheduled physical exams. In the event of a medical problem of a non-emergent nature that requires treatment at an off-campus medical facility, please contact Health & Counseling Services for a referral. Health & Counseling Services is staffed by a full-time registered nurse, part-time physician assistant, full-time mental health therapist and a part-time mental health therapist. To schedule a medical appointment, contact Health Services at 303-256-9448. To schedule a counseling appointment, call Counseling Services at 303-256-9626. There is no charge for on-campus medical or counseling services.

### Medical Emergencies

In the event of a medical emergency, dial 911, or (9) 911 from a university phone, first for emergency assistance and then contact Campus Safety & Security at 303-256-9500 and Health & Counseling Services at 303-256-9448.

An after-hours, on-call service for psychological emergencies is available and may be accessed by contacting Campus Safety & Security at 303-256-9500.

### Severe Allergies

Students who have been medically identified as being prone to anaphylaxis (severe allergic reaction) may authorize the university to administer their own epinephrine (EpiPen®) in an emergency. They should provide a doctor's letter or prescription notifying Health Services of their allergy and the need to administer epinephrine in an allergic emergency. Please contact Health Services. Students should also be aware that, in the event that the university administers the student's epinephrine in an emergency, the university may also call 911.

In addition, students with allergies who wish to seek reasonable accommodations should provide documentation to the Center for Academic Support (p. 60).

## New Student Orientation and First-Year Initiatives

The New Student Orientation & First-Year Initiatives program on the Denver Campus is designed to help new students transition into the intellectual, cultural and social climate of Johnson & Wales University and prepare students for a career-focused education. Students are introduced to many university administrators, faculty, staff and student leaders who provide valuable information on academic studies, student life and university policies.

Social activities are also scheduled throughout the orientation program. Many are designed to help students meet other incoming students. Families are also invited to participate in a Family Orientation program held concurrently with Student Orientation. Family Orientation provides an opportunity for families to learn how to support their students' transition to college, get their questions answered, meet university administration, and connect with the Johnson & Wales University community.

## Off-Campus Religious Services

Places of worship in the area invite JWU students to attend services and participate in activities. For a complete listing of places of worship serving various denominations, consult the Denver Yellow Pages (<http://www.yellowpages.com/denver-co>) or Find a Church (<http://www.findachurch.com>).

## Residential Life

Residential Life is a home that encourages character development through transformative experiences. To accomplish this, the office provides students with opportunities to engage in a diverse and inclusive community, emphasizing strong relationships.

Additional information pertaining to Residential Life staff, policies and procedures are outlined in the Guide to On-Campus Living which is available in jwuLink (<https://link.jwu.edu>) (Student Life > On-Campus Housing).

## What to Bring

Students are advised to limit the amount of belongings they bring to campus until they have seen the size of the room assigned to them. Students are also advised to contact their roommates ahead of time to coordinate who will bring specific items (televisions, irons, etc.) to avoid duplication.

Items individual students will definitely need to bring are: bed linens, pillows, a comforter, towels, toiletries, hangers, plastic containers to store food and personal items, and an alarm clock. **Note:** Students are responsible for their own property. Students are advised to lock doors and windows each time they leave their room. The university is not responsible for loss or damage of personal property due to any cause. Students are urged to see if their own personal property insurance policy covers such a loss.

For a detailed list of suggested items, see "What to Bring: A Resident Student Checklist" at jwuLink (<https://link.jwu.edu>) (Student Life > On-Campus Housing).

### What Not To Bring: Prohibited Items

- Alcoholic beverages and containers (possession or use of alcohol is not permitted anywhere on university property, except for legal use at events, operations, programs or facilities sanctioned by the university)
- Narcotics, drugs (including alternative drugs such as synthetic THC) and drug-related items (including hookahs). Refer to the Drug and Alcohol Policy (p. 11) for more information.
- Firearms, weapons, ammunition (not limited to live ammunition) and related paraphernalia, BB guns, air guns, etc. Refer to the Firearms Policy (p. 12) for more information.
- Explosive materials
- Realistic replicas of firearms or other weapons
- Gasoline, kerosene and other fuels
- Firecrackers and fireworks
- Combustible decorations
- Candles, lanterns, incense, etc. (no open flames)
- Wall/ceiling tapestries
- Chemicals of any kind
- Additional furniture (without prior approval of the Residence Director)
- Cooking equipment (i.e., grills, toaster ovens, hot pots, hot plates, frying pans, etc.)
- Immersion heaters
- Refrigerators or microwaves (MicroFridge rentals are permitted)
- Air conditioners
- Pets (except fish in a bowl or tank under five gallons — only one per room, suite or apartment)
- Halogen lamps
- Neon signs
- Lava lamps
- Over-sized radios/speakers
- Items that may affect the safety or security of the residence hall
- Unlawfully obtained street, traffic and construction signs
- Waterbeds

# Safety Rules

## Students should not

- sit on window ledges or climb in and out of windows.
- place objects on window ledges.
- leave their door unlocked.
- leave valuables unsecured.
- use roofs, awnings or balconies.
- cook in residence halls (with the exception of approved areas).
- use athletic equipment in halls, common areas or rooms.
- hang items on sprinklers.
- check in or sponsor visitors the student does not know (see also Guest and Visitor policy (<http://catalog.jwu.edu/handbook/studentaffairs/residentiallife/access>)).

## Fire Safety Rules

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

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

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

## Safety Inspections and Room Searches

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

The university also reserves the right to inspect and search residents' rooms in the event that a violation of the Student Code of Conduct (p. 53) occurs or is believed to have occurred.

Resident Assistants will perform routine safety inspections of students' rooms each term. Room searches are conducted by members of Campus Safety & Security.

## Access

All university housing is provided with 24-hour monitored access. Access to each residence hall is limited to its residents.

## Guest and Visitor Policy

The Denver Campus has the following guest policy. We also ask residents to be aware of what is happening in their community and to inform a Residential Life staff member of anyone in the residence halls who is causing a disturbance.

- Each resident has the right to have up to two (2) visitors and guests with explicit prior permission of one's roommate(s). The resident's roommate or a Residential Life staff member can require that the guest(s) leave immediately. If the resident's guest fails to do so, disciplinary action against the resident and his or her guest may result.
- Residents are responsible for escorting their guests within the building at all times and are responsible for their guests' behavior at all times. Unescorted nonresidents will be asked to show identification and identify the person they are visiting, should the need arise. Failure to cooperate with Residential Life staff in such matters will result in immediate removal from the building.
- Guests may only stay for one 72-hour period with consent of all roommates involved. Should one resident not be okay with a guest's visitation, then the guest is not allowed to stay.
- Any guests under 18 must be approved at least one week in advance by the residence director, and visitors under 16 are not permitted to spend the night in the residence halls.

Providing keys or access cards to nonresidents is strictly prohibited.

## Residence Halls

Actively enrolled undergraduate day students are eligible to live in the residence halls. Students who have been convicted of certain felonies (or have had certain felony-type charges sustained in a juvenile proceeding), such as crimes of violence, serious drug offenses, and sex offenses, are not eligible to live in university housing.

As stated in the university's Drug and Alcohol Policy (p. 11), possession or use of alcoholic beverages anywhere on university premises is prohibited, with few exceptions. The exceptions to the policy are as follows:

- Alcohol is permissible for lawful use at events, operations or programs sanctioned by university officials.
- Residents of Gaebe and Triangolo Halls who are age 21 years or older who have signed a "Special Agreement Regarding Residents of Gaebe and Triangolo Halls Ages 21 or Older" and participated in a required university alcohol workshop may possess and use alcoholic beverages in their own apartment/room in accordance with the Special Agreement and applicable laws. The Special Agreement (as well as the Guide to On-Campus Living ([http://www.jwu.edu/uploadedFiles/Documents/Student\\_Life/info/JWUGuideToOnCampusLivingDEN.pdf](http://www.jwu.edu/uploadedFiles/Documents/Student_Life/info/JWUGuideToOnCampusLivingDEN.pdf))) sets forth detailed requirements for such residents, including approved types of alcohol, the amount of alcohol permitted per resident and rules on hosting guests.

Alcohol is not permitted to be possessed or used by any other residents of Gaebe or Triangolo Halls who do not meet such requirements. Alcohol is not permitted in the other residence halls regardless of a student being of legal drinking age. (See residence hall alcohol policy in the Guide to On-Campus Living ([http://www.jwu.edu/uploadedFiles/Documents/Student\\_Life/info/JWUGuideToOnCampusLivingDEN.pdf](http://www.jwu.edu/uploadedFiles/Documents/Student_Life/info/JWUGuideToOnCampusLivingDEN.pdf)) for more information.)

All halls are designated as smoke-free.

## Contracts

### Resident Student Contracts

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

Students participating in study abroad or a non-local internship will have their room assignment removed and they will not be charged for the room for that term. Residential Life will contact students while they are away regarding their housing assignment for the subsequent term. (Residential Life will attempt to honor the original assignment; however, due to demand for housing it cannot be guaranteed.) If a student is suspended or dismissed from housing, the student is required to pay room and board or apartment charges for the remainder of the term during which the suspension or dismissal takes effect; any future housing assignments will be cancelled. If a student is suspended or dismissed from the university or if the student withdraws from the university at any time, the university refund policy takes effect; any future housing assignments will be cancelled. If a student is granted a reinstatement to the university, he or she must reapply for housing.

The refund policy for official withdrawal from the university is stated on the Tuition Refund Policy (<http://catalog.jwu.edu/financingyourdegree/refundpolicies/withdrawalcreditpolicy>) page. Any student re-entering the university in the same academic year must request a new housing assignment. (The original assignment is not guaranteed.)

## Room Selection

### Wildcat Room Selection Process (Returning Students)

The Wildcat Room Selection Process for returning students takes place during spring term for the following academic year. Students are required to make a room selection deposit and complete the online housing application by the specified deadlines in order to receive a participation date and time to select their room online. While returning students cannot be guaranteed their room preference due to high demand for housing, all applicants will be offered a

room prior to the start of the academic year. Information about Wildcat Room Selection is published on jwuLink (<http://link.jwu.edu>). Students who secure a room are required to be registered for fall term classes by the published May deadline and to have made financial arrangements with the university by the August deadline in order to retain the assignment. Please review the Room Selection Process Guide ([http://www.jwu.edu/uploadedFiles/Documents/Student\\_Life/forms/JWURoomSelectionGuidePVD.pdf](http://www.jwu.edu/uploadedFiles/Documents/Student_Life/forms/JWURoomSelectionGuidePVD.pdf)) for information on the cancellation policy.

## Room Assignments

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

Room assignments for first-year and transfer students are selected by the student online starting in May at jwuLink (<https://link.jwu.edu>), provided students have paid the reservation fee and have completed their housing application online. (Students who complete the online application after July 1 could be assigned to temporary housing, which includes, but is not limited to, a room assignment with an RA or in a common or study room.) Room assignments for returning students are selected by the student online during spring term for the subsequent academic year, provided students have submitted their room selection deposit and completed the online housing application. Roommate requests and personal preferences may be indicated in the appropriate section of the online housing application.

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

Upon withdrawal from the university, or if a student's housing status changes, the student is required to remove all personal possessions from his or her residence hall **within 24 hours**. The university also reserves the right to remove such belongings if the student does not comply. The university is not responsible for loss or damage to any item. Residential Life cannot store personal items.

## Responsibility

Students are responsible for university property within their assigned room, including furniture, walls, bath and kitchen facilities (where applicable), flooring/carpeting, window screens and dressings, etc. Upon move-in, it is the student's responsibility to report any items which appear to have been damaged or broken through jwuLink (<https://link.jwu.edu>) (Student Life > Online Maintenance Request). If damaged/broken items are not reported within the first two weeks of the student's arrival, he or she could be assessed damage charges. When property damage is determined, whether voluntary or involuntary, the individual(s) responsible will be assessed charges for replacement or repair. If the individual cannot be identified, all assigned to that room will be equally assessed for damage.

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

## Vacating Rooms

Students must vacate their rooms by noon of the day after their last examination of their final term; within 24 hours after termination of their student status; or within 24 hours of a change in their housing eligibility. It is the student's responsibility to have his or her room inspected before leaving. Failure to do so could result in charges for cleaning and/or damage. Following inspection, students are required to return the room key issued to them. Failure to return a room key will result in a \$65 charge for a room replacement lock and room keys, even if the key is returned at a later date. All personal property must be removed upon vacating the room. Residential Life does not store or keep items for future pickup. Personal property left behind will be classified as abandoned and removed for disposal.

Mailbox keys must be returned to RICOH Printing and Mail Services upon departure, dismissal or graduation from the university. Failure to return a mailbox key will result in a \$10 charge for replacement lock and key, even if the key is later returned.

## Insurance

### Personal Property Insurance

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

## Holiday Recess

The Denver Campus residence halls are open during the entire academic year.

Students leaving their room during a school break should make sure their windows and doors are locked; that all electrical appliances are unplugged (TVs, radio/alarm clocks, stereos, computers, blow dryers, etc.); and that their room is clean, trash is removed and no items have been left on the floor or window sills. Students should also be sure to take any of their medications and/or valuables with them. The Residential Life staff will provide additional instructions to students prior to the holiday recess.

## Student Activities

Student Activities is dedicated to making all JWU students' time on campus as enjoyable, worthwhile and fulfilling as possible. Student Activities provides individual and professional support for students at Johnson & Wales in their co-curricular pursuits, as well as exposure to and participation in social, cultural, spiritual, educational and recreational programs. Some of the programs and services offered by Student Activities include

- Student Government Association (<http://www.jwu.edu/content.aspx?id=12116>)
- Campus Activities Board
- clubs and organizations
- Community Service & Leadership Programming (p. 61)
- fraternity and sorority life
- Family Weekend
- Wildcat Welcome events
- Leadership Development Programs

Student Activities is temporarily located on the third floor of Aspen Hall for the 2014-2015 academic year, and can be contacted by phone at 303-256-9400. Please visit JWU Denver Campus Clubs & Organizations (<http://www.jwu.edu/content.aspx?id=12140>) for additional information and a complete listing of clubs, organizations, Greek letter organizations and events.

When students become a member (pledge, associate, new or full member) of a student club, organization or team, they represent not only themselves but also the university and the club, organization or team. Groups may be held responsible as a whole for the misconduct of their individual members, including, but not limited to, any violation of the Student Code of Conduct (p. 53), any other university rule or policy, or any local, state or federal law. Please refer to the Student Organizations Handbook ([http://www.jwu.edu/uploadedFiles/Documents/Student\\_Life/handbooks/JWUStudentActivitiesClubsOrgsManualDEN.pdf](http://www.jwu.edu/uploadedFiles/Documents/Student_Life/handbooks/JWUStudentActivitiesClubsOrgsManualDEN.pdf)) for more information regarding group responsibility.

For information regarding the university's policies related to bulletin boards and announcements see the Posting policy (p. 13).

## Student Code of Conduct

The purpose of the Student Code of Conduct and the Conduct Review Process that supports it is to help the university maintain a safe, healthy and positive campus community and online environment for living, learning and working where individuals act lawfully and in compliance with university policies and rules, and act with honesty, integrity, civility and respect for themselves and others and for the university community and the communities in which we live. **Any** behavior that is inconsistent with these goals, whether on campus or off, is prohibited and constitutes a violation of the Student Code of Conduct.

For purposes of the Student Code of Conduct and the Conduct Review Process only, any person subject to the Student Code of Conduct will be referred to as a "student" regardless of whether the person is registered for classes. Additionally, during the Conduct Review Process, the person making the complaint will be referred to as the "Complainant," and the student responding to the complaint will be referred to as the "Respondent." Student Conduct has the authority to proceed with the Conduct Review Process at any time after a student has been accepted to the university, even after a student leaves, withdraws and/or graduates.

Conduct that violates the Student Code of Conduct includes:

### 1. Harming or Endangering Yourself or Others

- a. Use of physical force or violence
- b. Threatened use of physical force or violence
- c. Dating violence or domestic violence
- d. Fighting (physical or verbal)
- e. Endangering or threatening the health or safety of oneself or another person
- f. Intentional possession of a dangerous article or substance that may be used to injure or cause discomfort to any person
- g. Possession or use of firearms or other weapons, ammunition, BB guns, air guns, airsoft guns, fireworks, incendiary devices, explosives or other items that resemble a firearm or weapon
- h. Initiating or circulating a report or warning of an impending bombing, fire or other crime, emergency, or catastrophe, knowing that the report is false
- i. Intentionally or recklessly starting a fire
- j. Misuse of or tampering with fire safety equipment (e.g., fire extinguishers, smoke detectors, exit signs and pull stations)
- k. Participating in hazing or any other action or situation that endangers an individual's mental or physical health and/or involves the forced consumption of alcohol or drugs
- l. Aiding, abetting, encouraging, or participating in a riot, commotion, or disturbance, or other disorderly conduct
  - If Student Conduct assigns a charge of dating violence or domestic violence, the university is required by law to inform the Complainant in the matter of the outcome of the Conduct Review Process.

### 2. Bias and Harassment

- a. Any Student Code of Conduct violation against another person committed with bias, hatred, or animus based on the person's actual or perceived race, religion, color, national origin, age, sex, sexual orientation, gender identity or expression, genetic information, disability, status as a protected veteran, pregnancy, marital status, or any other category protected by law
- b. Harassment or the creation of a hostile environment based on race, religion, color, national origin, age, sex, sexual orientation, gender identity or expression, genetic information, disability, status as a protected veteran, pregnancy, marital status, or any other category protected by law
- c. Physical, verbal, nonverbal, written, electronic, or technological harassment of another person, including harassment on social networking sites and other online forums
- d. Stalking
- e. Intimidation
- f. Bullying
  - See the university's Prohibited Discrimination and Harassment Policy (p. 13) for more information about harassment and discrimination based on gender and Title IX.
  - If Student Conduct assigns the charge of stalking, the university is required by law to inform the Complainant in the matter of the outcome of the Conduct Review Process.

### 3. Sexual Misconduct

- a. Sexual assault (any nonconsensual oral, vaginal or anal sex or any other nonconsensual penetration of the genital or anal opening, however slight, by any part of a person's body or by any object, including instructing an individual to penetrate his/her own genital or anal opening, or engage in oral sex, against his/her will)

- b. Other unlawful sexual activity
- c. Sexual harassment
- d. Lewd, indecent, or obscene behavior
- e. Illegal possession of pornography
- f. Illegal distribution of pornography
  - If Student Conduct assigns a charge of sexual assault, other unlawful sexual activity or sexual harassment, the university is required by law to inform the Complainant in the matter of the outcome of the Conduct Review Process.
  - For more information on what constitutes sexual assault and other unlawful sexual activity and for the university's definition of consent, see the university's Sexual Violence & Relationship Violence Policy (p. 16).
  - See the university's Prohibited Discrimination and Harassment Policy (p. 13) for more information about sexual harassment and how sexual assault constitutes sexual harassment.

### 4. Drugs

- a. Possession of drug paraphernalia (such as bong, scales, or pipes)
- b. The actual or intended purchase, possession or use of illegal drugs, narcotics or controlled substances
- c. The actual or intended sale, distribution, cultivation or manufacture of illegal drugs, narcotics, controlled substances or prescription drugs
- d. Presence at a gathering where there is obvious illegal drug use
- e. Possession or use of prescription drugs which have not been prescribed for you
- f. Distribution of prescription drugs
  - A finding of responsibility for intended or actual sale or distribution can be based on the mere presence of a distributable quantity of illegal drugs, narcotics, controlled substances or prescription drugs or the presence of paraphernalia used for the sale or distribution of illegal drugs, narcotics, controlled substances or prescription drugs.
  - Students can be found responsible for a drug violation based on the presence of residue or paraphernalia alone.
  - The university may inform local police of illegal drug violations.
  - The university will report drug violations to the student's parents if the student is under the age of 21.
  - If drugs are found in a residence hall room or other campus location, the university may find all occupants of the room or other campus location responsible for the drug violation if it is unable to ascertain which student(s) possessed and/or used the drugs.
  - See the university's Drug and Alcohol Policy (p. 11) for more information on drugs, narcotics and controlled substances.

### 5. Alcohol

- a. Possession or use of alcohol anywhere on university property, except for legal use at events, operations, programs, premises or facilities sanctioned by the university
- b. The actual or intended purchase, possession or use of alcohol by anyone under the applicable legal drinking age, whether on or off campus
- c. Selling alcohol to or buying alcohol for anyone under the applicable legal drinking age
- d. Presence at a gathering where there is obvious illegal drinking
- e. Use of drinking paraphernalia typically used or associated with excessive drinking (such as drinking funnels, kegs, beer balls, trash can punches, beer bong, beer pong tables or taps)
- f. Possession of drinking paraphernalia typically used or associated with excessive drinking (such as drinking funnels, kegs, beer balls, trash can punches, beer bong, beer pong tables or taps)
- g. Violation of the Residential Life alcohol guidelines applicable for students who are 21 years of age or older and who have received permission to consume alcohol on campus
  - The university will report alcohol violations to the student's parents if the student is under the applicable legal drinking age.
  - Students can be found responsible for an alcohol violation based on evidence of intoxication alone.

- If alcohol or drinking paraphernalia is found in a residence hall room or other campus location, the university may find all occupants of the room or location responsible for the alcohol violation if it is unable to ascertain which student(s) possessed and/or used the alcohol or paraphernalia.
- See the university's Drug and Alcohol Policy (p. 11) for more information on alcohol.

## 6. Theft and Abuse of Property

- Actual or intended theft or unauthorized use or possession of the resources, property or services of the university or of another person, business or government
- Unauthorized use of the university's name, logo or seal
- Unauthorized use of ATM cards, cell phones, credit cards, checks, long distance accounts, identification cards, key combinations, passwords, PIN numbers or other property, equipment, or accounts belonging to the university or another person, business or government
- Possession or use of resources, property, or services, which the student knows or should know have been stolen
- Unauthorized entry (including forcible entry), use, presence in, or occupancy of any premises or facilities, whether on or off campus
- Vandalism
- Reckless damage to or destruction of university property or the property of others
- Disposal of trash, garbage or refuse anywhere on the campus except in designated trash receptacles
- Unauthorized removal of food or other items from the dining halls
- Throwing food or other objects in the dining halls
  - It is the university's practice to cooperate with local, state and federal law enforcement authorities in their investigation of theft, identify theft, computer/Internet crimes and other similar crimes, including providing copies of incident reports and other evidence to these authorities.

## 7. Failure to Comply and Interference

- Failure to comply with the directions of a university representative (including Residence Directors and Resident Assistants) acting in the performance of his/her duties
- Failure to participate in the university's Conduct Review Process
- Failure to comply with any university policy or rule
- Failure to evacuate any building in which a fire or other emergency alarm has been sounded or when directed to evacuate by a university representative
- Failure to comply with any or all sanctions imposed under the Student Conduct Review Process by the dates specified
- Failure to pay restitution as required by the university for damage to a residence hall or other university property (both real and personal)
- Failure to present a student identification card upon request from a university representative
- Interference with university personnel carrying out their duties or other university business
- Interference with any member of the university community in the pursuit of the university's mission or purposes
- Actions which obstruct, disrupt or physically interfere with the use of university equipment (including safety and security equipment), premises, buildings, rooms or passages
- Retaliation against any individual who has made a good faith complaint against another individual or who has participated in the Conduct Review Process.
  - If a student violates a No Contact Order or the directions of a university representative to avoid another person, the student will be charged with a violation of the Student Code of Conduct for failure to comply, and may be intermily suspended until the completion of the Conduct Review Process.

## 8. Dishonesty

- Academic dishonesty, including, but not limited to, cheating, plagiarism and unauthorized collaboration

- Knowingly furnishing false information
- Forgery, alteration, or unauthorized use of student or university documents, records, identification, passwords, library materials or property
- Misrepresentation, fraud or deceit
- Possession or use of falsified forms of identification
- Knowingly bringing a false complaint against another person
- Falsification, distortion or misrepresentation of information before a panel or hearing officer in the Conduct Review Process
  - For more information regarding Academic dishonesty, see the Academic Integrity Review Process (p. 30).

## 9. Other Prohibited Conduct

- Illegal gambling, wagering, betting, or bookmaking
- Participating in or accepting members into any organization that the university has banned or suspended
- Gathering for the purpose of inciting, participating in, or encouraging a disturbance of the peace
- Unauthorized operation of a business on university property or using university resources
- Disorderly conduct
- Behavior that would offend or frighten a reasonable person
- Conduct that interferes with student learning or with the mission of the university
- Conduct that adversely affects the security of the university community, local residents or property, the name of the university, or the integrity of the educational process
- Any conduct by a guest of a student that violates university rules or policies including the Student Code of Conduct (**Note:** Students are responsible for the behavior of their guests and must accompany their guests at all times).

## Sanctions

If a student is found responsible for a violation of the Student Code of Conduct, the student will be given one or more sanctions. Sanctions are designed to help prevent future Student Code of Conduct violations, to educate students on appropriate behavior required to succeed in the workplace and live in society, and where appropriate, to remedy any damage done.

### University Dismissal

Permanent dismissal from the university (noted in the student's education records), which prohibits the student from attending the university (at any campus or learning site) or any university events and from entering or being present without permission on any property of the university. A student who is dismissed from the university will still be responsible for certain tuition and housing charges, subject to any applicable refund policy.

### University Suspension

A temporary suspension from the university, which prohibits the student from attending the university (at any campus or learning site) or any university events and from entering or being present without permission on any property of the university. During a university suspension, a Student Conduct Hold is placed on the student's academic record, which prevents the student from registering for classes and/or graduating. Requests for reinstatement after a university suspension are handled by the dean of students or his/her designees and reinstatement will be granted only if the student is able to demonstrate to the satisfaction of the dean or his/her designees that the student will not engage in any further violations of the Student Code of Conduct, and that all other conditions of the suspension, if any, have been met and all other sanctions have been completed. As with dismissal from the university, a student who is suspended from the university will still be responsible for certain tuition and housing charges, subject to any applicable refund policy. When a student returns from suspension, the student will be placed on conduct probation for a minimum of two terms. In certain instances, a student may be suspended until the Complainant graduates.



## Dismissal from Housing

Permanent dismissal from university housing under which the student is prohibited from living or being a guest in any university or campus housing. In the case of dismissal from housing, the student is required to pay room and board charges for the remainder of the term during which the dismissal takes effect.

## Suspension from Housing

A temporary suspension from university housing under which the student is prohibited from living or being a guest in any university or campus housing and is not eligible to enter into a new housing contract for the duration of the suspension. Requests for new housing contracts after a suspension are handled by the dean of students or his/her designees; a new student housing contract will be permitted only if the student is able to demonstrate to the satisfaction of the dean or his/her designees that the student will not engage in any further violations of the Student Code of Conduct, and that all other conditions of the suspension, if any, have been met and all sanctions have been completed. As with dismissal from housing, the student will be responsible to pay room and board charges for the remainder of the term during which the suspension takes effect.

## Suspension of Privileges

A suspension of privileges under which the student is prohibited from participating in specified activities (such as intercollegiate or intramural athletics, campus events, extracurricular activities, student life activities, student leadership positions, or student clubs or organizations) or from entering certain university buildings or facilities (such as residence halls, dining centers, university fitness or athletic facilities, certain administrative or academic buildings, parking garages/lots, or other areas of the university) during the period of the suspension.

## Interim Suspensions

An immediate, temporary suspension that remains in effect until the Conduct Review Process has been completed. An interim suspension can be a suspension from the university, from housing, from a classroom, from an academic course, lab, practicum, and/or a suspension of privileges. Interim suspensions are used when the university perceives that because of the nature of the alleged violation or other factors, an interim suspension is advisable to help protect an individual or the university community, to protect property, or to protect the normal operations of the university, until the Conduct Review Process has been completed. Since the university may, at the request of a student who is facing both Student Conduct and criminal proceedings for the same violation, delay the Conduct Review Process while the criminal proceedings take place, an interim suspension may also be used until that student's criminal proceedings have been completed. An interim suspension will be issued by the dean of students or his/her designees.

## Conduct Probation

A student who receives a sanction of conduct probation will, at a minimum, be suspended from the university if the student is found responsible for the same or for a similar violation of the Student Code of Conduct while on conduct probation.

## Conduct Warning

A trial period during which a student is given time to demonstrate that he or she will not engage in the same or a similar violation again. A student who receives a sanction of conduct warning will, at a minimum, be placed on conduct probation if the student is found responsible for the same or for a similar violation while on conduct warning.

## Fines/Fees

Fines/fees are monetary penalties, which must be paid by the date specified when the sanction is given.

## Restitution

The purpose of restitution is to make good or compensate the university for loss, damage, or injury. Restitution can take the form of a monetary payment, the repair or replacement of damaged property, or participation in a campus or community work or service project. Restitution must be completed by the date specified when the sanction is given.

## Letters of Apology

Letters of apology must be submitted to Student Conduct, and Student Conduct will forward them to the appropriate parties. Letters of apology must be submitted by the date specified when the sanction is given.

## Campus/Community Service

Campus/Community Service includes providing services to the university or to a nonprofit agency of the student's choice for a specified number of hours or for a particular work or service project. Campus/Community Service must be completed by the date specified when the sanction is given.

## No Contact Order

A No Contact Order is a requirement to avoid another person or persons and not have any direct or indirect contact with such person(s), including email, text messages, mail, telephone, instant messaging, face-to-face contact, social media interactions or any contact through a third party. A No Contact Order requires the student to take action to avoid encounters with the other person(s). In cases where a No Contact Order impacts class, lab or work activities, the student should notify the student's professors and/or supervisors to address any situations that may conflict with the No Contact Order. A No Contact Order may also be imposed as an interim action while a case is pending.

## Administrative Relocation

Required relocation to another room within the university housing system.

## Educational Sanctions

In addition to other sanctions, a student found responsible for violating the Student Code of Conduct may be assigned educational sanctions, such as: required attendance at an educational program relevant to the violation for which the student was found responsible, reflective/research papers, classes, seminars, interviews, presentations, projects and/or other creative sanctions. Educational sanctions must be completed by the date specified when the sanction is given.

*\*As of the academic year 2014/2015, "Deferred Suspension" is now referred to as "Conduct Probation" and "Conduct Probation" is now referred to as "Conduct Warning."*

## Conduct Review Process

The Johnson & Wales Conduct Review Process, like the Student Code of Conduct (p. 53), is designed to help the university maintain a safe, healthy and positive environment for living, learning and working, where individuals act lawfully and in compliance with university policies and rules, and act with honesty, integrity, civility and respect for themselves and others and for the university community and the communities in which we live. The Conduct Review Process is used to support and enforce the Student Code of Conduct by providing procedures for determining whether a student is responsible or not responsible for a violation of the Student Code of Conduct.

The university administers the Conduct Review Process in good faith, making every reasonable effort to be fair to all involved. Students have the right to participate in the Conduct Review Process without having past student conduct violations discussed or used when a decision of responsibility is being made concerning a current alleged violation; however, past violations may be considered when determining a sanction for an individual found to be responsible for a violation of the Student Code of Conduct. All students have the obligation to participate in the Conduct Review Process, as a witness or otherwise, when asked by a university representative.

Student Conduct generally follows the procedures under the University Communications with Students Policy (p. 22) whenever contact with students is necessary.

The university's Conduct Review Process does not serve as an extension of or replacement for the local, state or federal civil or criminal court system. In addition, the outcome of civil or criminal proceedings concerning a violation will not control or be binding on the outcome of the Conduct Review Process for the same violation.

All students should be aware that it is the policy of the university to cooperate with local, state and federal law enforcement authorities in the investigation of crime. The university will not provide a sanctuary against criminal prosecution and, except for very minor violations, will inform law enforcement authorities when criminal behavior is alleged.

## How the Conduct Review Process Works

### Reports of Violations and Notification

Any individual who witnesses or becomes aware of an alleged violation of the Student Code of Conduct should report the violation to Campus Safety & Security, any member of the Residential Life staff, the dean of students or Student Conduct. Once an alleged violation is reported, an incident report will be prepared by Campus Safety & Security (or by a faculty member in cases of academic integrity violations) describing the nature and circumstances of the incident and the parties involved. Campus Safety & Security may conduct further investigation if additional or supplemental information is needed. All incident reports are reviewed in Student Conduct and those that warrant action are then referred for either an educational conversation or a hearing, depending upon the nature of the alleged violation.

There are two types of hearings at Johnson & Wales: administrative hearings and panel hearings. Administrative hearings are held before a single hearing officer from Residential Life or Student Conduct, depending on the nature of the violation. Panel hearings are conducted in front of a panel made up of trained faculty, staff and/or students. In both cases, the role of the hearing officer or panel is to consider information provided from the investigation, from the Respondent and, to the extent necessary, from any Complainants or witnesses, in order to make a finding of "responsible" or "not responsible." More serious violations that may result in a sanction of dismissal or suspension, and violations of academic integrity, are referred to a panel hearing, while less serious violations are referred for an administrative hearing.

When an incident report is referred for a hearing, the student will receive a notification describing the alleged violation and indicating the time and place for the hearing or pre-hearing conference. Students have the right to access their education records under certain conditions (see Family Educational Rights and Privacy Act (p. 11) for university policies on access to and release of student records).

Student Conduct will consult the student's academic schedule prior to scheduling any conferences or hearings. Any unexcused failure to attend a hearing or conference will result in the hearing being held in the student's absence, at which the hearing officer or panel will not have heard the student's side of the story. If there is a legitimate need to reschedule a hearing or conference, the student must contact the hearing officer as early as possible before the scheduled date to request rescheduling.

### Hearing Procedures

A student may bring any relevant materials and witnesses with personal knowledge of the incident to the hearing. If a hearing is scheduled before a panel, the student will have the option of requesting an advisor who can help the student through the process and accompany the student to the hearing. (Advisors are not permitted to attend educational conversations or administrative hearings). If the student requests an advisor for a panel hearing, the student may choose a faculty or staff member to serve as his/her advisor. Except for witnesses and advisors, other people may not attend the hearing with the student. At a pre-hearing conference (for panel hearings) or before the hearing gets underway (for administrative hearings), the student may be asked whether the student wishes to waive the hearing by acknowledging responsibility in the incident. If the student acknowledges responsibility, sanctions will be imposed and the student will not be entitled to an appeal. If the student does not acknowledge responsibility, the hearing will proceed and the hearing officer or panel will:

1. outline the process
2. review the incident report and/or allegations, and any supplemental information
3. hear any statements relating to the incident
4. hear or review the statements of witnesses with relevant and personal knowledge of the incident (but other witnesses, such as character witnesses, will not be allowed to attend or be heard)
5. hear or review the statements of other relevant witnesses (and where confidentiality is a consideration, the identity of such witnesses will not be disclosed to the student)
6. either defer the decision or render a decision of responsible or not responsible. Hearing officers and panels use the "more likely than not" standard to evaluate alleged violations
7. if the student is found responsible, recommend one or more sanctions to the director of student conduct

The director of student conduct will review the recommendation and make a final determination of appropriate sanction(s) (taking into consideration prior conduct violations). The student will receive a final written decision, which will set forth the final result and the sanction(s) imposed. The written decision will include information regarding the appeal process and the deadline for filing an appeal.

*\*A student who acknowledges responsibility is not entitled to an appeal.*

### Appeal

The decision of the hearing officer (for administrative hearings) or the panel (for panel hearings) is final unless it can be demonstrated that one of the following has occurred:

1. Relevant, new information has come to light since the decision was made, or
2. The Conduct Review Process, as outlined, was not followed.

To request an appeal, a student must submit a request **in writing**, by hand delivery, email, fax or certified mail, to Student Conduct. **The request must be submitted within three business days after 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.**

The student will receive a final written decision from the appeal officer, which will set forth the outcome of the appeal.

### Rights of the Complainant and Respondent (the "Parties") for Complaints of Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, Stalking and Other Unlawful Sexual Activity

For complaints of sexual harassment, sexual assault, dating violence, domestic violence, stalking and other unlawful sexual activity, the Parties will have the following rights in connection with the Conduct Review Process:

- The right to an investigation and resolution that is prompt, fair and impartial as required by applicable law and conducted by university officials who receive annual training on issues related to sexual harassment, sexual assault, dating violence, domestic violence, stalking and other unlawful sexual activity and how to conduct an investigation and hearing process that promotes the safety of Complainants and promotes accountability. Hearing officers and panels use the "more likely than not" standard to evaluate alleged violations.
- The right to present relevant materials and witnesses with relevant personal knowledge of the incident as outlined above.
- The right to choose an advisor as outlined above.
- The right to be informed in writing of the outcome of the hearing and any appeal, including when such results become final. This includes disclosure to the Parties of any sanction imposed that pertains to a sex offense and any sanction imposed that directly relates to the Complainant with respect to other alleged sexual harassment violations. The Parties do not need to submit a request for such information. In addition, for any crime of violence (including sexual assault) or non-forcible sex offense, the university will, upon written request and in accordance with applicable law, disclose to the Complainant all sanctions imposed against the Respondent. If the Complainant is deceased as a result of the crime or offense, the outcome of the hearing and sanctions will be provided to the Complainant's next of kin if so requested.
- The right to request an appeal as outlined above under "Appeal", provided that the time period to request an appeal will begin on the date of notification of the outcome of the hearing. A student who acknowledges responsibility will not be entitled to an appeal.

The university will take steps to prevent recurrence of any harassment and correct any discriminatory effects on the Complainant and others as required by law.

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

### Questions?

For questions regarding the Student Code of Conduct (p. 53), the Conduct Review Process or Sanctions (p. 55), please contact Student Conduct at your campus:

- 401-598-2885 (Providence Campus)
- 305-892-7602 (North Miami Campus)
- 303-256-9400 (Denver Campus)
- 980-598-1820 (Charlotte Campus)

## Student Government Association (SGA)

The Student Government Association (SGA) at the Denver Campus of Johnson & Wales University is the student governing body on campus. The SGA is an organization of students committed to improving student life and enhancing the academic experience at Johnson & Wales University. The group acts as a voice for students and works to maintain open lines of communication between students, faculty and administration at JWU.

Senators are elected from various constituencies on campus to represent the student body. The SGA sponsors open forums and meetings for discussion, represents the student body during university administration meetings, and sponsors activities throughout the school year for all members of the JWU community. All students are encouraged to participate.

Elections for senators are held each spring; some positions are elected in the fall. Any vacant positions are filled throughout the year via presidential appointment and senate confirmation. Students may contact their representative for information about open senate seats.

For more information about the Student Government Association, please contact Student Activities at 303-256-9400.

# Student Services

Academic and community-related services for students enrolled at JWU.

## Banks

Please consult the Denver Yellow Pages (<http://www.yellowpages.com/denver-co/banks?g=Denver%2C+CO&q=Banks>) for a current listing of banks in the Denver area.

## Bookstore

The bookstore is operated by Follett Higher Education Group. Normal business hours are Monday–Friday, 9 a.m.–5 p.m. The bookstore will have extended hours at the beginning of each academic term; these hours will be posted on [jwuLink](https://link.jwu.edu) (<https://link.jwu.edu>). Please call 303-256-9528 or check online (<http://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?catalogId=10001&langId=-1&demoKey=d&storeId=153904>) for detailed dates and times.

The bookstore will be located in the library on a temporary basis for the 2014-15 academic year. The bookstore offers textbooks, trade books, culinary uniforms, office supplies, a wide variety of logo merchandise for the entire family and discounted software through our collaboration with JourneyEd. The bookstore accepts all major credit/debit cards, personal checks with valid ID, and financial aid vouchers. A copy of the return policy will accompany all purchases.

### Textbooks and Buyback

The bookstore carries all of the course materials for classes, including a large variety of used books and digital textbooks. In addition, the bookstore is now offering textbooks for rent. Please check online (<http://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?catalogId=10001&langId=-1&demoKey=d&storeId=153904>) for more information on the Rent-A-Text program. Students also now have the option of purchasing textbooks online. Online ordering allows students to pick up textbooks in the bookstore or have them shipped to an address.

The bookstore will buy back used textbooks subject to certain restrictions. Please visit the bookstore for more details. Although the bookstore buys textbooks back every day, the best time for students to sell books back will be during the last two weeks of each term. A current student ID is required for buyback.

### Uniform Distribution

Uniforms are distributed in the bookstore throughout the year. Students must have a current student ID and proof of class standing at the time of pick-up. Additional uniforms are available for purchase.

## Campus Dining

The Wildcat Dining Center (<http://www.dineoncampus.com/jwudenver>), managed by Compass Group USA Inc. through its Chartwells division, is the on-campus dining facility at the Denver Campus.

Those students who have allergies or sensitivities to particular food items are encouraged to contact Chartwells dining services management at 303-256-9491 immediately upon arriving on campus. Dining Services is located on the first floor of the Wildcat Center in the dining center.

### Residents

As part of the room and board fee, students participate in the resident meal plan, which provides 15 meals per week (Sunday through Saturday). In addition, resident students have five flex meals each term to use as an additional meal swipe or to share with friends or family. Meals do not carry over from week to week or term to term. Students who wish to purchase additional meals may do so online (<http://www.dineoncampus.com/jwudenver>) through the commuter meal plan. Any additional meals purchased will carry over from week to week and term to term during the academic year in which they were purchased. All meals expire on the last day of the academic year. Students must have their JWU ID with them at mealtime to use their meals.

### Commuters

A commuter meal plan is available and entitles participants to receive meals at the dining center. Meals are purchased in blocks of 10, 25 or 50 through

Dining Services, located in the dining center. These meals are encoded on the student's JWU ID. Commuter meals carry over from week to week and term to term during the academic year in which they were purchased. All meals expire on the last day of the academic year. All students must have their JWU ID with them at mealtime. Please note that commuter meals are nonrefundable and expire at the end of the academic year or if a student separates from the university. Individual meals may also be purchased at the door.

### Guests

Escorted guests may accompany students into the dining facility and either use a guest swipe or pay door rates.

### Dining Policies

Students are expected to act and dress in an appropriate manner while in campus dining facilities. Specific rules may be posted at each facility. Students must present their student ID card to gain entrance. Lost or stolen cards must be reported to Campus Safety & Security.

Food may not be taken out of the dining hall unless an eco-clam shell (to go container) is purchased for \$5.00. Students may keep the container and exchange it daily for a clean container for no additional cost.

The dining hall is only for students, faculty and staff who have purchased a meal; anyone who has purchased a meal at the door; or a guest who was given a guest swipe from a student.

### Hours

Dining services are closed during class and holiday breaks. Up-to-date listings will be posted in the student dining center and on the Dining Services website (<http://www.dineoncampus.com/jwudenver>).

## 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 303-256-9500. In an emergency situation, students should dial 911. Officers are available 24 hours a day, 365 days a year.

Campus Safety & Security posts crime alerts and community alerts describing incidents to keep students informed of what is happening on or near campus. A daily log of all crimes is maintained in Campus Safety & Security. The log is available to view.

Campus Safety & Security has crime prevention officers and community outreach officers. The crime prevention officers administer the university's Project ID program, which provides students with an opportunity to engrave culinary knife kits and personal items brought to the university at no cost. In addition, the officers conduct formal and informal safety training sessions.

For medical and other serious emergencies, dial 911 first for emergency assistance and then call Campus Safety & Security at 303-256-9500.

Students who would like to file a report with Campus Safety & Security because they witnessed a crime or were a victim of one should call 303-256-9500 and an officer will be dispatched to them.

If a student wishes to file a report or handle a routine business matter in person, he or she should visit the Campus Safety & Security headquarters in the Academic Center (open 24 hours a day, 365 days a year).

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 303-256-9500 or through Campus Safety & Security (<http://www.jwu.edu/>)

denver/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. The option is only available to students who are living in JWU residence halls. If a student registers a confidential contact, the identity of the 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 on the Campus Safety & Security website (<http://www.jwu.edu/denver/safety>).

## CARE Team

The CARE (Crisis Aversion and Response Evaluation) Team is comprised of university staff and faculty members. This group meets regularly to share and coordinate information relative to the behavior of any student who appears to pose a risk of harm to self or others and to develop strategies as necessary for early intervention in accordance with existing university policies.

Any concerns about a student or other individual or group whose behavior appears to pose a risk of harm should be directed to Campus Safety & Security at the appropriate campus. The information shared will be treated with the highest level of discretion. The CARE Team members have the utmost regard for the safety, rights and well-being of all students as they evaluate and develop responses to potential issues that are referred to the team.

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

## Center for Academic Support

### Providence Campus

The Providence Campus has two Center for Academic Support offices:

#### **Downcity Campus: Arts & Sciences, Business, Hospitality, Technology Students 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.

Please see [Services](#) (p. 60) for the services provided by the Providence Campus Center for Academic Support.

### 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.

- Tutoring Hours: 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.

Please see [Services](#) (p. 60) for the services provided by the North Miami Campus Center for Academic Support.

### 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.

Please see [Services](#) (p. 60) for the services provided by the Denver Campus Center for Academic Support.

### 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. 60) for the services provided by the Charlotte Campus 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

When requested, with appropriate supporting documentation, Johnson & Wales University provides and/or allows reasonable accommodations to enable students with learning, physical or other disabilities the opportunity to succeed in their academic pursuits. It is the responsibility of the student to identify the accommodation being requested and to document the need for the requested accommodation.

Students with learning, physical or other disabilities requesting accommodations, including housing accommodations, and students who will need additional help in case of an emergency, must contact the Center for Academic Support (p. 60). Students requesting accommodations must provide documentation of their disability that 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 in order to meet technical standards must contact the Center for Academic Support (p. 60) to request an accommodation as provided above. Copies of the technical standards applicable to various programs are available online (<http://catalog.jwu.edu/admissions/technicalstandards>) and from the Center for Academic Support.

### Service Animals

Please contact the Center for Academic Support (p. 60) 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

The College of Culinary Arts and School of Hospitality have technical standards and requirements that must be met for participation in their

academic programs. All College of Culinary Arts programs and some School of Hospitality programs include the requirement that the student with or without reasonable accommodations must be able to safely and effectively test and evaluate the taste, appearance, texture and aroma of food and beverage products and maneuver in professional or commercial kitchens, dining rooms and related facilities. (Please see the technical standards (<http://catalog.jwu.edu/admissions/technicalstandards>) outlined in the course catalog.)

Applicants who have been accepted for admission to or are an enrolled student in the College of Culinary Arts or School of Hospitality are strongly urged to call or visit the Center for Academic Support (p. 60) prior to attending their first class, lab or practicum 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 all allergens from its curriculum.

**Please Note:** The common food allergens (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.

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

## Leadership Programming and Community Service

Leadership Programming provides students with opportunities to learn and practice leadership through a variety of skill-building, group development and practical application opportunities. Leadership Programming also offers a speakers series that covers a variety of leadership-focused topics while simultaneously engaging students in leadership opportunities.

Leadership Programming is comprised of the following:

- The **Leadership Speakers Series**, held in October, kicks off leadership programming by inviting a variety of speakers to campus to discuss their unique and interesting leadership positions, experiences and how they serve as leaders in their professional endeavors. The Leadership Speakers Series encompasses all majors and/or interests with the help of campus collaboration and provides a speaker once a week through the month of October. This series serves as a foundation for our Emerging Leaders Series (ELS) that begins in the winter term; however, a student need not participate in the Leadership Speakers Series to be part of ELS.
- The **Emerging Leaders Series (ELS)** introduces students to leadership opportunities on the Denver Campus. ELS helps prepare its members to pursue student leadership roles in Student Government, Student Activities, Residential Life, Student Organizations, New Student Orientation and Campus Activities Board.
- **LEAD0001 Resident Assistant Leadership** is our specially designed, for-credit leadership class for all students who have been accepted as Resident Assistants and Wildcat Interest Groups for Incoming Students (WIGIS) Leaders. This class helps prepare student leaders for the roles for which they have been selected by providing a theoretical foundation with practical skill development specific to their new service roles.

### Community Service

Nonprofit organizations, schools and public agencies frequently reach out to JWU students to fulfill volunteer roles. Community Service serves as a central coordination point for these opportunities and connects students, faculty, staff and student organizations to volunteer-based service events and activities throughout the year.

The Community Service Network (CSN) is a student-led, student-driven organization that acts as the main hub on campus for students to learn about and take part in co-curricular service projects. CSN gives students an opportunity to gain and build on their leadership skills, become educated and understand root causes of community issues.

### Service-Learning

In addition to co-curricular activities involving service-learning, there are also a variety of academic service-learning opportunities on the Denver Campus. LEAD1010 Foundations of Leadership Studies, a course common to many majors, requires a beginner-level service-learning experience that is integrated with course material in an effort to enhance learning outcomes. A select number of students also have the opportunity to create a culminating service-learning encounter as part of DWE3999 Directed Work Experience. Please refer to the catalog (<http://catalog.jwu.edu/academicinformation/servicelearning/denver>) for more information about these and other academic service-learning opportunities.

## Campus Services

### Printing & Mailing Services

Printing & Mailing Services is located in the Atrium on the ground floor of the Academic Center, and provides mail services for all students, staff and faculty. Mail is typically available for students by 4 p.m. and is delivered daily to assigned student mailboxes. All incoming students have the opportunity to receive a free mailbox located in the Atrium; complimentary forwarding for applicable mail over the summer is also available.

Printing & Mailing Services can be reached by phone at 303-256-9431 or via email ([RICOH@jwu.edu](mailto:RICOH@jwu.edu)).

### Hours of Operation

Monday through Thursday, 7:00 a.m.–5:30 p.m.

Friday, 7:00 a.m.–4:30 p.m.

### Document Services Available

Printing & Mailing Services specializes in a range of professional, top-quality services for all academic and personal needs, including copying and printing in black and white as well as high-quality color. There is a wide range of auxiliary services such as binding, collating, inserting, stapling, cutting, drilling, folding and lamination.

RICOH also has a large-format printer and can create poster-size projects in 2'x3' or 3'x4'. Please allow 24 hours turnaround for a poster.

Students' copy needs can be submitted in most Windows formats (including most Microsoft Office applications) and picture files can be submitted in JPEGs, GIFs or PDFs. Students may drop off their requests at either the front service desk with a jump drive/memory stick or disk, or send it via email ([RICOH@jwu.edu](mailto:RICOH@jwu.edu)); please allow two hours for the average copy job to be completed.

### Pricing and Payment for RICOH Services

Cash is accepted from 8:30 a.m.–4:30 p.m. Credit cards and checks are accepted any time during business hours.

### Mailbox Keys

Mailbox keys are issued during either Summer Orientation, or any other time during the school year by coming into the RICOH Center. Keys must be returned upon departure, dismissal or graduation from the university. Lost keys can be replaced for a fee of \$12.85.

### Student Mailing Address

To receive mail on campus, students should share the following student address information with those sending them mail:

ATTN: (student's name)  
Johnson & Wales University  
7150 Montview Boulevard **Box # \_\_\_\_\_**  
Denver, CO 80220

Please **do not** use a residence hall building address, as mail is only received in the format noted above. The U.S. Postal Service will not deliver mail with a residence hall address. Students should be sure that their name and mailbox number are on all mail or packages.

### Packages

Packages from all shippers (FedEx, UPS and USPS Express) can be sent to the above student address. Students will be sent an email notification after the shipper has duly processed all deliveries, informing the student that the package is available to be picked up at the front RICOH service counter. Packages are only available after they have been processed (typically

one hour from time of delivery). **Students need to bring a picture ID for verification and package pickup.**

## Computer Labs

Johnson & Wales University offers computer labs available for student use. Each lab is equipped with computers that enable students to use email, web browsers, Microsoft Office, jwuLink and more. Additional labs are available to students enrolled in classes which teach specialty software or technology.

Students must have an active Johnson & Wales email account in order to access lab computers. Documents can be saved to student-acquired USB drives. Documents can also be attached to and sent through email. Students cannot save files onto computers in the labs. Any data saved on a lab computer will be deleted nightly or anytime the computer is restarted or turned off for any reason.

Lab hours and a complete list of software installed at each location are available at the Help Desk ([http://helpdesk.jwu.edu/stu\\_labs\\_co.htm](http://helpdesk.jwu.edu/stu_labs_co.htm)).

**Note:** All labs provide PHAROS printer access.

## 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 Denver 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 on the university's public folders (Emergency Procedures > Denver Campus > JWU Emergency Plan and Procedures) or students may request a paper copy through Campus Safety & Security. Students may also want to print copies of the "Emergency Procedures Quick Reference" 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 quick reference procedures are also included in the Annual Security Report and Annual Fire Safety Report (<http://www.jwu.edu/uploadedFiles/Documents/General/Reports/JWUSecurityReport2013DEN.pdf>) posted through Campus Safety & Security (<http://www.jwu.edu/denver/safety>).

Johnson & Wales University uses a number of systems to notify the university community in the event of an emergency. These systems include the following:

### Emergency Notification System (Blackboard Connect)

This system quickly provides notice and accurate information and instructions to the entire university community during an unforeseen event or emergency. Emergency notifications are sent via voice and text messages; students are encouraged to update their contact information with a valid phone number (preferably a cellphone) through jwuLink (<https://link.jwu.edu>).

### Denver Campus Emergency Alerts Web Page

Should an incident (natural or man-made) occur on or near the Denver Campus, the Denver Campus will post relevant information when appropriate through Emergency Alerts (<http://www.jwu.edu/denveralert>) and jwuLink (<https://link.jwu.edu>) (Emergency Alerts).

### Alert Information Line

The Denver Campus alert information line announces inclement weather cancellations and other important information regarding interruptions in normal campus activities. Call 303-256-9348 24/7 to reach the information line.

### Emergency Siren Warning System (ESWS)

An outdoor Emergency Siren Warning System (ESWS) is located on the west side of the campus along Quebec Street 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 JWU student is assigned a JWU email account.

## Experiential Education & Career Services

Experiential Education & Career Services offers a variety of internship programs and career services to assist students in building skills to obtain employment and independently navigate their careers.

Services are available for business, hospitality, culinary arts, arts and science, and graduate students at Experiential Education & Career Services, located on the first floor of the Academic Center above the Atrium.

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 recruiting events
- career advising resources 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 graduate studies programs. 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 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 on to jwuLink and click on the Jobs and 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.

## Information Technology

The Johnson & Wales Information Technology team offers a variety of computing and telecommunication services. Their website (<http://helpdesk.jwu.edu>) has answers to many questions about the services provided. Any technology-related questions should be referred to the University Help Desk at 866-JWU-HELP (866-598-4357) or via email ([helpdesk@jwu.edu](mailto:helpdesk@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 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 in to 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. Once a student has enrolled, the university will no longer send information to a personal email account. Students should follow these instructions to find their email account information:

1. Obtain user name and initial password by visiting the jwuLink Account Setup (<https://newuser.jwu.edu>).
2. Select a new password by visiting the JWU email portal (<https://email.jwu.edu>) (click "Change Password"). Password must contain at least six letters and/or numbers, and cannot be the same as the user name.
3. Complete the password reset manager by visiting jwuLink (<https://link.jwu.edu>) (click "Password Help"). Use "Reset Password" if the

password has been forgotten (if a student skips this step and forgets their password, they must visit a JWU computer lab).

4. Log in to jwuLink (<https://link.jwu.edu>) to access email.

**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 him or her 24 hours after the student has registered for courses. This may or may not be the same as the student's previous account, depending on availability.

### Help Desk Services

The University Help Desk is available to assist students with email, Internet, telephone, jwuLink and other computer-related questions. Students can visit the University Help Desk website (<http://helpdesk.jwu.edu>) for answers to many questions. Students can also reach the University Help Desk via telephone Monday through Friday, 8 a.m.–7:30 p.m., at 866-JWU-HELP (866-598-4357) or via email ([helpdesk@jwu.edu](mailto:helpdesk@jwu.edu)).

For students taking online courses, the University Help Desk provides ulearn support that is generally available 24/7 via email, phone and chat, as well as through self-help user guides. See the Help links in ulearn (<https://ulearn.jwu.edu/webapps/login>) for details on ulearn support.

### Internet Services

#### Wireless Internet Access

All Denver Campus buildings, with the exception of the Chapel, now provide wireless hotspots. All residence hall rooms are provided with Ethernet and/or wireless network access. Students will find helpful information for wireless usage on the University Help Desk website (<http://helpdesk.jwu.edu>).

#### Use of the JWU Computer Network

Anyone who uses the Johnson & Wales University Internet System and related facilities must agree to the policies and procedures set by the university. These policies can be found on the Help Desk website (<http://helpdesk.jwu.edu>). Violations or attempted violations will subject the violator to disciplinary and/or legal action by the university.

### jwuLink Services

Every Johnson & Wales student receives access to jwuLink, a single sign-on resource for students to access 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

All students are expected to access the system regularly. To do so, 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 (<https://pin.jwu.edu>).

- Student's information must match what he or she entered on admissions application.
- User name = 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 student email portal (<https://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 through jwuLink (<https://link.jwu.edu>) (click "Password Help"). Use "Reset Password" if the password has been forgotten (if a student skips this step and forgets their password, they must visit a JWU computer lab).

4. Log in to jwuLink (<https://link.jwu.edu>).

Students with limited access to a personal computer may use on-campus resources, including computer labs and jwuLink self-service kiosks located throughout the university.

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 University Help Desk immediately if unauthorized access has occurred or is suspected.

Upon graduation or leaving the university, students will continue to have access to their records via jwuLink.

### Telephones

Telephone service is no longer available in students' residence hall rooms. However, there is a community phone located on each floor of every residence hall. This telephone may be used to call staff, faculty and any JWU office by dialing the four-digit extension. For medical and other serious emergencies, this telephone can be used to first dial (8) 911 for assistance and then Campus Safety & Security at extension 9500.

Faculty and staff are no longer able to get in touch with students by calling their JWU room extensions. Alternate means of communication, such as cellphone numbers or email addresses, will need to be provided by students so they can stay in touch with their professors during the academic year.

### 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 the university's 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

At the Denver Campus, contact Student Academic & Financial Services at 303-256-9700 for international student services and information.

## International Student Services

International Student Services coordinates special orientation sessions for new international students. It also offers nonlegal advice on matters relating to immigration and visas, and information on cultural adaptation, housing and university services. Over the course of the year, many seminars are conducted to familiarize students with issues such as immigration, taxes, culture and employment.

International students must abide by the rules and regulations set forth by the U.S. Department of Homeland Security. The 10 rules that international students are personally responsible for upholding are as follows:

1. Students must attend the school for which they are authorized. Make sure to use the Johnson & Wales I-20 to enter the United States.
2. Students must keep their passport and I-20 valid at all times. I-20s must be reissued when any information on them changes (name, major, sponsor, etc.).
3. Students must carry a full course of study every term from September to May. (Undergraduates: minimum of 12.0 quarter credit hours. Graduate students: minimum of 9.0 quarter credit hours.)
4. When continuing from one educational level to another (associate to bachelor's or bachelor's to master's) within Johnson & Wales University, students will need a new I-20 issued for the next degree level.
5. On-campus employment must be limited to a total of 20 hours per week while school is in session.
6. Off-campus employment may only be granted after applying to United States Citizenship and Immigration Services (USCIS) through the International Center. Students may not work off campus without authorization from USCIS.
7. All trips outside the U.S. require a signature from the DSO at the International Center on a student's I-20 to re-enter the United States. Travel signatures require updating each term.
8. Students should be aware of the expiration date on their I-20. Remember: if necessary, students can extend their I-20.
9. Students must report a change of residence to the International Center and USCIS within 10 days of the change.
10. Everyone, whether they have worked during the previous year or not, must file an income tax return by April 15 for each year they reside in the United States.

Questions concerning these regulations or any other international student issue may be directed to our International Student Advisors:



## Providence Campus

- 401-598-4669
- International Student Services (<http://www.jwu.edu/providence/international>).

## Denver Campus

- 303-256-9700
- International Student Services (<http://www.jwu.edu/denver/international>).

## Charlotte Campus

- 980-598-1322
- International Student Services (<http://www.jwu.edu/charlotte/international>).

## Study Abroad

Study Abroad works with all academic schools and colleges at all campuses to offer a portfolio of study abroad programs to Johnson & Wales students. Any interested student is encouraged to contact Study Abroad for personal study abroad advising, program information and applications. Please note that student conduct records are reviewed as part of the study abroad application process. Conduct records may impact student eligibility for participation in study abroad programs.

For more information, students should contact the the appropriate campus below:

### Providence Campus

- 401-598-1406
- Visit International Center in the Student Services Center
- Attend annual Study Abroad Fair in September

### North Miami Campus

- 305-892-7554
- Visit the Study Abroad Advisor in the Academic & Student Center, suite 103
- Attend the annual Study Abroad Week in October

### Denver and Charlotte campuses

- Visit the Study Abroad (<http://www.jwu.edu/studyabroad>) website
- Email ([studyabroad@jwu.edu](mailto:studyabroad@jwu.edu)) the office
- 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.

## Libraries

The Johnson & Wales University Library network (<http://library.jwu.edu>) is comprised of libraries on the JWU campuses in Providence, R.I.; North Miami, Fla.; Denver, Colo.; and Charlotte, N.C. The network combines traditional library services with a dynamic online information environment tailored to meet the needs of Johnson & Wales students regardless of their geographic location. 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. Another notable characteristic of the JWU Library network is the dedication of its resources to the development of lifelong learning and information literacy skills for all JWU graduates.

The Denver Campus Library is located on the ground floor of the Academic Center and serves the academic needs of the university. The library provides curriculum-related and recreational materials in print, multi-media and electronic format. The facility includes group and individual study space as well as one open computer lab and two classrooms. A photocopier (\$0.05/copy) and a public fax machine are available. The library is open seven days a week during the academic year. Exceptions apply for holidays and

student breaks. During operating hours, full-time staff is available to offer assistance on how to effectively use library resources and in finding the most pertinent information for assignments. Students can begin their research from anywhere they have access to the Internet by visiting the library's website (<http://jwudenver.libguides.com>).

Additionally, students can use the following features:

- Search the Library Catalog (<http://library.uri.edu>) to find books, videos, magazines and electronic resources available at the Denver Campus Library.
- Full-text articles are available from the library's Databases by Name (<http://jwudenver.libguides.com/databasesbyname>) guide. Off-campus access requires a 14-digit Denver Campus Library barcode number (25159XXXXXXX) located on the front of the JWU student ID card.
- Get research assistance and find the most relevant information for your papers, projects and other assignments through the library's subject, class and research guides. Access the guides via the Quick Links box on the library's homepage (<http://jwudenver.libguides.com>).
- Materials not available at the Denver Campus Library can be obtained from another library via Interlibrary Loan (<http://jwudenver.libguides.com/ill>).

Access to article databases and borrowing library materials are privileges available to currently registered students. Library barcodes are located on the front of the JWU student ID card. By borrowing materials from the library, you are agreeing to its borrowing policies (<http://jwudenver.libguides.com/borrowing>). Loan periods vary depending on the type of resource; fees are charged for overdue materials.

## Lost and Found

Johnson & Wales University is not responsible for loss or damage to personal property.

Lost and found items should be turned in to Campus Safety & Security, ground floor of the Academic Center. The staff will make every effort to determine the ownership of lost items. Check to see if your insurance policy (homeowner's, family or personal) covers loss or damage to personal property. Items not retrieved by the end of the academic year will be donated or discarded.

## Payment of Bills

All bills may be paid in person, by telephone or online at jwuLink (<https://link.jwu.edu>) or Tuition Management Systems (<https://www.afford.com>). Payments by telephone can be made by calling 303-256-9384. Student Academic & Financial Services hours are Mon.–Thurs., 8:30 a.m.–6:30 p.m. and Fri., 10:30 a.m.–4:30 p.m. in the Academic Center, first floor. Cash, checks, money orders and most credit cards are accepted at either location. Credit card and Automatic Clearinghouse (ACH) payments can be made via Tuition Management Systems (<https://www.afford.com>). 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.

## Self-service Terminals

The following information can be obtained via jwuLink (<https://link.jwu.edu>) or self-service terminals located in Student Academic & Financial Services:

1. Degree audit and planner
2. Class schedules
3. Unofficial academic transcripts
4. Unofficial performance transcripts (obtained at self-service terminals in Student Academic & Financial Services only)
5. Requests for official academic transcripts
6. Final grades
7. Student account information, including hold information
8. Course offerings
9. Enrollment verification (International students must request this from a Student Academic & Financial Services representative.)

Student Academic & Financial Services hours and locations can be found in jwuLink (<https://link.jwu.edu>).

## 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.

Students should contact the appropriate campus at the location below for more information.

### Providence

- Downcity Campus: Student Services Center
- Harborside Campus: The Friedman Center

### North Miami

- University Center, first floor

### Denver

- Academic Center, first floor

### Charlotte

- Gateway Village, 800 W. Trade Street, Suite 160

## Student Academic Services

While ensuring the accuracy, integrity and security of academic records, Student Academic Services advises students to achieve their educational goals, transition to new academic and social communities, develop sound academic and career goals, and, ultimately, become successful learners.

Appointments can be scheduled in advance or with a specific counselor.

Students may contact Student Academic Services (<http://www.jwu.edu/content.aspx?id=552>) by phone at 303-256-9700 or by email ([sas.den@jwu.edu](mailto:sas.den@jwu.edu))

## Student Financial Services

### Financial Aid and Planning

To assist students in meeting their educational expenses, Johnson & Wales University offers several types of financial assistance — scholarships, grants, low-interest loans and work-study. In many cases, qualified students receive a financial aid package which may include a combination of these awards. Students are reminded to file for financial aid each year and as soon as possible after January 1 to gain access to the maximum amount of financial aid. Priority filing deadline for many state grants is March 1.

Financial planners are available on a walk-in basis to assist students with the Free Application for Federal Student Aid (FAFSA) process, which determines eligibility for federal, state and institutional need-based aid. Financial planners also advise students on options to pay for educational expenses after financial aid, including term payment plans, monthly payment plans and additional loan options.

For assistance in selecting payment options or making financial arrangements to meet educational expenses, contact Student Financial Services at the appropriate campus.

### Providence Campus

- 401-598-1468 or 1-800-343-2565
- email ([sfs.pvd@jwu.edu](mailto:sfs.pvd@jwu.edu))
- online (<http://www.jwu.edu/content.aspx?id=36996>)
- Downcity: Student Services Center
- Harborside: The Friedman Center, first floor

### North Miami Campus

- 305-892-7006
- email ([sfs.mia@jwu.edu](mailto:sfs.mia@jwu.edu))
- online (<http://www.jwu.edu/northmiami/financialservices>)
- University Center, first floor

### Denver Campus

- 303-256-9700
- email ([sfs.den@jwu.edu](mailto:sfs.den@jwu.edu))

- online (<http://www.jwu.edu/content.aspx?id=560>)
- Academic Center, first floor

### Charlotte Campus

- 980-598-1300 or 1-800-598-2427
- email ([sfs.clt@jwu.edu](mailto:sfs.clt@jwu.edu))
- online (<http://www.jwu.edu/charlotte/sfs>)
- Gateway Village

### Financial Aid Notes

1. Students must reapply for federal financial aid each academic year as soon as possible after January 1. Students of JWU employees participating in the university's Tuition Waiver Program are not eligible to receive scholarships under student employment programs.
2. If a student has ever been convicted of the possession or sale of illegal drugs for an offense that occurred while he or she was receiving federal student aid (such as grants, loans or work-study), 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 practices focus on the best interest of borrowers. 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. Please note that a student/borrower remains responsible for the repayment of education loans that he/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. Cap on Aid: There is a cap on the total dollar amount of scholarships, grants, awards, prizes and other aid that the university will award to a single student during a given academic year. The maximum amount is determined prior to each year's financial aid awarding process and includes both university-funded and university-administered monies. Please contact Student Academic & Financial Services for further information regarding this cap.
6. Students participating in programs that are not assessed at full-price tuition (e.g. study abroad) may not be eligible for all of their institutional grants, scholarships or loans, and the award may be pro-rated. Students eligible for full-tuition scholarships (e.g. tuition exchange and employee scholarships) will receive the scholarship to cover tuition minus any other scholarships, grants or loans received from JWU.

Please consult the university catalog (<http://catalog.jwu.edu>) for a complete listing of scholarships and grants that are available to Johnson & Wales University students. Available scholarships may also be posted in Student Academic & Financial Services, and on the Scholarships from Outside Agencies (<http://www.jwu.edu/content.aspx?id=11772>) page of the JWU website.

### Refunds for Overpayment

During the fourth week of each term, a student may request a refund if their account is clearly overpaid. Refund requests must be made via [jwuLink](https://link.jwu.edu) (<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](http://www.jwu.edu) card. Exception: if one or both parents applied for and was 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 would be processed on the [jwuSource](http://www.jwu.edu) card. If a student does not request a refund, the funds will remain on the student's account until the expiration of that academic year. Year-end over payments will be processed in June for those students not participating in summer courses.

## Complaints and Grievances

The following procedures should be used in the resolution of complaints and grievances related to Student Financial Services.

### Step One

A student should first address the complaint orally with the staff member involved within five days of the incident. The staff member will document the meeting and/or discussion and subsequent decision and provide copies to the student and to the appropriate department director within five days.

### Step Two

If the complaint cannot be resolved at the previous level, the student should present the complaint, in writing, to the director or assistant director of financial aid and planning. The director or assistant director will document his or her findings and subsequent decision and provide a copy to the student, the staff member and the executive director of Student Academic & Financial Services within five days.

### Step Three

If the complaint is still unresolved, the student may request a final review by submitting a written request for review to the executive director of Student Academic & Financial Services or, if applicable, the director of operations. The matter will be decided by the executive director of Student Academic & Financial Services or the director of operations, or his or her designee, who will provide a written copy of the decision to the student. The decision of the executive director of Student Academic & Financial Services or director of operations will be final.

### Expedited Review

If there is a legitimate need for an immediate or expedited review of a Financial Aid or Student Academic & Financial Services decision, written complaints, written requests for review, and written decisions may not be required.

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

## Satisfactory Academic Progress

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 towards 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 towards 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

## 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 the creation of customized programs and activities designed to foster institutional pride, spirit and tradition, and to educate students about philanthropy. The SAA also provides an opportunity for current students to work directly with campus administration and to network with alumni through campus and community events.

For more information, contact the manager of alumni relations, western region, by email ([rebecca.reifel@jwu.edu](mailto:rebecca.reifel@jwu.edu)) or by phone at 303-256-9338.

## Student Employment

Student Employment provides a centralized location for students to learn about on-campus student employment programs in addition to processing the university's student payrolls.

The university provides on-campus student employment opportunities to eligible students through

- Teaching Assistant and Fellowship Program
- Student Assistant Employment Program
- Federal Work-Study Program (FWS)/Community Work-Study

These programs provide a variety of part-time employment opportunities throughout the university. FWS is part of a student's financial aid package and must be applied for by completing the Free Application for Federal Student Aid (FAFSA). Johnson & Wales University offers on-campus positions as well as off-campus community work-study service positions to enable eligible students to earn their FWS awards.

The Student Employment office is located on the first floor of Aspen Hall. Hours of operation are Monday–Thursday, 8:30 a.m.–4 p.m. and Friday, 8:30 a.m.–1 p.m. Contact Student Employment at 303-256-9310 for more information about on-campus employment opportunities.

## Student Health Insurance Plan

All registered undergraduate day students, both domestic and international; all students enrolled in the Physician Assistant Program; and all international graduate/doctoral students attending Johnson & Wales University and taking credit hours (excluding full-time Johnson & Wales employees) are eligible and enrolled in the plan on a hard waiver basis. If university policy requires students to have health insurance and the coverage is through another means (i.e. parent's health insurance or an employer program), the student does not have to utilize the university student health insurance plan and may opt out of/waive it. All current insurance must be accepted and fully comprehensive for all of the student's needs in the U.S. and the state in which the student attends class. Students can opt out of/waive the university plan by submitting the online waiver form to demonstrate evidence of coverage. A new waiver form must be submitted each academic year. Students who are required to have health insurance and do not waive the Johnson & Wales University plan will be charged for it. The online waiver form and details of the plan, including the full brochure and benefit flyer, can be found on the University Health Plans (<http://www.universityhealthplans.com>) website.

## Transportation

RTD is the local bus system in the Denver/Boulder metro area. Route and ticket information can be found online (<http://www.rtd-denver.com>).

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