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# Catalog Home

7150 Montview Boulevard  
Denver, CO 80220  
Phone: 1-877-598-3368 or 303-256-9300  
Fax: 303-256-9333

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

Students should read and fully understand the rules, requirements and policies described in this catalog. Additionally, all enrolled students are expected to be familiar with the contents of the Denver Campus Student Handbook. The Denver Campus Student Handbook contains important information regarding academic performance and personal conduct of students as well as university grievance procedures. It also outlines the conditions under which students may be placed on probation or suspension from the university. The Denver Campus Student Handbook is available online at [www.jwu.edu](http://www.jwu.edu). 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 10 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, consistently listed since 2008 as one of the top 10 "best places for business and careers" by *Forbes* magazine, offers an exciting range of internship and career opportunities in a wide range of fields. 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 '08 Ed.D.  
President, Denver Campus

# Academic Calendar



**JOHNSON & WALES**  
UNIVERSITY

## 2012-2013 Academic Calendar: Denver Campus

This calendar is offered for planning purposes only; dates are subject to change. Visit [www.jwu.edu](http://www.jwu.edu).  
Updated February 13, 2012.

|  |                           |
|--|---------------------------|
|  | =important date           |
|  | =no classes/holiday/break |

- 4 **Fall term begins**
- 7 Make-up classes held for:  
-Monday CE classes  
-Day culinary & baking labs

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

- 1 **Priority financial aid deadline to submit FAFSA (school code 003404) for the 2013-2014 year**
- 2/24-3/1 Term break
- 2 Winter term weekend culinary & baking labs end
- 5 **Spring term begins**
- 8 Make-up classes held for:  
-Monday CE classes  
-Day culinary & baking labs

- 8 No classes; Columbus Day
- 9 Monday class schedule
- 12 Make-up classes held for:  
-Tuesday CE classes  
-Day culinary & baking labs
- 12 Academic course withdrawal deadline

| OCTOBER '12 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| 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 '13 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| 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 |    |    |    |    |

- 12 Academic course withdrawal deadline
- May 3 **Summer payment deadline** (note: summer term is optional)
- May 5 **Deadline to register courses for Fall 2013 Term**

- 2 **Winter payment deadline**
- 9 Make-up classes held for:  
-Day culinary & baking labs
- 11-15 **Fall term final week**
- 12-13 Reading days (no classes) for M/W + T/Th day classes
- 14-15 Final exams for M/W + T/Th day classes
- 15 Day culinary/baking labs end
- 18-23 Thanksgiving & term break
- 24 Fall term weekend culinary & baking labs end
- 27 **Winter term begins**
- 30 Make-up classes held for:  
-Monday CE classes  
-Day culinary & baking labs

| NOVEMBER '12 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| 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 '13 |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| 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 |    |

- 9 Reading day (no classes) for T/Th day classes
- 10 Make-up classes held for:  
-Day culinary & baking labs
- 13 Reading day (no classes) for M/W day classes
- 12-16 **Spring term final week**
- 14-15 Final exams for T/Th + M/W day classes
- 16 Day culinary/baking labs end
- 17 Residence halls close at noon
- 26 No classes; Memorial Day Wknd

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

**Commencement ceremonies:**  
May 18 = undergraduate

- 7 Make-up classes held for:  
-Day culinary & baking labs
- 14 Make-up classes held for:  
-Day culinary & baking labs
- 21 Holiday break begins (no classes); note: residence halls close Dec. 21 at noon and re-open Jan. 5 at noon

| DECEMBER '12 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| 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 '13 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| 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 **Summer term begins**  
Session I classes begin
- 8 Spring term weekend culinary & baking labs end
- 18 Academic course withdrawal deadline for session I
- 27 Session I classes end

- 5 Holiday break ends  
-CE classes resume on the 5th & 6th; all other classes resume on the 7th
- 18 Academic course withdrawal deadline
- 21 No classes; M.L. King Jr. Day
- 22 Monday class schedule
- 25 Make-up classes held for:  
-Tuesday CE classes

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

- 1 Session II classes begin
- 4 No classes; Independence Day
- 5 Make-up classes
- 12 Academic course withdrawal deadline for CE + online
- 16 Academic course withdrawal deadline for session II
- 19 **Fall '13 payment deadline (for new students)**
- 25 Session II classes end

- 1 **Spring payment deadline**
- 17-21 **Winter term final week**
- 18-19 Reading days (no classes) for M/W + T/Th day classes
- 20-21 Final exams for M/W + T/Th day classes
- 21 Day culinary/baking labs end

| FEBRUARY '13 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| 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 |    |    |

| AUGUST '13 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| 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 |

- 9 **Fall '13 payment deadline (for returning students)**
- 10 CE classes end
- 17 Summer internships + online classes end
- 23 Summer term ends

# About JWU

Johnson & Wales University is a non-profit, accredited institution founded in 1914. We help you identify a field of interest and create an educational roadmap for you to acquire the knowledge, skills and experience necessary to pursue a career in that field. Our pioneering education model combines academics with industry-focused hands-on learning, related work experiences, leadership opportunities and career services. Here's what makes JWU different.

## A Career-Focused Education

- Our accredited degree programs in business, hospitality, culinary arts, counseling psychology and technology are career-focused — 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.
- Faculty with industry experience bring real-life knowledge, hands-on learning and, oftentimes, networking opportunities into small classroom settings. You'll learn industry best practices and train on career-specific tools and software.
- Dedicated faculty advisors 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.

## A Full University Experience

- At least one-third of credits in each JWU program are in the arts & sciences to help you develop the critical thinking, communication and analytical skills necessary for long-term career progression.
- JWU offers more than 30 study abroad (<http://www.jwu.edu/studyabroad>) 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.

## Hands-on Learning

- JWU's programs provide opportunities for real-world experience, which can include internships, community service learning opportunities or classroom projects with actual companies.
- Students learn by doing. Faculty teach through the practical application of theory in the classroom.
- Our students intern at more than 1,600 sites each year, related to their field of study.

## Leadership and Community Opportunities

- 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.

## Four Campuses, One University Ahead of Its Time

- Four distinct campuses — in Providence, North Miami, Denver and Charlotte — offer a full university experience through a variety of student clubs, organizations, Greek life, athletics and more.
- Each campus is uniquely positioned for you to connect with internships and professional opportunities in the region related to your major.

To learn more, visit [www.jwu.edu](http://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, and removing the restrictions on the type of undergraduate degree programs that could be offered.

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 the "Garnish Your Degree" 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.

In response to changes in industry needs, 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 through specializations or concentrations. 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 the online bachelor's degree programs. In September 2010 students started classes in the online programs.

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.

## 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 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) or  
[www.jwu.edu/denver](http://www.jwu.edu/denver)

#### 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 bathrooms; 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; The Atrium; The Auditorium; Center for Academic Support; classrooms; College of Business; Communications & Media Relations; Development; Executive Offices; Experiential Education & Career Services; faculty offices; Fashion Merchandising & Retail Marketing; The Hospitality College; Legacy Hall; Library; Outtakes; Ricoh Printing & Mailing Services; Student Academic & Financial Services; University Event Center; 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; laboratories.

ASPEN HALL at 7039 East 18<sup>th</sup> Street houses Admissions; Criminal Justice; Facing History & Ourselves; faculty offices; Health & Counseling Services; Information Technology and the School of Arts & Sciences.

CENTENNIAL CENTER at 1785 Quebec Street houses academic classrooms; computer lab; laboratory.

STUDENT CENTER at 7150 Montview Boulevard houses Accounting; American Culinary Federation of Colo.; Clubs & Organizations; Dean of Students; faculty offices; Human Resources & Payroll; New Student Orientation & First Year Initiatives; Purchasing; Residential Life; Sage Lounge; Student Activities; Student Affairs; Student Conduct.

WILDCAT CENTER at 7050 Montview Boulevard houses Athletics; Campus Dining; Facilities Management; Fitness Center; 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 singles with shared bathrooms are also available to those students who are not first-year, traditional students.

##### Presidents Hall

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

##### Triangolo Hall

Like Presidents, Triangolo 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.

## Accreditations and Approvals

Johnson & Wales University (JWU) is accredited by the New England Association of Schools & 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.; and Charlotte, N.C. Inquiries regarding JWU's accreditation status should be directed to the Director of Academic Accountability & Initiatives, University Provost's Office, Johnson & Wales University, One Cookson Place, Sixth Floor, Providence RI 02903; or at 401-598-1345. Individuals may also contact: Commission on Institutions of Higher Education, New England Association of Schools and Colleges, 209 Burlington Road, Bedford, MA 01730-1433; phone: 617-271-0022, email: [cihe@neasc.org](mailto: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 non-immigrant alien students.

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

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

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; phone toll-free: 888-224-6684.

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.

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.

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. Private Institution Registration must be renewed annually with the Minnesota Office of Higher Education but remains in effect unless voluntarily surrendered by a school or withdrawn by this office.

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.

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 and state officials and agencies for filing complaints, may be obtained by contacting the Director of Academic Accountability & Initiatives, University Provost's Office, Johnson & Wales University, One Cookson Place, Sixth Floor, Providence RI 02903; or at 401-598-1345.

The Providence Campus and Denver Campus Culinary Nutrition programs are accredited by the Commission on Accreditation for Dietetics Education (CADE) of the American Dietetics Association, 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 CADE.

The Master of Arts in Teaching program is accredited by the Rhode Island Department of Education. Graduates of the M.A.T. may apply for dual certification in one of the following:

- Elementary Education & Elementary Special Education
- Elementary Education & Secondary Special Education
- Business Education & Secondary Special Education
- Food Service Education & Secondary Special Education

The following triple certification requires additional fieldwork and an additional eight weeks of student teaching:

- Elementary Education & Elementary Special Education & Secondary Special Education

## 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.

## General University Affiliations

Academic Francaise  
Academy of International Business  
Academy of Management  
American Association for Higher Education  
American Association of Collegiate Registrars and Admissions Officers  
American Association of Presidents of Independent Colleges and Universities  
American Association of University Women  
American Bar Association  
American Booksellers Association  
American College of Healthcare Executives  
American College Personnel Association  
American Corporate Counsel Association  
American Council on Education  
American Counseling Association  
American Culinary Federation  
American Dietetic Association  
American Educational Finance Association  
American Educational Research Association  
American Hotel & Lodging Association  
American Hotel & Lodging Education Foundation

American Institute of Architects  
American Institute of Certified Public Accountants  
American Institute of Wine and Food  
American Library Association  
American Management Association  
American Marketing Association  
American Payroll Association  
American Planning Association  
American Psychological Association  
American Society for Curriculum Development  
American Society for Training and Development  
American Statistical Association  
American Wine Society  
ASIS International  
Associated Press  
Association for the Advancement of Computing in Education  
Association for Career and Technical Education (ACTE)  
Association for Institutional Research  
Association for Multicultural Counseling and Development  
Association for Student Judicial Affairs  
Association for Supervision and Curriculum Development (ASCD)  
Association of College & Research Libraries  
Association of College & University Facility Officers  
Association of College & University Telecommunications Administrators  
Association of Governing Boards of Universities and Colleges  
Association of Independent Colleges & Universities of Rhode Island  
Association of International Education Administrators  
Association to Advance Collegiate Schools of Business (AACSB) International  
Better Business Bureau  
Board of Bar Overseers  
Bread Bakers Guild of America  
Business Professionals of America  
Business Volunteers for the Arts  
Campus Compact  
Career Counselors Consortium  
Center for Academic Integrity  
Club Managers Association of America  
Coalition of Library Advocates  
The College Board  
College & University Professional Association for Human Resources  
Confrérie de la Chaîne des Rotisseurs  
Consortium of Rhode Island Academic & Research Libraries  
Cooperative Education Association  
Council for the Advancement and Support of Education (CASE)  
Downtown Security Network  
Eastern Association of Colleges and Employers Inc.  
The Education Partnership  
Educause  
Employment Management Association  
Escoffier Society  
European Council of Hotel Restaurant & Institutional Education  
European Council of Independent Schools  
Family, Career and Community Leaders of America  
Forum of Education Abroad  
Future Business Leaders of America  
Future Farmers of America  
Greater Providence Chamber of Commerce  
Higher Education Library Information Network  
Higher Education Marketing  
Hispanic Association of Colleges and Universities (HACU)  
The Honorable Order of the Golden Toque  
Hospitality Resource Partnership of the Downtown Improvement District  
Institute for International Human Resources  
Institute of International Education  
Institute of Management Accountants  
International Association of Assembly Managers  
International Association of Business Communicators  
International Association of Campus Law Enforcement Administrators  
International Association of Culinary Professionals  
International Association of Hotel School Directors  
International Career Counselors  
International Council on Hotel, Restaurant and Institutional Education

International Food Service Editorial Council  
 International Food Service Executives Association  
 International Hotel & Restaurant Association  
 International Special Events Society  
 James Beard Foundation  
 Junior Achievement  
 Landmark Restaurants Advisory Board  
 Leadership Rhode Island  
 Malaysian American Commission on Education Exchange  
 Modern Language Association  
 Multicultural Foodservice & Hospitality Alliance  
 National Alliance for Business  
 National Association for Counseling and Development  
 National Association for Developmental Education  
 National Association for Catering  
 National Association of College & University Attorneys  
 National Association of College & University Business Officers  
 National Association of College Admissions Counselors  
 National Association of College Stores  
 National Association of Colleges & Employers  
 National Association of Educational Procurement  
 National Association of Female Executives  
 NAFSA - Association of Independent Colleges and Universities  
 National Association of Social Workers  
 National Association of Student Financial Aid Administrators  
 National Association of Student Personnel Administrators  
 National Business Educators Association  
 National Commission for Cooperative Education  
 National Conference for Community and Justice  
 National Council of Teachers of English  
 National DECA Inc.  
 National Education Association  
 National Restaurant Association  
 National Restaurant Association Educational Foundation  
 National Society for Experiential Education  
 National Society of Fundraising Executives  
 National Staff Development Council  
 New England Association for College Admission Counseling  
 New England Association for Cooperative Education and Field Experience  
 New England Association of College Admissions Counselors  
 New England Association of Collegiate Registrars and Admissions Officers  
 New England Association of Schools and Colleges Inc. (NEASC)  
 New England Board of Higher Education  
 New England Business Educators Association  
 New England Faculty Development Consortium  
 New England Innkeepers' Association  
 New England Inns and Resorts Association  
 New England Library Association  
 New England Library Network  
 New England Museum Association (NEMA)  
 New England Regional Council of Hotel, Restaurant and Institutional Education  
 New England Resource Center for Higher Education  
 Northeast Association for Institutional Research  
 Phi Delta Kappa  
 Professional Organization & Development Network  
 Public Relations Society of America  
 Research Chefs Association  
 Rhode Island Association of Admissions Officers (RIAAO)  
 Rhode Island Association of Institutional Researchers  
 Rhode Island Association of Student Financial Aid Administrators  
 Rhode Island Association of Colleges for Teacher Education  
 Rhode Island Bar Association  
 Rhode Island Business Educators Association  
 Rhode Island Campus Compact  
 Rhode Island Catholic Diocese Advisory Board for the Protection of Children  
 Rhode Island Counseling Association  
 Rhode Island Criminal Justice Policy Board  
 Rhode Island Department of Education  
 Rhode Island Higher Education  
 Rhode Island Higher Education Telecommunication Association  
 Rhode Island Hospitality Association  
 Rhode Island Hospitality Education Foundation

Rhode Island Library Association  
 Rhode Island Mandatory Continuing Legal Education Commission  
 Rhode Island Payroll Association  
 Rhode Island Registrars Association  
 Rhode Island Society of Certified Public Accountants  
 Rhode Island Student Loan Authority  
 Rhode Island Supreme Court  
 Rhode Island Technology Council  
 Rhode Island Telecommunications Association  
 SkillsUSA  
 Small Business Development Center  
 Society for College and University Planning  
 Society for Human Resource Management (SHRM)  
 Society Organized Against Racism in Higher Education  
 Society of Wine Educators  
 United States Department of Education  
 University Continuing Education Association (UCEA)  
 University Risk Management and Insurance Association  
 Women Chefs & Restaurateurs  
 Women's Foodservice Forum  
 World Association for Hospitality & Tourism Training

## Denver Campus Affiliations

Ad Club of Denver  
 American Advertising Federation  
 American College Health Association  
 American Counseling Association  
 American Culinary Federation  
 American Dietetic Association  
 American Historical Association  
 American Hotel and Lodging Association  
 American Libraries Association  
 American Management Association  
 American Sociological Association  
 American Student Government Association  
 American Studies Association  
 Association for Career & Technical Education  
 Association for Supervision and Curriculum Development  
 Association of College and University Housing Officers International (ACUHO-I)  
 Association of Luxury Suite Directors  
 Association of Writers and Writing Programs  
 Association on Higher Education and Disability  
 Club Managers Association of America  
 Colorado Association of Career and Technical Educators  
 Colorado Association of Institutional Law Enforcement  
 Colorado Association of Libraries  
 Colorado Campus Connect  
 Colorado Council on High School & College Relations  
 Colorado Festivals and Events Association  
 Colorado Hotel and Lodging Association  
 Colorado Human Resource Association  
 Colorado Language Arts Society  
 Colorado Language Association  
 Colorado Latino Leadership Organization  
 Colorado Leadership Alliance  
 Colorado Restaurant Association  
 Colorado Society of Certified Public Accountants  
 Conference on College Composition and Communication  
 Consortium of Support Programs for Students with Disabilities  
 Council on Hotel, Restaurant and Institutional Educators  
 Fashion Group International  
 Federation of Dining Room Professionals  
 Hospitality Human Resource Association  
 Hospitality Sales and Marketing Association International (HSMAI)  
 Institute of Management Accountants  
 International Alliance for Invitational Education  
 International Association of Venue Managers  
 International Leadership Association  
 International Special Events Society  
 International Wine Guild  
 Kappa Delta Pi  
 Latin America Research and Service Agency

## LEARN

Marketing Educators Association  
National Association of Student Personnel Administrators  
National Association of Catering Executives  
National Association of Campus Activities  
National Board for Certified Counselors  
National Council for the Social Studies  
National Council of Teachers of English  
National Council of Teachers of Mathematics  
National Orientation Directors Association  
National Restaurant Association  
National Retail Federation  
National Training and Lecturing Institute  
New England Council of Teachers of English  
New Zealand Freshwater Sciences Society  
New Zealand Marine Sciences Society  
Popular Culture Association / American Culture Association  
Resort and Commercial Recreation Association  
Rocky Venture Club  
Society of Human Resource Management  
Society of Organizational Learning  
Society of Rocky Mountain Archivists  
Society of Wine Educators  
Wine and Spirits Education Trust  
World Association for Cooperative Education  
World Trade Center

## 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 or any other unlawful basis in admission to, access to, treatment of, or employment in its programs and activities.

(The term "sexual orientation" shall mean and be limited to having an orientation for or being identified as having an orientation for heterosexuality, bisexuality, or homosexuality. This Nondiscrimination Statement shall not be interpreted to prohibit Johnson & Wales University from maintaining separate facilities, sports teams, housing, university-based social fraternities and sororities, and other programs and facilities, for males and females, in accordance with the provisions of Section 16-38-1.1 of the General Laws of Rhode Island, as the same may be amended from time to time, or similar laws applicable in other states where the university conducts its operations.)

The following person has been designated to handle inquiries regarding this statement:

Nondiscrimination Coordinator, Johnson & Wales University, 8 Abbott Park Place,  
Providence, RI 02903, 401-598-2716

The nondiscrimination coordinator has been designated to carry out the university's responsibilities under all federal and state discrimination laws, including, but not limited to, Title IX of the Education Amendments of 1972 (Title IX), Section 504 of the Rehabilitation Act of 1973 (504), the Age Discrimination Act of 1975, Title VII of the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990.

The university's full Policy regarding Prohibited Discrimination and Harassment, including Sexual Harassment and Sexual Misconduct, is included in the student handbook for each campus (available on the university's website or upon request to the nondiscrimination coordinator).

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

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

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 Smithers, B.A., vice president of information technology and chief information officer

## Academic Directories

For a listing of faculty and administrative staff at each JWU campus, click on an academic area or campus to view detailed information.

## School of Arts & Sciences

### Faculty

- Kreg Abshire, Ph.D., chair and associate professor (English); B.A., University of Texas, Austin; Ph.D., University of South Carolina
- 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

- Velda Iverson, M.A., assistant professor (English); B.S., Indiana State University; M.A., Ball 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
- Patrick Ryan, Ph.D., professor (Biology); B.Sc., Ph.D., University of Canterbury,
- New Zealand
- Janice Taraborelli, M.A., associate professor (English); B.A., M.A., University of Rhode Island
- Sam Wells II, M.F.A., assistant professor (English); B.A., Grandview College; M.F.A., Naropa University
- David Woolever, M.Ed., instructor (Leadership, History); B.A., Shepard University; M.A., University of Colorado, Colorado Springs; M.Ed., East Carolina University

## College of Business

### Faculty

- Stephen Pyle, M.S., C.H.E., chair of the College of Business and The Hospitality College, associate professor; B.S., Cornell University; M.S., Radford University
- Letta Campbell, D.M., associate professor; B.S., Colorado State University; M.A., University of Phoenix; D.M., Colorado Technical University
- Jeff Gilbert, MBA, associate 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
- Mike Vanderkooi, MBA, associate professor; B.A., Calvin College; M.S., Colorado State University; MBA, Grand Valley State University

## College of Culinary Arts

### Administration

- Easton Cyrus, B.S., assistant culinary purchaser; B.S., Johnson & Wales University
- 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., department chair, instructor, Culinary Arts; A.S., Johnson & Wales University; B.A., University of North Carolina Chapel Hill; M.Ed, Colorado State University
- Kevin Kester, B.S., director of culinary operations; A.A.S., Colorado Northwest Community College; B.S. Oklahoma State University
- Kerstin Kleber, B.S., department chair; Baking & Pastry Arts; A.A.S., Culinary Institute of America; B.S., University of Tennessee
- Brian Lentowich, culinary purchaser
- Christopher Stone, M.Ed., department chair, associate instructor; A.S., B.S., Johnson & Wales University; M.Ed., Colorado State University
- Marleen Swanson, R.D., department chair, instructor, Nutrition program; B.S., M.S., Colorado State University; M.I.M., Thunderbird; Grand Diploma, Cordon Bleu School of Cookery, France; Dietetic Internship, Veterans Administration Hospital

### Faculty

- Michael Angelo, A.S., instructor; A.S., Johnson & Wales University
- Max Ariza, senior instructor; Institut Culinaire, Avignon, France, Certified Sommelier
- Emil Bigler, B.A., instructor; A.S. Bern Switzerland; B.A., Hotel School Belvoir Park, Zurich Switzerland
- Johannes Busch, M.S., instructor; A.S., San Juan Community College; M.S., Bundesfachschule Wolfenbuettel Germany
- Jerry Comar, C.E.P.C., associate instructor; C.E.P.C., American Culinary Federation

- Robert N. Corey, B.A., C.E.C., C.W.S., instructor; A.O.S., Culinary Institute of America; B.A., University of Northern Colorado; C.E.C., The American Culinary Federation; C.W.S., The International Wine Guild
- Jamie B. Daugherty, M.S., R.D., L.D., associate instructor; B.S. University of Illinois– 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, C.E.C., associate instructor; German Apprenticeship, Berufshcule and Carlton Hotel, Nuremberg, Germany; C.E.C., American Culinary Federation
- Marcia Kramer, M.L.S., assistant professor; A.A.S., Johnson & Wales University; B.A., Pennsylvania State University; M.L.S., Regis University
- Amy Kwellner, M.S., assistant professor; B.A., University of Illinois; M.S., Colorado State University
- Ronald Lavallee, B.S., instructor; A.O.S., Culinary Institute of America; B.S., Johnson & Wales University; C.E.P.C., American Culinary Federation
- Eric Phillips, A.S., instructor; A.S. Johnson & Wales University
- Adam M. Sacks, R.D., C.C.C., associate instructor; sports nutritionist; Western Culinary Institute; Humboldt State University; Western Michigan University; James Madison University; American Culinary Federation; American Dietetics Association; Research Chefs Association
- Bernhard Schrag, 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, associate instructor; Certificate, Cordon Bleu School of Cookery, London, England
- DeJa Walker, B.S., instructor; B.S., Johnson & Wales University
- Craig Winter, B.A., instructor; B.A., Art Institute
- John Woolley, M.M., director of culinary operations; A.S., Johnson & Wales University; B.S., Juniata College; M.M., University of Phoenix
- Emmerich Zach, instructor

## The Hospitality College

### Faculty

- Stephen Pyle, M.S., C.H.E., chair of the College of Business and The Hospitality College, associate professor; B.S., Cornell University; M.S., Radford University
- Sean F. Daly, M.Ed., assistant professor; B.Sc., Keene State College; M.Ed., Springfield College
- Deborah Pasquarella, M.Ed., associate professor (Leadership, Communications); 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., C.H.E., assistant professor; B.A., Metropolitan State College of Denver; M.A.O.M., University of Phoenix
- Scott Smith, C.E.C., C.C.E., Ph.D., professor; C.E.C., C.C.E., 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., R.D., assistant professor; A.S., University of Minnesota-Crookston; B.S., M.P.S., Cornell University
- Kimberly Tranter, MBA, C.H.E., associate professor; B.A., University of Colorado; MBA, University of Phoenix
- Sandra Weber, MBA, C.H.E., assistant professor; A.A.S., Colorado Institute of Art; B.S., Colorado State University; MBA, Regis University

## Department Directories \*

### Academic Affairs

- Richard Wiscott, Ph.D., vice president and dean of academic affairs
- Antonio Barreiro, M.A., associate dean of academic affairs

## **Administration**

- Robin P. Krakowsky, Ed.D., president
- John T. Rogers, M.A., communications and media relations manager
- Stella Shorts, B.S., controller

## **Admissions**

- Kim Medina, M.A., director of admissions

## **Campus Safety & Security**

- Peter Hemschoot, B.S., director of safety and security

## **Center for Academic Support**

- Kecia Pedrett Leland, M.Ed., director of the center for academic support

## **Community Leadership Institute**

- Rena Dulberg, M.A., director of community service and leadership programming

## **Development & Alumni Relations**

- Kara Johnston, B.A., assistant director of development, scholarships and advancement services
- Rebecca Reifel, M.B.A., manager of alumni relations

## **Experiential Education & Career Services**

- Greg Lorenz, Ph.D., dean of experiential education
- VA Hayman Barber, M.A., director of experiential education and career services

## **Health & Counseling Services**

- Steven Erhart, M.A., clinical counselor
- Louann Xiong, medical assistant

## **Information Technology**

- Stephen Michalczyk, B.S., manager of campus IT

## **Library**

- Lori Micho, M.L.S., director of library services; A.A.S., State University of New York—Cobleskill; B.S., State University of New York—Oswego; M.L.S., State University of New York—Buffalo
- Merrie Valliant, M.L.I.S., technical services librarian; B.A., Regis University; M.L.I.S., University of Denver
- Hannah Parris, M.I.S., librarian
- Amanda Samland, M.L.I.S., public services librarian; B.S., McPherson College; M.L.I.S., University of Denver

## **Student Academic & Financial Services**

- Kimberly Buxton-Hamel, M.S., director of student academic & financial services

## **Student Affairs**

- Jeff Ederer, Ed.D, dean of students
- Denise Kupetz, M.A., director of student affairs
- Jay Jeanneret, M.B.A., director of residential life
- Tricia Kennedy, M.Ed., director of new student orientation
- Brennan Meadows, M.A., director of student affairs
- Jeff T. Culver, B.A., director of athletics

\* partial listing

# Programs of Study

Below is a list of Programs of Study for Johnson & Wales University.

Please note that certain programs of study at the university, including equine programs and programs in the College of Culinary Arts and The Hospitality College, include technical standards (p. 26) in the academic requirements essential to the program. Students with disabilities may contact the Center for Academic Support at the applicable campus for further information about these technical standards.

- **Associate in Science (A.S.) Degree**
  - Baking & Pastry Arts (p. 14)
  - Culinary Arts (p. 15)

# Baking & Pastry Arts

## (College of Culinary Arts)

### Associate in Science (A.S.) Degree

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.

First-year Baking & Pastry Arts students rotate through one term of academics which includes Food Safety and Sanitation, and two terms of hands-on laboratory classes. Emphasis is placed on skills development and techniques of combining basic ingredients to produce classic pastries, basic breads, cakes and plated desserts.

The second year emphasizes advanced techniques in classical and international preparation and production of cakes, tortes and sugar work. Academic courses include leadership studies, nutrition, communication skills, and food and beverage cost control.

### Baking & Pastry Internship

During pastry internship, students participate in actual public food service operations in preparation for future careers. Possible sites include university-owned or operated practicum educational facilities, hotels, restaurants, country clubs, resorts, casinos, contract food service providers and bakeries. Eligibility requirements for certain sites include a 2.75 cumulative GPA and completion of all prerequisite course work. Additionally, select students have the opportunity to participate in international internships at host company sites throughout the world, which are chosen by the university. In addition to meeting specific college eligibility requirements, students interested in completing internship in a targeted country must maintain a 3.25 cumulative grade point average and have a minimum of one year of work experience in a full-service bakery or similar experience in a hotel, resort or restaurant.

Upon completion of the Baking & Pastry Arts associate degree program, graduates may find employment in hotels, clubs and resorts, retail bakeries, restaurants and wholesale pastry shops.

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

### 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 |
|---------|----------------------------|------|

#### Related Professional Studies

|         |   |     |
|---------|---|-----|
| FSM1065 | Food Safety and Sanitation Management * | 1.5 |
| FSM2025 | Food and Beverage Cost Control          | 4.5 |

#### General Studies

|          |  |     |
|----------|--|-----|
| ENG1020  | English Composition  | 4.5 |
| ENG1021  | Advanced Composition and Communication                                       | 4.5 |
| ENG1030  | Communication Skills   | 4.5 |
| LEAD2001 | Foundations of Leadership Studies  | 4.5 |
| Math     | One math course 1000 level or higher based on student's placement assessment | 4.5 |

|               |                              |      |
|---------------|------------------------------|------|
| NUTR2001      | Introduction to Nutrition    | 4.5  |
| Science       | One SCI-designated course ** | 4.5  |
| Total Credits |                              | 96.0 |

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

\*\* Students who plan to enter the Culinary Nutrition program should select 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>)
- Baking & Pastry Arts and Food Service Management (<http://catalog.jwu.edu/programsofstudy/culinary/baking-pastry-arts-food-service-management>)
- Culinary Nutrition (<http://catalog.jwu.edu/programsofstudy/culinary/culinary-nutrition>)
- Food Service Entrepreneurship (<http://catalog.jwu.edu/programsofstudy/business/food-service-entrepreneurship>)

# Culinary Arts

## (College of Culinary Arts)

### Associate in Science (A.S.) Degree

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, sanitation, food safety and food marketing. Hands-on training is paired with traditional academic courses resulting in a curriculum that is both dynamic and directly aligned with industry needs.

The focus of the first-year culinary lab classes is development and practice of cooking skills, complemented by the development of baking, dining and beverage service skills, which includes national certification in alcohol intervention procedures. The academic areas include mathematics, introduction to menu planning and cost control, English composition, community service, professional development and a national food safety certification.

Second-year laboratories include advanced techniques in classical and international cuisines, garde manger, patisserie/dessert and dining room, as well as the academic areas of leadership studies, personalized nutrition management and communication skills.

Students will experience one term of experiential education, which includes internships.

### Culinary Internship

During culinary internships, students participate in actual public 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. Additionally, select students have the opportunity to participate in international internships at host company sites throughout the world, which are chosen by the university. In addition to meeting specific college eligibility requirements, students interested in completing an internship in a targeted country must maintain a 3.25 cumulative grade point average and have a minimum of one year of work experience in a full-service restaurant or similar experience in a hotel or resort.

Graduates of the associate degree program in Culinary Arts 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.

Graduates of this program 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 or Food Service Entrepreneurship. Certain requirements pertain to each of these bachelor degree programs, which are noted in their respective program descriptions.

### Culinary International Exchange

Each year, a select group of second-year students is chosen to participate in a student international exchange program with culinary arts schools in Ireland and France. For one term, JWU students attend classes in either of these countries. In exchange, students from these schools attend culinary classes at Johnson & Wales University. Selected students receive full academic credit for the term abroad.

### 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 |

#### General Studies

|          |  |     |
|----------|--|-----|
| ENG1020  | English Composition  | 4.5 |
| ENG1021  | Advanced Composition and Communication                                       | 4.5 |
| ENG1030  | Communication Skills   | 4.5 |
| LEAD2001 | Foundations of Leadership Studies  | 4.5 |
| Math     | One math course 1000 level or higher based on student's placement assessment | 4.5 |
| NUTR2001 | Introduction to Nutrition  | 4.5 |
| Science  | One SCI-designated course ***  | 4.5 |

|               |  |      |
|---------------|--|------|
| 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 have 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>)
- Culinary Arts & Food Service Management (<http://catalog.jwu.edu/programsofstudy/culinary/culinary-arts-food-service-management>)
- Culinary Nutrition (<http://catalog.jwu.edu/programsofstudy/culinary/culinary-nutrition>)
- Food Service Entrepreneurship (<http://catalog.jwu.edu/programsofstudy/business/food-service-entrepreneurship>)

# Course Descriptions

## College of Culinary Arts

- BPA - Baking and Pastry Courses
- CUL - Culinary Arts Courses
- FSM - Culinary Arts Courses
- NUTR - Culinary Arts 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. (HO)

Offered at Charlotte, Denver, Denver CE, 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. (HO)

Offered at Charlotte, Denver, Denver CE, 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. (HO)

Offered at Charlotte, Denver, Denver CE, 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. (HO)

Offered at Charlotte, Denver, Denver CE, 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. (HO)

Offered at Charlotte, Denver, Denver CE, 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. (HO)

Offered at Charlotte, Denver, Denver CE, 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. (HO)

Offered at Charlotte, Denver, Denver CE, 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. (HO)

Offered at Charlotte, Denver, Denver CE, 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. (HO)

Offered at Charlotte, Denver, Denver CE, 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. (HO)

Offered at Charlotte, Denver, Denver CE, 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. (HO)

Offered at Charlotte, Denver, Denver CE, 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. (HO)

Offered at Charlotte, Denver, Denver CE, 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. (HO)

Offered at Charlotte, Denver, Denver CE, 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. (HO)

Offered at Charlotte, Denver, Denver CE, 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. (HO)

Offered at Charlotte, Denver, Denver CE, 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, Miami, Providence, Providence CE  
6.75-13.5 Quarter Credit Hours

**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. (HO) (PT)

Offered at Charlotte, Denver, Denver CE, 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. (HO) (PT)

Offered at Charlotte, Denver, Denver CE, 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. (HO) (PT)

Offered at Charlotte, Denver, Denver CE, 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. (HO)

Offered at Charlotte, Denver, Denver CE, 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. (HO) (PT)

Offered at Charlotte, Denver, Denver CE, 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. (HO) (PT)

Offered at Charlotte, Denver, Denver CE, 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. (HO) (PT)

Offered at Charlotte, Denver, Denver CE, 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. (HO) (PT)

Offered at Charlotte, Denver, Denver CE, 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. (HO)

Offered at Charlotte, Denver, Denver CE, 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. (HO)

Offered at Charlotte, Denver, Denver CE, 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. (HO)

Offered at Charlotte, Denver, Denver CE, Miami, Providence, Providence CE  
3 Quarter Credit Hours

**CUL2225 Classical French Cuisine**

Students are introduced to the preparation of Cuisine Classique. Techniques learned in freshman culinary classes are applied and refined. Emphasis is placed on French menu terminology, techniques and sauces.

Prerequisite(s): Sophomore status. (HO) (PT)

Offered at Charlotte, Denver, Denver CE, 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. (HO)

Offered at Charlotte, Denver, Denver CE, 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, Malaysia, Pakistan, the Middle East, Northern Africa, Greece, Turkey, Italy, Spain, Portugal, the Caribbean, Central America and South America are explored.

Prerequisite(s): Sophomore status. (HO)

Offered at Charlotte, Denver, Denver CE, 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. (HO)

Offered at Charlotte, Denver, Denver CE, 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, Miami, Providence, Providence CE  
6.75-13.5 Quarter Credit Hours

### **FSM1065 Food Safety and Sanitation Management**

Students explore the fundamentals of food safety and environmental sanitation. This course looks at the origins of foodborne illness and the implementation of HACCP. Students must pass a national sanitation exam that is recognized by the Conference for Food Protection to fulfill the graduation requirement. (PT) (HY)

Offered at Charlotte, Denver, Denver CE, 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 placement. (HO) (WI)

Offered at Charlotte, Denver, Denver CE, 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 placement. (HO)

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

4.5 Quarter Credit Hours

### **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.

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

4.5 Quarter Credit Hours

### **NUTR2901 Honors Introduction to Nutrition**

This course emphasizes the principles of nutrition, and the six basic nutrients and related health concepts. Evidence-based science is used to explore recommended dietary intakes and tools for diet planning. Students create an in-depth computerized personalized nutrient profile, which is self-analyzed for nutritional adequacy.

Prerequisite(s): Enrollment in university Honors Program or permission of department chair.

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

4.5 Quarter Credit Hours

## **Hospitality College**

- FSM - Food & Beverage Management Courses

### **FSM1065 Food Safety and Sanitation Management**

Students explore the fundamentals of food safety and environmental sanitation. This course looks at the origins of foodborne illness and the implementation of HACCP. Students must pass a national sanitation exam that is recognized by the Conference for Food Protection to fulfill the graduation requirement. (PT) (HY)

Offered at Charlotte, Denver, Denver CE, 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 placement. (HO) (WI)

Offered at Charlotte, Denver, Denver CE, 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 placement. (HO)

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

4.5 Quarter Credit Hours

## **School of Arts Sciences**

- CAR - Experiential Ed & Career Svcs Courses
- ENG - English Courses
- LEAD - Leadership Studies Courses
- MATH - Mathematics Courses
- SCI - Science Courses

### **CAR0010 Career Capstone**

This career management course focuses on preparing and empowering students to make effective career choices, identify and pursue internships, secure employment, and navigate lifelong career direction. Students learn ways to enhance and customize their job search materials and to market themselves effectively to employers. Various job search strategies, networking and interview techniques are reinforced. Other topics include personal financial management and graduate school.

Prerequisite(s): Junior status. (PT) (OL)

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

1 Quarter Credit Hour

### **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): PT writing skills evaluated at the "developing" level. (HY) (OL)

Offered at Charlotte, Denver, Denver CE, 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. (WI) (OL)

Offered at Charlotte, Denver, Denver CE, 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 ENG1920 or placement (WI) (OL)

Offered at Charlotte, Denver, Denver CE, 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) (PT) (OL)

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

4.5 Quarter Credit Hours

**LEAD2001 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.

Prerequisite(s): Sophomore status. (SL) (HO)

Offered at Charlotte, Denver, Denver CE, 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): LEAD2001 or LEAD2901.

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

4.5 Quarter Credit Hours

**LEAD2901 Honors Foundations of Leadership Studies**

This honors course seeks to integrate fundamental leadership principles with their practical application in business and/or community settings. Students engage in in-depth assignments designed to expand their leadership development as both individuals and team members. They also develop comprehensive projects that address important and relevant leadership issues.

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

4.5 Quarter Credit Hours

**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, Miami, Online, Providence, Providence CE

2.25 Quarter Credit Hours

**MATH1002 A Survey of College Mathematics**

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

Prerequisite(s): MATH0010 or placement. (HO) (PT) (HY) (OL)

Offered at Charlotte, Denver, Denver CE, 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. (HO) (OL)

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

4.5 Quarter Credit Hours

**SCI2040 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. (HO) (HY)

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

4.5 Quarter Credit Hours

**SCI3010 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. (HO)

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

4.5 Quarter Credit Hours

**School of Technology**

- PRMG - Computer & Information Science Courses

**PRMG3010 Advanced Project Management**

This course trains students to initiate, plan, execute, monitor, control, and close a project in the real world. Using a real world project plan, students become competent in the following areas of project management: project integration, project scope, project time, project cost, project quality, project human resources, project communications, project risk management.

They practice these skills individually and in teams applying them to a real world project. They also gain understanding of the application of project management processes.

Prerequisite(s): PRMG2010. (OL)

Offered at Charlotte, Denver, Denver CE, 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

Culinary and baking & pastry laboratory classes meet on Saturdays from 7 a.m. to 6:30 p.m. Culinary and baking & pastry academic classes meet on Sundays.

Occasionally, make-up classes are scheduled, due to holidays or other missed days, to meet minimum classroom hour requirements. The dates of these rescheduled classes are available in jwuLink. 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.

## 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 quarter 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. The Student Handbook can be found online at [www.jwu.edu](http://www.jwu.edu).

## Credits and Grades

### Unit of Credit

The university measures academic progress using the quarter 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.

## 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            | 1.0            |
| 0–59                      | F            | 0.00           |
| Withdrawal                | W            | 0.00           |
| Withdrawal/Fail           | WF           | 0.00           |
| Withdrawal/Pass           | WP           |                |
| Incomplete                | I            |                |
| No Credit                 | NC           |                |
| Grade Pending             | GP           |                |
| Audit                     | AU           |                |
| Proficiency               | P            |                |
| Satisfactory              | S            |                |
| Unsatisfactory            | U            |                |
| Prior Learning Assessment | PL           |                |
| Challenge Exam Credit     | CX           |                |
| No Grade                  | NG           |                |

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" (for example, 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 cumulative average is adjusted to reflect only the passing grade. However, both grades will appear on the academic transcript. This system allows students to recover academically from poor terms and graduate within a reasonable amount of time.

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

In order to record attempted credits (including for purposes of determining satisfactory academic progress), a grade of W, WP or WF is recorded when a student withdraws from a culinary/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, and is entered permanently into the term and cumulative grade point averages. In order to qualify for a WP, the student must have an estimated grade of 60 or higher at the time of withdrawal. This grade is not entered into the term and cumulative grade point averages. If the estimated grade is below 60, the student will be issued a WF, which is entered into the term and cumulative grade point averages as a failing grade until successful completion of the course at a later date.

### Incomplete (I)

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 grade point average. 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.

### Grade Pending (GP)

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

### Audit (AU)

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

### 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 average.

### Satisfactory/Unsatisfactory (S/U)

Used for designated courses throughout the university.

### Prior Learning (PL)

Students may earn credits for the knowledge or skills they have mastered outside the classroom through volunteer work, employment, travel, professional training and seminars or other comparable sources.

### Challenge Exam (CX)

Granted for specifically designated courses upon successful completion of department challenge exams.

### No Grade (NG)

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

## Repeat of Courses

Undergraduate students will be allowed no more than three (3) attempts to successfully complete each course. Students who passed the course but wish to improve their grade may repeat the course if it is available. However, 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, both grades will be included in the grade point average.

### Required Courses

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

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

### Appeals

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

### Concentrations

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

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

## Courses Not Required

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

## Graduation Requirements

If the attempted course is a mandated graduation requirement such as career management capstone or Sanitation Certification, the student has nine (9) terms to complete the course.

## Academic Counseling

Academic counselors 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.

All students are encouraged to meet with an academic counselor. Students on academic probation, repeat course probation and/or satisfactory academic progress warning are required to meet with an academic counselor. Appointments are recommended.

## 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 (p. 25).

## Courses Taken at Other Institutions

Undergraduate students requesting to take courses at another institution must submit a Request to Take Classes Elsewhere form (which may be sent by fax or e-mail) to obtain prior written approval from Student Academic & Financial Services. The following guidelines must be met:

- The student must have an overall grade point average above 2.0.
- There is a limit of 18 credits which may be taken during enrollment at the university.
- The course(s) must not be in the major field.
- The student may not have taken the course(s) previously at the university and received a grade of "F," "W," "WF," "I" or "GP."
- Course credits from other institution must equate to JWU requested course credit.
- Grades of "C" or better (2.00 or equivalent) from an accredited institution may be accepted for transfer. Transfer credits are not calculated into the cumulative grade point average.
- The course(s) must be taken within one year of permission being granted.
- Students are responsible for tuition and fees for approved course(s) at the other institution as applicable.
- A student will not be granted credit (transfer credit or otherwise) for any academic work done during the period of a disciplinary suspension.

## Academic Transcripts

A transcript is a representation of a student's entire academic record while at Johnson & Wales. An academic transcript reflects a student's unabridged academic history at the institution.

Official transcripts are printed on official paper and then placed in sealed envelopes issued directly to the student or authorized designee. Official transcripts may be released only upon written request by the student; this is done to comply with the Family Educational Rights and Privacy Act (FERPA). The university does not charge a fee for transcripts. Students are only allowed 20 transcripts per year. Official transcripts will not be released if a student is not current in all financial obligations to the university. Transcripts are not official if faxed. Allow three business days for processing. 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.

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

## Requirements

### 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 quarter credit hours, half of which must be within the major field. Diploma/certificate candidates will be allowed to transfer a maximum of 9.0 quarter credits (including JWU courses) towards diploma/certificate program requirements. Upon review, certain related professional studies courses and program electives may be considered when determining residency. Standardized testing credits are not considered when determining residency requirements.

### Graduation Requirements

Each student is required to submit an online diploma 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 ninety (90) quarter credits, for a total of 180 quarter credits. While most major programs have variations that require slightly more quarter credits for completion, no program requires fewer than the 90/180 quarter credit minimum.

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 either 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.

## Experiential Education

### Experiential Education & Career Services

At JWU, our approach is designed to help students identify a field of interest and acquire the knowledge, skills and experience to excel in that field.

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

Experiential Education & Career Services components include:

- internship opportunities available in the College of Business, The Hospitality College, the College of Culinary Arts and the School of Technology (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.
- 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.
- networking opportunities with industry professionals through on-campus recruiting events.

- resources providing personalized advising on a variety of career-related topics.
- 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 <https://link.jwu.edu/> > Careers > Find a Job.
- employers, representing the business, hospitality, culinary and technology fields, that 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.

## Academic Functions

Orientation for all new Adult & Continuing Education students is held each term before the start of classes. Activities include registration, academic orientation, distribution of photo identification cards and parking permits, and meetings with administration. Orientation also includes placement testing.

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.

## Latin Honors

Eligible degree candidates receive cum laude, magna cum laude and summa cum laude recognition according to their academic average. Students with the designated graduating GPA 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.

# 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 strong consideration.

While not required, students are encouraged to submit employment information and letters of recommendation for admissions consideration.

## 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://www.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. If students are applying for a bachelor of science degree program, they are required to indicate their choice of an associate degree on their application for admission.

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: a letter from an authorized high school administrator, a high school diploma recognized by the student's state department of education or an official G.E.D. certificate. Additional methods of verification of high school completion exist for home-schooled students (p. 25). 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 losing his or her acceptance to the university as well as all financial aid.

## Admission Requirements

### Test Scores

SAT and ACT scores are not required for general admission to the university, but are strongly recommended. The SAT and ACT are required for home-schooled students (p. 25).

Candidates for the university's honors program must submit SAT or ACT scores for acceptance consideration. Admission standards may vary for international (<http://catalog.jwu.edu/admissions/international>) and transfer students (p. 25).

### Program 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. 26) standards (p. 26) 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

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 (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 Students

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

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

It is the responsibility of those candidates who are currently attending another college to have their updated transcripts sent to JWU as soon as final grades become available and no later than the first term of enrollment. If official transcripts or other requested materials are not received within that designated time period, tentative transfer credit will be forfeited.

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 equivalent are required for admittance.

A home-schooled student must be able to document that he or she has completed high school. Verification documents for home-schooled students include at least one of the following:

- a high school diploma recognized by their state department of education;
- a G.E.D. certificate

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

- a secondary school completion credential for home school (other than a high school diploma or its recognized equivalent) provided for under state law;

or

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

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 losing his or her acceptance to the university as well as 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 in person with co-workers and guests
- attend and participate in laboratory and 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
- use commercial cleaning and sanitizing equipment and materials

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

### The Hospitality College

#### 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 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

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 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 The Hospitality College and also reflect industry requirements and standards.

### College of Business/Equine Programs

To participate in these 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" 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, Equine Studies, 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. Charlotte Campus assistance for veteran's services can be contacted at 980-598-1325.

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) (<http://www.gibill.va.gov>).

## International

International students applying to Johnson & Wales University's Adult & Continuing Education programs must provide proof of resident alien status to Adult & Continuing Education Admissions. Those who cannot provide this information should apply to the Johnson & Wales University Day Program. For information on application to the day program, please request an international viewbook/catalog from International Admissions.

## 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 the TOEFL (Test of English as a Foreign Language) as proof of English proficiency (<http://catalog.jwu.edu/admissions/international/englishlanguageproficiency>). TOEFL scores must be received as official ETS scores. The Johnson & Wales University Designated Institution (D.I.) code is: 3465. This code should be used on your TOEFL registration form so that your scores will be sent to us directly.

Minimum TOEFL requirements (all levels, undergraduate and graduate) are as follows:

- TOEFL score of 80 (Internet-based or IBT)
- TOEFL score of 550 (pen/paper or PPT)

Individual section scores must also meet minimum score requirements.

Acceptable proof of English proficiency may also include one of the following comparable English proficiency examinations:

- IELTS (Cambridge), Band 6.5
- ELS Level 112 Certificate of Completion and Academic Report
- City & Guilds Pitman ESOL Examinations – Higher Intermediate or Expert Level
- The London Tests of English LTE, Level 4 (Advanced)
- MELAB (Michigan English Language Battery) – 77
- 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.

Students may be exempted from individual ESL classes based on their individual TOEFL Test (or equivalent 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 TOEFL or other test scores.

## Articulation Agreements

JWU is proud to maintain a variety of international relationships through articulation agreements and transfer equivalencies with institutions and programs that facilitate student transfer to Johnson & Wales University 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 articulated agreement eligibility. Contact the specific campus Admissions' Office for more information. International Articulation Agreements include:

- At-Sunrice Global Chef Academy, Singapore
- Barbados Community College, Barbados
- Bermuda College, Bermuda
- CIBT Pilot Program, China
- College of the Bahamas (COB), Bahamas
- 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
- Peking University Resource College (HND), China
- 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 & Caicos Islands
- Woosong University, Korea

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
- Hotelfachschule, 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 - Higher National Diploma (HND)
- Technical & Vocational Training Corporation (TVTC, formerly Gotevot), Kingdom of Saudi Arabia

## 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. 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 required 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 & Science electives.

### Academic Support & 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

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

In all cases, the academic department determines policy as it relates to the testing options for each course in the department. Several options may be available to students, and it is recommended that students seek the advice of an academic counselor.

Policies for Portfolio Assessment, Challenge and CLEP Examinations:

1. Portfolio Assessment and Challenge Examinations cannot be repeated if failed.
2. CLEP Exams, if failed, can be repeated in six months.
3. Portfolio Assessment, CLEP Exams and Challenge Exams may not be substituted for a class previously failed or one where a withdrawal (W) or a withdrawal/fail (WF) grade has been issued. They may not be substituted for a class previously taken or a class in which the student is presently scheduled.
4. The standardized examinations or portfolios mentioned above must fall within the residency requirement for each degree.
5. Seminar, application and processing fees are nonrefundable.
6. The university recognizes up to a maximum of 45 quarter credits earned through Prior Learning Assessment.
7. Students must present a valid picture ID when testing.

After being determined eligible to test or enroll in a seminar, students will be notified 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 from Student Academic & Financial Services. For additional policies/information for Portfolio, Challenge and CLEP 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.

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

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

Once the seminar is completed, eligible students, in consultation with an academic counselor, 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 courses within a department. Because of previous academic and/or work experience, all matriculating students may request such an exam when they feel they have completed the requirements of a specific JWU course. Some testing options require specific criteria in order to take tests. Refer to the Standardized Testing and Prior Learning Assessment Brochure, 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 & Fees

| Tuition                 | Fee                           |
|-------------------------|-------------------------------|
| General studies courses | \$172 per quarter credit hour |
| Internship              | \$346 per quarter credit hour |
| Laboratory courses      | \$346 per quarter credit hour |

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

Tuition is applicable to all students, including those on approved off-campus programs. 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.

## 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 website (<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 \$1,800 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/buy-back 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 10, 2012.

### Term Payments

Students may choose to make three payments a year, which are payable by the publicized due dates established prior to each term. The due date for September 2012 is August 10, 2012.

### 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 payment, in addition to the enrollment fee, by the published due date of August 10, 2012.

All Johnson & Wales University students must fulfill their financial obligations to the university by the published due date of August 10, 2012 (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 payment, 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.

If you do not fulfill your financial obligation by the published due date, your housing assignment may be removed. In addition, your class schedule for the 2012–2013 academic year may also be revoked.

## Refund Policies

### General Policy

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 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. The distribution formula for refunds to the Federal Student Financial Aid program will be calculated according to federal regulations. The university's Withdrawal Credit Policy applies to all withdrawals from the university, voluntary or involuntary.

Term charges are subject to the university's Withdrawal Credit Policy upon withdrawal from the university. Term charges are defined as tuition. Tuition is applicable to all students, including those on approved off-campus programs including study abroad and internships. The official notice of withdrawal from the university may be done in person or by written notification through Student Academic & Financial Services. Refunds are calculated by the date of termination which is based on the date Student Academic & Financial Services receives notification of withdrawal from the student or faculty member. Any refund due will be issued within 45 days after the date that the university was first notified of the withdrawal.

### 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 the 60 percent of the enrollment period in order to retain eligibility for federal, institutional and external financial aid. If a student was not engaged in an academically related activities beyond the 60 percent, they will be assigned a withdrawal date based on the last date of an academically related activity. All other instances when a student withdraws without providing official notification will be the 60 percent point of the period of enrollment, as applicable. A student who does not earn at least one passing grade during a term for which federal funds were disbursed will have a Return of Title IV Funds calculation performed to determine how much of the federal funds were earned. Unearned federal funds must be returned to the source, in most cases with a charge to the student's university account.

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/sas>). (Select your campus and then select Forms.) 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.

## 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/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/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/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.

## University Withdrawal Credit Policy

If a student terminates during

- the first and second week of the term, the university will credit 90 percent of the term charges.
- the third and fourth week of the term, the university will credit 50 percent of the term charges.
- the fifth and sixth week of the term, the university will credit 25 percent of the term charges.

After the sixth week of the term, students will be responsible for 100 percent of the term charges.

## 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 call 1-877-598-3368 or email [sfs.den@jwu.edu](mailto:sfs.den@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 advising center in their country to learn more about opportunities for financial assistance.

## Financial Aid

### Student Financial Services (SFS)

#### 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).

#### 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 form(s) described in the How to Apply (<http://catalog.jwu.edu/financingyourdegree/financialaid/howtoapply/denver-ce>) 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 are disbursed based on this term system, which equates to three disbursements. All annual awards are posted in three equal amounts.

Federal loan programs are applied to the student's account with the university in equal disbursements per term based on the loan period and the student's entrance date.

## How to Apply

To be considered for financial assistance, complete the steps listed below and submit all required documentation as soon as possible after January 1. Students must reapply for financial aid each year. Student Academic & Financial Services holds all information in strict confidence.

### 1. Personal Identification Number (PIN)

Students and their parents can apply for a PIN at [www.pin.ed.gov](http://www.pin.ed.gov) (<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 2012–2013 academic year, students must answer yes to one of the following questions:

1. Were you born before January 1, 1989?
2. As of today, are you married? (Answer yes if you are separated, but not divorced.)
3. At the beginning of the 2012–2013 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, 2012 and June 30, 2013?
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, 2013?
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, 2011, 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, 2011, 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, 2011, 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 Free Application for Federal Student Aid 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 at [www.irs.gov](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

Financial aid will be distributed to the student based upon the student's financial need. All students seeking financial assistance must file a FAFSA with the Federal Processor. The FAFSA form is used to determine the student's financial need.

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.

## Federal Grants and Loans

### Federal Pell Grant

The Federal Pell Grant is a federally funded entitlement program to assist needy 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 2011–12 award year (July 1, 2011 to June 30, 2012) was \$5,550. The maximum Pell Grant award can change each award year and depends on program funding. Further information may be obtained by visiting the website of the U.S. Department of Education (<http://studentaid.ed.gov>).

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

### Federal Supplemental Educational Opportunity Grant (SEOG)

This federally funded program provides financial assistance to students who demonstrate exceptional financial need. Johnson & Wales University awards

\$100 based on financial need and the availability of funds. Students with a previous bachelor's degree are not eligible for a Federal Supplemental Educational Opportunity Grant.

### Federal Perkins Loan

This low-interest loan is funded by the federal government and administered directly by the university. Master Promissory Notes for this loan are available (<http://www.jwu.edu/financialaid>). (Select "Forms & Applications.") Students may borrow up to \$1,000 for each year of undergraduate study (the total a student can borrow as an undergraduate is \$20,000). However, the amount a student may borrow may be less than the maximum available. The university is authorized to award a certain amount of Perkins funds each year from the U.S. Department of Education. When all available funds for that award year have been distributed, no additional award funds can be made for that year. The amount a student will receive depends on financial need and the availability of funds.

Students must begin to repay this loan nine months after they leave the university or drop below half-time status. The repayment of principal and interest may be extended over a 10-year period. The amount of each payment depends upon the amount of the student's debt and the length of the student's repayment period.

### Federal Work-Study Program

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

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

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### William D. Ford Federal Direct Subsidized Stafford Loan

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

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, and
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.

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

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; and
- \$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)**

| <b>Year</b>                           | <b>Range</b>      |
|---------------------------------------|-------------------|
| 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**

| <b>Year</b>                           | <b>Range</b>       |
|---------------------------------------|--------------------|
| 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. 32) section of this catalog, and in the Providence Campus Student Handbook. Students who fail to maintain satisfactory academic standing 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,

## **State Grants**

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

- Delaware
- Maine
- 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 course work toward a degree. JWU evaluates SAP at the end of each term, including summer, for each student. Students who do not meet all SAP criteria may lose their eligibility to receive all types of financial aid (e.g., federal, state, private, institutional and other aid). Students will be notified of the decision both verbally and in writing.

### Maximum Time Frame Criteria

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

### Pace Measure of Academic Progress Criteria

- Students must complete a specified percentage of all credit hours attempted, see below.
- This percentage includes all credit hours attempted regardless of whether or not financial aid was received.
- This pace measurement is calculated by dividing the cumulative number of hours that the student has successfully completed by the cumulative number of hours that the student has attempted.
- Credits attempted are defined as all classes for which a student receives a grade ("D" or better), or an F, I, W, WP, WF, NC, GP, S, U, PL, CX, NG, AU etc.
- All transfer credit hours accepted from another institution 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/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 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/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 an 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   | 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. Click on a topic to view specific information.

## Academic Support

The Center for Academic Support (CAS) offers services to assist students in taking full advantage of their Johnson & Wales education as they prepare themselves for their careers. By confidently directing their own learning, students acquire lifelong behaviors and attitudes which are recognized and rewarded by employers. To accomplish this, the CAS offers a comprehensive menu of programs and services.

### Programs and Services Offered

- Workshops and programming are designed to assist students in becoming academically successful. Topics include study strategies, time and stress management, note taking skills, test preparation and more.
- Tutoring services are available to students at no charge. Individual, group, peer and professional tutoring is available in most subjects.
- Accommodations for students with disabilities with appropriate documentation are available as described below.

The Center for Academic Support complements students' academic and technical training by sharpening their ability to position themselves in today's competitive marketplace. Programs centered around personal and career success assist students in achieving those accomplishments. Also, located in the CAS, the Writing Center provides added resources and qualified writing consultants to assist students in improving and enhancing their writing skills across the curriculum.

### Students with Disabilities

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

Because some programs of study at the university have technical standards (p. 26) and requirements, applicants and students with disabilities should contact the Center for Academic Support at 303-256-9461 to discuss the availability of reasonable accommodations or to obtain documentation guidelines, where appropriate. Available reasonable accommodations for students with disabilities and appropriate documentation include, but are not limited to

- Decelerated Course Load
- Preferential Scheduling
- Individualized Exams
- Note-taking Assistance
- Tape Recorders Allowed in Class
- Digital Texts
- Voice Recognition Software
- Classroom Relocation
- Housing Accommodations
- Medically Excused Absences
- Reader or Scribe
- Assistive Technology

For further information regarding available reasonable accommodations and the accommodations procedure, please see the Academic Support (<http://www.jwu.edu/content.aspx?id=554>) section of the Denver Campus website or call the Center for Academic Support at 303-256-9461.

### Information regarding the Accommodation of Food Allergies for Students in the College of Culinary Arts and The Hospitality College

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 Hospitality College.**

The College of Culinary Arts and The Hospitality College have technical standards (p. 26) that must be met for participation in their academic programs. All College of Culinary Arts programs and some Hospitality College 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.

If you are an applicant with a food allergy who has been accepted for admission to JWU who intends to pursue studies in the College of Culinary Arts or The Hospitality College, we strongly urge you to call or visit the Center for Academic Support (303-256-9461) prior to attending your first class to discuss any reasonable accommodations that might be available to you during your 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 all 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 on a first come-first served basis, and appointments are recommended.

### 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 within the past year, including documented proof of two doses of the MMR vaccine, a tetanus-diphtheria booster within the past 10 years, three doses of the hepatitis B vaccine, and completion of the chicken pox vaccine series or proof of physician-diagnosed disease. 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 & Counseling Services. Pursuant to Colorado law, all resident students who have not received a meningococcal meningitis vaccination must sign a form indicating their decision as to whether or not to receive the meningococcal vaccination. These forms may be obtained by contacting the university at 303-256-9448.

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

## 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 premises is prohibited except for lawful use at events, operations or programs sanctioned by university officials. 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. To review the university’s Drug and Alcohol Policy, please see the Student Handbook available at [www.jwu.edu](http://www.jwu.edu).

## **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 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>) serves to create and promote diverse environments where students are engaged in opportunities that foster holistic student development through collective leadership and participation in purposeful campus programs and events.

These programs and services emanate from Student Activities:

- student clubs and organizations
- Greek Life
- on-campus entertainment and activities

- co-curricular and leadership programming
- Student Government

### **Clubs and Organizations**

Opportunities abound for students to become engaged on campus and get involved in clubs and organizations at JWU’s Denver Campus. See clubs and organizations (<http://www.jwu.edu/content.aspx?id=12140>) for currently available opportunities.

### **Greek Life**

Getting involved in Greek life at the Denver Campus is a fantastic way to build a network of resources that last a lifetime. See Greek 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 in 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 Athletics 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 Affairs (<http://www.jwu.edu/content.aspx?id=10576>) provides opportunities for students to complement their classroom education with the leadership knowledge, skills and abilities necessary to succeed in a competitive workplace.

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