



**JOHNSON & WALES**  
UNIVERSITY

# **2017–18 Student Handbook**

**NORTH MIAMI CAMPUS**

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# Handbook

## North Miami Campus

The Student Handbook is your reference to the resources you need at Johnson & Wales University. It contains information on academics, advising, financial services, student activities and services, academic and university policies, and much more.

# Introduction

By attending Johnson & Wales University, you have agreed to abide by all university rules, policies, codes and catalogs, including those outlined in this handbook. It is the university's expectation that you will familiarize yourself with the contents of this handbook and will comply with the provisions herein at all times, whether on campus or off.

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

## Letter from the President

Your experience at Johnson & Wales University is important to our faculty, staff and administration. Consider your time at JWU a partnership shared by all students, faculty and staff. Whether you are building your academic and professional skills or pursuing exciting work, leadership or recreational opportunities, we are here to help you.

You are encouraged to take ownership of your success through your academic college or school, JWU's many complimentary services, and all aspects of student life. Your Student Handbook will help you along the way. It contains important information, including academic and university policies, for which you are responsible. We ask you, our students, to familiarize yourself with its contents and refer to it often.

In addition to its use as a policy reference, your Student Handbook can connect you to the resources you will need at JWU. You will find ways to enhance your academic foundation including critical leadership and communications skills through a wide range of student-life opportunities offered in a welcoming JWU campus environment.

Finally, never hesitate to reach out to any JWU faculty or staff member. We care, and we want you to benefit from the competitive advantages that come with the JWU experience.

Sincerely,  
Larry A. Rice, Ed.D., '90  
President, North Miami Campus



=important date
=no classes/holiday/break

5 **Fall term begins**  
8 Make-up classes held for:  
-Monday only classes  
-Culinary & baking labs  
22 Classes held for:  
-Culinary & baking labs

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

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

6 **Spring term begins**  
9 Make-up classes held for:  
-Monday only classes  
-Culinary & baking labs  
23 Classes held for:  
-Culinary & baking labs  
30 No classes; Spring Holiday

9 No classes; Fall Holiday  
10 Monday class schedule  
13 Make-up classes held for:  
-Tuesday only classes  
13 Academic course withdrawal  
Deadline  
20-22 Family Weekend

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

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

13 Academic course withdrawal deadline

3 **Winter payment deadline**  
13-14 Reading days (no academic  
classes)  
for M/W + T/Th day classes  
13 Monday classes final exam  
14 Tuesday classes final exam  
15 Monday/Wednesday +  
Wednesday classes final exam  
16 Tuesday/Thursday +  
Thursday classes final exam +  
culinary & baking lab classes end  
17-27 Thanksgiving & term break  
28 **Winter term begins**

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

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

**Commencement Ceremony:**  
\*May 19 = undergraduate

4 **Summer payment deadline**  
10 Reading day (no academic classes)  
for T/Th day classes  
14 Reading day (no academic classes)  
for M/W day classes  
14 Monday classes final exam  
15 Tuesday/Thursday +  
Tuesday classes final exam  
16 Monday/Wednesday +  
Wednesday classes final exam  
17 Thursday classes final exam  
+ culinary & baking lab classes end  
18 Residence halls close at noon  
28 Memorial Day

1 Make-up classes held for:  
-Monday only classes  
-Culinary & baking labs  
22-27 Jan 7 Holiday break (no classes)

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

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

4 **Summer term begins**  
Session I classes begin  
Graduate classes begin  
19 Academic course withdrawal  
deadline for Session I  
28 Session I classes final exam

7 Holiday break ends  
12 Classes held for:  
-Culinary & baking labs  
15 No classes; M.L. King Jr. Day  
16 Monday class schedule  
19 Make-up classes held for:  
-Tuesday only classes  
-Culinary & baking labs  
19 Academic course withdrawal  
deadline

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

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

2 Session II classes begin  
4 No classes; Independence Day  
6 Make-up classes held for:  
-Session II classes  
13 **Fall payment deadline**  
(for new students)  
13 Academic course withdrawal  
deadline for online + internship +  
Graduate classes  
18 Academic course withdrawal  
deadline for Session II  
26 Session II + 8-week session classes  
final exam

2 **Spring payment deadline**  
19-20 Reading days (no academic  
classes)  
for M/W + T/Th day classes  
19 Monday classes final exam  
20 Tuesday classes final exam  
21 Monday/Wednesday +  
Wednesday classes final exam  
22 Tuesday/Thursday +  
Thursday classes final exam +  
culinary & baking lab classes end  
24-27 Mar 5 Term Break

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

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

3 **Fall payment deadline**  
(for returning students)  
18 Summer internships + online classes  
end

# Staying Connected

This section of the handbook includes resources on where to get important Johnson & Wales University information and updates.

## Important Information

Every JWU student receives a web-based email account for sending and receiving email. Students are expected to monitor their accounts frequently for official communications from faculty and the university.

Johnson & Wales University Information Technology (JWU IT) provides technology and tool support to all students, and computer labs and printing stations are conveniently located on campus. The JWU IT website (<http://it.jwu.edu>) provides how-tos and information on the various available technology services, and students can email JWU IT ([it@jwu.edu](mailto:it@jwu.edu)), chat online or call 866-JWU-HELP (866-598-4357) with any technology-related question.

## JWU Communications with Students

Johnson & Wales University is committed to providing communication that is timely and relevant to students. The university sends communications through the university email system with the full expectation that students will receive and read them in a timely manner. Select correspondence is mailed to a physical address. Any correspondence sent by university email or mail is deemed to be an official notification.

### Email

The university email system is considered to be the primary medium of formal communication with students. Accordingly, **each enrolled student is required to monitor their university email account on a frequent and consistent basis.**

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

### Emergency Notification System (Blackboard Connect)

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

### Mailing Address

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

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

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

### Permanent Home Address (Required)

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

### Internship Programs Address

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

### Work-study and Student Employees

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

### International Students

The United States Citizenship and Immigration Services (USCIS) requires that all aliens residing in the United States report all changes of address to the USCIS within 10 days of any move that takes place within the United States by

completing form AR-11 (available in the International Center). Post office box addresses will not be accepted in any address for international students.

### jwuLink

Students should log into jwuLink (<https://link.jwu.edu>) frequently to review timely announcements, news and events.

### Social Media

Whether it's Facebook, Twitter, Instagram or another site, following Johnson & Wales University across social media is recommended. Visit the JWU Social Hub (<https://social.jwu.edu>) for a directory of accounts and other helpful information.

# General Information and Policies

This section of the handbook includes important information and policies for students in the JWU community.

## Advising

Students at the university have a personal My Success Network of faculty and academic counselors/advisors which they can view in their Success Network in uSucceed (accessed through jwuLink (<https://link.jwu.edu/cp/home/displaylogin>)). Members of the Success Network will work with students throughout their academic career.

The Success Network found on uSucceed is an online communication system that connects the student to a network of support and to the resources needed to be successful at JWU. Academic counselors/advisors, faculty, faculty advisors, financial planners and various support staff make up a student's Success Network.

The goal of using the uSucceed Success Network is to make it easy for students to communicate and connect with their network of support. Students can use the scheduling tool in their Success Network to make appointments with members of their success network. They are also able to track their academic progress. Faculty are able to raise flags to let students know they may need additional support, and inform students how and where to find additional support. Faculty can also issue kudos to congratulate students on their successes.

For personal and clinical counseling services, students may seek the support of Counseling Services (p. 59).

## Automobiles on Campus

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

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

## Parking Permits

All students who park on campus must obtain a university parking permit. Visitors must park in designated visitor areas or obtain a temporary university parking pass.

Student parking permits are handled solely by Campus Safety & Security and issued at no cost. Students (resident and commuter) who plan to bring a vehicle on university property must register their vehicles with Campus Safety & Security upon arrival by visiting the Campus Safety & Security station (1705 NE 124<sup>th</sup> St.) or going online (<http://www.jwu.edu/northmiami/safety>).

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

1. a valid driver's license and current JWU ID
2. a valid vehicle registration
3. valid proof of insurance

Campus Safety & Security issues free, temporary parking permits to students and their guests for up to 5 days of use (after 5 days, a university permit must be purchased). Temporary permits are valid only in designated parking areas.

Temporary parking permits can be obtained from Campus Safety & Security for the following purposes:

- short-term use of vehicle, including rental vehicles
- visitor parking
- short-term parking as authorized by the director of Campus Safety & Security or the director's designee

Temporary parking permits will not be issued

- in lieu of the proper vehicle registration
- for a second vehicle operated or parked on campus on a frequent basis
- for any reason which would circumvent the requirements or intent of campus parking and traffic regulations

Campus Safety & Security reserves the right to refuse to issue a decal to any person. Should this occur, said person will not be permitted to park a motor vehicle on campus. In extreme instances, Campus Safety & Security reserves the right to revoke the parking privileges and remove the decal of certain students subject to the outcome of a Conduct Review hearing. Parking permits/decals obtained through fraud or misrepresentation shall be subject to confiscation.

## Parking Areas

### Resident Students

A student's decision to bring a car on campus should be well-informed, as parking space is limited. See the campus map (<http://www.jwu.edu/northmiami/campusmap>) for specific parking locations.

### General Guidelines

- The parking garage adjacent to the Academic & Student Center is available for general use between 4pm and 8am. Hours have been extended to provide a closer parking location for students visiting the 24-hour computer lab or library during the evening. The lot is open to commuter students, staff, faculty and visitors between 8am and 4pm. Vehicles parking in the garage at any time must have a valid JWU decal or visitor's pass.
- All students must have a current parking decal, displayed on either their rear window or rear bumper, to park on campus. Parking spaces are distributed by student population (please see details below). Students should visit Campus Safety & Security at 1705 NE 124<sup>th</sup> St. to request a parking decal.
- Businesses in the area will tow Johnson & Wales and/or other unauthorized vehicles, including personal vehicles that park in their parking spaces.
- Please do not park in marked visitor spaces, red curbs, yellow curbs, or in intersections, crosswalks, near fire hydrants or any other location prohibited by law.
- Students with guests visiting campus should visit Campus Safety & Security at 1705 NE 124<sup>th</sup> St. or call 305-892-7604 for visitor parking information. Students are not permitted to park in spaces designated for staff and faculty.

### Parking Availability

Parking is designated by zones. A campus map may be viewed in the JWU smartphone app and online (<http://www.jwu.edu/northmiami/campusmap>).

- Commuters receive a "C" decal and may park in the parking garage adjacent to the Academic & Student Center, the South Lot (behind the culinary labs), Arch Creek Lot, Wildcat Square and West Lot.
- Tropical Pointe residents receive a "T" decal and may park in the Tropical Pointe lot and Wildcat Square.
- Palm Gardens residents receive a "P" decal and may park in the Palm Gardens spaces off 124<sup>th</sup> Street, or in Wildcat Square.
- Arch Creek Place residents receive an "A" decal and may park in the Arch Creek Lot.
- Emerald Lake residents receive an "E" decal and may park in the spaces in front of Emerald Lake or the West Lot.
- Lakeside Towers residents receive an "L" decal and may park in the Lakeside Towers or West Lot.
- Flamingo Hall residents receive an "F" decal and may park in the West Lot.
- Biscayne Commons residents receive a "B" decal and may park in the lot within the Biscayne Commons complex or Wildcat Square.

Student spaces are available on a first-come, first-served basis. Additional parking is available in the Wildcat Square Parking Lot located near Biscayne Commons. Additional parking rules and regulations can be viewed online (<https://transportation.jwu.edu/north-miami-parking-permits>) or by contacting Campus Safety & Security at 305-892-7604.

## Parking Regulations

Parking on campus is available only to faculty, staff, resident students, commuter students and registered university guests. Automobiles that are parked on university property are subject to the following regulations.



Failure to comply with these regulations or with a traffic sign may result in the imposition of a fine and/or revocation of parking privileges.

1. Yellow-curbed areas are designated no-parking zones.
2. Vehicles may not park in the following areas:
  - fire lanes
  - spaces reserved for handicapped parking
  - within 15 feet of a fire hydrant
  - driveways
  - sidewalks
  - grass (except in areas temporarily identified as event parking)
  - loading zones
  - along service roads
  - restricted or otherwise reserved areas
3. Vehicles must be parked properly within a designated space so as not to interfere with another parking space, or obstruct a lane of travel or pedestrian walkway.
4. Maximum speed limit on university property is 10 mph. Operating a vehicle without a reasonable amount of care may result in revocation of parking privileges and additional disciplinary action.
5. Moving or defacing any university traffic sign will result in disciplinary action.
6. Vehicles parked on university property are subject to search in the event a violation of the Student Code of Conduct (p. 60) or other university rule(s) has occurred, or is believed to have occurred.
7. The decision to tag and/or tow any vehicle in violation is made by the officer on the scene.
8. There is no parking at residence hall parking lots without a designated pass.
9. In the event of inclement weather, a university parking ban may be announced. Students living in residence halls are to check at their residence hall front desk for all parking ban notices
10. There is a color-coded permit system in place; students must park only in designated areas (see the campus map (<http://www.jwu.edu/northmiami/campusmap>)). Vehicles parked in areas designated for faculty, staff or visitors without the proper permit may be towed at the owner's expense.
11. Vehicles shall not be abandoned in campus parking areas and must be in good working condition at all times. Any vehicle left unattended will be considered parked. Vehicles left on campus and parked and unused for 3 or more consecutive days shall be considered abandoned and will be towed at the owner's expense. (Vehicles of resident students that are properly registered are not included.) People wishing to leave a vehicle on campus for extended periods or during breaks between terms must notify Campus Safety & Security (<http://www.jwu.edu/northmiami/safety>).
12. The university reserves the right to remove any vehicle violating campus parking, traffic or fire regulations, or if it creates a safety hazard at the owner's expense.
13. Inability to locate a legal parking space is not justification for improper parking and will not be allowed as a mitigating circumstance in an appeal.

For a more comprehensive guide of the university's parking policies and procedures please refer to the Campus Parking Guide (<http://www.jwu.edu/uploadedFiles/Documents/General/parkingbrochureweb0809.pdf>) (405K PDF).

### Payments and Appeals of Parking Citations

1. During regular business hours, parking citations may be paid at the Student Accounts Window at Student Academic & Financial Services (University Center, first floor).
2. After-hours payments will be accepted only for removal of an immobilization device (boot) at Campus Safety & Security. These payments may be made by check or money order at Campus Safety &

Security (<http://www.jwu.edu/northmiami/safety>), 1705 NE 124th St., North Miami, FL, 33181.

3. Any person found in violation of university parking and traffic regulations, and consequently cited, shall have an opportunity to appeal the citation to Campus Safety & Security.
4. Appeals may be made on the grounds that the facts cited in the citation are in error, the citation was issued in error, or there were mitigating circumstances which may excuse the violation.
5. Appeals must be made within 10 days of the date issued of the citation. Appeal request forms are available at Campus Safety & Security, 1705 NE 124th St., North Miami, FL, 33181; the Student Government Association office (Wildcat Center, third floor); or online.

## Complaints and Grievances

It is the intention of Johnson & Wales University to resolve complaints and grievances quickly, informally and as close as possible to the point of origin. The complaint and grievance process set forth below is not intended to be a forum to challenge university policy, but rather a means by which individuals can seek a timely and fair review of their concerns.

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

1. Actions by the dean of students, including matters that have been referred to Student Conduct
2. Actions by Residential Life concerning contract release or room relocations
3. Actions by the Academic & Financial Appeals Committee
4. Actions by a faculty member, staff member or third party which may constitute harassment or discrimination (which should be referred to the nondiscrimination and Title IX coordinator, a nondiscrimination campus liaison, or Human Resources & Payroll, as set forth in the Prohibited Discrimination and Harassment Policy (p. 16))
5. Actions relating to voluntary medical withdrawal (p. 35)<sup>5</sup>
6. Actions relating to the review of accommodation decisions (p. 67)
7. Actions relating to academic integrity (p. 38)

### Complaint and Grievance Process

For the resolution of academic and administrative issues outside of the exempt areas, please follow the following process:

#### Step 1

A student should first address the complaint or grievance orally with the faculty or staff member involved within 5 days of the incident. The faculty or staff member will consider the complaint or grievance and notify the student of the faculty or staff member's decision within a reasonable time, usually 5 days.

#### Step 2

If the complaint or grievance cannot be resolved at the previous level, the student should present the complaint or grievance, in writing, to the appropriate department chair or department director within 5 days of receipt of the faculty or staff member's decision. The department chair or department director will document his or her decision and provide a copy to the student, faculty or staff member, and dean of the appropriate school or college (in the case of an academic complaint or grievance) or the dean of students (in the case of an administrative complaint or grievance) within a reasonable time, usually 5 days.

#### Step 3

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

decision of the reviewing dean will be final and a written copy of the decision will be given to the student.

### **Expedited Review**

If there is a legitimate need for an immediate or expedited review of an academic or administrative decision, then written complaints and grievances or requests for review and decisions may not be required. The determination of whether an expedited review is appropriate is determined in the sole discretion of the dean of the appropriate college or school (in case of an academic complaint or grievance), the dean of students (in case of an administrative complaint or grievance) or their designees.

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

### **Student Complaint Process for Online Students**

#### **Student Complaint Process for Online Students in SARA States**

Information on student complaint processes for students enrolled in the College of Online Education is below. For additional consumer information related to all other aspects of Johnson & Wales University, please see Student Consumer Information (<http://www.jwu.edu/content.aspx?id=30064771207>).

If you are enrolled as an online student and you have a complaint or grievance that cannot be resolved through Johnson & Wales University's complaint and grievance process as set forth above, you may file a complaint with the Rhode Island Council on Postsecondary Education (RI-CPE).

The Rhode Island Council on Postsecondary Education (RI-CPE) has promulgated a policy entitled "Student Complaint Procedure." That policy is posted on the RI-CPE website (<http://www.riopc.edu/page/RI-SARA>). As specified in that policy, JWU students may file the following types of complaints with the Rhode Island Office of the Postsecondary Commissions:

- Allegations of consumer protection violations, including fraud and false advertising
- Allegations of violations of state laws, rules or licensing requirements
- Allegations of violations of accreditation standards
- Allegations of violations of standards established by the National Council for State Authorization Reciprocity Agreement (NC-SARA)
- Complaints about education program quality
- Other complaints as specific in the RI-CPE Student Complaint Policy

As specified in the RI-CPE Policy, such student complaints shall be delivered or mailed to the Rhode Island Office of the Postsecondary Commissioner (OPC) at the following address:

Office of the Postsecondary Commissioner  
560 Jefferson Blvd.  
Warwick, RI 02886-1304

Students may contact the OPC by phone at 401-736-1100, or visit the website (<http://www.ribghe.org>).

#### **Initial Complaints to be Filed with JWU**

Before filing a complaint with the Rhode Island OPC, online students are expected to first file an internal complaint with JWU by following the process outlined above under the Complaint and Grievance Process. The complaint will be reviewed, evaluated and, whenever possible, resolved by the relevant JWU personnel. If the person bringing the complaint is not satisfied with the outcome of the internal JWU complaint process, the complainant may file his/her complaint within 2 years of the incident about which the complaint is made with the Rhode Island Office of the Postsecondary Commissioner as described above. The resolution of the complaint by the RI-OPC will be final.

#### **Student Complaint Process for Online Students in Non-SARA States**

If you are enrolled as an online student living in a state that is not a member of the State Authorization Reciprocity Agreement (SARA) and you have a complaint or grievance that cannot be resolved through Johnson & Wales University's complaint and grievance process, you may file a complaint with the state in which you reside by referring to the following list of State Agencies ([http://www.jwu.edu/uploadedFiles/Documents/Policies\\_and\\_Procedures/JWUState-by-StateInformationforOnlineStudentComplaintProcess.pdf](http://www.jwu.edu/uploadedFiles/Documents/Policies_and_Procedures/JWUState-by-StateInformationforOnlineStudentComplaintProcess.pdf)). To determine

whether your state of residence is a SARA member, please refer to the website (<http://nc-sara.org/sara-states-institutions>).

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

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

The Georgia NPEC may be contacted at Georgia Nonpublic Postsecondary Education Commission, 2082 East Exchange Place, Suite 220, Tucker, GA, 30084, (770) 414-3330 or online (<http://www.gnpec.org>).

## **Computer and Technology Use**

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

The university's Computer and Technology Use Policy prohibits students from uploading, downloading, posting, publishing, transmitting, retaining, reproducing, sharing or distributing in any way information, software, movies, music, books, articles or any other material which is protected by copyright or other proprietary right, without obtaining permission of the owner. Violation of this policy may result in the termination of the student's access to the internet via the university's internet system, and constitutes a violation of the Student Code of Conduct (p. 60).

### **Copyright Infringement**

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

Unauthorized peer-to-peer file sharing is a violation of law, as well as university policy, including the Student Code of Conduct. Students engaging in unauthorized peer-to-peer file sharing, including illegal downloading and unauthorized distribution of copyrighted materials, will be subject to disciplinary action up to and including suspension or dismissal from the university. Please see Frequently Asked Questions About File Sharing (<http://it.jwu.edu/Security/File-Sharing>) for more information.

## **Mass Email Policy**

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

- Providence Campus and universitywide: Lisa Pelosi ([lisa.pelosi@jwu.edu](mailto:lisa.pelosi@jwu.edu)) or Lauren Tkacs ([lauren.tkacs@jwu.edu](mailto:lauren.tkacs@jwu.edu))
- North Miami Campus: Robyn Hankerson ([rhankerson@jwu.edu](mailto:rhankerson@jwu.edu)) or Jordan Fickess ([jordan.fickess@jwu.edu](mailto:jordan.fickess@jwu.edu))
- Denver Campus: Peter Hemschoot ([Peter.Hemschoot@jwu.edu](mailto:Peter.Hemschoot@jwu.edu)) or Holli Keyser ([holli.keyser@jwu.edu](mailto:holli.keyser@jwu.edu))

- Charlotte Campus: Melinda Law (Melinda.LawWestmoreland@jwu.edu) or Mark Norman (mark.norman@jwu.edu)

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

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

## Drones

Recreational use of drones is prohibited from any Johnson & Wales University-owned or -controlled property.

Requests for educational or commercial use of drones for a university purpose shall be made directly to the campus's applicable safety & security director. If approved, the approved drone operator must follow all applicable Federal Aviation Administration rules and any state and local laws pertaining to the registration and operation of a drone.

## Drug and Alcohol Policy

In accordance with the Federal Drug-Free Workplace Act and Drug-Free Schools and Communities Act, Johnson & Wales University prohibits the unlawful manufacture, distribution, dispensation, possession or use of narcotics, drugs, other controlled substances or alcohol at the workplace and in the educational setting. Possession or use of alcoholic beverages anywhere on university property is prohibited except for legal use at events, operations, programs, premises or facilities sanctioned by the university. 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 may impose sanctions on students and employees for violations of this policy up to and including dismissal, separation of employment and/or possible referral to local authorities consistent with applicable law. Johnson & Wales is not and cannot be considered a protector or sanctuary from the existing laws of the local, state and/or federal government.

### University Sanctions

Disciplinary sanctions which may be imposed on a student found to be in violation of the above policy include, but are not limited to, revocation of certain privileges, community service, conduct warning, conduct probation, fine or restitution for loss, suspension or dismissal from the university and/or university housing, and referral to alcohol education classes. The university also reserves the right to notify parents of violations by students who are under the applicable legal drinking age. Please see the Student Code of Conduct (p. 60) and Sanctions for Individuals (p. 65) for more information.

### Alcohol and Its Effects

Alcohol abuse is defined as any drinking that harms or endangers the drinker or other people. It can be a single episode or a regular pattern. Alcohol consumption causes a number of marked changes in behavior. Thought processes are slowed as alcohol numbs and destroys brain cells.

### Symptoms of Drug Abuse

The key is change. It is important to watch for any significant changes in physical appearance, personality, attitude or behavior. Behavior signs include a change in overall personality or attitude with no other identifiable cause; a general lack of motivation, energy or self-esteem; sudden oversensitivity, temper tantrums or resentful behavior; and moodiness, irritability or nervousness.

### Possible Effects of Drug Abuse

Narcotics (i.e., opium, morphine, heroin) may cause euphoria, drowsiness, respiratory distress and nausea. Depressants (i.e., barbiturates, benzodiazepines) may cause slurred speech, disorientation and drunken behavior without the odor of alcohol. Stimulants (i.e., cocaine, amphetamines) may cause increased alertness, increased blood pressure and pulse, insomnia and loss of appetite. Hallucinogens (i.e., LSD, mescaline)

may cause illusions, hallucinations and poor perception of time and distance. Cannabis (i.e., marijuana, hashish) may cause euphoria, relaxed inhibitions and disoriented behavior.

### JWU's Substance Abuse Prevention Program

Several programming initiatives and alternatives are available to help students examine their own behavior related to alcohol and other drugs (AOD):

- Counseling Services provides an assessment of AOD usage for all students who seek counseling.
- Referrals to community resources are available for individuals with more long-term or complex needs. A number of AA (Alcoholics Anonymous), NA (Narcotics Anonymous) and AI-Anon groups hold meetings close to campus and in the larger local community.
- Counseling, Health & Wellness offers AOD prevention through programming efforts with various student groups and Student Affairs departments.
- Counseling, Health & Wellness also collaborates with Student Conduct to provide educational and other resources for students with problematic drinking behavior and drug use.
- A number of programming initiatives take place each year.

### State Penalties for Drug and Alcohol Offenses

Johnson & Wales University students are subject to state criminal prosecution and penalties for drug and alcohol offenses, including

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

Criminal penalties for drug and alcohol offenses can include

- mandatory drug or alcohol counseling or treatment
- driver retraining
- suspension or loss of driver's license
- community service
- fines of various amounts
- imprisonment for various periods of time up to life imprisonment

## FERPA

### Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. These rights include

1. The right to inspect and review the student's education records within 45 days after the day the university receives a written request. A student should submit a written request to the department that maintains the record(s) the student wishes to inspect. The department will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be made.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the university to amend a record should write the university official responsible for the record, clearly identify the part of the record the student wants amended and specify why it should be amended. If the university decides not to amend the record as requested, the university will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The university discloses education records without a student's prior written consent under the FERPA exception for disclosure to university officials with legitimate educational interests. A university

official is a person employed by the university in an administrative, supervisory, academic, research or support staff position; a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A university official also may include a volunteer or contractor outside of the university who performs an institutional service or function for which the university would otherwise use its own employees and who is under the direct control of the university with respect to the use and maintenance of PII from education records, such as an attorney, auditor or collection agent, or a student volunteering to assist another university official in performing his or her tasks. A university official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the university. Upon request, the university also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC, 20202. Phone: 202-260-3887.

### Disclosures in Case of Emergency

The university only discloses personally identifiable information from an education record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. The university complies with the changes made to FERPA as a result of the USA Patriot Act.

## Directory Information Public Notice

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the university, with certain exceptions, obtain a student's written consent prior to the disclosure of personally identifiable information from the student's education records. The university may, however, disclose appropriately designated "directory information" without the student's written consent. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can be disclosed to outside organizations and individuals without a student's prior written consent. However, each request by outside parties for directory information is evaluated separately to safeguard the privacy of our students. Additionally, most requests for directory information of all students (or categories of students) will be denied. For example, the university will not release any directory information to individuals or organizations seeking to conduct solicitations or fundraising activities.

The university has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Email address
- Photographic, video or electronic images
- Date and place of birth
- Major
- Fields of study
- Anticipated degree and degree date
- Dates of attendance
- Student dissertations
- Dates and place of employment
- Grade level
- Credits earned
- Enrollment status
- Class schedule
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors and awards received
- Vehicle description and registration
- The most recent educational agency or institution attended

The main purpose of designating the above information as "directory" is to permit the university to include this information in certain publications (e.g., academic honors or other recognition lists, Commencement programs, or sports activity sheets).

The university may disclose a student's directory information without obtaining student's written consent, unless the student has submitted a Request to Prevent Disclosure of Directory Information Form. The form is available upon request in Student Academic & Financial Services and may be filled out any time. To withhold disclosure, this form must be completed and submitted to Student Academic & Financial Services in person with a photo ID. Students should consider very carefully the consequences of any decision made to withhold directory information, as any future requests for such information from non-institutional persons or unauthorized organizations will be refused. A request to prevent disclosure will remain in effect until it is revoked in writing. Note: Completion of this form does not change any authorized user access granted in jwuLink (<https://link.jwu.edu>). Students are responsible for changing any authorizations granted. Furthermore, completion of this form means that JWU cannot speak to any authorized user that has been designated even if a passphrase exists.

Please note that should a student decide to inform Johnson & Wales University not to release directory information, their record will be marked confidential. A confidential hold will not allow JWU to respond to any requests for information about the student except where permitted or required under FERPA, such as when the university receives a subpoena. The university will be unable to verify enrollment or degrees conferred. This includes potential employers who want verification of degree(s). The university will not acknowledge any record of the student to any person or entity who inquires.

Johnson & Wales University will honor a student's request to withhold directory information but cannot assume responsibility to contact the student for subsequent permission to release them. The institution assumes no liability for honoring student instructions that such information be withheld.

## Proxy/Authorized User

Currently enrolled students can authorize access to other individuals to certain portions of their academic status at Johnson & Wales University. These individuals are known as proxy/authorized user. Through jwuLink, students have the ability to select, from a list of authorizations, which pieces of information their proxy can view. Information given to the proxy will be available in view-only format. The proxy will not be able to update any student information or request any written documentation via their proxy access. Please note that authorized user access is deactivated anytime a student is not currently enrolled. Visit jwuLink Authorized Users (<https://www.jwu.edu/content.aspx?id=30064773309>) for additional information and instructions.

## Financial Obligations

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

Repaying loans helps establish favorable credit ratings that make it easier for students to buy homes, rent apartments, purchase cars, obtain credit cards, find employment, further their education or open checking accounts. Students should call Student Academic & Financial Services to review how much they have borrowed or for more information about their student loans. Developing a budget that considers loan payments is highly recommended. Students should notify their loan holder and JWU if there are any changes to their address and/or phone number.

## Financial Aid

### Financial Aid Notes

1. Students must reapply for financial aid each academic year as soon as possible after October 1.
2. If a student has ever been convicted of the possession or sale of illegal drugs for an offense that occurred while he or she was receiving federal student aid (such as grants, loans or work-study), the student may be in jeopardy of losing his or her aid.

3. Code of Conduct for Education Loan Practices: Johnson & Wales University's student loan policies take borrowers interest into consideration. The university has adopted the Code of Conduct for Education Loan Practices requiring all university employees and agents to act lawfully, ethically and with integrity, and to avoid actual or potential conflicts of interest in connection with education loans made to prospective, current or former students and their families.
4. All undergraduate annual loan amounts are subject to pro-ration (i.e., off-term graduation, etc.). Please note that a student/borrower remains responsible for the repayment of education loans that he/she borrows even if the student is not successful in completing the educational program and/or obtaining employment. No student is required to apply for, or accept, any particular type of financial aid; however, it is strongly recommended that a student accept all grants.
5. Student loan borrowers are required to complete student loan exit counseling prior to leaving Johnson & Wales University. For more information on student loan responsibilities and to complete student loan exit counseling, refer to Loan Repayment (<http://www.jwu.edu/content.aspx?id=51237>).
6. Students and parents of students are advised that if they enter into a Title IV, HEA loan, the loan data will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders and institutions determined to be authorized users of the data system.
7. Cap on Aid: There is a cap on the total amount of JWU scholarships and grants that the university will award to a single student during a given academic year. The maximum amount is determined prior to each year's financial aid awarding process and includes both university-funded and university-administered monies. Please contact Student Academic & Financial Services for further information regarding this cap.
8. Students participating in programs that are not assessed at full-price tuition (e.g., study abroad) may not be eligible for all of their institutional grants, scholarships or loans, and the award may be pro-rated.
9. Students are not denied financial aid solely on the grounds that the student is participating in a study abroad program.

Please consult the catalog (<http://catalog.jwu.edu>) for a complete listing of scholarships and grants that are available to Johnson & Wales University students. Available scholarships may also be posted in Student Academic & Financial Services, and on the Scholarships and Grants webpage (<https://www1.jwu.edu/admissions/paying-for-college/scholarships-and-grants>) of the JWU website under Outside Agencies.

### Refunds for Overpayment

Students may request a refund if their account is overpaid. Refund requests must be made via jwuLink (<https://link.jwu.edu>) (Financial tab). Once eligibility is determined, refunds can take up to 10 business days for processing. The student only needs to request the refund once per academic year; the eligible refund will be processed each term. Students can request their refund be deposited into their personal bank account or added to the jwuSource card. If 1 or both parents applied and were approved for a Federal PLUS loan and did not authorize the release of funds to the student, the refund will be made payable to the borrower and mailed to the address shown on the PLUS application. The parent(s) with an approved PLUS loan can authorize the release of the refund to the student in writing with Student Academic & Financial Services and the refund will be processed as requested. If a student does not request a refund, the funds will remain on the student's account until the expiration of that academic year at which time the refund will be processed.

### Credit Balances

Students who are eligible for a refund due to Title IV Federal Funds exceeding tuition and fees are processed automatically, without a request by the student. These refunds are processed within 14 days upon receipt of the Title IV Federal Funds. Students may apply for the jwuSource card for a quick, convenient way to receive their funds. Students may also opt to receive their funds in their personal bank account. Students with a credit balance due to federal funds exceeding their charges have the ability to receive a book voucher 2 weeks prior to the start of the term.

## Firearms

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

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

## Hazing Policy

It is the goal of Johnson & Wales University to provide an educational environment free from all forms of hazing. Such conduct violates not only university policies, but also state law.

Hazing is inappropriate and will not be tolerated at Johnson & Wales University. Such behavior or the tolerance of such behavior on the part of any student violates the Student Code of Conduct (p. 60) and may result in student conduct sanctions (individual (p. 65) or group (p. 65)) up to and including dismissal from the university.

Consent is not a defense to hazing and will not absolve an individual or group from a finding of responsibility for hazing under the Student Code of Conduct.

### What is Hazing?

Hazing is any severe, persistent or pervasive behavior that, for purposes of initiation or admission into or affiliation with any organization or group, endangers an individual's mental or physical health, well-being or safety, or unreasonably interferes with an individual's ability to freely participate in university life.

Hazing may take many forms, and while it is not always easy to define precisely what behavior constitutes hazing, examples of behavior that may constitute hazing include, but are not limited to

- the explicit or implicit pressuring or coercing of a student into violating law or university policy
- any brutality of a physical nature, such as whipping, paddling, beating, branding, exposure to the elements, abandonment, forced or encouraged consumption of any food, liquor, drug, or other substance, or other forced physical activity
- any activity that is likely to subject the student to substantial mental stress, such as sleep deprivation, conduct that could result in extreme embarrassment, or other activity that could adversely affect the mental health, academic pursuits or dignity of the student
- prohibiting individuals to speak for extended periods of time and/or forced exclusion from social contact, prohibition from speaking with university officials, faculty, employers/clients, roommates, family/friends, club members or leadership, etc.
- requiring a regimented public demeanor (e.g., marching, military-like demeanor, restricting walking patterns, prescribing set walking formations)
- confinement
- kidnapping
- verbal abuse
- carrying any items (shields, paddles, bricks, etc.) that serve no constructive purpose or that are designed to punish or embarrass the carrier

- misleading prospective members into believing that they will be hurt during induction or initiation
- interrogating an individual in an intimidating or threatening manner
- assigning or endorsing pranks such as borrowing or stealing items, painting property and objects of others, or harassing other individuals or groups
- requiring any personal servitude to another individual or group such as running errands, cleaning, making food runs or performing someone else's academic work
- simulating activity of a sexual nature, or threatening to do so

### **What should I do if I think I am the victim of, a witness to, or learn of hazing?**

Anyone who is aware of or believes they have witnessed or have been subjected to hazing should immediately report the behavior to Campus Safety & Security. For Campus Safety & Security contact information for each campus, please consult the JWU Directory (<https://resource.jwu.edu/mobile/building-directory/pvd->).

### **Silent Witness**

Anyone who is aware of or believes they have witnessed or have been subjected to hazing may also make a Silent Witness Report online. Please note that the Silent Witness Program is not designed to replace the need to contact Campus Safety & Security directly about an emergency or potentially harmful situation. The ability to respond appropriately may be limited if the report is anonymous; therefore, students are encouraged to provide an email address and/or phone number so that Campus Safety & Security may follow up with questions if necessary.

- Providence Silent Witness Report (<https://www.jwu.edu/forms.aspx?id=33582&ekfrm=33582>)
- North Miami Silent Witness Report (<http://www.jwu.edu/forms.aspx?id=36652&ekfrm=36652>)
- Denver Silent Witness Report (<http://www.jwu.edu/forms.aspx?id=46904&ekfrm=46904>)
- Charlotte Silent Witness Report (<http://www.jwu.edu/forms.aspx?id=48647&ekfrm=48647>)

### **Retaliation**

Johnson & Wales University prohibits retaliation against any individual who has made a good faith complaint, cooperated in the investigation of such a complaint, or participated in the Conduct Review Process (p. 62). Anyone found to have engaged in retaliation will be subject to disciplinary action up to and including dismissal from the university.

## **Holds**

Holds are placed when students are not in compliance with payment deadlines, term start requirements or university policy. Holds will prevent a number of activities, including (but not limited to) course registration, entry to class, graduation and transcript requests. Students are advised to review holds in [jwuLink](https://link.jwu.edu) (<https://link.jwu.edu>) frequently, especially after each term's deadline for completing term start requirements and before the start of each term.

### **Academic Progress Warning Hold**

The academic progress warning hold prevents course registration. This hold will be placed if the student is in danger of losing financial aid eligibility due to noncompliance with satisfactory academic progress requirements. This hold will be removed once the student has contacted and met with an assigned academic counselor/advisor in Student Academic & Financial Services.

### **Academic Standing Hold**

The academic standing hold prevents course registration. This hold will be placed if the student failed to meet the requirements for good academic standing. This hold will be removed once the student has contacted and met with their assigned academic counselor/advisor in Student Academic & Financial Services.

### **Athletic Hold**

The athletic hold for unreturned university athletic gear prevents course registration and release of diploma. This hold will be placed if the student has unreturned athletic gear or owes replacement fees. This hold will be removed

when the student has returned the athletic gear or paid replacement fees to the equipment coordinator.

### **Collections Hold**

The collections hold prevents course registration, entrance to class, access to/ release of official transcripts and release of diploma. This hold will be placed on a student's account if a student is no longer enrolled at the university and has outstanding charges for tuition, fees, room, meals, etc. with the university. A collections hold will be removed from a student's account once the outstanding balance is paid in full.

### **Federal Direct Loan Master Promissory Note (MPN) Hold**

A Federal Direct Loan MPN hold prevents course registration and entrance to class. This hold will be placed on a student's account if a student was awarded a Federal Subsidized and/or Unsubsidized Direct Loan and the student has not completed the required Direct Loan MPN prior to the term's posted deadline for completing term start requirements. Students can complete their Direct Loan MPN online (<http://www.studentloans.gov>). This hold will be removed once Student Academic & Financial Services has received a completed Direct Loan MPN. If this hold is not cleared by the end of the add/drop period, the student's schedule will be immediately and permanently deleted and the student will be considered withdrawn from the term.

### **Financial Aid Hold**

The financial aid hold prevents course registration and entrance to class. This hold will be placed if the financial aid area of Student Academic & Financial Services has requested documentation (e.g., parent tax transcripts, student tax transcripts, dependent verification worksheet, etc.) from a student and that documentation was not provided to Financial Aid prior to the term's posted deadline for completing term start requirements. This hold will be removed once all requested documentation has been received by the financial aid area of Student Academic & Financial Services. If this hold is not cleared by the end of the add/drop period, the student's schedule will be immediately and permanently deleted and the student will be considered withdrawn from the term.

### **Financial Hold (Fall, Winter, Spring and Summer)**

The financial hold prevents course registration. (If this hold is in place, the student's schedule is deleted and, if applicable, student-athletes will not be able to participate in their team's activities.) In addition, a financial hold will prevent a student from securing a residence hall. This hold will be placed on the student's record if they have not established an acceptable payment plan with the university prior to each term's posted deadline for completing term start requirements. All payment plans must remain in good standing prior to the deadline for completing term start requirements in order to avoid a hold. This hold will be removed once a payment plan has been established and/or payments are up-to-date.

### **Health Services Hold**

The health services hold prevents course registration and entrance to class. This hold is applied to the records of new and returning full-time undergraduate, graduate, culinary day and culinary continuing education students who have failed to comply with the university's medical documentation/immunization requirements. This hold is released only after all requirements have been met. If this hold is not cleared by the end of the add/drop period, the returning student's schedule will be immediately and permanently deleted and the student will be considered withdrawn from the term. New students will not be allowed to enroll for the next term. In addition, this hold may be applied to the records of students who are approved for a campus transfer and have not complied with the medical documentation/immunization requirements of their new campus. This hold is released after all health services requirements of the new campus (destination campus) are satisfied. Students will have no more than 1 term to meet these requirements.

### **Home-School Verification Hold**

The home-school verification hold prevents course registration.

Home-schooled students will be required to provide a high school transcript and a copy of their ACT or SAT test scores. Both the grades on the transcript and the ACT/SAT test scores are reviewed to determine admissions and scholarship eligibility. Combined SAT scores of 1000 (reading and math, 500 each) or ACT equivalent are required for admittance.

Home-schooled students must be able to document that they have completed high school. Verification documents for home-schooled students include at least 1 of the following:

- a high school diploma recognized by their state department of education
- high school equivalency exam

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

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

or

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

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

This hold will be removed once the student has provided documentation to Student Academic & Financial Services or Admissions.

### **International Student Hold**

The international student hold prevents course registration and entrance to class. This hold is applied by the International Student Services Office to the records of any student who has not completed all required documentation, in accordance with federal regulations. This hold is released only after ALL documentation requirements have been met. If this hold is not cleared by the end of the add/drop period, the student's schedule will be immediately and permanently deleted and the student will be considered withdrawn from the term and as a result, their immigration status will be compromised.

### **Judicial Hold**

The judicial hold prevents course registration, entrance to class, transcript requests and/or graduation. This hold is applied to the records of students who have been suspended and/or dismissed from the university or have other outstanding obligations with Student Conduct. A judicial hold for suspended students will be released after the term of the suspension has expired and upon notice from the director of student conduct that the student has been approved for reinstatement. Judicial holds for dismissed students will not be released. Judicial holds for other outstanding obligations with Student Conduct will be released upon a student's fulfillment of any such obligations and upon notice from the director of student conduct.

### **Library Hold**

The library hold for unreturned materials prevents release of diploma. This hold will be placed if the student has unreturned library materials or owes replacement fees for unreturned materials. This hold will be removed when the student has returned the materials or paid replacement fees to the library.

Library fees are to be paid online through the links below to the campus where the student is enrolled:

- Providence (<https://jwulibpvd.afford.com>)
- North Miami (<https://jwulibmia.afford.com/Home>)
- Denver (<https://jwulibden.afford.com>)
- Charlotte (<https://jwulibclt.afford.com/Home>)

### **Loan Delinquent Hold**

The loan delinquent hold prevents course registration, entrance to class, access to/release of transcripts and release of diploma. This hold will be placed on a student's account if a student is delinquent and/or is in default with a Federal Perkins Loan and/or Johnson & Wales Achievement Loan. This hold will be removed once the loan is in good standing.

### **Medical Hold (A or B)**

Medical hold A (issued by Health Services) and medical hold B (issued by Counseling Services) prevent course registration and entrance to class. These holds will be removed when the student has contacted the appropriate university office and satisfied requested requirements.

### **North Carolina Residency Application Hold**

The North Carolina Residency Application hold prevents course registration and entrance to class. This hold will be placed if a student attending the Charlotte Campus was awarded a North Carolina need-based scholarship and has not submitted a requested North Carolina need-based scholarship residency questionnaire and/or the North Carolina long form prior to the term's posted deadline for completing term start requirements. This hold will be removed when the residency form is received.

### **Perkins Loan Master Promissory Note (MPN) Hold**

The Federal Perkins Loan MPN hold prevents course registration and entrance to class. This hold will be placed on a student's account if a student was awarded a Federal Perkins Loan and has not completed the Federal Perkins Loan MPN prior to the term's deadline for completing term start requirements. This hold will be removed once Student Academic & Financial Services has received a completed Federal Perkins Loan MPN. If this hold is not cleared by the end of the add/drop period, the student's schedule will be immediately and permanently deleted and the student will be considered withdrawn from the term.

### **Previous Balance Hold**

The previous balance hold prevents course registration and entrance to class. This hold will be placed on a student's account if the student is delinquent and/or is not in compliance with the current established payment plan with the university by the posted term deadline for completing term start requirements. All payment plans must remain in good standing in order to avoid a hold. This hold will be removed once the payment plan has been brought up-to-date.

### **Schedule Hold**

The schedule hold prevents course registration. This hold may be assigned when requirements or policy are not satisfied. A schedule hold may also be placed on students who are enrolled in certain programs. The reason the hold was applied is viewable in jwuLink (<https://link.jwu.edu>). The hold will be removed when the student satisfies the requirements of the hold.

### **Student Loan Entrance Counseling (Interview) Hold**

The entrance counseling hold prevents course registration and entrance to class. This hold will be placed if a first-time borrower for the Federal Direct Loan program has not completed entrance counseling. Entrance counseling can be completed online (<http://www.studentloans.gov>). An entrance counseling hold will be removed once the student has completed the entrance counseling. If this hold is not cleared by the end of the add/drop period, the student's schedule will be immediately and permanently deleted and the student will be considered withdrawn from the term.

### **Verify Final Grades Received Hold**

The verify final grades received hold prevents course registration and entrance to class. This hold will be placed if an undergraduate student has not provided the university with final, official documentation that verifies high school diploma completion or equivalent; or a graduate student has not provided the university with final, official documentation that verifies bachelor's degree completion.

Undergraduate students should see High School Completion Verification (<http://catalog.jwu.edu/admissions/applying/highschoolverification>) for additional information on acceptable documentation.

This hold will be removed once the student has provided documentation to Admissions or Student Academic & Financial Services.

## **Hoverboard Policy**

It is the policy of Johnson & Wales University to prohibit any person from carrying, storing or operating a hoverboard anywhere on or inside property owned or leased by Johnson & Wales University. Violations of this policy may result in disciplinary action up to and including termination or dismissal from the university.

Johnson & Wales University has become aware of unresolved product safety problems with hoverboards that cause these items to catch fire and project sparks and flames. This policy is to establish a clear prohibition against bringing any hoverboard onto Johnson & Wales University-owned or -leased property so as to avoid associated risks of personal injury or property loss.

Hoverboard is defined as a self-balancing two-wheeled board or self-balancing electric scooter equipped with a rechargeable battery.

1. No person shall be allowed to carry a hoverboard inside a building on any Johnson & Wales University campus.
2. Storage of a hoverboard inside any vehicle parked in any parking lot or garage on campus is strictly prohibited.
3. Hoverboards cannot be transported by any Johnson & Wales University bus or other transit vehicle.
4. Any discovery of a hoverboard on campus should be immediately reported to Campus Safety & Security.

## Identification Cards

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

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

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

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

Once students receive their university ID, the following conditions shall apply:

- Immediately report a lost or stolen card to Campus Safety & Security.
- Lost or damaged ID cards will incur a \$20 replacement fee.
- Students are only permitted 1 ID card.

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

For Campus Safety & Security hours, location and contact information, please consult the appropriate campus JWU Directory (<http://linkweb.jwu.edu/facilitieslist/facilitieslist.aspx?campus=pvd>).

## Name Change

Applicants, current and former students have the opportunity to change their names on university records by submitting a Name Change Request Form ([http://www.jwu.edu/uploadedFiles/Documents/Forms/Academic\\_Services/namechangerequest%281%29.pdf](http://www.jwu.edu/uploadedFiles/Documents/Forms/Academic_Services/namechangerequest%281%29.pdf)) along with appropriate documentation showing the student name has been officially changed. A certified copy of a court order, marriage certificate, passport or social security card are examples of documentation required to support an official name change. Upon receipt of the form and supporting documentation, the name change will be processed immediately (except when records exist on microfilm).

If requesting a change of name in person, the original documents must be presented to Student Academic & Financial Services where a copy will be made for the student file. Only a certified copy of an original legal document will be accepted by mail. No change of name will be processed on the basis of a document sent by facsimile (fax).

**IMPORTANT NOTE FOR INTERNATIONAL STUDENTS: International students' names must appear on university records exactly as they appear on the passport issued by the student's home country.**

### Name in Use

As of September 2014, students at JWU who use a name (name in use) other than their legal name have the ability to have their first name added as a "preferred name" to the university's student information system (Banner),

which will appear on ulearn class rosters and online course discussion tools. However, the name in use cannot replace a legal name for financial aid or immigration purposes. Official university communications will default to legal name (this includes mailings home). If or when a student legally changes their name, the university will make that change in the university system when the student submits a Name Change Request Form with the required documentation.

Currently, students can have their name in use reflected on

- their JWU student ID
- university name tag (academic or on-campus involvement/employment-based)
- "preferred name" field in Banner
- ulearn discussion boards
- uSucceed
- their Outlook display name in address book

Steps to request add name in use/preferred first name:

- Contact Student Academic Services (SAS) to have your name in use added to the "preferred name" field in Banner. This will automatically transfer to ulearn discussions within 24 hours. You may also email ([sas.pvd@jwu.edu](mailto:sas.pvd@jwu.edu)) this request.
- Speak with JWU ID Services to have your JWU ID card printed and, when applicable, your JWU name tag with your name in use printed at no cost to you (there is a fee for lost IDs).
- Email the IT Service Desk ([it@jwu.edu](mailto:it@jwu.edu)) from your Wildcat email to request a change to your display name for Wildcat Email.

Students may also contact the Gender Equity Center (p. 59) director who can provide assistance with any of the above steps and review additional resources available.

## Posting Policy

All posted advertisements for student organizations must be approved through Student Involvement & Leadership or their designee. All student organization flyers must be reviewed for content by a Student Involvement & Leadership staff member. Student Affairs and/or Student Involvement & Leadership reserve the right to reject any flyer. Only active or petitioning recognized student organizations may have items approved. University departments are responsible for ensuring their own promotions follow the requirements stated below.

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

Any posted materials on campus must follow the requirements below:

- Any hallway posting at the Providence Campus must be contained within a glass-enclosed bulletin board.
- Any materials hung in the hallways or on doors, walls or windows of any building and classroom, or on trees, telephone poles, etc., or other unauthorized areas, whether they carry the appropriate approval or not, will be immediately removed. "Special marketing" can be approved if agreed upon by a designated facility manager and Student Involvement & Leadership representative.
- Only authorized bulletin boards or designated posting locations are to be used to display approved posters and flyers. There are a number of bulletin boards or other designated posting locations throughout the university that are reserved for the specific use of 1 office or department. Students may not use these restricted bulletin boards for posting notices.
- Any requests to post a document within an enclosed board must be made through the administrator in charge of the building or floor.

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



# Prohibited Discrimination and Harassment (including Sexual Harassment) Policy

It is the goal of Johnson & Wales University to provide an educational and employment environment free from all forms of intimidation, hostility, offensive behavior, discrimination and harassment, including sexual harassment. The university prohibits unlawful discrimination, including harassment, on the basis of race, religion, color, national origin, age, sex, sexual orientation, gender identity or expression, genetic information, disability, status as a protected veteran, pregnancy or marital status, or any other unlawful basis in admission to, access to, treatment of, or employment in its programs and activities. Such conduct violates not only university policy, but may also violate federal and state laws.

Harassment may take many forms, including physical, verbal and nonverbal acts and written statements. Harassment does not have to include intent to harm, be directed at a specific target or involve repeated incidents. A single incident involving severe misconduct may sometimes rise to the level of harassment.

Discrimination and harassment are inappropriate and will not be tolerated at Johnson & Wales University. Such behavior or the tolerance of such behavior on the part of an employee violates university policy and may result in disciplinary action up to and including termination of employment. Such behavior on the part of a student also violates the Student Code of Conduct (p. 60) and may result in student conduct sanctions (p. 65) up to and including dismissal from the university.

To review the entire Prohibited Discrimination and Harassment (including Sexual Harassment) Policy, in addition to this page, please see the following:

- Notice of Nondiscrimination (p. 16)
- What is Sexual Harassment? (p. 16)
- What Are Other Types of Prohibited Harassment? (p. 17)
- What to Do (p. 17)
- Filing a Complaint (p. 17)
- Investigation and Resolution (p. 18)
- Retaliation, False Complaints (p. 18)
- Enforcement Agencies (p. 18)

## Notice of Nondiscrimination

Johnson & Wales University does not discriminate unlawfully on the basis of race, religion, color, national origin, age, sex, sexual orientation, gender identity or expression, genetic information, disability, status as a protected veteran, pregnancy or marital status, or any other unlawful basis in administration of its educational policies, admission policies, financial aid, employment, or any other university program or activity. It admits qualified students to all the rights, privileges, programs and activities generally accorded or made available to students at the university.

The university undertakes to comply with 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.

Johnson & Wales University also does not tolerate harassment of any kind. Sexual harassment and sexual misconduct are a form of sex discrimination and prohibited by the university.

The following individual has been designated to handle inquiries concerning the application of Title IX and its implementing regulation in addition to any inquiries regarding the university's nondiscrimination and harassment policies:

Matthias Rubekeil

Title IX Coordinator/Nondiscrimination Coordinator/Section 504 Coordinator  
Equity & Compliance Services (<https://www1.jwu.edu/about/equity-compliance-services>)

111 Dorrance St.

Providence, RI 02903

401-598-2703

Email ([Matthias.Rubekeil@jwu.edu](mailto:Matthias.Rubekeil@jwu.edu))

Deputy Title IX Coordinators are available on each regional campus:

North Miami Campus

Amera Xayasane

305-892-5304

Email ([Amera.Xayasane@jwu.edu](mailto:Amera.Xayasane@jwu.edu))

Denver Campus

Chris Chavez

303-256-9306

Email ([Chris.Chavez@jwu.edu](mailto:Chris.Chavez@jwu.edu))

Charlotte Campus

Tracy Smith

980-598-1006

Email ([Tracy.Smith@jwu.edu](mailto:Tracy.Smith@jwu.edu))

Additional information, including the university's complete Prohibited Discrimination and Harassment (including Sexual Harassment) Policy and the Sexual Assault and Relationship Violence Policy is included in the Student Handbook (p. 16) for each campus and available by contacting Equity & Compliance Services ([Equity&ComplianceServices@jwu.edu](mailto:Equity&ComplianceServices@jwu.edu)).

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

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

Rhode Island:

- Equal Employment Opportunity Commission, John F. Kennedy Federal Building, 475 Government Center, Boston, MA, 02203, 617-565-3200
- Rhode Island State Commission for Human Rights, 180 Westminster St., 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, Miami Tower, 100 SE 2nd St., Suite 1500, Miami, FL, 33131, 800-669-4000
- Florida Commission on Human Relations, 4075 Esplanade Way, Room 110, Tallahassee, FL, 32399, 850-488-7082

Colorado:

- Equal Employment Opportunity Commission, 303 East 17th Ave., Suite 410, Denver, CO, 80203, 800-669-4000
- Colorado Civil Rights Division, 1560 Broadway, Suite 1050, Denver, CO, 80202-5143, 303-894-2997

North Carolina:

- Equal Employment Opportunity Commission, 129 West Trade St., Suite 400, Charlotte, NC, 28202, 800-669-4000
- N.C. Human Relations Commission, 116 W. Jones St., Suite 2109, Raleigh, NC, 27601, 919-807-4420 (Mailing Address: N.C. Human Relations Commission, 1318 Mail Service Center, Raleigh, NC, 27699-1318)

## What Is Sexual Harassment?

Sexual harassment is a form of sex discrimination prohibited by federal and state laws and university policy. Under this policy, sexual harassment is defined as: unwelcome words, conduct or actions of a sexual or gender-based nature, and (1) submission to such behavior is made either explicitly or implicitly a term or condition of employment or education at Johnson & Wales University, (2) submission to or rejection of such behavior is used as the basis for employment, academic or other decisions, or (3) it is sufficiently severe, pervasive or persistent and has the purpose or effect of unreasonably interfering with work or academic performance, denying or limiting the ability to participate in or to receive benefits, services or opportunities in the university's programs, or creating an intimidating, hostile or offensive working or educational environment.

Sexual harassment includes the misuse of authority to emphasize the sexuality of an individual in a manner that prevents or impairs that individual's full enjoyment of employment or educational benefits,

environment or opportunities. While sexual harassment may take the form of physical conduct, it may also appear in verbal or written derogatory or discriminatory statements that may affect recommendations, status, promotions, raises or favorable work assignments for employees, or campus life, class assignments, grades or recommendations for students.

While sexual harassment often takes place in relationships with a power differential between the persons involved, the university also recognizes that sexual harassment may occur between persons in the absence of such a relationship.

Sexual harassment does not include words, conduct or action of a reasonably socially acceptable nature. However, some behavior which is appropriate in a social setting may not be appropriate in the workplace or academic environment. Additionally, sexual harassment does not include words, conduct or actions with reasonable educational or professional justification.

It is not always easy to define precisely what behavior constitutes sexual harassment; however, examples of conduct which may constitute sexual harassment include, but are not limited to

- unwelcome sexual advances and requests for sexual favors;
- sexual teasing, joking, suggestive looks, gestures or staring;
- peer harassment that creates a hostile environment, such as spreading rumors about sexual behavior, sexually charged name calling, or inappropriate sexual text messages, emails, social media posts and/or inappropriate communications in any other manner or media;
- direct or implied threats that submission to sexual advances will be a condition of employment, promotion, grades, status in a course or program, letters of recommendation, or participation in an activity;
- unwelcome touching of any nature, including patting, embracing, caressing or pinching;
- improper brushing against another's body, or "friendly" arms around the shoulders;
- offers of money or other consideration, including an employment-related or education-related reward, for sexual activity;
- repeated requests for dates despite being asked to stop;
- suggestive sexual remarks or innuendos;
- improper or unwelcome inquiries about someone's sexual or personal life, or sharing information about one's own sexual or personal life;
- overt or subtle pressure for sexual activity or direct or implied propositions of a sexual nature;
- sexual assault and relationship violence prohibited by the university's Sexual Assault and Relationship Violence Policy, and the Student Code of Conduct (p. 60);
- the use or display of pornographic or sexual materials without reasonable educational justification. In the educational setting, judgment must be used in determining the appropriate content when the presentation of academic material is required; or
- epithets, slurs, quips or negative stereotyping that relate to sex and/or gender.

## What Are Other Types of Prohibited Harassment?

In addition to sexual harassment, offensive conduct on the basis of 1 or more of the other listed protected categories (race, religion, color, national origin, age, sexual orientation, gender identity or expression, genetic information, disability, status as a protected veteran, pregnancy or marital status, or any other unlawful basis) may constitute prohibited harassment. Under this policy, harassment is defined as unwelcome words, conduct or actions based on any protected category that are sufficiently severe, pervasive or persistent and have the purpose or effect of unreasonably interfering with work or academic performance, denying or limiting the ability to participate in or receive benefits, services or opportunities in the university's programs, or creating an intimidating, hostile or offensive working or educational environment.

Harassment does not include behavior of a reasonably socially acceptable nature. However, some behavior which is appropriate in a social setting may not be appropriate in the workplace or academic environment. It is not always easy to define precisely what conduct constitutes harassment;

however, examples of conduct which may constitute harassment include, but are not limited to

- epithets, slurs, quips or negative stereotyping that relate to any protected category;
- threatening, intimidating or hostile acts that relate to any protected category;
- written or graphic material (including graffiti) that denigrates or shows hostility or aversion toward an individual or group because of actual or perceived membership in any protected category, and that is placed on walls, bulletin boards or elsewhere on university premises, or circulated or displayed in the workplace;
- teasing, joking, pranks or other forms of "humor" that are demeaning or hostile with regard to any protected category; or
- the use or display of offensive or discriminatory materials without reasonable educational justification. In the educational setting, judgment must be used in determining the appropriate content when the presentation of academic material is required.

## What To Do

### What should I do if I think I am the victim of, a witness to, or learn of discrimination or harassment?

**There is no obligation to address the matter directly with the offending party.** Occasionally, people are able to resolve a potentially harassing situation by speaking with the offending party directly about the conduct they find offensive and/or unwelcome. Informal discussions will sometimes resolve the problem; however, the university strongly advises anyone who has a concern of discrimination or harassment to report the incident if they are not comfortable discussing it directly with the offending party or if the behavior they find unwelcome and/or offensive continues. For information regarding reporting a complaint or concern, please see Filing A Complaint (p. 17), Investigation and Resolution (p. 18) and Retaliation (p. 18).

Anyone who is aware of or believes they have witnessed or have been the subject of discrimination or harassment, including sexual harassment or relationship violence, should immediately notify the nondiscrimination coordinator, a nondiscrimination campus liaison, Human Resources & Payroll or Campus Safety & Security as set forth under Filing A Complaint (p. 17).

For a list of state and federal government enforcement agencies, please see Enforcement Agencies (p. 18).

## Filing a Complaint

Any employee, student, or applicant for employment or admission who is aware of or believes that he or she has witnessed or been subjected to any form of unlawful discrimination or harassment may make a complaint as outlined below. The complaint should be as specific as possible regarding the circumstances, including the dates and places of the incidents, individuals involved, names of any witnesses and any other relevant information.

### Discrimination or Harassment Complaints Against Students

Campus Safety & Security investigates complaints about student behavior. Concerns about the behavior of student-employees are reported as set forth below (p.     ).

Anyone who is aware of or believes they have witnessed or been the subject of discrimination or harassment, including sexual harassment, sexual assault and relationship violence, by a student, should immediately report the behavior to Campus Safety & Security. Reports can also be made to the nondiscrimination coordinator, any nondiscrimination campus liaison, Residential Life or any other trusted university employee who will then report the incident to Campus Safety & Security.

### How do I contact Campus Safety & Security to report a complaint?

You may contact Campus Safety & Security on your campus by calling the number listed below:

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

## Discrimination or Harassment Complaints Against Employees, Student Employees and Third Parties

The nondiscrimination coordinator (who is also the Title IX and Section 504 coordinator) investigates complaints about the behavior of employees, student employees (acting in their capacity as employees) and third parties (e.g., a visitor to campus or an individual doing business with the university).

Anyone who is aware of or believes they have witnessed or been the subject of discrimination or harassment, including sexual harassment, sexual assault or relationship violence, by any employee of the university, a student employee or a third party should immediately report the discrimination or harassment to the nondiscrimination coordinator, any nondiscrimination campus liaison or Human Resources & Payroll. Reports can also be made to Campus Safety & Security, Residential Life or any other trusted university employee who will then report the incident to the nondiscrimination coordinator.

### Who are the nondiscrimination coordinator and nondiscrimination campus liaisons?

The nondiscrimination coordinator (who is also the Title IX and Section 504 coordinator) and nondiscrimination campus liaisons are university employees who are specially trained and authorized to take reports of discrimination, harassment, sexual assault and relationship violence, and conduct discrimination, harassment, sexual assault and relationship violence investigations. Refer to the website (<https://www.jwu.edu/content.aspx?id=30064775503>) for more information about the nondiscrimination coordinator and nondiscrimination campus liaisons.

In the event of a conflict of interest or other circumstances where reporting to the university nondiscrimination coordinator or a nondiscrimination campus liaison would not be appropriate, reports of discrimination or harassment may be made to the vice president of human resources (401-598-1845), any campus vice president or the senior vice president of administration on the Providence Campus (401-598-1754).

### Who coordinates the university's compliance with Title IX, Section 504 and other discrimination laws?

The nondiscrimination coordinator has been designated to carry out the university's responsibilities under all federal and state discrimination laws, including, but not limited to, Title IX of the Education Amendments of 1972 (Title IX), Section 504 of the Rehabilitation Act of 1973 (504), the Age Discrimination Act of 1975, the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990. Refer to the website (<https://www.jwu.edu/content.aspx?id=30064775503>) for more information about the nondiscrimination coordinator.

### What should I do if I have a complaint about gender equity in athletics?

If you have a complaint about gender equity in university athletics programs, you should contact the nondiscrimination coordinator (<https://www.jwu.edu/content.aspx?id=30064775503>) (who is also the Title IX and Section 504 coordinator).

## Sexual Assault and Relationship Violence

In addition to the procedures described above, employees or students who are victims of sexual assault or relationship violence (including dating violence, domestic violence or stalking) may seek assistance as described in the university's Sexual Assault and Relationship Violence Policy (p. 20).

Please also see Investigation and Resolution (p. 18), Retaliation (p. 18), the Student Code of Conduct (p. 60) and the Conduct Review Process (p. 62).

## Investigation and Resolution

Once discrimination or harassment has been reported, the university will promptly begin an investigation. The investigation may involve meeting with and interviewing the parties, providing the parties the opportunity to identify witnesses or present other information, interviewing witnesses with relevant knowledge, and reviewing other relevant materials and documents. Reasonable efforts are made to preserve confidentiality and protect the rights of all parties; however, the university cannot guarantee confidentiality or anonymity if disclosure is necessary to investigate or resolve the situation or put an end to any discriminatory and/or harassing behavior in compliance with applicable law.

Reasonable efforts will be made to complete the investigation and determine an outcome within 60 days of receipt of the complaint; and, upon a

determination of responsibility, the university will take action to prevent the recurrence of the harassing or discriminatory behavior and to mitigate its effects, including providing appropriate remedies or sanctions up to and including termination or dismissal from the university. In some instances, immediate interim action may be taken to help protect an individual or the community.

## Retaliation

### University's Prohibition Against Retaliation

Johnson & Wales University prohibits retaliation, including intimidation, threats, coercion or discrimination, against any individual who has made a good faith complaint, who has cooperated as a witness or a complainant in the investigation of such a complaint, or who has participated as a witness or complainant in any university proceeding. Any person found to have engaged in retaliation, or to have encouraged others to engage in retaliation, will be subject to disciplinary action up to and including termination of employment or dismissal from the university.

### University's Prohibition Against False Claims

The reporting of a knowingly false complaint of behavior prohibited by university policy or the Student Code of Conduct is also a violation of university policy and the Student Code of Conduct and may result in disciplinary action up to and including termination of employment or dismissal from the university.

## Enforcement Agencies

### State and Federal Discrimination and Harassment Enforcement Agencies

In addition to the Johnson & Wales University policies and procedures regarding discrimination and harassment, if a student believes they have been subjected to discrimination or harassment, the student may contact the appropriate government agencies listed below.

#### Office of Civil Rights, US Department of Education

- Office for Civil Rights, US Department of Education, Customer Service Team
  - 400 Maryland Ave., SW, Washington, DC 20202-1100
  - 800-421-3481

This office may refer the matter to a regional Office for Civil Rights. Students may also refer to the Office for Civil Rights (<http://wdcrocolp01.ed.gov/CFAPPS/OCR/contactus.cfm>) for more information.

#### Rhode Island

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

#### Massachusetts

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

#### Florida

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

#### Colorado

- Equal Employment Opportunity Commission

- 303 East 17th Ave., Suite 410, Denver, CO 80203
- 303-866-1300
- Colorado Civil Rights Division
  - 1560 Broadway, Suite 1050, Denver, CO 80202-5143
  - 303-894-2997

#### North Carolina

- Equal Employment Opportunity Commission
  - 129 West Trade St., Suite 400, Charlotte, NC 28202
  - 704-344-6682
- NC Human Relations Commission
  - 116 W. Jones St., Suite 2109, Raleigh, NC 27601
  - 919-807-4420
  - Mailing Address:  
NC Human Relations Commission  
1318 Mail Service Center  
Raleigh, NC 27699-1318

## Satisfactory Academic Progress

### Satisfactory Academic Progress

To be eligible for financial aid, all students must satisfy Satisfactory Academic Progress (SAP), which is required by federal law. SAP measures a student's completion of coursework 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% 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 toward 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 associated with the course(s). Once a student is meeting JWU's minimum SAP standards, the student may regain financial aid eligibility. Students who are interested in reestablishing aid eligibility should meet with an academic counselor to determine what they would need to do to meet JWU's minimum SAP standards.

### Appeal Process/Probationary Period

If extenuating circumstances impacted successful adherence to SAP criteria, the student may pursue an appeal. The appeal will require the student to indicate why they 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 2 terms, the counselor will present it to the appeals committee. Appeals must include complete documentation and are reviewed during the warning period; incomplete appeals will be denied. Appeal decisions are final. Students will be notified of the decision both verbally and in writing. This notification will take place after final grades are reviewed for the warning period.

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

#### Circumstance

The student's own mental or physical illness or injury or condition

Death of a family member or significant person in the student's life

Illness, accident or injury of a significant person in the student's life

The student's own divorce or separation or the divorce or separation of the student's parent(s)

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

Natural disaster

Military deployment

#### Required Documentation

Provide documentation (e.g., a physician's statement, police report or documentation from a third party professional, such as a hospital bill)

Provide a copy of a death certificate

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

Provide an attorney's letter on a law firm's letterhead, petition for dissolution or copy of divorce decree

Provide a written statement from an attorney, professional advisor or other individual describing the circumstances

Provide a written statement and/or supporting documentation

Provide active duty service orders

# Sexual Assault and Relationship Violence Policy

Johnson & Wales University prohibits sexual assault and relationship violence, which may include dating violence, domestic violence, stalking and sexual exploitation. These offenses constitute violations of university policy, including the Prohibited Discrimination and Harassment (including Sexual Harassment) Policy (p. 16) and Student Code of Conduct (p. 60). These offenses can also constitute violations of state and federal laws.

The university provides proceedings and resources for community members affected by sexual assault and relationship violence (see Getting Help (p. 22)), and offers programming designed to educate the community and prevent the occurrence of such offenses (see Education and Prevention (p. 20)).

## Definitions

**Dating violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, type of relationship, and frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

**Domestic violence** means crimes of violence committed

- by a current or former spouse or intimate partner of the victim;
- by a person with whom the victim shares a child in common;
- by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred

**Sexual assault** means any sexual act directed against another person, by force, threat of force, coercion or without consent, including instances where the person is incapable of giving consent. Sexual assault includes rape, fondling, incest and statutory rape.

*Fondling* means the touching (with a hand or any other part of the body) of another person's clothed or unclothed sex organs, breasts, groin, buttocks or anus for the purpose of sexual arousal, sexual gratification or abuse, without consent of the person, including instances where the person is incapable of giving consent. Fondling also includes being forced to touch (with a hand or any other part of the body) another person's clothed or unclothed sex organs, breasts, groin, buttocks or anus, without consent, including instances where the person is incapable of giving consent.

*Consent* means conduct that signifies through words or behaviors that the parties have indicated agreement to engage in sexual activity.

- Past consent does not imply future consent.
- Silence or absence of resistance, by itself, does not imply consent.
- Consent to engage in sexual activity with 1 person does not imply consent to engage in sexual activity with another.
- Consent can be withdrawn at any time.
- Coercion, force or threat of force invalidates consent.

*Coercion* means express or implied threats of any harm that would place a reasonable individual in fear of immediate or future harm and that is employed to make someone engage in sexual activity.

*Force* means the actual use or threat of physical violence that is employed to make someone engage in sexual acts.

*Incapable of giving consent* means that because of the person's age or temporary or permanent mental incapacity they cannot give intelligent, knowing and voluntary consent.

*Incest* means sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

*Rape* means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person without consent, including instances where the person is incapable of giving consent.

*Statutory rape* means sexual intercourse with a person who is under the statutory age of consent.

**Sexual exploitation** means taking sexual advantage of another individual's nudity or sexuality without consent and includes, but is not limited to,

- causing, or attempting to cause, the incapacitation of another person in order to make that person vulnerable to sexual acts;
- recording or photographing of private sexual activity and/or an individual's intimate parts (including genitalia, groin, breasts or buttocks);
- dissemination, streaming or posting of recordings, photos or other images of an individual's sexual acts and/or intimate parts (including genitalia, groin, breasts or buttocks);
- voyeurism (watching or taking pictures, videos or audio recordings of another person engaging in sexual acts);
- allowing third parties to observe private sexual acts;
- knowingly or recklessly exposing another person to a significant risk of sexually transmitted infection or virus; and/or
- exposing one's genitals to another individual

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

- fear for the person's safety or the safety of others; or
- suffer substantial emotional distress

*Course of conduct* means 2 or more acts, including, but not limited to, acts in which the stalker directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens or communicates to or about a person, or interferes with a person's property.

*Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.

*Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

If there is reason to believe that JWU's rules prohibiting sexual assault and relationship violence have been violated, either on or off campus, the administration may pursue disciplinary action through the university's Conduct Review Process (p. 62) for students, Human Resources & Payroll for employees, and/or through any other available proceedings.

In considering these offenses, JWU will, if required by law, refer to the laws of Rhode Island, Florida, Colorado, North Carolina and/or Massachusetts.

See additional information:

- Education and Prevention (p. 20)
- Steps to Follow (p. 21)
- Getting Help (p. 22)
- Criminal and Disciplinary Action (p. 27)
- Retaliation (p. 18)
- State Laws (p. 27)

## Education and Prevention

Johnson & Wales University takes a proactive stance to educate its community regarding issues of sexual assault and relationship violence, including retaliation, and methods of prevention.

JWU's education and prevention programming includes programs, initiatives, strategies and campaigns intended to address sexual assault, dating violence, domestic violence and stalking. Education and programming focus on various types of prevention: awareness raising, risk reduction, bystander behavior and intervention, promotion of healthy relationships and sexuality, and addressing societal or environmental causes. These programs are both in-person and online. In addition, the programs are a mix of guest speakers, university staff members, externally created programs and university-created programs.

For students, education about sexual assault and relationship violence awareness and prevention begins at New Student Orientation, where incoming students and involved families participate in in-person and online

sessions addressing the university's stance against sexual assault and relationship violence.

New Student Orientation staff members are trained to handle issues of sexual violence and relationship violence, and participate in programming designed to help students understand university expectations and policy; the intersection between alcohol, sexual assault and relationship violence; and ways to reduce the risk of, as well as prevent, sexual assault, dating violence, domestic violence and stalking. This programming promotes safety and introduces options to decrease perpetration, increase reporting, and empower individuals to take safe and comfortable bystander action.

Students also learn about safe and effective forms of bystander intervention to prevent harm or intervene when there is a risk of sexual assault, dating violence, domestic violence or stalking. Bystander intervention means safe and positive options that may be carried out by an individual or individuals that proactively promote safe and respectful interactions before the precursors to harm are ever witnessed. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

To promote a safe and engaged community, the university addresses bystander behavior by participating in Green Dot as a core component of its comprehensive violence prevention efforts. Each campus has Green Dot-certified staff member(s). These individuals promote safe and effective bystander intervention through presentations and training. Each term, community members have the opportunity to participate in an 8-hour bystander intervention training program.

Prevention and education efforts continue throughout the year and are supported by multiple departments such as Student Involvement & Leadership (including student organizations and fraternities and sororities), Residential Life and Athletics. These efforts are targeted at awareness raising, self-defense, alcohol use, definition of consent, healthy sexuality and relationships, risk reduction and bystander behavior. The university provides education through its Consent Is... campaign, which educates students about the university's policies related to sexual assault; the definition of consent; the intersection between alcohol, sexual assault and relationship violence; where to obtain resources; and where to report violations. Literature addressing issues of sexual assault and relationship violence is available from multiple departments and individuals, including Campus Safety & Security, Counseling Services, Health Services, Health Education, the Gender Equity Center, Student Involvement & Leadership, Athletics, Residential Life and the Title IX Coordinator.

Many of the educational programs and events offered to students are open to all community members, and employees have the opportunity to participate in a variety of educational programs. In addition, employees are offered programming on the Prohibited Discrimination and Harassment (including Sexual Harassment) Policy, and the Sexual Assault and Relationship Violence Policy. These programs inform employees of the university's stance against sexual assault and relationship violence, and the university's prohibition against retaliation.

For information regarding sexual assault and relationship violence awareness and prevention programming, contact the Title IX Coordinator (<https://www.jwu.edu/content.aspx?id=30064775503>) or director of the Gender Equity Center (<http://www.jwu.edu/content.aspx?id=11590>). Upcoming programs can also be found on jwuLink (<https://link.jwu.edu>) and the student calendar.

See additional information: Sexual Assault and Relationship Violence (p. 20), Steps to Follow (p. 21), Getting Help (p. 22), Criminal and Disciplinary Action (p. 27), Retaliation (p. 18) and State Laws (p. 27).

## Steps to Follow If an Offense Occurs

If you believe you are the victim of sexual assault or relationship violence (including dating violence, domestic violence, stalking or sexual exploitation), you are encouraged to take the following steps:

1. **Go to a safe place.**

2. **You may seek medical attention. Immediate medical attention is strongly encouraged for any possible injuries.** Medical attention is critical so that any injuries (including internal injuries) or infections which may have resulted from the offense can be treated. Please note that local laws differ as

to the healthcare provider's obligations in regards to a medical exam related to a suspected sexual assault.

### **Providence Campus:**

Getting an exam does not mean that you have to report the incident to the university or local law enforcement; however, a medical exam may help to preserve evidence should you choose to report to police or seek a protective order at some point.

### **North Miami Campus:**

Getting an exam does not mean that you have to report the incident to the university or local law enforcement; however, a medical exam may help to preserve evidence should you choose to report to police or seek a protective order at some point.

### **Denver Campus:**

Getting an exam does not mean that you have to report the incident to the university or local law enforcement. The healthcare provider is legally mandated to report a suspected sexual assault to law enforcement. You may choose to remain anonymous during this process. A medical exam may help to preserve evidence should you choose to report to police or seek a protective order at some point.

### **Charlotte Campus:**

Getting an exam does not mean that you have to report the incident to the university or local law enforcement. Hospitals will retain forensic exam information as part of the medical record and contact a law enforcement agency to provide the agency with the evidence kit. No identifying information will be on the package. A medical exam may help to preserve evidence should you choose to report to police or seek a protective order at some point.

*Time sensitive steps:* Some actions are more effective or only may be taken within a few days after a sexual offense. **You may wish to consult with medical personnel quickly regarding these items:**

- Preventative treatments for pregnancy and sexually transmitted infections
- Evidence collection
- Toxicology testing if there are signs that drugs or alcohol may have facilitated the assault/violence

Individuals of any gender can be victims of sexual assault or relationship violence. JWU encourages victims to go to the appropriate hospitals for their campus listed in Getting Help (p. 22).

3. **Consider your reporting options.** Your options include

- reporting the offense to law enforcement authorities by dialing 911 or contacting the appropriate police at the numbers listed in Getting Help (p. 22). Campus authorities will assist you with notifying law enforcement authorities, if desired; and/or
- filing a disciplinary complaint and reporting the offense to the university for investigation by Campus Safety & Security (see Getting Help (p. 22) for your campus information):
  - reporting the offense directly to Campus Safety & Security;
  - reporting the offense confidentially to Campus Safety & Security (Silent Witness (<https://www.jwu.edu/forms.aspx?id=33582&ekfrm=33582>), online only);
  - reporting the offense to a Residential Life staff member (such as your resident assistant or resident director);
  - reporting the offense to the university's Title IX coordinator, deputy Title IX coordinators or nondiscrimination campus liaisons (<http://www.jwu.edu/content.aspx?id=30064775503>); and/or
  - reporting the offense to any of the other organizations or departments listed in Getting Help (p. 22)

If you wish to report confidentially or are uncertain about your next step you may call Counseling Services (see Getting Help (<http://catalog.jwu.edu/handbook/generalinformationandpolicies/sexualassaultpolicy/gettinghelp>) for your campus information).

Johnson & Wales University strongly urges students and employees to report criminal offenses to local police and Campus Safety & Security so that the university can take appropriate measures to provide help to the victim and prevent future crimes. However, you have the right not to report the matter.

4. **Consider steps to preserve and record evidence.** If you wish to press charges or seek a protective order, it is important to preserve and record

evidence, including recording the name (if known) and a description of the perpetrator (including type of clothing, race, age, height, weight, hair color, eye color, distinguishing marks, etc.), details of events, where events occurred, and the direction of travel of any vehicle involved. Best practices to preserve evidence with respect to sexual offenses include seeking medical attention from a hospital emergency department shortly after the event and

- avoid washing anything (including your hands, mouth and face) or showering
- avoid going to the bathroom, brushing your teeth, eating, drinking, douching or changing your clothes
- It is recommended that you bring an extra set of clothes with you to the hospital.

If you do change or have access to other materials like sheets or blankets present during the assault/violence, those materials can be brought to the hospital or given to law enforcement for evidence collection. Please use a paper bag, not plastic bag, if you choose to transport any of these materials on your own.

You may also consider preserving electronic evidence and other relevant information such as communications from the perpetrator (e.g., social media posts, emails, texts or other materials).

**5. You may seek free confidential counseling services.** You can obtain free confidential counseling assistance whether or not you file a report:

- Contact Counseling Services directly (see Getting Help (p. 22) for your campus information as well as assistance available in the community).
- Without disclosing any details of the incident, ask a Residential Life staff member or Campus Safety & Security to contact the on-call counselor. Campus Safety & Security will also provide you with written information about university counseling resources.

**6. You may seek assistance regarding obtaining interim or protective measures at the university, including No Contact Orders and changes to university academic, living, student financial aid, visa and immigration, working, and transportation situations, regardless of whether you choose to report the crime to local law enforcement.** Campus Safety & Security, the Title IX Coordinator (<https://www1.jwu.edu/about/equity-compliance-services/#Campus>), Deputy Title IX Coordinators and/or a Nondiscrimination Campus Liaison will provide you with written information about university and community resources for changing situations or addressing needs.

**7. You may also wish to create a safety plan with the assistance of people and organizations listed as offering this service** under Getting Help (p. 22).

**8. You may seek an order of protection, court-ordered No Contact Order, restraining order or similar lawful orders from a court.** Please note that the local police are responsible for the enforcement of these items and not Campus Safety & Security, but Campus Safety & Security will provide you with assistance. When an allegation of sexual assault or relationship violence is made against a student, that student will receive a university-issued “no contact” order, which will remain in effect until at least the Conduct Review Process has been completed.

**9. You may seek additional help, counseling, advocacy, legal assistance and other assistance.** People and organizations offering these services are listed under Getting Help (p. 22).

### Reporting Offenses to the University

JWU strives to be supportive of and accommodating for all victims of sexual assault and relationship violence. University representatives will make every effort to help in these ways:

1. We will meet with you privately at a place of your choice on campus to take a statement, explain your options and provide you with a written list of rights and resources.
2. We will treat information that you share with the highest level of discretion.
3. **CONFIDENTIALITY:** We will do our best to honor your request to maintain confidentiality, provided your request does not interfere with our obligation to provide a safe, non-discriminatory environment for all students.

- The Title IX Coordinator will evaluate a request to maintain confidentiality and consider several factors in evaluating such a request:
  - i The totality of known circumstances
  - ii The seriousness of the offense
  - iii Whether the prohibited conduct involved physical violence or use of weapons
  - iv Whether the report reveals a pattern of prohibited conduct
  - v Whether the respondent has a history of arrests or is the subject of prior reports indicating a history of violence
  - vi Whether multiple respondents were involved
  - vii The complainant's age
  - viii Any other available and relevant information and evidence
- The university's crime log will not include identifying information about the complainant to the extent permissible by law.
- Please be advised that if we honor a request to maintain confidentiality, our ability to meaningfully investigate the incident and pursue disciplinary action against the respondent may be limited.
- Any accommodations or protective measures provided to you will be kept confidential, to the extent that maintaining such confidentiality will not impair the ability of the university to provide the accommodation or protective measures.
- If we cannot honor your request to maintain confidentiality, we will inform you and, to the extent possible, only share information with people responsible for handling our response to the incident.

4. We will not prejudge you.
5. We will treat you and your particular situation with courtesy, sensitivity, dignity, understanding and professionalism.
6. If you feel more comfortable talking with either a counselor or representative of a specific gender, we will do our best to accommodate your request.
7. We will assist you in arranging for any hospital treatment or medical needs.
8. We can assist you in privately contacting local law enforcement officials, counseling, Campus Safety & Security, advising and other available resources, both on campus and in the community as set forth in Getting Help (p. 22).
9. We will fully investigate your report with respect and discretion.
10. We will continue to be available for you — to answer your questions, explain the systems and processes involved, and be willing listeners.
11. We will consider your report seriously, without bias based on a protected category.
12. We will provide written notification of rights and options, including interim and protective measures.

See additional information: Sexual Assault and Relationship Violence Policy (p. 20), Education and Prevention (p. 20), Getting Help (p. 22), Criminal and Disciplinary Action, (p. 27) Retaliation (p. 18) and State Laws (p. 27).

## Getting Help

After a sexual assault or incident of dating violence, domestic violence, stalking, sexual exploitation and/or retaliation, there are many options. Understanding and choosing between these options can feel confusing and overwhelming. You are not alone.

Information, support and resources are available on and off campus to help members of the Johnson & Wales community. The university provides a list of organizations and departments by campus that offer or arrange for immediate support and response, including arrangements for emergency services, if needed; transportation to medical resources; contact with local authorities; information regarding criminal and civil proceedings and/or the university's Student Conduct Review Process or Human Resources procedures, as appropriate; advocacy services; referrals/advice about university and community counseling services; and assistance with personal safety concerns.

Many of these resources are available to respondents as well. Community members are encouraged to seek assistance and locate resources that are right for them.

Please see the appropriate section for resources at JWU's regional campuses.

## Providence

### Community Help

#### Medical

Please note that victims of sexual assault may request a specifically trained sexual assault nurse examiner at each of the following hospitals:

#### Women & Infants

101 Dudley St., Providence, RI 401-274-1100

#### Rhode Island Hospital

539 Eddy St., Providence, RI 401-444-4000

#### Kent Hospital

455 Tollgate Road, Warwick, RI 401-737-7000

#### Roger Williams Medical Center

825 Chalkstone Ave., Providence, RI 401-456-2000

#### Police

##### Emergency

**911**

Providence Police Department\* 401-272-3121

East Providence Police Department\* 401-435-7600

Warwick Police Department (non-emergency line)\* 401-468-4200

Cranston Police Department (non-emergency line) 401-942-2211

Rehoboth Police Department (non-emergency line) 508-252-3722

\*These police departments have civilian Law Enforcement Advocates (LEA) available to assist those reporting sexual assault, dating/domestic violence, or stalking

#### Community

RI Victims of Crime Helpline

- 1-800-494-8100 (24-hour)

Day One (<http://www.dayoneri.org>) provides services to help and inform victims of sexual violence, including assistance when moving through the prosecution process, if desired, and counseling services for sexual assault, dating and domestic violence and stalking.

- 401-421-4100 (Monday–Friday, 8am–5pm)

Jane Doe Inc. (<http://www.janedoe.org>), the Massachusetts Coalition Against Sexual Assault and Domestic Violence

- 1-877-785-2020 (24-hour)

Dating and domestic violence services (including criminal justice and protective order advocacy, emergency shelter, transitional housing, safety plans, counseling, education and/or policy) are available at the following member agencies of the RI Coalition Against Domestic Violence (<http://www.ricadv.org/en>):

- Sojourner House (<http://www.sojournerri.org>): 401-765-3232 (24-hour)
- Women's Center of Rhode Island (<http://www.womenscenterri.org>): 401-861-2760 (24-hour)
- Elizabeth Buffum Chace Center (<http://www.ebccenter.org>): 401-738-1700 (24-hour)
- Blackstone Valley Advocacy Center (<http://www.bvadvocacycenter.org/en>): 401-723-3057 (24-hour)
- Domestic Violence Resource Center of South County (<http://www.dvrcsc.org>): 401-782-3995
- Women's Resource Center of Newport & Bristol Counties (<http://www.wrcnbc.org>): 401-289-2022
- Sisters Overcoming Abusive Relationships (SOAR) (<http://www.soarinri.org>), a survivor task force: 401-467-9940

Violence Recovery Program (VRP) (<http://fenwayhealth.org/care/behavioral-health/violence-recovery>) at Fenway Health (Boston, Massachusetts) provides counseling, support groups, advocacy and referral services to lesbian,

gay, bisexual and transgender victims of sexual assault, dating/domestic violence and stalking.

- 617-927-6250 (Monday–Friday, 8am–5pm)

Information regarding how to obtain a temporary restraining order in the State of Rhode Island may be found online (<http://www.courts.ri.gov/PublicResources/domesticviolenceunit/PDF/VictimInfoEnglish.pdf>) and by visiting or calling the Restraining Order Office for Providence County, Garrahy Judicial Complex, 1 Dorrance St., second floor, Providence, RI, 401-458-3372. After business hours, on weekends or during holidays emergency restraining orders can be obtained at your local police department.

National Sexual Assault Hotline (<http://www.rainn.org>)

- 1-800-656-HOPE (4673) (24-hour)

National Domestic Violence Hotline (<http://www.thehotline.org>)

- 1-800-799-SAFE (7233) (24-hour)

The National Stalking Resource Center (<http://www.victimsofcrime.org/our-programs/stalking-resource-center>) provides online tools and information for victims of stalking, and links to local resources nationwide

Text "loveis" to 77054 to text with an advocate via loveisrespect (<http://www.loveisrespect.org>) for support and information regarding dating violence.

#### Confidential On-campus Help

Upon receipt of a report of sexual misconduct, confidential resources will not report information shared with them to the police, Campus Safety & Security or college officials without your permission, except for extreme emergency circumstances.

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

#### Counseling Services

Downcity Campus

Wales Hall, second floor

401-598-1016

Monday–Friday, 8:30am–4:30pm

Harborside Campus

The Friedman Center, second floor

401-598-1016

Monday–Friday, 8:30am–4:30pm

Appointments are available on both campuses. In case of emergency, the on-call counselor is available after hours by calling 1-888-222-4805 or through Campus Safety & Security at 401-598-1103.

#### Health Services

Downcity Campus

Wales Hall, third floor

401-598-1104

Monday–Thursday, 8am–4pm

Friday, 9am–3pm

Physician available: Monday and Wednesday, 9:30am–1:30pm

Harborside Campus

Wildcat Center, first floor

401-598-1151

Monday–Thursday, 7am–8pm

Friday, 9am–3pm

\*University confidential resources may provide non-identifying information to be counted for the Annual Security Report.

#### Other Non-confidential On-campus Help

JWU employees who cannot guarantee confidentiality will nevertheless maintain your privacy. Any information you provide to a non-confidential resource will be kept private and used only as necessary to investigate and address a concern and/or to notify the Title IX Coordinator (<https://www1.jwu.edu/about/equity-compliance-services/#Campus>), who is responsible for tracking patterns of sexual misconduct and detecting systemic issues.

#### Campus Safety & Security

264 Weybosset St., Providence, RI

401-598-1103 (24 hours a day, 7 days a week)

**Anonymous Report** to Campus Safety & Security through Silent Witness (<https://www.jwu.edu/forms.aspx?id=33582&ekfrm=33582%20>) (online only)

#### Title IX Coordinator/Nondiscrimination Coordinator



Matthias Rubekeil (Matthias.Rubekeil@jwu.edu)  
8 Abbott Park Place, Providence, RI  
401-598-2703

#### Director, Gender Equity Center

Wales Hall, first floor  
401-598-2248

#### Director, Health & Wellness

Wales Hall, first floor  
401-598-2023

#### Nondiscrimination Campus Liaisons

List of liaisons by campus is located online (<https://www.jwu.edu/content.aspx?id=30064775503>).

#### Residential Life

(24 hours a day in each residence hall)

Resident assistants, residence director, central office staff, community assistants, community director

#### Dean of Students

The Friedman Center, second floor  
401-598-2848

#### Student Conduct

The Friedman Center, second floor  
401-598-2885

#### Human Resources

Wales Hall  
8 Abbott Park Place, Providence, RI  
401-598-1034

Students or employees who report to the university pursuant to 1 of the above reporting options that they have been a victim of sexual assault, dating violence, domestic violence or stalking, whether the offense occurred on or off campus, shall be provided with a written explanation of their rights and options under this policy and other relevant university procedures.

See also additional information:

- Education and Prevention (p. 20)
- Steps to Follow (p. 21)
- Criminal and Disciplinary Action (p. 27)
- Retaliation (<http://catalog.jwu.edu/handbook/generalinformationandpolicies/discriminationandharassment/retaliation/index.html?>)
- State Laws (p. 27)

## North Miami

### Community Help

#### Medical

*Victims of sexual assault are encouraged to go to the Roxcy Bolton Rape Treatment Center at Jackson Memorial Hospital because of the specialist training and comprehensive medical, support and counseling services available.*

#### Jackson Memorial Hospital

1611 NW 12th Ave., Miami, FL, 33136 305-585-1111 (collect calls accepted)

**Roxcy Bolton Rape Treatment Center at Jackson Memorial Hospital** 305-585-7273

#### Jackson North Medical Center

160 NW 170th St., North Miami Beach, FL, 33169 305-651-1100

#### Aventura Hospital and Medical Center

20900 Biscayne Boulevard, Aventura, FL, 33180 305-682-7000

#### Mt. Sinai Aventura Emergency Room

2845 Aventura Boulevard, Aventura, FL, 33180 305-692-1000

#### Police

**Emergency 911**

#### North Miami Police Department

Emergency line 305-891-8111

Non-emergency line 305-891-0294

#### Community

Roxcy Bolton Rape Treatment Center (<http://www.jacksonhealth.org/services-rape-treatment.asp#memorial>) (at Jackson Memorial Hospital) provides victims of sexual assault free and confidential information, medical treatment, counseling and support.

- 305-585-RAPE (7273) (24-hour)

Safespace Foundation (<http://safespacefoundation.org>) provides victims of dating/domestic violence and stalking with information, emergency shelter and support services.

- 305-758-2804

The Lodge (<http://www.thelodgemiami.org>) provides victims of sexual assault, dating/domestic violence and stalking with information, emergency shelter, court advocacy and support services.

- 305-693-0232

Restraining orders ([http://www.miami-dadeclerk.com/families\\_domestic\\_violence\\_filing.asp](http://www.miami-dadeclerk.com/families_domestic_violence_filing.asp)) can be requested by filing in person at one of the following locations: Lawson E. Thomas Courthouse Center, Hialeah District Court, North Dade Justice Center or South Dade Justice Center. Please contact the Domestic Violence Advocacy Unit at 305-349-5677 or the Clerk's Office Domestic Violence Unit at 305-349-5813 with any questions or for assistance.

National Sexual Assault Hotline (<http://www.rainn.org>)

- 1-800-656-HOPE (4673) (24 hour)

National Domestic Violence Hotline (<http://www.thehotline.org>)

- 1-800-799-SAFE (7233) (24 hour)

The National Stalking Resource Center (<http://www.victimsofcrime.org/our-programs/stalking-resource-center>) provides online tools and information for victims of stalking, and links to local resources nationwide.

Text "loveis" to 77054 to text with an advocate via [loveisrespect](http://www.loveisrespect.org) (<http://www.loveisrespect.org>) for support and information regarding dating violence.

#### Confidential On-campus Help

Upon receipt of a report of sexual misconduct, confidential resources will not report information shared with them to the police, Campus Safety & Security or college officials without your permission, except for extreme emergency circumstances.

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

#### Counseling Services

Academic & Student Center, Room 207

305-892-7013

Monday–Friday, 8:30am–4:30pm

(Summer hours: Monday–Friday, 8:30am–1pm)

In case of emergency, the on-call counselor is available through Campus Safety & Security at 305-892-7011.

#### Health Services

Academic & Student Center, Room 205

305-892-7594

Monday–Thursday, 7am–6pm

Friday, 9am–1pm

(Summer hours: Monday–Thursday, 9am–3pm)

*\*University confidential resources may provide non-identifying information to be counted for the Annual Security Report.*

#### Other Non-confidential On-campus and University Help

JWU employees who cannot guarantee confidentiality will nevertheless maintain your privacy. Any information you provide to a non-confidential resource will be kept private and used only as necessary to investigate and address a concern and/or notify the Title IX Coordinator (<https://www1.jwu.edu/about/equity-compliance-services/#Campus>), who is responsible for tracking patterns of sexual misconduct and for detecting systemic issues.

#### Campus Safety & Security

1705 NE 124th St.

305-892-7011 (24 hours, 7 days a week)  
Hearing impaired line: 305-981-1407

**Anonymous Report** to Campus Safety & Security through Silent Witness (<https://www.jwu.edu/forms.aspx?id=36652&ekfrm=36652>) (online only)

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

Matthias Rubekiel ([Matthias.Rubekiel@jwu.edu](mailto:Matthias.Rubekiel@jwu.edu))  
Providence Campus (8 Abbott Park Place, Providence, RI, 02903)  
401-598-2703

#### **Director, Gender Equity Center**

Wales Hall  
Providence Campus (8 Abbott Park Place, Providence, RI, 02903)  
401-598-2248

#### **Director, Health Education**

Wales Hall  
Providence Campus (8 Abbott Park Place, Providence, RI, 02903)  
401-598-2023

#### **Deputy Title IX Coordinator — North Miami Campus**

Contact information is located online (<https://www.jwu.edu/content.aspx?id=30064775503>).

#### **Nondiscrimination Campus Liaisons**

A list of liaisons by campus is located online (<https://www.jwu.edu/content.aspx?id=30064775503>).

#### **Residential Life**

(24 hours a day in each residence hall)  
Resident Assistants, Residence Director

#### **Dean of Students**

Academic & Student Center, fifth floor  
305-892-7567

#### **Student Conduct**

Wildcat Center, second floor  
305-892-7602

#### **Human Resources**

Academic & Student Center, fifth floor  
305-832-5304

Students or employees who report to the university pursuant to 1 of the above reporting options that they have been a victim of sexual assault, dating violence, domestic violence or stalking, whether the offense occurred on or off campus, shall be provided with a written explanation of their rights and options under this policy and other relevant university procedures.

See also additional information:

- Education and Prevention (p. 20)
- Steps to Follow (p. 21)
- Criminal and Disciplinary Action (p. 27)
- Retaliation (<http://catalog.jwu.edu/handbook/generalinformationandpolicies/discriminationandharassment/retaliation/index.html?>)
- State Laws (p. )

## **Denver**

### **Community Help**

#### **Medical**

*Victims of sexual assault are encouraged to request a specially trained Sexual Assault Nurse Examiner (SANE) at the emergency department.*

#### **University of Colorado Hospital**

12605 East 16th Ave., Aurora, CO, 720-848-1000  
80010

#### **Denver Health Medical Center**

777 Bannock St., Denver, CO, 80204 303-436-6000

#### **Porter Adventist Hospital**

2525 S Downing St., Denver, CO, 305-778-1955  
80210

#### **Police**

**Emergency 911**

Denver Police Department, non-emergency line 720-913-2000

### **Community**

Denver Victims Advocate

- 720-913-6035

The Blue Bench (<http://thebluebench.org>) (formerly known as the Rape Assistance and Awareness Program, or RAAP) provides confidential services to help and inform victims of sexual violence, including advocacy, referral and counseling services.

- 303-322-7273 (24-hour)

SafeHouse Denver (<http://www.safehouse-denver.org>) provides victims of dating/domestic violence and stalking with information, emergency shelter and support services.

- 303-318-9989 (24-hour)

Colorado Anti-Violence Program (<http://coavp.org>) provides specialized support services for people in the lesbian, gay, bisexual, transgender and queer community who are victims of sexual assault, dating/domestic violence or stalking.

- 303-852-5094 (24-hour)

Restraining orders ([http://www.denverda.org/Prosecution\\_Units/FVU/Restraining\\_Order\\_Information.htm](http://www.denverda.org/Prosecution_Units/FVU/Restraining_Order_Information.htm)) can be requested at the Protection Order Courtroom in the City and County Building at 1437 Bannock Street, in Courtroom 170 on the first floor. For assistance, please contact the Court Clerk at 720-865-7275, or the Project Safeguard Office also in the City and County Building in Room 117 at 303-863-7233. Protective order paperwork must be submitted before 9am, Monday–Friday.

National Sexual Assault Hotline (<http://www.rainn.org>)

- 1-800-656-HOPE (4673) (24-hour)

National Domestic Violence Hotline (<http://www.thehotline.org>)

- 1-800-799-SAFE (7233) (24-hour)

The National Stalking Resource Center (<http://www.victimsofcrime.org/our-programs/stalking-resource-center>) provides online tools and information for victims of stalking, and links to local resources nationwide.

Text “loveis” to 77054 to text with an advocate via [loveisrespect](http://www.loveisrespect.org) (<http://www.loveisrespect.org>) for support and information regarding dating violence.

### **Confidential On-campus Help**

Upon receipt of a report of sexual misconduct, confidential resources will not report information shared with them to the police, Campus Safety & Security or college officials without your permission, except for extreme emergency circumstances.

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

#### **Health & Counseling Services**

Centennial Hall, second floor, Suite 213  
303-256-9448

Monday–Thursday, 9am–4pm

Friday, 9am–2pm

Physician assistant hours: Monday–Thursday, 9am–3pm

*\*University confidential resources may provide non-identifying information to be counted for the Annual Security Report.*

### **Other Non-confidential On-campus and University Help**

JWU employees who cannot guarantee confidentiality will nevertheless maintain your privacy. Any information you provide to a non-confidential resource will be kept private and used only as necessary to investigate and address a concern and/or notify the Title IX Coordinator (<https://www1.jwu.edu/about/equity-compliance-services/#Campus>), who is responsible for tracking patterns of sexual misconduct and for detecting systemic issues.

#### **Campus Safety & Security**

Student Center, second floor  
303-256-9500 (24 hours a day, 7 days a week)

**Anonymous Report** to Campus Safety & Security through Silent Witness (<https://www.jwu.edu/forms.aspx?id=46904&ekfrm=46904>) (online only)

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

Matthias Rubekeil (Matthias.Rubekeil@jwu.edu)  
Providence Campus (8 Abbott Park Place, Providence, RI, 02903)  
401-598-2703

#### Director, Gender Equity Center

Wales Hall  
Providence Campus (8 Abbott Park Place, Providence, RI 02903)  
401-598-2248

#### Director, Health Education

Wales Hall  
Providence Campus (8 Abbott Park Place, Providence, RI 02903)  
401-598-2023

#### Deputy Title IX Coordinator — Denver Campus

Contact information is located online (<https://www.jwu.edu/content.aspx?id=30064775503>).

#### Nondiscrimination Campus Liaisons

A list of liaisons by campus is located online (<https://www.jwu.edu/content.aspx?id=30064775503>).

#### Residential Life

24 hours a day in each residence hall  
Resident assistants, residence director

#### Director of Student Affairs

Student Center, second floor, Room 222  
303-256-9400

#### Dean of Students

Student Center, second floor  
303-256-9400

#### Human Resources

Student Center, second floor  
303-256-9309

Students or employees who report to the university pursuant to 1 of the above reporting options that they have been a victim of sexual assault, dating violence, domestic violence or stalking, whether the offense occurred on or off campus, shall be provided with a written explanation of their rights and options under this policy and other relevant university procedures.

See also additional information:

- Education and Prevention (p. 20)
- Steps to Follow (p. 21)
- Criminal and Disciplinary Action (p. 27)
- Retaliation (<http://catalog.jwu.edu/handbook/generalinformationandpolicies/discriminationandharassment/retaliation/index.html?>)
- State Laws (p. 27)

## Charlotte

### Community Help

#### Medical

Victims of sexual assault are encouraged to request a specially trained Sexual Assault Nurse Examiner (SANE) at the emergency department.

#### Carolinas Medical Center (CMC)

##### Main

1000 Blythe Boulevard, Charlotte, NC, 704-381-2355  
28204

#### Presbyterian Medical Center

200 Hawthorne Lane, Charlotte, NC, 704-384-4000  
28204

#### Police

##### Emergency

911

Charlotte-Mecklenberg non-emergency crime reporting 704-336-7600

#### Community

Safe Alliance (<http://www.safealliance.org>) provides victims of sexual assault, dating/domestic violence and stalking with information, advocacy, counseling, shelter, referral and support services.

- 704-375-9900 (24-hour rape crisis line)

- 704-332-2513 (24-hour dating/domestic violence line)

Project Rainbow Net (<http://rainbow.mrgdesign.com/Default.htm>) provides training, consultation and referral for local providers, as well as resources for lesbian, gay, bisexual and transgender victims of dating and domestic violence.

- 1-888-232-9124

Information regarding protective orders can be obtained at the Victim Assistance Office, 720 E. 4<sup>th</sup> St., Room 204, Charlotte, NC, at 704-336-4126, Monday–Friday, 8am–5pm.

National Sexual Assault Hotline (<http://www.rainn.org>)

- 1-800-656-HOPE (4673) (24-hour)

National Domestic Violence Hotline (<http://www.thehotline.org>)

- 1-800-799-SAFE (7233) (24-hour)

The National Stalking Resource Center (<http://www.victimsofcrime.org/our-programs/stalking-resource-center>) provides online tools and information for victims of stalking, and links to local resources nationwide.

Text "loveis" to 77054 to text with an advocate via [loveisrespect](http://www.loveisrespect.org) (<http://www.loveisrespect.org>) for support and information regarding dating violence.

### Confidential On-campus Help

Upon receipt of a report of sexual misconduct, confidential resources will not report information shared with them to the police, Campus Safety & Security or college officials without your permission, except for extreme emergency circumstances.

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

#### Counseling Services

Academic Center, second floor, Suite 200  
980-598-1710 (by appointment)  
Monday–Thursday, 8am–8pm  
Friday, 8am–1pm (or until 8pm when culinary labs are in session)

In case of emergency, the on-call counselor is available after-hours through Campus Safety & Security at 980-598-1900.

#### Health Services

Academic Center, second floor, Suite 200  
980-598-1700  
Monday–Thursday, 8am–8pm  
Friday, 8am–1pm (or until 8pm when culinary labs are in session)

*\*University confidential resources may provide non-identifying information to be counted for the Annual Security Report.*

### Other Non-confidential On-campus and University Help

JWU employees who cannot guarantee confidentiality will nevertheless maintain your privacy. Any information you provide to a non-confidential resource will be kept private and used only as necessary to investigate and address a concern and/or notify the Title IX Coordinator (<https://www1.jwu.edu/about/equity-compliance-services/#Campus>), who is responsible for tracking patterns of sexual misconduct and for detecting systemic issues.

#### Campus Safety & Security

Cedar Hall South, Suite 113  
980-598-1900 (24 hours a day, 7 days a week)

**Anonymous Report** to Campus Safety & Security through Silent Witness (<https://www1.jwu.edu/forms.aspx?id=48647&ekfrm=48647>) (online only)

#### Title IX Coordinator / Nondiscrimination Coordinator

Matthias Rubekeil (Matthias.Rubekeil@jwu.edu), Providence Campus (8 Abbott Park Place, Providence, RI, 02903)  
401-598-2703

#### Director, Gender Equity Center

Wales Hall, Providence Campus (8 Abbott Park Place, Providence, RI, 02903)  
401-598-2248

#### Director, Health Education

Wales Hall, Providence Campus (8 Abbott Park Place, Providence, RI, 02903)  
401-598-2023

#### Deputy Title IX Coordinator — Charlotte Campus

Contact information is located online (<https://www.jwu.edu/content.aspx?id=30064775503>).

## Nondiscrimination Campus Liaisons

A list of liaisons by campus is located online (<https://www.jwu.edu/content.aspx?id=30064775503>).

## Residential Life

(24 hours a day in each residence hall)

Resident assistants, residence directors

## Dean of Students

Cedar Hall South, Suite 100

980-598-1830

## Student Conduct

Cedar Hall South, Main Office

980-598-1820

## Human Resources

Gateway Center, Suite 412

980-598-1006

Students or employees who report to the university pursuant to 1 of the above reporting options that they have been a victim of sexual assault, dating violence, domestic violence or stalking, whether the offense occurred on or off campus, shall be provided with a written explanation of their rights and options under this policy and other relevant university procedures.

See also additional information:

- Education and Prevention (p. 20)
- Steps to Follow (p. 21)
- Criminal and Disciplinary Action (p. 27)
- Retaliation (<http://catalog.jwu.edu/handbook/generalinformationandpolicies/discriminationandharassment/retaliation/index.html?>)
- State Laws (p. 27)

# Criminal and Disciplinary Action

## What Action May Be Taken

1. **Criminal Prosecution:** If you choose to pursue criminal prosecution through the courts, the incident should be reported to the police. Remember, a police report does not require a victim to prosecute and campus personnel are available to assist you when notifying the police. Please see Getting Help (p. 22) for sources of assistance for victims when moving through the prosecution process.
2. **University Disciplinary Action:** If you choose to report the matter to the university, the incident should be reported to Campus Safety & Security. Please see Getting Help (p. 22) for contacting Campus Safety & Security.

Sexual assault and relationship violence (including dating violence, domestic violence, stalking and sexual exploitation) are violations of the university's Sexual Assault and Relationship Violence Policy (p. 20), Prohibited Discrimination and Harassment (including Sexual Harassment) Policy (p. 16), Student Code of Conduct (p. 60), and state and federal law, including Title IX of the Education Amendments of 1972 (Title IX). Sexual assault, sexual harassment and relationship violence alleged to have been committed by students are addressed through the university's Conduct Review Process (p. 62) and, as applicable, in accordance with Title IX and relevant state and federal law. Please see the Conduct Review Process (p. 62) for more information about the rights of parties related to complaints of sexual assault and relationship violence. Possible sanctions for a violation of the Code of Conduct are set forth in Sanctions for Individuals (p. 65) and Sanctions for Groups (p. 65).

**When any one of the options above is pursued, you do not forfeit your right to pursue the remaining options.** Compliance with the items listed above does not constitute a violation of the Family Educational Rights and Privacy Act (20 U.S.C. 1232g).

See also the following pages:

- Education and Prevention (p. 20)
- Steps to Follow (p. 21)
- Getting Help (p. 22)
- Retaliation (p. 18)
- State Laws (p. 27)

# State Laws

In considering these offenses, the university will, if required by law, refer to the laws of Rhode Island, Florida, Colorado, North Carolina and/or Massachusetts. For state law definitions of sexual assault, dating violence, domestic violence and stalking, please refer to the campus-specific section.

## Providence

### Rhode Island

Johnson & Wales University encourages individuals to report any incidents which may be violations of state law to law enforcement authorities. Doing so does not preclude an individual from reporting the incident to the university. The following definitions and statutes are taken from the Rhode Island General Laws that may be relevant to misconduct described in this policy.

### Sexual Assault

R.I. Gen. Laws § 11-37 (<http://webserver.rilin.state.ri.us/Statutes/title11/11-37>) § 11-37-2

*First degree sexual assault* — A person is guilty of first degree sexual assault if he or she engages in sexual penetration with another person, and if any of the following circumstances exist:

- (1) The accused, not being the spouse, knows or has reason to know that the victim is mentally incapacitated, mentally disabled or physically helpless.
- (2) The accused uses force or coercion.
- (3) The accused, through concealment or by the element of surprise, is able to overcome the victim.
- (4) The accused engages in the medical treatment or examination of the victim for the purpose of sexual arousal, gratification or stimulation.

§ 11-37-4

*Second degree sexual assault* — A person is guilty of a second-degree sexual assault if he or she engages in sexual contact with another person and if any of the following circumstances exist:

- (1) The accused knows or has reason to know that the victim is mentally incapacitated, mentally disabled or physically helpless.
- (2) The accused uses force, element of surprise or coercion.
- (3) The accused engages in the medical treatment or examination of the victim for the purpose of sexual arousal, gratification or stimulation.

§ 11-37-6

*Third degree sexual assault* — A person is guilty of third degree sexual assault if he or she is over the age of eighteen (18) years and engaged in sexual penetration with another person over the age of fourteen (14) years and under the age of consent, sixteen (16) years of age.

### Dating Violence and Domestic Violence

R.I. Gen. Laws § 12-29 (<http://webserver.rilin.state.ri.us/Statutes/TITLE12/12-29/12-29-2.HTM>)

§ 12-29-2 Definitions

(a) "Domestic violence" includes, but is not limited to, any of the following crimes when committed by one family or household member against another:

1. Simple assault (§ 11-5-3);
2. Felony assaults (§§ 11-5-1, 11-5-2 and 11-5-4);
3. Vandalism (§ 11-44-1);
4. Disorderly conduct (§ 11-45-1);
5. Trespass (§ 11-44-26);
6. Kidnapping (§ 11-26-1);
7. Child-snatching (§ 11-26-1.1);
8. Sexual assault (§§ 11-37-2, 11-37-4);
9. Homicide (§§ 11-23-1 and 11-23-3);
10. Violation of the provisions of a protective order entered pursuant to § 15-5-19, chapter 15 of title 15, or chapter 8.1 of title 8 where the respondent has knowledge of the order and the penalty for its violation or a violation of a no contact order issued pursuant to § 12-29-4;
11. Stalking (§§ 11-59-1 et seq.);
12. Refusal to relinquish or to damage or to obstruct a telephone (§ 11-35-14);
13. Burglary and Unlawful Entry (§ 11-8-1 et seq.);
14. Arson (§ 11-4-2 et seq.);

15. Cyberstalking and cyberharassment (§ 11-52-4.2); and

16. Domestic assault by strangulation § 11-5-2.3.

(b) "Family or household member" means spouses, former spouses, adult persons related by blood or marriage, adult persons who are presently residing together or who have resided together in the past three (3) years, and persons who have a child in common regardless of whether they have been married or have lived together, or if persons who are or have been in a substantive dating or engagement relationship within the past one year which shall be determined by the court's consideration of the following factors:

1. the length of time of the relationship;
2. the type of the relationship;
3. the frequency of the interaction between the parties.

(c) "Protective order" means an order issued pursuant to § 15-5-19, chapter 15 of title 15, or chapter 8.1 of title 8.

(d) "Victim" means a family or household member who has been subjected to domestic violence

### **Strangulation**

R.I. Gen. Law § 11-5-2-3 (<http://webserver.rilin.state.ri.us/Statutes/title11/11-5/11-5-2.3.HTM>)

§ 11-5-2.3 Domestic assault by strangulation.

(a) Every person who shall make an assault or battery, or both, by strangulation, on a family or household member as defined in subsection 12-29-2(b), shall be punished by imprisonment for not more than ten (10) years.

(b) Where the provisions of "The Domestic Violence Prevention Act", chapter 29 of title 12, are applicable, the penalties for violation of this section shall also include the penalties as provided in § 12-29-5.

(c) "Strangulation" means knowingly and intentionally impeding normal breathing or circulation of the blood by applying pressure on the throat or neck or by blocking the nose or mouth of another person, with the intent to cause that person harm.

### **Stalking**

R.I. Gen. Laws § 11-59 (<http://webserver.rilin.state.ri.us/Statutes/TITLE11/11-59/INDEX.HTM>)

§ 11-59-2 Stalking prohibited.

(a) Any person who: (1) harasses another person; or (2) willfully, maliciously and repeatedly follows another person with the intent to place that person in reasonable fear of bodily injury, is guilty of the crime of stalking.

(b) Stalking shall be deemed a felony punishable by imprisonment for not more than five (5) years, by a fine of not more than ten thousand dollars (\$10,000), or both.

### **Cyberstalking and Cyberharassment**

R.I. Gen. Laws 11-52-4.2 (<http://webserver.rilin.state.ri.us/Statutes/TITLE11/11-52/11-52-4.2.HTM>)

§ 11-52-4.2 Cyberstalking and cyberharassment prohibited.

(a) Whoever transmits any communication by computer or other electronic device to any person or causes any person to be contacted for the sole purpose of harassing that person or his or her family is guilty of a misdemeanor, and shall be punished by a fine of not more than five hundred dollars (\$500), by imprisonment for not more than one year, or both. For the purpose of this section, "harassing" means any knowing and willful course of conduct directed at a specific person which seriously alarms, annoys, or bothers the person, and which serves no legitimate purpose. The course of conduct must be of a kind that would cause a reasonable person to suffer substantial emotional distress, or be in fear of bodily injury. "Course of conduct" means a pattern of conduct composed of a series of acts over a period of time, evidencing a continuity of purpose. Constitutionally protected activity is not included within the meaning of "course of conduct."

(b) A second or subsequent conviction under subsection (a) of this section shall be deemed a felony punishable by imprisonment for not more than two (2) years, by a fine of not more than six thousand dollars (\$6,000), or both.

### **Consent**

Consent, in reference to sexual activity, is not defined by statute in Rhode Island. However, lack of consent due to force or incapacitation is an element of the crime of sexual assault.

## **Massachusetts**

The following definitions and statutes are taken from the Massachusetts State Laws that may be relevant to misconduct described in this policy.

### **Sexual Assault:**

Indecent Assault and Battery: MGL c.265, s.13h (<https://malegislature.gov/Laws/GeneralLaws/PartIV/Title/Chapter265/Section13H>)

Section 13H. Whoever commits an indecent assault and battery on a person who has attained age fourteen shall be punished by imprisonment in the state prison for not more than five years, or by imprisonment for not more than two and one-half years in a jail or house of correction.

Whoever commits an indecent assault and battery on an elder or person with a disability, as defined in section 13K, shall be punished by imprisonment in the state prison for not more than 10 years, or by imprisonment in the house of correction for not more than 21/2 years, and whoever commits a second or subsequent such offense shall be punished by imprisonment in the state prison for not more than 20 years. A prosecution commenced under this paragraph shall not be placed on file nor continued without a finding.

Rape: MGL c.265, s.22 (<https://malegislature.gov/Laws/GeneralLaws/PartIV/Title/Chapter265/Section22>)

Section 22.

(a) Whoever has sexual intercourse or unnatural sexual intercourse with a person, and compels such person to submit by force and against his will, or compels such person to submit by threat of bodily injury and if either such sexual intercourse or unnatural sexual intercourse results in or is committed with acts resulting in serious bodily injury, or is committed by a joint enterprise, or is committed during the commission or attempted commission of an offense defined in section fifteen A, fifteen B, seventeen, nineteen or twenty-six of this chapter, section fourteen, fifteen, sixteen, seventeen or eighteen of chapter two hundred and sixty-six or section ten of chapter two hundred and sixty-nine shall be punished by imprisonment in the state prison for life or for any term of years.

No person serving a sentence for a second or subsequent such offense shall be eligible for furlough, temporary release, or education, training or employment programs established outside a correctional facility until such person shall have served two-thirds of such minimum sentence or if such person has two or more sentences to be served otherwise than concurrently, two-thirds of the aggregate of the minimum terms of such several sentences.

(b) Whoever has sexual intercourse or unnatural sexual intercourse with a person and compels such person to submit by force and against his will, or compels such person to submit by threat of bodily injury, shall be punished by imprisonment in the state prison for not more than twenty years; and whoever commits a second or subsequent such offense shall be punished by imprisonment in the state prison for life or for any term or years.

Whoever commits any offense described in this section while being armed with a firearm, rifle, shotgun, machine-gun or assault weapon, shall be punished by imprisonment in the state prison for not less than ten years. Whoever commits a second or subsequent such offense shall be punished by imprisonment in the state prison for life or for any term of years, but not less than 15 years.

No person serving a sentence for a second or subsequent such offense shall be eligible for furlough, temporary release, or education, training or employment programs established outside a correctional facility until such person shall have served two-thirds of such minimum sentence or if such person has two or more sentences to be served otherwise than concurrently, two-thirds of the aggregate of the minimum terms of such several sentences.

For the purposes of prosecution, the offense described in subsection (b) shall be a lesser included offense to that described in subsection (a).

### **Dating Violence and Domestic Violence:**

Massachusetts law does not define the crimes of "dating violence" or "domestic violence". However, state law defines the crime of "abuse" in G.L. c. 209A § 1 (<https://malegislature.gov/Laws/GeneralLaws/PartII/TitleIII/Chapter209A/Section1>) as: "the occurrence of one or more of the following acts between family or household members:

- (a) attempting to cause or causing physical harm;
- (b) placing another in fear of imminent serious physical harm;
- (c) causing another to engage involuntarily in sexual relations by force, threat or duress."

"Family or household members" is defined as: "persons who

- (a) are or were married to one another;

- (b) are or were residing together in the same household;
- (c) are or were related by blood or marriage;
- (d) having a child in common regardless of whether they have ever married or lived together; or
- (e) are or have been in a substantive dating or engagement relationship, which shall be adjudged by district, probate or Boston municipal courts

consideration of the following factors:

- (1) the length of time of the relationship;
- (2) the type of relationship;
- (3) the frequency of interaction between the parties; and
- (4) if the relationship has been terminated by either person, the length of time elapsed since the termination of the relationship."

#### **Stalking:**

Stalking is defined under G.L. c. 265, § 43 (a) (<https://malegislature.gov/Laws/GeneralLaws/PartIV/Title/Chapter265/Section43>) as follows:

"Whoever (1) willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress, and (2) makes a threat with the intent to place the person in imminent fear of death or bodily injury, shall be guilty of the crime of stalking . . . The conduct, acts or threats described in this subsection shall include, but not be limited to, conduct, acts or threats conducted by mail or by use of a telephonic or telecommunication device or electronic communication device including, but not limited to, any device that transfers signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications."

#### **Consent:**

Consent in reference to sexual activity, is not defined by statute in Massachusetts. The lack of consent is an element of the crimes indecent assault and battery and rape.

### **North Miami**

Johnson & Wales University encourages individuals to report any incidents which may be violations of State Law to law enforcement authorities. Doing so does not preclude an individual from reporting the incident to the university. The following definitions and statutes are taken from the Florida State Laws that may be relevant to misconduct described in this policy.

#### **Sexual Assault**

Florida State Statute 794.011 ([http://www.leg.state.fl.us/statutes/index.cfm?App\\_mode=Display\\_Statute&URL=0700-0799/0794/Sections/0794.011.html](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0700-0799/0794/Sections/0794.011.html)) In Florida, sexual assault is legally referred to as sexual battery.

Florida State Statute 794.011 (1)(h)

"Sexual battery" means oral, anal, or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object; however, sexual battery does not include an act done for a bona fide medical purpose.

#### **Dating Violence**

Florida State Statute 784.046 (1)(d) ([http://www.leg.state.fl.us/statutes/index.cfm?App\\_mode=Display\\_Statute&URL=0700-0799/0784/Sections/0784.046.html](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0700-0799/0784/Sections/0784.046.html))

(d) "Dating violence" means violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on the consideration of the following factors:

1. A dating relationship must have existed within the past 6 months;
2. The nature of the relationship must have been characterized by the expectation of affection or sexual involvement between the parties; and
3. The frequency and type of interaction between the persons involved in the relationship must have included that the persons have been involved over time and on a continuous basis during the course of the relationship.

The term does not include violence in a casual acquaintanceship or violence between individuals who only have engaged in ordinary fraternization in a business or social context.

#### **Domestic Violence**

Florida State Statute 741.28 (2) ([http://www.leg.state.fl.us/statutes/index.cfm?App\\_mode=Display\\_Statute&URL=0700-0799/0741/Sections/0741.28.html](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0700-0799/0741/Sections/0741.28.html))

"Domestic violence" means any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member.

#### **Stalking**

Florida State Statute 784.048 ([http://www.leg.state.fl.us/Statutes/index.cfm?App\\_mode=Display\\_Statute&URL=0700-0799/0784/Sections/0784.048.html](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=0700-0799/0784/Sections/0784.048.html))

(1) As used in this section, the term:

- (a) "Harass" means to engage in a course of conduct directed at a specific person which causes substantial emotional distress to that person and serves no legitimate purpose.
- (b) "Course of conduct" means a pattern of conduct composed of a series of acts over a period of time, however short, which evidences a continuity of purpose. The term does not include constitutionally protected activity such as picketing or other organized protests.
- (c) "Credible threat" means a verbal or nonverbal threat, or a combination of the two, including threats delivered by electronic communication or implied by a pattern of conduct, which places the person who is the target of the threat in reasonable fear for his or her safety or the safety of his or her family members or individuals closely associated with the person, and which is made with the apparent ability to carry out the threat to cause such harm. It is not necessary to prove that the person making the threat had the intent to actually carry out the threat. The present incarceration of the person making the threat is not a bar to prosecution under this section.
- (d) "Cyberstalk" means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

(2) A person who willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person commits the offense of stalking, a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083.

(3) A person who willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person and makes a credible threat to that person commits the offense of aggravated stalking, a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.

(4) A person who, after an injunction for protection against repeat violence, sexual violence, or dating violence pursuant to s. 784.046, or an injunction for protection against domestic violence pursuant to s. 741.30, or after any other court-imposed prohibition of conduct toward the subject person or that person's property, knowingly, willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person commits the offense of aggravated stalking, a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.

#### **Consent**

Florida State Statute 794.011(1)(a) ([http://www.leg.state.fl.us/statutes/index.cfm?App\\_mode=Display\\_Statute&URL=0700-0799/0794/Sections/0794.011.html](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0700-0799/0794/Sections/0794.011.html))

"Consent" means intelligent, knowing, and voluntary consent and does not include coerced submission. "Consent" shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender.

### **Denver**

Johnson & Wales University encourages individuals to report any incidents which may be violations of State Law to law enforcement authorities. Doing so does not preclude an individual from reporting the incident to the university. The following definitions and statutes are taken from Colorado State Laws that may be relevant to misconduct described in this policy

#### **Sexual Assault**

Colo. Rev. Stat. § 18-3-402 (<http://bit.ly/2kVvKRYD>)

(1) Any actor who knowingly inflicts sexual intrusion or sexual penetration on a victim commits sexual assault if:

- (a) The actor causes submission of the victim by means of sufficient consequence reasonably calculated to cause submission against the victim's will; or
- (b) The actor knows that the victim is incapable of appraising the nature of the victim's conduct; or

- (c) The actor knows that the victim submits erroneously, believing the actor to be the victim's spouse; or
- (d) At the time of the commission of the act, the victim is less than fifteen years of age and the actor is at least four years older than the victim and is not the spouse of the victim; or
- (e) At the time of the commission of the act, the victim is at least fifteen years of age but less than seventeen years of age and the actor is at least ten years older than the victim and is not the spouse of the victim; or
- (f) The victim is in custody of law or detained in a hospital or other institution and the actor has supervisory or disciplinary authority over the victim and uses this position of authority to coerce the victim to submit, unless the act is incident to a lawful search; or
- (g) The actor, while purporting to offer a medical service, engages in treatment or examination of a victim for other than a bona fide medical purpose or in a manner substantially inconsistent with reasonable medical practices; or
- (h) The victim is physically helpless and the actor knows the victim is physically helpless and the victim has not consented.

### Dating Violence

Colorado State Law does not provide a definition for dating violence.

### Domestic Violence

Colo. Rev. Stat. § 18-6-800.3 (<http://bit.ly/2ISVKWd>)

- (1) "Domestic violence" means an act or threatened act of violence upon a person with whom the actor is or has been involved in an intimate relationship. "Domestic violence" also includes any other crime against a person, or against property, including an animal, or any municipal ordinance violation against a person, or against property, including an animal, when used as a method of coercion, control, punishment, intimidation, or revenge directed against a person with whom the actor is or has been involved in an intimate relationship.
- (2) "Intimate relationship" means a relationship between spouses, former spouses, past or present unmarried couples, or persons who are both the parents of the same child regardless of whether the persons have been married or have lived together at any time.

### Stalking

Colo. Rev. Stat § 18-3-602 (<http://bit.ly/2IEyFEb>)

- (1) A person commits stalking if directly, or indirectly through another person, the person knowingly:
  - (a) Makes a credible threat to another person and, in connection with the threat, repeatedly follows, approaches, contacts, or places under surveillance that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship; or
  - (b) Makes a credible threat to another person and, in connection with the threat, repeatedly makes any form of communication with that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship, regardless of whether a conversation ensues; or
  - (c) Repeatedly follows, approaches, contacts, places under surveillance, or makes any form of communication with another person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship in a manner that would cause a reasonable person to suffer serious emotional distress and does cause that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship to suffer serious emotional distress. For purposes of this paragraph (c), a victim need not show that he or she received professional treatment or counseling to show that he or she suffered serious emotional distress.
- (2) For the purposes of this part 6:
  - (a) Conduct "in connection with" a credible threat means acts that further, advance, promote, or have a continuity of purpose, and may occur before, during, or after the credible threat.
  - (b) "Credible threat" means a threat, physical action, or repeated conduct that would cause a reasonable person to be in fear for the person's safety or the safety of his or her immediate family or of someone with whom the person has or has had a continuing relationship. The threat need not be directly expressed if the totality of the conduct would cause a reasonable person such fear.
  - (c) "Immediate family" includes the person's spouse and the person's parent, grandparent, sibling, or child.

- (d) "Repeated" or "repeatedly" means on more than one occasion.

### Consent

Colo. Rev. Stat § 18-3-401 (<http://bit.ly/2I99zLv>)

(1.5) "Consent" means cooperation in act or attitude pursuant to an exercise of free will and with knowledge of the nature of the act. A current or previous relationship shall not be sufficient to constitute consent under the provisions of this part 4. Submission under the influence of fear shall not constitute consent.

### Charlotte

Johnson & Wales University encourages individuals to report any incidents which may be violations of State Law to law enforcement authorities. Doing so does not preclude an individual from reporting the incident to the university. The following definitions and statutes are taken from the North Carolina General Laws that may be relevant to misconduct described in this policy

### Sexual Assault

Article 7B ([http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/ByChapter/Chapter\\_14.html](http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/ByChapter/Chapter_14.html))

Rape and Other Sex Offenses ([http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/ByChapter/Chapter\\_14.html](http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/ByChapter/Chapter_14.html))

### § 14-27.20. Definitions.

As used in this Article, unless the context requires otherwise:

- (1) "Mentally disabled" means (i) a victim who suffers from mental retardation, or (ii) a victim who suffers from a mental disorder, either of which temporarily or permanently renders the victim substantially incapable of appraising the nature of his or her conduct, or of resisting the act of vaginal intercourse or a sexual act, or of communicating unwillingness to submit to the act of vaginal intercourse or a sexual act.
- (2) "Mentally incapacitated" means a victim who due to any act committed upon the victim is rendered substantially incapable of either appraising the nature of his or her conduct, or resisting the act of vaginal intercourse or a sexual act.
- (3) "Physically helpless" means (i) a victim who is unconscious; or (ii) a victim who is physically unable to resist an act of vaginal intercourse or a sexual act or communicate unwillingness to submit to an act of vaginal intercourse or a sexual act.
- (4) "Sexual act" means cunnilingus, fellatio, analingus, or anal intercourse, but does not include vaginal intercourse. Sexual act also means the penetration, however slight, by any object into the genital or anal opening of another person's body: provided, that it shall be an affirmative defense that the penetration was for accepted medical purposes.
- (5) "Sexual contact" means (i) touching the sexual organ, anus, breast, groin, or buttocks of any person, (ii) a person touching another person with their own sexual organ, anus, breast, groin, or buttocks, or (iii) a person ejaculating, emitting, or placing semen, urine, or feces upon any part of another person.
- (6) "Touching" as used in subdivision (5) of this section, means physical contact with another person, whether accomplished directly, through the clothing of the person committing the offense, or through the clothing of the victim. (1979, c. 682, s. 1; 2002-159, s. 2(a); 2003-252, s. 1; 2006-247, s. 12(a); 2015-181, s. 2.)

### § 14-27.21. First-degree forcible rape

- (a) A person is guilty of first-degree forcible rape if the person engages in vaginal intercourse with another person by force and against the will of the other person, and does any of the following:
  - (1) Employs or displays a dangerous or deadly weapon or an article which the other person reasonably believes to be a dangerous or deadly weapon.
  - (2) Inflicts serious personal injury upon the victim or another person.
  - (3) The person commits the offense aided and abetted by one or more other persons.
- (b) Any person who commits an offense defined in this section is guilty of a Class B1 felony.
- (c) Upon conviction, a person convicted under this section has no rights to custody of or rights of inheritance from any child born as a result of the commission of the rape, nor shall the person have any rights related to the child under Chapter 48 or Subchapter 1 of Chapter 7B of the General Statutes. (1979, c. 682, s. 1; 1979, 2nd Sess., c. 1316, s. 4; 1981, c. 63; c. 106, ss. 1, 2; c.

179, s. 14; 1983, c. 175, ss. 4, 10; c. 720, s. 4; 1994, Ex. Sess., c. 22, s. 2; 2004-128, s. 7; 2015-181, s. 3(a), (b).)

#### **§ 14-27.22. Second-degree forcible rape**

(a) A person is guilty of second-degree forcible rape if the person engages in vaginal intercourse with another person:

- (1) By force and against the will of the other person; or
- (2) Who is mentally disabled, mentally incapacitated, or physically helpless, and the person performing the act knows or should reasonably know the other person is mentally disabled, mentally incapacitated, or physically helpless.

(b) Any person who commits the offense defined in this section is guilty of a Class C felony.

(c) Upon conviction, a person convicted under this section has no rights to custody of or rights of inheritance from any child conceived during the commission of the rape, nor shall the person have any rights related to the child under Chapter 48 or Subchapter 1 of Chapter 7B of the General Statutes. (1979, c. 682, s. 1; 1979, 2nd Sess., c. 1316, s. 5; 1981, cc. 63, 179; 1993, c. 539, s. 1130; 1994, Ex. Sess., c. 24, s. 14(c); 2002-159, s. 2(b); 2004-128, s. 8; 2015-181, s. 4(a), (b).)

#### **§ 14-27.26. First-degree forcible sexual offense**

(a) A person is guilty of a first degree forcible sexual offense if the person engages in a sexual act with another person by force and against the will of the other person, and does any of the following:

- (1) Employs or displays a dangerous or deadly weapon or an article which the other person reasonably believes to be a dangerous or deadly weapon.
- (2) Inflicts serious personal injury upon the victim or another person.
- (3) The person commits the offense aided and abetted by one or more other persons.

(b) Any person who commits an offense defined in this section is guilty of a Class B1 felony. (1979, c. 682, s. 1; 1979, 2nd Sess., c. 1316, s. 6; 1981, c. 63; c. 106, ss. 3, 4; c. 179, s. 14; 1983, c. 175, ss. 5, 10; c. 720, s. 4; 1994, Ex. Sess., c. 22, s. 3; 2015-181, s. 8(a), (b).)

#### **§ 14-27.27. Second-degree forcible sexual offense**

(a) A person is guilty of second degree forcible sexual offense if the person engages in a sexual act with another person:

- (1) By force and against the will of the other person; or
- (2) Who is mentally disabled, mentally incapacitated, or physically helpless, and the person performing the act knows or should reasonably know that the other person is mentally disabled, mentally incapacitated, or physically helpless.

(b) Any person who commits the offense defined in this section is guilty of a Class C felony. (1979, c. 682, s. 1; 1979, 2nd Sess., c. 1316, s. 7; 1981, c. 63; c. 179, s. 14; 1993, c. 539, s. 1131; 1994, Ex. Sess., c. 24, s. 14(c); 2002-159, s. 2(c); 2015-181, s. 9(a), (b).)

#### **Dating Violence**

North Carolina State Law does not provide a definition for dating violence.

#### **Domestic Violence**

Chapter 50 B ([http://www.ncleg.net/EnactedLegislation/Statutes/HTML/ByChapter/Chapter\\_50b.html](http://www.ncleg.net/EnactedLegislation/Statutes/HTML/ByChapter/Chapter_50b.html))

##### **§ 50B-1. Domestic violence; definition.**

(a) Domestic violence means the commission of one or more of the following acts upon an aggrieved party or upon a minor child residing with or in the custody of the aggrieved party by a person with whom the aggrieved party has or has had a personal relationship, but does not include acts of self-defense:

- (1) Attempting to cause bodily injury, or intentionally causing bodily injury; or
- (2) Placing the aggrieved party or a member of the aggrieved party's family or household in fear of imminent serious bodily injury or continued harassment, as defined in G.S. 14-277.3A, that rises to such a level as to inflict substantial emotional distress; or
- (3) Committing any act defined in G.S. 14-27.2 through G.S. 14-27.7.

(b) For purposes of this section, the term "personal relationship" means a relationship wherein the parties involved:

- (1) Are current or former spouses;

(2) Are persons of opposite sex who live together or have lived together;

(3) Are related as parents and children, including others acting in loco parentis to a minor child, or as grandparents and grandchildren. For purposes of this subdivision, an aggrieved party may not obtain an order of protection against a child or grandchild under the age of 16;

(4) Have a child in common;

(5) Are current or former household members;

(6) Are persons of the opposite sex who are in a dating relationship or have been in a dating relationship. For purposes of this subdivision, a dating relationship is one wherein the parties are romantically involved over time and on a continuous basis during the course of the relationship. A casual acquaintance or ordinary fraternization between persons in a business or social context is not a dating relationship

#### **Stalking**

North Carolina General Statutes § 14-277.3 ([http://www.ncleg.net/enactedlegislation/statutes/html/bysection/chapter\\_14/gs\\_14-277.3a.html](http://www.ncleg.net/enactedlegislation/statutes/html/bysection/chapter_14/gs_14-277.3a.html))

##### **§ 14-277.3A. Stalking.**

(b) Definitions. — The following definitions apply in this section:

(1) Course of conduct. - Two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, is in the presence of, or follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

(2) Harasses or harassment. - Knowing conduct, including written or printed communication or transmission, telephone, cellular, or other wireless telephonic communication, facsimile transmission, pager messages or transmissions, answering machine or voice mail messages or transmissions, and electronic mail messages or other computerized or electronic transmissions directed at a specific person that torments, terrorizes, or terrifies that person and that serves no legitimate purpose

(3) Reasonable person. - A reasonable person in the victim's circumstances.

(4) Substantial emotional distress. - Significant mental suffering or distress that may, but does not necessarily, require medical or other professional treatment or counseling.

(c) Offense. - A defendant is guilty of stalking if the defendant willfully on more than one occasion harasses another person without legal purpose or willfully engages in a course of conduct directed at a specific person without legal purpose and the defendant knows or should know that the harassment or the course of conduct would cause a reasonable person to do any of the following:

(1) Fear for the person's safety or the safety of the person's immediate family or close personal associates.

(2) Suffer substantial emotional distress by placing that person in fear of death, bodily injury, or continued harassment.

#### **Consent**

North Carolina State Law does not provide a definition for consent in reference to sexual activity.

## **Smoking**

Effective July 1, 2016, all uses of tobacco-related products are prohibited by students, faculty, staff and visitors on all JWU campuses

- consistent with applicable laws;
- in all university-owned and -leased property and facilities including, but not limited to, common work areas, classrooms, conference and meeting rooms, private offices, elevators, hallways, stairs, restrooms, vehicles and all other enclosed facilities;
- on university grounds including, but not limited to, parking areas, loading docks of university facilities, athletic and recreational facilities, lectures, conferences, meetings and social events held on university property.

For purposes of this policy, tobacco-related products include cigarettes, electronic cigarettes, cigars, cigarillos, blunts, pipes, bidis, hookahs, chewing tobacco, dip, smokeless tobacco, snuff or any other items containing or reasonably resembling tobacco or prohibited products.

The sale, free distribution or advertisement of smoke and tobacco products is prohibited on all campuses and in all university publications.



It is the responsibility of all members of the university community to comply with this policy, and it is expected that both smokers and nonsmokers will cooperate by complying in an atmosphere of mutual respect and consideration. All members of the university community are encouraged to promote compliance with this policy by politely reminding students, faculty, staff, volunteers, visitors and vendors that Johnson & Wales University is a tobacco-free campus, as necessary.

## Student Demonstrations/Open-Air Assemblies, Presentations and Forums Policy

Johnson & Wales University embraces diversity for a richly inclusive community of local, national and international citizens, and therefore acknowledges the desire of its students to discuss and advocate for issues and express opinions, both publicly and privately, within constitutionally valid limitations, set by local, state or federal law. Students, whether as individuals or registered student organizations, may support causes by orderly means.

To this end, enrolled students are permitted to conduct orderly demonstrations/open-air assemblies, presentations or forums (herein referred to as "demonstrations") which do not disrupt, obstruct or impair the educational or administrative processes taking place at the university, or interfere with the rights of any member of the university community. At the same time, it should be made clear to the academic and larger community that students or student organizations speak only for themselves, not for the university as an institution, in their public expressions or demonstrations.

### Conduct Expectations

The broadest possible exercise of freedom can be carried out only in conjunction with a deep sense of responsibility. Therefore, conduct that adversely affects the health, safety or security of the university community, local residents or property, the name of the university, or the integrity of the educational process is strictly prohibited.

As always, students and their guests are expected to conduct themselves in a manner compatible with the university's function as an educational institution and the Student Code of Conduct (p. 60). The university defines guests as any inactive student, non-student, or external organizations that are invited to or are associated with a campus event or meeting (inclusive of demonstrations). Accordingly, students and student organizations are responsible for communicating the expected behaviors outlined in the Student Code of Conduct with any individuals or external parties invited as their guests.

### Guidelines for Demonstrations

Campus events that include demonstrations and/or guests must be scheduled in accordance with space reservation and/or student organization guidelines (as outlined in the Student Organizations Handbook). All media requests must be approved through Communications & Media Relations in accordance with the university's Campus Media Policy.

A student who wishes to stage a demonstration or protest at any event on university property should contact and arrange a meeting with the dean of students or their designee a minimum of 48 hours prior to the anticipated demonstration to discuss university policy, demonstration-specific regulations and safety issues. Student organizations must first schedule a meeting with the director of Student Involvement & Leadership or the director's designee to discuss the objectives of the event and/or demonstration. The student(s) or student organizations coordinating the planning and execution of the demonstration will be considered the event host (see Event Host Responsibilities below).

Campus Safety & Security must be consulted in the planning of all organized demonstrations a minimum of 48 hours in advance of the anticipated demonstration, in order to notify other pertinent university offices about the planned demonstration. The desire of Johnson & Wales University is to promote intellectual inquiry and exchange in a respectful and civil manner. The safety of all participants is of the utmost importance to the university, and appropriate procedures must be enacted to ensure safety during demonstrations.

Event planners in conjunction with Student Involvement & Leadership and Campus Safety & Security will determine the following for any demonstration approved on campus:

### Location

The location of an approved demonstration will be determined following space and use guidelines for all venues and common areas on campus and in accordance with this policy.

If the demonstration is against an issue at another approved campus event, the location of an approved demonstration will be as proximate to the other event as deemed appropriate considering the following:

- nature of the other event
- security needs of the other event
- time of the other event
- any other appropriate considerations

The use of streets for parades or demonstrations is subject to town ordinance and requires a city permit.

### Time and Duration

Demonstrations may not interfere with the academic and educational mission of the university. The time and duration of the demonstration will be determined with regard to the following:

- nature of the event and/or demonstration
- security needs of the event and/or demonstration
- time of the event and/or demonstration
- any other appropriate considerations

### Event Host Responsibilities

**Funding:** Event hosts may be responsible for any associated costs for the demonstration, including but not limited to an appropriate security detail, extensive clean-up or trash removal, damage or destruction of university property, or special permits required by local ordinances.

**Managing Disruptive Behavior:** Within the guidelines of this protocol, the event hosts are expected to help determine when behavior at their event is being disruptive. The hosts should always attempt to gain cooperation by asking that the disruptive behavior stop prior to requesting that the person(s) leave the event, regardless of whether they are or are not guests of the event hosts. A security detail is required for any approved demonstration; therefore, the hosts are encouraged to contact the respective security officers on site about the disturbance or behavior.

**Safety and Security:** Event hosts are responsible for consulting with Campus Safety & Security to determine a suitable detail for the demonstration or event. At any event, Campus Safety & Security will locate the hosts before handling any situation of non-violent behavior unless the disruption necessitates action to prevent greater confrontation. Campus Safety & Security has the authority to act upon any acts of violence, threats of violence or overcrowding without first contacting the event hosts.

In addition to the foregoing, the university reaffirms all of its rights to utilize and seek the aid of public authorities and such judicial, civil and criminal process and proceedings as may, in the discretion of the university, be necessary or appropriate.

## Term Start Requirements

Term start requirements are mandatory and must be satisfied prior to enrollment. In order to be considered officially enrolled in classes at the start of each term, all university term start requirements must be satisfied. Students who fail to fulfill these requirements will have holds placed on their accounts and be prohibited from entering classes or changing their schedules. In some instances, schedules will be deleted and, if applicable, housing assignments will be removed.

Prior to each term's posted deadline for the term start requirements, all students must complete (or confirm completion of) the following requirements. Deadlines are set forth in the Academic Calendar (<http://catalog.jwu.edu/handbook/academiccalendar>) and included in many email communications.

All students must

1. Participate in course registration.
2. Contact Student Academic & Financial Services to review their invoices and payment arrangements.
  - a. Invoices are mailed beginning in May (for the fall term), and emailed in October (for the winter term) and January (for the spring term).

- b. Students are encouraged to contact Student Academic & Financial Services to streamline the process of completing the term start requirements

3. Meet the Payment Deadline Requirement.

If applicable, students must also

1. Satisfy the financial aid requirements.
2. Satisfy high school requirements and receive a high school diploma (all new undergraduate students), bachelor's requirements (all new graduate students) or master's requirements (all new postgraduate students) by submitting final, official documentation.
3. Satisfy the health services requirement (all new students).
4. Satisfy the international student services requirement.

### Payment Deadline Requirement

A payment deadline has been established for each term. Prior to this deadline, all students must establish (or confirm) an appropriate and approved payment plan with Student Academic & Financial Services. Failure to satisfy this requirement will result in immediate and permanent deletion of the student's schedule, and a financial hold will be placed on the student's account. In this instance, students will be permitted to register only when holds no longer exist on their record. Students who have not registered by a term's deadline for completing term start requirements will be required to complete their payment arrangements, as well as satisfy all other hold(s) if applicable, before being able to register for courses. Students who subsequently satisfy their payment arrangements shall have no guarantee that they will be able to re-register for the same course(s) and/or section(s) from which they were dropped.

Financial planning representatives are available in Student Academic & Financial Services to help students and families satisfy the Payment Deadline Requirement (see Financial Services (<http://www.jwu.edu/sfs>) for contact information). 1, or a combination, of the following options constitutes an appropriate payment plan:

- Pay the entire annual balance due to Johnson & Wales University.
- Make a term payment in full to Johnson & Wales University.
- Pay the enrollment fee and the first month's payment to Tuition Management Systems (TMS), the university's monthly payment plan company.
- Apply for and receive approval for a loan that covers the entire annual balance due to Johnson & Wales University.
- Submit company authorization for tuition reimbursement.

### Financial Aid Requirement

To receive financial aid, students must first complete the FAFSA (Free Application for Federal Student Aid) with the U.S. Department of Education as soon as possible after October 1; the completed FAFSA must then be on file with Student Academic & Financial Services. If selected for verification, all requested documentation (e.g., parents' federal tax transcript, student's federal tax transcript, verification worksheets, etc.) must be received in Student Academic & Financial Services by the posted term's deadline for completing term start requirements. Failure to satisfy this requirement will result in the placement of holds on the student's account and will prohibit the student from entering class or changing their schedule.

### International Student Services Office Requirement

Johnson & Wales University, in accordance with federal regulations, requires that all international students maintain current and complete documentation with the International Student Services Office. Students should contact the office directly to verify that their records are complete. Failure to satisfy this requirement will result in the placement of an international student hold on the student's account. If this hold is not cleared by the end of the add/drop period, the student's schedule will be immediately deleted and the student will be considered withdrawn from the term and as a result, their immigration status will be compromised.

### Health Services Requirement

Prior to the first term of enrollment, the university requires all new, full-time undergraduate and graduate students — residents and commuters alike — to submit proof of a complete physical exam conducted within the past year, including documented proof of 2 doses of the MMR (measles, mumps and rubella) vaccine (or titers if applicable), 3 doses of hepatitis B vaccine (or titers if applicable), 3 doses of tetanus-diphtheria vaccine (including at least 1 Tdap

dose within the past 10 years), 2 doses of the chicken pox vaccine (or titers if applicable) or proof of physician-diagnosed disease, and 1 dose of meningitis vaccine. If you received your first meningitis vaccine prior to age 16, a booster is required. A waiver of the meningitis vaccine requirement is available for students 22 years of age and older (please contact Health Services for further information). Also, students should check with their primary care provider as to whether the new meningitis Type B vaccine is appropriate for them. In addition, a negative tuberculosis test or chest x-ray within the last year is required for entering students who are from highly endemic countries and have been residents of the United States for less than 5 years. A list of countries where tuberculosis is highly endemic is available upon request from Health Services.

The hepatitis A vaccine is strongly recommended but not required.

Any student who is under the age of 18 upon enrollment must also submit proof of the polio vaccine series (Charlotte Campus only).

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

## Videography and Still Photography on Campus Policy

The prior written approval of university Communications & Media Relations (CMR) is required to shoot videos or still images on Johnson & Wales University (JWU) property in the following circumstances:

1. Companies, organizations and individuals who are not JWU students, faculty or staff must always obtain CMR's prior written authorization.
2. JWU students, faculty or staff, if they are acting on behalf of an outside company (including businesses they own), organization or individual, and/or if the image or video will be shown or available outside of JWU's campus.

For the above 2 conditions, an appropriate agreement must also be entered into between the parties. In addition, before the use of videos or still images where individuals are identifiable, the photographer must obtain a binding written release of each such individual.

University faculty, staff and students shooting videos or still images on JWU property for personal use or in conjunction with an academic course or other university program or activity do not need to seek approval if the final product will only be shown on campus.

Until a university policy is formally established, JWU prohibits the indoor and outdoor use of drones on JWU property. Thereafter, drone use must comply with that policy.

JWU reserves the right to seek or require removal of any video or photograph using the university's identity from social media and other websites

1. for which prior written consent was needed,
2. use of which violates any agreement with, or policy of, the university, or
3. except as provided by law, portrays anything that would be reasonably interpreted to be detrimental in any respect to the reputation or operations of JWU.

### Procedures

Anyone required to seek approval to shoot video or still images on campus in accordance with this policy must submit an online request form (<https://www.jwu.edu/forms.aspx?id=49392126349&ekfrm=49392126349>) to CMR to include a detailed description of the proposed project at least 15 business days prior to the project start date. Exceptions to the approval time frame will be permitted in limited circumstances. The request form requires the following information:

- name and description of the organization or individual making the request
- JWU Campus: Providence ([lauren.tkacs@jwu.edu](mailto:lauren.tkacs@jwu.edu)?subject=JWU Video/Photo on Campus Request), North Miami ([robyn.hankerson@jwu.edu](mailto:robyn.hankerson@jwu.edu)?subject=JWU Video/Photo on Campus Request), Denver ([Hollie.Keyser@jwu.edu](mailto:Hollie.Keyser@jwu.edu)?subject=JWU Video/Photo on Campus Request), Charlotte ([Melinda.Law@jwu.edu](mailto:Melinda.Law@jwu.edu)?subject=JWU Video/Photo on Campus Request)
- locations on campus desired to video/photograph
- desired dates to video/photograph

- brief summary of project
- requester's contact information

The specifics of the approved project will be incorporated into a formal agreement, which must be signed by a representative from both parties. If there are significant changes to the project after a formal agreement has been reached, then the person seeking approval to shoot video or still images on JWU property must resubmit the parameters of the project.

Production companies and outside organizations shooting video or still images on campus must maintain and provide evidence of adequate insurance coverage, which will be outlined in the formal agreement between the parties. A project exclusively produced by university students, staff or faculty does not require insurance coverage.

## Withdrawal

Before withdrawing from a course or the university, students must visit Student Academic & Financial Services (online program students must contact Online Student Services) to address the impact of withdrawal on their status. Withdrawal should be a last resort, so students should consult with their course instructor and take advantage of university resources, such as tutoring or study skills assistance. Withdrawing from a course (especially a course that is a prerequisite requirement) could result in extra time at the university, additional charges and payments, and potentially more student loans. Any student enrolled solely in culinary lab courses who fails to attempt any of the scheduled courses will be considered to have withdrawn from the university.

Withdrawal may jeopardize or impact

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

It is the student's responsibility to notify Student Academic & Financial Services or Online Student Services in person or in writing (via JWU email, fax or letter) of their intent to withdraw from a course, a term or the university. Students are not permitted to withdraw from a course or the university during final exams. If students do not officially withdraw, they will remain registered for courses and will be graded accordingly.

Discontinuing attendance (e.g., not showing up for class or not accessing course materials in ulearn) or notifying an instructor does not constitute an official course withdrawal. Students who notify an instructor are still responsible for notifying Student Academic & Financial Services or Online Student Services to be considered officially withdrawn. Students may be withdrawn by an instructor from courses with specific attendance policies. Students should review Attendance (p. 39) for additional policies.

The date the withdrawal notification is received shall be the date used in determining the refund of fees, if applicable, in accordance with the Refund Policy (<http://catalog.jwu.edu/financingyourdegree/refundpolicies>).

A student who does not officially withdraw due to extenuating circumstances may submit a university enrollment dispute. Enrollment disputes must be submitted online within 30 days after the end of the term in dispute. To submit a dispute, students must complete the appropriate form (<http://www.jwu.edu/forms.aspx?id=55199&ekfrm=55199>). No adjustments to tuition and fees or financial aid will be made until the dispute is researched and either approved or denied. No enrollment disputes will be considered after 30 days from the end of the term in which the students intended withdrawal. Decisions will be made within 10 business days and students will receive notification via an email sent to the email address provided on the dispute form. The student must present supporting documentation that demonstrates serious and compelling reasons justifying the withdrawal and extenuating circumstances justifying its retroactive nature.

See additional sections for more information regarding withdrawals.

## Course Withdrawal

### Course Withdrawal

If a student drops a course after the add/drop period has ended, the process is referred to as a course withdrawal. Students may withdraw

from a course by completing a Course Withdrawal Form with Student Academic & Financial Services or Online Student Services. A grade of W will be issued for each withdrawn course and recorded on the transcript as attempted credits. This grade is not calculated in the grade point average. A student who remains enrolled in 1 or more courses in the term will not be eligible for a tuition credit. Students who withdraw from all courses will be withdrawn from the term and are subject to the Term/University Withdrawal (<http://catalog.jwu.edu/handbook/generalinformationandpolicies/withdrawalfromjwu/?/#termuniversitywithdrawaltext>) Policy (<http://catalog.jwu.edu/handbook/generalinformationandpolicies/withdrawalfromjwu/?/#termuniversitywithdrawaltext>).

Students must officially withdraw from a course by the course withdrawal deadline; otherwise, they will not be permitted to withdraw from the course and will be graded accordingly.

A withdrawal request after the deadline will only be permitted for extenuating conditions beyond the student's control. Students must provide documentation of the condition, which must be approved by an academic advisor/counselor. The course grade under these circumstances will be NC.

Withdrawal deadlines for academic courses and courses with an experiential education component are published on the academic calendar.

## Term/University Withdrawal

### Term/University Withdrawal

Term/university withdrawal is defined as a complete withdrawal from all classes in a term. A complete withdrawal before the beginning of the term start date will result in no financial responsibility for that term.

Withdrawal from the university after the start of the term, voluntary or not, will result in tuition charges in accordance with the Refund (<http://catalog.jwu.edu/financingyourdegree/refundpolicies>) Policy (p. 36). The date the withdrawal notification is received shall be the date used in determining the refund of fees, if applicable, in accordance with the Refund Policy. A grade of W will be issued for each withdrawn course and recorded on the transcript as attempted credits. This grade is not calculated in the grade point average. Students withdrawing from the term/university should note the following:

- Students receiving financial aid are required to complete an exit interview with Student Academic & Financial Services to discuss the impact of withdrawal on tuition charges and financial aid; the financial aid award (including grants, scholarships, loans and outside awards) for the current or subsequent terms may be affected.
- Students living in on-campus housing are required to contact Residential Life prior to the submission of their notice to discuss the impact of withdrawal on housing status. Students must vacate university housing within 24 hours of withdrawal, removing all personal belongings, returning keys and signing out at the front desk of their residence hall.
- When (or if) enrollment resumes, graduation date and academic progress are impacted. The university cannot guarantee when or if courses may be re-offered, or if the student can resume enrollment in their original program of study. Withdrawal from a prerequisite course may impact future course registration, if scheduled, and may impact the sequencing of remaining requirements.

Students may return to the university to register for a future term, but are subject to the university's Readmittance Policy (p. 46).

The university reserves the right to withdraw students who fail to meet financial or specific attendance requirements or who, because of misconduct, disrupt the academic process in violation of the Student Code of Conduct (p. 60).

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

## Allocation of Title IV Refunds

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

Perkins Loan program, the Federal PLUS Loan program, the Federal Pell Grant program, the Federal SEOG program, all other sources of aid, any unpaid institutional aid.

## Financial Aid Leave of Absence

In accordance with applicable financial aid regulations, under certain conditions (such as personal, military service, illness or health, employment, humanitarian or church service, family responsibilities, and financial obligations) students may request a leave of absence from the university. A leave of absence will allow the student's status to remain as "in school," making the student eligible for a deferment on student loans during the approved time while not actively registered with the university. However, the specific requirements by which the student agreed to abide at the time any financial aid was accepted will remain in effect (approved students are advised to contact their loan servicer(s) for repayment information and grace period expiration policy).

Please note:

- Students considering a leave of absence must submit an application with Student Academic & Financial Services (online program students must contact Online Student Services (Sas.onl@jwu.edu)) by no later than the day prior to the start of a term/semester or lab segment (applications will be accepted at any time during the term as long as the student has not entered the segment for which the leave is being requested). Note: students who are non-U.S. citizens must contact the International Center first, prior to pursuing a leave of absence.
- Requests (including required documentation) will be reviewed in a timely fashion and either approved or rejected by Student Academic & Financial Services or Online Student Services.
- An approved leave may last for no more than 1 term/semester during an academic year; furthermore, students are not absolved from any other university policies by which they would ordinarily be bound.
- If the student does not return at the expiration of the approved leave of absence, the student will be considered withdrawn from all registration and the last date of the student's previous term/semester or lab segment attended will become the student's last date of attendance, and the loan deferment will expire as of that date.

## Medical Withdrawal

### Voluntary Medical Withdrawal

In addition to requesting a leave of absence under the Financial Aid Leave of Absence Policy (p. 35), students may choose to apply for a voluntary medical withdrawal if they need to leave school for a period of time to address illness or physical or mental health conditions that significantly impair their ability to function successfully or safely as a member of the university community. Students who are granted voluntary medical withdrawals may be eligible for an additional tuition credit to their student account upon their return to the university. A voluntary medical withdrawal is intended only for serious medical or psychological conditions, which may involve hospitalizations, intensive treatment or other similar conditions or events. In these instances, time away from the university for treatment and recovery can often restore functioning to a level that will enable a student to return to the university and be successful.

Students considering a voluntary medical withdrawal for health-related conditions are encouraged to contact campus Health Services (for physical health issues) or Counseling Services (for mental health issues) to discuss the appropriateness of a voluntary medical withdrawal.

Requests (including required documentation) will be reviewed in a timely fashion and either approved or denied by the appropriate Health Services or Counseling Services staff and the associate dean of Counseling, Health & Wellness, or the associate dean's designee. Medical documentation must be provided to certify the severity of the condition. Requested documentation may include a written recommendation from a university healthcare provider or an appropriately qualified medical or mental health professional from the community.

A student who is returning to the university after an approved voluntary medical withdrawal may be eligible for a tuition credit equal to the amount of adjusted tuition charged for the term the student was unable to complete due to the voluntary medical withdrawal. This credit can only be applied toward tuition charges for the term in which the student returns. In addition,

the university allows students enrolled in the JWU Student Health Insurance Plan, who have been granted a voluntary medical withdrawal, to continue such enrollment for a maximum of 1 term; however, students must complete an enrollment application, available at campus Health Services and/or Counseling Services, and pay separately the current premium for that term to the university's insurance agency. International students may be able to continue to remain in the United States in compliance with applicable immigration regulations. Please consult with the International Student Services Office.

A student approved for a voluntary medical withdrawal will be notified in writing, at the time of the student's withdrawal, of any conditions that must be satisfied (in addition to the university's Readmittance Policy (p. 46)) for the student to return to the university. Such conditions will be determined on an individual basis and in accordance with law.

These conditions may include, but are not limited to, documentation or other evidence satisfactory to university Health Services or Counseling Services staff and the associate dean of Counseling, Health & Wellness or the associate dean's designee, that the student is qualified and ready to resume studies and function safely and successfully as member of the university community, with or without reasonable accommodations. To fulfill such requirements, students are typically required to provide medical documentation from their individual treatment providers. The university relies heavily on the information received from the student's treatment providers. Students will be asked to provide an authorization form to allow Health Services and Counseling Services and the associate dean of Counseling, Health & Wellness or the associate dean's designee to communicate with such treatment providers, university deans, the Center for Academic Support and other university personnel, where appropriate, regarding the student's return. The university may also require further information from the student if it determines that the information provided by the student's treatment provider is not sufficient (e.g., if information provided by the treatment provider is incomplete, requires further explanation or clarification, or when there is a disconnect between the medical information provided by the treatment provider and other information in the student's files) to make a determination that the student is ready to resume studies and function safely and successfully as member of the university community, with or without reasonable accommodations.

In addition, in unusual circumstances (e.g., where the university is concerned about the provider's credentials), the associate dean of Counseling, Health & Wellness or the associated dean's designee may request that the student undergo an additional assessment to allow the university to make a determination about the student's return. In those cases, the university will provide the student with a written explanation for such determination.

Students who are out of school on a voluntary medical withdrawal should submit such documentation to the applicable office (campus Health Services or Counseling Services) at least 2 weeks prior to their desired return date to allow the university time to evaluate the documentation. The documentation will be evaluated by a designated professional in the Health Services or Counseling Services office, as appropriate, who will provide a recommendation to the associate dean of Counseling, Health & Wellness or the associate dean's designee. The associate dean of Counseling, Health & Wellness or the associate dean's designee will make the final determination of whether the student has satisfied the conditions of reinstatement and inform the student in writing of such determination.

Students with disabilities may be eligible for reasonable accommodations. Students are responsible for communicating their requests for accommodations to the Center for Academic Support. See Services (p. 67) for more information.

### Appeal

Students may appeal a decision regarding voluntary medical withdrawals by submitting a request in writing, by hand delivery or certified mail, to the dean of students or the dean's designee. The request must be submitted within 10 days of the date of the decision and must state clearly the basis for the appeal. The appeal will be reviewed upon receipt, and a decision concerning the appeal will be available within a reasonable time. The decision of the appeal officer will be final.

## Military Withdrawal

Students who are members of any branch of the United States Armed Services, including the National Guard, who are called to active duty while enrolled are entitled to the following options:

- Students may work with each individual instructor to determine if an incomplete grade is appropriate. If an incomplete grade is not a viable option, the student will be permitted to withdraw either from individual courses or from the university. A credit of tuition and fees will be issued for those courses from which the student has withdrawn.
- Students who are called to active duty while enrolled should contact an academic advisor/counselor to initiate the withdrawal process. An official copy of the military orders must be presented to invoke this special withdrawal and refund process. Students may also consider adding an authorized user (<http://www.jwu.edu/content.aspx?id=30064773309>) to view portions of their academic and financial records via a separate, secure login and website.

## Return of Title IV Funds

When a student withdraws (or becomes withdrawn) during a payment period or period of enrollment, the amount of student financial assistance earned is determined by a specific formula. The unearned portion(s) is returned to the student financial assistance program(s). The amount of assistance earned is determined on a pro rata basis. That is, if the student completed 30% of the payment period or period of enrollment, the student earns 30% of the assistance originally scheduled. Once the student has completed more than 60% of the payment period or period of enrollment, the student earns all of the assistance to which they were originally entitled. If the student received excess funds that must be returned, Johnson & Wales University must return a portion of the excess equal to the lesser of the student's institutional charges multiplied by the unearned percentage of the student's funds, or the entire amount of the excess funds.

## Tuition and Fees Credit Policy

Term/semester charges are defined as tuition and, if applicable, room and meals, room only, Student Health Insurance Fee and New Student Fee. Tuition is applicable to all students, including those in approved off-campus programs, which include internships and Study Abroad programs. The Student Health Insurance Fee and New Student Fee are nonrefundable, if applicable. To the extent that any charges due to the university remain unpaid, no refund check will be issued. No tuition or fees will be assessed for terms/semesters that the student does not register. Students who withdraw (or become withdrawn) from the university prior to the end of the academic year may have their financial aid adjusted. Institutional grants and scholarships will be reduced in proportion to any tuition credit received. The distribution formula for the institutional refund to the Federal Student Financial Aid program shall be calculated according to federal regulations. Any refund due will be issued within 45 days after the date that the university was first notified of the withdrawal.

A student who does not officially withdraw due to extenuating circumstances may submit a withdrawal dispute. Withdrawal disputes must be submitted online within 30 days after the end of the term in dispute. To submit a dispute, students must complete the online form (<http://www.jwu.edu/forms.aspx?id=55199&ekfrm=55199>). No additional adjustments to tuition and fees or financial aid will be made until the dispute is researched and either approved or denied. No withdrawal disputes will be considered after 30 days from the end of the term in which the students intended withdrawal. Decisions will be made within 10 business days and students will receive notification via an email sent to the email address provided on the dispute form. The student must present supporting documentation that demonstrates serious and compelling reasons justifying the withdrawal and extenuating circumstances justifying its retroactive nature.

Date of withdrawal of all registration for undergraduate and graduate students	Credit for term charges (excluding the health insurance and new student fees if applicable)
Prior to the date the term begins	100%
During the 1st and 2nd weeks of a term	90%
During the 3rd and 4th weeks of a term	50%

During the 5th and 6th weeks of a term	25%
After the 6th week of a term	0%
Date of withdrawal of all registration for post-graduate (doctoral and physician assistant) students	Credit for term charges
On or prior to the date a semester begins	100%
After the date a semester begins and during the 1st and 2nd weeks of a semester	90%
During the 3rd and 4th weeks of a semester	50%
During the 5th, 6th, 7th and 8th weeks of a semester	25%
After the 8th week of a semester	0%

### Alabama Refund Policy (Online Programs Only)

In the event that the Tuition and Fees Credit Policy is more favorable than this Refund Policy for Alabama residents, the university will refund to the student the greater amount in accordance with the Tuition and Fees Credit Policy.

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

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

The Georgia NPEC may be contacted at Georgia Nonpublic Postsecondary Education Commission, 2082 East Exchange Place, Suite 220, Tucker, GA, 30084, (770) 414-3330 or online (<http://www.gnpec.org>).

### Withdrawal Policy for Study Abroad Programs

Students are held financially responsible for their Commitment Status to the Study Abroad program on the date listed below for the term in which the Study Abroad program starts. Any withdrawal from the university or Study Abroad after that date will result in Study Abroad late withdrawal penalties posted to the Johnson & Wales student's account.

#### Dates on which Commitment Status Carries Financial Responsibility:

- June 1 for programs starting in fall term
- October 1 for programs starting in winter term
- December 15 for programs starting in spring term
- March 15 for programs starting in summer term

If a student withdraws prior to the date listed above, there are no financial penalties.

If a student withdraws after the date listed above, the student will be charged for a portion of the program cost. The amount that will be charged is based on the date of withdrawal as well as the program start date. Please refer to the Withdrawal/Fee Chart below for exact amounts:

If you withdraw after the Commitment date above and:	The late withdrawal penalty is:
76+ days before program start date	\$500
60–75 days before program start date	\$1,000
30–59 days before program start date	\$1,500
15–29 days before program start date	\$3,000
1–14 days before program start date	\$4,000

On or after program start date	Balance of full program (in addition, financial aid may need to be adjusted if applicable)
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**Refund Policy for Maryland Residents (Online Programs Only)**

**Maryland Registration** — Johnson & Wales University has applied for registration with the Maryland Higher Education Commission for its online programs (May 2014).

<b>Proportion of Total Course, Program or Term Completed as of Date of Withdrawal/Termination</b>	<b>Tuition Refund</b>
Less than 10%	90%
10% up to but not including 20%	80%
20% up to but not including 30%	60%
30% up to but not including 40%	40%
40% up to but not including 60%	20%
More than 60%	No refund

Any refund due to an online Maryland student shall be based on the date of withdrawal or termination and paid within 60 days from the date of withdrawal or termination.

**Notice Regarding Maryland Student Complaint Process (Online Programs Only)**

Any person or student who is a Maryland resident claiming damage or loss against Johnson & Wales University may file a complaint with the Maryland Attorney General or the Maryland Higher Education Commission after going through the Johnson & Wales University complaint and grievance process. Such complaints should be directed to

**Maryland Attorney General  
Consumer Protection Division**  
200 St. Paul St.  
Baltimore, MD 21202  
410-528-8662 or 888-743-0823 toll free

**Unofficial Withdrawal**

Federal financial aid regulations state that a student who earns no passing grades in all courses for a term must be considered an unofficial withdrawal, unless the institution can document that the student engaged in some academic activity beyond the 60% point of that term. A student must be engaged in academically related activities beyond the 60% of the enrollment period to retain eligibility for federal, institutional and external financial aid. If a student was not engaged in any academically related activities beyond the 60%, they will be assigned a withdrawal date based on the last date of an academically related activity.

A student who does not earn at least 1 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.

# Academic Policies

This section of the handbook contains important information about academic policies, grading systems and other academic requirements.

## Academic Decisions

Students who wish to appeal an academic decision should seek the help of the following people, in the following order:

1. Professor or instructor
2. Department chairperson
3. Academic dean of appropriate college or school (final appeal)

Please note that this process does not apply to decisions regarding academic integrity infractions.

For more information, see Complaints and Grievances (p. 8).

## Academic Integrity

### Review Process

If a faculty member suspects that a violation of academic integrity (including, but not limited to, cheating, plagiarism or unauthorized collaboration) has occurred, the faculty member will communicate with the student regarding the alleged violation. If the student acknowledges responsibility for the alleged violation, the faculty member will impose a sanction(s), inform the department chair and document the sanction(s) in the Academic Integrity Review Form (found on jwuLink (<https://link.jwu.edu>)), which the student will sign. The faculty member will then submit the signed Academic Integrity Review form to Student Conduct for inclusion in the student's file.

If the student denies responsibility or fails to respond to the faculty member's request to communicate about the alleged violation, the faculty member will submit the Academic Integrity Review Form and any supplemental materials to Student Conduct and the student will participate in the Conduct Review Process (p. 62).

If, as a result of the Conduct Review Process, it is determined that the student is responsible for the alleged violation, the sanction(s) recommended by the faculty member on the Academic Integrity Review Form will be imposed. The faculty member and the student will be notified in writing of the outcome of the Conduct Review Process.

The Academic Integrity Review Process should only be used for violations of academic integrity. Disruptive behavior in the classroom, labs or other learning environments, including practicum properties, should be immediately reported to Campus Safety & Security. Students who are disruptive in the classroom, labs or other learning environments, including practicum properties, may be intermly suspended from the classroom, labs or other learning environments, including practicum properties, pending the outcome of the Conduct Review Process. Please see the Student Code of Conduct (p. 60), Conduct Review Process (p. 62), and Sanctions for Individuals (p. 65) or Sanctions for Groups (p. 65) for more information.

Students agree that by taking courses at Johnson & Wales University, papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Usage policy posted on the website (<http://turnitin.com>).

## 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. Students not in good academic standing are required to meet with their assigned academic counselor. During this meeting an academic agreement will be developed outlining the grades needed to return to good academic standing. Students are urged to make an appointment with their assigned academic counselor at the beginning of their probation term.

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 BS/MBA/MS 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 academic probation 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–higher	0–1.99	Probation 1st Term

#### 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	Academic Dismissal
Good Standing	21.1–42	1.26–1.99	Probation 1st Term
Good Standing	21.1–42	0–1.25	Academic Dismissal
Good Standing	42.1–higher	1.5–1.99	Probation 1st Term
Good Standing	42.1–higher	1.5–1.99	Probation 1st Term
Good Standing	42.1–higher	0-1.49	Academic Dismissal
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	Academic Dismissal
Probation 1st Term	21.1–42	1.26–1.99	Probation 2nd Term
Probation 1st Term	21.1–42	0–1.25	Academic Dismissal
Probation 1st Term	42.1–higher	1.5-1.99	Probation 2nd Term
Probation 1st Term	42.1–higher	0-1.49	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	Academic Dismissal
Probation 2nd Term	21.1–42	1.26–1.99	Probation 3rd Term
Probation 2nd Term	21.1–42	0–1.25	Academic Dismissal
Probation 2nd Term	42.1–higher	1.5-1.99	Probation 3rd Term
Probation 2nd Term	42.1–higher	0-1.49	Academic Dismissal
Probation 3rd Term	0–higher	2.0–4.0	Good Standing

Probation 3rd Term	0–higher	0–1.99	Academic Dismissal
Academic Warning	0–higher	2.0–4.0	Good Standing
Academic Warning	0–42	1.26–1.99	Probation 1st Term
Academic Warning	0–42	0–1.25	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: 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	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	0–1.49	Academic Dismissal
Probation 3rd Term	0–higher	2.0–4.0	Good Standing
Probation 3rd Term	0–higher	0–1.99	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 BS/MBA/MS 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	2.0–2.99	Probation 2nd Term
Probation 1st Term	0–higher	0–1.99	Academic Dismissal
Probation 2nd Term	0–higher	3.0–4.0	Good Standing
Probation 2nd 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 Program

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 or WF 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 BS/MBA/MS program students are allowed a maximum of 2 terms on probation.

First-term undergraduate students earning a cumulative GPA less than 1.0 are strongly encouraged to attend study skills strategy seminars and tutoring in identified content areas.

### Academic Dismissal

Dismissed students may no longer matriculate at the university for at least 1 term 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. Students may only appeal their dismissal once and the decision of the committee is final.

### 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 mandatory study skills strategy seminars and tutoring in identified content areas. Failure to complete these requirements will result in immediate dismissal.

## Attendance

The purpose of the university's attendance policy is to help students develop a self-directed, professional attitude toward their studies and maximize their educational opportunities. Regular class attendance provides fundamental educational value and offers the most effective means to gain command of the course concepts and materials.

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



Individual faculty define the specific role that class attendance plays in the calculation of final grades for each course. Additionally, excessive absences in certain courses may result in withdrawal from the course at the instructor's discretion. Students should consult the course syllabus and course instructor for specific faculty policies on attendance and make-up work within a course. Student Academic Services does not issue excused absences from class. Students must contact their course instructor directly to discuss the missed class.

For the purposes of financial aid and verification of enrollment, a student is considered enrolled in the term by the census date if they are in attendance by the second class meeting or, for online courses, by completing the first stated assignment or activity by the due date. If students do not meet these criteria, they will be withdrawn without academic penalty from the course (i.e., as never attended) and, when appropriate, issued a tuition adjustment in accordance with the Tuition and Fees Credit Policy (p. 36).

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

### **College of Culinary Arts (Laboratory Courses)**

The culinary/baking and pastry arts laboratories are professionally focused, skill-oriented learning experiences. The daily exercises in each laboratory are unique and not repeated. Students must attend every class to maximize their educational opportunities. Excessive absence will result in withdrawal from the laboratory segment by the instructor. In the day program, 1 absence is permissible, regardless of lab delivery schedule. In the Continuing Education program, students may miss 1/2 of 1 laboratory day in a 4-week segment. The period between 7am and 12:45pm constitutes 1/2 day, and the period between 12:45pm and 6:30pm constitutes 1/2 day. No other combination of hours is permitted. Any tardiness beyond 30 minutes for laboratory classes will be considered excessive and may result in punitive action taken by the course instructor.

For the purposes of financial aid and verification of enrollment, a student must be in attendance by the second meeting of each lab segment. Students who are enrolled solely in laboratory segments and not in attendance by the second meeting of each lab segment, or fail to meet attendance requirements, will be officially withdrawn from the university. Students who are not in attendance by the second meeting of each lab segment will **not** be withdrawn from the university if they are also enrolled in at least 1 academic course that meets for the full term. When appropriate, the student may be issued a tuition and/or financial aid adjustment in accordance with the Tuition and Fees Credit Policy. Additionally, students receive full charges for the culinary/baking and pastry segments not attended unless a Leave of Absence (p. 35) is approved. This leave of absence policy can also be applied to students with an extreme, short-term personal problem (e.g., death in the family, short-term illness, etc.) that would prevent the student from entering a scheduled culinary/baking and pastry laboratory course segment within a term and subsequently result in the student being withdrawn from the university.

### **Internships**

Attendance policies for internships are quite strict and intended to help students transition into the working world. Students are expected to adhere to the attendance policy and term dates as outlined in the Student Guide to Internship (<http://www.jwu.edu/uploadedFiles/Documents/Careers/JWUCareersStudentGuideInternships.pdf>) (2.4MB PDF) and student data sheet.

### **Online, Hybrid and Self-paced Courses**

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

### **Participation in Athletics or Other University-sanctioned Events**

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

student. Students in this situation are responsible for all material missed in class. Student-athletes are not allowed to miss class for practice.

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

### **Illness- and Injury-related Class Absences Due to Participation in University-sanctioned Events**

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

## **Add/Drop Policy**

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

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

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

## **Change of Program**

Students may request a program change by completing a Change of Status form with Student Academic & Financial Services. The ability to enter a new program is not guaranteed and is subject to the availability of space and the student meeting eligibility criteria (as applicable).

Students can view the list of available programs in the current catalog (<http://catalog.jwu.edu>). It is recommended that students meet with an academic advisor/counselor if they are unsure of their choices.

It is recommended that students request to change their program (or declare their bachelor's degree program) or catalog as early as possible so that they may seek proper advice as well as facilitate new program registration. Any program change may delay graduation and impact satisfactory academic progress (<http://catalog.jwu.edu/financingyourdegree/academicprogress>). Students are encouraged to use the What-If ([https://linkweb.jwu.edu/other\\_features](https://linkweb.jwu.edu/other_features)) feature in GPS to determine how their coursework applies to a new program or current catalog.

Approved changes will become effective for the subsequent term if requested after the add/drop period. Registering for courses in the new program is the student's responsibility; registration is subject to availability.

Note: Students who have met the degree requirements for their program of study but continue to enroll in courses in a subsequent term will automatically be enrolled as an extension student and will be ineligible for financial aid.

Please review the following information carefully regarding program changes:

- Students may request to follow the curriculum requirements as published in the current catalog for their program of study. Students may not combine program requirements from multiple catalogs.
- Students are responsible for the curriculum specified in the catalog in place at the time of program change. Note: Associate degree students declaring a bachelor's degree will follow the same catalog year in which their associate degree was declared.

- Courses that no longer apply to the student's new program will be calculated in the cumulative GPA as well as counted as credits attempted for the purposes of determining satisfactory academic progress.
- Prior college transcripts and/or previous transfer credits will be reviewed and may be adjusted based on the student's new program of study.
- Students enrolled in a degree program may not declare a certificate in that same discipline.
- Students may not request to transfer into a program that has been discontinued.
- Students enrolled in an extension program may declare a program of study, but must first be accepted through admissions.
- Students under review for graduation and have 1 term remaining are ineligible for a program change in the same degree level.

At the discretion of the deans or department chairs, revised curricula may be implemented.

Students on academic probation are not eligible to change their program without the approval of their academic counselor.

As applicable, day program students with 1 term remaining toward degree completion who have a Career Capstone requirement outstanding may change to the Continuing Education program. However, the student will still be required to complete the outstanding Career Capstone requirement as a Continuing Education student.

## Class Cancellations

### Faculty Absence

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

### Inclement Weather/Emergencies

Any cancellation of classes due to inclement weather or emergencies will be announced through JWU email, the emergency information line at 305-892-7598 and the emergency alert website (<http://www.jwu.edu/alerts/north-miami>). Cancellations will also be sent via JWU email and posted in the emergency alerts section of jwuLink (<https://link.jwu.edu>) and the North Miami Campus website (<http://www.jwu.edu/northmiami>).

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

## Class Schedules

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

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

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

### Summer Session

The university may offer an optional summer session (due to course sequencing, certain programs may require summer enrollment). Summer course offerings are limited and may not provide students with the opportunity to complete program requirements or accelerate the completion of program requirements. Specific course offerings cannot be guaranteed. Please note that accelerating the completion of program requirements may negatively impact future enrollment (i.e., part-time enrollment during a term in the next academic year). Students are strongly advised to review course projections (i.e., which term each course is offered) and to plan accordingly. Students who are interested in summer study abroad programs should contact Study Abroad (<http://studyabroad.jwu.edu>) for more information.

Normally, undergraduate students are allowed to register for up to 21.0 credits in a term; however, due to the offerings of 2 sessions and evening

classes, during the summer students (as applicable) may register for a maximum of 27 credits. Students may not attempt more than a course load of 4 courses at the same time. In accordance with the Tuition and Fees (<http://catalog.jwu.edu/financingyourdegree/tuitionfees>) policy, however, students carrying more than 21 quarter credit hours will be charged for each quarter credit over 21. Students who intend to register more than 21.0 credits must meet with an academic counselor for approval.

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

To be eligible for any federal direct loans, undergraduate students must register for a minimum of 6.0 credits. Undergraduate students registered for a full-time schedule may be eligible for available merit scholarships (based on eligibility requirements) as well as the Johnson & Wales Grant. Students interested in using a portion of their future-year financial aid (if eligible) must complete the FAFSA for the next academic year; eligibility for summer financial aid is based on the student's continuing enrollment for the next academic year. In compliance with federal guidelines, JWU students are able to apply aid for a maximum of 3 terms during an academic year; the summer term is an optional fourth term.

## Curriculum Modifications

In an effort to improve and modify curricula, university administration may modify course requirements and programs of study. These changes in curricula are not always reflected in the current university catalog.

At the discretion of the deans or department chairs, the university will implement the revised curricula when deemed appropriate and notify students of the change via their JWU email account. A student's degree audit will reflect these changes. Students should contact their dean and/or department chairperson with any questions about curriculum modifications.

### Teachout Policy

In the event of program discontinuation, the university will make every effort to teach out currently enrolled students and to discontinue admission of students to the program once the decision is made to terminate the program. The university will ensure that those students already enrolled in the program are able to complete the program in a timely fashion, with minimal disruption, and with faculty who have the appropriate credentials and experience. Students will be notified of potential program discontinuation considerations and the time frame for phasing out programs, so that students and the university can seek acceptable solutions for the protection of enrolled students.

Before terminating a degree program, every reasonable effort will be made to allow students to complete their degrees. Transfers to comparable programs at external institutions will be considered and facilitated, if mutually acceptable to the student and the receiving institution. Students will be provided advising assistance with respect to their academic program options.

## Enrollment Verification

For the purposes of financial aid and verification of enrollment, a student is considered enrolled in the term by the census date if they are in attendance by the second class meeting or, for online courses, by meeting the first stated task deadline (e.g., posting an introduction in the Discussion Board).

Students may print their own enrollment certificates conveniently and easily via jwuLink (<https://link.jwu.edu>). These certificates can be viewed or printed by the student and then sent to student service providers. Students can also view deferments sent to lenders.

The official provider of enrollment certification for the university is the National Student Clearinghouse. Enrollment data is reported to the clearinghouse every 30 days. If a student has registered late, this information may not be reported until the submission of the next file.

The enrollment certificate will provide details on whether a student is enrolled full time, half time or less than half time for the current term or for all of the terms they have been enrolled at the university. Certifications can be used for insurance companies, scholarships, good student discounts, prospective employment and all other services that require proof of being

enrolled at the university. Each certification that the National Student Clearinghouse supplies is an official university document.

The following are the criteria for classification of enrollment by level of program and credit hours of registration:

Status	Undergraduate	Graduate	Post Graduate
Full-time	12 or more	9 or more	12 or more
Three-quarter time	9–11.99	n/a	n/a
Half-time	6–8.99	4.5–8.99	6–11.99
Less than half-time	0–5.99	0–4.49	0–5.99

### National Student Clearinghouse

Johnson & Wales University has authorized the National Student Clearinghouse to provide degree and enrollment verification. Potential employers or services providers are directed to verify a student's status through degree verification. Refer to The National Student Clearinghouse ([http://www.studentclearinghouse.org/contact\\_us.php](http://www.studentclearinghouse.org/contact_us.php)) for contact information.

The university began submitting data to the National Student Clearinghouse in September 1999.

## Final Exams

All final exams are administered during the exam period. No student will be excused from a final exam in any course for any reason except for illness, participation in athletics, or other university sanctioned event. In this case, students must contact the faculty member regarding the absence.

## Grade Appeals

Final grades are generally not appealable. In the case of clerical or mathematical error in the calculation or recording of a grade, students have one calendar year from the term-end date within which they may appeal an official grade. This appeal must be addressed to the faculty member in writing. Approved grade changes are only viewable on academic transcripts or degree audits.

## Grade Point Average

A term GPA and a cumulative GPA are calculated for each term.

### Formula

The formula for calculating the GPA is as follows:

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

The GPA is truncated (not rounded) after 2 decimal places (a GPA calculation of 3.156 would be evaluated as 3.15).

See Grading System (p. 42) for a list of Grade Quality Point Values.

### Repeated Courses

When the appropriate course is available, the course, when a grade other than W has been assigned, may be repeated to earn a better grade. Upon successful completion of the course at a later date, the cumulative average is adjusted to reflect the highest grade earned.\* However, each grade earned will appear on the academic transcript and count toward attempted credits. Students are required to pay any applicable tuition charges for all repeated coursework. Students are eligible for financial aid for only 1 repetition of a previously passed course.

\* When a student has repeated a course previously applied to an awarded degree, each grade earned will be included in the cumulative point average.

## Grade Reports

A student must be officially registered in a course for a final grade to be issued. Students are notified via their JWU email account when final grades are available in jwuLink (<https://link.jwu.edu>) (generally by the Thursday after final exam week). The university does not mail grade reports.

Grades are considered official and final only when listed on the academic transcript.

## Grading System

### Unit of Credit

The university measures undergraduate and graduate academic progress using the quarter credit hour system (with the exception of the doctoral and physician assistant studies programs, which operate under a semester credit hour system). Courses are offered in 3 formats: lecture, laboratory and experiential. Courses may combine 2 or more of those formats.

Generally, 1 quarter credit represents 10 hours of instruction, which includes class lecture and additional activities; 1 quarter credit hour equals 2 laboratory hours or 3 experiential hours. Furthermore, all courses require additional hours of study and preparation outside of the classroom or learning environment.

Please see the appropriate section to review the respective grading system.

## Undergraduate

### Undergraduate Grading System

The grading system is as follows:

Grade Range	Letter Grade	Quality Points
95–100	A+	4.00
90–94	A	4.00
85–89	B+	3.50
80–84	B	3.00
75–79	C+	2.50
70–74	C	2.00
65–69	D+	1.50
60–64	D	1.00
0–59	F	0.00
Withdrawal	W	
Audit	AU	
Challenge Exam Credit	CX	
Grade Pending	GP	
Incomplete	I	
No Credit	NC	
No Grade	NG	
Prior Learning Assessment	PL	
Proficiency	P	
Satisfactory	S	
Unsatisfactory	U	

Note: Not all grades are used by all colleges or schools.

### Honors Option (H)

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

### Failure (F) #

A grade of F is issued if a student fails to achieve adequate scholastic progress. The grade is recorded permanently on the student's academic record. Upon successful completion of the course at a later date, the term and cumulative grade point averages are adjusted to reflect only the passing grade. However, both grades will appear on the academic transcript.

### Withdrawal (W) #

To record attempted credits, a grade of W is recorded when a student withdraws from a registered course after its add/drop period has ended or is withdrawn from a culinary/baking & pastry laboratory course or a course with an experiential education component due to excessive absences. This grade is not entered into the term and cumulative grade point averages.

### Audit (AU) #

An audit occurs when no academic credit is granted. This grade is not calculated into the term and cumulative grade point averages.

### Challenge Exam (CX)

A grade of CX is granted for specifically designated courses upon successful completion of department challenge exams. This grade is not calculated into the term and cumulative grade point averages.

### Grade Pending (GP) #

This is a temporary mark given when the completion of course requirements is still underway. A GP is not calculated into the term and cumulative grade point averages and is generally used under extreme, extenuating circumstances. If a grade is not submitted to replace the GP within 1 year, it will automatically become an F.

### Incomplete (I) #

A grade of I is 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 2 weeks of the final exam class day or the grade will automatically become an F and be included in the term and cumulative grade point averages. For classes graded S/U (Satisfactory/Unsatisfactory), an Incomplete (I) will change to a U.

### No Credit (NC) #

This is a non-punitive designation issued to a student who has been authorized to withdraw from class, or the university, due to extenuating circumstances. This grade is not calculated into the term and cumulative grade point averages.

### No Grade (NG) #

A grade of NG 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 1 year, it will automatically become an F and the grade will be included in the term and cumulative grade point averages.

### Prior Learning (PL)

Students may earn credit for the knowledge or skills they have mastered outside the classroom through volunteer work, employment, travel, professional training and seminars, or other comparable sources. This grade is not calculated into the term and cumulative grade point averages.

### Proficiency (P)

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

### Satisfactory/Unsatisfactory (S/U)

A grade of S/U is used for designated courses throughout the university. These grades are not calculated into the term and cumulative grade point averages.

# These grades will be counted as attempted but not earned credits for the purposes of determining satisfactory academic progress.

## Graduate

### Graduate Grading System

The grading system is as follows:

Grade Range	Letter Grade	Quality Points
97–100	A+	4.00
93–96	A	4.00
90–92	A-	3.70
87–89	B+	3.30
83–86	B	3.00
80–82	B-	2.70
77–79	C+	2.30
73–76	C	2.00
70–72	C-	1.70
0–69	F	0.00
Withdrawal	W	
Incomplete	I	
Audit	AU	
Grade Pending	GP	
No Credit	NC	
No Grade	NG	
Satisfactory	S	
Unsatisfactory	U	

Note: Not all grades are used by all colleges.

Any courses taken at the undergraduate level to satisfy foundation requirements follow the undergraduate grading system and will not be counted in the graduate-level grade point average (GPA).

### Failure (F)#

A grade of F is issued if a student fails to achieve adequate scholastic progress. The grade is recorded permanently on the student's academic record. Upon successful completion of the course at a later date, the term and cumulative grade point averages are adjusted to reflect only the passing grade. However, both grades will appear on the academic transcript.

### Withdrawal (W)#

In order to record attempted credits, a grade of W is recorded when a student withdraws from a registered course after its add/drop period has ended or is withdrawn from a culinary/baking & pastry laboratory course or a course with an experiential education component due to excessive absences. This grade is not entered into the term and cumulative grade point averages.

### Audit (AU) #

An audit occurs when no academic credit is granted. This grade is not calculated into the term and cumulative grade point averages.

### Grade Pending (GP) #

This is a temporary mark given when the completion of course requirements is still underway. A GP is not calculated into the term and cumulative grade point averages and is generally used under extreme, extenuating circumstances. If a grade is not submitted to replace the GP within 1 year, it will automatically become an F.

### Incomplete (I) #

A grade of I is 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 2 weeks of the final exam class day or the grade will automatically become an F and will be included in the term and cumulative grade point averages. For classes graded S/U (Satisfactory/Unsatisfactory), an I will change to a U.

### No Credit (NC) #

This is a non-punitive designation issued to a student who has been authorized to withdraw from class, or the university, due to extenuating circumstances. This grade is not calculated into the term and cumulative grade point averages.

### No Grade (NG) #

A grade of NG 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 1 year, it will automatically become an F and the grade will be included in the term and cumulative grade point average.

### Satisfactory/Unsatisfactory (S/U)

A grade of S/U is used for designated courses throughout the university. These grades are not calculated into the term and cumulative grade point averages.

# These grades will be counted as attempted but not earned credits for the purposes of determining satisfactory academic progress.

## Graduate Studies Prerequisites

Prerequisite courses are undergraduate classes required for students who need to prepare for graduate study. Course descriptions for undergraduate prerequisite courses are listed in the university catalog.

Foundation courses are graduate-level courses that may be required of some students whose previous academic background does not reflect the course content described. Foundation courses with grades below a C will need to be repeated. The academic standards for students in foundation courses are the same as the standards for other courses in the student's graduate program.

Students should refer to Testing Services ([http://linkweb.jwu.edu/Registration\\_and\\_Grades/Testing\\_for\\_Credit](http://linkweb.jwu.edu/Registration_and_Grades/Testing_for_Credit)) regarding policies and procedures for satisfying prerequisite and foundation requirements through testing options. These options may not be exercised after the first term of enrollment in a graduate program. Contact Graduate

Admissions (pvdgrad@admissions.jwu.edu) or Online Admissions (online@admissions.jwu.edu) (for online students) for more information on prerequisite and foundation courses.

## Graduation Requirements

Please see the appropriate section for information regarding graduation requirements.

### Graduation Review

Students are reviewed for graduation when they have completed all requirements in their program of study. Graduation is not recorded until after the term has ended, grades have been received and the degree audit of each expected graduate has been reviewed. Confirmation of graduation will occur approximately 30 days after final term grades have been submitted. Students who have met the degree requirements for their program of study but continue to enroll in courses in a subsequent term will automatically be enrolled as an extension student in the subsequent term and will be ineligible for financial aid.

### Rules to Determine Catalog Year for Graduation

- The catalog in effect for the term a student is admitted to the university for their program of study is assigned as the student's "catalog year." Students will follow the program requirements specified in their catalog year to progress toward graduation.
- Students who are continuously enrolled will maintain their catalog year. Students with a break in enrollment of more than 1 year will follow the catalog in effect at the time of re-admittance.
- When the university discontinues a program, students who are currently enrolled in the program will be allowed a specified amount of time to complete the requirements as long as continuous enrollment is maintained. Additional students may not declare a program that has been discontinued.

### Graduation Application

Each student is required to submit an online graduation application in jwuLink (<https://link.jwu.edu/cp/home/displaylogin>) for each expected degree (e.g., associate, bachelor's, master's, doctoral) at least two terms prior to completion. This application ensures that 1) students are reviewed at the end of the correct term, 2) students' names are printed correctly on their diploma and 3) students receive their diploma at the correct address. Please note the following:

- Failure to submit an application may result in delayed graduation.
- Before submitting an application (submission does not imply completion or attendance at commencement), students should refer to their degree audit ([http://linkweb.jwu.edu/Registration\\_and\\_Grades/Grad\\_Planning\\_System/Audit](http://linkweb.jwu.edu/Registration_and_Grades/Grad_Planning_System/Audit)) to review program requirements and confirm their expected degree completion term.
- Students completing a certificate program must complete a graduation application, but are reminded that, as non-degree recipients, they are not eligible to participate in commencement.
- In the event that degree requirements were not met, students are required to submit a new graduation application for the term in which they expect to complete the outstanding requirements; failure to submit a new application may result in delayed graduation.
- When a graduation application has not been submitted, the student's name will be printed on the diploma as listed in university records and the permanent home address on file will be used for diploma mailing.

### Additional Graduation Obligations

In addition to submitting a graduation application, students must complete exit counseling online and attend an exit counseling session with Student Academic & Financial Services during the last term of enrollment. Completion of these steps does not imply degree completion or attendance at graduation ceremonies; refer to the Commencement (<http://www.jwu.edu/commencement>) for information on the ceremonies.

## Undergraduate

### Undergraduate Degree Candidates

Graduation requires successful completion of a prescribed sequence of study and a minimum 2.00 grade point average. Students with a cumulative GPA below 2.00 will not be in compliance with the criteria for good academic standing and may be subject to academic dismissal. Furthermore, as required

by their program, all students must successfully complete any and all requirements as indicated on their degree audit.

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

Students who graduate with a bachelor's 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.

### Undergraduate Latin Honors

The following undergraduate Latin honors are issued upon graduation, based on students' graduating grade point averages:

- cum laude: 3.40–3.60
- magna cum laude: 3.61–3.80
- summa cum laude: 3.81–4.00

For publication purposes in the commencement program, the honors status of students completing remaining course requirements in or following the spring term is determined by the cumulative GPA at the **end of the winter term** of the current year. A student's final GPA will be used to record graduating honors, as applicable on the student's diploma and academic transcript.

## Graduate

Graduation is not recorded until after the term has ended, grades have been received and the degree audit of each expected graduate has been reviewed. Confirmation of graduation will occur approximately 30 days after final term grades have been submitted.

Upon verification, the degree or certificate is awarded and noted in the student information system so that it displays on official JWU transcripts. Diplomas are printed and mailed after the degree or certificate verification process is complete.

### MBA/MS/MEd/MSPAS Degree Candidates

Graduation requires successful completion of a prescribed sequence of study and a minimum grade point average of 3.00. Students with a cumulative GPA below 3.00 will not be in compliance with the criteria for good academic standing and may be subject to academic dismissal. MEd students must also successfully complete a capstone project.

### MAT Degree Candidates

Graduation requires successful completion of a prescribed sequence of study and a minimum grade point average of 3.00. Students with a cumulative GPA below 3.00 will not be in compliance with the criteria for good academic standing and may be subject to academic dismissal.

### Program Requirements

Teacher candidates must satisfactorily pass several transition points throughout the program. Key among these transitions are the following:

#### Assessment Prior to Student Teaching or Capstone Project

Student teaching or the capstone project usually occurs during the candidate's final term(s). Permission will be granted to candidates who have

- achieved a program GPA of 3.0
- passed a portfolio review with acceptable evidence of significant progress toward meeting the Rhode Island Professional Teacher Standards (RIPTS), as well as standards from the Council for Exceptional Children (CEC)

#### Assessment Prior to Recommendation for Program Completion

Having completed the needed transition point that indicates successful completion of all student teaching/capstone project requirements, teacher candidates will present their completed portfolio to a team of evaluators. This portfolio will contain evidence to prove that the candidate has achieved all program standards to the level appropriate for an emerging teacher.

In addition, the candidate must have evidence of completing all other requirements for the awarding of the MAT degree.

Upon meeting all of these requirements, the director of the teacher education program shall make the appropriate recommendation regarding the awarding of the MAT degree.

## Doctoral

Graduation is not recorded until after the term has ended, grades have been received and the degree audit of each expected graduate has been reviewed. Confirmation of graduation will occur approximately 30 days after final term grades have been submitted.

Upon verification, the degree or certificate is awarded and noted in the student information system so that it displays on official JWU transcripts.

### Program Requirements

For specific program requirements for the doctoral program, please refer to the program of study page in the catalog (<http://catalog.jwu.edu/programsofstudy/arts-sciences/edd-educational-leadership-edd>).

## Hand Washing and Food Handling

### Food Handlers Illness Reporting Policy

#### Rationale

To help reduce the risk of foodborne disease transmission, all students who prepare or handle food in the course of their studies and/or student employment must sign and abide by a Food Handler Reporting Agreement. This agreement requires students to notify the Person In Charge (PIC)/ faculty member of the food service site/laboratory classroom when students experience certain symptoms, or have been diagnosed with or exposed to certain illnesses. The executive director of food safety, with the guidance of the FDA Food Code 2-2, will determine if the student must be restricted or excluded from class/work.

The purpose of this reporting requirement is so that the university can take appropriate steps to reduce the risk of foodborne illness transmission, while complying with the FDA Food Code. Failure to comply with the terms of this reporting agreement may jeopardize the health of students, faculty and guests, as well as lead to legal action by the university and/or state regulatory agency, and possible dismissal from the academic program or termination of student employment status.

#### Symptoms

Students who have the following symptoms are required to report these symptoms to the PIC:

- vomiting
- diarrhea
- jaundice
- sore throat with fever

#### Lesions

Students who have lesions containing pus (boil or infected wound) that are open, draining or meet the following specifications must report these symptoms to the PIC:

- lesions that are on hand or wrist that can't be protected through an impermeable barrier
- lesions that are on exposed portions of forearms that can't be protected through an impermeable barrier
- other exposed body parts that can't be covered by a dry, durable, tight fitting bandage

#### Foodborne Diseases

Students who have been diagnosed by a health practitioner with an illness due to 1 of the following diseases, or who have been identified as the suspected source of an outbreak from the following diseases, are required to report to the PIC:

- norovirus
- hepatitis A infection
- shigellosis
- typhoid fever
- EHEC/STEC (enterohemorrhagic or shig toxin producing e. coli)
- E.coli (escherichia coli 0157:H7)
- salmonella ssp. (non-typhi)

#### Exposure

Students who meet the requirements of exposure as defined below must also report the circumstances to the PIC:

- Students have consumed food prepared by a person who has been diagnosed with a reportable disease.
- Students have consumed foods or prepared foods that have been implicated in a **confirmed** outbreak.
- Students live with someone who has been diagnosed with a reportable disease.
- Students have attended or worked at an event where a **confirmed** outbreak has occurred.

### Handwashing Policy

#### Rationale

Proper personal hygiene is essential to the prevention of foodborne illness. In compliance with the FDA Food Code 2-3 Personal Cleanliness, the university has adopted the following policy on handwashing. Every student, faculty and staff member are required to adhere strictly to this policy.

#### Preventing Contamination from Hands

Food handlers (faculty, staff and students) must wash their hands and exposed portion of their arms with an approved cleaning compound for at least 20 seconds, thoroughly rinse their hands with clean water, and properly dry their hands with a disposable towel or other approved method. Handwashing must occur at sinks designated for handwashing.

All food handlers shall keep their fingernails trimmed, filed and maintained so the edges and surfaces are smooth and cleanable. Fingernail polish and false nails are expressly prohibited.

#### When to Wash

Food handlers must wash their hands as indicated above

- prior to donning gloves
- after touching bare human body parts
- after using the restroom
- upon entering the kitchen
- after coughing, sneezing, eating, drinking or using a handkerchief or disposable tissue
- after handling soiled equipment and utensils
- immediately prior to engaging in any food preparation activities
- during food preparation as necessary to remove soil and contamination and to prevent cross contamination
- when switching between working with raw food products and ready-to-eat (RTE) food products
- after engaging in ANY activity that may contaminate hands

#### Glove Usage

Single-use gloves shall be used for only 1 task, and discarded when damaged or soiled. If the operation is interrupted, gloves must be discarded, and hands washed and new gloves donned. Hands must be washed immediately to donning gloves to prevent possible cross contamination.

#### Ready-to-Eat (RTE) Foods

Ready-to-eat (RTE) food is defined as a food that is edible without washing, cooking or additional preparation.

Bare-hand contact is expressly prohibited with RTE food items. To prevent contamination from hands, food handlers may use single-use gloves, deli tissues, spatulas, tongs or other suitable food service utensils.

## Honor Code

As honor is the foundation of the pursuit of knowledge, a Johnson & Wales student will commit to acting with honor in all aspects of campus life. This commitment to honor is demonstrated through intellectual curiosity, community awareness and strong citizenship, and leads to excellence. This promise includes acting with integrity with original academic work; fostering an environment rich with civil debate and discourse; celebrating the rich, diverse student body; upholding ethical and professional standards; engaging in all aspects of the university community; and behaving in a responsible and respectful manner in and out of the classroom. A Johnson & Wales student recognizes that he or she is bound to this community and promises to assist others in upholding these same high standards. It is with pride that a student commits to this code.

## Name Tags

A name tag is part of the culinary uniform and issued during the first orientation session along with knife kits and textbooks. Students are required to pay a \$7 replacement fee for lost name tags. Name tags may be purchased at the bookstore in the Academic & Student Center on the first floor.

## Occupancy in Class

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

## Outcomes Assessment

### University Outcomes

#### Professional Competence

Graduates will demonstrate the knowledge and skills required to succeed in their chosen profession.

#### Foundation for Lifelong Learning

Graduates will demonstrate the knowledge and skills necessary for lifelong learning, including competence in communication, critical and creative thinking, quantitative and scientific reasoning, and the ability to evaluate, integrate and apply knowledge from multiple perspectives when making decisions and solving problems.

#### Global and Community Citizenship

Graduates will demonstrate the necessary skills, including an awareness of ethical responsibility and cultural/global diversity, to live and work collaboratively as contributing members of society.

JWU is committed to outcomes assessment. Faculty and students are therefore part of an ongoing effort to determine and refine the effectiveness of instruction and learning. Names of individual students will not be used when reporting results.

## Plagiarism/Turnitin

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

## Readmittance Policy

If a student has previously attended the university, a Readmittance Request is only required if the student's absence from the university will be more than 4 consecutive terms (including summer).

Readmittance to undergraduate and graduate programs must be requested at least 6 weeks prior to the desired term start date, and no earlier than

- summer term: March 1
- fall term: April 1
- winter term: September 1
- spring term: December 1

Students approved for readmittance will be assessed the current tuition rate and are responsible for any changes to their program of study that may have occurred during their period of absence. If the break in enrollment exceeds 1 year or more, the student's program of study may follow the requirements listed in the current year catalog. A review of previously awarded transfer credit will also be conducted and may be adjusted. Students are responsible for reviewing additional readmittance criteria (p. 46).

### Readmission of Service Members

The university complies with Readmission Requirements for Service Members as outlined in the Higher Education Opportunity Act (HEOA). The HEOA provides that an institution may not deny readmission to a service member of the uniformed services for reasons relating to that service. In addition, a student who is readmitted under this section must be readmitted with the same academic status the student had when they last attended the institution. Academic status is defined by a student's grade level and whether

or not the student was in a degree/certificate or non-degree/certificate program at the time of separation.

This policy applies to service in the uniformed services, whether voluntary or involuntary, on active duty in the Armed Forces, including service as a member of the National Guard or Reserve, for a period of more than 30 days under a call or order to active duty of more than 30 days. The university will readmit such a student as long as the following conditions are met:

- The student gives advance notice (written or verbal) of the call to active duty or, upon seeking readmission, submits a written verification that such service was performed, requiring their absence.
- The absence from school for active duty does not exceed 5 years.
- The student submits a notification of intent to re-enroll within 3 years after the completion of service or within 2 years after recovery from an illness or injury incurred during the service.
- The separation from service was not dishonorable.

### Tuition and Fees

A returning student must be charged the same tuition and fees in effect during the last academic year the student attended, unless veterans' education benefits or other service member education benefits will pay the amount in excess. For subsequent academic years, the returning student may not be charged tuition and fees in excess of what other students in the program are charged.

### Readmission Requirements

A returning student will be permitted to re-enroll in the next class(es) scheduled in the same academic program, unless the student requests a later date of re-enrollment or agrees to a different program. A returning student will be readmitted into the same academic program the student was enrolled in prior to the military service obligation. If the exact program no longer exists, the student must be admitted to the program that is most similar, unless the student requests or agrees to admission to a different program. Returning students will be re-enrolled with the same enrollment status, number of completed credit hours and academic standing as the last academic year of attendance.

If the university determines that a returning student is not prepared to resume the program or is unable to complete the program, the university must make reasonable efforts to enable the student to resume or complete the program at no additional cost to the student. If such efforts are unsuccessful or place an undue hardship on the university, the university is not required to readmit the student.

In accordance with federal regulations, returning students who receive a dishonorable or bad conduct discharge from the Armed Forces (including the National Guard and Reserves) are not eligible for readmission under this policy. However, service members who receive dishonorable or bad conduct discharge may remain eligible for readmission even though they will not be entitled to the benefits outlined in this policy.

The returning student may be required to provide supporting documentation.

## Additional Readmittance Criteria

- Any readmittance to the university is subject to the university's current admissions requirements.
- Students will not be readmitted into a program that has been discontinued.
- Students seeking readmittance after academic suspension must include documentation in their request that indicates improvement in areas of deficiency. A decision will be determined by the Academic Appeals Committee.
- Readmittance after suspension must be done so in accordance with the process outlined by Student Conduct.
- Students seeking readmittance after a voluntary medical withdrawal must forward required medical documentation and any other documentation to Health Services or Counseling Services. The documentation must be evaluated and approved as described in Voluntary Medical Withdrawal (p. 35) to determine whether the student is ready to return to the university.
- Students requesting readmittance after attending another institution must meet residency requirements (p. 55). Students must submit an official college transcript to Student Academic & Financial Services within

the first term of their readmittance for the university to review transfer credit.

- International students must be cleared and approved by International Student Services Office.
- Students must have submitted verification of high school completion and/or bachelor's degree completion (as applicable) in order to be approved for readmittance.

To submit a request for readmittance, students must complete an On-Campus Program Readmittance Request (<https://www.jwu.edu/forms.aspx?id=55197&ekfrm=55197>) or Online Program Readmittance Request (<https://www.jwu.edu/forms.aspx?id=55198&ekfrm=55198>) form. The readmittance request should be submitted at least 6 weeks prior to the requested term start date.

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

## Uniforms

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

### College of Culinary Arts

Students must report to College of Culinary Arts laboratory classes in full uniform and remain in full uniform at all times until leaving the premise. Students not in full uniform will not be admitted into class. All components of the uniform are expected to be **clean and pressed**.

#### Laboratory Uniform: Baking & Pastry Arts and Culinary Arts

Issued by the university:

- Chef pants (standard university-issue only), hemmed,\* clean and pressed
- Chef jacket (standard university-issue only), clean and pressed
- Overlay collar (standard university-issue only), proper color for specific degree program
- Black shoes (standard university-issue or equivalent: leather, oil-resistant, non-skid, closed-toe and back, lace or loafer), cleaned and polished
- Chef hat (standard university-issue only)\*\* — refer to the College of Culinary Arts Hat Policy below.
- Apron (standard university-issue), clean and pressed
- Side towel (standard university-issue)
- Name tag (standard university-issue) — refer to the university's Name Tag Policy (<http://catalog.jwu.edu/handbook/academicpolicies/nametags>).
- Thermometer (standard university-issue), culinary students only
- Knife/tool kit (standard university-issue)

Students must provide the following:

- White t-shirt; no lettering, design or insignia to be worn underneath chef jacket. In the meat-cutting area, students may wear a plain, white sweatshirt underneath chef jacket.
- White socks (above-ankle, plain, no stripes or emblems)

#### Dining Room and Beverage Service Uniform: Culinary Arts Only

Issued by the university:

- Dress slacks (standard university-issue only), black, hemmed,\* clean and pressed, straight-legged
- White dress shirt (standard university-issue only), clean and pressed
- Black apron (standard university-issue only), clean and pressed
- Black shoes (standard university-issue or equivalent: leather, oil-resistant, non-skid, closed toe and back, lace or loafer), cleaned and polished
- Name tag (standard university-issue) — refer to the university's Name Tag Policy (<http://catalog.jwu.edu/handbook/academicpolicies/nametags>).

Students must provide the following:

- White t-shirt; no lettering, design or insignia to be worn under dress shirt.
- Black belt

- Black socks (above-ankle, plain, no stripes or emblems)
- University-approved hair restraint must be worn if hair touches collar.
- Waiter's corkscrew (available in bookstore)

Note: Hospitality or business students attending beverage classes within the College of Culinary Arts must be in **proper uniform, clean and pressed**. Proper uniform is either the Dining Room and Beverage Service Uniform, or black slacks or skirt (knee-length), long-sleeved white shirt, black tie and black shoes (closed-toe and heel).

#### Academic Classroom Dress Policy

There is no uniform requirement within the academic classroom. When enrolled in academic courses, classroom-appropriate dress is expected.

#### Hat Policy

Within the College of Culinary Arts, when students are in full chef or dining-room uniform, no hat or head covering other than a university-approved hair restraint and/or chef hat may be worn. Accessories such as baseball/leisure caps, nylons, scarves, beads or other ornamentation are not part of the College of Culinary Arts uniform standards and therefore are not permissible.

#### Name Tags

Refer to a campus-specific Name Tag Policy (<http://catalog.jwu.edu/handbook/academicpolicies/nametags>).

#### Backpacks

Backpacks and/or other types of carrying cases are **not** permitted in laboratory classrooms. Day lockers are available within culinary lab buildings. Students must provide their own locks, or on the North Miami campus may purchase access at the campus bookstore.

#### Grooming Standards

Hygiene

- Food handlers have the ethical responsibility to maintain high standards of personal cleanliness according to the FDA Food Code 2.3 and 2.4 (<http://www.fda.gov/downloads/Food/GuidanceRegulation/RetailFoodProtection/FoodCode/UCM374510.pdf>).

Hair

- Hair must remain neutral and natural in color.
- A university-approved hair restraint must be worn if hair touches collar or hair is long and cannot be tucked beneath the chef's hat.
- Beads and/or other ornaments are not permitted.

Face

- All male students must be clean-shaven daily. In case of skin conditions that prevent a student from shaving daily, the student must provide proper medical documentation to Health Services as well as the respective dean requesting permission not to shave. If approved, the student must wear a beard guard at all times while in laboratory classes.
- Short, straight mustaches are permissible (trimmed evenly at upper lip).
- Sideburns must be clipped short, even with or above the earlobes, and straight.
- Minimal, natural-looking makeup is acceptable (at the discretion of the dean).

Hands

- Fingernails must be kept short and clean at all times.
- Nail polish and artificial nails are not allowed.
- Cuts, wounds, scratches or skin blemishes from the fingertips to the beginning of the forearm must be protected by single-use gloves. (Refer to the Hand Washing and Food Handling Policy (p. 45).)

Jewelry

- The only jewelry allowed is a plain ring (such as a wedding band) and medical information bracelet.
- All other hand and facial jewelry is not allowed to be worn by students in Laboratory Uniform within the College of Culinary Arts.
- Wrist watches may not be worn when preparing food in the laboratory classroom.
- No visible piercings are allowed (tongue piercings included).

Other



- Sweaters or coats may not be worn in laboratory classrooms.
- Students in culinary laboratory classes may not use perfume or cologne.

- Pocket-size notepad
- University-issued culinary toolkit

## Laundry

Students are provided with permanent-press chef uniforms and are responsible for uniform maintenance. Uniforms are expected to be clean and pressed daily.

\* Students are responsible for hemming pants.

\*\* A university-approved hair restraint must be worn if hair touches collar or hair is long and cannot be worn beneath the chef's hat.

# College of Hospitality Management

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

### Men

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

### Women

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

While attending dining room class, students are required to

- arrive for class at the proper time in full uniform
- bring the following to each class:
  - 2 click pens
  - Internship manual
  - Small notepad
  - University-issued culinary toolkit

## Restaurant, Food & Beverage Management Intern Uniform — Kitchen

### Men and Women

- Black shoes (nonslip, commercial-style laced work shoes with leather uppers and heavy-duty composition soles)
- White socks (plain white; no ankle socks, stripes or emblems)
- JWU checked chef's pants
- JWU chef's coat
- T-shirt (plain white; no lettering, design or insignia)
- JWU red overlay
- Name tag
- Apron and 2 side towels
- No jewelry, except for a wedding band or medical bracelet

While attending kitchen class, students are required to

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

# Academic Information

This section of the handbook includes information on a variety of academic-related topics including honors programs, ESL, internships, transfer policies and much more.

## Class

### Student Class Level

The following criteria determine a student's class level based on credit hours earned:

#### Undergraduate

Freshman	0 to 40.49 credits
Sophomore	40.5 to 89.99 credits
Junior	90 to 130.49 credits
Senior	130.5 credits and higher

#### Graduate

Graduate Level 1	0 to 26.99 credits
Graduate Level 2	27 to 999.99 credits

## Commencement

Commencement is the formal ceremony that is held to recognize and honor candidates for graduation. Commencement is the most significant academic event for students and the entire university community, as it is the culmination of years of hard work and personal and financial investment for students and families alike. These ceremonies celebrate the traditional observances that accompany one of the highest rewards of academic achievement.

Visit the Commencement website (<http://www.jwu.edu/commencement>) for information on commencement ceremonies.

### The Difference Between Graduation and Commencement

Commencement is not the same as graduation.

**Graduation** refers to actually receiving a degree or certificate of completion once Johnson & Wales University has verified a student has met all degree or certificate requirements. Upon verification, the degree or certificate is awarded and noted in the student information system so that it displays on the student's official transcript. A student's graduation date will reflect the last day of the term in which the student completes their requirements, unless completion falls outside of a student's enrollment term, in which case the graduation date will reflect the effective date of completion. Diplomas are printed and mailed after the degree or certificate verification process is complete, approximately 6–8 business weeks after the end of the term (see Diplomas (p. 51)).

**Commencement** is a ceremony. It is an opportunity for students, families, friends and the JWU community to celebrate their academic accomplishments. Participation in Commencement does not mean that students have graduated, and they will not receive their diploma on that day. Students must satisfy all graduation requirements before officially graduating and receiving a diploma.

### Commencement Ceremony Eligibility

For participation in the May 2018 Commencement ceremony and inclusion in the Commencement program, degree-seeking students must fall into 1 of the following categories:

- The student is awarded a degree in the winter 2017–18 term.
- The student is enrolled in the spring 2018 term and, as of March 16, 2018, has an expected degree completion term of spring 2018, summer 2018 or fall 2018.

### Participation

To participate in the May commencement ceremony, students must visit the Commencement website (<https://www.jwu.edu/commencement>) to review campus specific requirements.

### The Commencement Program

The Commencement program contains the names of students meeting eligibility criteria. For publication purposes, the honors status of students completing remaining course requirements in or following the spring term is determined by the cumulative GPA at the **end of the winter term** of the

current year. A student's final GPA will be used to record graduating honors, as applicable on the student's diploma and academic transcript.

**Note:** Names that are printed in the commencement program should not be used as an indicator of degree completion. Students must satisfy all graduation requirements before officially graduating and receiving a diploma. Students should review their degree audit to ensure they have met all graduation requirements.

## Concentrations

Undergraduate concentrations are only available to students who entered the university prior to summer 2014. Students may only select a concentration if it is required to meet a degree requirement. Not all concentrations are available for all programs, and students are responsible for meeting all course prerequisite requirements. Concentrations are not guaranteed and are subject to availability of space. A listing of current concentrations can be obtained in Student Academic & Financial Services.

When selecting a concentration to meet a specific degree requirement, students may not apply a course in their program toward a concentration requirement.

Students should consult with their faculty advisor to determine which concentration will best support their career goals. Students then need to formally declare their concentration by submitting a Concentration Request form to Student Academic & Financial Services.

The successful completion of a concentration will be recorded on the student's academic transcript.

**Note:** Transfer students may apply 2 transfer courses toward a declared concentration, except for the College of Hospitality Management which permits 1 course.

## Course Cancellation Policy

The university reserves the right to cancel any course or section in which the number of students enrolled is deemed insufficient or for which an instructor cannot be secured. Students affected by course cancellations are notified via their JWU email account.

It is the students' responsibility to obtain cancellation information, as well as review and manage their course schedule. Students affected by course cancellations may adjust their course registration in jwuLink (<https://link.jwu.edu>) as long as there are no holds preventing registration on their account.

## Course Registration

This section of the student handbook includes general information regarding course registration. Students should select the appropriate section for specific details. Detailed registration information and steps can be found by visiting Registration Information ([http://linkweb.jwu.edu/Registration\\_and\\_Grades](http://linkweb.jwu.edu/Registration_and_Grades)).

Staying on-track and maintaining a graduation date is important, especially to help avoid incurring unnecessary financial debt. Not planning appropriately or withdrawing from any course (especially a prerequisite requirement) could result in extra time at the university, which results in additional charges and payments and potentially more student loans that students will need to repay.

Additionally, taking classes that don't meet degree requirements can/will cause graduation delays. Financial aid cannot be used to pay for classes that do not count toward degree requirements (i.e., an "unused" course). In the event students remain registered for an unused course during the term, their net tuition expense could be higher, resulting in a balance on their invoice.

Students should also familiarize themselves with the Repeat of Courses Policy (p. 55) and Full-time Status (p. 52) requirements.

**Note:** Students who have met the degree requirements for their program of study but continue to enroll in courses in a subsequent term will automatically be enrolled as an extension student in the subsequent term and will be ineligible for financial aid.

## Auditing a Course

Students may choose to register for classes on an audit basis when space is available in the class (laboratory, doctoral and online courses may not be audited). No credit or grade is earned for an audited course, but it will be recorded on the student's academic transcript with a grade marker of AU (Audit). Subsequently, an audited course cannot satisfy program requirements and does not have an impact on GPA calculation. The academic work required in an audit situation is at the discretion of the course's instructor.

### Students who are auditing a class are not eligible to receive financial aid for that class.

Satisfactory academic progress may be impacted if the student is registered for a class as an audit but then subsequently withdraws from the audited class. If this change causes the student to complete less than the required pace completion, the student will fail to meet the pace standard. Audited classes do impact a student's maximum time frame as they are considered attempted hours.

Interested students must meet with Student Academic & Financial Services to complete a Course Audit Request Form. (Note: Prerequisite course requirements must be completed.)

Audited courses are subject to normal tuition fees, and must be registered by the end of the add/drop period.

## English as a Second Language (ESL)

Students requiring ESL courses will be registered by Student Academic & Financial Services until all ESL requirements are successfully completed. A schedule hold is in effect during this time which prevents students from making changes to their schedule. Students wishing to continue enrollment in ESL courses during the summer must notify Student Academic & Financial Services.

Upon anticipated completion of all ESL requirements, the schedule hold will be released. Student Academic & Financial Services will then register students for courses required in their degree program for the following term. Students are then required to register themselves for all remaining terms. Note: Students are responsible for the curriculum specified in the catalog in place when they are registered for courses in their degree program. Additionally, prior college transcripts and/or previous transfer credits will be reviewed and may be adjusted based on the student's new catalog.

Grading requirements for advancing in ESL coursework as well as for completing the ESL program are as follows:

- All students must have at least a C in each beginner or intermediate ESL course in order to move to the next ESL course level.
- Undergraduate students must have at least a C in each course in order to exit the ESL program.
- Students entering a graduate program must have at least a B in each advanced-level ESL course to exit the ESL program.
- Should a student not successfully complete any ESL course, the schedule hold will be reactivated and the student will be re-registered accordingly.

## Extension

Extension students (also called "non-degree" or "non-matriculating") are those who are not enrolled in a degree-earning program. These students register for courses on a space available basis.

Extension students are not eligible to receive federal, state or institutional financial aid and are subject to the Tuition and Fees (<http://catalog.jwu.edu/financingyourdegree/tuitionfees>) policy. (Students taking an undergraduate-level course will be charged Continuing Education rates and graduate-level courses will be charged graduate rates.)

Students not meeting prerequisite requirements for a course should contact Student Academic & Financial Services to discuss waiving the prerequisite.

Students subsequently wishing to enroll in a degree program must apply through Admissions (<http://catalog.jwu.edu/admissions/applying>) and will be subject to the university's current admissions requirements. If accepted into a degree program, the student will follow the curriculum specified in the catalog at the time they are accepted and are responsible for all courses prescribed in that program, regardless of previously waived prerequisites.

Graduate students may register for a maximum of 2 graduate courses, if space is available, without applying for degree status in any of the programs. Students must obtain permission from the dean to enroll in a course that requires a prerequisite that the student has not completed. Students wishing to enroll in a degree program must apply through Graduate Admissions (<http://catalog.jwu.edu/admissions/applying/#graduatetext>).

## Online Courses

The university offers a select number of online courses to undergraduate students at select JWU campuses. Before students register for an online course, they should review what to expect in online classes (<http://online.jwu.edu/uploadedFiles/Content/Documents/WhatToExpectOnlineClasses.pdf>). Students may not register for more than 13.5 credits in online courses in any given term.

### International Students

International students who are enrolled and in residence in the United States for the term must not exceed a maximum of 4.5 credits of online course credit as part of their full-time course-load requirement (12 credits for undergraduates, 9 credits for graduate students). Students who enroll in excess of their full-time course-load requirement can study the excess credit in online courses. Students who are on their term off (summer break) may take online courses with no limit.

## 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 January 2016, the minimum requirements are as follows. Check the [Computer and Browser Requirements](https://online.jwu.edu/student-services/technical-resources) (<https://online.jwu.edu/student-services/technical-resources>) for up-to-date information.

Column One	Column Two
<b>Operating System</b>	
PC	Windows 7 or higher
Mac	Mac OS 10.8+
<b>RAM</b>	
512 MB minimum; 1 GB recommended	
<b>Free Disk Space</b>	
4 GB or higher	
<b>CPU</b>	
PC	1.7 GHz or higher
Mac	PowerMac or higher
<b>Browser</b> (one or more of the following)	
Internet Explorer 9.0+ (Windows only)	
Mozilla Firefox 31.0+	
Google Chrome 36+	
Safari 6+ (Mac OS only)	
*International students should consider using Firefox or Safari for best performance.	
<b>Browser Settings</b>	
JavaScript enabled, popup blockers disabled and cookies enabled	
<b>Plug-Ins</b>	
Adobe Acrobat Reader 8 or higher	
Macromedia Flash Player 9.0 or higher	
Java Standard Edition 7 or higher	
<b>Supplementary Software</b>	
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 provided via the University IT Service Desk, which can be reached at 866-JWU-HELP (866-598-4357) or through a link in ulearn, the online course platform.

**Note:** A mobile app is available for Apple and Android devices that allows you to complete some online course tasks. A desktop or laptop computer is required for successful completion of all online course tasks.

## Undergraduate

First-term day program students will be registered for courses by Student Academic & Financial Services as part of the enrollment process. These students are expected to register themselves for courses after the first term of enrollment, although assistance with registration is always available. Students enrolled in certain programs may be automatically registered for their required courses beyond their first term of enrollment.

Undergraduate day program students may not register for more than 21 credit hours. However, day program students accepted in the (p. 52) Special Honors and Rewards Program (SHARP) (p. 52) may register up to 25.0 credits each term with no additional fees. This is accomplished by increasing the student's course load each term as scheduling permits. SHARP results in savings of time and expenses for eligible students. However, students are reminded that accelerating the completion of program requirements may negatively impact future enrollment (i.e., part-time enrollment during a term in the next academic year).

To ensure that courses are offered as scheduled, it is important that all students register promptly after the date registration becomes available for the upcoming term (Registration Start Dates ([http://linkweb.jwu.edu/Registration\\_and\\_Grades/Registration\\_Start\\_Dates](http://linkweb.jwu.edu/Registration_and_Grades/Registration_Start_Dates))). Waiting to register until the last minute before a term starts may cause the cancellation of some courses that students need due to inadequate enrollment in the courses. Please register early to ensure online courses run as scheduled. Additionally, students are strongly advised to review course projections ([http://linkweb.jwu.edu/Registration\\_and\\_Grades/Course\\_Planning](http://linkweb.jwu.edu/Registration_and_Grades/Course_Planning)) (i.e., which term each course is offered) and to plan accordingly.

For information on registering an internship, refer to Internship Programs (<http://catalog.jwu.edu/handbook/academicinformation/internshipprograms>).

## Courses Taken at Other Institutions

Enrolled undergraduate students must obtain approval from Student Academic & Financial Services prior to registering to take courses at another institution. In order to obtain approval, students must submit a completed Request to Take Classes Elsewhere Form ([http://www.jwu.edu/uploadedFiles/Documents/Forms/Academic\\_Services/JWURequestToTakeClassesElsewhere.pdf](http://www.jwu.edu/uploadedFiles/Documents/Forms/Academic_Services/JWURequestToTakeClassesElsewhere.pdf)), as well as any additional documentation as stated within the form. The following requirements must be met:

1. The student must have an overall grade point average above 2.0.
2. The number of credits taken elsewhere while enrolled at JWU must not exceed 18 quarter credits.
3. The course(s) must not be in the major field.
4. The course(s) must not be one(s) previously taken at JWU and for which a grade of W was issued.
5. The course(s) must be taken within 1 year of permission being granted.
6. Approval will only be granted for courses that are applicable to the student's JWU program of study.
7. Course credits from other institutions must equate to the number of credits in the equivalent course at JWU.

8. 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.
9. Students are responsible for tuition and fees for approved course(s) at the other institution.

Accelerating the completion of program requirements may negatively impact future enrollment (i.e., part-time enrollment during a term in the next academic year); students are strongly advised to review course projections and to plan accordingly.

Note: Any exceptions to criteria 1–5 will be made by a director in Student Academic & Financial Services or Online Student Services ([Sas.onl@jwu.edu](mailto:Sas.onl@jwu.edu)), if the student is in an online program.

Once enrolled in a JWU graduate program, students may not take core or concentration courses elsewhere with the intent of transferring them into their JWU program, except when there are extenuating circumstances and permission is granted by the dean's office. Should a student be granted permission to take a course under these conditions, a grade of B or higher must be earned in order for the transfer credit to be awarded.

## Diplomas

University diplomas display the student's legal name, graduation date and degree, along with the name and seal of the institution and the signatures of university officials. If the student has graduated with applicable honors (p. 52), this accomplishment is indicated. The diploma shows the title of the degree the student has earned (e.g., Bachelor of Arts, Bachelor of Science, or Master of Business Administration, etc.); it does not include the student's major(s). A student's major, minor, specialization and/or concentration will appear on the academic transcript.

Generally, diplomas are issued 6–8 business weeks after degree completion. Only 1 diploma is issued per degree.

Students may purchase an e-diploma which is an official electronic copy of an issued diploma. This is available through our diploma vendor Michael Sutter who will email students an e-diploma link after their diploma has been issued. Students may also contact Michael Sutter at 435-654-2300 or online (<http://www.michaelsutter.com/jwu>) to order an e-diploma. The cost of an e-diploma is \$5 (paid directly to Michael Sutter). The e-diploma will be accessible to the student for life. Note: Students with a graduation year prior to 2007 must first submit a Diploma Reissue Request Form ([http://www.jwu.edu/uploadedFiles/Documents/Forms/Academic\\_Services/DiplomaReissueRequest.pdf](http://www.jwu.edu/uploadedFiles/Documents/Forms/Academic_Services/DiplomaReissueRequest.pdf)) to Student Academic Services and may then obtain an e-diploma of the reissued diploma.

Diplomas are reissued with a statement of duplication and reissue date when lost, stolen, an authorized name change occurs or the student requests an additional copy. Completion of a Diploma Reissue Request Form is required. Replacement diplomas are ordered weekly and are generally delivered within 2–3 weeks for domestic addresses. International addresses may take up to 6 weeks. Rush delivery is available through our diploma vendor with a charge of \$25 in addition to the cost of shipping and handling in accordance with UPS Worldwide Express. Students must contact Student Academic & Financial Services to speak with the diploma ordering representative for pricing information.

Diplomas will be issued provided all financial obligations with the university have been met (e.g., outstanding library fee, athletic gear not returned). Students may review holds in [jwuLink](https://link.jwu.edu/cp/home/displaylogin) (<https://link.jwu.edu/cp/home/displaylogin>).

Students may check the status of their diploma order online (<http://www.michaelsutter.com/jwu>). Students should log in using their last name and student ID.

Diploma sizes are as follows:

- Undergraduate diplomas are 8.5" by 11".
- Graduate diplomas are 11" by 14".
- Doctoral diplomas are 12" by 15".

### Notarization of Official University Documents (Apostille)

An apostille may be required for a diploma, transcript or other university documents being sent to an entity in another country. The entity may refer to the required document as needing to be "certified," "notarized" or

"authenticated." For students planning to study, teach or work abroad, the country may require this extra step for certifying educational documents.

The process for requesting an apostille begins with the completion and submission of an Apostille Request Form ([http://www.jwu.edu/uploadedFiles/Documents/Student\\_Life/forms/JWUApostilleRequest.pdf](http://www.jwu.edu/uploadedFiles/Documents/Student_Life/forms/JWUApostilleRequest.pdf)) (with accompanying payment and documentation) to Student Academic & Financial Services. Once Student Academic & Financial Services receives the request with the appropriate payment and documentation, the process will be completed on behalf of the student and the documents as directed on the Apostille Request Form will be returned. The apostille is issued by the Rhode Island Secretary of State, not the university.

## English Language Institute

The English Language Institute provides international students with an opportunity to learn English as a second language.

The institute offers intensive classroom instruction and weekly enhancement activities for students who are preparing for undergraduate and graduate degree programs. Students with TOEFL scores below 550 (for the paper-based TOEFL) and/or TOEFL scores below 80 (for internet-based TOEFL-IBT) (or equivalent English language proficiency exams) are required to enroll in the program before matriculating into degree programs. Upon entrance, students are given a placement test to determine their level of English proficiency.

## Full-time Status

For the purposes of financial aid and verification of enrollment, a student is considered enrolled in the term by the census date if they are in attendance by the second class meeting or, for online courses, by meeting the first stated task deadline (e.g., posting an introduction in the Discussion Board).

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

Status	Undergraduate	Graduate	Post Graduate
Full time	12 or more	9 or more	12 or more
Three-quarter time	9–11.99	n/a	n/a
Half time	6–8.99	4.5–8.99	6–11.99
Less-than-half time	0–5.99	0–4.49	0–5.99

Students should realize that in order to receive maximum financial aid they must maintain full-time status. Additionally, insurance companies and scholarship foundations frequently require students to maintain full-time status.

If a student who is receiving veteran's benefits or participating in athletics receives a grade of WP, WF or NC in a course, that course will not count toward full-time status.

Note: Undergraduate students must maintain a minimum of 6.0 credits each term for purposes of financial aid only with the exception of the Federal Pell Grant.

## Graduate Planning System (GPS)

### Understanding Degree Requirements

As a member of the Johnson & Wales University student body, you are in a position to graduate with an impressive class of students. To reach that goal, you first need to be familiar with your degree requirements and how to register them. To help guide you, JWU offers the Grad Planning System (GPS) ([http://linkweb.jwu.edu/Registration\\_and\\_Grades/Grad\\_Planning\\_System](http://linkweb.jwu.edu/Registration_and_Grades/Grad_Planning_System)).

## Honors

Johnson & Wales University offers many opportunities for high-level scholastic achievement. This section of the catalog contains information for students interested in an academically advanced curriculum (the Honors Program), an expedited academic program (SHARP) and academic recognition for high-performing students (Dean's List and Latin Honors).

## Dean's List

In recognition of scholastic achievement, full-time undergraduate students (carrying a minimum of 12 credit hours) who have achieved a term GPA of 3.40 or above receive dean's list commendation. Upon processing of approved grade changes, student records will be evaluated for dean's list eligibility. Dean's list notation will appear on the student's academic transcript.

## Honors Program

The Honors Program offers academically talented day program students seeking bachelor's degrees the opportunity to explore challenging and stimulating courses. Eligible applicants must have taken a college prep curriculum, maintained an average of B or better, placed in the top 25% of their high school graduating class, and submitted SAT or ACT scores.

Honors students enroll in honors sections of several courses in the Arts & Sciences Core Experience, including smaller, student-centered honors seminars in their sophomore and junior years. All honors students complete a 2-term research course sequence, culminating in an honors thesis or other honors capstone project. Through these experiences, they have the opportunity to work closely with some of the university's most dedicated and accomplished faculty, join a community of academically motivated students, and pursue original and individually directed study.

Students who complete the Honors Program requirements will graduate with the University Honors Scholar designation.

To complete the Honors Program requirements, honors students must complete a total of 8 honors courses and submit an accepted honors thesis to earn the University Honors Scholar designation. These courses include ENG1024 Honors Composition: Writing in the Academy; ENG1027 Honors Advanced Composition and Communications: Civic Discourse; 4 honors seminars; RSCH3020 Honors Research Seminar; and RSCH4020 Honors Directed Academic Experience, culminating in an honors thesis.

### Transfer Students

Transfer students may enter the Honors Program if they can provide documentation of honors-program enrollment at their former institution, provided their GPA is 3.40 or higher at the time of their acceptance to Johnson & Wales University.

Non-honors students at Johnson & Wales may apply to the program, provided they carry a 3.40 GPA or higher, first-year or sophomore status, and have completed at least a term of study at JWU. Students must provide a faculty recommendation.

Students who transfer into the Honors Program may be eligible to waive some honors course requirements.

Contact the Honors Program director for application details.

## Latin Honors

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

## SHARP

Special Honors and Rewards Program (SHARP) is an honors program designed for qualified full-time undergraduate students in a day program who wish to accelerate their program to complete degree requirements in less than the normally required time. This is accomplished by increasing the student's course load each term as scheduling permits. SHARP results in savings of time and expenses for eligible students. Please note that accelerating the completion of program requirements may impact future enrollment (i.e., part-time enrollment during a term). Students should review course projections (<https://registration.jwu.edu/course-planning>) as well as work closely with their assigned academic counselor to make sure they can complete their program requirements as anticipated.

Day program students accepted into SHARP may register for up to 25.0 credits each term with no additional fees. Interested students must submit a SHARP application to Student Academic & Financial Services. The following students are eligible for SHARP:

1. incoming freshmen who are honors graduates of approved secondary schools, have been elected to their state or national honor society, or have maintained a minimum GPA of 3.0
2. new transfer students who maintained full-time enrollment at a previous institution and each term earned a cumulative GPA equivalent to dean's list status for that institution
3. students who have maintained full-time enrollment at JWU and a cumulative GPA of 3.40 at the end of each term (English as a Second Language courses are not included when determining eligibility)

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

If a student does not exercise this option, SHARP eligibility may continue provided that the student maintains continuous full-time matriculation while maintaining a cumulative 3.40 GPA after all terms. Preferred scheduling and graduation acceleration are not guaranteed.

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

## Internship Programs

Internship opportunities are available in all colleges. In many cases, the internship is a required part of the college curriculum. Internship is designed to provide eligible students with practical work experience in their chosen field of study while earning academic credit. For details regarding specific programs, please refer to the current catalog (<http://catalog.jwu.edu/miami>).

Students are encouraged to contact the office of Experiential Education & Career Services for details regarding internships for specific academic programs or refer to careers (<https://www.jwu.edu/departments.aspx?id=53265>). For locations, hours and contact information, please consult the JWU Directory (<http://linkweb.jwu.edu/facilitieslist/facilitieslist.aspx?campus=nmi/#category-Offices%20and%20Services>).

### Registration

Beginning in January, eligible day program students register for the term in which they wish to take an internship in the upcoming academic year. Students are urged to register early to secure their internship in their chosen term, as selection is on a first-come, first-served basis. Students who are required to select an internship and don't register by the stated deadline will be automatically registered for a term by Experiential Education & Career Services.

Students who do not meet prerequisites 3 months prior to the selected term may be dropped from the internship and reassigned a new term. Additionally, internship registration will be removed if a student withdraws or fails to enroll in any term prior to their selected internship term.

### Grade Point Average (GPA)

- Some academic programs and/or sites require a 2.75 GPA.
- International internships require a 3.25 GPA.

### Credits

Internships generally vary between 4.5 and 13.5 credits, depending on the academic program of study.

### Academic Programs

#### College of Arts & Sciences

College of Arts & Sciences internship opportunities are available. Students use their elective credits to complete an internship once they have completed 90 or 130 credits depending on the program of study.

#### College of Business

College of Business internship opportunities are available primarily for students who have completed 90 credits. Students use their elective credits to complete internships.

#### College of Culinary Arts

Depending on the specific major within the College of Culinary Arts, there are different internship requirements and options. Some academic programs include a required sophomore-level internship while others require a senior-

level required internship or study abroad. It is important that students refer to the catalog (<http://catalog.jwu.edu/miami>) for program specific details.

### College of Engineering & Design

Internship opportunities are available primarily for students who have completed 130 credits. Students use their elective credits to complete internships.

### College of Hospitality Management

College of Hospitality Management internship opportunities are available. In some academic programs within the school, a 3000-level, 13.5 credit internship is required as part of the curriculum. Students who have completed 90 credits also have the opportunity to complete a 4000-level internship using their elective credits.

### Graduate Studies

Internships for 4.5 credits are available for students who have earned 45 credits (only for students enrolled in the general MBA program). Students use their elective credits to complete internships.

### Internships for International Students

Due to immigration regulations, international students are only permitted to participate in an internship if it is included in their curriculum program. All internships are subject to an approval process through Experiential Education & Career Services and the International Student Center. Note: International students who work on campus must consult with Student Employment to determine eligibility to work on campus while completing an internship.

## Minors

A minor is a series of courses in a secondary area of study apart from the major. Minors consists of a minimum of 22.5 quarter credits. Credits earned toward a major cannot be applied to the minor. A maximum of 9.0 quarter credit hours of transfer credit can be applied to a minor. The successful completion of a minor will be recorded on the student's academic transcript when degrees are awarded. A minor will not be applied to a student's academic transcript after their degree has been awarded. Upon completion of a minor, no form of honors or grade point average is issued for the minor.

## Placement Testing

Placement testing is used to place students into appropriate course levels and determine the student's course schedule.

Although it is critical that students do their best, placement test results do not affect the student's admission to the university. See the appropriate section to review specific placement testing requirements.

### Academic Support and Disability Accommodations

Students with a documented disability requiring special accommodations must forward the appropriate documentation to the Center for Academic Support (<http://catalog.jwu.edu/student-services/academicsupport>) at their campus at least 2 weeks prior to scheduling a placement test to ensure that accommodations can be provided. No accommodations will be allowed unless the required documentation is 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.

### Mathematics and English

Mathematics and English placement tests are required for all new undergraduate students, including transfer students, prior to orientation or attending classes. Transfer students may be exempt from mathematics and English placement testing only if Johnson & Wales University has awarded them transfer credit for both first-level mathematics and English courses.

The university administers ACCUPLACER mathematics and English placement tests to assess students' skills in these areas. The mathematics test is designed to evaluate skills in relation to those required for college math courses. English placement testing includes a sentence skills test that evaluates writing skills. The ACCUPLACER exams are computer based tests (CBT) developed by College Board.

These tests result in placement into a course rather than in grades of pass or fail.

After acceptance, students will be emailed instructions for completing the required mathematics and English placement testing online with a

virtual proctor. Virtual proctoring allows students to take placement tests online in a quiet and distraction-free location, such as home. Online testing appointments are available 7 days a week, 24 hours a day, and require no software installation. Students need a simple webcam, access to the internet and a voucher code that will be provided by the university. There is no charge for virtual proctoring or for the ACCUPLACER assessment. Students will receive a score report immediately following ACCUPLACER administration. Students will also be contacted by an academic counselor from Student Academic & Financial Services 1–2 weeks after they have completed placement testing to discuss their placement and course registration.

Students requesting to retake their placement exam may do so by contacting Student Academic & Financial Services. Students will be allowed 1 retake 30 days after their initial test at no charge.

Visit Testing Services ([http://linkweb.jwu.edu/Registration\\_and\\_Grades/Testing\\_for\\_Credit](http://linkweb.jwu.edu/Registration_and_Grades/Testing_for_Credit)) for additional information.

## Modern Languages

All undergraduate students who studied a language for more than 1 year in high school are required to take a placement exam prior to registering for language courses in that same language. Modern language placement exams are required for Spanish, French and German.

Modern language placement exams will be scheduled at the beginning of each term. Students whose placement score indicates they have met a particular level of language proficiency will not be allowed to enroll in that level of the language. Students placing out of a required level of a language will be given the option to take the CLEP exam to earn the language credits (fees apply), or to have the language credits replaced with arts and sciences electives.

For additional information, visit Testing Services ([http://linkweb.jwu.edu/Registration\\_and\\_Grades/Testing\\_Services](http://linkweb.jwu.edu/Registration_and_Grades/Testing_Services)).

## English as a Second Language (ESL)

Students admitted into the ESL program are required to complete the Levels of English Proficiency (LOEP) test to assess their English language proficiency prior to registering for courses in their intended program of study. This test includes 3 sections: reading, language usage and sentence meaning. LOEP tests will be scheduled at the beginning of each term, and are administered via the ACCUPLACER computer-based placement testing system.

Results of the LOEP placement test will determine whether students are placed into the beginner, intermediate or advanced levels of ESL courses. Students with a total score of 315 or higher on the LOEP test are eligible to take the Institutional TOEFL Test (ITT). Students who obtain a score of 550 or higher on the ITT can exit the ESL program and enroll directly in their degree program courses. Students with a test score under 550 on the ITT will have their individual section scores reviewed in the areas of listening, grammar and reading. Section scores with a minimum of 550 on the ITT will exempt the student from the corresponding ESL class. Students who do not complete the required LOEP test will automatically be placed into beginner-level ESL courses.

## Prior Learning Assessment

By successfully completing one of the Prior Learning Assessment options (Portfolio Assessment, College Level Examination Program (CLEP)/DANTES Subject Standardized Tests (DSST) or Departmental Challenge Examinations), students may earn undergraduate course credit for previous academic and/or prior learning experiences.

### Policies for Prior Learning Assessment

1. Students must consult with an academic counselor prior to applying for Challenge Examinations or Portfolio Development.
2. Course prerequisite requirements must be completed before permission to take Challenge Examinations or Portfolio Development is granted.
3. Prior Learning Assessments are for academic credit and carry nonrefundable fee(s).
4. CLEP exam credit will only be awarded for passing scores of 50 or higher, and when the JWU course equivalent to the exam title is degree applicable.
5. DSST exam credit will only be awarded for scores which meet the minimum ACE recommended score, and when the JWU course equivalent to the exam title is degree applicable.

6. Official College Board transcripts are required for CLEP exam credit to be awarded.
7. Official Prometric transcripts are required for DSST exam credit to be awarded.
8. CLEP and DSST exams, if failed, can be repeated three months after the initial testing date.
9. Portfolio Development and Challenge Exams cannot be repeated if failed.
10. The university recognizes up to a maximum of 45 undergraduate credits for bachelor's degrees and 22.5 for associate degrees earned through Prior Learning Assessment.
11. Prior Learning Assessment credits cannot be used to meet residency requirement (p. 55)s (p. 55).
12. Students may not take Challenge/CLEP/DSST exams for a lower level course after completing higher level courses in the same discipline.
13. Students may not request to take a Challenge Exam or Portfolio Development for a course that is a prerequisite to a course for which they have already received credit or in which they are currently enrolled.
14. Students must present a valid picture ID when testing.

Visit Testing Services ([http://linkweb.jwu.edu/Registration\\_and\\_Grades/Testing\\_for\\_Credit](http://linkweb.jwu.edu/Registration_and_Grades/Testing_for_Credit)) for additional policies, course options, deadlines, examination dates and fees.

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.

## CLEP/DSST Examination

Both CLEP and DSST are forms of Prior Learning Assessment that allow students with knowledge obtained outside the classroom to earn college credit by examination.

### College Level Examination Program (CLEP)

The College-Level Examination Program (CLEP) is a standardized, college-credit-granting exam program maintained by the College Board. CLEP offers 33 exams in 5 subject areas: composition and literature, science and mathematics, world languages, history and social sciences, and business.

While the university accepts the American Council on Education (ACE) recommended passing score of 50, subject equivalencies for each CLEP examination are determined by the respective academic department at the university. To view the currently approved CLEP/JWU course equivalencies, go to the Transfer Evaluation System (TES) ([https://tes.collegesource.com/view/tes\\_view01.asp?rid=%7B145040A7-7365-4840-8A90-B20C0B6FFB26%7D&aid=%7B5C721B0F-0E7E-4E91-9399-06A81322B340%7D](https://tes.collegesource.com/view/tes_view01.asp?rid=%7B145040A7-7365-4840-8A90-B20C0B6FFB26%7D&aid=%7B5C721B0F-0E7E-4E91-9399-06A81322B340%7D)) and type "College Board" in the search box. Exam titles are listed alphabetically preceded by the designation of CLEP.

U.S. Military personnel and U.S. Veterans may be eligible to receive funding or reimbursement for CLEP exams. For more information on CLEP, visit CLEP for Military (<http://clep.collegeboard.org/military/veterans>). JWU waives the CLEP administration fee for its U.S. Military and U.S. Veteran students.

Visit Testing Services ([http://linkweb.jwu.edu/Registration\\_and\\_Grades/Testing\\_for\\_Credit](http://linkweb.jwu.edu/Registration_and_Grades/Testing_for_Credit)) for additional policies, course options, deadlines, examination dates and fees.

### DANTES Subject Standardized Test (DSST)

DANTES Subject Standardized Tests (DSST) are standardized college-credit-granting exams maintained by Prometric. There are 38 DSSTs available in 6 subject areas (business, humanities, math, physical science, social sciences and technology), covering material taught in both lower- and upper-level college courses.

While the university accepts ACE recommended scores, subject equivalencies for each DSST examination are determined by the respective academic department at the university. To view the currently approved DSST/JWU course equivalencies, go to the Transfer Evaluation System (TES) ([https://tes.collegesource.com/view/tes\\_view01.asp?rid=%7B145040A7-7365-4840-8A90-B20C0B6FFB26%7D&aid=%7B5C721B0F-0E7E-4E91-9399-06A81322B340%7D](https://tes.collegesource.com/view/tes_view01.asp?rid=%7B145040A7-7365-4840-8A90-B20C0B6FFB26%7D&aid=%7B5C721B0F-0E7E-4E91-9399-06A81322B340%7D)) and type "DSST Program Exams" in the search box.

U.S. Military personnel and U.S. Veterans may be eligible to receive funding or reimbursement for DSST exams. For more information on DSST, please visit Get College Credit ([http://getcollegecredit.com/test\\_takers](http://getcollegecredit.com/test_takers)).

Visit Testing Services ([http://linkweb.jwu.edu/Registration\\_and\\_Grades/Testing\\_for\\_Credit](http://linkweb.jwu.edu/Registration_and_Grades/Testing_for_Credit)) for additional policies, course options, deadlines, examination dates and fees.

## Departmental Challenge Examination

Departmental Challenge exams are exams created by the Johnson & Wales University department in which the course is taught and are designed based on its content. Exams may be taken for specifically designated undergraduate courses within a department. All matriculating students with previous academic and/or work experience may request such an exam when they feel they possess the knowledge required to meet the course's objectives as listed in the outline for the respective course.

Students may be required to meet additional prerequisites to take certain challenge exams. Visit Testing Services ([http://linkweb.jwu.edu/Registration\\_and\\_Grades/Testing\\_for\\_Credit](http://linkweb.jwu.edu/Registration_and_Grades/Testing_for_Credit)) for complete policies, course options, deadlines, examination dates and fees.

## Portfolio Assessment

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

Students are required to meet with an academic counselor to discuss these options.

Prior to applying for the Portfolio Assessment option, students are required to successfully complete ENG1020 English Composition, or a higher-level writing course.

Students must complete the mandatory online Portfolio Development Seminar before submitting a finalized portfolio for review. While there are no regularly scheduled meetings, students are expected to participate in the seminar activities that lead toward the completion of the portfolio. The individual components of the portfolio are covered in self-paced segments.

Portfolios must be submitted within six months of the application date. Completed portfolios are submitted electronically to the appropriate department designee for review. Students are notified of the outcome once the assessment is completed. If credit is denied for a portfolio, the student has 10 days upon notification to file a written appeal for review.

Once the seminar is completed, eligible students, in consultation with an academic counselor, may submit additional portfolios.

Visit Testing Services ([http://linkweb.jwu.edu/Registration\\_and\\_Grades/Testing\\_for\\_Credit](http://linkweb.jwu.edu/Registration_and_Grades/Testing_for_Credit)) to review additional policies, course options, deadlines and fees.

## Repeat of Courses

When the appropriate course is available, the course, when a grade other than W has been assigned, may be repeated to earn a better grade. Upon successful completion of the course at a later date, the cumulative average is adjusted to reflect the highest grade earned.\* However, each grade earned will appear on the academic transcript and count toward attempted credits. Students are required to pay any applicable tuition charges for all repeated coursework. Students are eligible for financial aid for only 1 repetition of a previously passed course.

\* When a student has repeated a course previously applied to an awarded degree, each grade earned will be included in the cumulative point average.

### Course Deficiency

A course deficiency occurs when a student fails to complete a course with a satisfactory grade, either by failing the course or by receiving a grade that does not meet the minimum required by the student's program. Academic warning, probation and dismissal are not determined from 1 course but by the cumulative GPA.

Students who fail a course after a second attempt will be assigned a course deficiency hold and will be required to meet with an academic counselor/advisor in Student Academic & Financial Services. Academic counselors/advisors will review the following options with the student:

- Consider a change of program.
- Repeat the same course which will result in only the highest grade earned being calculated in the cumulative average.
- Student may be advised to take a pre-approved course at another institution outside Johnson & Wales University. The original grade will remain on the student's transcript but will be excluded from the cumulative average.

Students opting to repeat the course will be encouraged to attend content tutoring. The course deficiency hold will be removed once the student meets with an academic counselor/advisor.

## Residency Requirement

Please see the appropriate section for information regarding residency requirements.

### Undergraduate

The residency requirement for all students pursuing an associate degree is a minimum of 31.5 quarter credit hours, half of which must be within the major field.

For students pursuing a bachelor's degree, the minimum is 45.0 quarter credit hours, half of which must be within the major field.

Students pursuing a certificate program will be allowed to transfer a maximum of 9.0 quarter credits (including JWU courses) toward certificate program requirements.

Upon review, certain related professional studies courses and program electives may be considered when determining residency. Standardized testing credits are not considered when determining residency requirements.

### Additional Degrees

Students may pursue 1 additional associate degree in a program that has a minimum of 31.5 credits which are not in their primary major (there must be a 31.5-credit difference between the 2 associate degrees). Half of the credits must be within the major field of the additional associate degree. Classes in the additional associate degree may not be used as electives in the primary major if residency requirements have not been met.

Students may pursue 1 additional bachelor's degree in a program that has a minimum of 45 credits which are not in their primary major (there must be a 45-credit difference between the 2 bachelor's degrees). Half of the credits must be within the major field of the additional bachelor's degree. Classes in the additional bachelor's degree may not be used as electives in the primary major if residency requirements have not been met.

Note: Students pursuing additional degrees may also incur additional tuition and fees.

### Graduate

A maximum of 20% of the program's credits can be awarded as transfer credit in accordance with the university's Graduate Transfer Credit Policy (<http://catalog.jwu.edu/admissions/applying/transfercredit/#newtabtext>).

### Additional Degrees

Due to the overlap in core curriculum, students who complete an MBA at Johnson & Wales University are not eligible to complete a second MBA at Johnson & Wales University. However, any student who received a master's degree from Johnson & Wales University may apply for admittance to another MS, MAT or MEd program at the university through Graduate Admissions. A maximum of 20% of coursework may be shared between the graduate programs. Students must meet the entrance requirements for the prospective program to gain admittance.

Only one doctoral degree is allowed.

Note: Students pursuing additional degrees may also incur additional tuition and fees.

## Transcripts

A transcript is a representation of a student's entire academic record while at Johnson & Wales University. In accordance with the Family Educational Rights and Privacy Act (FERPA), a transcript may be released only upon written request of the student. Students must submit transcript requests online through jwuLink (<https://link.jwu.edu/cp/home/displaylogin>). Students intending to pick up transcripts in person must visit Student



Academic & Financial Services or complete a Transcript Request Form ([http://www.jwu.edu/content.aspx?id=35578/#fbid=nWBE9IGV-P\\_](http://www.jwu.edu/content.aspx?id=35578/#fbid=nWBE9IGV-P_)).

Official transcripts will not be released if a student has not fulfilled all financial obligations to the university. Within 3 business days of receipt of an authorized request, official transcripts will be processed. However, a longer period of time may be required for processing at the end of a term or during peak enrollment periods. Records prior to 2000 may be located on microfilm; if applicable, please allow 5–15 business days for processing.

A maximum of 20 official transcripts may be requested per year. Official transcripts are not produced while grade processing and posting is in progress at the end of each term.

Unofficial transcripts may be obtained in [jwuLink](#).

### FedEx Delivery Options

FedEx delivery is used if next-business-day delivery is needed. There is an additional charge for FedEx delivery. A complete street address (P.O. Box is not acceptable) and destination phone number are required. The charge is \$15 for delivery in the continental U.S., \$20 to Canada and Mexico, and \$30 for international FedEx delivery. Requests must be received by 3pm EST. Checks and money orders should be made payable to Johnson & Wales University.

### Notarization of Transcripts (Apostille)

An apostille may be required for a transcript being sent to an entity in another country. That entity may refer to the required transcript as needing to be “certified,” “notarized” or “authenticated.” For students planning to study, teach or work abroad, the country may require this extra step for certifying educational documents.

An apostille is issued by the Rhode Island Secretary of State, not the university. Students requesting an apostille must complete an Apostille Request Form (<https://www.jwu.edu/content.aspx?id=35578>). Once Student Academic & Financial Services receives the request with the appropriate payment and documentation, it will complete the process on behalf of the student and return the documents as directed on the Apostille Request Form.

### Transcripts from Other Schools

Transcripts reflecting a student’s secondary or previous college education that have been submitted to Johnson & Wales University as a requirement for admission become a part of the student’s official file. Johnson & Wales University does not provide copies of other institutions’ transcripts. Transcripts must be ordered directly from the institution where the coursework was completed.

## Transfer Credit

Both graduate and undergraduate coursework completed at institutions recognized by a US Department of Education accrediting agency or international Ministry of Education is eligible for transfer credit; however, transfer credit is not guaranteed. Transfer credit evaluations are based on previous college work as it relates to the student’s intended program of study. It is the university’s policy to accept credits, but not grades. Only grades earned at Johnson & Wales University are calculated into the cumulative grade point average. Students must meet the university’s residency requirements (<http://catalog.jwu.edu/academicinformation/residency>).

Please see the appropriate section for detailed transfer credit policies.

### Undergraduate

Applicants with transfer credit should submit official college transcripts from any colleges and universities previously attended prior to enrolling at the university. It is the responsibility of those candidates who are currently attending other colleges to have their updated official transcripts sent to Johnson & Wales University as soon as final grades become available and no later than the first term of enrollment. In some cases, an official course outline or syllabus will be required for evaluation.

All non-English documents must be accompanied by certified word-for-word English translations. In addition, course descriptions or syllabus (subject details or content outline) are required for transfer credit evaluations of all courses taken at foreign universities.

In order to be eligible for transfer credit, courses must be similar in level, content and duration to JWU courses in the student’s intended program of study. Additionally, only courses with earned grades of C or higher (2.00 GPA) will be accepted. Courses that carry grades of “Pass” (P) are

also acceptable for transfer provided credit was awarded, and the grade of P carries a numeric GPA value of 2.00 or greater. Credits earned in developmental and remedial, English as a Second Language courses, or CEUs (continuing education units) are nontransferable.

Upon completion of the transfer credit evaluation, accepted students will receive a copy of their degree audit (international students receive a transfer credit allowance) showing the credit accepted toward their program of study. Students with domestic transfer credit wishing to review such credits must contact a transfer advisor in Student Academic & Financial Services. Those with transcripts from foreign institutions must contact International Admissions.

JWU has a number of articulation agreements (<https://www.jwu.edu/content.aspx?id=53299>) and transfer credit equivalencies in place that facilitate student transfers to Johnson & Wales University. The university works closely with all colleges who wish to articulate with JWU and continuously works to develop new partnerships. The Transfer Evaluation System ([https://tes.collegesource.com/view/tes\\_view01.asp?rid=%7B145040A7-7365-4840-8A90-B20C0B6FFB26%7D&aid=%7B5C721B0F-0E7E-4E91-9399-06A81322B340%7D](https://tes.collegesource.com/view/tes_view01.asp?rid=%7B145040A7-7365-4840-8A90-B20C0B6FFB26%7D&aid=%7B5C721B0F-0E7E-4E91-9399-06A81322B340%7D)) provides students with information on courses (domestic institutions only) that have previously been evaluated and accepted by Johnson & Wales University.

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

The transfer of credit is not guaranteed.

If a student completes a course at Johnson & Wales University that was previously accepted as transfer credit, the course taken at Johnson & Wales University will be excluded from the grade point average, and will not count toward any degree requirements, so that duplicate credit is not granted.

### Graduate

Graduate program applicants with prior graduate-level coursework taken at approved colleges and universities may be eligible for transfer credit. A maximum of 20% of the program’s credits can be awarded as transfer credit for courses completed with a grade of B or better (3.00 GPA). In some cases, an official course outline or syllabus will be required in order to determine if the course(s) is similar in level, content and duration to courses in the student’s intended program of study at JWU. Graduate transfer credit will be approved by the dean of the respective college.

Applicants with transfer credit should submit official college transcripts from any colleges and universities previously attended prior to enrolling at the university. It is the responsibility of those candidates who are currently attending other colleges to have their updated official transcripts sent to Johnson & Wales University as soon as final grades become available and no later than the first term of enrollment.

All non-English documents must be accompanied by certified word-for-word English translations. In addition, course descriptions/syllabi (subject details or content outline) are required for transfer credit evaluations of all courses taken at foreign universities.

Upon submission of all of the required documents and completion of the transfer credit evaluation, accepted students will be notified that the evaluation is complete and the degree audit is available for review.

Once enrolled in a JWU master’s degree program, a student may not take courses elsewhere and apply them for transfer credit. Transfer credits should be requested prior to initial matriculation into a JWU master’s degree program.

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

### Prerequisite and Foundation Courses

Prerequisite courses are required undergraduate classes for students who need such courses to prepare for graduate study. Course descriptions for undergraduate prerequisite courses are listed in the university’s undergraduate catalog.

Foundation courses are graduate-level courses that may be required of some students whose previous academic background does not reflect the course content described. Foundation courses with grades below a C will need to be repeated.

For possible exemption from prerequisite and/or foundation courses, candidates must ensure that all official college and university transcripts

are submitted prior to enrollment at JWU. In some cases, the official course outline or syllabus will be required in order to complete the evaluation. Only courses similar in level, content and duration to JWU's prerequisite courses, and for which the student has earned a grade of C or higher (2.00 GPA), may be used to exempt the student from the respective prerequisite. Specific graduate degree program prerequisite and foundation requirements are listed in the catalog (<http://catalog.jwu.edu/programsofstudy>) under each program of study.

Upon transcript review, domestic students may view their degree audit online in jwuLink (<https://link.jwu.edu>) > Academics > Grad Planning System (GPS), and will be sent a copy of their degree audit reflecting any prerequisites and/or foundation courses met as well as the remaining requirements of their program of study. International students who enroll in a JWU program can also access their degree audit online in jwuLink.

Students with domestic transcripts wishing to review transfer credit, prerequisite or foundation course credits must contact a transfer advisor in Student Academic & Financial Services. International students should contact a graduate student academic counselor in Student Academic & Financial Services upon enrollment into the graduate school major. Those with transcripts from foreign institutions may be referred to the director of international credential evaluations.

If a student completes a course at Johnson & Wales University that was previously accepted as transfer credit, the course taken at Johnson & Wales University will be excluded from the grade point average, and will not count toward any degree requirements, so that duplicate credit is not granted.

## Transfer Within JWU

It is possible to transfer from one Johnson & Wales campus to another. The following conditions apply:

- Students must consult with an academic advisor/counselor if they are interested in transferring.
- Campus transfers cannot be guaranteed and are subject to space and course availability. Additionally, not all programs of study are available at each campus.
- Students with less than a 2.00 GPA must have their transfer approved by their academic advisor/counselor.
- Students with a judicial hold must also be approved by the dean of students.
- Students must have submitted verification of high school completion or equivalent to be eligible for transfer.
- Students are required to follow the curriculum required for their major based on their new campus catalog requirements as reflected on their degree audit.
- It is the student's responsibility to register for courses at their new campus in jwuLink (<https://link.jwu.edu>).
- It is the student's responsibility to address housing concerns and proper dress codes at their new campus.
- Students are required to comply with the medical documentation/immunization requirements of their new campus. A health services hold will be placed on the student's account if the proper documentation has not been submitted. Students will have no more than one term to meet these requirements.

## Transfer and Career Prerequisites

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

## Veterans

Johnson & Wales University (JWU) is honored to support our nation's military members and veterans as they pursue their education. JWU is proud to be a Yellow Ribbon Program-participating institution and a participant of the Principles of Excellence. JWU is dedicated to help ensure that our students are maximizing the full potential of their VA education and military benefits. This includes students who are veterans, active duty and military dependents.

JWU works with students who qualify for the Montgomery GI Bill (Chapter 30), MGIB Selected Reserve (Chapter 1606), Reserve Educational Assistance Program (Chapter 1607), Dependents Education Assistance (Chapter 35), Post-9/11 GI Bill (Chapter 33), Yellow Ribbon Program, Vocational Rehabilitation (Chapter 31), Tuition Assistance and other programs/benefits.

All students seeking to utilize educational benefits must apply through the Department of Veterans Affairs (VA). Students with questions about their eligibility should contact the VA first to determine the specific programs for which they may qualify.

Processing of the veterans application by the VA takes approximately 6–10 weeks. The VA will mail the student a Certificate of Eligibility. This must be provided to the campus certifying official in Student Academic & Financial Services to receive benefits for upcoming terms.

Each new student utilizing veteran benefits should submit

1. an application for admission
2. official documentation that verifies high school diploma completion or equivalent
3. official college transcripts from all colleges previously attended and military training transcripts, as applicable
4. Certificate of Eligibility and any other necessary VA paperwork

Students enrolling under the GI Bill for the first time may experience a delay of up to 2 months before they receive their first check(s). Students should contact the Veterans Affairs Office if no check has been received by week 7 of a term.

Courses that are not required for the student's degree program will not be certified. However, if a student needs to maintain full-time status, they may take courses outside their degree program only in the last term before graduating.

Federal regulations pertaining to the veterans' education benefits program require schools to certify a student's dates of enrollment to enable that student to receive the appropriate benefits. JWU certifies veteran students enrolled in academic courses from the start date of the term to the end date of the term. JWU is also required to certify all lab courses based on the actual start and end date within the term. Certifying courses and/or labs in this manner should not have any impact on a student's tuition benefits. If there is a break in enrollment between lab segments, however, it could impact housing stipends.

The VA requires strict compliance with a number of other regulations. It is the student's responsibility to be informed of the requirements the Department of Veterans Affairs has in place regarding educational benefits. Students who have any questions or concerns regarding their eligibility under Chapter 33 (Post 9/11 GI Bill) should contact the US Department of Veterans Affairs (<http://www.benefits.va.gov/gibill>) for more information.

# Student Affairs

This section of the handbook includes information about student life at JWU.

## Athletics

The Athletics department is committed to the overall development and welfare of its student-athletes. Through campus leadership initiatives, community outreach events and academic support sessions, the department encourages student-athletes to become leaders on campus and in the community, as well as avid students in the classroom.

As members of the National Association of Intercollegiate Athletics (NAIA) and The Sun Conference, North Miami Athletics is committed to reflecting the NAIA's Champions of Character core values that include respect, responsibility, integrity, sportsmanship and servant leadership. Offices of athletics administrators and coaches are located on the second floor of the Wildcat Center. Team information, schedules and game results can be found on the North Miami Athletics website (<http://northmiami.jwuathletics.com/landing/index>).

## Intercollegiate Athletics

### Eligibility Requirements

To fulfill general and academic eligibility requirements, each student-athlete at Johnson & Wales must

1. be a full-time matriculating student registered for at least 12 quarter credit hours
2. maintain the minimum GPA requirement (first term: 1.50 GPA minimum, second term: 1.85 GPA minimum, remaining terms: 2.0 GPA or better)
3. make continuous satisfactory progress toward a bachelor's degree
4. earn a minimum of 36 quarter hour degree credits combined over the last 3 terms of attendance

New first-year and transfer students must meet the minimum NAIA eligibility standards to compete. All new prospective NAIA student-athletes must register and be cleared to compete by the NAIA National Eligibility Center. Student-athletes can register online (<http://www.playnaia.org>).

### Graduate Student Eligibility Requirements

1. Graduate students must be enrolled in a full-time class load as defined by the school in lieu of 12 institutional credits at the time of participation.
2. To maintain eligibility status, graduate students must successfully complete the full-time class load as defined by the institution and maintain a 2.0 GPA.
3. The registrar must certify in writing to the eligibility chair that the above conditions have been met prior to participation of a graduate student, and the student must have eligibility remaining.

For additional information on eligibility requirements, see Full-time Status (p. 52).

### NAIA Intercollegiate Athletics

- Cross country (men's and women's)
- Golf (men's and women's)
- Basketball (men's and women's)
- Soccer (men's and women's)
- Track (men's and women's)
- Volleyball (women's)

All of the Wildcat athletic teams compete in the NAIA as part of The Sun Conference. Each program competes for the conference championship, and student-athletes vie for all-conference honors.

For information on tryouts and schedules, students should contact the respective coach (<http://northmiami.jwuathletics.com/information/directory/index>) of the team in which they are interested.

## Recreation and Intramural

### Intramural Sports

Athletics supports a strong intramural and extramural program. Any student, faculty and staff member can participate in intramural programs. Sports are played in tournament and league style. Sports offered include

- basketball
- flag football
- soccer
- softball
- ultimate frisbee
- dodge ball
- volleyball

### Campus Fitness

The fitness center is located on the second floor of the Wildcat Center. The 3,000-square-foot facility is fully equipped with Nautilus machines, free weights and a cardio area. Wellness competitions that promote overall health and fitness are held during the school year. Personal fitness testing that assesses body composition and fitness level is available by appointment. A valid JWU ID, towel and proper athletic attire are required to use the gym. Hours of operation can be found posted in the fitness center.

The Studio, located in the Wildcat Center, is home to all campus fitness classes. Group exercise classes are offered throughout the week and are open to all students, faculty and staff with a valid JWU ID. All instructors are accredited and hold current certifications. Any equipment that is needed to participate in the classes is provided; participants are required to bring water and a towel. Class levels range from beginner to advanced. Please notify instructors of any pre-existing injuries that limit physical activity. Schedule of classes changes each term; please consult the Athletics website (<http://northmiami.jwuathletics.com/landing/index>) for current class information.

### Group Fitness Classes

- kickboxing
- body sculpting
- Pilates
- yoga
- dance fitness
- HIIT classes
- tennis
- mixed martial arts

### Recreation Facilities

#### The Cage

The Cage is a lighted, full-court basketball facility located on the fifth floor of the Academic & Student Center parking garage. Athletics sponsors intramural basketball tournaments and leagues for men and women along with other organized activities. It is open 7 days a week for free play from 8:30am–8 pm. JWU ID is required.

#### Arch Creek Field

Arch Creek Field is a 2-acre multipurpose facility that was opened in 2009. Arch Creek is used for multiple intramural and recreation events, as well as select Student Involvement & Leadership events. The field is open from 8:30am–9 pm for free play. Students and staff must have their JWU ID present when using the facility.

#### Wildcat Center

Opened in December 2011, the Wildcat Center is a 35,000-square-foot facility home to the fitness center, gymnasium with 800 seats, and offices for student life functions. The gymnasium includes open-court hours which are published within the Wildcat Center. For questions about using the athletic facilities in the Wildcat Center, please consult the Athletics website (<http://northmiami.jwuathletics.com/landing/index>).

### Campus Recreation

It is Athletics' goal to educate the students, faculty and staff of the university about all recreational opportunities that southern Florida provides. Athletics

strives to create an environment through outdoor activity that promotes skill development and positive group dynamics. Participants build new and lasting relationships while getting out for the day and having a great time changing their daily routine.

Campus Recreation sponsors outdoor recreation for a nominal fee for a variety of activities that include

- kayaking
- horseback riding
- deep-sea fishing
- camping
- rock climbing
- snorkeling
- Sun-n-Sport beach trips
- paintball
- ice skating
- ropes course

## Commuter and Community Relations

Student Affairs oversees the relationship between JWU and local citizens in the neighborhoods and districts where students live and spend time. Working with government officials, community organizations, civic leaders, property owners and residents, the office serves as a liaison between the university community and local community on matters involving JWU students off campus.

Off-Campus Student Services (OCSS) serves and supports commuter students in their academic and personal development. OCSS provides advocacy, assistance and services for students who commute and live in the JWU community. Whether a student needs to find a resource on campus, help in mediation of an off-campus housing issue or guidance any time from orientation to graduation, OCSS is the first point of contact for commuting students.

Students living off-campus can find the following resources available on jwuLink (<https://link.jwu.edu>):

- The university's Good Neighbor Policy (p. 59)
- Off-campus housing
- Off-campus safety and security questions
- Landlord/tenant issues (including owner disputes and rental property condition)
- Housing code enforcement
- Parking ordinances
- Public works (DPW) requirements

Please contact the appropriate campus for more information:

### Providence Campus

- 401-598-4595, Off-Campus Student Services at The Den
- 401-598-2455, director, Off-Campus Student Services
- 401-598-1103, Campus Safety & Security

### North Miami Campus

- 305-892-7567, dean of students
- 305-892-7011, Campus Safety & Security

### Denver Campus

- 303-256-9452, director of communications and media relations
- 303-256-9500, Campus Safety & Security

### Charlotte Campus

- 980-598-1830, Student Affairs
- 980-598-1900, Campus Safety & Security

## Counseling Services

JWU's counseling services are available to commuting and resident students.

- Providence (<http://www.jwu.edu/content.aspx?id=288>)
- North Miami (<http://www.jwu.edu/northmiami/health>)
- Denver (<http://www.jwu.edu/content.aspx?id=564>)
- Charlotte (<http://www.jwu.edu/charlotte/health>)

## Gender Equity Center

Originally opened in 1997 as the Women's Center, the Gender Equity Center changed its name in 2009 to reflect its evolving purpose in furthering an inclusive campus culture by engaging our community in issues relating to intersectional feminism, the spectrum of masculinity, gender identity/ expression, sexual orientation, and violence prevention and response.

The center is staffed by a professional director and 2 student assistants, as well as work-study student staff and student volunteers. All students are welcome to volunteer in a variety of capacities. The center also collaborates and can help foster connections to student-led gender issues with clubs and organizations.

The center can help navigate university resources and services relating to its purpose. Students from all JWU campuses who are seeking support and assistance for a range of information or personal issues can contact the Gender Equity Center via email or phone; for contact information for the Gender Equity Center or the director, as well as location and hours, please consult the JWU Directory (<https://resource.jwu.edu/mobile/building-directory/pvd->).

The center provides educational programming to the university community, including co-advising the ASK! Student to Student Wellness & Equity Educator program. The center oversees the Green Dot ([http://livethegreendot.com/gd\\_strategy.html](http://livethegreendot.com/gd_strategy.html)) violence-prevention strategy and offers bystander training for students, faculty and staff on all JWU campuses. The office library features a clearinghouse of resources relevant to gender and sexual orientation, including books, videos, resource files, brochures and magazines. The center can provide referrals to resources within the university and greater community.

Students at the North Miami, Denver and Charlotte campuses are also encouraged to contact their campus dean of students for more local information and resources regarding gender, gender identity and expression, sexual orientation, and sexual assault and relationship violence prevention.

## Good Neighbor Policy

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

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

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

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

Johnson & Wales University Campus Safety & Security will respond to complaints from neighbors and others when behavior occurs off-campus that is inconsistent with the behavioral expectations of the university and students will be subject to the university's Conduct Review Process and resulting sanctions when a violation of the Student Code of Conduct (p. 60) occurs.

The following are some examples of the behavioral expectations of the university with regard to off-campus living:

### Noise

Music and general noise should be maintained at reasonable levels and in accordance with relevant laws and ordinances. Music should be directed toward the interior of the residence. Students should remind visitors to exercise common courtesy when visiting, to refrain from excessive shouting between the street and the house, and to limit vehicle noise whenever possible.

## Automobiles

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

## Property

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

## Verbal Harassment

Students should not engage in verbal harassment, profanity and fighting words directed toward others. Rather, when the potential for conflict develops, students are encouraged to seek assistance from off-campus student services.

## Fighting/Assault

Physical assault and confrontational behavior are unacceptable. If a volatile situation occurs, students are expected to walk away until the concerns can be appropriately addressed. Additionally, students can seek assistance from off-campus student services.

## Alcoholic Beverages

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

## Responsibility and the Social Host

When entertaining guests, students must understand that, in addition to the Conduct Review Process (p. 62), students may also be subject to civil and criminal liability if their guests act irresponsibly. As a social host, a student assumes significant risks associated with state and local laws regulating drinking age, noise and public safety when the student hosts a party. Court decisions have found the social host to be liable for personal injury and property damage caused to third parties as a result of the irresponsible service of alcohol to guests. This liability is compounded when minors are involved.

## Health Services

JWU's health services are available to commuting and resident students.

- Providence (<http://www.jwu.edu/content.aspx?id=288>)
- North Miami (<http://www.jwu.edu/northmiami/health>)
- Denver (<http://www.jwu.edu/content.aspx?id=564>)
- Charlotte (<http://www.jwu.edu/charlotte/health>)

## Class Absence

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

## Residential Life

Residential Life is a home that encourages active participation in a diverse and inclusive community, emphasizing strong relationships.

Additional information pertaining to Residential Life rules, policies and procedures is outlined in the "Guide to On-Campus Living," which is available in [jwuLin](https://link.jwu.edu/k) (<https://link.jwu.edu/k>) (<https://link.jwu.edu/cp/home/displaylogin>).

## Student Code of Conduct

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

goals, whether on or off campus, is prohibited and constitutes a violation of the Student Code of Conduct.

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

Conduct that violates the Student Code of Conduct includes:

### 1. Harming or Endangering

- a. Use of physical force or violence
  - b. Threatened use of physical force or violence
  - c. Dating violence or domestic violence
  - d. Fighting (physical or verbal)
  - e. Endangering or threatening health or safety
  - f. Intentional possession of a dangerous article or substance that may be used to injure or cause discomfort to any person
  - g. Possession of firearms, ammunition, shell casings, BB guns, air guns, airsoft guns, fireworks, incendiary devices, explosives and items that resemble a firearm
  - h. Initiating or circulating a report or warning of an impending bombing, fire or other crime, emergency or catastrophe, knowing that the report is false
  - i. Intentionally or recklessly starting a fire
  - j. Misuse of or tampering with fire safety equipment (e.g., fire extinguishers, smoke detectors, exit signs and pull stations)
  - k. Hazing
  - l. Aiding, abetting, encouraging or participating in a riot, commotion or other disorderly conduct
  - m. Possession of weapons, including, but not limited to, knives with a blade of 3 inches or longer (excluding university-issued culinary knives), brass knuckles, swords and items that resemble a weapon
  - n. Animal abuse or neglect
- If Student Conduct assigns a charge of dating violence or domestic violence, the university is required by law to inform the complainant of the Conduct Review Process outcome.
  - For more information on dating violence or domestic violence, see the university's Sexual Assault and Relationship Violence Policy (p. 20).
  - For more information on Hazing, see the university's Hazing Policy (p. 12).

### 2. Bias and Harassment

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

- For more information about discrimination and harassment, see the university's Prohibited Discrimination and Harassment (including Sexual Harassment) Policy (p. 16).

### 3. Sexual Misconduct

- a. Sexual assault (including rape, fondling, incest and statutory rape)
  - b. Sexual exploitation
  - c. Sexual harassment
  - d. Lewd, indecent or obscene behavior
  - e. Illegal possession of pornography
  - f. Illegal distribution of pornography
- If Student Conduct assigns a charge of sexual assault, sexual exploitation or sexual harassment, the university is required by law to inform the complainant of the Conduct Review Process outcome.
  - For more information on what constitutes sexual assault (including the university's definition of consent) and sexual exploitation, see the university's Sexual Assault and Relationship Violence Policy (p. 20).
  - For more information about sexual harassment, see the university's Prohibited Discrimination and Harassment (including Sexual Harassment) Policy (p. 16).

### 4. Drugs

- a. Possession of drug paraphernalia (such as bongos, scales, pipes, etc.)
  - b. The actual or intended purchase, possession or use of illegal drugs, narcotics, controlled substances or prescription drugs without a prescription
  - c. The actual or intended sale, distribution, cultivation or manufacture of illegal drugs, narcotics, controlled substances or prescription drugs
  - d. Presence at a gathering where there is obvious illegal drug use
- A finding of responsibility for intended or actual sale or distribution can be based on the mere presence of a distributable quantity of illegal drugs, narcotics, controlled substances or prescription drugs or the presence of paraphernalia used for the sale or distribution of illegal drugs, narcotics, controlled substances or prescription drugs.
  - Students can be found responsible for a drug violation based on the presence of residue or paraphernalia alone.
  - The university may inform local police of illegal drug violations.
  - The university will report drug violations to the student's parents or guardians if the student is under the age of 21.
  - If drugs are found in a residence hall room or other campus location, the university may find all occupants of the room or other campus location responsible for the drug violation if it is unable to ascertain which student(s) possessed and/or used the drugs.
  - For more information on drugs, narcotics and controlled substances, see the university's Drug and Alcohol Policy (p. 10).
  - Any person who makes a good-faith report related to physical violence, dating violence, domestic violence, stalking and/or sexual exploitation, either as a complainant, respondent or a third-party witness, will not be subject to disciplinary action by the university for his/her own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk. However, the university may initiate an educational discussion and/or educational sanction regarding alcohol or other drugs.

### 5. Alcohol

- a. Possession or use of alcohol anywhere on university property, except for legal use at events, operations, programs, premises or facilities sanctioned by the university
- b. The actual or intended purchase, possession or use of alcohol by anyone under the applicable legal drinking age
- c. Selling alcohol to or buying alcohol for anyone under the applicable legal drinking age
- d. Presence at a gathering where there is obvious illegal drinking
- e. Use of drinking paraphernalia typically used or associated with excessive drinking (such as drinking funnels, kegs, beer balls, trash can punches, beer bongos, beer pong tables or taps)

- f. Possession of drinking paraphernalia typically used or associated with excessive drinking (such as drinking funnels, kegs, beer balls, trash can punches, beer bongos, beer pong tables or taps)
- g. Violation of the Residential Life alcohol guidelines applicable for students who are 21 years of age or older and who have received permission to consume alcohol on campus
  - Alcohol includes powdered alcohol.
  - The university will report alcohol violations to the student's parents or guardians if the student is under the applicable legal drinking age.
  - Students can be found responsible for an alcohol violation based on evidence of intoxication alone.
  - If alcohol or drinking paraphernalia is found in a residence hall room or other campus location, the university may find all occupants of the room or location responsible for the alcohol violation if it is unable to ascertain which student(s) possessed and/or used the alcohol or paraphernalia.
  - For more information on alcohol, see the university's Drug and Alcohol Policy (p. 10).
  - Any person who makes a good-faith report related to physical violence, dating violence, domestic violence, stalking and/or sexual exploitation, either as a complainant, respondent or a third party witness, will not be subject to disciplinary action by the university for his/her own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk. However, the university may initiate an educational discussion and/or educational sanction regarding alcohol or other drugs.

### 6. Theft and Abuse of Property

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

### 7. Failure to Comply and Interference

- a. Failure to comply with the directions of a university representative (including residence directors and resident assistants) acting in the performance of their duties
- b. Failure to participate in the university's Conduct Review Process
- c. Failure to comply with any university policy or rule
- d. Failure to evacuate any building in which a fire or other emergency alarm has been sounded or when directed to evacuate by a university representative
- e. Failure to comply with the Good Neighbor Policy (p. 59) and/or the Guide to On-Campus Living
- f. Failure to present a student identification card upon request from a university representative

- g. Interference with university representatives carrying out their duties or other university business
- h. Interference with any member of the university community in the pursuit of the university's mission or purposes
- i. Actions which obstruct, disrupt or physically interfere with the use of university equipment (including safety and security equipment), premises, buildings, rooms or passages
- j. Retaliation against any individual who has made a good faith complaint against another individual or who has participated in the Conduct Review Process, including cooperation with the investigation of the complaint
  - If a student violates a No Contact Order or the directions of a university representative to avoid another person, the student will be charged with a violation of the Student Code of Conduct for failure to comply, and may be intermily suspended until the completion of the Conduct Review Process.

## 8. Dishonesty

- a. Violation of academic integrity, including, but not limited to, cheating, plagiarism and unauthorized collaboration
- b. Knowingly furnishing false information
- c. Forgery, alteration or unauthorized use of student or university documents, records, identification, passwords, library materials or property
- d. Misrepresentation, fraud or deceit
- e. Possession or use of falsified forms of identification
- f. Knowingly bringing a false complaint against another person
- g. Falsification, distortion or misrepresentation of information before a panel or hearing officer in the Conduct Review Process
  - For more information about academic integrity violations, see Academic (p. 38) [Integrity](#).

## 9. Other Prohibited Conduct

- a. Illegal gambling, wagering, betting or bookmaking
- b. Participating in or accepting members into any organization that the university has not approved for recognition or that has been withdrawn or suspended from university recognition
- c. Associating with or facilitating the existence of any organization that has been withdrawn or suspended from university recognition
- d. Unauthorized operation of a business on university property or use of university resources
- e. Any conduct by a guest of a student that violates university rules or policies including the Student Code of Conduct (Note: Students are responsible for the behavior of their guests.)
- f. Behavior that would offend or frighten a reasonable person
- g. Conduct that interferes with student learning or with the mission of the university
- h. Unauthorized use of the university's name, logo or seal for crowdfunding purposes
- i. Conduct that adversely affects the security of the university community, local residents or property, the name of the university, or the integrity of the educational process

## Conduct Review Process

The Johnson & Wales Conduct Review Process, like the Student Code of Conduct (p. 60), is designed to help the university maintain a safe, healthy and positive environment for living, learning and working, where individuals act lawfully and in compliance with university policies and rules, and act with honesty, integrity, civility and respect for themselves and others and the university community and the communities in which we live. The Conduct Review Process is used to support and enforce the Student Code of Conduct by providing procedures for determining whether a student is responsible or not responsible for a violation of the Student Code of Conduct.

The university administers the Conduct Review Process in good faith, making every reasonable effort to be fair to all involved. Students have the right to participate in the Conduct Review Process without having past student conduct violations discussed or used when a decision of responsibility is being made concerning a current alleged violation; however, past

violations may be considered when determining a sanction for an individual found to be responsible for a violation of the Student Code of Conduct. All students have the obligation to participate in the Conduct Review Process, as a witness or otherwise, when asked by a university representative.

Student Conduct generally follows the procedures under JWU Communications with Students (p. 6) whenever contact with students is necessary.

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

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

## How the Conduct Review Process Works

### Reports of Violations and Notification

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

There are 2 types of hearings at Johnson & Wales: administrative hearings and panel hearings. Administrative hearings are held before a single hearing officer from Residential Life or Student Conduct, depending on the nature of the violation. Panel hearings are conducted in front of a panel made up of 3 trained panelists. In both cases, the role of the hearing officer or panel is to consider information provided from the investigation, respondent and, to the extent necessary, any complainants or witnesses, in order to make a finding of "responsible" or "not responsible." More serious violations that may result in a sanction of dismissal or suspension, and violations of academic integrity, are referred to a panel hearing, while less serious violations are referred for an administrative hearing.

When an incident report is referred for a hearing, the student will receive a notification describing the alleged violation and indicating the time and place for the hearing or pre-hearing conference. Students have the right to access their education records under certain conditions (see Family Educational Rights and Privacy Act (p. 10) for university policies on access to and release of student records).

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

### Hearing Procedures

A student may bring any relevant materials and witnesses with personal, relevant knowledge of the incident to the hearing. A student may also bring an advisor. Advisors may attend the hearing with the student, but cannot participate in any manner. If there is a legitimate conflict of interest related to the advisor, Student Conduct reserves the right to disqualify an advisor. The student would then be required to obtain a new advisor. When possible, the hearing officer will make reasonable adjustments in order to accommodate an advisor's schedule. However, the hearing officer is not obligated to reschedule meetings and/or hearings to accommodate the advisor. A student may select a new advisor in the event of a scheduling conflict. Except for witnesses and advisors, additional people may not attend the hearing with the student.

At a pre-hearing conference (for panel hearings) or before the hearing gets underway (for administrative hearings), the student may be asked whether the student wishes to waive the hearing by acknowledging

responsibility. If the student acknowledges responsibility, sanctions will be imposed and the student will not be entitled to an appeal. If the student does not acknowledge responsibility, the hearing will proceed and the hearing officer or panel will

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

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

### Appeal

The decision of the hearing officer (for administrative hearings) or the panel (for panel hearings) is final unless it can be demonstrated that 1 of the following has occurred:

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

To request an appeal, a student must submit a request in writing to Student Conduct. The request must be submitted within 3 business days after the date of notification of the outcome of the hearing and must state clearly the basis for the appeal. The appeal will be reviewed upon receipt, and a decision concerning the appeal will be available within a reasonable time. The appeal will either be granted, remanding the case back for a new hearing, or denied. The decision of the appeal officer will be final.

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

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

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

- The right to an investigation and resolution that is prompt, fair and impartial from the initial investigation to the final result as required by applicable law
- The right to a hearing conducted by unbiased university officials who receive annual training on issues related to sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence and stalking, and how to conduct an investigation
- The right to a hearing process that protects the safety of the parties and promotes accountability. Hearing officers and panels use the "more likely than not" standard to evaluate alleged violations.
- The right to present relevant materials and witnesses with personal, relevant knowledge of the incident as outlined above
- The right to be accompanied to the hearing and any related meeting by an advisor of their choice. The advisor may accompany the student, but may not participate in any manner. If there is a legitimate conflict of interest related to the advisor, Student Conduct reserves the right to disqualify an advisor.
- The right to be informed in writing of the outcome of the hearing and any appeal, including when such results become final. This includes disclosure to the parties of any sanction imposed that pertains to a sex

offense and any sanction imposed that directly relates to the complainant with respect to other alleged sexual harassment violations. The parties do not need to submit a request for such information. In addition, for any crime of violence, the university will, upon written request and in accordance with applicable law, disclose to the complainant all sanctions imposed against the respondent. If the complainant is deceased as a result of the crime of violence, the outcome of the hearing and sanctions will be provided to the complainant's next of kin if so requested.

- The right to request an appeal as outlined above (under Appeal). A student who acknowledges responsibility will not be entitled to an appeal.

The university will take steps to prevent the recurrence of any harassment, correct any discriminatory effects on the complainant and others, and implement protective or interim measures (such as No Contact Orders, room relocations, classroom relocations, interim suspensions, etc.) as requested and required by law. The university will complete the Conduct Review Process within a reasonably prompt time frame, usually within 60 days, but will allow for the extension of time frames for good cause with written notice to the complainant and respondent of the delay and the reason for the delay.

*Retaliation, including intimidation, threats, coercion or discrimination, against any individual who has made a good faith complaint, or who has participated in the Conduct Review Process, is unlawful and in violation of university policy. Anyone found to have engaged in retaliation will be subject to disciplinary action up to and including dismissal or termination from the university.*

### Questions?

For questions regarding the Student Code of Conduct (p. 60), the Conduct Review Process or Sanctions for Individuals (p. 65), please contact Student Conduct at your campus:

- 401-598-2885 (Providence Campus)
- 305-892-7602 (North Miami Campus)
- 303-256-9591 (Denver Campus)
- 980-598-1820 (Charlotte Campus)

## Group Conduct Review Process

Our students are held to high standards as defined in the Student Code of Conduct and other university policies, procedures and rules. Students remain subject to the provisions of the Student Code of Conduct and university policies, procedures and rules at all times, including while engaged in activities of university-recognized student organizations (each, a "group"), whether on or off campus.

In addition, groups are also held to the same high standards of conduct. The group's president, or the president's designee, and members of the group should at all times be aware that the actions of the group and its leaders and members, as well as individuals who are authorized or permitted to represent themselves as connected to the group ("group representatives") and guests of the group ("group guests"), reflect on both the university and the group. As a result, a group may be held responsible for both the group's misconduct and misconduct of any 1 or more of its leaders, members, group representatives and/or group guests. Such misconduct includes any violation of the Student Code of Conduct or any other university policy, rule or procedure, including but not limited to

- hazing
- theft
- assault
- vandalism
- discrimination and harassment
- dishonesty
- any violation of the Drug and Alcohol Policy (p. 10)
- any violation of the Good Neighbor Policy (p. 59)
- any violation of Residential Life policies and rules
- any violation of Student Involvement & Leadership rules governing student organizations, club sports, fraternities, sororities and social fellowships
- any violation of any academic policies
- any misappropriation or misuse of group funds or university funds



- any violation of any federal, state or local law, regulation, rule or ordinance

#### When

- members of the group act in concert with respect to misconduct;
- the individual committing the misconduct was either acting on behalf of the group or engaged in a group-sponsored, -financed or -endorsed activity;
- the misconduct grows out of, occurs during, or is related to any group-sponsored, -financed or -endorsed activity, event or environment created by the group;
- the group's leaders have knowledge of the misconduct or incident before or while it occurred and failed to take corrective action; or
- a pattern of individual misconduct by group members is found to exist

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

Student Conduct generally follows the procedures under JWU Communications with Students (p. 6) whenever contact with students or a group is necessary.

The Group Conduct Review Process does not replace the Conduct Review Process with respect to individual students, nor does it serve as an extension of or replacement for the local, state or federal civil or criminal court system. In addition, the outcome of civil or criminal proceedings concerning a violation will not control or be binding on the outcome of the university's Group Conduct Review Process for the same violation.

All groups should be aware that it is the policy of the university to cooperate with local, state and federal law enforcement authorities in the investigation of crime. The university will not provide a sanctuary against criminal prosecution.

### How the Group Conduct Review Process Works

#### Reports of Violations and Notification

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

There are 2 types of Group Conduct Review hearings at Johnson & Wales: administrative hearings and panel hearings. Administrative hearings are held before a single hearing officer. Panel hearings are conducted in front of a group of 3 trained panelists. In both cases, the role of the hearing officer or panel is to consider information provided from the investigation, group and, to the extent necessary, any complainants, participants or witnesses, in order to make a finding of "responsible" or "not responsible." More serious violations that may result in a sanction of withdrawal or suspension of recognition are referred for a panel hearing, while less serious violations are referred for an administrative hearing.

When an incident report is referred for a hearing, the group's president or the president's designee will receive a notification describing the alleged violation and indicating the time and place for the hearing or a pre-hearing conference.

Any unexcused failure to attend a hearing or conference will result in the hearing being held in the absence of the group's president or the president's designee, at which the hearing officer or panel will not have heard the group's side of the story. If the group has a legitimate need to reschedule a hearing or conference, the group's president or the president's designee must

contact the hearing officer as early as possible before the scheduled hearing or conference date to request rescheduling.

#### Hearing Procedures

The group's president or the president's designee may participate in the Group Conduct Review Process. The group may bring any relevant materials and witnesses with personal, relevant knowledge of the incident to the hearing. The group may also bring an advisor. Advisors may attend the hearing, but cannot participate in any manner. If there is a legitimate conflict of interest related to the advisor, Student Conduct reserves the right to disqualify an advisor. The group would then be required to obtain a new advisor. When possible, the hearing officer will make reasonable adjustments in order to accommodate an advisor's schedule. However, the hearing officer is not obligated to reschedule meetings and/or hearings to accommodate the advisor. A group may select a new advisor in the event of a scheduling conflict. Except for witnesses and advisors, other people may not attend the hearing with the group.

At a pre-hearing conference (for panel hearings) or before the hearing gets underway (for administrative hearings), the group's president or the president's designee may be asked whether the group wishes to waive the hearing by acknowledging the group's responsibility in the incident. If the group acknowledges responsibility, sanctions will be imposed and the group will not be entitled to an appeal. If the group does not acknowledge responsibility, the hearing will proceed and the hearing officer or panel will

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

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

#### Appeal

The decision of the hearing officer (for administrative hearings) or the panel (for panel hearings) is final unless it can be demonstrated that 1 of the following has occurred:

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

To request an appeal, a group must submit a request in writing to Student Conduct. The request must be submitted within 3 business days after the date of notification of the outcome of the hearing and must state clearly the basis for the appeal. The appeal will be reviewed upon receipt, and a decision concerning the appeal will be available within a reasonable time. The appeal will either be granted, remanding the case back for a new hearing, or denied. The decision of the appeal officer will be final.

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

*Retaliation, including intimidation, threats, coercion or discrimination, against any individual who has made a good faith complaint, or who has participated in the Group Conduct Review Process, is unlawful and in violation of university policy. Anyone found to have engaged in retaliation will be subject to disciplinary action up to and including dismissal or termination from the university.*

## Questions?

For questions regarding the Student Code of Conduct (p. 60), Group Conduct Review Process or Sanctions for Groups (p. 65), please contact Student Conduct at your campus:

- 401-598-2885 (Providence Campus)
- 305-892-7602 (North Miami Campus)
- 303-256-9591 (Denver Campus)
- 980-598-1820 (Charlotte Campus)

## Sanctions for Individuals

If a student is found responsible for a violation of the Student Code of Conduct, the student will be given 1 or more sanctions. Sanctions are designed to help prevent future Student Code of Conduct violations, educate students on appropriate behavior required to succeed in the workplace and live in society, and where appropriate, remedy any damage done.

### University Dismissal

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

### University Suspension

A temporary suspension from the university, which prohibits the student from attending the university (at any campus or learning site) or any university events and from entering or being present without permission on any property of the university. During a university suspension, a student conduct hold is placed on the student's academic record, which prevents the student from registering for classes and/or graduating. Requests for reinstatement after a university suspension will not be granted until all conditions of the suspension have been met and all other sanctions have been completed. As with dismissal, a student who is suspended from the university will still be responsible for certain tuition and housing charges, subject to any applicable refund policy. When a student returns from suspension, the student will be placed on conduct probation for a minimum of 2 terms. In certain instances, a student may be suspended until the complainant graduates.

### Dismissal from Housing

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

### Suspension from Housing

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

### Suspension of Privileges

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

### Interim Suspensions

An immediate, temporary suspension that remains in effect until the Conduct Review Process has been completed. An interim suspension can be a

suspension from the university, housing, a classroom, an academic course, lab, practicum, and/or a suspension of privileges. Interim suspensions are used when the university perceives that because of the nature of the alleged violation or other factors, an interim suspension is advisable to help protect an individual or the university community, property or the normal operations of the university until the Conduct Review Process has been completed.

### Conduct Probation

A student who receives a sanction of conduct probation and has subsequent policy violations may face more severe sanctions, up to and including university suspension or dismissal from JWU.

### Conduct Warning

A warning given to the student, which indicates that additional sanctions will be imposed if the student engages in future violations of the Student Code of Conduct.

### Fines/Fees

Monetary penalties, which must be paid by the date specified when the sanction is given.

### Restitution

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

### Campus/Community Service

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

### No Contact Order

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

### Housing Relocation

Required relocation to another room within the university housing system.

### Educational Sanctions

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

## Sanctions for Groups

If a group is found responsible for a violation of the Student Code of Conduct, the group will be given 1 or more sanctions. Sanctions are designed to help prevent future Student Code of Conduct violations, educate the group and its leaders and members on appropriate behavior required to succeed in the workplace and live in society, and, where appropriate, remedy any damage done.

### Withdrawal of University Recognition

Withdrawal of university recognition for a group means that the group may no longer exist as a group at the university and that students may no longer participate in that group as members, leaders or otherwise. Any student who continues to participate in or accept members into any group for which the university has withdrawn recognition will be subject to the Conduct Review Process. Withdrawal of university recognition will require the group to reapply for any university recognition, which may not take place prior to 4

calendar years after the sanction is imposed. Conditions for future recognition may also be specified.

### **Suspension of University Recognition**

Suspension of university recognition for a group means that the group may not exist as a group at the university during the stated period of the suspension, and that students may not participate in that group as members, leaders or otherwise during the stated period of the suspension. Additional conditions may be imposed upon the group's return to the university. Any student who continues to participate in or accept members into any group that the university has suspended will be subject to the Conduct Review Process.

### **Suspension of Group Privileges**

Suspension of a group's privileges includes, but is not limited to, suspension of university funding, holding events and/or meetings, accepting new members, participating as a group in university/campus events during the stated period of the suspension, etc. The group may not participate in any of the suspended privileges during the stated period of the suspension. Any group that continues to participate in any of the suspended privileges during the period of the suspension will be subject to additional sanctions.

### **Interim Suspension of University Recognition or Group Privileges**

This is an immediate, temporary suspension that remains in effect until the Group Conduct Review Process has been completed, unless otherwise stated. An interim suspension can be a suspension of university recognition or a suspension of group privileges. Interim suspensions are used when the university perceives that because of the alleged violation or other factors, an interim suspension is advisable to help protect an individual or the university community, property or the normal operations of the university, until the Group Conduct Review Process has been completed. Any student who continues to participate in or accept members into any group that the university has placed on interim suspension (other than as part of the Group Conduct Review Process) will be subject to the Conduct Review Process. For questions regarding interim suspensions, please contact Student Conduct.

### **Conduct Probation**

A group who receives a sanction of conduct probation and has subsequent policy violations may face more severe sanctions, up to and including university suspension or dismissal from JWU.

### **Fines**

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

### **Restitution**

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

### **Campus/Community Service**

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

### **Educational Sanctions**

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

### **Conduct Warning**

A warning given to the group, which indicates that additional sanctions will be imposed if the group engages in future violations of the Student Code of Conduct.

## **Student Government Association**

The Student Government Association (SGA) is the senior student governing body at Johnson & Wales University. SGA is an organization of students committed to enhancing the student experience in and out of the classroom at Johnson & Wales University.

SGA was established to listen, represent and act on the concerns that affect students within the entire Johnson & Wales University community. The group acts as a voice for students and works to maintain open lines of communication between students, faculty and administration.

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

For more information, contact the appropriate campus.

- Providence (<http://www.jwu.edu/content.aspx?id=11030>)
- North Miami (<http://www.jwu.edu/content.aspx?id=12108>)
- Denver (<http://www.jwu.edu/content.aspx?id=12116>)
- Charlotte (<http://www.jwu.edu/content.aspx?id=11038>)

## **Student Involvement & Leadership**

Student Involvement & Leadership (<http://www.jwu.edu/content.aspx?id=58465>) strives to cultivate meaningful experiences to inspire personal and professional growth. Students are encouraged to be active participants in an array of social, cultural, spiritual, educational and recreational programs offered by Student Involvement & Leadership. Please consult the JWU Directory (<http://linkweb.jwu.edu/facilitieslist/facilitieslist.aspx?campus=nmi/#category-Offices%20and%20Services>) for Student Involvement & Leadership hours, location and contact information.

Some of the programs and services provided include:

- Wildcat Welcome events
- Student Organizations (<http://www.jwu.edu/content.aspx?id=12118>)
- Fraternity & Sorority Life (<http://www.jwu.edu/content.aspx?id=12176>)
- Leadership Development Programs (<http://www.jwu.edu/content.aspx?id=430>)
- Spiritual Life (<http://www.jwu.edu/content.aspx?id=12188>)
- Student Government (<http://www.jwu.edu/content.aspx?id=12108>)
- Service & Volunteerism (<http://www.jwu.edu/content.aspx?id=12224>)
- Family Weekend
- Homecoming
- Comedy shows, bands, movie nights and more

Please refer to Student Organizations (<http://www.jwu.edu/content.aspx?id=12118>) to learn about connecting to the Involvement Network. There you will find a full listing of student organizations as well as events happening around campus.

When a student becomes a member (associate, new or full member) of a student organization or team, that student represents not only themselves, but also the university and the organization or team. Groups may be held responsible as a whole for the misconduct of their individual members, including, but not limited to, any violation of the Student Code of Conduct, any other university rule or policy, or any local, state or federal law. Please refer to the Student Code of Conduct (p. 60) for more information regarding group responsibility.

# Student Services

This section of the handbook includes academic and community-related services for students enrolled at JWU.

## Center for Academic Support

The Center for Academic Support (CAS) provides educational resources and opportunities for all students and promotes equal access for students with disabilities to empower them to achieve success and become lifelong learners.

CAS offers specialized advising for students who self-identify with our department. CAS advisors advocate for equal access, accommodations and respect for students with disabilities in the campus communities.

Additionally, the Center for Academic Support offers a wide range of professional and peer tutoring. These sessions may be provided individually or in a small group. Small-group study-skills sessions are also available. Smart Thinking is 24-hours-a-day, seven-days-a-week online tutoring that is also available to all JWU students and is accessed through jwuLink (<https://link.jwu.edu/cp/home/displaylogin>).

All services through the Center for Academic support are offered at no additional cost to students.

Please see Services (p. 67) for detailed information about the services offered by the Center for Academic Support.

For locations, hours and contact information for each campus Center for Academic Support, please consult the JWU Directory (<https://resource.jwu.edu/mobile/people-directory/pvd->).

## Services

### Tutorial and Academic Assistance

The university provides complimentary tutorial and academic assistance through the Center for Academic Support. Instructional help is also available from faculty members during faculty office hours. SMARTTHINKING is a 24/7 online tutorial program available to all JWU students.

### Students With Disabilities

Students with learning, physical or other disabilities requesting accommodations, including housing accommodations, and students who will need additional help in case of an emergency should contact the Center for Academic Support (p. 67). Students requesting accommodations may be asked to provide documentation of their disability, which supports the need for the requested accommodation.

### Technical Standards

Some programs of study at the university have technical standards (<http://catalog.jwu.edu/admissions/technicalstandards>). Students with disabilities who require accommodations to meet technical standards must contact the Center for Academic Support to request an accommodation as provided above.

### Service Animals

JWU encourages students who have service animals to notify the Center for Academic Support on their campus so that the center is able to work with students in alerting and communicating with campus partners, including faculty, and in providing additional support and accommodations, as appropriate, to promote access to JWU. Students with service animals will also need to obtain a copy of the university's [Care and Responsibility of Service Animals Procedure](#).

### Emotional Support Animals

Students seeking to bring an emotional support animal into campus housing must meet with an advisor from the Center for Academic Support on their campus to determine if this is a reasonable accommodation. Students may be asked to provide documentation of their disability, which supports the need for an emotional support animal. Emotional support animals are not permitted in any area other than the student's assigned residence hall room. Students with an emotional support animal will also need to obtain a copy of the university's [Care and Responsibility of Emotional Support Animals Procedure](#) (<http://catalog.jwu.edu/handbook/student-services/centerforacademicsupport/services/careandresponsibilityofserviceanimals>).

## Review of Accommodation Decisions

Any student with a complaint or grievance about an accommodation decision should submit a written request for review of the decision to the Title IX Coordinator (<https://www1.jwu.edu/about/equity-compliance-services/#Campus>) (who also serves as the university's nondiscrimination coordinator and Section 504 coordinator), Matthias Rubekeil ([matthias.rubekeil@jwu.edu](mailto:matthias.rubekeil@jwu.edu)), 8 Abbott Park Place, Providence, RI, 02903, 401-598-2703.

## Resources for Students with Concussions

This list of resources was created by the university to help the JWU community understand the nature of concussive injuries and the resources available to students with concussions. This is intended to serve as a guide following a diagnosis of concussion from a qualified medical professional — it is not considered medical advice and is not intended to replace consultation with a qualified medical professional.

### Concussions

Although there are numerous definitions, concussions are generally defined as a change in brain function following a force to the head. Concussions can be accompanied by a temporary loss of consciousness and subsequent neurologic and cognitive dysfunction. Depending upon the severity, concussions can affect and, at times, severely impact students' physical, cognitive and emotional well-being. Concussions manifest differently in different students and can even manifest differently in the same individual who has suffered a repeated concussion. In the context of a student's academic program, concussions can affect a student's concentration, memory, cognition and emotional well-being and cause a number of disruptive symptoms, including headaches, nausea and dizziness. Although most concussions resolve spontaneously in a few weeks to 6 months, taking the appropriate time to rest may lead to a faster recovery.

The university is committed to helping students with concussions by providing a number of resources to help students in their healing process. The university recognizes that while physical rest is essential to post-concussive care, cognitive rest may also be necessary. The university will work with students with concussions to identify the appropriate steps the student should take to promote recovery.

Johnson & Wales University offers the following services to eligible students:

- **Policies that Protect Students Who Are Injured While Participating in University-sanctioned Events:** Under the university's Attendance Policy (p. 39), students adversely affected by illness and injury due to participation in a university-sanctioned event will be allowed to make up all necessary work without prejudice.
- **Academic Accommodations:** At Johnson & Wales University, the Center for Academic Support (CAS) will provide reasonable academic accommodations to eligible students with disabilities. In order to be eligible for accommodations, a student must provide appropriate documentation from a medical provider to show that they have been diagnosed and are undergoing treatment. Upon receipt of such documentation, CAS will engage with students on a case-by-case basis in an interactive process to determine the appropriate accommodations. An accommodation plan may include physical and cognitive rest and approved absences and, when appropriate and on a temporary basis, may include (but is not limited to) additional time on examinations and copies of classroom notes. Under the ADA Amendments Act of 2008 (ADAAA), accommodation plans developed by CAS must be implemented as written. In the event a faculty member has questions or concerns surrounding the implementation of the requested reasonable accommodation(s), they should contact the CAS advisor listed on the accommodation plan to discuss possible alternatives. Students should contact CAS as soon as possible after their injury. Accommodations are not retroactive. Students will be encouraged to contact their instructors to determine a mutually agreeable plan and timeline for making up missed assignments or tests. The CAS advisor will work with both the identified student and faculty member(s) to assist in determining appropriate plans and timelines, as necessary.
- **Other Academic Support:** The Center for Academic Support will empower students with concussions, whether or not they are eligible for academic accommodations, to meet with their faculty or instructors

to discuss their condition and inquire about alternative arrangements. While these arrangements may not be "accommodations," professors have the discretion to make modifications to course requirements, as they deem appropriate. Tutoring support is also available to students who may desire extra support. For more information, contact the Center for Academic Support.

- **Medical Withdrawal and Other Leaves of Absence:** Students may choose to apply for a voluntary medical withdrawal if they need to leave school for a period of time to address illness or physical or mental health conditions that significantly impair their ability to function successfully or safely as a member of the university community. Students who are granted voluntary medical withdrawals may be eligible for an additional tuition credit to their student account upon their return to the university. Students who are considering a voluntary medical leave of absence are encouraged to reach out to Student Health Services or reference the Student Handbook (p. 35) for more information on that process.
- **If Eligible, Consultation with Athletic Trainers.** After initial consultation with their own medical provider, student athletes participating in athletics that utilize an athletic trainer may reach out to that athletic trainer as a resource. For more information, students should speak with their athletic trainer, coach or the director of athletics.
- **Student Counseling Services:** Counseling Services provides confidential services for JWU students, including individual counseling for students undergoing challenging life situations. For more information, please contact Student Counseling Services.

## Accommodation of Food Allergies for Culinary and Hospitality Students

The College of Culinary Arts uses hundreds of various foods and food products in its classrooms and laboratories, including, but not limited to, spices, milk, eggs, fish, crustacean shellfish, tree nuts, peanuts, wheat and soybean, and other potential allergens.

All students are required to meet the essential academic functions of JWU's culinary education program (including, but not limited to, active participation in classes and culinary labs) with or without a reasonable accommodation. The College of Culinary Arts has eliminated 2 (taste and touch) of the 3 types of allergic exposures (taste, touch and inhale) through the elimination of taste requirement and use of gloves. Students with known allergies are required to engage in self-care to mitigate the risk of an allergic reaction.

Students with airborne food allergies (or any other disability) who would like information on accommodations may contact the Center for Academic Support, who will work with each student on an individualized, case-by-case basis to determine whether any reasonable accommodations can be made. However, due to the nature of its dynamic and student-centered educational programming, the university cannot guarantee an allergen-free environment.

## Campus Dining

Johnson & Wales University's North Miami Campus dining center, The Mix, is managed by Chartwells, a division of Compass Group Inc.

The Mix seeks to provide the best in products and services for customers and guests; in many instances, food is prepared by culinary internship students. Reasonable efforts will be made to accommodate students with special dietary preferences based on health, religious or personal needs. Comments may be submitted to the Chartwells management team (<http://www.dineoncampus.com/jwumiami>) or by completing a comment card at The Mix. Details on meal plans, menus, dining events and coupons are also available online (<http://www.dineoncampus.com/jwumiami>).

### Meal Plans

There are a variety of meal plan options available to campus residents.

Resident students are required to select a meal plan when they make their residence hall selection. Meal plan offerings vary based on class year and residence hall. New students (first-year students) may choose 14 or 18 meals per week. Returning students may choose 10, 14 or 18 meals per week. Full meals at The Mix consist of an entree, 4 sides and a beverage, or a meal equivalency at the Cyber Café. Students have access to their meal plans Sunday through Saturday, 1 swipe per meal period. Unused meals do not roll over from week-to-week or term-to-term.

Every meal plan also offers flex dollars that can be used to purchase additional meals and guest meals at The Mix and retail purchases at the Cyber Café. The balance declines as flex dollars are used. Flex dollars are allotted each term and unused dollars roll over from week-to-week but expire at the end of the term and cannot be rolled over to a new term.

All students, faculty and staff also have the ability to purchase individual meals at the door or Wildcat Meals in blocks of 10, 25 or 50. Additional flex dollars in increments of \$25 may also be purchased. Wildcat Meal blocks and additional flex dollars may be purchased online (<http://www.dineoncampus.com/jwumiami>) or at the Chartwells office on campus. All Wildcat Meals and additional flex dollars roll over from term-to-term but expire at the end of the academic year in which they are purchased.

Once a student has paid for the plan, they can check the status of meals and flex dollars by visiting either The Mix or Cyber Café. The student must present a valid student ID to the cashier to receive this information.

### Commuters

Commuter students can pay the door rate or purchase Wildcat Meals in blocks of 10, 25 or 50, as well as additional flex dollars in increments of \$25. Wildcat Meal blocks and additional flex dollars may be purchased online (<http://www.dineoncampus.com/jwumiami>) or at the Chartwells office on campus. All Wildcat Meals and additional flex dollars roll over from term-to-term but expire at the end of the academic year in which they are purchased. The cost of the Wildcat Meal plan and additional flex dollars is nonrefundable.

### Guests

Guests may purchase a single meal at the door or use Wildcat Meals or flex dollars from their escort's card.

### Hours

Hours and days of operation vary at each location. Campus Dining is closed during holidays and class breaks. Up-to-date listings are posted at each location and online (<http://www.dineoncampus.com/jwumiami>).

### Policies

Campus Dining asks that students act and dress in an appropriate manner (professional dress or casual clothes) while in the dining facilities. Specific rules may be posted. Students must present their own valid ID cards to use the meal plan. Lost or stolen cards must be reported to Campus Safety & Security to prevent unauthorized use. Students who have a lost or stolen card will receive a 1-day meal pass to participate in meal services. Eco-friendly, reusable containers are available for purchase for take-out meals.

## Campus Safety & Security

Campus Safety & Security promotes the safety and well-being of JWU students, faculty, staff and property. Campus Safety & Security contributes to the quality of university life by fostering an environment in which security is balanced with freedom of movement, and individual rights are balanced with community needs. JWU strongly encourages the prompt and accurate reporting of all suspicious or criminal activity that occurs on or near university property. Students and staff should report this activity immediately by calling 305-892-7011. In any emergency situation, students should dial 911 (or 9-911 from a university telephone), and then contact Campus Safety & Security at 305-892-7011. Officers are available 24 hours a day, 365 days a year.

Campus Safety & Security distributes crime alerts and community notices containing descriptions of incidents to keep students informed of any serious and continuing threat on and near campus. A daily log of all crimes is maintained by Campus Safety & Security in the Campus Safety & Security station. The log is available to view.

Campus Safety & Security has an officer who focuses on crime prevention duties. The crime prevention officer administers the university's Project ID program, which provides students with an opportunity to engrave culinary knife kits and personal items brought to the university at no cost. In addition, officers conduct formal and informal training in a variety of safety programs.

Students who would like to file a report with Campus Safety & Security because they witnessed a crime or were a victim of one should call 305-892-7011 and an officer will be dispatched to them. Students who wish to file a complaint or handle a routine business matter in person can visit the Campus Safety & Security Station at 1705 NE 124<sup>th</sup> St. (open 24 hours a day, 365 days a year).

In compliance with the Higher Education Act, Johnson & Wales University publishes an Annual Security Report and Annual Fire Safety Report. The Annual Security Report discloses information about campus security and statistics concerning reported crimes that occurred on campus, on public property close to campus or on other property used or controlled by the university. The Annual Fire Safety Report discloses information about the campus fire safety policies and procedures, and statistics concerning the number of fires, deaths, injuries, fire drills and fire-related property damage within each residence hall. Copies of the Annual Security Report and Annual Fire Safety Report may be obtained by calling 305-892-7011 or by visiting the Campus Safety & Security website (<http://www.jwu.edu/northmiami/safety>). The university also maintains a log of all fires that occur in on-campus housing.

Any student who resides in a university residence hall has the option to designate a contact person to be notified if the student is determined to be missing for more than 24 hours. This option is only available to students who are living in JWU residence halls. If a student registers a confidential contact, the identity of the contact will be kept confidential and cannot be accessed by anyone except Campus Safety & Security, a limited number of authorized JWU officials and local law enforcement personnel if needed for the investigation of the student's disappearance. Confidential contacts may be registered by email from a student's JWU-issued email account. Instructions for registering a confidential contact and further information regarding confidential contacts can be found on the Campus Safety & Security website (<http://www.jwu.edu/northmiami/safety>).

## CARE Team

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

To contact a member of the CARE team about a concern, please call the appropriate campus telephone number listed below and request a list of CARE team member contact information.

Any concerns about a student whose behavior appears to pose a risk of imminent harm should be directed to the dispatcher at Campus Safety & Security at the appropriate campus listing below.

Information shared will be treated with the highest level of discretion. The CARE Team members have the utmost regard for the safety, rights and well-being of all students as they evaluate and develop responses to potential issues that are referred to the team.

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

## Emergency Procedures

Effective emergency response requires the coordinated efforts of students, staff and faculty. Each member of the Johnson & Wales community should be prepared to act promptly when faced with an emergency. The North Miami Campus has developed an Emergency Management Plan that contains information on building evacuation procedures; emergency responses related to explosions, hazardous materials release and other threatening situations; and actions that should be taken if the campus is in "lockdown" or "shelter in place" condition.

This information can be found on the university's Alerts webpage (<http://www.jwu.edu/alerts/north-miami>) (under "Resources") or students may request a paper copy through Campus Safety & Security. Students may want to print copies of the Emergency Procedures Quick Reference and Emergency Evacuations and Rally Points to have on hand at all times when they are on campus. Rally point locations can be found on jwuLink (<https://link.jwu.edu>) on the "Services" tab under "Safety & Security." Emergency preparedness involves everyone on campus. Students should do their part by reading all available information. The Emergency Procedures Quick Reference Guide is also published in the Annual Security Report and Annual Fire Safety Report available through Campus Safety & Security (<http://www.jwu.edu/northmiami/safety>).

Johnson & Wales University uses the following systems to notify the university community in the event of an emergency:

### Emergency Notification System (Blackboard Connect)

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

### JWU Alerts North Miami Campus Webpage

Should an incident (natural or man-made) occur on or near the North Miami Campus, relevant information will be posted, when appropriate, on the JWU Alerts North Miami Campus webpage (<http://www.jwu.edu/alerts/north-miami>) and jwuLink ("Emergency Alerts").

### Alert Information Line

The North Miami Campus alert information line announces inclement weather cancellations and other important information regarding interruptions in normal campus activities. Call 305-892-7598 (24 hours a day, 7 days a week) to reach the information line.

### University Email

JWU email accounts are another way the university may communicate with the university community in times of an emergency. Each student is assigned a JWU email account.

## Experiential Education & Career Services

The purpose of Experiential Education & Career Services is to support the university's mission to integrate general education, professional skills and career-focused education by providing students with customized services and support for experiential education and career planning. Experiential Education & Career Services achieves its purpose through a team of qualified career professionals by providing expert advising, an array of career services and strategic partnerships with employers, faculty and staff. Our goal is to empower students to make effective career choices and identify and pursue internships, secure employment and navigate lifelong career direction.

Services include

- a career capstone course for juniors that prepares them to navigate the job search process
- career workshops that allow students to select specific skill-building topics
- networking opportunities with industry professionals through on-campus interviews and recruiting events
- 1-on-1 career advising on a variety of career-related topics including resume reviews and mock interviews
- an online job posting system that students can use to search for jobs and internships
- collaborations with faculty to integrate projects with industry and nonprofit organizations into the classroom

Opportunities for internship are available in the College of Business, College of Hospitality Management, College of Culinary Arts, College of Arts & Sciences, College of Online Education, College of Health & Wellness and College of Engineering & Design. Internship is designed to provide eligible students with practical work experience in their chosen field of study while earning academic credit.

Employers representing a broad range of fields visit campus each year to participate in recruiting events, conduct interviews and serve as guest lecturers and classroom speakers. These activities provide students with a real-world view of industry as well as opportunities to connect with industry professionals and career options.

Students are encouraged to visit the office of Experiential Education & Career Services for more information. For locations, hours and contact information, please consult the JWU Directory (<https://resource.jwu.edu/mobile/building-directory/pvd->).

## Information Technology

Johnson & Wales Information Technology (JWU IT) provides technology tools, services and support to the entire university community. The JWU IT website (<http://it.jwu.edu>) answers many questions about technology at JWU.

Students can also email JWU IT ([it@jwu.edu](mailto:it@jwu.edu)), chat online or call 866-JWU-HELP (866-598-4357) with any technology-related question.

### JWU Wildcat Email

Each student at Johnson & Wales receives an email account that is accessible wherever internet access is available, on or off campus. This email account allows students to send and receive email, and provides access to important university resources. Email can be checked from [jwuLink \(https://link.jwu.edu\)](https://link.jwu.edu) or Wildcat Mail (<http://wildcatmail.jwu.edu>) and can be set up on smartphones and mobile devices (<http://it.jwu.edu/Students/Wildcat-Email>).

The student email username and password are needed to log into campus computers. A password reset tool (<http://it.jwu.edu/All/Password>) is available that gives students the ability to securely reset their own password, especially when a password is forgotten.

New students will receive their email username and password after their new account is set up (<https://newuser.jwu.edu>).

Note: If a student's status is made inactive by Student Academic & Financial Services, the associated email and network accounts are disabled within 1 business day. If a student's status returns to active within 30 days, the email and network account will be re-enabled. If a student's status returns to active after 30 days, a new email and network account will be created 24 hours after they have registered for courses. This may or may not be the same as the student's previous account, depending on availability.

### Internet and Wi-Fi

Internet is available everywhere on campus with the JWU network, via Wi-Fi/JWU or a network cable.

To ensure the security of JWU's network, an authentication system checks for valid JWU user accounts so that only authorized users have access it.

Anyone who uses the JWU network and related services must follow the policies and agreements (<http://www.jwu.edu/legal>) set forth by the university. Violations or attempted violations will subject the violator to disciplinary and/or legal action by the university.

### jwuLink

Every Johnson & Wales student has a [jwuLink](#) account (after the reservation fee is satisfied). Students are expected to log in frequently to access

- email, news and announcements
- academic and library information
- course scheduling and grades
- financial and career resources

Upon graduation or departure from the university, students will continue to have access to their records via [jwuLink](#).

### Telephones

All residence halls have courtesy/security phones in their hallways and/or common areas to call staff, faculty and any JWU office by dialing the 4-digit extension. These phones can also be used to dial 9-911 (8-911 at the Denver Campus) for medical and other serious emergencies.

### Protect Your Information

Identity theft is a concern and the university strongly suggests that all students take necessary precautions to prevent a prohibited user from accessing their JWU email and password. It is everyone's responsibility to protect their personal information (<http://it.jwu.edu/Security/Protect-Yourself>); the university strongly cautions students against freely sharing this information. Contact JWU IT immediately if unauthorized access has occurred or is suspected.

### University Web Policies

The contents of the JWU website are proprietary and as such are protected by federal, state and international copyright and trademark laws, or other proprietary rights. Refer to university policies and agreements (<http://www.jwu.edu/legal>) for more information. Violations or attempted violations will subject the violator to disciplinary and/or legal action by the university.

## JWU Global

JWU Global is comprised of 3 departments: the International Student Services Office (p. 70), Study Abroad (p. 71) and (on the Providence Campus) the BRIDGE (p. 71).

- The International Student Services Office offers comprehensive immigration and support services for all JWU international students visiting the US.
- Study Abroad provides international opportunities that foster global competencies and broaden academic perspectives.
- The BRIDGE Center, part of the BRIDGE initiative, promotes cross-cultural awareness and exchange.

Refer to the JWU Global webpage (<https://global.jwu.edu>) for further information about international and intercultural opportunities at Johnson & Wales.

JWU Global is at the following campus locations:

### Providence

- Downcity Campus: Student Services Center
  - College of Business, College of Hospitality Management, College of Arts & Sciences and College of Engineering & Design students
- Downcity Campus: Xavier Courtyard (the BRIDGE Center)
- Harborside Campus: The Friedman Center
  - College of Culinary Arts and graduate students

### North Miami

- International Student Center (adjacent to the Commuter Lounge)

### Denver

- Student Academic and Financial Services, Academic Center, Room 123

### Charlotte

- Student Academic and Financial Services, Gateway Village, Suite 160 (behind the University Bookstore)

## International Student Services Office

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

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

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

10. Everyone, whether employed during the previous year or not, must file a tax form by April 15 for each year in the United States. To assist students, the university has established a relationship with a firm that specializes in foreign nationals' US tax matters. Note: Please note the limitations in the firm's terms of use. JWU assumes no liability for students' use of this service and cannot provide students with tax advice. If preferred, students may use a firm or tax preparer of their own choice. For such advice, students should contact the IRS or a professional tax preparer.

Refer to the ISSO webpage (<https://international.jwu.edu>) for further information.

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

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

## The BRIDGE

BRIDGE stands for Building Relationships, Intercultural Dialogue and Global Engagement. The BRIDGE represents an integrated approach to international and intercultural engagement for JWU's diverse community and multiple campuses. The BRIDGE offers educational programs, cultural events and social activities that support the university's goal of practicing local, national and global citizenship.

The BRIDGE

- aims to unite students from all backgrounds
- supports students in acclimating to campus life
- dismantles cultural barriers and encourages cultural exchange
- builds global learning and intercultural competencies both within and beyond the classroom
- provides opportunities to socialize and network

Designed as part of this approach, the BRIDGE Center on the Providence Campus is located in the Xavier Complex, and serves as a place that promotes an active learning environment for JWU students, faculty and staff, with an emphasis on cross-cultural awareness and understanding.

For international and intercultural information and resources, please contact:

### Providence Campus

- Loren Intolubbe-Chmil ([Loren.IntolubbeChmil@jwu.edu](mailto:Loren.IntolubbeChmil@jwu.edu)), director of international and intercultural engagement for the BRIDGE Center

### North Miami Campus

- Ismare Monreal ([Ismare.Monreal@jwu.edu](mailto:Ismare.Monreal@jwu.edu)), dean of students

### Denver Campus

- Jeff Ederer ([jeff.ederer@jwu.edu](mailto:jeff.ederer@jwu.edu)), dean of students

### Charlotte Campus

- Tanaya Walters ([tanaya.walters@jwu.edu](mailto:tanaya.walters@jwu.edu)), dean of students

## Study Abroad

Study Abroad works with all academic colleges on all campuses to offer a rich and varied portfolio of study abroad programs for Johnson & Wales students. Students are encouraged to visit the Study Abroad website (<http://studyabroad.jwu.edu>) for program information, online applications and to set up an appointment for study abroad advising. Students must meet all eligibility requirements to participate in Study Abroad, including good conduct standing.

For more information, in addition to visiting the website, students should contact the appropriate Study Abroad campus resource (<http://studyabroad.jwu.edu/index.cfm?FuseAction=StaffMain.Home>).

## Liability Insurance

Students are protected by Johnson & Wales University's Commercial General Liability Insurance for liability arising from their activities while acting within the scope of their duties in an internship or experiential education program as required by the university for course curriculum, including travel while using a university vehicle. Any incident involving injury or potential liability should

be reported as soon as practical to the university insurance and property risk manager, 401-598-1935, 8 Abbott Park Place, Providence, RI, 02903.

## Libraries

The Johnson & Wales University library network is comprised of the libraries on JWU campuses in Providence, Rhode Island; North Miami, Florida; Denver, Colorado; and Charlotte, North Carolina, and combines traditional library services with a dynamic online information environment tailored to meet the needs of Johnson & Wales students on and off campus.

Staffed by graduates of ALA-accredited master's degree programs in library and information science, a notable characteristic of the library is its commitment to the development of lifelong learning skills and information literacy in all JWU graduates. In addition, a key mission of the library is enhancing the pedagogical, professional and scholarly achievements of JWU faculty. During operating hours, staff are available to offer assistance on how to effectively use library resources and find the most pertinent information for assignments.

Located between the University Center and the Academic & Student Center, the library on the North Miami campus includes a collection of books, journals, magazines, full-text databases and other resources to serve the research needs of all Johnson & Wales students. Other resources include access to computers, collaborative learning spaces, private study carrels, soft seating, a photocopier and wireless internet connectivity throughout the facility.

Visit the North Miami Campus library webpage (<http://nmi.library.jwu.edu/c.php?g=98538>) for links to online resources, user guides, contact information and hours of operation.

## Lost and Found

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

Found items should be taken to Campus Safety & Security (open 24 hours a day, 365 days a year). The staff there will make reasonable efforts to determine ownership. Inquiries regarding lost and found items can be made 24 hours a day, seven days a week at Campus Safety & Security.

Resident students can also contact their residence director in case such items have been turned in to the residence hall. The university is not responsible for any lost and found item after 90 days.

Students are urged to check if their insurance policy (homeowner's, family or personal) covers lost or damaged personal property.

Lost student IDs will be returned to the Student Accounts Window at Student Academic & Financial Services or Campus Safety & Security.

Location, hours and contact information for Student Academic & Financial Services can be found in the JWU Directory (<http://linkweb.jwu.edu/facilitieslist/facilitieslist.aspx?campus=nmi/#category-Offices%20and%20Services>).

## Student Academic & Financial Services

Student Academic & Financial Services is comprised of several departments that assist students with a variety of academic and financial matters, such as maintaining student records, course scheduling, degree audits and progress, and providing academic counseling, as well as applying for financial aid, payment plans, invoicing, financial aid award notifications, financial questions and procedures.

## Student Academic Services

Student Academic Services ensures the accuracy, integrity and security of academic records in compliance with federal laws and regulations while advising students to achieve their educational goals, transition to new academic and social communities, develop sound academic and career goals, and, ultimately, become successful learners.

### Foundational Principles

- Provide students with a professional and accessible environment to facilitate a successful academic experience.
- Advise students within a consistent framework of university policy to make viable academic decisions.



- Encourage self-efficacy and support students as they strive to make informed and responsible decisions, set realistic goals, and develop lifelong learning and self-management skills.
- Develop appropriate recommendations for the implementation of related technology applications that support enhanced services to students and faculty.

For the locations, hours and contact information of each campus Student Academic Services, please consult the JWU Directory (<http://linkweb.jwu.edu/facilitieslist/facilitieslist.aspx?campus=pvd>).

## Forms

Online forms can be submitted quickly and easily on the web. Otherwise, please download, print and fill out the appropriate form, then submit as directed.

Apostille Request (<https://safs.jwu.edu/s/apostille-request.pdf>) (54K PDF)

e-diploma Request (<https://www.michaelsutter.com/jwu>) (online form)

Diploma Reissue Request (<https://safs.jwu.edu/s/diploma-reissue-request.pdf>) (54K PDF)

Name Change Request (<https://safs.jwu.edu/s/name-change-request.pdf>) (78K PDF)

Readmittance Request (<https://www.jwu.edu/forms.aspx?id=55197>) (online form)

Request to Take Classes Elsewhere (<https://safs.jwu.edu/s/request-to-take-classes-elsewhere.pdf>) (102K PDF)

SHARP Application (<https://safs.jwu.edu/s/sharp-application.pdf>) (64K PDF)

Student Authorization to Release Information (<https://safs.jwu.edu/s/student-authorization-to-release-information.pdf>) (299K PDF)

Transcript Request (<https://safs.jwu.edu/s/transcript-request.pdf>) (88K PDF)

University Enrollment Dispute (<https://www.jwu.edu/forms.aspx?id=55199>) (online form)

Withdrawal from a Course (<https://safs.jwu.edu/s/course-withdrawal-request.pdf>) (64K PDF)

Withdrawal from the University (<https://safs.jwu.edu/s/notice-of-university-withdrawal.pdf>) (38K PDF)

## Student Financial Services

### Financial Aid and Planning

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

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

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

- Providence (<http://www.jwu.edu/content.aspx?id=36996>)
- North Miami (<http://www.jwu.edu/northmiami/financialservices>)
- Denver (<http://www.jwu.edu/content.aspx?id=560>)
- Charlotte (<http://www.jwu.edu/charlotte/sfs>)

## Student Employment

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

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

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

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

Student employees must maintain accurate contact information with Student Employment. This is especially important for tax purposes since Form W-2s are mailed to the address on file with Human Resources & Payroll.

For Student Employment location, hours and contact information, please consult the appropriate JWU Directory (<http://linkweb.jwu.edu/facilitieslist/facilitieslist.aspx?campus=nmi>).

### Florida Work Experience Program (FWEP)

At Johnson & Wales University, the Florida Work Experience Program (FWEP) is a State of Florida-sponsored, need-based student work program designed to give college students real-world work experience while pursuing their education.

FWEP was designed to provide eligible Florida college students the opportunity to secure work experiences that are complementary to and that reinforce their educational and career goals.

For more information, contact Student Employment through the channels provided in the JWU Directory (<http://linkweb.jwu.edu/facilitieslist/facilitieslist.aspx?campus=nmi>).

## Student Alumni Association

The Student Alumni Association (SAA) seeks to enhance the sense of community at Johnson & Wales University.

Students are encouraged to view their role as students today and alumni forever, and to serve as a link in connecting students and alumni on the local and national levels. This is accomplished through hosting unique campus activities designed to foster institutional pride, spirit and tradition, and to educate students about philanthropy. The SAA also provides an opportunity for current students to work directly and network with alumni through campus and local events.

For more information or to become a member of SAA, refer to the JWU alumni website (<http://www.jwu.edu/alumni>) or contact SAA offices at the following campus locations:

- Providence (<http://www.facebook.com/JWUPVDSAA?fref=ts>)
- North Miami (<https://www.facebook.com/SAANorthMiami>)
- Denver (<https://www.facebook.com/jwudenversaa>)
- Charlotte (<https://www.facebook.com/JWUCharlotteSAA?fref=ts>)

## Student Health Insurance Plan

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

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