

JOHNSON & WALES UNIVERSITY



2014–2015
CATALOG



DENVER
ADULT &
CONTINUING
EDUCATION

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2014–15 Denver CE Catalog

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Denver, CO 80220
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Fax: 303-256-9333

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

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

Letter from Denver Campus President

Johnson & Wales University is a unique, private, nonprofit institution of higher education. For nearly a century, we've been transforming the dreams of career-minded students into reality. We've grown from a small New England business school to a recognized leader in career education. Our alumni from across the globe are influencing a wide variety of fields with their passion, drive and knowledge.

At our Denver Campus, more than 1,600 students from nearly all 50 states and around the world are pursuing their career goals through our wide range of industry-focused programs. A mix of historic and modern buildings gives the 26-acre, park-like campus an intimate and traditional feel, yet it's just 15 minutes from downtown Denver. Our academic programs, facilities and diverse array of student services, clubs and organizations — combined with our commitment to the community we call home — make the Denver Campus comfortable for all types of students from various backgrounds.

Denver has been consistently listed since 2008 as one of the top 10 "best places for business and careers" by *Forbes* magazine. The city boasts an annual average of 300 days of sunshine, and also features the nation's largest city park system with more than 650 miles of paved bike trails — not to mention the nearby resort towns of Aspen and Vail, two of the premier U.S. skiing destinations.

With more than 2,000 restaurants in the greater metro area, museums and top-notch shopping, and the second largest performing arts center in the nation, there are numerous internship and career opportunities for JWU students. Denver is also a sports and recreation hot spot. The city offers more than 70 golf courses in the area, and within an hour's drive there are opportunities for winter sports, hiking, fishing, camping, horseback riding and mountain biking. In addition, Denver has a full complement of professional sports teams, including the Nuggets, the Rockies, and the world champion Avalanche and Broncos.

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

Sincerely,

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



	=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
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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 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

About JWU

Founded in 1914, Johnson & Wales University is a private, nonprofit, accredited institution with approximately 16,000 graduate, undergraduate and online students at its four campuses in Providence, R.I.; North Miami, Fla.; Denver, Colo.; and Charlotte, N.C. An innovative educational leader, the university offers degree programs in arts and sciences, business, culinary arts, education, nutrition, hospitality and technology. Its unique model integrates arts and sciences and industry-focused education with work experience and leadership opportunities, inspiring students to achieve professional success and lifelong personal growth. The university's impact is global, with alumni from 119 countries pursuing careers worldwide.

Here's what makes JWU different.

- Degree programs are designed to provide you with the knowledge and skills employers have identified as necessary in your field of choice. And you don't have to wait to build your career skills, as you'll have the opportunity to take courses in your major in your first year.
- Students learn by doing. Faculty, many with industry experience, bring real-life knowledge and networking opportunities into small classroom settings.
- JWU's programs provide opportunities for real-world experience, which can include internships, classroom projects with actual companies and community service learning. You'll learn industry best practices and train on career-specific tools and software.
- Dedicated faculty and career advisors help you set professional goals and develop an educational plan designed for you to best attain those goals. In addition, specialized workshops help you build your résumé, highlight your skills and develop a portfolio of work to help set you apart.
- You'll have the opportunity to network with employers who visit campus each year, including career fairs, on-campus interviews and career events geared to your major.
- JWU students intern at nearly 2,000 sites related to their major each year worldwide.
- At least one-third of credits in each JWU program are in the arts and sciences to help you develop the critical thinking, communication and analytical skills necessary for long-term career progression.
- JWU offers more than 40 study abroad programs and independent exchanges, all of which include study such as lecture, industry visits and cultural excursions. Study Abroad staff members will help you identify programs that best fit your academic and career goals.
- Participation in competitions as a member of DECA, BPA, FCCLA and other nationally recognized student organizations help build leadership, career skills and your résumé.
- Community service is integral to our educational philosophy. Our ongoing commitment to community service has repeatedly earned JWU a place on the President's Higher Education Community Service Honor Roll.

To learn more, visit www.jwu.edu.

History of JWU

Johnson & Wales University (JWU) was founded as a business school in 1914 in Providence, R.I. by Gertrude I. Johnson and Mary T. Wales. From its origins as a school devoted to business education, JWU has grown to a junior college, to a senior college, and ultimately to university status.

JWU was accredited in 1954 by the Accrediting Council for Independent Colleges and Schools (ACICS).

In 1963 the State of Rhode Island granted a charter that authorized the university to operate as a nonprofit, degree-granting institution of higher learning and to award associate degrees in accounting, business administration, court reporting and secretarial sciences.

In 1970 the State of Rhode Island approved a revision in the university's charter allowing it to award baccalaureate degrees as well as associate degrees.

In 1972 and 1973 the university announced the addition of new associate degree programs in the fields of hospitality and culinary arts. This led to additional two- and four-year degree programs in the hospitality and food service fields.

In 1980 the university was granted a legislative charter to replace its previous charter and became authorized to award advanced degrees.

In 1984, a JWU campus was established in Charleston, S.C., which offered a variety of two- and four-year programs in food service, hospitality and travel-tourism. A JWU campus opened in Norfolk, Va., in 1986, offering one- and two-year food service programs.

In 1985, graduate degree programs were introduced at the university. Today the Alan Shawn Feinstein Graduate School offers an MBA degree program, as well as master's degrees in criminal justice and education. An Ed.D. in Educational Leadership is also offered.

The university officially changed its name to Johnson & Wales University in 1988.

In 1992, JWU opened a campus in North Miami, Florida, offering two- and four-year food service, business and hospitality programs. That year also marked the university's formal establishment of the College of Business, The Hospitality College, the College of Culinary Arts and the School of Technology. A new emphasis on general studies was introduced with the development of the School of Arts & Sciences.

The university's School of Technology offered courses in Worcester, Mass., from 1992–2002.

JWU received regional accreditation from the Commission on Institutions of Higher Education of the New England Association of Schools and Colleges (NEASC) in 1993. In that same year, JWU opened a campus in Vail, Colo., which offered an accelerated associate degree program in culinary arts to college graduates. The year also marked the beginning of a four-year bachelor's degree offering in culinary arts.

From 1994–2004 JWU offered programs at the Institute of Higher Marketing (IHM) Business School in Göteborg, Sweden. This joint educational agreement allowed business and hospitality students to complete one year of study in Sweden and finish their degrees at one of the university's domestic campuses.

The university consolidated its institutional accreditation efforts under NEASC on June 30, 2000.

September 2000 marked the opening of the Denver, Colo., campus, which offers two- and four-year degrees in culinary arts, hospitality and business, as well as an accelerated associate degree program originally offered in Vail. In 2000, the Vail Campus merged with the Denver Campus.

In 2002, the university made a strategic decision to consolidate its smaller Charleston and Norfolk campuses to build a campus in Charlotte, N.C. JWU's Charlotte Campus opened in fall 2004 and offers associate and bachelor's degree programs in business, culinary arts and hospitality. The Charleston and Norfolk campuses officially closed in May 2006.

Beginning with the 2008–2009 academic year, JWU's College of Business and The Hospitality College eliminated associate degrees and began offering only bachelor of science degrees that allowed students to customize their education. This decision did not impact the College of Culinary Arts and the School of Technology.

In 2009–2010 JWU recruited, admitted and enrolled the entering class for two online bachelor's degree programs in food service management.

In fall 2012 the university began offering a degree in counseling psychology, the first bachelor's degree program offered through the John Hazen White School of Arts & Sciences. This was followed in fall 2013 by the addition of two more arts and sciences degree programs.

That same year, the university restructured into three colleges and three schools: the College of Culinary Arts, the College of Arts & Sciences, the College of Management, the School of Engineering, the School of Online & Continuing Education, and the Center for Physician Assistant Studies (to be incorporated into a future School of Health Sciences).

Mission and Guiding Principles

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

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

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

Denver Campus

Denver, Colorado

JWU's Denver Campus offers undergraduate business, hospitality and culinary arts programs. The Denver campus also offers graduate programs in business and hospitality. The Denver metro area offers an exciting range of experiential education opportunities in multinational corporations, as well as fine restaurants and mountain resorts.

For more information about the Denver Campus (<http://www.jwu.edu/denver>), contact:

Admissions

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

The Campus

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

Academic Facilities and Administrative Offices

THE ACADEMIC CENTER at 1900 Olive Street houses academic classrooms, Alumni Hall, Alumni Relations, atrium, auditorium, Center for Academic Support, classrooms, College of Management, Communications & Media Relations, Development, executive offices, Experiential Education & Career Services, faculty offices, Fashion Merchandising & Retail Marketing, Legacy Hall, Library, Outtakes, Ricoh Printing & Mailing Services, Student Academic & Financial Services, University Event Center, and Wildcat Lounge.

THE COLLEGE OF CULINARY ARTS at 1895 Quebec Street houses academic classrooms, Colorado Dining Room, Coors Beverage Laboratory, Dick Saunders Dining Room, International Baking & Pastry Institute and laboratories.

ASPEN HALL at 7039 East 18th Street houses Admissions, Criminal Justice, Facing History and Ourselves, faculty offices, Health & Counseling Services, Information Technology and the College of Arts & Sciences.

CENTENNIAL CENTER at 1785 Quebec Street houses academic classrooms, a culinary lab and a computer lab.

STUDENT CENTER at 7150 Montview Boulevard houses Accounting, American Culinary Federation of Colo., clubs and organizations, dean of students and faculty offices, Human Resources & Payroll, New Student Orientation & First-Year Initiatives, Purchasing, Residential Life, Sage Lounge, Student Activities, Student Affairs, and Student Conduct.

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

Residence Halls

Johnson Hall and Wales Hall

These suite-style residence facilities accommodate two to three students per room with a semi-private bathroom shared between two rooms. A limited number of single rooms with shared bathrooms are also available to those students who are not first-year, traditional students.

Presidents Hall

Presidents Hall features double-occupancy rooms with private baths and is one of two air-conditioned and carpeted halls.

Triangolo Hall

Like Presidents Hall, Triangolo Hall is air-conditioned and carpeted. Triangolo is an apartment-style residence hall with large kitchenettes and living rooms. This hall is reserved for upper-class students.

Gaebe Hall

Gaebe Hall features single-, double-, and multiple-occupancy rooms. All rooms are suite-style with full-sized beds, with shared bathrooms and kitchenettes. This hall is reserved for upper-class and transfer students.

Campus Dining

Students have access to dining facilities on campus in the dining center and at our convenience store, Outtakes. For resident students, the room and board plan provides 15 meals per week that they can use in either the dining center or Outtakes located in the atrium.

Accreditations and Approvals

Updated 5/13/14

Johnson & Wales University (JWU) is accredited by the New England Association of Schools and Colleges Inc. (NEASC), through its Commission on Institutions of Higher Education. This accreditation encompasses the university's four campuses in Providence, R.I.; North Miami, Fla.; Denver, Colo.; Charlotte, N.C.; and its online programs. Inquiries regarding JWU's accreditation status should be directed to the Office of the Provost, Johnson & Wales University, One Weybosset Hill, Sixth Floor, 33 Broad Street, Providence RI 02903; phone: 401-598-1410. Individuals may also contact:

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

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

The university is approved for the training of veterans. JWU is an institutional member of Service Members Opportunity Colleges.

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

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

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

Johnson & Wales University will make available for review to any enrolled or prospective student, upon request, a copy of the documents describing the institution's accreditation, approval or licensing. This information, as well as contact information for accreditors, may be obtained by contacting the Associate Provost for Planning and Institutional Effectiveness, Office of the Provost, Johnson & Wales University, One Weybosset Hill, Sixth Floor, 33 Broad Street, Providence RI 02903; phone: 401-598-1359.

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

North Miami Campus: JWU is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding the institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400; toll-free phone: 888-224-6684.

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

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

Providence and Denver Campuses — B.S. in Culinary Nutrition Program:

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

Providence Campus — M.S. in Physician Assistant Studies: The Accreditation Review Commission on Education for the Physician Assistant (<http://www.arc-pa.org>) (ARC-PA), the accrediting agency that defines the standards for PA education within the territorial U.S., has granted Accreditation-Provisional status to the Physician Assistant Studies Program at Johnson & Wales University.

About Provisional Status: Accreditation-Provisional is an accreditation status. The status indicates that the plans and resource allocation for the proposed program appear to demonstrate the program's ability to meet the ARC-PA Standards, if fully implemented as planned. Accreditation-Provisional does not ensure any subsequent accreditation status. It is limited to no more than five years from matriculation of the first class. Successful graduates will receive a Master of Science in Physician Assistant Studies (MSPAS) from JWU and will be qualified to take the Physician Assistant National Certification Exam (PANCE) that is required for licensure as a physician assistant.

Online Campus: Johnson & Wales University offers online B.S. degree completion programs in Food Service Management and is required to publish information regarding certain state approvals of these programs.

Johnson & Wales University is registered as a private institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 and 136A.71. Registration with the Minnesota Office of Higher Education is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

The South Carolina Commission on Higher Education, 1122 Lady Street, Suite 300, Columbia, SC 29201 (phone: 803-737-2260), licenses Johnson & Wales University to recruit South Carolina students into its programs. Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality.

Student Complaint Process for Online Students: If you are enrolled as an online student and you have a complaint or grievance that cannot be resolved through Johnson & Wales University's complaint and grievance process, you may file a complaint with the state in which you reside by referring to the following list of State Agencies (http://www.jwu.edu/uploadedFiles/Documents/Policies_and_Procedures/JWUState-by-StateInformationforOnlineStudentComplaintProcess.pdf).

Affiliations

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

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

Notice of Nondiscrimination

Johnson & Wales University does not discriminate unlawfully on the basis of race, religion, color, national origin, age, sex, sexual orientation, gender identity or expression, genetic information, disability, status as a protected veteran, pregnancy or marital status, or any other unlawful basis in 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), 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 (<http://catalog.jwu.edu/handbook/generalinformationandpolicies/discriminationandharassment>) for each campus (available on the university's website (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, Raleigh, NC 27601, 919-807-4420 (Mailing Address: N.C. Human Relations Commission, 1318 Mail Service Center, Raleigh, NC 27699-1318)

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- John A. Yena, chairman of the board emeritus, Johnson & Wales University, East Greenwich, R.I.

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As of December 9, 2013

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- Joseph J. Greene Jr. '89, '98 M.S., CPA, treasurer and chief financial officer
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Academic Directories

College of Arts & Sciences

Faculty

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- Christine Battista, assistant professor, (media and communications studies); B.S., M.A., Ph.D., State University of New York
- Keith Bowers, M.A., assistant professor (leadership); B.A., M.A., University of Northern Colorado
- Irit Cohen, M.A., assistant professor (science); B.S., Metro State College; M.A., University of Colorado, Denver
- Nadine Dame, Ph.D., professor (mathematics); B.S., Union College; M.S., Colorado School of Mines; Ph.D., Colorado State University
- Daniel Grieser, M.S., assistant professor (mathematics); B.S., Northwestern University; M.S., Kettering University
- Kara Hoofnagle, M.A., assistant professor, director, Criminal Justice program; B.S., M.A., Old Dominion University
- Velda Iverson, M.A., assistant professor (English); B.S., Indiana State University; M.A., Ball State University
- Allison Kramer, Ph.D., LPC, CACII, assistant professor (counseling psychology); B.A., University of North Carolina at Chapel Hill; M.Ed., Colorado State University; Ph.D., Colorado State University
- James Moulton, Ph.D., associate professor (history); B.A., M.A., University of Arkansas; Ph.D., University of Denver
- Danielle Rado, Ph.D., assistant professor (English); B.A., James Madison University; M.F.A., University of Notre Dame; Ph.D., University of Denver
- Judy St. John, Ph.D., associate professor (science); B.A., University of Colorado Denver; M.S., Hood College; Ph.D., University of Denver
- Janice Taraborelli, M.A., associate professor (English); B.A., M.A., University of Rhode Island
- Sam Wells II, M.F.A., assistant chair and assistant professor (English); B.A., Grandview College; M.F.A., Naropa University
- David Woolever, M.Ed., instructor (leadership, history); B.A., Shepherd University; M.A., University of Colorado, Colorado Springs; M.Ed., East Carolina University

College of Culinary Arts

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- Jorge de la Torre, M.Ed., dean of culinary education; A.O.S., California Culinary Academy; B.B.A., University of New Mexico; M.Ed., Colorado State University
- Birch DeVault, M.Ed., continuing education culinary arts chair and instructor; A.S., Johnson & Wales University; B.A., University of North Carolina at Chapel Hill; M.Ed., Colorado State University
- Kevin Kester, B.S., director of culinary operations; A.A.S., Colorado Northwestern Community College; B.S., Oklahoma State University
- Brian Lentowich, culinary purchaser
- Shelly Owens, M.A., baking & pastry arts chair; B.A., Towson University; M.A., College of Notre Dame of Maryland
- Christopher Heath Stone, M.Ed., culinary arts chair and associate instructor; A.S., B.S., Johnson & Wales University; M.Ed., Colorado State University
- Marleen Swanson, RD, culinary nutrition chair and instructor; B.S., M.S., Colorado State University; M.I.M., Thunderbird; Grand Diploma, Le Cordon Bleu Paris

Faculty

- Michael Angelo, A.S., instructor; A.S., Johnson & Wales University
- Max Ariza, senior instructor; Certified Sommelier, Institut Culinaire, Avignon, France
- Johannes Busch, M.S., associate instructor; A.S., San Juan Community College; M.S., Bundesfachschule Wolfenbuettel Germany
- Jerry Comar, CEPC, associate instructor
- Robert N. Corey, B.A., CEC, CWS, instructor; A.O.S., Culinary Institute of America; B.A., University of Northern Colorado

- Jamie B. Daugherty, M.S., RD, LD, assistant professor; B.S. University of Illinois at Chicago; B.A., M.S., St. Louis University; Certificate in Culinary Arts, Boston University
- David Dawson, instructor
- Stacy Griest, B.A., instructor; B.A., Metropolitan State College of Denver
- Kristen Harkness-Cofrades, B.A., instructor; B.A., Southern Illinois University Carbondale
- Peter Henkel, CEC, associate instructor; German Apprenticeship, Berufshschule and Carlton Hotel, Nuremberg, Germany
- Marcia Kramer, M.L.S., assistant professor; A.A.S., Johnson & Wales University; B.A., Pennsylvania State University; M.L.S., Regis University
- Amy Kwelller, M.S., RD, assistant professor; B.A., University of Illinois; M.S., Colorado State University
- Ronald Lavalley, B.S., CEPC, associate instructor; A.O.S., Culinary Institute of America; B.S., Johnson & Wales University
- Patricia Parkis, instructor; A.S., B.S., Johnson & Wales University
- Eric Phillips, A.S., instructor; A.S. Johnson & Wales University
- Adam M. Sacks, RD, CCC, associate instructor; sports nutritionist; A.S., Western Culinary Institute; B.S., Humboldt State University; M.A., Western Michigan University; M.A., James Madison University
- Bernhard Schrag, B.A., associate instructor; Graduate Certificate, Postgraduate Diploma, University of Southern Queensland, Australia; Diploma in Computer Education, Waikato Institute of Technology, New Zealand; Diploma in Holistic Education, Creative Learning Company, Auckland; A.S., Trade School Thun, Switzerland; B.A., Griffith University, Australia
- Carrie Stebbins, senior instructor; Certificate, Le Cordon Bleu London
- John Woolley, M.M., assistant professor; A.S., Johnson & Wales University; B.S., Juniata College; M.M., University of Phoenix
- Emmerich Zach, instructor; diploma Real Gymnasium, Baden bei Wein, Austria

College of Management

Administration

- Stephen Pyle, M.S., CHE, college chair, associate professor; B.S., Cornell University; M.S., Radford University

Faculty

- Shawne Ahlenius, M.A., assistant professor; director, Fashion Merchandising & Retail Marketing program; B.A., Metropolitan State College of Denver; M.A., University of Colorado Denver; M.A., Chapman University
- Letta Campbell, D.M., associate professor; B.S., Colorado State University; M.A., University of Phoenix; D.M., Colorado Technical University
- Sean F. Daly, M.Ed., assistant professor; B.Sc., Keene State College; M.Ed., Springfield College
- Jeff Gilbert, MBA, assistant professor; B.S., Western Washington University; MBA, University of Phoenix
- Kris Hefley, M.Ed, associate professor; B.A., Colorado State University, M.Ed., University of Colorado
- John Meredith, MBA, associate professor; B.S., The Ohio State University; MBA, Bowling Green State University
- Deborah Pasquarella, M.Ed., associate professor; B.S., Bryant College; M.Ed., Colorado State University
- CharLee Puckett, B.S., assistant professor; B.S., Eastern New Mexico University
- Sharene Reed, M.A.O.M., CHE, associate professor; B.A., Metropolitan State College of Denver; M.A.O.M., University of Phoenix
- Scott Smith, CEC, CCE, Ph.D., professor; CEC, CCE, American Culinary Federation; B.S., Metropolitan State College of Denver; MBA, University of Colorado; Ph.D., Colorado State University
- Timothy J. Stein, M.P.S., RD, assistant professor; A.S., University of Minnesota, Crookston; B.S., M.P.S., Cornell University
- Kimberly Tranter, MBA, CHE, associate professor; B.A., University of Colorado; MBA, University of Phoenix
- Sandra Weber, MBA, CHE, associate professor; A.A.S., Colorado Institute of Art; B.S., Colorado State University; MBA, Regis University

- Mike Vanderkooi, MBA, associate professor; B.A., Calvin College; M.S., Colorado State University; MBA, Grand Valley State University

School of Online & Continuing Education

Administration

- Cynthia L. Parker, MBA, dean
- Ian Canning, MBA, director of continuing and professional education
- Amy Ricci, M.A., MBA, director of online education

Faculty

- Roger Achille, J.D., professor; B.A., Clark University; J.D., Suffolk University
- Cheryl Almeida, Ph.D., professor; B.A., College of Holy Cross; M.A., Assumption College; Ph.D., Boston College
- Jane Boyland, M.S., associate professor; A.A.S., Johnson & Wales University; B.S., University of New Hampshire; M.S., University of Massachusetts at Amherst
- Michael Childers, J.D., associate professor; B.B.A, B.S., University of North Carolina; J.D., Wake Forest University
- Calden Collins, M.A., assistant professor; B.S., University of Rhode Island; M.A., Wesleyan University
- Nadine Dame, M.S., professor; B.S., Union College; B.A., Colorado State University; M.S., Colorado School of Mines
- Catherine Davin, M.S., associate professor; B.S., M.S., Cornell University
- Michaela DeCataldo, Ph.D., associate professor; A.S., Community College of Rhode Island; B.A., Rhode Island College; CAGS, Ph.D., Salve Regina University
- Guenther Der Manelian, MBA, associate professor; B.S., University of Rhode Island; MBA, Bryant University
- Rachel Diaz, J.D., assistant professor; B.A., Barry University; J.D., Nova Southeastern University
- Maureen Farrell, Ph.D., professor; B.A., M.A., University of Rhode Island; Ph.D., University of Notre Dame
- Jennifer Galipeau, M.S., associate professor; A.O.S., B.S., M.S., Johnson & Wales University
- Tamara Garcia, M.A., associate professor; A.A., Finger Lakes Community College; B.A., Ithaca College; M.A., Middlebury College
- Samer Hassan, Ph.D., professor; B.S., M.S., Ph.D., Helwan University
- Oren Hertz, MBA, instructor; B.S., Florida International University; MBA, Nova Southeastern University
- Susan Hirst, M.A.T., associate professor; B.A., University of Rhode Island; M.A.T., Rhode Island College
- Timothy Howes, M.S., associate professor, finance; B.A., University of New Hampshire; M.S., Boston College
- Alexander Katkov, Ph.D., professor; B.S., Leningrad State University; M.A., Leningrad Institute of Economics and Finance; Ph.D., St. Petersburg University of Economics & Finance
- John Krupa, D.B.A., professor; B.S., Bryant College; MBA, Providence College; M.A., Rhode Island College; D.B.A., Northcentral University
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- Robert Lothrop, MBA, associate professor; A.A.S, B.S., Johnson & Wales University; MBA, University of Phoenix
- Sarah Malik, MBA, associate professor; B.S., Manchester Metropolitan University; MBA, Oxford Brookes University
- Peter Martino, MBA, associate professor; B.S., University of Rhode Island; MBA, Bryant University
- David C. Mello, Ph.D., professor; B.S., Bryant College; M.A., Rhode Island College; M.S., Ph.D., Brown University
- David Newman, M.A., associate professor; B.A., Rutgers University; M.A., University of Chicago; M.A., Brown University
- Scott Palmieri, Ph.D., professor; B.A., Providence College; M.A., University of Rhode Island (English); Ph.D., Salve Regina University
- Thomas Pandolfini Jr., M.A., associate professor; B.A., M.A., Rhode Island College
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- Desiree Schuler, M.A., associate professor; B.S., M.A., Rhode Island College
- Gail St. Jacques, M.S., associate professor; B.A., Syracuse University; M.S., Salve Regina University
- Christine Stamm, Ed.D., professor; A.S., B.S., M.S., Johnson & Wales University; Ed.D., Boston University
- Douglas Stuchel, M.A.T., CHE, assistant professor; A.S., B.S., M.A.T., Johnson & Wales University
- Sophitmanee Sukalakamala, Ph.D., assistant professor; B.S., Kasetsart University; M.S., Ph.D., Texas Tech University
- Janice Taraborelli, M.A., associate professor; B.A., M.A., University of Rhode Island
- Brian J. Warrenner, MBA, CHE, associate professor; B.A., Harvard University; MBA, University of Rhode Island
- William Weber, M.S., associate professor; B.A., University of Wisconsin; M.S., University of Wisconsin Stout
- Alistair Williams, M.S., associate professor; B.S., Sheffield Hallam University; M.S., University of Huddersfield
- Pam Young, Ed.D., assistant professor; B.S., Bowling Green State University; MBA, St. Thomas University; Ed.D., University of Miami

Adjunct Faculty

- Alan Bell, M.A.C.C.; B.S.B.A., M.A.C.C., University of Southern Alabama
- Laura Bressier-Smith, M.P.H.; B.S., University of Illinois; M.P.H., University of Northern Colorado
- Donnamaria Culbreth, Ph.D.; B.S., University of Maryland; M.A., University of Baltimore; Ph.D., Capella University
- Tiffany DePriter, Ed.D.; B.S., M.D.E, University of Maryland University College; Ed.D., Morgan State University
- Mitchell Franklin, Ph.D.; B.S., M.S., Syracuse University; Ph.D., Walden University
- Alex Gialanella, D.M.; B.B.A., MBA, Iona College; D.M., University of Maryland
- James Griffin, Ed.D.; A.O.S., B.S., M.A.T., Johnson & Wales University; Ed.D., Boston University
- Janet Houser, M.A.; B.A., University of Miami; M.A., University of Washington
- Michael Lacy, Ph.D.; B.B.A., Eastern Michigan University; MBA, Assumption College; Ph.D., Capella University
- Matthew McConeghy, Ph.D.; B.A., Duke University; M.S., University of Arizona; Ph.D., University of Connecticut
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- Scott Richardson, M.A.; B.A., Montreat College; M.A., Columbia International University
- Tina Spach, M.A.; B.A., Salem College; M.A., University of North Carolina at Greensboro
- Janice Spangenburg, Ph.D.; A.A.S., Tidewater Community College; B.A., St. Leo College; M.S., Troy State University; M.A., Fielding Graduate University; Ph.D., Regent University
- Eric Tobin, Ph.D.; A.A.S., County College of Morris; B.S., Seton Hall University; M.S., Ph.D., Texas Tech University
- James Wright, M.Acc.; B.S., Radford University; MBA, Old Dominion University; M.Acc., Liberty University

Department Directories *

Academic Affairs

- Richard Wiscott, Ph.D., vice president and dean of academic affairs
- Rena Dulberg, M.A., director, campus academic operations

Administration

- Robin P. Krakowsky, Ed.D., president
- Holli Keyser, B.S., communications and media relations manager
- Stella Shorts, B.S., campus controller

Admissions

- Kim Medina, M.A., director of admissions
- Patty Kopperl, B.A, assistant director of continuing education admissions

Campus Safety & Security

- Peter Hemschoot, B.S., director

Center for Academic Support

- Kecia Pedrett Leland, M.Ed., director

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- Kara Johnston, B.A., director
- Rebecca Reifel, M.B.A, manager of alumni relations

Experiential Education & Career Services

- Greg Lorenz, Ph.D., dean
- VA Hayman Barber, M.A., director

Health & Counseling Services

- Steven Erhart, M.A., interim director
- Delene Martinez, R.N., staff nurse

Information Technology

- Stephen Michalczyk, B.S., manager of campus information technology

Library

- Lori Micho, M.L.S., director of library services
- Merrie Valliant, M.L.I.S., technical services librarian
- Hannah Parris, M.I.S., librarian
- Amanda Samland, M.L.I.S., public services librarian

Student Academic & Financial Services

- Denise Kupetz, M.A., director
- Sara Miller, B.S., assistant director of student academic services
- Jenny Winkler Richards, B.A., assistant director of financial services

Student Affairs

- Jeff Ederer, Ed.D., dean of students
- Katy Armstrong, M.A., director of new student orientation & first-year initiatives
- Sara Ash, M.A., director of student conduct
- Jay Jeanneret, MBA, director of residential life
- Sandee Mott, M.A., director of athletics
- Brian Novak, M.Ed., director of student activities

Programs of Study

- **Associate in Science (A.S.) Degree**
 - Baking & Pastry Arts (<http://catalog.jwu.edu/programsofstudy/culinary/baking-pastry-arts-as>)
 - Culinary Arts (<http://catalog.jwu.edu/programsofstudy/culinary/culinary-arts-as>)

Baking & Pastry Arts - AS

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

Upon completion of the program, graduates are expected to demonstrate:

- Preparation, production and presentation of baked products, pastry, and desserts utilizing professional techniques.
- Apply food safety and sanitation principles in the preparation and service of food and beverage products.
- Implement cost control measures to track goods, services, and costs through the cycle of cost control and to evaluate revenue and expenses and their effect on profitability.
- Utilize healthful baking and dessert preparation techniques to modify and develop formulas.
- Exhibit professional leadership attributes necessary for operating responsibly in the food and beverage industry.

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

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

Baking & Pastry Internship

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

Baking & Pastry Arts

A two-year program leading to the associate in science degree.

Major Courses

BPA1010	Fundamental Skills and Techniques	3
BPA1015	Classic Pastry	3
BPA1020	Pies and Tarts	3
BPA1025	Cookies and Petits Fours	3
BPA1030	Hot and Cold Desserts	3
BPA1035	Chocolates and Confections	3
BPA1040	Introduction to Cakes	3
BPA1045	Principles of Artisan Bread Baking	3
BPA1050	Viennoiserie	3
BPA1060	How Baking Works	3
BPA2010	Specialty Cakes	3
BPA2015	Entremets and Petits Gateaux	3
BPA2020	Plated Desserts	3
BPA2025	Advanced Artisan Bread Baking	3
BPA2030	Sugar Artistry	3

Pastry Arts Applications

BPA2626	Baking & Pastry Internship	13.5
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Related Professional Studies

FSM1065	Food Safety and Sanitation Management *	1.5
FSM2025	Food and Beverage Cost Control	4.5
NUTR2001	Introduction to Nutrition	4.5

A&S Core Experience

Communications Foundation Courses		13.5
ENG1020	English Composition	

ENG1021	Advanced Composition and Communication	
ENG1030	Communication Skills	
Integrative Learning		4.5
ILHS2000	Integrative Learning Humanities/Social Sciences	
Mathematics		4.5
MATH1002	A Survey of College Mathematics (or higher, based on student's placement)	
Science **		4.5
One SCI-designated course		
Total Credits		96.0

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

** Students intending to continue for a B.S. degree in Culinary Nutrition must complete SCI1015 Introduction to Life Science.

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

Four-Year Options:

- Baking & Pastry Arts (<http://catalog.jwu.edu/programsofstudy/culinary/baking-pastry-arts-bs>)
- Baking & Pastry Arts and Food Service Management (<http://catalog.jwu.edu/programsofstudy/management/baking-pastry-arts-food-service-management-bs>)
- Business Studies (<http://catalog.jwu.edu/programsofstudy/management/business-studies-bs>)
- Food Service Entrepreneurship (<http://catalog.jwu.edu/programsofstudy/management/food-service-entrepreneurship-bs>)

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

- Baking & Pastry Arts bachelor's degree program is only offered in Providence for day students.
- Baking & Pastry Arts and Food Service Management is not available in Denver CE.
- Business Studies is only offered in Providence (day and CE), Denver (day), Charlotte and Online.
- Food Service Entrepreneurship is only offered in Providence for day students.

Culinary Arts - AS

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

Upon completion of the program, graduates are expected to:

- Demonstrate competency in professional cooking techniques and in the skills and abilities needed to produce, present and serve quality food and beverages utilizing ingredients and flavor profiles of the major world cuisines.
- Apply food safety and sanitation principles in the preparation and service of food and beverage products.
- Implement cost control measures to track goods, services, and costs, through the cycle of cost control and to evaluate revenue and expenses and their effect on profitability.
- Utilize healthful cooking techniques and ingredients to modify and develop flavorful recipes.
- Demonstrate professional leadership attributes necessary for operating responsibly in the food and beverage industry.

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

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

Culinary Internship

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

Additionally each year, a select group of second-year students is chosen to participate in a student **Culinary International Exchange** program with culinary arts schools in Ireland and the Azores. For one term, JWU students attend classes in either of these countries, as students from these schools attend culinary classes at Johnson & Wales University. Selected students receive full academic credit for an internship term abroad.

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

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

Teaching Assistant and Fellow Scholarship Program

Each year, administrators at the College of Culinary Arts, in conjunction with the administration of university-owned or -operated practicum educational facilities, select teaching assistant candidates from among the top students of the graduating class in the Culinary Arts and Baking & Pastry Arts associate degree programs. Students who are continuing their education at the university as teaching assistants must be enrolled in a day school program.

Qualified teaching assistants may advance to fellow during their senior year. These opportunities allow students to help defray the costs of advanced study while developing their supervisory/management skills.

Culinary Arts

A two-year program leading to the associate in science degree:

Major Courses		
CUL1315	Stocks, Sauces and Soups	3
CUL1325	Essentials of Dining Room	3
CUL1335	Traditional European Cuisine	3
CUL1345	Introduction to Baking & Pastry	3
CUL1355	New World Cuisine	3
CUL1365	Principles of Beverage Service *	3
CUL1375	Nutrition and Sensory Analysis	3
CUL1385	Fundamentals of Food Service Production	3
CUL1395	Purchasing and Production Identification	3
CUL1405	Skills of Meatcutting	3
CUL2215	Garde Manger	3
CUL2225	Classical French Cuisine	3
CUL2235	Advanced Dining Room Procedures	3
CUL2245	International Cuisine	3
CUL2255	Advanced Patisserie/Dessert	3
Culinary Arts Applications		
CUL2626	Culinary Arts Internship	13.5
Related Professional Studies		
FSM1065	Food Safety and Sanitation Management **	1.5
FSM2045	Introduction to Menu Planning and Cost Controls	4.5
NUTR2001	Introduction to Nutrition	4.5
A&S Core Experience		
Communications Foundation Courses		13.5
ENG1020	English Composition	
ENG1021	Advanced Composition and Communication	
ENG1030	Communication Skills	
Integrative Learning		4.5
ILHS2000	Integrative Learning Humanities/Social Sciences	
Mathematics		4.5
MATH1002	A Survey of College Mathematics (or higher, based on student's placement)	
Science ***		4.5
One SCI-designated course		
Total Credits		96.0

* ServSafe Alcohol Certification course required.

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

*** Students intending to continue for a B.S. degree in Culinary Nutrition must complete SCI1015 Introduction to Life Science.

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

Four-Year Options:

- Baking & Pastry Arts (<http://catalog.jwu.edu/programsstudy/culinary/baking-pastry-arts-bs>)
- Business Studies (<http://catalog.jwu.edu/programsstudy/management/business-studies-bs>)
- Culinary Arts and Food Service Management (<http://catalog.jwu.edu/programsstudy/management/culinary-arts-food-service-management-bs>)
- Food Service Entrepreneurship (<http://catalog.jwu.edu/programsstudy/management/food-service-entrepreneurship-bs>)

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

- Baking & Pastry Arts bachelor's degree program is only offered in Providence for day students.
- Business Studies is only offered in Providence (day and CE), Denver (day), Charlotte and Online.
- Culinary Arts and Food Service Management is not available in Denver CE.
- Food Service Entrepreneurship is only offered in Providence for day students.

Course Descriptions

Baking and Pastry Arts (BPA) Courses

BPA1010 Fundamental Skills and Techniques

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

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

3 Quarter Credit Hours

BPA1015 Classic Pastry

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

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

3 Quarter Credit Hours

BPA1020 Pies and Tarts

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

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

3 Quarter Credit Hours

BPA1025 Cookies and Petits Fours

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

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

3 Quarter Credit Hours

BPA1030 Hot and Cold Desserts

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

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

3 Quarter Credit Hours

BPA1035 Chocolates and Confections

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

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

3 Quarter Credit Hours

BPA1040 Introduction to Cakes

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

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

3 Quarter Credit Hours

BPA1045 Principles of Artisan Bread Baking

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

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

3 Quarter Credit Hours

BPA1050 Viennoiserie

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

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

3 Quarter Credit Hours

BPA1060 How Baking Works

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

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

3 Quarter Credit Hours

BPA2010 Specialty Cakes

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

Prerequisite(s): BPA1040.

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

3 Quarter Credit Hours

BPA2015 Entremets and Petits Gateaux

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

Prerequisite(s): BPA1040.

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

3 Quarter Credit Hours

BPA2020 Plated Desserts

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

Prerequisite(s): BPA1015, BPA1030.

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

3 Quarter Credit Hours

BPA2025 Advanced Artisan Bread Baking

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

Prerequisite(s): BPA1045.

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

3 Quarter Credit Hours

BPA2030 Sugar Artistry

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

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

3 Quarter Credit Hours

BPA2626 Baking & Pastry Internship

This intermediate level work-experience course is designed to provide students with a hands-on learning experience in the food service industry. Students apply theoretical knowledge of baking and pastry arts, demonstrate practical skills of production, and practice professionalism in a university-approved industry setting. Upon completion of this term-long course, students have a broader understanding of the demands and expectations of the food service industry while improving their skills in baking and pastry arts. A minimum GPA of 2.75 may be required for certain site selections.

Prerequisite(s): Completion of all freshman-level courses; site selection is dependent upon GPA.

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

6.75-13.5 Quarter Credit Hours

Culinary Arts (CUL) Courses

CUL1315 Stocks, Sauces and Soups

Students are introduced to simmering, emulsifications and knife skills. Lectures, demonstrations and production focus on stocks, sauces, soups and related ingredients. The proper use of knives, tools, smallwares and equipment is emphasized.

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

3 Quarter Credit Hours

CUL1325 Essentials of Dining Room

Students are introduced to front-of-the-house (FOH) operations and professional dining service techniques. Etiquette, quality service, positive guest relations, effective communication skills and guest check handling are emphasized. Students actively perform hot and cold food and beverage service using various service techniques. Students are prepared and take the Federation of Dining Room Professionals Associate Certification exam as an outcome assessment.

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

3 Quarter Credit Hours

CUL1335 Traditional European Cuisine

Students are introduced to the cooking techniques of braising and stewing. Lecture, demonstration and production revolve around traditional European cuisine, ingredients and plate presentations.

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

3 Quarter Credit Hours

CUL1345 Introduction to Baking & Pastry

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

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

3 Quarter Credit Hours

CUL1355 New World Cuisine

Students are introduced to cooking techniques of grilling/broiling, roasting and deep-frying. Lecture, demonstration and production revolve around North, Central and South American cuisine, ingredients and plate presentations. The proper use of knives and basic vegetable cuts is emphasized.

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

3 Quarter Credit Hours

CUL1365 Principles of Beverage Service

The course combines introduction and application of beverage, bartending and service. Students are introduced to the identification, production and service of nonalcoholic beverages, beer, wine, spirits, cordials, cocktails, mixed drinks and coffee. Students are introduced to sensory evaluation of beverages. This class incorporates and requires the student to take an industry-recognized alcohol training intervention procedures certification program.

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

3 Quarter Credit Hours

CUL1375 Nutrition and Sensory Analysis

Students are introduced to the cooking techniques of steaming and poaching. Lecture, demonstration and production revolve around nutritional analysis of menus and recipes, and the sensory properties of food. The focus is on production of flavorful and nutritionally balanced entrees, vegetables and grains.

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

3 Quarter Credit Hours

CUL1385 Fundamentals of Food Service Production

Students are introduced to cooking techniques of baking, sauteing and shallow frying. Lecture, demonstration and production focuses on fats, oils, seasonings, flavoring and plate presentation.

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

3 Quarter Credit Hours

CUL1395 Purchasing and Production Identification

Students engage in identifying and handling various fresh, frozen, canned, dry ingredients and sundry items. Food service purchasing, receiving, handling, storage, issuing and evaluation processes are discussed and demonstrated. Purchasing automation, computerized purchasing and HACCP systems are discussed and demonstrated in this course.

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

3 Quarter Credit Hours

CUL1405 Skills of Meatcutting

Students are introduced to purchasing, receiving, and proper portioning of various meats and sausage fabrication. Emphasis is on identification of primal cuts and sub-primal cuts of meat, poultry and fish items. Students review and discuss: federal inspection, grading, yielding, menu pricing and classifications of meats, and poultry. Laboratory activities include hands-on fabrication, to include proper packaging, labeling and storage of beef, pork, veal, lamb, poultry, fish and sausage varieties. Emphasis is placed on quality, portion cuts of meat and best applications.

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

3 Quarter Credit Hours

CUL2215 Garde Manger

Students are introduced to modern and traditional techniques in the preparation of cold entrees, forcemeats (including pates, terrines, and galantines), ice carving, hors d'oeuvres, and cold appetizers. In addition, students are exposed to preservation techniques including curing and aging. Students plan, organize, and set up buffets. This course also concentrates on the practical techniques of platter design and plate presentations.

Prerequisite(s): Sophomore status.

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

3 Quarter Credit Hours

CUL2225 Classical French Cuisine

Students are introduced to Classic French recipes including traditional Cuisine Classique as well as popular bistro, brasserie and regional fare. Menus incorporate a broad range of skills, cooking techniques and ingredients. Students will be exposed to the foundations of modern restaurant cooking, allowing them to refine their skills and build their repertoire.

Prerequisite(s): Sophomore status.

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

3 Quarter Credit Hours

CUL2235 Advanced Dining Room Procedures

Students are exposed to advanced table service techniques, tableside preparation, and the importance of team service and guest satisfaction. Students apply team service utilizing various service techniques. Students are introduced to wines of Old World wine regions as well as wines of the Southern Hemisphere and the laws regulating them. Students are also introduced to methods of merchandising food and beverage.

Prerequisite(s): CUL1325, sophomore status.

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

3 Quarter Credit Hours

CUL2245 International Cuisine

This course reinforces the techniques of grilling, deep-frying/shallow-frying, stir-frying, simmering, braising/stewing and steaming through the menu production of foods from around the world. The cuisines of China, Japan, Korea, Thailand, Vietnam, Philippines, India, Northern Africa, Greece, Turkey, Italy, Spain, Portugal, Mexico and South America are explored.

Prerequisite(s): Sophomore status.

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

3 Quarter Credit Hours

CUL2255 Advanced Patisserie/Dessert

Emphasis is placed on the production of creams, ice creams, sorbets, mousse, chocolate, strudel, filo (phyllo), sauces and plated desserts. Daily presentation of individual desserts and creative plate presentation are featured.

Prerequisite(s): CUL1345, sophomore status.

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

3 Quarter Credit Hours

CUL2626 Culinary Arts Internship

This intermediate level work-experience course is designed to provide students with a hands-on learning experience in the food service industry. Students apply theoretical knowledge of culinary arts, demonstrate practical skills of production, and practice professionalism in a university-approved industry setting. Upon completion of this term-long course, students gain a broader understanding of the demands and expectations of the food service industry while improving their skills in the craft of culinary arts. A minimum GPA of 2.75 may be required for certain site selections.

Prerequisite(s): Completion of all freshman-level courses; site selection is dependent upon GPA.

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

6.75-13.5 Quarter Credit Hours

Culinary Nutrition (NUTR) Courses

NUTR2001 Introduction to Nutrition

This course emphasizes the principles of nutrition and the six basic nutrients and related health concepts. Various eating behaviors, recommended dietary intakes, and tools for diet planning are explored. Students create an in-depth computerized personalized nutrient profile, which will be self-analyzed for nutritional adequacy. (HY)

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

4.5 Quarter Credit Hours

English (ENG) Courses

ENG0001 Writing Workshop

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

Prerequisite(s): Writing skills evaluated at the "developing" level. (HY) (OL)

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

0 Quarter Credit Hours

ENG1020 English Composition

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

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

4.5 Quarter Credit Hours

ENG1021 Advanced Composition and Communication

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

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

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

4.5 Quarter Credit Hours

ENG1030 Communication Skills

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

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

4.5 Quarter Credit Hours

Food Service Management (FSM) Courses

FSM1065 Food Safety and Sanitation Management

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

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

1.5 Quarter Credit Hours

FSM2025 Food and Beverage Cost Control

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

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

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

4.5 Quarter Credit Hours

FSM2045 Introduction to Menu Planning and Cost Controls

This course allows the student to learn and apply the skills of professional menu development while learning the importance and use of the proper tools and documents needed to control food and beverage costs and analyze sales. This course introduces various food service concepts, explores labor and overhead expenses and introduces the income statement as a method of evaluating business success.

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

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

4.5 Quarter Credit Hours

ILHS Courses

ILHS2000 Integrative Learning Humanities/Social Sciences

ILHS 2000 courses emphasize the critical perspectives of the humanities and social sciences to explore complex ideas or questions. The focus of ILHS courses are on interpreting, synthesizing and applying knowledge through the lenses of multiple disciplines. Various topics will be offered each year.

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

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

4.5 Quarter Credit Hours

Leadership Studies (LEAD) Courses

LEAD1010 Foundations of Leadership Studies

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

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

4.5 Quarter Credit Hours

LEAD2012 Power and Leadership

In order to be an effective leader, an individual must understand the importance of power and how to appropriately exercise it. This course provides an overview of the nature and types of power in today's business world. The relationship between power and influence is also explored. Since issues of power present unique challenges to students beginning new careers, special attention is given to the topics of supportive communication, relationship building, and organizational politics.

Prerequisite(s): LEAD1010.

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

4.5 Quarter Credit Hours

Mathematics (MATH) Courses

MATH0010 Basic Mathematics

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

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

2.25 Quarter Credit Hours

MATH1002 A Survey of College Mathematics

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

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

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

4.5 Quarter Credit Hours

Science (SCI) Courses

SCI1010 Environmental Science

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

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

4.5 Quarter Credit Hours

SCI1015 Introduction to Life Science

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

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

4.5 Quarter Credit Hours

SCI1030 Marine Biology

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

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

4.5 Quarter Credit Hours

Academic Information

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

Class Schedules

The course schedule (https://uconnect.jwu.edu/prod/bwckschd.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 Sessions

Optional summer session courses are offered by the university. Individual courses may not be offered in the summer if student interest or enrollment is not sufficient; as a result, summer degree completion cannot be guaranteed.

Students matriculating at Johnson & Wales are not granted credit for summer session courses taken at other institutions unless prior permission has been granted by Student Academic & Financial Services.

Academic Policies

This section of the catalog contains important information about the academic policies of Johnson & Wales University, the grading system and other academic requirements.

Academic Standing

A student's academic standing is based on grade point average (GPA) in conjunction with total attempted credits (including transfer credits) and is evaluated after the completion of each term of enrollment. Academic standing standards differ by program of study. Please refer to the following academic standing standards charts. 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

All students are expected to attend each meeting of every class in which they are enrolled on time. The maximum number of absences for valid reasons is based on the credit hours for the course, with the exception of experiential education assignments and laboratories, which have their own specific attendance criteria. Absences beyond the stated maximum for each course may jeopardize academic standing or financial aid.

Student Academic & Financial Services should be notified immediately of any necessary prolonged absences. The Student Handbook contains rules and policies for frequent or prolonged absences from class.

Students are expected to familiarize themselves with attendance requirements outlined in the Student Handbook (<http://catalog.jwu.edu/handbook>).

Credits and Grades

Unit of Credit

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

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

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

Undergraduate

Undergraduate Grading System

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

The grading system is as follows:

Grade Range	Letter Grade	Quality Points
95–100	A+	4.00
90–94	A	4.00
85–89	B+	3.50
80–84	B	3.00
75–79	C+	2.50
70–74	C	2.00
65–69	D+	1.50
60–64	D	1.00
0–59	F	0.00
Withdrawal	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.

Full-time Status

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

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.

Status	Undergraduate	Graduate	Post Graduate
Full-time	12 or more	9 or more	12 or more
Half-time	6-11.99	4.5-8.99	6-11.99
Less than half-time	0-5.99	0-4.49	0-5.99

Plagiarism/Turnitin

Students agree that by taking courses at JWU, required assignments may be subject to submission to Turnitin for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin service is subject to the Usage Policy posted on Turnitin.com (<http://www.turnitin.com>).

Repeat of Courses

When the appropriate course is available, courses may be repeated in order to earn a better grade. 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 grade 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.

Transfer and Career Prerequisites

Students who intend to transfer to other colleges or enroll in graduate schools after graduation 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.

Students who are interested in transferring to JWU should see information on transfer admissions (<http://catalog.jwu.edu/admissions/applying/transferstudents>).

Graduate

Once enrolled in a JWU graduate program, a student may not take core or concentration courses elsewhere and apply them for transfer credit except in extenuating circumstances, and when permission is granted by the dean's office. A grade of "B" or better must be earned for the course to transfer.

Academic Transcripts

A transcript is a representation of a student's entire academic record while at Johnson & Wales University. In accordance with the Family Educational Rights and Privacy Act (FERPA), a transcript may be released only upon written request of the student. Students 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/semester.

Unofficial transcripts may be obtained in jwuLink (<http://link.jwu.edu>).

Requirements

Please select the appropriate tab for information regarding residency and graduation requirements.

Undergraduate

Residency Requirement

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.

Graduation Requirements

Each student is required to submit an online graduation application at least two terms prior to degree completion. Students must file one application for each expected degree (i.e., associate, bachelor's, master's). The application ensures that students are reviewed for graduation at the correct time, that correct information is presented on the diploma, and that it is mailed to the correct address.

Graduation requires successful completion of a prescribed sequence of study and a minimum 2.00 grade point average. Students with a cumulative GPA below 2.00 will not be in compliance with the criteria for good academic standing and may be subject to academic dismissal. Furthermore, as required by their program, all students must hold an active Sanitation Certification.

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

All students must be current in all financial obligations to the university, including tuition, fees and other expenses, before a diploma will be issued.

Permission to participate in commencement exercises does not imply that graduation requirements have been met.

Writing Requirement

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.

Graduate

Residency Requirement

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.

Graduation Requirements

Each student is required to submit an online graduation application at least two terms prior to degree completion. The application ensures that students are reviewed for graduation at the correct time, that correct information is presented on the diploma, and that it is mailed to the correct address.

Graduation requires successful completion of a prescribed sequence of study and a minimum grade point average of 3.00 (3.25 for doctoral program students). Foundation and prerequisite courses are not calculated into the graduating grade point average. 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. In addition, doctoral program students must not receive a grade of 'F' or 'W' in a course.

All students must be current in all financial obligations to the university, including tuition, fees and other expenses, before a diploma will be issued.

Permission to participate in commencement exercises does not imply that graduation requirements have been met.

Experiential Education & Career Services

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

Experiential Education & Career Services components include

- internship opportunities available in the College of Management, College of Culinary Arts, College of Arts & Sciences, and School of Engineering & Design (Providence Campus only). Internship is designed to provide eligible students with practical work experience in their chosen field of study while they earn academic credit for the experience
- one-on-one advising from our career professionals who assist with résumé development, mock interviews and job search strategies
- a career capstone course for juniors and seniors that prepares them to navigate the job search process.
- career workshops that allow students to select specific skill-building topics such as building a résumé, networking and interviewing
- networking opportunities with industry professionals through on-campus recruiting events.
- career advising resources on a variety of topics including résumé examples vetted by industry and approved by faculty
- online job postings by employers who are looking to hire students for part-time and full-time jobs (on and off campus) as well as internships. Go to [jwuLink \(https://link.jwu.edu\)](https://link.jwu.edu) > Jobs and Internships > Find a Job
- employers representing a broad range of fields who 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.

Study Abroad

Study Abroad works with all 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 (<http://www.jwu.edu/studyabroad>) at 401-598-1406 for personal study abroad advising, program information and applications.

Academic Functions

Johnson & Wales University hosts evening orientation sessions for all new continuing education students at the start of each academic term. Activities include campus tours, bookstore visits, pre-testing, distribution of photo identification and parking permits, networking sessions with campus departments and academic units, a technology session and an academic orientation presentation. Students seeking readmittance to the university are also encouraged to attend these orientation sessions for new information and to help ease the transition back to campus.

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

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 evaluated for Dean's List eligibility.

Academic Societies

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

Admissions

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

Applying

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

Denver Campus

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

You may apply online (<http://admissions.jwu.edu/apply>). There is no deadline for submitting applications, but students are advised to apply as early as possible before their intended date of enrollment to ensure full consideration, as some programs may fill up. No application fee is required.

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

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

High School Completion Verification

Graduation from high school or equivalent education as certified by state departments of education is required for undergraduate admission. Graduation verification documents must be submitted to Admissions. Official verification documents include at least one of the following: correspondence from an authorized high school administrator, a high school diploma/transcript recognized by the student's state department of education or an official GED certificate. Additional methods of verification of high school completion exist for home-schooled students (p. 26). 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.

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

Admissions Requirements

Certain programs of study include technical standards in the academic requirements essential to the program. Students with disabilities should contact the Center for Academic Support for information about the technical standards. See technical (p. 27) standards (p. 27) for descriptions of the applicable technical standards. Copies of the technical standards applicable to various programs are also available from the Center for Academic Support.

For additional admissions requirements please review the other topics listed in the Applying (<http://catalog.jwu.edu/admissions/applying>) section of this catalog.

Admissions Decision

The rolling admissions policy of the university makes it possible to notify students of the admissions decision, of their acceptance or of any additional conditions necessary for admission, soon after all of their academic records have been received and reviewed.

The university may revoke any student's acceptance or enrollment if any information or documentation provided by the student is false or incomplete or if the university learns of any past or present misconduct by the student

that would affect the student's ability to represent and uphold the high standards of the university.

Deferred Enrollment

Please select the appropriate tab for information regarding deferred enrollment.

Undergraduate

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

Graduate

Johnson & Wales University retains student application material for up to two years. Your admissions decision will be honored for up to two years from the date of acceptance; after that time frame, the applicant will need to submit a new application and transcript for review. Reservation fees will remain effective during the deferment period.

Students wishing to change their selected date of enrollment should forward a request to Graduate Admissions stating the term they wish to enroll, and submit an updated bank statement demonstrating financial support. Please note that some programs start only once each year. Federal student aid is awarded annually; a student must reapply for federal funds through the Free Application for Federal Student Aid (<https://fafsa.ed.gov>) (FAFSA).

Advanced Placement Credit

Students entering Johnson & Wales University with an Advanced Placement test score of "3" or greater will be granted 4.5 quarter credits for the equivalent JWU course. Students must submit an official AP Grade Report from the College Board Advanced Placement Program. For more information about AP credit, contact University Testing & Transfer.

Transfer Credit

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.

Home-Schooled Students

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 score of 21 in English and math.

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 GED 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 GED 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 from a party acceptable to the university that the student has completed a secondary school education in a home-school setting that qualifies as an exemption from compulsory attendance requirements under state law

It is the student's responsibility to provide verification of high school completion. Without such verification, the student may not be allowed to register for the current term or continue enrollment and will be in jeopardy of revocation of admission to the university as well as losing all financial aid.

Technical Standards

College of Culinary Arts

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

- communicate professionally with the university community and guests
- participate in physical activity in laboratory and production classes, often standing up to six hours in length
- lift and transport a minimum weight of 25 pounds
- lift and transport trays with hot and cold plated foods, small wares and other items, and serve and clear tables where guests are seated
- fill, pour and serve hot and cold liquids and beverages
- use knives and other commercial cooking utensils
- operate commercial cooking and food service equipment
- maneuver in professional kitchens, dining rooms and related facilities
- test and evaluate the taste, appearance, texture and aroma of all food and beverage products
- use commercial cleaning and sanitizing equipment and materials
- complete physical tasks in a timely manner
- read, comprehend and complete multiple step recipes and/or formulas under required time constraints

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

School of Hospitality

Sports/Entertainment/Event Management

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

- communicate with fellow workers and customers in person, by telephone, email, social media and by radio
- input data into and retrieve data from a computer
- lift, transport and use program-related equipment and apparatus, including, where applicable, sporting, gaming, and recreational equipment, or convention services apparatus such as furniture, displays and drapage

Travel-Tourism & Hospitality Management (Providence and North Miami campuses only)

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

- communicate with fellow workers and customers in person, by telephone and by radio
- input data into and retrieve data from a computer
- travel by standard commercial carriers, including airlines

- handle luggage, ground transportation and hotel accommodations, and access tour sites with available on-site accommodations

All Other School of Hospitality Programs

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

- communicate with fellow workers, guests and customers in person and by telephone
- attend and participate in both day and night shift (including third shift) classes
- input data into and retrieve data from a computer
- lift, transport and set up moveable hotel furniture, serving equipment and cleaning equipment, and safely and effectively operate or use such items in the preparation, utilization and maintenance of hotel or institutional facilities
- attend and participate in laboratory and food production classes of up to six hours in length
- lift and transport food and other culinary product, equipment, small wares and utensils
- lift and transport trays with hot and cold plated foods, small wares and other items, and serve and clear tables where guests are seated
- pour and serve liquids and beverages, including hot liquids
- use knives and other commercial cooking utensils
- operate commercial cooking and food service equipment
- maneuver in professional or commercial kitchens, dining rooms and related facilities
- test and evaluate the taste, appearance, texture and aroma of food and beverage products
- perform commercial or institutional housekeeping tasks (such as bedmaking) and use commercial cleaning and sanitizing equipment and materials

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

School of Professional Studies

To participate in the following programs, each student, with or without reasonable accommodations, must be able to safely (including the safety of the horse, where applicable) and effectively

Equine Business Management (Non-Riding — Providence Campus only)

- remain alert at all times while handling a horse
- lead and control a horse for turnout into a paddock
- operate horse management equipment such as tractors and wheelbarrows
- lift, handle and transport tack, feed bags, hay bales and equipment for feeding and watering horses
- groom horses, including bathing, brushing and picking out hooves
- clean equine equipment, stalls and aisles

Equine Studies and Equine Business Management/Riding (Providence Campus only)

- mount a 15.2 hand horse
- control a moving horse as a rider
- maintain balance and remain alert at all times while riding or handling a horse
- wear an ASTM/SEI-certified riding helmet and standard flat-soled riding boots with at least a 3/4-inch heel
- lead and control a horse for turnout into a paddock
- operate horse management equipment such as tractors and wheelbarrows
- lift, handle and transport tack, feed bags, hay bales and equipment for feeding and watering horses
- groom horses, including bathing, brushing and picking out hooves
- clean equine equipment, stalls and aisles

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

Military

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

Eligible veterans should contact the Department of Veterans Affairs toll free at 1-888-442-4551 or online at www.gibill.va.gov (<http://www.gibill.va.gov>).

International

International students on F1 student visa status are not eligible to apply to Johnson & Wales University's Adult & Continuing Education programs. All students who are resident aliens must provide proof of their status to Adult & Continuing Education Admissions. Those who cannot provide this information should apply to Johnson & Wales University's day program. Note: Currently the university is not accepting applications for online degree programs from international students.

Form I-20/Visa

Initial Form I-20

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

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

International Transfer Students

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

English Language Proficiency

Applicants whose native language is not English must provide proof of English proficiency through academic transcripts or testing. English language proficiency is required for admission to all programs of study at Johnson & Wales University, regardless of country of citizenship or residency.

ELS Program

Johnson & Wales University's collaboration with the ELS Language Center in Westminster, Colorado, is designed to help students satisfy the school's English proficiency requirement. The center provides an intensive English language program and is authorized to issue an I-20 to all qualified students. The center provides housing assistance throughout the course of study. Upon successful completion of the center's Level 112, students are prepared to meet the university's language requirement.

English Proficiency Requirements

Johnson & Wales University recognizes a number of examinations as proof of English proficiency (<http://catalog.jwu.edu/admissions/international/englishlanguageproficiency>). Acceptable proof of English proficiency may include one of the following comparable English proficiency examinations:

- PTE Academic (Pearson Test of English) — Score of 53
- IELTS (International English Language Testing System, Cambridge) — Score of 6.5
- TOEFL iBT (Test of English as Foreign Language internet, ETS) — Score of 80
- TOEFL PPT (Test of English as Foreign Language paper, ETS) — Score of 550
- ELS Level 112 Certificate of Completion and Academic Report (transcript)
- City & Guilds Pitman ESOL Examinations — Higher Intermediate or Expert Level
- CAE (Certificate in Advanced English, Edexcel) — C1 or C2 Level
- LTE (The London Tests of English) — Level 4 (Advanced)
- MELAB (Michigan English Language Battery) — Score of 77

- SAT Critical Reading and Writing — Section Scores of 450 in each
- ACT English/Writing — Combined Score of 19
- ACT English and Reading — Section Scores of 19 in each
- S.T.E.P. Eiken (Society for Testing English Proficiency) — Grade 1

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

To meet English proficiency requirements, all English language examination results must be submitted on an official test transcript that is no more than two years old. TOEFL scores must be received as official ETS scores. The Johnson & Wales University Designated Institution (DI) code is 3465. Students should use this code on their TOEFL registration form so that their scores will be sent directly to Johnson & Wales University.

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

International Undergraduate Transfer Credit

Transfer applicants should submit official college transcripts from any colleges and universities previously attended prior to enrolling in undergraduate courses. Transcripts must be in English; students are responsible for providing official word-for-word English translations, if needed. The student must also have earned a grade of C or better (2.00 GPA), and courses must be similar in level, content and duration to JWU courses in the student's intended major. In some cases, official course descriptions or syllabi will be required for evaluation.

Accepted transfer students will be sent a copy of their degree audit showing the credit accepted toward their chosen major. Students wishing to review transfer credits must contact a transfer student advisor in Student Academic & Financial Services (for domestic institution transcripts) or International Admissions (for international institution transcripts).

Articulation Agreements

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

- At-Sunrice Global Chef Academy, Singapore
- Barbados Community College, Barbados
- Bermuda College, Bermuda
- College of the Bahamas (COB), Bahamas
- Florence University of the Arts (Apicius), Italy
- Guangzhou University, China
- Higher Hotel Institute, Cyprus (HHIC)
- Holland College, Canada
- Humber College, Canada — Memorandum of Understanding only
- Hyejeon College, Korea
- Imperial Hotel Management College, Canada
- Kolej Damansara Utama (KDU), Malaysia
- Kimpo College, Korea
- Les Roches, Switzerland
- MSA Istanbul, Turkey
- Nanjing University, China
- Ott College, Argentina
- School of Education & Training at Renmin University of China (HND), China
- SHATEC Institute, Singapore
- Sir Arthur Lewis Community College (SALCC), St. Lucia
- Taylor's University College, Malaysia

- Trinidad & Tobago Hospitality & Tourism Institute (THTI), Trinidad & Tobago
- Turks and Caicos Islands Community College (TCICC), Turks and Caicos Islands
- USCI, Malaysia
- Woosong University, Korea
- Yunnan College of Tourism, China

In addition, JWU recognizes and grants transfer credit exemptions for a number of diplomas and qualifications provided by accredited colleges, universities and educational organizations throughout the world. These include

- Abitur, Germany
- ACT Education Solutions Ltd. — Global Assessment Certificate (GAC)
- Cambridge International Examinations, UK — Advanced/Advanced Subsidiary (A/AS Level), Pre-U Certificate
- Caribbean Examinations Council — Advanced Proficiency Examinations (CAPE)
- Edexcel International — Higher National Diploma, Business & Technology Education Council (HND, BTEC)
- Educational Institute of the American Hotel & Lodging Association (E.I. of AH&LA)
- Failte Ireland, National Tourism Development Authority, Ireland — Certificate in Professional Cookery
- Hotelfaschule, Germany
- Industrie — und Handelskammer (IHK), Germany — Professional Diplomas in Culinary Arts, Hotel Management, Restaurant Management
- International Baccalaureate Organization — International Baccalaureate (IB)
- National Council for Hotel Management and Catering Technology (NCHMCT, formerly IHMCTAN), India — Hotel Management Diploma
- Scottish Qualification Authority (SQA), UK — National Diploma (HND)
- Technical & Vocational Training Corporation (TVTC, formerly Gotevot), Kingdom of Saudi Arabia
- Wiseway Global East & West, China

NOTE: Currently the university is not accepting applications for online degree programs from international students.

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.

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 a listing of course options, annual examination schedules with examination dates and application deadlines, refer to the university's Standardized Testing and Prior Learning Assessment brochure, which 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, 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 (<http://catalog.jwu.edu/handbook/academicinformation/residencyrequirement>) 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. The Standardized Testing and Prior Learning Assessment brochure listing course options may be obtained online (www.jwu.edu > Select Your Campus > Student Life > Academic Services > Testing for Credit) or from Student Academic & Financial Services. For additional policies/information for Portfolio Assessment, Challenge Exam and CLEP Exam options, refer to the brochure.

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 Examination

(for credit, with fees)

The College-Level Examination Program of the College Board tests are widely accepted national examinations in various subjects. The American Council on Education's recommended score is required to earn credit. 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 Examination

(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.

Advanced Culinary Arts Program (ACAP — for credit, with fees)

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

It is generally recommended that applicants have two to five years of full-service documented professional work experience.

Upon successful completion of the ACAP examination, students will be provided with the opportunity to accelerate their program of study by one term and earn 13.5 quarter credits in place of their internship requirement.

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

Financing Your Education

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

Tuition and Fees

CE Tuition

Tuition is applicable to all students, including those in an approved off-campus program. For purposes of financial aid eligibility, full-time status is determined on a term basis and consists of a minimum of 12 quarter credit hours per term. When repeating courses already attempted, students may be assessed a fee for those courses. Students are fee assessed tuition upon course registration each term. Summer is considered a separate term.

Tuition	Fee
General studies courses	\$188 per quarter credit hour/\$846 per course
Laboratory courses	\$374 per quarter credit hour/\$1,122 per lab

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

Other Fees

Student Accident Insurance

Culinary arts continuing education students are covered for accident only under Johnson & Wales University's Accident Only plan during terms in which they are actively enrolled. No other continuing education students are covered by any university accident and/or sickness insurance plans. This does not include the summer term. Insurance brochures are available at several locations throughout the university. Refer to the insurance brochure or go to University Health Plans (<http://www.universityhealthplans.com>) for a definition of the effective date of coverage, policy limits, policy termination and the opportunity to continue coverage over the summer. Online courses do not fulfill this requirement.

Books and Supplies

The cost of books and supplies is approximately \$1,500 per academic year. These costs are not applied to the student's invoice. Books and supplies must be paid for at the university's bookstores at the time of purchase. The bookstores operate a textbook sales/buyback program to help students minimize these costs.

General Transportation Expenses

The cost of attendance includes a reasonable transportation allowance. These costs are determined annually by the university and are not applied to the student's invoice.

Payment Options

Annual Payments

The student may make one payment in full for the entire academic year. Students are responsible for paying all charges in full or making appropriate arrangements by the published due date of **August 8, 2014**.

Term Payments

Students attending a program with terms may make three payments per academic year. The fall due date is listed above. Please refer to your invoice for future due dates.

Monthly Payments

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

All Johnson & Wales University students must fulfill their financial obligations to the university by the published due date noted above. (All off-term

entrants must meet the financial obligation by the published date for that term.)

To meet your financial obligation you must do one of the following by the published due date:

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

Refund Policies

General Policy

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

Unofficial Withdrawal Policy

The federal regulations require that students who begin attendance but fail to earn a passing grade in at least one course in any term and who do 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 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 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.

University enrollment disputes must be submitted online within 30 days after the end of the term during which the student was enrolled. 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 or financial aid will be made until the dispute is researched and either approved or denied. No disputes will be considered after 30 days from the end of the term in which the student was enrolled. Decisions will be made within 10 business days and students will receive notification via the email address provided on the dispute form.

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

Refund Policy for Georgia Residents

The following refund policy is applicable to prospective students and 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 university Withdrawal 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 university Withdrawal 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.

Tuition Refund Policy

Term charges are defined as tuition. Students from Georgia should view the Refund Policy for Georgia residents (p. 31).

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

University Withdrawal Credit Policy

The distribution formula for the institutional refund to the Federal Student Financial Aid program will be calculated according to federal regulations. Any refund due will be issued within 45 days after the date that the university was first notified of the withdrawal.

If a student terminates during

- the first or second week of the term, the university will credit 90 percent of the term charges. If eligible, all institutional aid/scholarships for that term will be adjusted to 10 percent.
- the third or fourth week of the term, the university will credit 50 percent of the term charges. If eligible, all institutional aid/scholarships for that term will be adjusted to 50 percent.
- the fifth or sixth week of the term, the university will credit 25 percent of the term charges. If eligible, all institutional aid/scholarships for that term will be adjusted to 75 percent.

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

Examples of university refund policies are available upon request in Student Academic & Financial Services.

University Enrollment Dispute

If a student leaves the university due to extenuating circumstances without officially withdrawing, they may submit a university enrollment dispute (<http://www.jwu.edu/forms.aspx?id=55199>) within 30 days after the end of the term in dispute. No withdrawal disputes will be considered after that time. The student must present supporting documentation that demonstrates serious and compelling reasons justifying the withdrawal, and extenuating circumstances justifying its retroactive nature. No adjustments to tuition and fees or financial aid will be made until the dispute is researched and either approved or denied. Decisions will be made within 10 business days and the student will receive notification via an email sent to the email address they provided on the dispute form.

Financial Obligations

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

Financial Planning

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

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

Providence and Online Campus

- phone 1-800-343-2565 or 401-598-1468
- email (sfs.pvd@jwu.edu)

North Miami Campus

- phone 1-866-598-3567
- email (sfs.mia@jwu.edu)

Denver Campus

- phone 1-877-598-3368
- email (sfs.den@jwu.edu)

Charlotte Campus

- phone 1-866-598-2427
- email (sfs.clt@jwu.edu)

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

Financial Aid

To assist students in meeting their educational expenses, the federal government offers grants and low-interest loans. Financial aid is awarded on an annual basis and is disbursed in three equal installments (fall/winter/spring).

Undergraduate Financial Aid Programs

Grants and loans are financial aid resources available to students. Students may receive assistance from one or both of these funds. Student eligibility for these programs is based on completion and submission of the Free Application for Federal Student Aid (<https://fafsa.ed.gov>) (FAFSA) as described in the How to Apply (p. 33) section. Since awards are not automatically renewable, students must reapply each year. All financial aid awards are determined based on an academic year (fall/winter/spring terms). Financial aid awards and federal loan programs are disbursed based on this term system, which typically equates to three disbursements. All annual awards are posted in three equal amounts, or in some cases fewer, based on the student's entrance date.

Graduate Financial Aid Programs

Federal financial aid programs are available to U.S. citizens, permanent residents, or eligible non-citizens. Students may receive assistance from

loans, limited institutional aid and/or work programs. If eligible for any one of these, or a combination of both, it is referred to as the financial aid package. Student eligibility for these programs is based on completion and submission of the Free Application for Federal Student Aid (<https://fafsa.ed.gov>) (FAFSA) as described in the How to Apply (p. 33) section. Since awards are not automatically renewable, students must reapply each year. All financial aid awards are determined based on an academic year (fall/winter/spring terms). Financial aid awards and federal loan programs are disbursed based on this term system, which typically equates to three disbursements. All annual awards are posted in three equal amounts, or in some cases fewer, based on the student's entrance date.

For more information call 1-877-598-3368 or 303-256-9300.

How to Apply

Please select the appropriate tab for information regarding how to apply for financial aid.

Undergraduate

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

1. Personal Identification Number (PIN)

Students and their parents can apply online for a PIN (<http://www.pin.ed.gov>). The PIN allows students and parents to sign the FAFSA electronically and to correct previously processed FAFSA information online. Both the student and at least one parent must apply for a PIN.

2. Free Application for Federal Student Aid (FAFSA)

The Free Application for Federal Student Aid (<http://www.fafsa.ed.gov>) is available online. This form must be completed as soon as possible after January 1.

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

3. Independent Students

To be considered independent for financial aid purposes for the 2014–2015 academic year, students must answer yes to one of the following questions:

1. Were you born before January 1, 1991?
2. As of today, are you married? (Answer yes if you are separated, but not divorced.)
3. At the beginning of the 2014–2015 school year, will you be working on a master's or doctorate program (such as an M.A., MBA, M.D., J.D., Ph.D., Ed.D. or graduate certificate, etc.)?
4. Are you currently serving on active duty in the U.S. Armed Forces for purposes other than training?
5. Are you a veteran of the U.S. Armed Forces?
6. Do you have children who will receive more than half of their support from you between July 1, 2014 and June 30, 2015?
7. Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2015?
8. At any time since you turned 13, were both your parents deceased, were you in foster care or were you a dependent/ward of the court?
9. As determined by a court in your state of legal residence, are you or were you an emancipated minor?
10. As determined by a court in your state of legal residence, are you or were you in legal guardianship?
11. At any time on or after July 1, 2013, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?
12. At any time on or after July 1, 2013, did the director of an emergency shelter program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?
13. At any time on or after July 1, 2013, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

Students who cannot answer yes to one of the above questions are considered dependent and must complete their FAFSA as a dependent

student by providing both parent and student information. Please feel free to contact Student Academic & Financial Services with any questions.

4. Verification and Other Documentation

Student Academic & Financial Services may request additional documentation to verify information provided on the FAFSA (i.e. verification worksheet and untaxed income worksheet). The student and his/her parents may be required to submit signed and dated copies of their Tax Return Transcript. The transcript can be obtained online (<http://www.irs.gov>) or by calling 1-800-908-9946. The student's financial aid package will not be complete until all requested documentation has been received and reviewed by Financial Aid. In addition, all student loan borrowers must attend an entrance and exit counseling session during which the student will be advised on his/her loan obligations.

Student Eligibility Requirements

In order to be eligible for financial aid, the student must meet the following criteria:

1. Be a U.S. citizen, permanent resident or eligible non-citizen.
2. Maintain satisfactory academic progress (financial aid will be suspended until satisfactory academic progress is again achieved).
3. Be enrolled in a degree program.
4. Not owe a refund on a Federal Pell Grant or be in default on a Federal Perkins Loan, Federal Subsidized Stafford Loan, Federal Unsubsidized Stafford Loan or Parent Loan for Undergraduate Students (PLUS).
5. Sign a Statement of Educational Purpose, a Statement of Registration Status, and a Statement on Overpayments and Defaults.

Students are eligible to receive financial aid as long as they maintain academic standing standards (p. 20) as defined in this catalog. Students who fail to maintain satisfactory academic progress will be notified by Student Academic & Financial Services.

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

Graduate

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

1. Personal Identification Number (PIN)

Students and their parents can apply online for a PIN (<http://www.pin.ed.gov>). The PIN allows students and parents to sign the FAFSA electronically and to correct previously processed FAFSA information online. Both the student and at least one parent must apply for a PIN.

2. Free Application for Federal Student Aid (FAFSA)

The Free Application for Federal Student Aid (<http://www.fafsa.ed.gov>) is available online. This form must be completed as soon as possible after January 1.

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

In order to be eligible for federal aid programs, the student must meet the following criteria:

1. Be a U.S. citizen, permanent resident or eligible non-citizen.
2. Maintain satisfactory academic progress. (Financial aid will be suspended until satisfactory academic progress is again achieved.)
3. Be enrolled in a degree program.
4. Not owe a refund on a Federal Pell Grant or be in default on a Federal Perkins Loan, Federal Subsidized Stafford Loan, Federal Unsubsidized Stafford Loan or Parent Loan for Undergraduate Students (PLUS).
5. Sign a Statement of Educational Purpose, a Statement of Registration Status, and a Statement on Overpayments and Defaults.

Students are eligible to receive financial aid as long as they maintain academic standing standards (p. 20) as defined in this catalog. Students who fail to maintain satisfactory academic progress will be notified by Student Academic & Financial Services.

Federal Grants and Loans

Federal Pell Grant

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

The maximum, full-time Pell Grant award for the 2013–14 award year (July 1, 2013 to June 30, 2014) was \$5,645. The maximum Pell Grant award can change each award year and depends on program funding. Further information may be obtained from the U.S. Department of Education (<http://www.ed.gov>).

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

William D. Ford Federal Direct Subsidized Stafford Loan

This loan program provides low-interest loans to undergraduate students who demonstrate financial need. First-time borrowers are required to complete a Master Promissory Note and an entrance interview. Both of these requirements (<https://studentloans.gov>) can be completed online.

Students may borrow up to a maximum of \$3,500 per academic year as freshmen for the first year of undergraduate study, \$4,500 for the second year as sophomores, and \$5,500 per year for the third and fourth years as juniors and seniors. The student must begin repayment six months after he/she leaves the university or drops below half-time status. The interest on the loan is not subsidized during the student's six-month grace period. The amount of the student's monthly payment will be determined based upon the amount of student debt and the length of the repayment period. Please contact Direct Lending at 1-800-557-7394 for more information on repayment options.

William D. Ford Federal Direct Unsubsidized Stafford Loan

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

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

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

Students in a four-year program will be eligible for Subsidized Stafford loans for the equivalent of six years — three years for students in a two-year program. The student who reaches this limitation could continue to receive Unsubsidized Stafford loans if he or she is otherwise eligible.

Once a borrower has reached the 150 percent limit, their eligibility for an interest subsidy also expires for all outstanding Subsidized Stafford loans that were disbursed on or after July 1, 2013. At that point, interest on those previously borrowed Subsidized Stafford loans would begin to accrue and would be payable in the same manner as interest on Unsubsidized Stafford loans.

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

The Direct PLUS Program provides loans to parents of dependent students to attend college. PLUS borrowers do not have to demonstrate need, but are subject to a credit analysis by the Department of Education. All students must

complete the Free Application for Federal Student Aid (FAFSA) if their parents plan to borrow a PLUS loan. The parent must also complete the Direct PLUS Master Promissory Note (MPN); an MPN can be completed online (<https://studentloans.gov>). In addition the parent must indicate how much they want to borrow. Repayment of this loan will begin within 30 days of the time the loan is fully disbursed annually, or the borrower can contact the Department of Education to request a deferment. The borrowing limit is the total cost of attendance, minus any financial aid being received.

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

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

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

Subsidized Total (Subsidized and Unsubsidized)

Dependent Undergraduates (excluding dependent students whose parents don't qualify for a PLUS)

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

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

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

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

Please note that a student/borrower remains responsible for the repayment of educational 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.

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

Please note that the loan information described in this catalog is based upon the available information as of the date of the production of this catalog. Updated information regarding federal grants and loans may be obtained by visiting the U.S. Department of Education (<http://studentaid.ed.gov>) website.

Applications for these loans are available in Student Academic & Financial Services or on the Direct Lending (<https://studentloans.gov>) website.

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

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

1. demonstrate financial need;
2. maintain satisfactory academic progress (financial aid will be suspended until satisfactory academic progress is again achieved);
3. be enrolled in an eligible degree or certificate program;
4. be enrolled on at least a half-time (at least 6.0 quarter credit hours) basis (students enrolled on a less-than-full-time basis may have their financial aid reduced; some students enrolled on a less-than-half-time basis may qualify for a Federal Pell Grant);

5. be a U.S. citizen, permanent resident, or eligible non-citizen;
6. not owe a refund on a Federal Pell Grant or be in default on a Federal Perkins Loan, Federal Subsidized Stafford Loan, Federal Unsubsidized Stafford Loan, Parent Loan for Undergraduate Students (PLUS) or Supplemental Loan for Students (SLS); and
7. sign a Statement of Educational Purpose, a Statement of Registration Status and a Statement on Overpayments and Defaults.

Students are eligible to receive financial aid as long as they maintain Satisfactory Academic Progress (SAP) as defined in the SAP (p. 35) section of the catalog, and in the their campus student handbook (<http://catalog.jwu.edu/handbook>). Students who fail to maintain SAP will be notified by Student Academic & Financial Services. All financial aid will be suspended until satisfactory academic progress is again achieved.

Return of Title IV Funds (Federal Aid)

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

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

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

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

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

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

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

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

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

State Grants

Students from the following states may be eligible for state grant money:

- Delaware
- Pennsylvania
- Rhode Island
- Vermont

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

Academic Progress

Satisfactory Academic Progress

To be eligible for financial aid, all students must satisfy Satisfactory Academic Progress (SAP), which is required by federal law. SAP measures a student's completion of coursework 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 Services

Student Services at JWU provides professional support for students across various aspects of campus life, from academic support to meals and housing, health services, and student clubs and organizations. Select a topic to view specific information.

Academic Support

Center for Academic Support

Phone: 303-256-9461

Email (cas.den@jwu.edu)

The Center for Academic Support (<http://www.jwu.edu/content.aspx?id=554>) offers a variety of services to assist students in preparing for graduation and their careers. The center complements students' academic and technical training by providing services that help sharpen their ability to position themselves in today's competitive marketplace.

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

Services Offered

- Workshops and programming in study strategies, time and stress management, note-taking skills, test preparation and more
- Individual, group, peer and professional tutoring in most subjects free of charge
- Accommodations for students with disabilities who provide appropriate documentation as described below

Also, the Center for Academic Support's Writing Center provides added resources and qualified writing consultants to assist students in improving and enhancing their writing skills across the curriculum.

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

Students with Disabilities

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

Because some programs of study at the university have technical standards (p. 27) and requirements, applicants and students with disabilities should contact the Center for Academic Support to discuss the availability of reasonable accommodations or to obtain documentation guidelines, when appropriate.

Available reasonable accommodations for students with disabilities with appropriate documentation, include, but are not limited to

- Reduced Credit Hours
- Priority Registration
- Note-taking Assistance
- Classroom Accommodations
- Testing Accommodations
- Housing Accommodations
- Medical Absences
- Assistive Technology

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

Food Allergy Accommodation

for College of Culinary Arts and School of Hospitality students

Food allergies can be life threatening. According to the Centers for Disease Control and Prevention, food allergies cause 30,000 cases of anaphylaxis, 2,000 hospitalizations and 150 deaths annually.

Please note that 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 the School of Hospitality.

The College of Culinary Arts and the School of Hospitality have technical standards (p. 27) 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.

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

Denver Health & Counseling Services

Health & Counseling Services (<http://www.jwu.edu/content.aspx?id=564>) is located on the third floor of Aspen Hall. Students are seen by appointment. Same-day appointments are often available and urgent needs are seen on a walk-in basis.

Medical Records

Prior to the first term of enrollment, the university requires all new undergraduate students — residents and commuters alike — to submit proof of a complete physical exam conducted within the past year, including documented proof of two doses of the MMR (measles, mumps, and rubella) vaccine (or titers if applicable), three doses of the 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 proof of physician-diagnosed disease (or titers if applicable), and one dose of the meningitis vaccine, 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. A waiver can be signed in lieu of the vaccination. 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 in the United States for less than five years. A list of countries where tuberculosis is highly endemic is available upon request from Health Services. These forms may be obtained by contacting the university at 303-256-9448.

The hepatitis A vaccine is strongly recommended, but not required.

International Student Services

The main focus of International Student Services is to help international students adhere to Department of Homeland Security regulations, maintain their student status and access all the benefits permitted by their student visa status. A variety of other programs and services have also been created to assist students from the moment they enroll in the university until the day they graduate and beyond. International Student Services offers orientation programs and cultural programming for international students and the university community. In addition, information sessions on employment, tax and other cultural adjustment issues are conducted every year.

- Providence (<http://www.jwu.edu/content.aspx?id=49664>)
- North Miami (<http://www.jwu.edu/northmiami/iss>)
- Denver (<http://www.jwu.edu/denver/iss>)
- Charlotte (<http://www.jwu.edu/charlotte/iss>)

Orientation

Johnson & Wales University's orientation program is designed to help students become acquainted with college life and to facilitate a successful experience. Students are introduced to many university administrators, faculty and staff who provide valuable information on academic, student life and university policies. Information about orientation programs and services is mailed to all incoming students.

Policies

Computer and Technology Use Policy

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 a 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, in 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 use of university technology resources.

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

Safety and Security

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

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

In compliance with the Higher Education Act, Johnson & Wales University publishes an Annual Security Report and an Annual Fire Safety Report. The Annual Security Report discloses information about campus security policies and statistics concerning reported crimes that occurred on campus, on university-controlled property, and on public property immediately adjacent to campus. The Annual Fire Safety Report discloses information about campus fire safety policies and procedures and fire statistics for each residence hall. A

copy of the reports may be obtained from Campus Safety & Security in person or online (<http://www.jwu.edu/denver/safety>).

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

Student Activities

Student Activities (<http://www.jwu.edu/content.aspx?id=48226>) creates and promotes diverse environments where students are engaged in opportunities that foster holistic student development through collective leadership and participation in purposeful campus programs and events.

Some programs and services include

- student clubs and organizations
- fraternity and sorority life
- campus entertainment and activities
- co-curricular and leadership programming
- student government
- multicultural programs
- campus traditions such as Hanging of the Greens, Casino Night and more

Clubs and Organizations

Opportunities abound for students to get involved in clubs and organizations and become engaged in the Wildcat community at JWU's Denver Campus.

See clubs and organizations (<http://www.jwu.edu/content.aspx?id=12140>) for currently available opportunities.

Fraternity and Sorority Life

Getting involved in fraternity and sorority life at the Denver Campus is a fantastic way to build a network of resources that lasts a lifetime. See fraternity and sorority life (<http://www.jwu.edu/content.aspx?id=12154>) for currently available opportunities.

Athletics

Athletics at JWU's Denver Campus serves multiple functions within the campus community such as supporting students' needs through intercollegiate, recreational and intramural sports programs, as well as fitness programs and facilities. See Athletics (<http://denver.jwuathletics.com/landing/index>) for current athletic program information.

Leadership Development Programs

In addition to academic courses, one of the university's priorities is to equip students to be strong, ethical leaders in industry and in their communities. Student Activities provides opportunities (<http://www.jwu.edu/content.aspx?id=568>) for students to complement their classroom education with the leadership knowledge, skills and abilities necessary to succeed in a competitive workplace and in life.

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