

# Johnson & Wales University

## Online Campus 2010–11 Catalog

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[www.jwu.edu/onlinelearning](http://www.jwu.edu/onlinelearning)

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*This catalog is an official publication of Johnson & Wales University. As such, it is 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 printing 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, regulations and policies described in this catalog. Additionally, all enrolled students are expected to be familiar with the contents of the Online Campus Student Handbook. The Online Campus Student Handbook contains important information concerning the 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 Online Campus Student Handbook is available online at [www.jwu.edu](http://www.jwu.edu). Copies of the handbook are also available from the Student Academic & Financial Services Office at the Providence Campus.*



	=start/makeup/end class dates
	=no classes/holiday/break
	=payment deadline

- 4 Fall term online courses accessible in ulearn  
7 **Fall term classes begin**

SEPTEMBER '10						
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		

- 11 University closed; Columbus Day

OCTOBER '10						
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

- 5 *Winter term payment deadline*  
15-20 **Fall term final week**  
22-29 Thanksgiving & term break  
27 Winter term online classes accessible in ulearn  
30 **Winter term classes begin**

NOVEMBER '10						
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				

- 19 Holiday break begins

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

- 3 Holiday break ends  
17 University closed; M.L. King Jr. Day

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

- 3 Spring Career Expo in Providence  
4 *Spring term payment deadline*  
21-26 **Winter term final week**

FEBRUARY '11						
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					

MARCH '11						
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 2011-2012 year
- 2/28-7 Term break
- 5 Spring term online classes accessible in ulearn
- 8 **Spring term classes begin**

APRIL '11						
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 '11						
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				

- May 6 Summer term payment deadline
- 16-19 **Spring term final week**

Commencement ceremonies:  
May 21 = undergraduate

JUNE '11						
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 online classes accessible in ulearn
- 6 **Summer term classes begin**

JULY '11						
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						

- 4 University closed; Independence Day
- 8 *Fall '11 term payment deadline (for new students only)*

AUGUST '11						
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			

- 5 *Fall '11 term payment deadline (for returning students only)*
- 13 Summer classes end

# Programs of Study

## **College of Culinary Arts and The Hospitality College**

*The following degree programs are available online.*

*Bachelor of Science Degree*

Baking & Pastry Arts and Food Service Management<sup>1, 2, 3</sup>

Culinary Arts and Food Service Management<sup>1, 2, 4</sup>

<sup>1</sup> Program has technical standards. Students with disabilities or special needs should contact the Center for Academic Support.

<sup>2</sup> Offered jointly through the College of Culinary Arts and The Hospitality College.

<sup>3</sup> Offered to recipients of an associate degree in baking and pastry arts from an accredited institution.

<sup>4</sup> Offered to recipients of an associate degree in culinary arts from an accredited institution.

NOTE: Other programs and options are also offered at Johnson & Wales campuses in Providence, R.I.; N. Miami, Fla.; Denver, Colo.; and Charlotte, N.C. Please refer to the catalogs for those campuses for details regarding other available programs of study or go to [www.jwu.edu](http://www.jwu.edu).

**IMPORTANT NOTE:** Certain programs of study at Johnson & Wales University, including programs in the College of Culinary Arts and The Hospitality College, include technical standards in the academic requirements essential to the program. Students with disabilities or special needs should contact the Center for Academic Support at 401-598-1485 for information about and descriptions of the applicable technical standards. Also see Page 45 for descriptions of the technical standards.

# Accreditations & Affiliations

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. and its online programs. Inquiries regarding JWU's accreditation status should be directed to the University Compliance Office, One Cookson Place, Sixth Floor, Providence, RI 02903; or at 401-598-1423. Individuals may also contact: Commission on Institutions of Higher Education, New England Association of Schools and Colleges, 209 Burlington Road, Bedford, MA 01730-1433, 617-271-0022, e-mail: 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.

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.

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

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 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 may be obtained by contacting the University Compliance Office, One Cookson Place, Sixth Floor, Providence, RI 02903; or at 401-598-1423.

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

## General University Affiliations

Academie 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 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 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  
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 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 to Advance Collegiate Schools of Business (AACSB) International  
Better Business Bureau  
Boy Scouts of America  
Bread Bakers Guild of America  
Bristol County Convention and Visitors Bureau  
Business Network International  
Business Professionals of America  
Business Volunteers for the Arts  
Campus Compact  
Career College Association  
Career Counselors Consortium  
Center for Academic Integrity  
Choristers Guild  
Coalition of Library Advocates  
The College Board

College & University Professional Association  
 for Human Resources  
 Confrerie de la Chaine des Rotisseurs  
 Consortium of Rhode Island Academic  
 & Research Libraries  
 Cooperative Education Association  
 Council for the Advancement and Support  
 of Education (CASE)  
 Crossroads Rhode Island  
 Dorcas Place  
 East Bay Chamber of Commerce  
 East Bay Tourism Council  
 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  
 Fall River Chamber of Commerce  
 Family, Career and Community Leaders of America  
 Future Business Leaders of America  
 Future Farmers of America  
 Girl Scouts of America  
 Greater Attleboro Chamber of Commerce  
 Greater Providence Chamber of Commerce  
 Higher Education Library Information Network  
 The Honorable Order of the Golden Toque  
 Institute for International Human Resources  
 Institute of International Education  
 Institute of Management Accountants  
 Interfaith Counseling Center  
 Interfaith Health Care Ministries  
 International Association of Assembly Managers  
 International Association of Business Communicators  
 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  
 Kiwanis  
 Landmark Restaurants Advisory Board  
 Leadership Rhode Island  
 Malaysian American Commission on  
 Education Exchange  
 Marriott Hospitality High School Education Committee  
 Massachusetts Bar Association  
 Modern Language Association  
 Multicultural Foodservice & Hospitality Alliance  
 National Advisory Committee on Institutional Quality and  
 Integrity for the U.S. Department of Education  
 National Alliance for Business  
 National Association for Counseling and Development  
 National Association for Developmental Education  
 National Association of 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  
 NAFA — Association of International Educators  
 National 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 Clearinghouse for Leadership Programs  
 National Commission for Cooperative Education  
 National Conference for Community and Justice  
 National Council of Teachers of English  
 National DECA Inc.  
 National Education Association  
 National Jewish Medical and Research Center  
 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 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 Library Association  
 New England Library Network  
 New England Museum Association (NEMA)  
 New England Regional Council of Hotel,  
 Restaurant and Institutional Education  
 The Noble Academy of  
 Empress St. Theodora Inc., U.S.A.  
 Northeast Association for Institutional Research  
 Phi Delta Kappa  
 Professional Organization & Development Network  
 The Providence Foundation  
 Providence Public Library  
 Providence/Warwick Convention and Visitors Bureau  
 Public Relations Society of America  
 Publicity Club of New England  
 Radcliffe Culinary Friends  
 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 Commodores  
 Rhode Island Community Food Bank  
 Rhode Island Counseling Association  
 Rhode Island Department of Education  
 Rhode Island Higher Education  
 Rhode Island Higher Education Telecommunication  
 Association  
 Rhode Island Historical Society  
 Rhode Island Hospitality and Tourism Association  
 Rhode Island Library Association  
 Rhode Island Payroll Association  
 Rhode Island Registrars Association  
 Rhode Island Society of Certified Public Accountants  
 Rhode Island Student Loan Authority

Rhode Island Technology Council  
Rhode Island Telecommunications Association  
Rhode Island Public Expenditure Council  
Rotary Club of Providence  
Salvation Army  
Save the Bay  
Skills–USA  
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  
Studiorum Universitas Constantiniana  
(The Constantinian University)  
Tuition Management Systems  
United States Department of Education  
United Way of Rhode Island  
University Continuing Education Association (UCEA)  
Volunteer Center of Rhode Island  
WaterFire Providence Board of Directors  
Weybosset Street Community Centers  
Women Chefs & Restaurateurs  
Women's Foodservice Forum  
World Association for Hospitality & Tourism Training  
World Future Society  
Young Men's Christian Association

# *Degrees That Work for Busy Adults*

## **THE JWU DIFFERENCE**

Johnson & Wales University, founded in 1914, is a recognized leader in career education, offering accredited degrees in business, hospitality, culinary arts, technology and education to more than 16,000 graduate and undergraduate students, representing all 50 states and 96 countries.

Our online learning programs are backed by the reputation Johnson & Wales University has earned over the past 95 years. The online learning environment we've created allows you to pursue your bachelor's degree in a way that fits with your work and family obligations. You'll receive the same industry-related career education as our on-campus students, taught by the same world-class faculty.

## **ONLINE LEARNING**

Our online programs allow you to interact with faculty, submit assignments including homework, projects and papers, and even take exams — in a way that fits your schedule and your needs.

Online course materials are available to you 24/7 from any location where you have Internet and computer access that meet program requirements. You'll decide when and where you want to learn. Though you'll need to stick to a schedule for meeting course requirements, scheduling the time spent during a given week meeting those requirements is entirely up to you.

While the online programs are conducted online, please note that there is a required five-day residency on a JWU campus at the end of the program.

To learn more about whether or not online learning at JWU is right for you, visit [www.jwu.edu/onlinelearning](http://www.jwu.edu/onlinelearning).

## **The School of Arts & Sciences**

Today's employers want employees who, along with specialized job skills, have the ability to think critically, communicate clearly, manage ethically and contribute to the community. To meet these needs, JWU offers a selection of liberal arts courses online. Our students take at least one-third of their credits in arts and sciences to help develop the skills necessary for long-term career progression.

Many courses offered by the School of Arts & Sciences are designated writing intensive (WI). The Writing Across the Curriculum program at JWU was developed to integrate the "writing to learn" concept across all majors. Students are encouraged to use writing both to learn and to communicate, and as a tool to develop and refine skills needed for professional success.

To learn more about the School of Arts & Sciences at JWU visit [www.jwu.edu](http://www.jwu.edu).

## **Academic Support**

The Center for Academic Support is dedicated to providing students with every opportunity for success by offering tutoring and workshops. Special needs students can also find assistance with reasonable accommodations by contacting the center. Certain accommodations require more time to arrange; students are urged to provide as much advance notice as possible to the center. These services are available without extra charge to all Johnson & Wales students.



## **CAREER SERVICES**

At JWU, we're dedicated to building careers. Unlike other universities, 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 career services to assist students in building career skills to obtain employment and independently navigate their careers.

Career services components include

- a career capstone course for juniors and seniors that prepares them to navigate the job search process.
- career coaching resources providing personalized mentoring on a variety of career-related topics.
- an online job posting system ([jwu.experience.com](http://jwu.experience.com)) that students can use to search for jobs.
- networking opportunities with industry professionals through on-campus recruiting events.

# *About Johnson & Wales University*

## **HISTORY OF THE UNIVERSITY**

The special approaches to career education at Johnson & Wales University (JWU) have evolved for more than 90 years and continue to adapt as the university responds to the changing needs of business and industry.

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.

The university is well established because of its strong commitment to specialized business education and the high ideals of its founders. In 1993, JWU received regional accreditation from the Commission on Institutions of Higher Education of the New England Association of Schools and Colleges (NEASC). Accredited since 1954 by the Accrediting Council for Independent Colleges and Schools (ACICS), the university consolidated its institutional accreditation efforts under NEASC on June 30, 2000.

In 1963, the State of Rhode Island granted a charter which authorized the university to operate as a nonprofit, degree-granting institution of higher learning and to award associate degrees in the arts and sciences. In 1970, the State of Rhode Island approved a revision in the university's charter to award baccalaureate degrees. In 1980, the governor and General Assembly of the State of Rhode Island granted a legislative charter to the university, authorizing the awarding of advanced degrees.

The charter was amended in 1988, changing the institution's name to Johnson & Wales University. In 1992, the governor of the State of Rhode Island signed into law a new legislative charter with university status.

A new career emphasis was introduced at JWU in 1972 and 1973, when the university announced the addition of new associate degree programs in the fields of hospitality and culinary arts. This proved to be one of the most far-reaching changes in the educational expansion of the university, leading to additional two- and four-year degree programs in the hospitality and food service fields.

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. It offered one- and two-year food service programs.

In 1985, graduate degree programs were introduced at the university. The Alan Shawn Feinstein Graduate School now offers an M.B.A. degree program in Global Business Leadership with concentrations in accounting, financial management, international trade, marketing and organizational leadership. It also offers an M.B.A. degree program in Hospitality with concentrations in event leadership and marketing. A Certificate of Advanced Graduate Study (C.A.G.S.) is offered in hospitality, human resources and finance.

The School of Education offers an M.A.T. in Teacher Education leading to certification in business education, culinary arts, food service education, elementary education, elementary special education or secondary special education. It also offers an M.Ed. in Teaching and Learning, an M.Ed. in Early Childhood Administration and Leadership, and an Ed.D. in Educational Leadership.

In 1992, a joint educational agreement allowed the university to begin programs on the campus of the Institute of Higher Marketing (IHM) Business School in Göteborg, Sweden. JWU established a formal, independent learning site there from 1994–2004, giving business and hospitality students the opportunity to complete one year of study in Sweden and finish their degrees at one of the university's domestic campuses.

Also in 1992, JWU opened a campus in North Miami, Fla., 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 in 1992 as well, with the development of the School of Arts & Sciences.

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

In 1993, JWU opened a campus in Vail, Colo., which offered an accelerated associate degree program in culinary arts to college graduates. That year also marked the beginning of a four-year bachelor's degree offering in culinary arts.

In 1995, the university created an International Hotel & Tourism Management program which offers unprecedented opportunities in international hotel management education. Students from around the world may choose from a variety of options both at JWU and abroad.

Technology programs offered by the university include Network Engineering, Graphic Design & Digital Media, Computing Technology Services, Engineering Design and Configuration Management, and Technology Services Management.

September 2000 marked the opening of the Denver, Colo. campus, which offers two- and four-year degrees in baking & pastry arts, culinary arts, hospitality, business and criminal justice, as well as the "Garnish Your Degree" accelerated associate degree program originally offered in Vail. In 2000, the Vail Campus was 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 keeping with its tradition of focusing on the best interests of students and responding to industry, it was determined in April 2006 that beginning with the 2008–2009 academic year, JWU's College of Business and The Hospitality College would move away from offering associate degrees and instead have students customize their education through specializations or concentrations at the baccalaureate level alone. This decision did not impact the College of Culinary Arts and the School of Technology where the two-year degree continues to be relevant. In 2008 the university offered its first online courses and in 2010 launches its first online degree programs.

Each year the university grows in program offerings and physical facilities. At the same time, JWU also grows in recognition and prestige, making contributions to the community, government and industry.

## THE MISSION STATEMENT OF THE UNIVERSITY

The mission of Johnson & Wales University is to empower its diverse student body to succeed in today's dynamic world by integrating general education, professional skills and career-focused education. To this end, the university employs its faculty, services, curricula and facilities to equip students with the conceptual and practical tools required to become contributing members of society.

## PURPOSES OF THE UNIVERSITY

Johnson & Wales University supports the following purposes in accordance with the mission:

- to enroll students with potential from varied backgrounds and to give them every opportunity to excel in their academic and professional lives;
- to develop and assess sound programs and curricula that allow students to attain proficiencies in general education and relevant professional disciplines;
- to evaluate and assess regularly the rigor of all academic programs;
- to provide experiential education opportunities that are curriculum-driven and include practical experiences for students in every program;
- to support diversity in the curricula, activities and services for students, and in the employment of faculty and staff;
- to provide students with opportunities that support intellectual development, personal growth and civic engagement;
- to monitor the external and internal environment of the university through regular and effective planning and assessment;
- to hold each academic, administrative and support department accountable for the achievement of the mission;
- to plan for and provide facilities and resources that meet the needs of students, faculty and staff.

## CORE VALUES

Johnson & Wales University is

### Student Centered

We are strongly student centered, stressing personal development as well as career management skills.

### Experientially Based

We integrate hands-on learning with a career-focused curriculum, to enable our students to gain real-world experience.

### Industry Relevant

We are industry relevant, focusing both on the needs of our students and the needs of our students' future employers.

### Employment Focused

Our business is developing employment-ready, motivated graduates for world-class employers.

### Globally Oriented

We respond to the increasingly global nature of business by fostering multiculturalism and providing an international educational experience.

## OUTCOMES ASSESSMENT STATEMENT OF PURPOSE

The definition of a well-educated college graduate will continue to evolve throughout this new millennium. In accordance with our mission to empower students to succeed in today's dynamic world, and to become contributing members of society, Johnson & Wales University integrates general education, professional skills and career-focused education.

Johnson & Wales University is committed to outcomes assessment. Faculty and students are therefore part of an ongoing effort to determine and refine the effectiveness of instruction and learning.

# *JWU Campuses*

Students in online degree programs are able to complete all requirements and access university services described in this catalog without visiting a physical JWU campus, with the exception of the required five day on-campus residency for FSM4061 in the B.S. programs in Baking & Pastry Arts and Food Service Management and Culinary Arts and Food Service Management. The FSM4061 residency may be offered at different JWU campuses based on geographic distribution of students. For a description of the campus and campus facilities where you will be attending the FSM4061 residency, see the information below and refer to the campus description in the appropriate catalog for each campus. Only the services listed in this catalog are available to online students without visiting a campus. Online students living or traveling near a JWU campus are welcome to visit the campus and access additional on-campus services. Online students visiting a campus should refer to the catalog and student handbook for that campus for more information.

There are additional programs of study available to students attending Johnson & Wales University at one of its physical campuses. The following describes each campus. Please refer to the relevant campus catalog for information about the programs of study available at each campus.

## **PROVIDENCE, RHODE ISLAND**

Since its opening in 1914, Johnson & Wales University's original campus in Providence, R.I. has grown from a small business school to a large, international university featuring business, culinary arts, hospitality and technology programs.

For more information about JWU's Providence Campus, contact the Admissions Office, 8 Abbott Park Place, Providence, RI 02903 at 1-800-342-5598 or go to [www.jwu.edu/providence](http://www.jwu.edu/providence).

### **Campus President**

Irving Schneider, Ph.D.

For information on programs offered at the Providence Campus, refer to the Providence Campus catalog at [www.jwu.edu/catalogs](http://www.jwu.edu/catalogs).

## **NORTH MIAMI, FLORIDA**

The North Miami Campus offers undergraduate degree programs in business, culinary arts and hospitality. This campus is conveniently close to the tourism-rich areas of Fort Lauderdale and Miami, offering a superb setting for a JWU education.

For more information about the Johnson & Wales North Miami Campus, contact the Admissions Office, Johnson & Wales University, 1701 N.E. 127th Street, North Miami, FL 33181 at 1-866-JWU-FLORIDA (598-3567) or go to [www.jwu.edu/northmiami](http://www.jwu.edu/northmiami).

### **Campus President**

Loreen M. Chant, '89 M.B.A.

For information on programs offered at the North Miami Campus, refer to the North Miami Campus catalog at [www.jwu.edu/catalogs](http://www.jwu.edu/catalogs).

## **DENVER, COLORADO**

JWU's Denver Campus offers undergraduate culinary arts, business and hospitality programs. Denver, named the "second best city in America to work and live" by *Fortune* magazine, offers an exciting range of experiential education opportunities in fine restaurants and mountain resorts.

For more information about the Johnson & Wales Denver Campus, contact the Admissions Office, Johnson & Wales University, 7150 Montview Boulevard, Denver, CO 80220 at 1-877-JWU-DENVER (598-3368) or go to [www.jwu.edu/denver](http://www.jwu.edu/denver).

### **Campus President**

Bette M. Matkowski

For information on programs offered at the Denver Campus, refer to the Denver Campus catalog at [www.jwu.edu/catalogs](http://www.jwu.edu/catalogs).

## **CHARLOTTE, NORTH CAROLINA**

Opening its doors in fall 2004, JWU's newest campus in Charlotte, N.C. offers undergraduate degree programs in business, hospitality and culinary arts. Though Charlotte is the second largest business center in the United States, it maintains a distinctive small town feel. It offers easy access to beaches, mountains, an international airport, and is a hub of athletic and cultural activity.

For more information about the Johnson & Wales Charlotte Campus, contact the Admissions Office, Johnson & Wales University, 801 West Trade Street, Charlotte, NC 28202 at 1-866-JWU-CHARLOTTE (598-2427) or go to [www.jwu.edu/charlotte](http://www.jwu.edu/charlotte).

### **Campus President**

Arthur J. Gallagher, M.A.

For information on programs offered at the Charlotte Campus, refer to the Charlotte Campus catalog at [www.jwu.edu/catalogs](http://www.jwu.edu/catalogs).

# Applying for Admission

Johnson & Wales University seeks students who have a true desire for practical career preparation in their chosen fields and who have the ability to achieve academic success. JWU offers degree programs online, providing a convenient, flexible way to continue your career education.

Graduation from high school or equivalent education is required for admission. Please see Page 30 of the 2010-11 Providence Campus undergraduate catalog for details regarding proof of high school completion. Additionally, the online bachelor of science programs require attainment of an A.S. degree in either culinary arts or baking & pastry arts from an accredited institution at least two years prior to enrolling in the online program. Please see specific application requirements for additional information.

To participate in the online degree programs, each student with or without reasonable accommodations must meet certain technical standards. For more information about technical standards see Page 45. Please contact the Center for Academic Support at 401-598-1485 with any questions.

**Important Note:** This program may not be available in every state. Please contact the director of online admissions at 800-342-5598 or 401-598-2300, or e-mail [ce.admissions@jwu.edu](mailto:ce.admissions@jwu.edu) to see if this program will be available to you.

## ADMISSIONS REQUIREMENTS

Applications for online programs are accepted from new students and JWU alumni who hold associate degrees in culinary arts or baking & pastry arts.

### JWU Alumni

You must have earned your associate degree from JWU at least two years prior to applying to the program.

### Applicants with A.S. Degrees in Baking & Pastry Arts from Institutions Other than JWU

Applicants who have earned A.S. degrees from an institution other than JWU must have completed a minimum of 180 hours of baking in their A.S. program with courses covering the following: classic pastries, pies and tarts, cookies, cakes, plated desserts, bread baking, cake decorating, cost control and menu planning. Applicants must have earned their associate degree at least two years prior to applying to the program.

### Applicants with A.S. Degrees in Culinary Arts from Institutions Other than JWU

Applicants who have earned A.S. degrees from an institution other than JWU must have completed a minimum of 180 hours of cooking in their A.S. program with courses covering the 12 cooking techniques: boiling, simmering, steaming, poaching, braising, sautéing, grilling, boiling, deep-frying, shallow-frying, roasting and baking, and a cost control and menu planning course. Applicants must have earned their associate degree at least two years prior to applying to the program.

### Additional Requirements for all Applicants

In addition to the above requirements, all students must meet the following:

- All associate degree general study requirements must be met.
- Applicants must present a national certification recognized by the Conference for Food Protection with a test examination date within five years to fulfill graduation requirements. Students who do not have this certification will be required to obtain it to meet graduation requirements.
- Applicants who earned their A.S. degrees more than 10 years ago must also submit a cover letter and résumé that demonstrates how they have kept their baking & pastry arts skills or culinary (as applicable) skills and knowledge current during that time. Applications will be reviewed for applicability of current skills and knowledge to the degree program.
- The online programs of study include technical standards in the academic requirements essential to the program as outlined on Page 45.

## APPLICATION PROCEDURE

Applications for admission should be completed in full and sent to the Online Learning Admissions Office, Johnson & Wales University, 8 Abbott Park Place, Providence, RI 02903.

Students applying for admission to other programs offered at the Providence, North Miami, Denver or Charlotte campuses should refer to the applicable campus catalog for admissions information.

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

Online application forms are available at [www.jwu.edu/apply](http://www.jwu.edu/apply).

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 and March.

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 and for requesting transcripts from all colleges attended.

### JWU Alumni

Applicants with a JWU A.S. degree in Baking & Pastry Arts or Culinary Arts must complete a readmission application and submit it with transcripts from any institutions attended since leaving JWU. For details regarding the university's readmittance policy, see the Providence Campus Student Handbook available at [www.jwu.edu](http://www.jwu.edu) > Providence Campus > Student Life.

### 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.

### Transfer Students

Transfer students are eligible to apply; 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 accredited institution (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.

## FACTS FOR MILITARY

Johnson & Wales University is approved for the training of veterans in accordance with the rules and regulations administered by the U.S. Department of Veteran's Affairs.

Eligible veterans should contact the Department of Veterans Affairs toll free at 1-888-442-4511 or online at [www.gbill.va.gov](http://www.gbill.va.gov).

## INTERNATIONAL STUDENTS

### International Admissions Requirements

Listed below are the requirements for applying for undergraduate admission to Johnson & Wales University. In order to expedite the admission process, students must enclose ORIGINAL or CERTIFIED documents when submitting an application. Please note that photocopies, fax copies, scanned or e-mailed documents are not valid.

1. The results of the Test of English as a Foreign Language (TOEFL), IELTS or other proof of English proficiency. (See "English Language Proficiency" and "TOEFL Requirements" on Page 17)



2. Official secondary school transcript showing subjects and marks received with graduation date. External examination results should be submitted, if applicable. If you have not graduated from a secondary school you have attended, a transcript showing all completed work and expected results/graduation date may be submitted for review.
3. Submit transcripts, marks sheets, diplomas or certificates from all post-secondary institutions attended, along with course descriptions for transfer review.
4. Copy of biographical section of applicant's current passport.
5. Certified word-for-word translations of all credentials issued in any other language other than English must be submitted along with those credentials.

All documents and information should be clear and legible.

All documents must be sent to  
 Johnson & Wales University  
 Online Learning Admissions  
 8 Abbott Park Place  
 Providence, RI 02903 USA  
 Telephone: 401-598-2300  
 Fax: 401-598-2948  
 E-mail: ce@admissions.jwu.edu

**NOTE** if you are an international student currently residing in the U.S., you are not eligible to be a full-time online student.

### **English Language Proficiency**

Applicants whose native language is not English must provide proof of English proficiency. English language proficiency is required for admission to all programs of study at Johnson & Wales University, regardless of country of citizenship or residency. Applicants who received their A.S. degree from JWU are exempt from this requirement.

### **TOEFL Requirements**

Johnson & Wales University recognizes the TOEFL (Test of English as a Foreign Language) as proof of English proficiency. 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 which is no more than two years old.

### **International Transfer Credit**

Students who wish to transfer to JWU should submit an application for admission listing all schools attended with dates of attendance and degrees or diplomas completed or in progress.

Certified word-for-word translations of all credentials issued in any other language other than English must be submitted along with those credentials.

To assist with the transfer credit review process, course descriptions, syllabus and program information should also be submitted.

Credit is generally awarded for courses a student completed with grades of “C” or better (or equivalent) which are similar in level, content and duration to JWU courses in the student’s intended major. Accepted transfer students will be sent a Transfer Credit Allowance (TCA) showing the credit accepted toward their chosen major.

### **Articulation Agreements**

JWU is proud to have a large number of international articulation agreements and transfer credit equivalencies in place with schools and programs which facilitate student transfer to Johnson & Wales University for bachelor’s degree completion. The university is continuously working to develop partnerships with schools around the world for the purpose of offering diverse educational opportunities for transfer students. International Articulation Agreements include

At-Sunrice Global Chef Academy, Singapore  
CIBT School of Business (AH&LA Hospitality Management Diploma), China  
Woosong University, Korea  
Taylor’s University College, Malaysia  
Barbados Community College, Barbados  
Bermuda College, Bermuda  
College of the Bahamas, Bahamas  
DCT, International Hotel & Business Management School, Switzerland  
Seojeong College, Korea  
Turks and Caicos Islands Community College (TCICC), Turks & Caicos Islands

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. Some of these include

Educational Institute of the American Hotel & Lodging Association (E.I. of AH&LA)  
Caribbean Examinations Council — Advanced Proficiency (CAPE) Examinations  
ACT Education Solutions Ltd. — Global Assessment Certificate (GAC)  
EDEXCEL International, Higher National Diplomas (HND)  
Industrie — und Handelskammer (IHK), Germany — Professional Diplomas in Culinary Arts, Hotel Management, Restaurant Management  
National Council for Hotel Management and Catering Technology (IHMCTAN), India — Hotel Management Diploma  
Faiite Ireland, National Tourism Development Authority, Ireland — Certificate in Professional Cookery

## **STANDARDIZED TESTING AFTER ADMISSION**

**PLACEMENT TESTS (NON-CREDIT, NO FEES):** These tests are administered for placement purposes only to all new students, including transfer students, upon entrance. The University Testing Office will work with online students to review options for taking the placement tests. Online students may be required to take placement tests at a testing center and may incur a fee according to policies at the testing center. In situations where two or more levels of a subject are required for graduation, the student’s academic career in this subject begins at the level determined by the placement test. This is particularly true when a student has previous academic experience in a subject. Placement tests are currently administered to determine math and foreign language placement. For a student placing out of all required levels of a foreign language, departmental policy and recommendation will determine if a Departmental Challenge Examination is in order for credit.

## **PRIOR LEARNING ASSESSMENT**

**PORTFOLIO ASSESSMENT:** 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. 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 from 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 department for each exam. These exams are treated as transfer credit for entering freshmen and juniors transferring to JWU, or from one JWU college or school to another. JWU is a national CLEP examination site. Consult the CLEP application for required fees.

#### DEPARTMENTAL CHALLENGE EXAMINATIONS

(CREDIT BY EXAMINATION: FOR-CREDIT, WITH FEES):

Departmental exams may be taken for specifically designated 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 from Student Academic & Financial Services, for criteria and fees.

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 e-mail 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.

## **International Baccalaureate**

Johnson & Wales University recognizes the International Baccalaureate Diploma and Certificate Examination. JWU will award 4.5–9.0 quarter credits for standard and higher-level exams with a score of 4 or better as applicable for the intended JWU major. Students must submit an official I.B.O. examination transcript from the International Baccalaureate Organization.

## **GENERAL CERTIFICATE OF EDUCATION ADVANCED LEVEL (A-LEVEL)**

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

## **CARIBBEAN ADVANCED PROFICIENCY EXAMINATIONS (CAPE)**

Johnson & Wales University will award up to 13.5 quarter credits per subject for two-year CAPE examinations passed with a grade of IV or better. Up to 4.5 quarter credits may be awarded for single unit CAPE examinations. Students must submit an official or verified statement of results issued by the Caribbean Examinations Council (CXC).

## **TRAVELING TO OUR CAMPUSES**

### **Providence**

T.F. Green Airport is located in Warwick, R.I. Most major airlines fly in and out of T.F. Green. Amtrak has a Providence terminal located in the downtown area. For general information and reservations, call 1-800-872-7245.

### **North Miami**

The Hollywood-Ft. Lauderdale Airport is located approximately 25 minutes north of the campus. Most major airlines fly in and out of Hollywood-Ft. Lauderdale. Amtrak passenger service is available to Hollywood, Florida. For general information and reservations, call 800-872-7245.

### **Denver**

Denver International airport is located less than 20 miles northeast of campus at 8500 Pena Blvd. Call 303-222-2000 for more information on the Denver Airport. Daily Amtrak services operate from Union Station at 18th and Wynkoop Streets. For more information on Amtrak, call 800-872-7245.

### **Charlotte**

Charlotte Douglas International Airport is located approximately 20 minutes from the campus. Most major airlines fly in and out of Charlotte Douglas. Amtrak has a Charlotte terminal located at 1914 N. Tryon Street. For general information and reservations, call 1-800-872-7245.

## **ADMISSIONS REPRESENTATIVES**

An admissions officer will be happy to communicate or meet with you and answer any questions you may have about the university, application procedures and financial aid programs. Please call 800-342-5598 or 401-598-2300 or e-mail [ce.admissions@jwu.edu](mailto:ce.admissions@jwu.edu).

# Financing Your Education

## TUITION

The following tuition schedule is effective for the 2010–2011 academic year. Tuition is subject to change annually.

### Tuition

\$426 per quarter credit hour  
(\$1,917 per 4.5 credit course)

**Tuition** is applicable to all students and is assessed at the time of course registration for each term. For purposes of tuition billing and financial aid eligibility, full-time status is determined on a term basis and consists of 12 to 21 quarter credit hours per term. When repeating courses already attempted, students may be assessed a fee for those courses.

## OTHER FEES

### Student Accident and Sickness Insurance

Students enrolled in online programs are not eligible for the university's accident and sickness insurance plan. Online students can apply for short-term medical insurance through the Gallagher Koster Web site: [www.gallagherkoster.com](http://www.gallagherkoster.com).

### Books and Supplies

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

### On-Campus Residency

The online programs for the B.S. in Culinary Arts and Food Service Management and B.S. in Baking & Pastry Arts and Food Service Management require a residency of five days on a JWU campus to complete the FSM4061 Advanced Food Service Operations Management course. Students are expected to pay for their own travel, lodging and meals. Expenses are estimated at \$1,200 to \$1,500

for domestic students. International students can expect higher residency expenses due to the cost of international flights.

## PAYMENT OPTIONS

### I. Annual Payments

The student may make one payment in full for the entire academic year's tuition based upon the number of credits for which the student intends to enroll during the academic year. Students are responsible for paying all charges in full or making appropriate arrangements by the published due date of July 9, 2010.

### II. 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 2010 is July 9, 2010.

### III. Monthly Payments

Students may choose to pay the annual amount due in convenient monthly payments. This option is available through Tuition Management Systems (TMS) at [www.afford.com](http://www.afford.com). There is an enrollment fee to participate; however, the payments are interest free. 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 July 9, 2010.

All Johnson & Wales University students must fulfill their financial obligations to the university by the published due date of July 9, 2010 (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 acceptance to enroll for the 2010–2011 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 will have their financial aid adjusted. Institutional grants and scholarships will be reduced in proportion to any tuition credit received as defined in the university's Withdrawal Credit Policy. Full-term eligibility for institutional loans will be credited to the student's account to the extent that any charges are due the university. The distribution formula for the institutional refund 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, institutional scholarships and institutional aid are subject to the university's Withdrawal Credit Policy upon withdrawal from the university. Term charges are defined as tuition. Institutional aid is defined as any source of funding from Johnson & Wales University. 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.

University withdrawal disputes must be submitted online within 30 days after the end of the term during which the student was withdrawn. To submit a dispute, students must complete the appropriate form online. No adjustments to tuition or financial aid will be made until the dispute is researched and either approved or denied. No withdrawal disputes will be considered after 30 days from the end of the term in which the student was withdrawn. Decisions will be made within 10 business days and students will receive notification via the e-mail address provided on the dispute form.

### University Withdrawal Credit Policy

If a student terminates during:

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

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

Examples of university refund policies are available upon request in the Student Academic & Financial Services Office. Refer to this page for Federal Withdrawal Policy.

## 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.

## STUDENT FINANCIAL SERVICES (SFS)

### 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 1-800-343-2565 or 401-598-1468.

### FINANCIAL AID

To assist students in meeting their educational expenses, Johnson & Wales University offers financial assistance — grants and low-interest loans. In many cases, qualified students receive a financial aid package which includes both types of financial aid. Financial aid is awarded on an annual basis and is disbursed in three equal installments (fall/winter/spring).

**Important Note:** There is a cap on the total dollar amount of grants, awards, prizes and other aid that the university will award to a single student during a given academic year. The maximum amount is determined prior to each year's financial aid awarding process and includes both university funded and university administered monies. Please contact Student Academic & Financial Services for further information regarding this cap.

### 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). 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 is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). 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 the Student Academic & Financial Services Office at the university.

**The FAFSA code is 003404.**

#### 3. Independent Students

To be considered independent for financial aid purposes for the 2010–2011 academic year, students must answer yes to one of the following questions:

1. Were you born before January 1, 1987?
2. As of today, are you married?  
(Answer yes if you are separated, but not divorced.)
3. At the beginning of the 2010–2011 school year, will you be working on a master's or doctorate program (such as an M.A., M.B.A., 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, 2010 and June 30, 2011?
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, 2011?

8. When you were age 13 or older, were both your parents deceased, were you in foster care or were you a dependent/ward of the court?
9. As of today, are you an emancipated minor as determined by a court in your state of legal residence?
10. As of today, are you in legal guardianship as determined by a court in your state of legal residence?
11. At any time on or after July 1, 2009, 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, 2009, 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, 2009, 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. 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 Federal Income Tax Returns (1040). The student's financial aid package will not be complete until all requested documentation has been received and reviewed by the Financial Aid Office. 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.

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

#### **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 Pell Grant award for the 2010–11 award year (July 1, 2010 to June 30, 2011) is \$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 Web site of the U.S. Department of Education at <http://studentaid.ed.gov>.

### **Federal Supplemental Educational Opportunity Grant (SEOG)**

This federally funded program provides financial assistance to students who demonstrate exceptional financial need. The amount Johnson & Wales University awards ranges from \$100 up to a maximum of approximately \$1,000 per academic year and is 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 at [www.jwu.edu](http://www.jwu.edu) > Admissions & Aid. Select Financial Aid > Forms & Applications. Students may borrow up to \$4,000 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 receives 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 more 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 college 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, but the student must pay a minimum of \$40 per month.

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

This loan program provides low-interest loans to students who demonstrate financial need. A Master Promissory Note for these loans is available on line at [dlenote.ed.gov](http://dlenote.ed.gov). First time borrowers are required to complete an entrance interview at [dl.ed.gov](http://dl.ed.gov).

Students may borrow up to a maximum of \$3,500 per academic year for the first year of undergraduate study, \$4,500 for the second year and \$5,500 per year for the third and fourth years. The student must begin repayment six months after he/she leaves college or drops below half-time status, and the student's payment will be a minimum of \$50 per month. 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**

This loan program offers low-interest loans to students who demonstrate little or no "financial need." The terms and loan limits are the same as for the Direct Subsidized Stafford Loan except that 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 either to make quarterly interest payments or to "capitalize" interest. "Capitalizing" interest means the lender will add interest accrued to the principal balance. This will eliminate the need for interest payments while in school.

Independent students are also eligible to borrow Federal Unsubsidized Stafford Loans. Students may borrow up to a maximum of \$4,000 per academic year for the first and second years, and \$5,000 per year for the third and fourth years. These amounts are in addition to the Federal Subsidized/Unsubsidized Stafford Loan amounts discussed above.

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

The Direct PLUS Program provides loans to parents of dependent students to attend college. PLUS borrowers do not have to demonstrate need, but are subject to a credit analysis by the Department of Education. The parent applying for the loan must fill out a Direct PLUS Master Promissory Note (MPN); an MPN can be completed online at [dlenote.ed.gov](http://dlenote.ed.gov). In addition the parent must complete a Loan Amount Request Form with the university. Repayment of this

loan must begin within 30 days of the time the loan is fully disbursed annually, or the borrower can contact the lender to request a deferment. The borrowing limit is the total cost of attendance, minus any financial aid being received.

<b>Stafford Annual Loan Limits</b>		<b>Stafford Aggregate Loan Limits</b>	
Dependent Students	Independent Students	Dependent Students	Independent Students
\$5,500 as freshmen (including up to \$3,500 subsidized or unsubsidized)	\$9,500 as freshmen (including up to \$3,500 subsidized or unsubsidized)	\$31,000	\$57,500
\$6,500 as sophomores (including up to \$4,500 subsidized or unsubsidized)	\$10,500 as sophomores (including up to \$4,500 subsidized or unsubsidized)		
\$7,500 as juniors and seniors (including up to \$5,500 subsidized or unsubsidized)	\$12,500 as juniors and seniors (including up to \$5,500 subsidized or unsubsidized)		
<b>PLUS Annual Loan Limits for Parents of Dependent Students</b>		<b>PLUS Aggregate Loan Limit</b>	
Total cost of attendance minus other financial aid		No aggregate maximum loan limit.	

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 Web site at <http://studentaid.ed.gov>.

Applications for these loans are available in Student Academic & Financial Services or on the Direct Lending Web site at [www.ed.gov/office/OSFAP/DirectLoan/index.html](http://www.ed.gov/office/OSFAP/DirectLoan/index.html).

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 as defined on Page 29 of this catalog, and in the Online 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 received by Johnson & Wales University before the student's notification date, 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 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 (Page 22).

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 Perkins Loan, the Unsubsidized/Subsidized Stafford Loan, the Parent PLUS Loan, the Pell Grant, Academic Competitiveness Grant, the National SMART Grant, the FSEOG program, all other sources of aid, and the student.

### **FINANCIAL AID PROGRAMS**

The following programs are the major financial aid resources available to students enrolled in online programs only. Students may receive assistance from any one of these, or from a combination of all of these programs, in what is called a financial aid package. Student eligibility for these programs is based on completion and submission of the form(s) described in the **How to Apply** 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.

### **Johnson & Wales University Grant**

This grant is awarded to students based on the annual financial aid awarding process and the student's financial need. Students may receive a grant based on the number of registered courses.

**Employee Tuition Scholarship:** These scholarships are based on institutional policy, with qualifying criteria stated in the Johnson & Wales University staff handbook and faculty manual. Applications are available at the Department of Human Resources & Payroll.

**Tuition Exchange Scholarship:** Johnson & Wales University extends to children of eligible employees at participating Tuition Exchange (TE) institutions the opportunity to apply for a TE scholarship. TE is a reciprocal scholarship program for qualified children of faculty and staff employed at more than 600 participating colleges and universities. A student accepted as a Tuition Exchange scholarship recipient may be awarded up to full tuition at JWU. Applications are available at the participating institution. A complete list of colleges and universities that are part of the program is available at [www.tuitionexchange.org](http://www.tuitionexchange.org).

### **OUTSIDE SCHOLARSHIPS**

There are many other potential scholarship sources that students should consider to help finance their education. Students should contact the Higher Education Assistance Agency in their home state for information about the possibility of state grants or scholarships. It is recommended that students apply for outside scholarships as soon as possible because most organizations have an application deadline as early as March 10th.

Scholarship aid is often available from high school and community organizations with which students or their parent(s) may be affiliated. Local libraries are an excellent resource for finding information on scholarships from organizations throughout the United States. There are also a number of Web sites available to assist students in the scholarship search. To view a guide to free scholarship searches online, please visit the Johnson & Wales Web site at [www.jwu.edu](http://www.jwu.edu).

Many companies provide scholarship aid for children of their employees, while others provide aid directly to students who work for them part time while in school.

**State Grants/Scholarships:** In addition, students from the following states may be eligible for state grant money:

- Connecticut
- Delaware
- Maine
- Maryland
- Massachusetts
- New Hampshire
- Pennsylvania
- Rhode Island
- Vermont

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

## SATISFACTORY ACADEMIC PROGRESS

A student must meet the listed standards while enrolled at Johnson & Wales University. Students in certificate or degree programs may receive financial aid for not more than 150 percent of normal program completion time.

<b>Type of Degree</b>	<b>150 percent Completion Time Credit Limit</b> <i>(includes awarded transfer, attempted and completed credits)</i>
Associate	145 quarter credit hours
Bachelor's	275 quarter credit hours

If a student exceeds the established 150 percent Completion Time Credit Limit before completing all degree requirements, the student will lose (and be ineligible to receive) financial aid for future terms. Programs vary; consult with Student Academic & Financial Services regarding your particular program.

In addition, students must maintain a specific Grade Point Average (GPA) throughout the maximum 150 percent time frame of program completion (see chart below). Credits attempted include awarded transfer, attempted and completed credits.

### **Bachelor's Degree**

Credits attempted	Required GPA
20.6–41	1.26
41.1–143.5	1.50
144–215.5	1.75
216–224.5	2.0
225–274.5	
275+	

Students will be reviewed at the end of each enrolled term to determine they are meeting the aforementioned satisfactory academic progress criteria. If a student is nearing stated credit and GPA requirements, the student will be notified in writing and placed on probation for up to three consecutive terms. Following the three terms, if the student has exceeded the 150 percent completion requirement and/or has not met the GPA requirement, the student will not be eligible for financial aid for the future term(s), and will be notified in writing of their loss of eligibility. Students may remain eligible to register classes; however, alternative payment arrangements with Student Academic & Financial Services will need to be made.

Students who have extenuating circumstances during a period of probation may appeal to Student Academic & Financial Services. The appeal must be filed within two weeks upon notification of probation. The Review Committee will then respond to the appeal, in writing, within two weeks of receipt. Specific guidelines can be obtained by contacting Student Academic & Financial Services.

# Academic Information

## CLASS SCHEDULES

Online courses follow the same term schedules as on-campus courses. All terms are 11 weeks in duration.

Online courses do not require students to be online at any specific time, although live online optional events may be scheduled. Coursework is completed on the student's own schedule, although students are required to participate and submit assignments according to a schedule as identified by each course instructor.

## COMPUTER REQUIREMENTS

In order to fully participate in online courses, each student is expected to have access to a computer that meets minimum requirements. In an effort to maximize the functionality of the online learning platform, changes are occasionally made to the platform that lead to changes in the minimum requirements. As of March 2010, the minimum requirements are as follows. Check [www.jwu.edu/onlinelearning](http://www.jwu.edu/onlinelearning) for up-to-date requirements.

### • Operating System

PC: Windows XP or higher

Mac: Mac OS 10.4+

### • RAM

512 MB minimum; 1 GB recommended

### • Free Disk Space

4 GB or higher

### • CPU

PC: 1.7 GHz or higher

Mac: PowerMac or higher

### • Browser

Internet Explorer 7.0+, Mozilla Firefox 3.0+ (international students should consider using Firefox or Safari 3.0+ for best performance). NOTE: Google Chrome is NOT compatible.

### • Browser Settings

JavaScript enabled; Popup blockers disabled; Cookies enabled

### • Plug-ins

Adobe Acrobat Reader 8 or higher;  
Macromedia Flash Player 9.0 or higher;  
Java Standard Edition 6 Update 13 or higher

### • Supplementary Software

Ability to save documents in a format that can be opened by Microsoft Office; ability to view documents created in Microsoft Office; anti-virus software

### • Internet Connection

Broadband connection (DSL, cable, ISDN, etc.) with consistent high-speed connectivity

### • Other Hardware

Soundcard; speakers or a headset

Technical support is generally provided 24/7, 365 days per year via the university Help Desk, which can be reached at 866-JWU-HELP (598-4357) or through a link in ulearn, the online course platform.

## COURSES TAKEN AT OTHER INSTITUTIONS

Undergraduate students requesting to take courses at another institution must submit their requests in writing 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 2.25.
- There is a limit of three courses 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."
- Grades of "C" or better (2.00 or equivalent) from an accredited institution may be accepted for transfer.
- The course(s) must be taken within one year of permission being granted.
- Courses cannot be taken locally unless JWU does not expect to offer the class before the student's anticipated graduation date.
- A student will not be granted credit (transfer credit or otherwise) for any academic work done during the period of a disciplinary suspension.

Students must submit a request to take classes elsewhere form (which may be sent by fax or e-mail) which includes their ID

number, descriptions of the courses they desire to take at another institution, the name of the institution, and any other pertinent details of their situation.

Students, as always, are responsible for meeting the requirements of satisfactory academic progress.

## ATTENDANCE

All students are expected to meet attendance requirements for online courses. Attendance in online courses is measured by participation and submission of required assignments. Failure to meet participation or assignment requirements as outlined in each course syllabus may jeopardize academic standing or financial aid.

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

Students are expected to familiarize themselves with attendance requirements outlined in the **Online Campus Student Handbook**, which can be found online at [www.jwu.edu/onlinelearning](http://www.jwu.edu/onlinelearning).

## UNDERGRADUATE GRADING SYSTEM

The grading system is as follows:

Letter Grade	Grade Range	Quality Points
A+	95–100	4.00
A	90–94	4.00
B+	85–89	3.50
B	80–84	3.00
C+	75–79	2.50
C	70–74	2.00
D+	65–69	1.50
D	60–64	1.00
F	0–59	0.00
W	Withdrawal	0.00
WF	Withdrawal/Fail	0.00
WP	Withdrawal/Pass	
I	Incomplete	
NC	No Credit	
GP	Grade Pending	

AU	Audit
P	Proficiency
S	Satisfactory
U	Unsatisfactory
PL	Prior Learning Assessment
CX	Challenge Exam Credit
NG	No Grade

Grade reports are viewable on uconnect.

### 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 maintains required attendance but 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, or is withdrawn due to excessive absences, from a registered course after its add/drop period has ended. Students withdrawing from graduate and postgraduate level courses are eligible for a W grade only. 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, or who has withdrawn from the university prior to mid-term.

**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.

**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.

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

Used for designated courses throughout the university.

**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.

**ACADEMIC AND PERFORMANCE TRANSCRIPTS**

A transcript is a representation of a student’s entire academic record while at Johnson & Wales. The university employs two types of transcripts: academic and performance.

An academic transcript reflects a student’s unabridged academic history at the institution, including all letter grades. A performance transcript identifies the practical skills, including writing, associated with a student’s academic coursework. Skills are graded as “developing,” “validated,” “mastered” or “not tested.” The purpose of a performance transcript is to better represent the practical skills obtained by the student.

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 of the student; this is done in accordance 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 on uconnect.



## ACADEMIC STANDARDS

The university expects all students, part time or full time, to meet minimum standards of academic achievement. Students are in good academic standing if they maintain a cumulative GPA of 2.0 or better, which is a graduation requirement. All freshman students begin in good academic standing.

### ACADEMIC PROBATION

The student will be placed on academic probation if his or her GPA is less than 2.0, but higher than suspension standards. All students placed on probation will be counseled by their academic counselor and will be offered appropriate resources. While on probation, a student may matriculate at the university and is eligible for financial aid. Students may matriculate on probationary status for no more than three consecutive terms.

During the time of academic probation, the student's progress is monitored by the Committee on Academic Standing. This committee determines whether to impose academic suspension or permanent academic dismissal if academic achievement standards are not met.

Students on probation who achieve a 2.0 or better GPA will return to good academic standing. Students on academic probation must meet with their academic counselor in order to register for courses. Web registration is not available to students on academic probation until they meet with an academic counselor.

### SUSPENSION

Students will be placed on suspension if the student's GPA is below a 1.00 after the first term; if the student's GPA is below a 1.25 after the second term; if the student's GPA is below a 1.50 after the third term. The suspended student is not allowed to matriculate at the university and is expected to work on academic deficiencies. The student must petition the Committee on Academic Standing in order to reinstate and matriculate at the university. The student must provide documentation of academic improvement.

Suspended students, after one term of non-matriculation, may appeal in writing to the Committee on Academic Standing. Dismissed students may appeal in writing to the Academic Appeals Committee. All letters should be received in Student Academic & Financial Services no later than six weeks after suspension or dismissal. Committee decisions are final.

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 the academic guidelines. In addition, students are required to attend a mandatory study skills strategies seminar and tutoring in the content areas. Failure to complete this requirement will result in immediate dismissal.

### ACADEMIC ACHIEVEMENT STANDARDS

#### **Status: first term of enrollment (attempting 0-21 credits)**

##### **End of Term Outcome**

below 1.00 = suspension  
1.00–1.99 = 1st term on probation  
2.00 or higher = good standing

#### **Status: first term on probation**

##### **End of Term Outcome**

below 1.00 = dismissal  
1.00–1.25 = suspension  
1.26–1.99 = 2nd term on probation  
2.00 or higher = return to good standing

#### **Status: second consecutive term on probation**

##### **End of Term Outcome**

0–1.25 = dismissal  
1.26–1.49 = suspension  
1.50–1.99 = 3rd term on probation  
2.00 or higher = return to good standing

#### **Status: third consecutive term on probation**

##### **End of Term Outcome**

0–1.50 = dismissal  
1.51–1.99 = suspension  
2.00 or higher = return to good standing

## 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. The highest grade earned will be calculated into 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 the career management capstone course or Sanitation Certification, the student has nine (9) terms to complete the requirement.

## PLAGIARISM/TURNITIN

Students agree that by taking online courses at JWU they may be required to submit papers for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Usage Policy posted on the Turnitin.com Web site.

## 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 communicate with an academic counselor. Such communication is required for students experiencing academic difficulty.

## 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.

## 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 students at Johnson & Wales University pursuing a bachelor's degree is a minimum of 45 quarter credit hours, half of which must be within the major field. 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 two to three terms prior to program completion. Students must file one application for **each** expected degree (i.e. associate, bachelor's, master's). The application ensures that the student's name is printed correctly on the diploma, the diploma is sent to the correct address and the information is reviewed at the end of the correct term.

Graduation requires successful completion of a prescribed sequence of study and a minimum 2.00 grade point average. Students with a cumulative GPA below 2.00 will be in noncompliance with the criteria for good academic standing and may be subject to academic dismissal. Furthermore, as required by their program, all students must 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. To help them meet this requirement, all students entering or transferring to the university are required to achieve a minimum score of "validated" in a Performance Transcript assessment prior to graduating with a bachelor of science degree. Students who previously achieved a "validated" assessment in ENG1020 and ENG1021 at JWU or who receive transfer credit for ENG1020 and ENG1021 meet this requirement. All other students will take ENG1021 Advanced Composition and Communication. If a "validated" assessment is not achieved at this point, students must successfully complete ENG0001, a Performance Transcript Writing course, and achieve a "validated" score. ENG0001 requires proctored assessments. To learn more about making proctoring arrangements, refer to the Online Campus Student Handbook or visit [www.jwu.edu/onlinelearning](http://www.jwu.edu/onlinelearning). This, in effect, is a graduation requirement for all students pursuing a bachelor of science degree from JWU.

## HONORS

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

## **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 Page 16 for information on transfer admissions.

## **MODERN LANGUAGES**

All students who have studied more than one year of Spanish are required to take a placement exam. The placement examination will be scheduled at the beginning of each term for transfer and other incoming students.

## **DEAN'S LIST**

In recognition of scholastic achievement, full-time students (carrying a minimum of 12 quarter credit hours) at Johnson & Wales who have achieved a term GPA of 3.40 or above receive Dean's List commendation.

## **ACADEMIC HONOR SOCIETIES**

**Alpha Beta Kappa** is a national honor society which recognizes superior student academic achievement, character and leadership. Students with a graduating GPA of 3.9 or higher are eligible. The society may also elect a limited number of faculty, staff and alumni as honorary members.

## **ACADEMIC FUNCTIONS**

An orientation for all new online students is provided online and all new online students are requested to review it for information on how to get started in their first term and to familiarize themselves with important information and procedures.

**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 are met. Online students are invited to attend commencement exercises on the JWU campus of their choice.

## 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, or disability, 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 Policy 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 the Nondiscrimination Policy:  
University Compliance Officer,  
Johnson & Wales University,  
One Cookson Place, Sixth Floor,  
Providence, RI 02903, 401-598-1423.

Inquiries concerning the application of nondiscrimination policies 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.

Rhode Island:

- Equal Employment Opportunity Commission  
John F. Kennedy Federal Building  
475 Government Center, Boston, MA 02203  
617-565-3200

- Rhode Island State Commission on 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  
617-944-6000

Florida:

- Equal Employment Opportunity Commission, One Biscayne Tower, 2 S. Biscayne Boulevard, Suite 2700, Miami, FL 33131, 305-536-4491
- Florida Commission on Human Relations, 2009 Apalachee Parkway, Suite 200, 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

# Student Services

## THE CENTER FOR ACADEMIC SUPPORT

The Center for Academic Support offers a variety of services to assist each student in preparation for graduation and career placement. The center's goals are to support students in their efforts to develop and maximize their talents, empower them to direct their own learning, and lead them to pathways of success. With emphasis on success, graduates acquire lifelong behaviors and attitudes which are recognized by employers. Services are provided to online students through phone and e-mail interactions.

### SERVICES OFFERED

- Professional tutoring
- Workshops in stress management, time management, test-taking strategies and other learning strategies
- Accommodations for special needs students with appropriate documentation, 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. This is accomplished with programs centered around personal and career success.

Contact the Center for Academic Support at 401-598-1485 for more information.

### TUTORIAL ASSISTANCE

The university provides tutorial assistance through the Center for Academic Support. Students are urged to take the initiative in seeking help from faculty as well as from the Center for Academic Support.

Professional tutoring is available in math, accounting, writing skills, most major courses and study strategies.

### SPECIAL NEEDS/DISABLED STUDENTS

JWU is dedicated to providing reasonable accommodations to allow learning disabled, physically disabled and other challenged students to succeed in academic pursuits. While maintaining the highest academic integrity, the university strives to balance scholarship with support services which will assist special needs students in functioning in the university's academic environment.

Because some programs of study at the university have technical standards and requirements, applicants and students with special needs or disabilities should contact the director of the Center for Academic Support at 401-598-1485 to discuss the availability of reasonable accommodations or to obtain documentation guidelines, when appropriate. For more information on technical standards, see Page 45.

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

- Decelerated Course Load
- Individualized Exams
- Note-taking Assistance
- Tape Recorders Allowed in Class on Campus
- Digital Texts
- Classroom Relocation on Campus
- Medically Excused Absences
- Support Groups on Campus
- Scribes
- Assistive Technology

For further information regarding available reasonable accommodations and the accommodations procedure, please see the Academic Support section of the Providence Campus Web site at [www.jwu.edu](http://www.jwu.edu) or call the Center for Academic Support at 401-598-1485.

## COMPUTER AND TECHNOLOGY USE

All students are required to comply with the university's Computer and Technology Use Policy, which is accessible at [www.jwu.edu/legal](http://www.jwu.edu/legal).

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 and subject students to civil and criminal penalties. Copyright infringers could face statutory damages ranging from \$200 to \$150,000 for each work that is infringed as well as potential criminal penalties, including imprisonment in serious cases. Please refer to the Computer and Technology Use Policy for a further description of prohibited activities regarding use of university technology resources.

## EXPERIENTIAL EDUCATION & CAREER SERVICES

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

Career services components include

- a career capstone course for juniors and seniors that prepares them to navigate the job search process.
- career coaching resources providing personalized mentoring on a variety of career-related topics.

- an online job posting system ([jwu.experience.com](http://jwu.experience.com)) that students can use to search for jobs.
- networking opportunities with industry professionals through on-campus recruiting events.

## HEALTH SERVICES

### MEDICAL RECORDS

Prior to enrolling in FSM4061, which requires a five-day residency on a JWU campus, the university requires all online students 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, a negative tuberculosis test or chest X-ray within the last six months, three doses of hepatitis B vaccine, and completion of the chicken pox vaccine series or proof of physician-diagnosed disease. Immunizations that are strongly recommended but not required include hepatitis A and meningitis. In addition, pursuant to North Carolina law, any student who will complete his/her required residency at the Charlotte Campus who has not received a tetanus/diphtheria booster within the past 10 years is required to receive a booster of tetanus/diphtheria/pertussis vaccine, any student under the age of 18 upon enrollment must submit proof of completion of the polio vaccine series, and each student will receive a form with a space to indicate whether or not he/she has received the meningococcal vaccination. These forms may be obtained by contacting the Charlotte Campus at 980-598-1700.

### OFFICE OF ONLINE LEARNING

The Office of Online Learning provides services that are specific to the needs of online learning. Students enrolled in the online campus can contact the Office of Online Learning to inquire about logistics of the FSM4061 on-campus residency, to request emergency notifications for a specific campus, and to make proctoring arrangements, if needed. Contact the Office of Online Learning at 800-372-5598 x2778 or 401-598-2778 or [ulearn@jwu.edu](mailto:ulearn@jwu.edu).

## **RESIDENCY HOUSING**

Students are responsible for expenses related to housing, travel, and meals during the required five-day on-campus residency. As a convenience to online students, the university will reserve blocks of rooms at hotels on or near the residency campus; however, students will be responsible for making their own reservations and for all expenses connected with their reservation and stay at those hotels. Students are welcome to make their own housing arrangements at other locations as well. Online students are not entitled to live in on-campus residence halls during the required residency or otherwise.

## **SAFETY & SECURITY**

Each campus' Safety & Security Office is responsible for the enforcement of school policies, security on campus, and providing public safety service for the university's students, faculty and staff on that campus.

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the university publishes an Annual Security Report which discloses information about campus security and statistics concerning reported crimes that occurred on campus, on university-controlled property, and on public property immediately adjacent to campus. Commencing in October 2010, the university will publish an Annual Fire Safety Report which will disclose information about fire safety policies, statistics and procedures. For details regarding the university's drug and alcohol policy, please also refer to the Annual Security Report. Copies of the reports may be obtained at [www.jwu.edu](http://www.jwu.edu) on each campus' Safety & Security page:

- Providence: [www.jwu.edu/providence/safety](http://www.jwu.edu/providence/safety)
- North Miami: [www.jwu.edu/northmiami/safety](http://www.jwu.edu/northmiami/safety)
- Denver: [www.jwu.edu/denver/safety](http://www.jwu.edu/denver/safety)
- Charlotte: [www.jwu.edu/charlotte/safety](http://www.jwu.edu/charlotte/safety)

Paper copies are available upon request.

In addition, each office of Campus Safety & Security posts crime alerts on campus regarding criminal incidents, maintains a daily log of crimes and maintains a log of all fires that occur in on campus housing. The logs are available for students to view on campus. Safety & Security also has the ability to issue timely alerts to the campus community if necessary via an emergency notification mass-messaging system.



# *Programs of Study*

## **BAKING & PASTRY ARTS AND FOOD SERVICE MANAGEMENT**

*(College of Culinary Arts and  
The Hospitality College)*

### **BACHELOR OF SCIENCE (B.S.) DEGREE**

The Baking & Pastry Arts and Food Service Management online program combines the strengths of baking & pastry arts and management in order to prepare students for a management career in front- or back-of-the-house. Graduates of the Baking & Pastry Arts and Food Service Management program can obtain positions in a variety of areas that include, but are not limited to, bakeshop manager, executive pastry chef, catering manager, pastry chef, and beverage manager.

The curriculum provides ample opportunity for the food service professionals of tomorrow to build upon their leadership and management abilities, critical thinking, personal accountability and ethical behavior, problem-solving techniques, strong financial analysis skills and customer awareness. The Baking & Pastry Arts and Food Service Management degree develops a solid management philosophy in its graduates and prepares them for bright and rewarding careers.

The program allows students to receive a world-class pastry arts and hospitality management education. The program's strength is that students take senior-level capstone courses in hospitality operations and strategic management.

## BAKING & PASTRY ARTS AND FOOD SERVICE MANAGEMENT

A four-year program leading to the bachelor of science degree for two-year **Baking & Pastry Arts** program graduates

### First two years:

Associate in Science Degree in Baking & Pastry Arts: minimum 90.0 credits (Associate degree general education requirements must be met.)

### Third and fourth years:

MAJOR COURSES	CREDITS
---------------	---------

FSM3001	Food Service Management Systems and Human Resource Applications	4.5
FSM4061	Advanced Food Service Operations Management*	4.5
HOSP3050	Hospitality Strategic Marketing	4.5
HOSP4060	Hospitality Management Seminar	4.5

#### Hospitality Concentration:

##### Beverage Service Management

FSM2055	Beverage Appreciation	4.5
FSM4070	The Business of Alcohol Distribution, Retail and Sales	4.5
FSM4880	Beverage Operations Management	4.5

#### Hospitality Concentration:

##### On-site Food Service Management

FSM3012	Advanced Menu Analysis	4.5
FSM4040	On-Site Food Service	4.5
SCI2010	Nutrition	4.5

#### RELATED PROFESSIONAL STUDIES

ACCT10111	Hospitality Accounting I	4.5
ACCT10121	Hospitality Accounting II	4.5
ACCT3025	Hospitality Financial Management	4.5
CAR0010	Career Capstone	1.0
LAW2010	Hospitality Law	4.5

#### GENERAL STUDIES

ECON1001	Macroeconomics	4.5
PSYC2001	Introductory Psychology	4.5
SPAN1011	Conversational Spanish I: Specialized Vocabulary**	4.5
Electives	Two courses with an EASC attribute selected from offerings within the School of Arts & Sciences	9.0

Choose one:

MATH2001	Statistics	4.5
	OR	
SOC2001	Sociology I	

Choose one:

PHIL3040	Ethics of Business Leadership	4.5
	OR	
ENG1001	An Introduction to Literary Genres	4.5
	OR	
LIT3015	Food in Film and Literature	4.5
	OR Other Literature Course	

<b>Total Credits</b>	<b>95.5</b>
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<b>Four-Year Credit Total</b>	<b>185.5</b>
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\* Course requires a brief residency of approximately five days on a JWU campus and students are expected to pay for their own travel, lodging and meals. Expenses are estimated at \$1,200 to \$1,500 for domestic students. Expenses may be higher for international students, depending on the cost of international flights. Students must have an active sanitation certificate prior to attending the residency for FSM4061.

\*\* Spanish is the required language.

# CULINARY ARTS AND FOOD SERVICE MANAGEMENT

*(College of Culinary Arts and  
The Hospitality College)*

## **BACHELOR OF SCIENCE (B.S.) DEGREE**

The Culinary Arts and Food Service Management program combines the strengths of culinary arts and management in order to prepare students for a management career in front- or back-of-the-house. Graduates of the Culinary Arts and Food Service Management program can obtain positions in a variety of areas that include, but are not limited to, restaurant manager, kitchen manager, executive chef, food and beverage director, catering manager, room service manager, sous chef, beverage manager and dining room manager.

The curriculum provides ample opportunity for the food service professionals of tomorrow to build upon their leadership and management abilities, critical thinking, personal accountability and ethical behavior, problem-solving techniques, strong financial analysis skills and customer awareness. The Culinary Arts and Food Service Management degree develops a solid management philosophy in its graduates and prepares them for bright and rewarding careers.

The program allows students to receive a world-class culinary arts and hospitality management education. The program's strength is that students take senior-level capstone courses in hospitality operations and strategic management.

## CULINARY ARTS AND FOOD SERVICE MANAGEMENT

A four-year program leading to the bachelor of science degree for two-year **Culinary Arts** program graduates

### First two years:

Associate in Science Degree in Culinary Arts:  
minimum 90.0 credits (Associate degree general education requirements must be met.)

### Third and fourth years:

MAJOR COURSES	CREDITS
---------------	---------

FSM3001 Food Service Management Systems and Human Resource Applications	4.5
FSM4061 Advanced Food Service Operations Management*	4.5
HOSP3050 Hospitality Strategic Marketing	4.5
HOSP4060 Hospitality Management Seminar	4.5

#### Hospitality Concentration:

##### Beverage Service Management

FSM2055 Beverage Appreciation	4.5
FSM4070 The Business of Alcohol Distribution, Retail and Sales	4.5
FSM4880 Beverage Operations Management	4.5

#### Hospitality Concentration:

##### On-site Food Service Management

FSM3012 Advanced Menu Analysis	4.5
FSM4040 On-Site Food Service	4.5
SCI2010 Nutrition	4.5

#### RELATED PROFESSIONAL STUDIES

ACCT10111 Hospitality Accounting I	4.5
ACCT10121 Hospitality Accounting II	4.5
ACCT3025 Hospitality Financial Management	4.5
CAR0010 Career Capstone	1.0
LAW2010 Hospitality Law	4.5

#### GENERAL STUDIES

ECON1001 Macroeconomics	4.5
PSYC2001 Introductory Psychology	4.5
SPAN1011 Conversational Spanish I: Specialized Vocabulary**	4.5
Electives Two courses with an EASC attribute selected from offerings within the School of Arts & Sciences	9.0

Choose one:

MATH2001 Statistics	4.5
OR	
SOC2001 Sociology I	

Choose one:

PHIL3040 Ethics of Business Leadership	4.5
OR	
ENG1001 An Introduction to Literary Genres	4.5
OR	
LIT3015 Food in Film and Literature	
OR Other Literature Course	

<b>Total Credits</b>	<b>95.5</b>
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<b>Four-Year Credit Total</b>	<b>185.5</b>
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\* Course requires a brief residency of approximately five days on a JWU campus and students are expected to pay for their own travel, lodging and meals. Expenses are estimated at \$1,200 to \$1,500 for domestic students. Expenses may be higher for international students, depending on the cost of international flights. Students must have an active sanitation certificate prior to attending the residency for FSM4061.

\*\* Spanish is the required language.

# *Technical Standards*

To participate in the online degree programs, in Baking & Pastry Arts and Food Service Management or Culinary Arts and Food Service Management, each student, with or without reasonable accommodations, must be able to safely and effectively

- input data into and retrieve data from a computer
- communicate with fellow workers, guests and customers in person and by telephone
- 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 the online programs of instruction in Baking & Pastry Arts and Food Service Management and Culinary Arts and Food Service Management in the College of Culinary Arts and The Hospitality College and also reflect industry requirements and standards.

# Course Numbering System

## Alphabetic

Code      Discipline

### Alan Shawn Feinstein Graduate School

COMM      Communication  
 EVNT      Event Leadership  
 GRAD      Graduate Studies

### Career Development

CAR      Career Management

### College of Business

ACCT\*      Accounting  
 ADVC      Advertising Communications  
 ENTR      Entrepreneurship  
 EQN      Equine  
 FISV\*      Financial Services Management  
 IBUS\*      International Business  
 LAW\*      Law  
 MGHI      Management and the Hospitality Industry  
 MGMT\*      Management  
 MRKT\*      Marketing  
 RTL      Retail

### College of Culinary Arts

BPA      Baking & Pastry Arts  
 CUL      Culinary Arts  
 FSM      Food Service Management  
 NUTR      Culinary Nutrition

### The Hospitality College

FSM      Food Service Management  
 HOSP\*      Hospitality Management  
 IHTV      International Hotel and Tourism  
 MGHI      Management and the Hospitality Industry  
 SEE      Sports/Entertainment/Event  
             Management  
 TRVL      Travel/Tourism

### School of Arts & Sciences

ARA      Arabic  
 ART      Art  
 CSL      Community Service Learning  
 ECON\*      Economics  
 ENG      English  
 ESL      English Language Institute  
 FREN      French  
 GER      German  
 HIST      History  
 HUM      Humanities  
 LEAD      Leadership Studies  
 LIT\*      Literature  
 MATH      Mathematics  
 PHIL      Philosophy  
 PSCI      Political Science  
 PSYC      Psychology  
 REL      Religion  
 RSCH\*      Research  
 RUS      Russian  
 SCI      Science  
 SOC      Sociology  
 SPAN      Spanish

### School of Education

EDUC      Education  
 SPED      Special Education

\*these codes also exist in the graduate school

## Alphabetic

Code      Discipline (continued)

### School of Technology

CAD      Computerized Drafting  
 CGRA      Computer Graphics  
 CSIS      Computer Science  
 DME      Digital Media  
 ENGN      Engineering  
 FIT      Foundations in Technology  
 ITEC      Information Technology  
 PRMG      Project Management  
 TECH      Technology Experiential Education

### Other

ABRD      Academic International Programs  
 PHYS      Physical Education

### Numeric Values

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

### First Digit

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

### Miscellaneous

GS      Denotes a general studies course outside of the School of Arts & Sciences  
 HO      Denotes an honors-option course  
 HY      Denotes a hybrid format course  
 OL      Denotes an online course  
 PT      Denotes a course in which performance transcript skills are measured  
 SL      Denotes a possible service learning module  
 WI      Denotes a writing-intensive course

### Definitions of Elective Attributes

Elective courses, as designated by each program, allow students to personalize their program of study by selecting courses that will strengthen and support their individual or career aspirations. Eligible elective course offerings are defined by attribute type and are identified by appropriate colleges or schools. Special note: Individual program requirements will detail any exceptions when specific courses may not satisfy an elective requirement.

When selecting an elective, students must register the appropriate type of elective and are responsible for satisfying any prerequisites or restrictions that may be present on the elective course offering. Furthermore, the elective may not be a required course in the student's program of study.

### Type of elective

accounting  
 arts & sciences  
 baking/pastry  
 career elective  
 criminal justice  
 culinary  
 elective ("free" elective)

### Attribute type

EACC  
 EASC  
 EBAP  
 ECAR  
 ECJS  
 ECUL  
 any 1000-level or higher course except those noted  
 EEQN  
 EFIN  
 EGRD  
 EHSP  
 EIBU  
 ETEC

# Course Descriptions

## *Experiential Education & Career Services*

### **CAREER MANAGEMENT**

#### **CAR0010 CAREER CAPSTONE**

This career management course focuses on preparing students to make the transition from college to career. Students learn ways to enhance and customize their job search materials such as résumés, portfolios and cover letters to market themselves effectively to employers. General job search strategies as well as networking and interview techniques are reinforced. Other topics include career self-assessment, evaluating and negotiating job offers, identifying and pursuing internships and the services provided by Experiential Education & Career Services. Prerequisite: Junior status. (PT) (OL)  
Quarter Credit Hours 1.0

## *College of Business*

### **ACCOUNTING**

#### **ACCT10111 HOSPITALITY ACCOUNTING I**

This course is designed to combine the concepts of accounting theory and practice with the specialized requirements of the hospitality industry. The course introduces the nature and purpose of accounting, the double-entry system, hospitality accounting documents and special journals, inventories, adjusting entries, financial statements and the closing process. Students learn the accounting cycle for proprietorship and corporate forms of business. (OL)  
Quarter Credit Hours 4.5

#### **ACCT10121 HOSPITALITY ACCOUNTING II**

This course is based on the Uniform System of Accounts as approved by the American Hotel & Lodging Association. Comprehensive coverage is given to revenue and expense accounting, the periodic inventory method, preparation of departmental and corporate financial statements for a hotel, ratio analysis, accounting for intangible assets, and selective topics in property and equipment accounting and hospitality payroll. Prerequisite: ACCT10111. (OL)  
Quarter Credit Hours 4.5

#### **ACCT3025 HOSPITALITY FINANCIAL MANAGEMENT**

This course presents how accounting information is used by management to analyze and measure the efficiency and profitability of a hospitality business. The course emphasizes the managerial uses of accounting data in decision making, preparation of budgets and variance analysis, relevant cost analysis, regression analysis and cost-volume-profit relationships. Prerequisites: ACCT1002 or ACCT1012, junior status. (OL)  
Quarter Credit Hours 4.5

### **LEGAL STUDIES**

#### **LAW2010 HOSPITALITY LAW**

This is an introductory course with emphasis placed on hotel and restaurant issues. Topics include sources of law, court systems, jurisdiction, contracts, negligence, the innkeeper-guest relationship, and liability arising from the service of food and alcoholic beverages. (OL)  
Quarter Credit Hours 4.5

## *College of Culinary Arts*

### **FOOD SERVICE MANAGEMENT**

#### **FSM4070 THE BUSINESS OF ALCOHOL DISTRIBUTION, RETAIL AND SALES**

This course offers the student a comprehensive overview of the costs of producing, distributing and selling licensed alcoholic beverages in the US and the relationship between costs, profit margins and sales. Each segment of the 3-tiered distribution system will be analyzed and the legal aspects of producing, distributing and selling licensed beverages will also be examined. Internet sales and the challenge it poses to the current system will also be evaluated. The impact of the current system on the consumer and how the consumer's needs are addressed will be focus of the course. Prerequisite: CUL1365 or FSM2055 or MRKT1001. (OL)  
Quarter Credit Hours 4.5

## *The Hospitality College*

### **FOOD SERVICE MANAGEMENT**

#### **FSM2055 BEVERAGE APPRECIATION**

This intermediate course refines the student's knowledge of beverages served in a variety of hospitality operations. Emphasis is placed on beverage sensory perception and food pairings. Students develop and analyze strategies to effectively manage, market and set standards for beverage operations. Both alcoholic and non-alcoholic beverages are examined. Prerequisite: Sophomore status. (OL)  
Quarter Credit Hours 4.5

#### **FSM3001 FOOD SERVICE MANAGEMENT SYSTEMS AND HUMAN RESOURCE APPLICATIONS**

This course is intended to prepare the students to apply sound human resource management principles to situations encountered within the hospitality industry. Students examine the complex and integrated nature of the hospitality industry and how various segments, such as lodging and tourism, impact the management and operation of food service establishments. Prerequisite: CUL2366 or CUL2386 or CUL2396 or BPA2366 or BPA2396. (PT) (OL)  
Quarter Credit Hours 4.5

### **FSM3012 ADVANCED MENU ANALYSIS**

This course focuses on researching current market trends and discovering their impact on commercial food service operations. Students analyze the effectiveness of current menu designs to specific operational data. Students also apply basic menu design techniques to enhance classroom assignments. Prerequisite: FSM2080 or FSM3001 or SEE3008. (OL)  
Quarter Credit Hours 4.5

### **FSM4040 ON-SITE FOOD SERVICE**

This upper-level course emphasizes the contract or noncommercial segment of the food service industry. The traditional contract fields of business/industry, university/school, healthcare, recreation areas and catering are explored in depth. Contracts for these food service areas are evaluated from the client, contractor, guest and unit manager's perspectives. Prerequisite: FSM2080 or FSM3001 or SEE3008. (OL)  
Quarter Credit Hours 4.5

### **FSM4061 ADVANCED FOOD SERVICE OPERATIONS MANAGEMENT**

This upper-level capstone course concentrates on integrating critical competencies of management in a small food service setting. Emphasis is placed on menu development, marketing, staff scheduling, production planning and implementation, service and fiscal accountability. Students manage the food and beverage service operations. Prerequisites: FSM2080 or FSM2095 or FSM2099 or FSM3001, senior status. (PT) (OL)  
Quarter Credit Hours 4.5

### **FSM4880 BEVERAGE OPERATIONS MANAGEMENT**

This upper-level course examines the creation and management of a beverage operation. Planning topics include concept, identification of target market and creating a bar business. The creation of a business plan is discussed. Management topics include bar layout and operations, trend identification and product selection, basic production methods, costing and pricing, inventory methods and human resources management. The creation of wine lists, beer lists and cocktail menus is also discussed. Responsible Beverage Service is stressed. Prerequisite: CUL4045 or FSM2055. (OL)  
Quarter Credits Hours 4.5

## **HOSPITALITY MANAGEMENT**

### **HOSP3050 HOSPITALITY STRATEGIC MARKETING**

This is an upper-level course dealing with the broad scope of hospitality marketing placing emphasis on the analysis, structure and strategy of the hospitality marketing department, departmental budgeting, allocation of resources, market research, media selection and effectiveness of the marketing plan. Case studies and assigned readings examine current marketing issues. A directed work project may be incorporated into this course. Prerequisite: Junior status. (HO) (PT) (OL)  
Quarter Credit Hours 4.5

### **HOSP4060 HOSPITALITY MANAGEMENT SEMINAR**

This is a senior-level capstone course designed to give students insight into hospitality strategy. Using a variety of teaching methods including the case study approach, realism is introduced into the classroom, improving the critical thinking and decision-making ability of the student. The course is also designed to integrate appropriate computer-based simulation and appli-

cations programs into management theory. A directed work project may be incorporated into this course. Prerequisite: ACCT3020 or ACCT3025, HOSP3050 or MRKT1001. (PT) (OL)  
Quarter Credit Hours 4.5

# *School of Arts & Sciences*

## **ECONOMICS**

### **ECON1001 MACROECONOMICS**

This course is designated as the first of two courses serving as an introduction to economics. It is a survey course covering the foundations of economics and focusing on macroeconomic concepts and issues such as the features and goals of capitalism, the market system, national income, business cycles, macroeconomic theories, and monetary and fiscal policy. (GS) (OL)  
Quarter Credit Hours 4.5

## **ENGLISH**

### **ENG0001 WRITING WORKSHOP**

This course fulfills the university's graduation writing requirement. Students review sentence structure, paragraph development and essay organization with the goal of applying these skills to the classroom and the workplace. Prerequisite: PT writing skills evaluated at the "developing" level. (OL)  
Quarter Credit Hours 0.0

### **ENG1001 AN INTRODUCTION TO LITERARY GENRES**

This course prepares students to read, analyze and write about the major literary genres: poetry, fiction and drama. Students are exposed to a variety of forms and styles in each genre from a wide range of historical periods. Literary selections represent a diverse group of classic and contemporary writers, poets and playwrights. This course fulfills part of the Literature concentration requirement. Prerequisite: ENG1020 or ENG1920. (SL) (WI) (OL)  
Quarter Credit Hours 4.5

### **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, and 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. At the end of the course, in addition to a final exam, students present a representative portfolio of their writing. Prerequisite: ENG1020. (WI) (OL)  
Quarter Credit Hours 4.5



## LITERATURE

### LIT3015 FOOD IN FILM AND LITERATURE

This course is designed to acquaint the student with the art forms of film and literature with a focus on food as its primary subject. The course focuses on the important books, essays, short stories, plays and films that have made major achievements in film and literature. Students develop the critical skills necessary to increase their understanding of the experience of film and literature. This course fulfills part of the Literature concentration requirement. Prerequisite: ENG1020 or ENG1920. (HO) (WI) (OL)  
Quarter Credit Hours 4.5

## MATHEMATICS

### MATH2001 STATISTICS

This course is designed to provide students with the basic statistical concepts and techniques that will assist them in both their personal and professional lives. Topics include measures of central tendency and dispersion, probability distributions of both discrete and continuous random variables, sampling distributions, estimation theory, and an introduction to hypothesis testing. Prerequisite: MATH1002 or MATH1020 (minimum grade of C in MATH1002 or MATH1020 required for online sections of MATH2001) or equivalent. (HO) (HY) (OL)  
Quarter Credit Hours 4.5

## PHILOSOPHY

### PHIL3040 ETHICS OF BUSINESS LEADERSHIP

This course examines the basic principles of ethics and their philosophical foundations, particularly as they apply to institutions, environments, leadership and other activities and pursuits of business. It examines those aspects of human behavior which can be labeled right and wrong. It considers the moral obligations of leaders and followers when discussing actual cases from a variety of business organizations that have presented management and subordinates with difficult moral dilemmas. It considers also the particular responsibilities of leadership in fostering and implementing ethical awareness within a corporate culture. Prerequisite: ENG1020 or ENG1920. (PT) (HO) (OL)  
Quarter Credit Hours 4.5

## PSYCHOLOGY

### PSYC2001 INTRODUCTORY PSYCHOLOGY

This course is designed to allow the individual student the opportunity to develop an understanding of human behavior in its origins, development and manifestations. The three major theories — psychoanalysis, behaviorism and humanism — are presented so that students are knowledgeable in their major tenets. Students also determine their own view of these schools and why they find them acceptable or unacceptable. The course also proposes to alert the student to signs and symptoms of mental distress in themselves, their families, friends and co-workers. What to do about stress is also considered in terms of seeking the simplest solution first. Applications of this information on both a personal and professional level are introduced and discussed. Prerequisite: Sophomore status. (HO) (SL) (OL)  
Quarter Credit Hours 4.5

## SCIENCE

### SCI2010 NUTRITION

This course in basic human nutrition examines metabolic energy derived from carbohydrates, proteins and lipids. Pathways for the utilization of this energy to build new biomolecules, including nucleic acids, are discussed, as are the consequences of nutrient deficiencies. Ways to achieve and maintain nutrient balance are a central part of the course. The significance of vitamins and minerals and possible toxicity due to overabundance is also discussed. (HO) (OL)  
Quarter Credit Hours 4.5

### SCI3050 SCIENCE AND CIVILIZATION: PROGRESS AND PROBLEMS

This course explores the social, political and historic contexts and implications of several scientific and technological developments through a variety of genres including textbooks, newspaper and magazine articles, film, music, art, literature and the Internet. This is an interdisciplinary course cross-listed as SCI3050, SOC3050 and HUM3050. Prerequisites: ENG1020 or ENG1920, successful completion of any SCI course, sophomore status. (OL)  
Quarter Credit Hours 4.5

## SOCIOLOGY

### SOC2001 SOCIOLOGY I

This course provides an introduction to sociology with the focus of study on how humans interact within a society, both as individuals and in groups. Stress is placed on sociological methods and paradigms. Prerequisite: Sophomore status. (HO) (SL) (OL)  
Quarter Credit Hours 4.5

### SOC2020 CULTURE AND FOOD

This is a course on the sociology of food. Students are challenged to think and rethink the place of food in the human experience. The course explores how the discipline of sociology, and its borrowing from anthropology and other fields, examines food as a cultural and social artifact and how food and social identity intersect. Prerequisite: Sophomore status. (HO) (SL) (WI) (OL)  
Quarter Credit Hours 4.5

## SPANISH

### SPAN1011 CONVERSATIONAL SPANISH I: SPECIALIZED VOCABULARY

This course is designed as an introduction to the Spanish language and is tailored specifically to the needs of culinary and hospitality students. Emphasis is placed on basic sentence structure and oral communication, skills that students can use in the workplace. (HO) (OL)  
Quarter Credit Hours 4.5

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