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# Catalog Home

8 Abbott Park Place  
Providence, Rhode Island 02903  
Phone: 1-800-342-5598 JWU or 401-598-1000  
Fax: 401-598-2948

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

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

# Letter from Providence Campus President and Chief Operating Officer

It is my honor to welcome you to Johnson & Wales University's Providence Campus, the oldest and largest of our four campuses. Combined enrollment at our four campuses is more than 17,000 students from 49 states and 102 countries.

For nearly a century, we've been transforming the dreams of career-minded students into reality. From recruiting students who are best prepared for a JWU education, to providing them with a well-rounded, industry-focused curriculum, our strategic objectives embrace quality. Through our academically rigorous, industry-relevant and experientially based programs, we're developing tomorrow's industry and civic leaders. In addition, our academic programs, student services and activities, campus facilities and dedication to the community make the Providence Campus comfortable for all types of students from various backgrounds.

Providence is a truly vibrant and cultural city with a small town feel and all the charms of New England. These elements make for an attractive place to live, work and visit. With close proximity to Rhode Island's famous beaches and larger world-class cities including New York and Boston, Providence is home to six colleges and universities, while the state of Rhode Island is home to five more. I've been a part of the JWU community since 1988, and I am proud of our commitment to educational excellence that inspires professional success and lifelong personal and intellectual growth.

I invite you to visit and learn more about our dynamic campus (<http://www.jwu.edu/providence/visit>) and commitment to excellence.

Sincerely,  
Mim L. Runey, LP.D.  
Providence Campus President and Chief Operating Officer

# Academic Calendar

## Fall Term

Date	Description
April 13	Web registration begins
August 10	Payment deadline
September 4	Term begins
September 8	Last day to add a course
September 15	Last day to drop a course
September 15	Deadline to complete initial attendance assignments
October 8	Columbus Day (university offices closed)
October 12	Last day to withdraw from a course
November 17	Term ends

## Winter Term

Date	Description
September 21	Web registration begins
November 2	Payment deadline
November 27	Term begins
December 1	Last day to add a course
December 8	Last day to drop a course
December 8	Deadline to complete initial attendance assignments
January 18	Last day to withdraw from a course
December 21–January 5	Holiday break
January 21	Martin Luther King Jr. Day (university offices closed)
February 23	Term ends

## Spring Term

Date	Description
December 14	Web registration begins
February 1	Payment deadline
March 5	Term begins
March 9	Last day to add a course
March 16	Last day to drop a course
March 16	Deadline to complete initial attendance assignments
March 31	Easter (university offices closed)
April 12	Last day to withdraw from a course
May 16	Term ends

## Summer Term

Date	Description
March 15	Web registration begins
May 3	Payment deadline
June 3	Term begins
June 8	Last day to add a course
June 15	Last day to drop a course
June 15	Deadline to complete initial attendance assignments
July 4	Independence Day (university offices closed)
July 12	Last day to withdraw from a course
August 17	Term ends

# About JWU

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

## A Career-Focused Education

- Our accredited degree programs in business, hospitality, culinary arts, counseling psychology and technology are career-focused — designed to provide you with the knowledge and skills employers have identified as necessary in your field of choice. And you don't have to wait to build your career skills, as you'll have the opportunity to take courses in your major in your first year.
- Faculty with industry experience bring real-life knowledge, hands-on learning and, oftentimes, networking opportunities into small classroom settings. You'll learn industry best practices and train on career-specific tools and software.
- Dedicated faculty advisors and career advisors help you set professional goals and develop an educational plan designed for you to best attain those goals. In addition, specialized workshops help you build your résumé, highlight your skills and develop a portfolio of work to help set you apart.
- You'll have the opportunity to network with employers who visit campus each year, including career fairs, on-campus interviews and career events geared to your major.

## A Full University Experience

- At least one-third of credits in each JWU program are in the arts & sciences to help you develop the critical thinking, communication and analytical skills necessary for long-term career progression.
- JWU offers more than 30 study abroad (<http://www.jwu.edu/studyabroad>) programs and independent exchanges, all of which include study such as lecture, industry visits and cultural excursions. Study Abroad staff members will help you identify programs that best fit your academic and career goals.

## Hands-on Learning

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

## Leadership and Community Opportunities

- Participation in competitions as a member of DECA, BPA, FCCLA and other nationally recognized student organizations help build leadership, career skills and your résumé.
- Community service is integral to our educational philosophy. Our ongoing commitment to community service has repeatedly earned JWU a place on the President's Higher Education Community Service Honor Roll.

## Four Campuses, One University Ahead of Its Time

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

To learn more, visit [www.jwu.edu](http://www.jwu.edu).

## History of JWU

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

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

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

In 1970 the State of Rhode Island approved a revision in the university's charter allowing it to award baccalaureate degrees as well as associate degrees, and removing the restrictions on the type of undergraduate degree programs that could be offered.

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

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

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

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

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

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

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

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

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

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

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

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

In response to changes in industry needs, beginning with the 2008–2009 academic year JWU's College of Business and The Hospitality College eliminated associate degrees and began offering only bachelor of science degrees that allowed students to customize their education through specializations or concentrations. This decision did not impact the College of Culinary Arts and the School of Technology.

In 2009–2010 JWU recruited, admitted and enrolled the entering class for the online bachelor's degree programs. In September 2010 students started classes in the online programs.

In fall 2012 the university began offering a degree in counseling psychology, the first bachelor's degree program offered through the John Hazen White School of Arts & Sciences.

## Mission and Guiding Principles

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

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

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

## Campus Facilities

Johnson & Wales University has campuses in Providence (<http://catalog.jwu.edu/aboutjwu/campuses/providence>), North Miami (<http://catalog.jwu.edu/aboutjwu/campuses/miami>), Denver (<http://catalog.jwu.edu/aboutjwu/campuses/denver>) and Charlotte (<http://catalog.jwu.edu/aboutjwu/campuses/charlotte>). A description of campus facilities for each location can found by clicking the enclosed links.

## Accreditations and Approvals

Johnson & Wales University (JWU) is accredited by the New England Association of Schools & Colleges, Inc. (NEASC), through its Commission on Institutions of Higher Education. This accreditation encompasses the university's four campuses in Providence, R.I.; North Miami, Fla.; Denver, Colo.; and Charlotte, N.C. Inquiries regarding JWU's accreditation status should be directed to the Director of Academic Accountability & Initiatives, University Provost's Office, Johnson & Wales University, One Cookson Place, Sixth Floor, Providence RI 02903; or at 401-598-1345. Individuals may also contact: Commission on Institutions of Higher Education, New England Association of Schools and Colleges, 209 Burlington Road, Bedford, MA 01730-1433; phone: 617-271-0022, email: [cihe@neasc.org](mailto:cihe@neasc.org).

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

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

The university is authorized under federal law to enroll non-immigrant alien students.

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

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

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

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

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

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

Johnson & Wales University is registered as a private institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 and 136A.71. Registration with the Minnesota Office of Higher Education is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions. Private Institution Registration must be renewed annually with the Minnesota Office of Higher Education but remains in effect unless voluntarily surrendered by a school or withdrawn by this office.

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

Johnson & Wales University will make available for review to any enrolled or prospective student, upon request, a copy of the documents describing the institution's accreditation, approval or licensing. This information, as well as contact information for accreditors and state officials and agencies for filing complaints, may be obtained by contacting the Director of Academic Accountability & Initiatives, University Provost's Office, Johnson & Wales University, One Cookson Place, Sixth Floor, Providence RI 02903; or at 401-598-1345.

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

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

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

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

- Elementary Education & Elementary Special Education & Secondary Special Education

## Affiliations

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

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

## General University Affiliations

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

American Educational Research Association  
 American Hotel & Lodging Association  
 American Hotel & Lodging Education Foundation  
 American Institute of Architects  
 American Institute of Certified Public Accountants  
 American Institute of Wine and Food  
 American Library Association  
 American Management Association  
 American Marketing Association  
 American Payroll Association  
 American Planning Association  
 American Psychological Association  
 American Society for Curriculum Development  
 American Society for Training and Development  
 American Statistical Association  
 American Wine Society  
 ASIS International  
 Associated Press  
 Association for the Advancement of Computing in Education  
 Association for Career and Technical Education (ACTE)  
 Association for Institutional Research  
 Association for Multicultural Counseling and Development  
 Association for Student Judicial Affairs  
 Association for Supervision and Curriculum Development (ASCD)  
 Association of College & Research Libraries  
 Association of College & University Facility Officers  
 Association of College & University Telecommunications Administrators  
 Association of Governing Boards of Universities and Colleges  
 Association of Independent Colleges & Universities of Rhode Island  
 Association of International Education Administrators  
 Association to Advance Collegiate Schools of Business (AACSB) International  
 Better Business Bureau  
 Board of Bar Overseers  
 Bread Bakers Guild of America  
 Business Professionals of America  
 Business Volunteers for the Arts  
 Campus Compact  
 Career Counselors Consortium  
 Center for Academic Integrity  
 Club Managers Association of America  
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 The College Board  
 College & University Professional Association for Human Resources  
 Confrérie de la Chaîne des Rotisseurs  
 Consortium of Rhode Island Academic & Research Libraries  
 Cooperative Education Association  
 Council for the Advancement and Support of Education (CASE)  
 Downtown Security Network  
 Eastern Association of Colleges and Employers Inc.  
 The Education Partnership  
 Educause  
 Employment Management Association  
 Escoffier Society  
 European Council of Hotel Restaurant & Institutional Education  
 European Council of Independent Schools  
 Family, Career and Community Leaders of America  
 Forum of Education Abroad  
 Future Business Leaders of America  
 Future Farmers of America  
 Greater Providence Chamber of Commerce  
 Higher Education Library Information Network  
 Higher Education Marketing  
 Hispanic Association of Colleges and Universities (HACU)  
 The Honorable Order of the Golden Toque  
 Hospitality Resource Partnership of the Downtown Improvement District  
 Institute for International Human Resources  
 Institute of International Education  
 Institute of Management Accountants  
 International Association of Assembly Managers  
 International Association of Business Communicators  
 International Association of Campus Law Enforcement Administrators  
 International Association of Culinary Professionals  
 International Association of Hotel School Directors  
 International Career Counselors  
 International Council on Hotel, Restaurant and Institutional Education  
 International Food Service Editorial Council  
 International Food Service Executives Association  
 International Hotel & Restaurant Association  
 International Special Events Society  
 James Beard Foundation  
 Junior Achievement  
 Landmark Restaurants Advisory Board  
 Leadership Rhode Island  
 Malaysian American Commission on Education Exchange  
 Modern Language Association  
 Multicultural Foodservice & Hospitality Alliance  
 National Alliance for Business  
 National Association for Counseling and Development  
 National Association for Developmental Education  
 National Association for Catering  
 National Association of College & University Attorneys  
 National Association of College & University Business Officers  
 National Association of College Admissions Counselors  
 National Association of College Stores  
 National Association of Colleges & Employers  
 National Association of Educational Procurement  
 National Association of Female Executives  
 NAFSA - Association of Independent Colleges and Universities  
 National Association of Social Workers  
 National Association of Student Financial Aid Administrators  
 National Association of Student Personnel Administrators  
 National Business Educators Association  
 National Commission for Cooperative Education  
 National Conference for Community and Justice  
 National Council of Teachers of English  
 National DECA Inc.  
 National Education Association  
 National Restaurant Association  
 National Restaurant Association Educational Foundation  
 National Society for Experiential Education  
 National Society of Fundraising Executives  
 National Staff Development Council  
 New England Association for College Admission Counseling  
 New England Association for Cooperative Education and Field Experience  
 New England Association of College Admissions Counselors  
 New England Association of Collegiate Registrars and Admissions Officers  
 New England Association of Schools and Colleges Inc. (NEASC)  
 New England Board of Higher Education  
 New England Business Educators Association  
 New England Faculty Development Consortium  
 New England Innkeepers' Association  
 New England Inns and Resorts Association  
 New England Library Association  
 New England Library Network  
 New England Museum Association (NEMA)  
 New England Regional Council of Hotel, Restaurant and Institutional Education  
 New England Resource Center for Higher Education  
 Northeast Association for Institutional Research  
 Phi Delta Kappa  
 Professional Organization & Development Network  
 Public Relations Society of America  
 Research Chefs Association  
 Rhode Island Association of Admissions Officers (RIAAO)  
 Rhode Island Association of Institutional Researchers  
 Rhode Island Association of Student Financial Aid Administrators  
 Rhode Island Association of Colleges for Teacher Education  
 Rhode Island Bar Association  
 Rhode Island Business Educators Association  
 Rhode Island Campus Compact  
 Rhode Island Catholic Diocese Advisory Board for the Protection of Children  
 Rhode Island Counseling Association  
 Rhode Island Criminal Justice Policy Board  
 Rhode Island Department of Education  
 Rhode Island Higher Education

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

## Notice of Nondiscrimination

Johnson & Wales University does not discriminate unlawfully on the basis of race, religion, color, national origin, age, sex, sexual orientation, gender identity or expression, genetic information, disability, status as a protected veteran or any other unlawful basis in admission to, access to, treatment of, or employment in its programs and activities.

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

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

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

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

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

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

Office for Civil Rights, U.S. Department of Education, Customer Service Team,  
 400 Maryland Avenue, SW, Washington, DC 20202-1100, 800-421-3481.  
 This office may refer the matter to a regional Office for Civil Rights.  
 You may also visit <http://wdcrocolp01.ed.gov/CFAPPS/OCR/contactus.cfm>.

Rhode Island:

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

Massachusetts:

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

Florida:

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

Colorado:

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

North Carolina:

- Equal Employment Opportunity Commission, 129 West Trade Street, Suite  
 400,  
 Charlotte, NC 28202, 704-344-6682
- N.C. Human Relations Commission, 116 W. Jones Street, Suite 2109,  
 Raleigh, NC 27601, 919-807-4420

Mailing Address: N.C. Human Relations Commission, 1318 Mail Service Center,  
 Raleigh, NC 27699-1318

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# Online Programs of Study

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

Please note that certain programs of study at the university, including equine programs and programs in the College of Culinary Arts and The Hospitality College, include technical standards (p. 23) in the academic requirements essential to the program. Students with disabilities may contact the Center for Academic Support at the applicable campus for further information about these technical standards.

- **Bachelor of Science (B.S.) Degree**

- Baking & Pastry Arts and Food Service Management (p. 11)
- Culinary Arts & Food Service Management (p. 12)

# Baking & Pastry Arts and Food Service Management

(College of Culinary Arts)

(Hospitality College)

## Bachelor of Science (B.S.) Degree

The Baking & Pastry Arts and Food Service Management program combines the strength of baking and 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 with sufficient experience may obtain positions in a variety of areas that include, but are not limited to, restaurant manager, kitchen manager, pastry chef, executive chef, food and beverage director, catering manager, room service manager, sous chefs, beverage manager and dining room manager. The curriculum provides ample opportunity for students to build upon their leadership and management abilities, cooking techniques, 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 culinary foundation and management philosophy in its graduates.

The program allows students to receive a world-class baking and pastry and hospitality education. The program's strength is that students receive several senior-level capstone experiences in culinary arts, 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: 90-96

Associate in Science (A.S.) Degree in Baking Pastry Arts ([#](http://catalog.jwu.edu/programsstudy/culinary/baking-pastry-arts-food-service-management/online/undefined/programsstudy/culinary/baking-pastry-arts-associate))

Third and fourth years:

### Major Courses

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	13.5
Hospitality Concentration	On-site Food Service Management	13.5

### Related Professional Studies

ACCT2003	Hospitality Accounting I	4.5
ACCT2004	Hospitality Accounting II	4.5
ACCT3025	Hospitality Financial Management	4.5
CAR0010	Career Capstone	1
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

Choose one of the following: 4.5

MATH2001	Statistics	
SOC2001	Sociology I	

Choose one of the following: 4.5

PHIL3040	Ethics of Business Leadership	
ENG1001	An Introduction to Literary Genres	
LIT3015	Food In Film And Literature	

Total Credits 95.5

Four-Year Credit Total 185.5-191.5

\* 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 recommended language.

# First two years: Associate in Science Degree in Baking & Pastry Arts: minimum 90.0 credits (Associate degree general education requirements must be met.) See Prerequisites below.

Note: Students who graduate with a bachelor of science degree must leave Johnson & Wales University with effective writing skills. These writing skills will be assessed at the completion of ENG1021 Advanced Composition and Communication.

### PREREQUISITES

ENG1020	English Composition ***	4.5
ENG1021	Advanced Composition and Communication ***	4.5
ENG1030	Communication Skills ***	4.5
FSM2025	Food and Beverage Cost Control	4.5
or FSM2045	Introduction to Menu Planning and Cost Controls	
Math	One math course 1000 level or higher based on student's placement assessment ****	
Science	One SCI-designated course ****	
Electives	9.0 credits of arts and sciences ****	

\*\*\* Courses are offered online.

\*\*\*\* Please refer to the on-line campus course list for courses offered online that will satisfy this requirement.

### Beverage Service Management Concentration

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

### On-site Food Service Management Concentration

FSM3012	Advanced Menu Analysis	4.5
FSM4040	On-Site Foodservice	4.5
SCI2010	Nutrition	4.5

# Culinary Arts & Food Service Management

(College of Culinary Arts)

(Hospitality College)

## Bachelor of Science (B.S.) Degree

The Culinary Arts and Food Service Management program combines the strength 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 with sufficient experience may 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 chefs, beverage manager and dining room manager.

The curriculum provides opportunities for students to build upon their leadership and management abilities, cooking techniques, 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 culinary foundation and management philosophy in its graduates.

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

Students may choose to focus their studies by selecting their electives in such areas as food and beverage, resort or dining management. The Resort Management and Casino & Gaming Operations concentrations allow students to focus on these two rapidly growing segments of the hospitality industry. The Food & Beverage Management concentration allows students to focus on this vital area of the hospitality industry. Courses are ideal for candidates interested in working with beverages, non-commercial, chain, franchises or restaurant operations.

## Culinary Arts & Food Service Management

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

First two years: 90-96

Associate in Science (A.S.) Degree in Culinary Arts (<http://catalog.jwu.edu/programsofstudy/culinary/culinary-arts-food-service-management/online/undefined/programsofstudy/culinary/culinary-arts>) #

Third and fourth years:

### Major Courses

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	13.5
Hospitality Concentration	On-site Food Service Management	13.5

### Related Professional Studies

ACCT2003	Hospitality Accounting I	4.5
ACCT2004	Hospitality Accounting II	4.5
ACCT3025	Hospitality Financial Management	4.5
CAR0010	Career Capstone	1
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 which may be used to form an arts & sciences concentration	9

Choose one of the following: 4.5

MATH2001	Statistics	
SOC2001	Sociology I	

Choose one of the following: 4.5

PHIL3040	Ethics of Business Leadership	
ENG1001	An Introduction to Literary Genres	
LIT3015	Food In Film And Literature	

Total Credits 95.5

Four-Year Credit Total 185.5-191.5

- \* 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 recommended language.
- # First two years: Associate in Science Degree in Baking & Pastry Arts: minimum 90.0 credits (Associate degree general education requirements must be met.) See Prerequisites below.

NOTES: Students who graduate with a bachelor of science degree must leave Johnson & Wales University with effective writing skills. These writing skills will be assessed at the completion of ENG1021 Advanced Composition and Communication.

### Prerequisites

ENG1020	English Composition ***	4.5
ENG1021	Advanced Composition and Communication ***	4.5
ENG1030	Communication Skills ***	4.5
FSM2025	Food and Beverage Cost Control	4.5
or FSM2045	Introduction to Menu Planning and Cost Controls	
Math	One math course 1000 level or higher based on student's placement assessment ****	4.5
Science	One SCI-designated course ****	4.5
Electives	9 credits of arts and sciences ****	9

\*\*\* Courses are offered online.

\*\*\*\* Please refer to on-line campus courselist for courses offered online that will satisfy this requirement.

### Beverage Service Management Concentration

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

### On-site Food Service Management Concentration

FSM3012	Advanced Menu Analysis	4.5
FSM4040	On-Site Foodservice	4.5
SCI2010	Nutrition	4.5

# Course Descriptions

## College of Business

- ACCT - Accountancy Courses

### ACCT2001 Business Accounting I

The purpose of this course is to provide the student with an understanding of the processing of financial data with an emphasis on concepts rather than procedures. Accounting is presented with a focus on its business context integrating ratios and financial statements to enhance the understanding of how the information is used as a tool for decision making in the business world.

Offered at Charlotte, Denver, Miami, Online, Providence, Providence CE  
4.5 Quarter Credit Hours

### ACCT2003 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, inventories, and financial statements. The student learns about accounting for the proprietorship and corporate forms of business.

Offered at Charlotte, Denver, Miami, Online, Providence, Providence CE  
4.5 Quarter Credit Hours

### ACCT2004 Hospitality Accounting II

This course is based on the Uniform System of Accounts as endorsed by the American Hotel & Lodging Association. Comprehensive coverage is given to revenue and expense accounting, the periodic and perpetual inventory method, accounting for intangible assets, and selective topics in property and equipment accounting, as well as hospitality payroll.

Prerequisite(s): ACCT1006 or ACCT1201 or ACCT2001 or ACCT2003.  
Offered at Charlotte, Denver, Miami, Online, Providence, Providence CE  
4.5 Quarter Credit Hours

### 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.

Prerequisite(s): ACCT1007 or ACCT2002 or ACCT2004 or ACCT1202, junior status. (OL)  
Offered at Charlotte, Denver, Miami, Online, Providence, Providence CE  
4.5 Quarter Credit Hours

## College of Culinary Arts

- FSM - Culinary Arts Courses

### FSM2025 Food and Beverage Cost Control

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

Prerequisite(s): MATH0010 or concurrent or placement. (HO) (WI)  
Offered at Charlotte, Denver, Denver CE, Miami, Online, Providence, Providence CE  
4.5 Quarter Credit Hours

### FSM2045 Introduction to Menu Planning and Cost Controls

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

Prerequisite(s): MATH0010 or concurrent or placement. (HO)  
Offered at Charlotte, Denver, Denver CE, Miami, Online, Providence, Providence CE  
4.5 Quarter Credit Hours

### 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(s): Sophomore status. (OL)  
Offered at Charlotte, Denver, Miami, Online, Providence, Providence CE  
4.5 Quarter Credit Hours

### 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(s): BPA2626 or CUL2626. (PT) (OL)  
Offered at Charlotte, Denver, Miami, Online, Providence, Providence CE  
4.5 Quarter Credit Hours

### 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(s): FSM2080 or FSM3001 or SEE3008. (OL)  
Offered at Online, Providence, Providence CE  
4.5 Quarter Credit Hours

### FSM4040 On-Site Foodservice

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(s): FSM2080 or FSM3001 or SEE3008. (OL)  
Offered at Denver, Online, Providence, Providence CE  
4.5 Quarter Credit Hours

### 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.

Prerequisite(s): FSM2080 or FSM2095 or FSM2099 or FSM3001, senior status. (PT) (HY)  
Offered at Charlotte, Denver, Miami, Online, Providence, Providence CE  
4.5 Quarter Credit Hours

### 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 U.S. and the relationship between costs, profit margins and sales. Each segment of the three-tiered distribution system is analyzed and the legal aspects of producing, distributing and selling licensed beverages are examined. Internet sales and the challenge it poses to the current system are also evaluated. The impact of the current system on the consumer and how the consumer's needs are addressed is the focus of the course.

Prerequisite(s): CUL1365 or FSM2055 or MRKT1001. (OL)  
Offered at Charlotte, Denver, Online, Providence, Providence CE  
4.5 Quarter Credit Hours

### **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 bar business creation. 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(s): CUL4045 or FSM4070. (OL)

Offered at Charlotte, Denver, Miami, Online, Providence, Providence CE  
4.5 Quarter Credit Hours

### **Hospitality College**

- FSM - Food & Beverage Management Courses
- HOSP - Int'l Travel & Tourism Studies Courses

### **FSM2025 Food and Beverage Cost Control**

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

Prerequisite(s): MATH0010 or concurrent or placement. (HO) (WI)

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

4.5 Quarter Credit Hours

### **FSM2045 Introduction to Menu Planning and Cost Controls**

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

Prerequisite(s): MATH0010 or concurrent or placement. (HO)

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

4.5 Quarter Credit Hours

### **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(s): Sophomore status. (OL)

Offered at Charlotte, Denver, Miami, Online, Providence, Providence CE  
4.5 Quarter Credit Hours

### **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(s): BPA2626 or CUL2626. (PT) (OL)

Offered at Charlotte, Denver, Miami, Online, Providence, Providence CE  
4.5 Quarter Credit Hours

### **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(s): FSM2080 or FSM3001 or SEE3008. (OL)

Offered at Online, Providence, Providence CE

4.5 Quarter Credit Hours

### **FSM4040 On-Site Foodservice**

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(s): FSM2080 or FSM3001 or SEE3008. (OL)

Offered at Denver, Online, Providence, Providence CE

4.5 Quarter Credit Hours

### **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.

Prerequisite(s): FSM2080 or FSM2095 or FSM2099 or FSM3001, senior status. (PT) (HY)

Offered at Charlotte, Denver, Miami, Online, Providence, Providence CE  
4.5 Quarter Credit Hours

### **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 U.S. and the relationship between costs, profit margins and sales. Each segment of the three-tiered distribution system is analyzed and the legal aspects of producing, distributing and selling licensed beverages are examined. Internet sales and the challenge it poses to the current system are also evaluated. The impact of the current system on the consumer and how the consumer's needs are addressed is the focus of the course.

Prerequisite(s): CUL1365 or FSM2055 or MRKT1001. (OL)

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

4.5 Quarter Credit Hours

### **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 bar business creation. 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(s): CUL4045 or FSM4070. (OL)

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

4.5 Quarter Credit Hours

### **HOSP3050 Hospitality Strategic Marketing**

This is an upper-level course dealing with the broad scope of hospitality marketing. Emphasis is 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(s): Junior status. (HO) (PT) (OL)

Offered at Charlotte, Denver, Miami, Online, Providence, Providence CE  
4.5 Quarter Credit Hours

### **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 application programs into management theory. A directed work project may be incorporated into this course.

Prerequisite(s): ACCT3020 or ACCT3025, HOSP3050 or MRKT1001. (PT) (HY) (OL)

Offered at Charlotte, Denver, Miami, Online, Providence, Providence CE  
4.5 Quarter Credit Hours

### **School of Arts Sciences**

- CAR - Experiential Ed & Career Svcs Courses

- ECON - Economics Courses
- ENG - English Courses
- LAW - Legal Studies Courses
- LEAD - Leadership Studies Courses
- LIT - Humanities Courses
- MATH - Mathematics Courses
- PHIL - Humanities Courses
- PSYC - Social Science Courses
- SCI - Science Courses
- SOC - Social Science Courses
- SPAN - Humanities Courses

### **CAR0010 Career Capstone**

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

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

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

1 Quarter Credit Hour

### **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. (HY) (OL)

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

4.5 Quarter Credit Hours

### **ENG0001 Writing Workshop**

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

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

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

0 Quarter Credit Hours

### **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.

Prerequisite(s): ENG1020 or ENG1920 or placement. (SL) (WI) (OL)

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

4.5 Quarter Credit Hours

### **ENG1020 English Composition**

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

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

4.5 Quarter Credit Hours

### **ENG1021 Advanced Composition and Communication**

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

Prerequisite(s): ENG1020 or ENG1920 or placement (WI) (OL)

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

4.5 Quarter Credit Hours

### **ENG1030 Communication Skills**

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

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

4.5 Quarter Credit Hours

### **ENG2010 Technical Writing**

This course focuses on a practical approach to technical exposition, such as proposals, project reports, feasibility studies, abstracts, and technical correspondence delivered in both hard copy and electronic formats.

Prerequisite(s): ENG1020 or ENG1920 or placement. (HO) (WI) (OL)

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

4.5 Quarter Credit Hours

### **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)

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

4.5 Quarter Credit Hours

### **LEAD2012 Power and Leadership**

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

Prerequisite(s): LEAD2001 or LEAD2901.

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

4.5 Quarter Credit Hours

### **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.

Prerequisite(s): ENG1020 or ENG1920 or placement. (HO) (WI) (OL)

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

4.5 Quarter Credit Hours

**LIT3040 Sports in Film and Literature**

This course focuses on the significant inspiration of athletic endeavors upon the literary and cinematic imagination. Writers of fiction and non-fiction, prose writers, and poets have discovered in the athletic experience a useful metaphor to express the very purpose and meaning of life. Modern film explores both the realism and romanticism of sports in popular culture. This course is designed to acquaint the student with the essence of games as myth and metaphor and develop an appreciation of the historical context in which the stories are constructed and heard.

Prerequisite(s): ENG1021 or ENG1921 or placement. (WI) (OL)

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

4.5 Quarter Credit Hours

**MATH0010 Basic Mathematics**

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

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

Providence CE

2.25 Quarter Credit Hours

**MATH1002 A Survey of College Mathematics**

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

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

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

Providence CE

4.5 Quarter Credit Hours

**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(s): MATH1002 or MATH1020 or MATH1030 or MATH1930

(minimum grade of C in MATH1002 or MATH1020 required for hybrid sections of MATH2001) or equivalent. (HO) (HY) (OL)

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

4.5 Quarter Credit Hours

**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(s): ENG1020 or ENG1920 or placement. (HO) (OL)

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

4.5 Quarter Credit Hours

**PSYC2001 Introductory Psychology**

Introductory Psychology is the scientific study of behavior and mental processes. Ethical application of the scientific method is used to examine nervous system structures and functions, learning, memory, intelligence and states of consciousness. (SL) (HO) (OL)

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

4.5 Quarter Credit Hours

**SCI1015 Introduction to Life Science**

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

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

Providence CE

4.5 Quarter Credit Hours

**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)

Offered at Charlotte, Online, Providence, Providence CE

4.5 Quarter Credit Hours

**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.

Prerequisite(s): ENG1020 or ENG1920 or placement, successful completion of any SCI course, sophomore status. (OL)

Offered at Charlotte, Online, Providence, Providence CE

4.5 Quarter Credit Hours

**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. Emphasis is placed on sociological methods and perspectives/paradigms. (SL) (HO) (HY) (OL)

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

4.5 Quarter Credit Hours

**SOC2020 Culture and Food**

Culture and Food 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 focuses on 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. (SL) (HO) (WI) (OL)

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

4.5 Quarter Credit Hours

**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)

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

4.5 Quarter Credit Hours



# Academic Information

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

## Academic Policies

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

## Academic Standing

A student's academic standing is based on grade point average (GPA) in conjunction with total attempted credits (including transfer credits) and is evaluated after the completion of each term of enrollment. Academic standing standards differ by program of study. Please refer to the following academic standing standards charts. If students are not in good academic standing or have questions about the requirements for graduation, they should make an appointment with an academic counselor for assistance in assessing their situation.

Students who meet the following criteria are considered to be in good academic standing:

- Undergraduate students need a minimum GPA of 2.0.
- Graduate students need a minimum GPA of 3.0.
- Doctoral students need a minimum GPA of 3.25.
- 4+1 B.S./MBA/M.S. program students need a minimum GPA of 3.0 in graduate-level coursework.

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

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

#### First-Term Students:

Status at Start of Term	Total Credit Hours Attempted	Cumulative GPA	Status after Term Completion
Good Standing	0-higher	2.0-4.0	Good Standing
Good Standing	0-21	1.0-1.99	Probation 1st Term
Good Standing	0-21	0-.99	Suspended
Good Standing	21.1-42	1.26-1.99	Probation 1st Term
Good Standing	21.1-42	0-1.25	Suspended
Good Standing	42.1-higher	1.5-1.99	Probation 1st Term
Good Standing	42.1-higher	0-1.49	Suspended

#### Returning Students:

Status at Start of Term	Total Credit Hours Attempted	Cumulative GPA	Status after Term Completion
Good Standing	0-higher	2.0-4.0	Good Standing
Good Standing	0-21	1.0-1.99	Probation 1st Term
Good Standing	0-21	0-.99	Suspended
Good Standing	21.1-42	1.26-1.99	Probation 1st Term
Good Standing	21.1-42	0-1.25	Suspended
Good Standing	42.1-higher	1.5-1.99	Probation 1st Term
Good Standing	42.1-higher	0-1.49	Suspended
Probation 1st Term	0-higher	2.0-4.0	Good Standing
Probation 1st Term	0-21	1.0-1.99	Probation 2nd Term

Probation 1st Term	0-21	0-.99	Suspended
Probation 1st Term	21.1-42	1.26-1.99	Probation 2nd Term
Probation 1st Term	21.1-42	1.0-1.25	Suspended
Probation 1st Term	21.1-42	0-.99	Academic Dismissal
Probation 1st Term	42.1-higher	1.5-1.99	Probation 2nd Term
Probation 1st Term	42.1-higher	1.26-1.49	Suspended
Probation 1st Term	42.1-higher	0-1.25	Academic Dismissal
Probation 2nd Term	0-higher	2.0-4.0	Good Standing
Probation 2nd Term	0-21	1.0-1.99	Probation 3rd Term
Probation 2nd Term	0-21	0-.99	Suspended
Probation 2nd Term	21.1-42	1.26-1.99	Probation 3rd Term
Probation 2nd Term	21.1-42	1.0-1.25	Suspended
Probation 2nd Term	21.1-42	0-.99	Academic Dismissal
Probation 2nd Term	42.1-higher	1.5-1.99	Probation 3rd Term
Probation 2nd Term	42.1-higher	1.26-1.49	Suspended
Probation 2nd Term	42.1-higher	0-1.25	Academic Dismissal
Probation 3rd Term	0-higher	2.0-4.0	Good Standing
Probation 3rd Term	0-higher	1.51-1.99	Suspended
Probation 3rd Term	0-higher	0-1.50	Academic Dismissal
Academic Warning	0-higher	2.0-4.0	Good Standing
Academic Warning	0-42	1.25-1.99	Probation 1st Term
Academic Warning	0-42	0-1.24	Academic Dismissal
Academic Warning	42.1-63	1.5-1.99	Probation 1st Term
Academic Warning	42.1-63	0-1.49	Academic Dismissal
Academic Warning	63.1-84	1.75-1.99	Probation 1st Term
Academic Warning	63.1-84	0-1.74	Academic Dismissal
Academic Warning	84.1-higher	0-1.99	Academic Dismissal

### Academic Standing Standards: Adult & Continuing Education

Status at Start of Term	Total Credit Hours Attempted	Cumulative GPA	Status after Term Completion
Good Standing	0-higher	2.0-4.0	Good Standing
Good Standing	0-higher	0-1.99	Probation 1st Term
Probation 1st Term	0-higher	2.0-4.0	Good Standing

Probation 1st Term	0-higher	1.25-1.99	Probation 2nd Term
Probation 1st Term	0-higher	1.0-1.24	Suspended
Probation 1st Term	0-higher	0-.99	Academic Dismissal
Probation 2nd Term	0-higher	2.0-4.0	Good Standing
Probation 2nd Term	0-higher	1.50-1.99	Probation 3rd Term
Probation 2nd Term	0-higher	1.25-1.49	Suspended
Probation 2nd Term	0-higher	0-1.24	Academic Dismissal
Probation 3rd Term	0-higher	2.0-4.0	Good Standing
Probation 3rd Term	0-higher	1.5-1.99	Suspended
Probation 3rd Term	0-higher	0-1.49	Academic Dismissal
Academic Warning	0-higher	2.0-4.0	Good Standing
Academic Warning	0-27	1.25-1.99	Probation 1st Term
Academic Warning	0-27	0-1.24	Academic Dismissal
Academic Warning	27.1-40.99	1.5-1.99	Probation 1st Term
Academic Warning	27.1-40.99	0-1.49	Academic Dismissal
Academic Warning	41-54.99	1.75-1.99	Probation 1st Term
Academic Warning	41-54.99	0-1.74	Academic Dismissal
Academic Warning	55-higher	0-1.99	Academic Dismissal

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

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

**Academic Standing Standards: Doctoral Programs**

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

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

**Academic Probation**

Probation may affect a student’s ability to register and/or graduate. Graduate program students and 4+1 B.S./MBA/M.S. program students are allowed one term only on probation.

**Academic Suspension**

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

**Academic Dismissal**

Dismissed students may no longer matriculate at the university and are expected to work on academic deficiencies. To return to the university, students may petition the Academic Appeals Committee, providing a letter of intent and documentation of academic improvement. The committee will consider appeals that document mitigating circumstances.

**Academic Warning**

Students who are reinstated into the university will be placed on Academic Warning. These students risk permanent dismissal from the university if they are unable to meet academic standing guidelines. The warning designation is sometimes used to override academic standing decisions at the end of the term due to mitigating circumstances.

These undergraduate students will be allowed to register for a maximum of 13.5 credits in academic classes or 15 credits in laboratory classes. In addition, these students will be required to attend a mandatory student skills strategies seminar and tutoring in identified content areas. (Failure to complete these requirements will result in immediate dismissal.)

**Attendance**

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

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

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

**Credits and Grades**

**Unit of Credit**

The university measures academic progress using the quarter credit hour system. Courses are offered in three formats and may combine two or more of those formats, which are: lecture, laboratory and experiential.

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

**Undergraduate Grading System**

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

The grading system is as follows:

Grade Range	Letter Grade	Quality Points
95–100	A+	4.00
90–94	A	4.00
85–89	B+	3.50
80–84	B	3.00
75–79	C+	2.50
70–74	C	2.00

65–69	D+	1.50
60–64	D	1.0
0–59	F	0.00
Withdrawal	W	0.00
Withdrawal/Fail	WF	0.00
Withdrawal/Pass	WP	
Incomplete	I	
No Credit	NC	
Grade Pending	GP	
Audit	AU	
Proficiency	P	
Satisfactory	S	
Unsatisfactory	U	
Prior Learning Assessment	PL	
Challenge Exam Credit	CX	
No Grade	NG	

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

### Honors Option (H)

If a course was taken as an Honors Program requirement, the grade received will be followed by “H” (for example, AH, BH).

### Failure (F)

Issued if a student fails to achieve adequate scholastic progress. The grade is recorded permanently on the student’s academic record. Upon successful completion of the course at a later date, the cumulative average is adjusted to reflect only the passing grade. However, both grades will appear on the academic transcript. This system allows students to recover academically from poor terms and graduate within a reasonable amount of time.

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

In order to record attempted credits (including for purposes of determining satisfactory academic progress), a grade of W, WP or WF is recorded when a student withdraws from a culinary/pastry laboratory course or a course with an experiential education component, or is withdrawn due to excessive absences from a registered course after its add/drop period has ended. A W is a punitive and failing grade issued at the instructor’s discretion, and is entered permanently into the term and cumulative grade point averages. In order to qualify for a WP, the student must have an estimated grade of 60 or higher at the time of withdrawal. This grade is not entered into the term and cumulative grade point averages. If the estimated grade is below 60, the student will be issued a WF, which is entered into the term and cumulative grade point averages as a failing grade until successful completion of the course at a later date.

### Incomplete (I)

Issued to students if they are unable to complete course requirements (because of authorized absences due to service commitment or illness). Outstanding work must be completed within two weeks of the final exam class day or the grade will automatically become an “F” and the grade will be included in the grade point average. For classes graded “S/U” (Satisfactory/Unsatisfactory), an Incomplete (“I”) will change to a “U.”

### No Credit (NC)

A non-punitive designation issued to a student who has been authorized to withdraw from class, or the university, due to extenuating circumstances.

### Grade Pending (GP)

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

### Audit (AU)

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

### Proficiency (P)

Granted for achievement of multiple levels of skills in progression where the self-paced approach is in effect. This grade is not calculated into the cumulative average.

### Satisfactory/Unsatisfactory (S/U)

Used for designated courses throughout the university.

### Prior Learning (PL)

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

### Challenge Exam (CX)

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

### No Grade (NG)

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

## Plagiarism/Turnitin

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

## Repeat of Courses

Undergraduate students will be allowed no more than three (3) attempts to successfully complete each course. Students who passed the course but wish to improve their grade may repeat the course if it is available. However, students are eligible for financial aid for only one repetition of a previously passed course. The highest grade earned will be calculated into the grade point average. When a student has repeated a course previously applied to an awarded degree, both grades will be included in the grade point average.

### Required Courses

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

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

### Appeals

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

### Concentrations

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

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

### Courses Not Required

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

## Graduation Requirements

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

## Academic Counseling

Academic counselors are available in Student Academic & Financial Services to assist students with preparation for graduation. Their goal is to assist students in evaluating, developing and maximizing their potential by providing guidance and support.

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

## Transfer and Career Prerequisites

Students who intend to transfer to other colleges or enroll in graduate schools after graduation must determine the requirements of those institutions and plan their programs of study accordingly. Johnson & Wales University makes no claim or guarantee for transfer credit to other academic institutions. Similarly, students who intend to take state or foreign business, trade or professional licensing examinations should determine the prerequisites of those jurisdictions prior to selecting programs of study.

Students who are interested in transferring to JWU should see information on transfer admissions (p. 22).

## Courses Taken at Other Institutions

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

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

## Academic Transcripts

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

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

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

## Requirements

### 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 May 2012, 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 10.5+

### 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 8.0 or 9.0, Mozilla Firefox 3.6+, Google Chrome 16+, Safari 4 and 5 (Mac only). International students should consider using Firefox or Safari for best performance.

### 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.

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

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

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

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

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

## Writing Requirement

Students who graduate with a bachelor of science degree must leave Johnson & Wales with effective writing skills. These writing skills will be assessed at the completion of either ENG1021 Advanced Composition and Communication. If competency is not achieved at this point, students must successfully complete ENG0001 Writing Workshop and achieve competency. This, in effect, is a graduation writing requirement for all students pursuing a bachelor of science degree from JWU.

## Experiential Education

Experiential Education & Career Services offers a variety of career services to assist students in building career skills to obtain employment and independently navigate their careers. Experiential Education & 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 advising on a variety of career-related topics.
- online job postings by employers who are looking to hire students for part-time and full-time jobs (on and off campus) as well as internships. Go to <http://link.jwu.edu> > Careers > Find a Job.
- networking opportunities with industry professionals through on-campus recruiting events.

## Academic Functions

An orientation program for all new online students is provided online; all new online students are requested to review the program 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.

## Latin Honors

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

## Dean's List

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

## Academic Societies

### 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. Students are notified in April of their eligibility. A one-time membership fee is required. The society may also elect a limited number of faculty, staff and alumni as honorary members.

# Admissions

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

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

## Applying

Graduation from high school or equivalent (<http://catalog.jwu.edu/admissions/applying/highschoolverification>) education is required for admission.

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 (p. 22) for additional information.

Certain programs of study include technical standards in the academic requirements essential to the program. Students with disabilities should contact the Center for Academic Support at 401-598-1485 for information about the applicable technical standards. See technical (p. 23) standards (p. 23) for descriptions of the technical standards.

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 email [ce.admissions@jwu.edu](mailto:ce.admissions@jwu.edu) to see if this program will be available to you.

### Application Procedure

Applications for admission should be completed in full and sent to Online Learning Admissions, 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 (<http://www.jwu.edu/apply>) are available. No application fee is required.

In completing the application form, students must indicate the term in which they wish to enroll. Applications are accepted for terms beginning in September, December 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.

## Admission Requirements

Applications for online programs are accepted from new students and JWU alumni who hold associate degrees in either Baking & Pastry Arts or Culinary Arts.

### JWU Alumni

Applicants must have earned their 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 (p. 23) in the academic requirements essential to the program.

### Residents of Arkansas and Wisconsin

Residents of Arkansas and Wisconsin are not eligible to enroll in JWU's online bachelor's degree program in Food Service Management. Instead, they may apply for acceptance to one of the university's on-campus programs. Current students of the online program who become residents of Arkansas or Wisconsin will no longer be eligible to continue in the program.

## Admissions Decision

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

The university may revoke any student's acceptance or enrollment if any information or documentation provided by the student is false or incomplete or if the university learns of any past or present misconduct by the student that would affect the student's ability to represent and uphold the high standards of the university.

## Deferred Enrollment

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

## 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.

## Transfer Students

Transfer students are eligible to apply for most JWU majors; however, they are not guaranteed credit. Credit is usually granted for courses completed with a grade of "C" or better (with a numeric value of 2.00) at another institution accredited by an accrediting agency recognized by the U.S. Department

of Education. Grades of “pass” are also acceptable for transfer if credit was awarded (and a grade of “P” has the numeric value of 2.00 or greater). Credits earned in developmental and remedial courses or CEUs are nontransferable. Transfer credit evaluations are based on previous college work as it relates to the student’s intended field of study. Transfer credits are not calculated into the cumulative grade point average.

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

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

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

## Technical Standards

### College of Culinary Arts

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

- communicate in person with co-workers and guests
- attend and participate in laboratory and production classes of up to six hours in length
- lift and transport food and other culinary product, equipment, small wares and utensils
- lift and transport trays with hot and cold plated foods, small wares, and other items, and serve and clear tables where guests are seated
- pour and serve liquids and beverages, including hot liquids
- use knives and other commercial cooking utensils
- operate commercial cooking and food service equipment
- maneuver in professional or commercial kitchens, dining rooms and related facilities
- test and evaluate the taste, appearance, texture and aroma of food and beverage products
- use commercial cleaning and sanitizing equipment and materials

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

### The Hospitality College

#### Sports/Entertainment/Event Management

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

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

#### Travel-Tourism & Hospitality Management

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

- communicate with fellow workers and customers in person, by telephone and by radio
- input data into and retrieve data from a computer
- travel by standard commercial carriers, including airlines
- handle luggage, ground transportation and hotel accommodations, and access tour sites with available on-site accommodations

#### All Other Hospitality Programs

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

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

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

### College of Business/Equine Programs

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

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

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

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

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

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

## Military

Johnson & Wales University is approved for the training of veterans by the state approving agency. Charlotte Campus assistance for veteran’s services can be contacted at 980-598-1325.

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

# International

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 (<http://www.toeflgoanywhere.org>) (TOEFL), IELTS or other proof of English proficiency (p. 24).
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 postsecondary 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; if important information cannot be read by the International Admissions staff, the admissions process is delayed.

All documents must be sent to  
Johnson & Wales University  
Online Learning Admissions  
8 Abbott Park Place  
Providence, RI 02903 USA  
Phone: 401-598-2300  
Fax: 401-598-2948  
Email: [ce@admissions.jwu.edu](mailto: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.

## English Proficiency Requirements

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

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

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

Individual section scores must also meet minimum score requirements.

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

- IELTS (Cambridge), Band 6.5
- ELS Level 112 Certificate of Completion and Academic Report
- City & Guilds Pitman ESOL Examinations – Higher Intermediate or Expert Level
- The London Tests of English LTE, Level 4 (Advanced)
- MELAB (Michigan English Language Battery) – 77
- S.T.E.P. Eiken – (Society for Testing English Proficiency) – Grade 1

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

To meet English proficiency requirements, all English language examination results must be submitted on an official test transcript that is no more than two years old.

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

## Transfer Credit

### International Transfer Credit

Students who wish to transfer to JWU should submit an application (<http://www.jwu.edu/content.aspx?id=54194>) 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 than English must be submitted along with those credentials.

To assist with the transfer credit review process, course descriptions, syllabus, credit values 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 copy of their degree audit showing the credit accepted toward their chosen major.

## Articulation Agreements

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

- At-Sunrice Global Chef Academy, Singapore
- Barbados Community College, Barbados
- Bermuda College, Bermuda
- CIBT Pilot Program, China
- College of the Bahamas (COB), Bahamas
- Higher Hotel Institute, Cyprus (HHIC)
- Holland College, Canada
- Humber College, Canada – Memorandum of Understanding only
- Hyejeon College, Korea
- Imperial Hotel Management College, Canada
- Kolej Damansara Utama (KDU), Malaysia
- Kimpo College, Korea
- Les Roches, Switzerland
- MSA Istanbul, Turkey
- Nanjing University, China
- Ott College, Argentina
- Peking University Resource College (HND), China
- School of Education & Training at Renmin University of China (HND), China
- SHATEC Institute, Singapore
- Sir Arthur Lewis Community College (SALCC), St. Lucia
- Taylor's University College, Malaysia
- Trinidad & Tobago Hospitality & Tourism Institute (THTTI), Trinidad & Tobago
- Turks and Caicos Islands Community College (TCICC), Turks & Caicos Islands
- Woosong University, Korea



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

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

## Placement Testing (non-credit, no fees)

### Mathematics and English

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

### Modern Languages

All undergraduate students who have studied more than one year of French, German or Spanish are required to take a placement exam. The placement exam will be scheduled at the beginning of each term. Students whose placement score indicates they have met a particular level of language proficiency will not be required to enroll in that language level. Students placing out of a required level of a language will be given the option to apply for the Departmental Challenge Examination to earn these credits (fees apply) or replace these credits with Arts & Science electives.

### Academic Support & Disability Accommodations

Students with a documented disability requiring special accommodations must forward documentation to the Center for Academic Support at least two weeks prior to placement testing to ensure that accommodations can be made. No accommodations will be provided without appropriate documentation submitted prior to testing. Students who have already participated in placement testing and submit appropriate documentation will have the opportunity to retest with the accommodations in place.

## Learning Assessment

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

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

Policies for Portfolio Assessment, Challenge and CLEP Examinations:

1. Portfolio Assessment and Challenge Examinations cannot be repeated if failed.
2. CLEP Exams, if failed, can be repeated in six months.

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

After being determined eligible to test or enroll in a seminar, students will be notified by email of the time and location of their test or seminar. The Standardized Testing and Prior Learning Assessment Brochure listing course options may be obtained from Student Academic & Financial Services. For additional policies/information for Portfolio, Challenge and CLEP options, refer to the brochure.

## Portfolio Assessment

(for credit, with fees)

Undergraduate students may earn credits for the knowledge or skills they have mastered outside the classroom through volunteer work, employment, travel programs, organizations or other comparable sources.

To apply for a Portfolio Assessment, students must meet the university's residency requirements and complete the Portfolio Development non-credit seminar. This seminar will meet for three two-hour sessions. Students must discuss this option with an academic counselor before they are eligible to enroll.

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

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

## CLEP Examination

(for credit, with fees)

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

## Departmental Challenge Examination

(credit by examination: for credit, with fees)

Departmental exams may be taken for specifically designated courses within a department. Because of previous academic and/or work experience, all matriculating students may request such an exam when they feel they have completed the requirements of a specific JWU course. Some testing options require specific criteria in order to take tests. Refer to the Standardized Testing and Prior Learning Assessment Brochure, available at Student Academic & Financial Services, for criteria and fees.

## 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).

# Financing Your Education

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

## Tuition

The following tuition schedule is effective for the 2012–2013 academic year. Tuition is subject to change annually.

\$310 per quarter credit hour  
(\$1,395 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.

## Fees

### Books and Supplies

The cost of books and supplies is approximately \$1,800 per academic year. These costs are not applied to the student's invoice. Books and supplies must be paid for at the university's 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

### Annual Payments

The student may make one payment in full for the entire academic year. Students are responsible for paying all charges in full or making appropriate arrangements by the published due date of August 10, 2012.

### Term Payments

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

### Monthly Payments

Students may choose to pay the annual amount due in convenient monthly payments. This option is available through Tuition Management Systems (TMS) (<https://www.afford.com>). There is an enrollment fee to participate. Most plans are essentially interest free, but some accounts may incur late fees, reinstatement fees or other fees. Students interested in this option must contract with TMS and pay the first payment, in addition to the enrollment fee, by the published due date of August 10, 2012.

All Johnson & Wales University students must fulfill their financial obligations to the university by the published due date of August 10, 2012 (all off-term entrants must meet the financial obligation by the published date for that term).

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

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

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

## Refund Policies

### General Policy

To the extent that any charges due to the university remain unpaid, no refund check will be issued. No tuition will be assessed for terms that the student does not begin. Students who withdraw from the university prior to the end of the academic year may have their financial aid adjusted. The distribution formula for refunds to the Federal Student Financial Aid program will be calculated according to federal regulations. The university's Withdrawal Credit Policy applies to all withdrawals from the university, voluntary or involuntary.

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

### Unofficial Withdrawal Policy

The federal regulations require that students who begin attendance but fail to earn a passing grade in at least one course in any term and who do not officially withdraw shall be considered as having unofficially withdrawn from the university unless the university can document that the student completed at least 60 percent of the period of enrollment and earned the grade of "F." A student must be engaged in academically related activities beyond the 60 percent of the enrollment period in order to retain eligibility for federal, institutional and external financial aid. If a student was not engaged in an academically related activities beyond the 60 percent, they will be assigned a withdrawal date based on the last date of an academically related activity. All other instances when a student withdraws without providing official notification will be the 60 percent point of the period of enrollment, as applicable. A student who does not earn at least one passing grade during a term for which federal funds were disbursed will have a Return of Title IV Funds calculation performed to determine how much of the federal funds were earned. Unearned federal funds must be returned to the source, in most cases with a charge to the student's university account.

University enrollment disputes must be submitted online within 30 days after the end of the term during which the student was enrolled. To submit a dispute, students must complete the appropriate form online (<http://www.jwu.edu/sas>). (Select your campus and then select Forms.) No adjustments to tuition or financial aid will be made until the dispute is researched and either approved or denied. No disputes will be considered after 30 days from the end of the term in which the student was enrolled. Decisions will be made within 10 business days and students will receive notification via the email address provided on the dispute form.

## Refund Policy for Georgia and Alabama Residents

The following refund policy is applicable to prospective students and students attending Johnson & Wales University who are legal residents of the state of Georgia or Alabama.

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

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

- \* In the event that a refund is made under this policy, all institutional aid/scholarships for that term will be adjusted on a pro rata basis based upon the applicable refund. Official notice of withdrawal must be made by a student under this policy in person or by written notification to Student Academic & Financial Services. The date of an official notice of withdrawal is the date that it is received by Student Academic & Financial Services. Refunds are paid to students within 30 days of the official notice of withdrawal.
- In the event that the University Withdrawal Credit Policy is more favorable than this Refund Policy for Georgia and Alabama Residents, the university will refund to the student the greater amount in accordance with the university Withdrawal Credit Policy.

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

Any person/student claiming damage or loss against Johnson & Wales University may file a verified complaint with the executive director of NPEC after going through the university Complaints and Grievances process. The complaint must contain a detailed description of the claim, including dates, times, and full names of all involved. Verification means that the complaint must be signed by the student/person filing the complaint and notarized, and state that the matters set forth in the complaint are true and correct. The complaint shall be investigated by the appropriate Standards Administrator (SA) of NPEC. The SA shall attempt to resolve the complaint between the university and the student. If the complaint cannot be resolved, the SA will issue a decision and inform each party that either has a right to request a hearing in writing before the executive director of NPEC within 10 days of receipt of the SA's decision. The executive director may set a date and time for a hearing which shall be delivered to both parties by certified mail.

## University Withdrawal Credit Policy

If a student terminates during

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

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

## Financial Obligations

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

## Financial Planning

The university understands that financing an education can be a very complex process for many students. To assist with this process, financial planning counselors are available to work with students and their families on an individual basis to help them best utilize their own funds and other available resources to meet educational expenses. For more information and assistance call 1-800-343-2565, locally at 401-598-1468 or by email [sfs.pvd@jwu.edu](mailto:sfs.pvd@jwu.edu).

Federal financial aid is not available to international students. International students must provide sufficient evidence of financial support in order to receive an I-20. The university awards scholarships based on academic merit.

International students can contact the EducationUSA advising center in their country to learn more about opportunities for financial assistance.

## Financial Aid

### Student Financial Services (SFS)

#### Financial Aid

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

#### Financial Aid Programs

Grants and loans are financial aid resources available to students. Students may receive assistance from one or both of these funds. Student eligibility for these programs is based on completion and submission of the form(s) described in the How to Apply (p. 28) section. Since awards are not automatically renewable, students must reapply each year. All financial aid awards are determined based on an academic year (fall/winter/spring terms). Financial aid awards are disbursed based on this term system, which equates to three disbursements. All annual awards are posted in three equal amounts.

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

## How to Apply

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

### 1. Personal Identification Number (PIN)

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

### 2. Free Application for Federal Student Aid (FAFSA)

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

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

### 3. Independent Students

To be considered independent for financial aid purposes for the 2012–2013 academic year, students must answer yes to one of the following questions:

- Were you born before January 1, 1989?
- As of today, are you married? (Answer yes if you are separated, but not divorced.)
- At the beginning of the 2012–2013 school year, will you be working on a master's or doctorate program (such as an M.A., MBA, M.D., J.D., Ph.D., Ed.D. or graduate certificate, etc.)?
- Are you currently serving on active duty in the U.S. Armed Forces for purposes other than training?
- Are you a veteran of the U.S. Armed Forces?
- Do you have children who will receive more than half of their support from you between July 1, 2012 and June 30, 2013?
- Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2013?
- At any time since you turned 13, were both your parents deceased, were you in foster care or were you a dependent/ward of the court?
- As determined by a court in your state of legal residence, are you or were you an emancipated minor?
- As determined by a court in your state of legal residence, are you or were you in legal guardianship?

11. At any time on or after July 1, 2011, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?
12. At any time on or after July 1, 2011, did the director of an emergency shelter program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?
13. At any time on or after July 1, 2011, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

Students who cannot answer yes to one of the above questions are considered dependent and must complete their Free Application for Federal Student Aid as a dependent student by providing both parent and student information. Please feel free to contact Student Academic & Financial Services with any questions.

#### 4. Verification and Other Documentation

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

#### Student Eligibility Requirements

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

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

## Federal Grants and Loans

### Federal Pell Grant

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

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

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

### Federal Supplemental Educational Opportunity Grant (SEOG)

This federally funded program provides financial assistance to students who demonstrate exceptional financial need. Johnson & Wales University awards \$100 based on financial need and the availability of funds. Students with a previous bachelor's degree are not eligible for a Federal Supplemental Educational Opportunity Grant.

### Federal Perkins Loan

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

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

### Federal Work-Study Program

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

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

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

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

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

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

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

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

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

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

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

- \$3,500 combined subsidized and/or unsubsidized plus \$6,000 additional unsubsidized for independent first-year undergraduates;

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

#### **Subsidized Total (Subsidized and Unsubsidized)**

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

<b>Year</b>	<b>Range</b>
First Year; freshman	\$3,500 - \$5,500
Second Year; sophomore	\$4,500 - \$6,500
Third Year and Beyond; junior, senior	\$5,500 - \$7,500

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

<b>Year</b>	<b>Range</b>
First Year; freshman	\$3,500 - \$9,500
Second Year; sophomore	\$4,500 - \$10,500
Third Year and Beyond; junior, senior	\$5,500 - \$12,500

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

Please note that a student/borrower remains responsible for the repayment of educational loans that he/she borrows even if the student is not successful in completing the educational program and/or obtaining employment.

No student is required to apply for, or accept, any particular type of financial aid.

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

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

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

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

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

1. demonstrate financial need;
2. maintain satisfactory academic progress (financial aid will be suspended until satisfactory academic progress is again achieved);
3. be enrolled in an eligible degree or certificate program;
4. be enrolled on at least a half-time (at least 6.0 quarter credit hours) basis (students enrolled on a less-than-full-time basis may have their financial aid reduced; some students enrolled on a less-than-half-time basis may qualify for a Federal Pell Grant);
5. be a U.S. citizen, permanent resident, or eligible non-citizen;
6. not owe a refund on a Federal Pell Grant or be in default on a Federal Perkins Loan, Federal Subsidized Stafford Loan, Federal Unsubsidized Stafford Loan, Parent Loan for Undergraduate Students (PLUS) or Supplemental Loan for Students (SLS); and
7. sign a Statement of Educational Purpose, a Statement of Registration Status and a Statement on Overpayments and Defaults.

Students are eligible to receive financial aid as long as they maintain Satisfactory Academic Progress (SAP) as defined in the SAP (p. 30) section of this catalog, and in the Providence Campus Student Handbook. Students who fail to maintain satisfactory academic standing will be notified by Student Academic & Financial Services. All financial aid will be suspended until satisfactory academic progress is again achieved.

#### **Return of Title IV Funds (federal aid)**

When a student withdraws (or becomes withdrawn) during a payment period or period of enrollment, the amount of student financial aid program assistance earned is determined by a specific formula. If the student receives

(or the university receives on the student's behalf) less assistance than the amount earned, the student may be able to receive those additional funds. Students who received more assistance than what they earned must return the excess funds.

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

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

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

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

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

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

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

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

## **State Grants**

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

- Connecticut
- Delaware
- Florida
- Maine
- Massachusetts
- Rhode Island
- Vermont

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

## **Academic Progress**

### **Satisfactory Academic Progress**

To be eligible for financial aid, all students must satisfy Satisfactory Academic Progress (SAP), which is required by federal law. SAP measures a student's completion of course work toward a degree. JWU evaluates SAP at the end of each term, including summer, for each student. Students who do not meet all SAP criteria may lose their eligibility to receive all types of financial aid (e.g., federal, state, private, institutional and other aid). Students will be notified of the decision both verbally and in writing.

### Maximum Time Frame Criteria

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

### Pace Measure of Academic Progress Criteria

- Students must complete a specified percentage of all credit hours attempted, see below.
- This percentage includes all credit hours attempted regardless of whether or not financial aid was received.
- This pace measurement is calculated by dividing the cumulative number of hours that the student has successfully completed by the cumulative number of hours that the student has attempted.
- Credits attempted are defined as all classes for which a student receives a grade ("D" or better), or an F, I, W, WP, WF, NC, GP, S, U, PL, CX, NG, AU etc.
- All transfer credit hours accepted from another institution towards the student's educational program at JWU will be counted as both attempted and completed hours.
- The student's GPA and pace of completion are negatively impacted by course incompletes, withdrawals, failures or repetitions (incompletes, failures and withdrawals count in attempted credits, but not completed).

### Grade Point Average Criteria

- All undergraduate and graduate students must maintain a minimum Grade Point Average (GPA).
- The student's cumulative GPA for financial aid eligibility must be calculated on all grades received.
- All students, regardless of their enrollment status (e.g., full or part time), must meet the following minimum academic standards to remain eligible for financial aid.

Program	Total Credit Hours Attempted	Minimum Cumulative Pace	Minimum Cumulative GPA
Undergraduate	0–21	45%	1.00
Undergraduate	21.1–42	50%	1.26
Undergraduate	42.1–106.9	60%	1.50
Undergraduate	107 or higher	67%	2.00
Graduate	0 or higher	67%	2.00
Doctoral	0 or higher	67%	3.25

### Warning Period

Students who fail to meet SAP criteria will be placed on financial aid warning for one academic term and a hold will be placed on the student's record which will prevent them from course registration for all future terms. Students remain eligible for financial aid during the warning term. If SAP criteria are not satisfied at the end of the warning term, the student will be ineligible for financial aid. Students on warning must meet with an academic counselor to clear the hold prior to course registration, and/or to pursue an appeal. Students on warning must submit their appeal and supporting documentation before the eighth week of the warning term.

### Ineligible for Financial Aid Period

Students who fail to meet SAP criteria after the warning period are ineligible for financial aid. If the student does not have an approved appeal, the student is no longer eligible for financial aid. Students may continue to take courses without financial aid to re-establish SAP standards; however, a payment plan must be established for the tuition and applicable fees associate with the course(s). Once a student is meeting JWU's minimum SAP standards, he/she may regain financial aid eligibility. Students who are interested in reestablishing aid eligibility should meet with an academic counselor to determine what they would need to do to meet JWU minimum SAP standards.

### Appeal Process/Probationary Period

If extenuating circumstances impacted successful adherence to SAP criteria, the student may pursue an appeal. The appeal will require the student to indicate why he/she did not make SAP and what has changed in the student's situation that will allow the student to demonstrate SAP by the next term. Circumstances and required documentation are illustrated below. The appeal process begins with the student's academic counselor in Student Academic Services. If an academic plan can be created that allows the student to meet SAP criteria within two terms, the counselor will present it to the appeals

committee. Appeals must include complete documentation and are reviewed during the warning period; incomplete appeals will be denied. Appeal decisions are final. Students will be notified of the decision both verbally and in writing. This notification will take place after final grades are reviewed for the warning period.

If an appeal is approved, the student will be placed on an Financial Aid Probation Period, which is a status assigned by JWU to a student who fails to make SAP and who has successfully appealed and has had eligibility for financial aid reinstated. To continue receiving financial aid, the student will need to satisfy both the academic plan as outlined in their appeal and the SAP criteria.

Circumstance	Required Documentation
The student's own mental or physical illness or injury or condition	Provide documentation (e.g., a physician's statement, police report or documentation from a third party professional, such as a hospital bill)
Death of a family member or significant person in the student's life	Provide a copy of a death certificate
Illness, accident or injury of a significant person in the student's life	Provide documentation (e.g., a physician's statement, police report or documentation from a third party professional such as a hospital bill) related to the individual for whom the student provided care or support
The student's own divorce or separation or the divorce or separation of the student's parent(s)	Provide an attorney's letter on a law firm's letterhead, petition for dissolution, or copy of divorce decree
Personal problems other than the student's own mental or physical illness or injury or condition with the student's spouse, family, roommate, or other significant person in the student's life	Provide a written statement from an attorney, professional advisor or other individual describing the circumstances
Natural disaster	Provide a written statement and/or supporting documentation
Military deployment	Active duty service orders

# Student Services

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

## Academic Support

The Center for Academic Support 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 email interactions and in person when online students are on campus.

### Services Offered

- Professional tutoring
- Workshops in stress management, time management, test-taking strategies and other learning strategies
- Accommodations for students with disabilities 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.

### Students with Disabilities

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

Because programs of study at the university have technical standards and requirements, applicants and students with disabilities should contact the director of the Center for Academic Support at 401-598-4689 to discuss the availability of reasonable accommodations or to obtain documentation guidelines, when appropriate. See technical standards (p. 23) for more information.

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

- Decelerated Course Load
- Individualized Exams
- Note-taking Assistance
- Audio Recorders
- E-Texts
- Classroom Relocation on Campus
- Medically Excused Absences
- Scribes
- Assistive Technology

For further information regarding available reasonable accommodations and the accommodations procedure, please see the Academic Support (<http://www.jwu.edu/content.aspx?id=278>) section of the Providence Campus website, the student handbook for online students, or call the Center for Academic Support at 401-598-1485.

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

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

**Please note that the common food allergens (cow's milk, egg, peanut, tree nuts, fish, shellfish, soybeans and wheat), as well as less common food allergens, are used regularly in the university's curriculum in the College of Culinary Arts and The Hospitality College.**

The College of Culinary Arts and The Hospitality College have technical standards (p. 23) that must be met for participation in their academic programs. All College of Culinary Arts programs and some Hospitality College programs include the requirement that the student, with or without reasonable accommodations, must be able to safely and effectively test and evaluate the taste, appearance, texture and aroma of food and beverage products, and maneuver in professional or commercial kitchens, dining rooms and related facilities.

If you are an applicant with a food allergy who has been accepted for admission to JWU who intends to pursue studies in the College of Culinary Arts or The Hospitality College, we strongly urge you to call or visit the Center for Academic Support (401-598-1485) prior to attending your first class to discuss any reasonable accommodations that might be available to you during your academic studies. While the university will provide reasonable accommodations in compliance with applicable law, the university cannot guarantee it will be able to meet all requests for accommodations or remove all allergens from its curriculum.

## Policies

### Computer and Technology Use Policy

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

The university's Computer and Technology Use Policy prohibits students from uploading, downloading, posting, publishing, transmitting, retaining, reproducing, sharing or distributing in any way information, software, movies, music, books, articles or any other material which is protected by copyright or other proprietary right, without obtaining permission of the owner. Violation of this policy may result in the termination of a student's access to the Internet via the university's Internet system and student conduct review actions up to and including dismissal from the university.

In addition, students should be aware that unauthorized distribution of copyrighted material (e.g., songs, music and other materials), such as through peer-to-peer networks, may constitute copyright infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office (<http://www.copyright.gov>), especially their FAQs (<http://www.copyright.gov/help/faq>). Please refer to the Computer and Technology Use Policy for a further description of prohibited activities regarding use of university technology resources.

### Drug and Alcohol Policy

In accordance with the Federal Drug-Free Workplace Act and Drug-Free Schools and Communities Act, Johnson & Wales University prohibits the unlawful manufacture, distribution, dispensation, possession or use of narcotics, drugs, other controlled substances or alcohol at the workplace and in the educational setting. Possession or use of alcoholic beverages anywhere on university premises is prohibited except for lawful use at events, operations or programs sanctioned by university officials. Unlawful for these purposes means in violation of federal, state or local statutes, regulations or ordinances. Workplace is defined as either university premises or any place where university business is conducted away from university premises.



Educational setting includes both university premises and approved educational sites off campus. Possession or use of illegal drugs, narcotics or drug paraphernalia is absolutely forbidden.

Johnson & Wales is not, and cannot be considered, a protector or sanctuary from the existing laws of the city, state and federal governments. To review the university's Drug and Alcohol Policy, please see the Student Handbook available at [www.jwu.edu](http://www.jwu.edu).

## 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 and Security

Campus Safety & Security at each campus is responsible for the enforcement of school policies, security on campus, and providing public safety services for the university's students, faculty and staff.

In compliance with the Higher Education Act, Johnson & Wales University publishes an Annual Security Report and an Annual Fire Safety Report. The Annual Security Report discloses information about campus security policies and statistics concerning specific reported crimes that occurred on campus, on university-controlled property, and on public property immediately adjacent to campus. The Annual Fire Safety Report discloses information about campus fire safety policies and procedures and fire statistics for each residence hall. A paper copy of the reports may be requested and obtained from Campus Safety & Security. An electronic copy of each report may be accessed on each campus' Safety & Security page:

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

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

For details regarding the university's drug and alcohol policy, please also refer to the Annual Security Report and the student handbook.

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