

JOHNSON & WALES UNIVERSITY



after hours — it's never too late

DENVER
CAMPUS

2011–2012

*Adult & Continuing
Education Catalog*

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This catalog is an official publication of Johnson & Wales University. As such, it is subject to revision at any time. The university reserves the right to add, withdraw or revise any course, program of study, provision or requirement described within the catalog as may be deemed necessary. Occasionally, program requirements will vary by the printing date of the catalog. Requirements stated in the edition published closest to the September enrollment date will take precedence. Students should read and fully understand the rules, regulations and policies described in this catalog. Additionally, all enrolled students are expected to be familiar with the contents of the Denver Campus Student Handbook. The Denver Campus Student Handbook contains important information concerning the academic performance and personal conduct of students as well as university grievance procedures. It also outlines the conditions under which students may be placed on probation or suspension from the university. The Denver Campus Student Handbook is available online at www.jwu.edu. Copies of the handbook are also available at Student Academic & Financial Services.





PROGRAMS OF STUDY

COLLEGE OF CULINARY ARTS

Associate Degree

Baking & Pastry Arts¹

Culinary Arts¹



¹ Program has technical standards. Students with disabilities should contact the Center for Academic Support.

Online Learning: The university offers a limited number of online courses. Courses with an online option are identified in the Course Descriptions and Programs of Study sections of the catalog. Policies pertaining to online courses are available in the Denver Campus Student Handbook. This catalog does not apply to students enrolled in the online-only degree programs.

IMPORTANT NOTE: Certain programs of study at Johnson & Wales University, including programs in the College of Culinary Arts and The Hospitality College, include technical standards in the academic requirements essential to the program. Students with disabilities should contact the Center for Academic Support at 303-256-9461 for information about and descriptions of the applicable technical standards. Also see Page 32 for descriptions of the technical standards.



ACCREDITATIONS & AFFILIATIONS

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

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

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

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

JWU is listed in the Education Directory of Colleges & Universities issued by the U.S. Department of Education. The Colorado Commission on Higher Education has authorized JWU under the Degree Authorization Act to offer instruction leading to the award of credits and/or degrees in Colorado.

The Denver Campus Culinary Nutrition program has been granted developmental accreditation by the Commission on Accreditation for Dietetics Education (CADE) of the American Dietetics Association, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 312-899-0040 ext. 5400. The Denver Campus Didactic Program in Dietetics (DPD) meets the standards of education set by CADE.

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

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

General University Affiliations

Academie Francaise
 Academy of International Business
 Academy of Management
 American Association for Higher Education
 American Association of Collegiate Registrars and Admissions Officers
 American Association of Presidents of Independent Colleges and Universities
 American Association of University Women
 American Bar Association
 American Booksellers Association
 American College of Healthcare Executives
 American College Personnel Association
 American Corporate Counsel Association
 American Council on Education
 American Counseling Association
 American Culinary Federation
 American Dietetic Association
 American Educational Finance Association
 American Educational Research Association
 American Hotel & Lodging Association
 American Hotel & Lodging Education Foundation
 American Institute of Architects
 American Institute of Certified Public Accountants
 American Institute of Wine and Food
 American Library Association
 American Management Association
 American Marketing Association
 American Payroll Association
 American Planning Association
 American Psychological Association
 American Society for Curriculum Development
 American Society for Training and Development
 American Statistical Association
 American Wine Society
 ASIS International
 Associated Press
 Association for the Advancement of Computing in Education
 Association for Career and Technical Education (ACTE)
 Association for Institutional Research
 Association for Multicultural Counseling and Development
 Association for Student Judicial Affairs
 Association for Supervision and Curriculum Development (ASCD)
 Association of College & Research Libraries
 Association of College & University Facility Officers
 Association of College & University Telecommunications Administrators
 Association of Governing Boards of Universities and Colleges
 Association of Independent Colleges & Universities of Rhode Island
 Association of International Education Administrators
 Association to Advance Collegiate Schools of Business (AACSB) International
 Better Business Bureau
 Board of Bar Overseers
 Bread Bakers Guild of America
 Business Professionals of America
 Business Volunteers for the Arts
 Campus Compact
 Career Counselors Consortium
 Center for Academic Integrity
 Club Managers Association of America
 Coalition of Library Advocates
 The College Board
 College & University Professional Association for Human Resources
 Confrerie de la Chaine des Rotisseurs
 Consortium of Rhode Island Academic & Research Libraries
 Cooperative Education Association
 Council for the Advancement and Support of Education (CASE)
 Downtown Security Network
 Eastern Association of Colleges and Employers Inc.
 The Education Partnership
 Educause
 Employment Management Association
 Escoffier Society
 European Council of Hotel Restaurant & Institutional Education
 European Council of Independent Schools

Family, Career and Community Leaders of America
 Forum of Education Abroad
 Future Business Leaders of America
 Future Farmers of America
 Greater Providence Chamber of Commerce
 Higher Education Library Information Network
 Higher Education Marketing
 The Honorable Order of the Golden Toque
 Hospitality Resource Partnership of the Downtown Improvement District
 Institute for International Human Resources
 Institute of International Education
 Institute of Management Accountants
 International Association of Assembly Managers
 International Association of Business Communicators
 International Association of Campus Law Enforcement Administrators
 International Association of Culinary Professionals
 International Association of Hotel School Directors
 International Career Counselors
 International Council on Hotel, Restaurant and Institutional Education
 International Food Service Editorial Council
 International Food Service Executives Association
 International Hotel & Restaurant Association
 International Special Events Society
 James Beard Foundation
 Junior Achievement
 Landmark Restaurants Advisory Board
 Leadership Rhode Island
 Malaysian American Commission on Education Exchange
 Modern Language Association
 Multicultural Foodservice & Hospitality Alliance
 National Alliance for Business
 National Association for Counseling and Development
 National Association for Developmental Education
 National Association of Catering
 National Association of College & University Attorneys
 National Association of College & University Business Officers
 National Association of College Admissions Counselors
 National Association of College Stores
 National Association of Colleges & Employers
 National Association of Educational Procurement
 National Association of Female Executives
 NAFSA — Association of International Educators
 National Association of Independent Colleges and Universities
 National Association of Social Workers
 National Association of Student Financial Aid Administrators
 National Association of Student Personnel Administrators
 National Business Educators Association
 National Commission for Cooperative Education
 National Conference for Community and Justice
 National Council of Teachers of English
 National DECA Inc.
 National Education Association
 National Restaurant Association
 National Restaurant Association Educational Foundation
 National Society for Experiential Education
 National Society of Fundraising Executives
 National Staff Development Council
 New England Association for College Admission Counseling
 New England Association for Cooperative Education and Field Experience
 New England Association of College Admissions Counselors
 New England Association of Collegiate Registrars and Admissions Officers
 New England Association of Schools and Colleges Inc. (NEASC)
 New England Board of Higher Education
 New England Business Educators Association
 New England Faculty Development Consortium
 New England Innkeepers' Association
 New England Inns and Resorts Association
 New England Library Association
 New England Library Network
 New England Museum Association (NEMA)
 New England Regional Council of Hotel, Restaurant and Institutional Education
 New England Resource Center for Higher Education
 Northeast Association for Institutional Research
 Phi Delta Kappa

Professional Organization & Development Network
 Public Relations Society of America
 Research Chefs Association
 Rhode Island Association of Admissions Officers (RIAAO)
 Rhode Island Association of Institutional Researchers
 Rhode Island Association of Student Financial Aid Administrators
 Rhode Island Association of Colleges for Teacher Education
 Rhode Island Bar Association
 Rhode Island Business Educators Association
 Rhode Island Campus Compact
 Rhode Island Catholic Diocese Advisory Board for the Protection of Children
 Rhode Island Counseling Association
 Rhode Island Criminal Justice Policy Board
 Rhode Island Department of Education
 Rhode Island Higher Education
 Rhode Island Higher Education Telecommunication Association
 Rhode Island Hospitality Association
 Rhode Island Hospitality Education Foundation
 Rhode Island Library Association
 Rhode Island Mandatory Continuing Legal Education Commission
 Rhode Island Payroll Association
 Rhode Island Registrars Association
 Rhode Island Society of Certified Public Accountants
 Rhode Island Student Loan Authority
 Rhode Island Supreme Court
 Rhode Island Technology Council
 Rhode Island Telecommunications Association
 Skills—USA
 Small Business Development Center
 Society for College and University Planning
 Society for Human Resource Management (SHRM)
 Society Organized Against Racism in Higher Education
 Society of Wine Educators
 United States Department of Education
 University Continuing Education Association (UCEA)
 University Risk Management and Insurance Association
 Women Chefs & Restaurateurs
 Women's Foodservice Forum
 World Association for Hospitality & Tourism Training

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

MORE THAN CAREER SUCCESS

The JWU Difference

Johnson & Wales University is a recognized leader in career education for driven students seeking a competitive advantage in the global economy. Our pioneering education model combines academics with hands-on learning, related work experiences, leadership opportunities and career services. Our industry-experienced faculty brings real-life knowledge to the classroom, adding mentorship, networking opportunities and current business practices to the academic experience.

Founded in 1914, JWU is a nonprofit, private, accredited institution with distinct campuses in Providence, R.I.; North Miami, Fla.; Denver, Colo.; and Charlotte, N.C. More than 17,000 students from all 50 states and 93 countries are pursuing accredited undergraduate and graduate degrees in business, hospitality, culinary arts, technology and education. Our graduates join a network of more than 83,000 alumni from 140 countries.

A variety of undergraduate degree programs permit students to select the educational path best suited to their career interests and objectives. Graduate programs leading to the degrees of master of arts in teaching, master of education, master of business administration, and doctor of education are also offered at JWU's Providence Campus. For details on these programs, request the graduate and doctoral catalogs or visit www.jwu.edu/graduate.

Other features of the JWU difference include our career-focused programs, hands-on learning, a suite of career services and a variety of opportunities for students to build their leadership skills.

Career-focused Programs

JWU's educational approach is designed to help students identify a field of interest and acquire the knowledge, skills and experience to excel in that field. Students develop academic schedules and work experience plans relevant to their career goals, starting in their first term. To learn more about our undergraduate programs of study, see pages 28–31 or visit www.jwu.edu.

The School of Arts & Sciences

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

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

Students at JWU may study a subject in more depth by electing concentrations. Concentrations vary by campus.

To learn more about the School of Arts & Sciences at JWU, including honors courses, cultural events programming, internships and study abroad programs, visit www.jwu.edu.

Study Abroad and International Programming

JWU responds to the increasingly global nature of business by fostering multiculturalism and providing an international educational experience. An important component of this experience is the opportunity to study abroad. Students choose from a range of options including four-week summer programs, three-month spring term programs or four-to-five month independent exchanges. Each has its own academic focus and prerequisites. After selection into a study abroad program, students engage in orientation and academic pre-departure work before embarking on their immersion into foreign cultural and business settings. In some cases, JWU faculty lead the program and travel with students. In other cases local hosts lead the program, but in all programs students participate in a rigorous study and travel experience. These study abroad experiences increase students' global awareness as they explore their program's specific academic focus. Course delivery consists of lecture, industry visits and cultural excursions. Study Abroad guides eligible students to register for the appropriate course(s) specific to their program.

Visit www.jwu.edu/studyabroad for program information and applications. Interested students may contact Study Abroad at 401-598-1406 for personal study abroad counseling.

In addition to study abroad, students can participate in on-campus experiences that add an international component to their education. Opportunities vary by campus. Contact your campus international advisor for more information.

Four-Term Schedule

While most schools' academic calendars are divided into two semesters, Johnson & Wales University's academic year is divided into three terms. These 11-week sessions enable students to take three or four classes at a time, instead of the usual four or five. Plus we offer a fourth session in the summer for certain programs.

Upside-Down Curriculum

JWU students take classes in their major from day one. From their first term they are immersed into courses and experiences directly related to their field of study, which also means getting a head start on their career choice.

Academic Support

The Center for Academic Support (CAS) offers a variety of career-focused support services for all students which include success plans, testing, and accommodations for students with documented disabilities. CAS's goal is to support students in their efforts to develop and maximize their talents, empower them to direct their own learning, and lead them to pathways of success by helping them to acquire lifelong behaviors and attitudes which are recognized by employers as desirable. In addition, the Writing Center provides added resources and qualified writing consultants to assist students in improving and enhancing their writing skills across the curriculum.

Students with disabilities can also find assistance with reasonable accommodations at the center. Certain accommodations require more time to arrange, so students who request accommodations are urged to provide as much advance notice as possible to the center. All support services at Johnson & Wales are available without extra charge to enrolled students.

Learning by Doing

Experiential education plays a major role in every student's JWU education. Through hands-on learning and work experiences related to their field of study, students may learn more about their chosen field, gain on-the-job experience and develop networking contacts for future employment. Examples of hands-on learning include internships, study abroad and directed work experiences. Applying classroom knowledge to real-life settings advances students toward careers by developing self-confidence and the skills and knowledge necessary to hit the ground running.

Work Experience Programs

Through the types of work experience programs described below, JWU students gain valuable career skills by integrating their classroom studies with practical work experiences in a field related to their academic and career goals.

Internships

Internships are term-long work experiences in a student's field of study for which the student earns academic credit. Internships

- are conducted in a university-approved, professional setting under supervision
- meet specific educational objectives based on the academic program requirements
- are generally administered and monitored by Experiential Education & Career Services
- may be paid or unpaid
- provide an in-depth work experience in a professional role at the employer's organization. Students have the opportunity to develop professional skills and positive work-related habits while gaining first-hand insight into an organization's operation.

Career Services

At JWU, we're dedicated to building careers. Unlike other universities, our approach is designed to help students identify a field of interest and acquire the knowledge, skills and experience to excel in that field.

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

Experiential Education & Career services components include

- a career capstone course for juniors and seniors that prepares them to navigate the job search process.
- career workshops that allow students to select specific skill-building topics.
- networking opportunities with industry professionals through on-campus recruiting events.
- career coaching resources providing personalized advising on a variety of career-related topics.
- work experience programs designed to provide practical experience in a student's chosen field of study while they earn academic credit.
- online job postings by employers who are looking to hire students for part-time and full-time jobs (on and off campus) as well as internships. Go to <http://link.jwu.edu> > Career > Find a Job.
- employers, representing the business, hospitality and culinary fields, that visit campus each year to participate in recruiting events and serve as guest lecturers and classroom speakers. These activities provide students with a real-world view of industry as well as opportunities to connect with industry professionals and career options.

About Johnson & Wales University

History of the University

The special approaches to career education at Johnson & Wales University (JWU) have evolved for more than 90 years and continue to adapt as the university responds to the changing needs of business and industry. JWU was founded as a business school in 1914 in Providence, R.I. by Gertrude I. Johnson and Mary T. Wales. From its origins as a school devoted to business education, JWU has grown to a junior college, to a senior college, and ultimately to university status.

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

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

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

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

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

In 1985, graduate degree programs were introduced at the university. Today the Alan Shawn Feinstein Graduate School offers an MBA degree program with optional concentrations in accounting and hospitality, as well as an M.S. degree program in criminal justice. It also offers an M.A.T. in Teacher Education leading to certification in business education, culinary arts, food service education, elementary education, elementary special education or secondary special education, as well as an M.Ed. in Teaching and Learning and an Ed.D. in Educational Leadership.

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

Also in 1992, JWU opened a campus in North Miami, Fla., offering two- and four-year food service, business and hospitality programs.

That year also marked the university's formal establishment of the College of Business, The Hospitality College, the College of Culinary Arts and the School of Technology. A new emphasis on general studies was introduced in 1992 as well, with the development of the School of Arts & Sciences.

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

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

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

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

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

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

In keeping with its tradition of focusing on the best interests of students and responding to industry, it was determined in April 2006 that beginning with the 2008–2009 academic year, JWU's College of Business and The Hospitality College would move away from offering associate degrees and instead have students customize their education through specializations or concentrations at the baccalaureate level alone. This decision did not impact the College of Culinary Arts and the School of Technology where the two-year degree continues to be relevant.

In 2009–2010 JWU recruited, admitted and enrolled the entering class for the online bachelor's degree programs in Culinary Arts and Food Service Management and Baking & Pastry Arts and Food Service Management. In September 2010 students started in the fully online programs.

JWU's Denver Campus also launched its Adult & Continuing Education program in September 2010.

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

The Mission Statement of the University

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

Purposes of the University

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

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

Core Values

Johnson & Wales University is

Student Centered

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

Experientially Based

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

Industry Relevant

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

Employment Focused

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

Globally Oriented

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

Outcomes Assessment Statement of Purpose

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

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

Additional JWU Programs and Campuses

Online Learning

The university offers a limited number of online courses to students enrolled at any JWU campus. Courses with an online option are identified in the Course Descriptions and Programs of Study sections of the catalog. Policies pertaining to online courses are available in the Denver Campus Student Handbook. Students interested in registering for an online course should consult with their academic counselor.

This catalog does not apply to students enrolled in online-only degree programs.

The university offers online degree completion programs for individuals with associate degrees in culinary arts and baking & pastry arts. For more information on these programs, contact Online Admissions at 1-800-342-5598 or visit www.jwu.edu/onlinelearning.

Graduate Degree Programs

Johnson & Wales University's Providence Campus also offers graduate degree programs from the Alan Shawn Feinstein Graduate School. Approximately 950 students from 55 countries enroll in JWU graduate programs.

Programs offered

MASTER OF BUSINESS ADMINISTRATION (MBA)

Optional concentrations in

Accounting
Hospitality

MASTER OF SCIENCE (M.S.)

Criminal Justice

MASTER OF ARTS (M.A.T.)

Teacher Education leading to certification in
Business Education and Secondary Special Education
Elementary Education and Elementary Special Education
Elementary Education and Secondary Special Education
Elementary Education and Elementary/Secondary Special Education
Food Service Education

MASTER OF EDUCATION (M.Ed.)

Teaching and Learning (designed for practicing teachers)

DOCTOR OF EDUCATION

Educational Leadership (Elementary-Secondary)
Educational Leadership (Higher Education)

For a catalog and more information:

Graduate Admissions
Johnson & Wales University
8 Abbott Park Place, Providence, RI 02903
1-800-DIAL-JWU ext. 1015
Ph: 401-598-1015, Fax: 401-598-1286
Email: gradschool@admissions.jwu.edu
Web: www.jwu.edu/graduate

The Denver Campus

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

Additional JWU Campuses

In an effort to expand its educational outreach, Johnson & Wales University has established several additional campuses. For more information, please consult the catalog for each campus at www.jwu.edu > Academics > JWU Catalogs.

Johnson & Wales University's **Providence Campus**, the university's original campus, has grown from a small business school to a large, international university featuring business, culinary arts, hospitality, technology and arts & sciences programs. The campus is located within an hour of Boston and Cape Cod, and three hours from New York City. For more information about Johnson & Wales University's Providence Campus, contact Admissions, 8 Abbott Park Place, Providence, RI 02903, 1-800-342-5598 or visit www.jwu.edu/providence.

The **North Miami Campus** offers undergraduate culinary arts, hospitality and business programs. This campus is conveniently close to the tourism-rich areas of Fort Lauderdale and Miami, offering a superb setting for a JWU education. For more information about Johnson & Wales' North Miami Campus, contact Admissions, Johnson & Wales University, 1701 N.E. 127th Street, North Miami, FL 33181, 1-866-JWU-FLORIDA (598-3567) or visit www.jwu.edu/northmiami.

JWU's **Charlotte Campus** offers undergraduate culinary arts, hospitality and business programs. Though Charlotte is the second largest business center in the United States, it maintains a distinctive small town feel. It offers easy access to beaches, mountains, an international airport, and is a hub of athletic and cultural activity. For more information about Johnson & Wales' Charlotte Campus, contact Admissions, Johnson & Wales University, 801 West Trade Street, Charlotte, NC 28202, 1-866-JWU-CHARLOTTE (598-2427) or visit www.jwu.edu/charlotte.

For more information on programs of study options in Johnson & Wales University's Day Program or campuses in Providence, R.I.; North Miami, Fla.; and Charlotte, N.C.; call Admissions. Program offerings vary between campuses for day and adult & continuing education programs. Catalogs are available.



APPLYING FOR ADMISSION

Johnson & Wales University seeks students who have a true desire for practical career preparation in their chosen fields and who have the ability to achieve academic success.

Johnson & Wales University's Division of Adult & Continuing Education has a rolling admissions policy. Anyone with a high school diploma or equivalent education as certified by their state department of education is eligible to apply for admission to a degree program as a non-matriculating student. Non-matriculating students may take up to two courses prior to applying for matriculation status.

Due to the technical standards and requirements essential to certain technical programs at the university, applicants with disabilities or chronic medical conditions should inquire with the Center for Academic Support prior to enrolling at the university. For more information about technical standards see Page 32. Copies of the technical standards applicable to various programs are available from the Center for Academic Support.

Application Procedure

Applications for admission should be completed in full and sent to Adult & Continuing Education Admissions, Johnson & Wales University, 7150 Montview Boulevard, Denver, CO 80220. You may also apply online at www.jwu.edu/apply.

There is no deadline for submitting applications, but students are advised to apply as early as possible before their intended date of enrollment to ensure full consideration, as some programs may fill up. An official application form can be found in this catalog. No application fee is required.

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

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

High School Completion Verification

Graduation from high school or equivalent education as certified by state departments of education is required for undergraduate admission. Graduation verification documents must be submitted to Admissions. Verification documents include at least one of the following: a letter from an authorized high school administrator, a high school diploma recognized by their state department of education or a G.E.D. certificate. For additional methods of verification of high school completion for home-schooled students, see Page 12. 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.

When possible, Johnson & Wales University would prefer to receive the applicant's high school transcripts at the same time as the application for admission. Transfer students must also submit official transcripts from all colleges attended.

Admissions Decision

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

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

Deferred Enrollment

Deferred enrollment is designed for students who desire to attend JWU but, for various reasons, wish to postpone their enrollment. Johnson & Wales offers a two-year deferred enrollment to students who have applied and been accepted to the university. Johnson & Wales University retains student application material for up to two years. The admissions decision will be honored for up to two years; after that time frame, the applicant will need to submit a new application and transcript for review. Federal student aid monies are awarded annually; a student may need to reapply for federal funds through the Free Application for Federal Student Aid (FAFSA).

Advanced Placement Credit

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

Transfer Students

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

As with prospective freshmen, acceptances are made on a rolling basis as an application becomes complete.

Transfer candidates must submit official college transcripts from all colleges previously attended prior to enrolling at JWU. Students must also submit final official high school transcripts.

It is the responsibility of those candidates who are currently attending another college to have their updated transcripts sent to JWU as soon as final grades become available and no later

than the first term of enrollment. If official transcripts or other requested materials are not received within that designated time period, tentative transfer credit will be forfeited.

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

Home-schooled Students

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

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

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

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

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

or

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

It is the student's responsibility to provide verification of high school completion. Without such verification, the student may not be allowed to register for the current term or continue enrollment.

Facts for Military

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

Eligible veterans should contact the Department of Veterans Affairs toll free at 1-888-442-4551 or online at www.gibill.va.gov.

International Students

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

Articulation Agreements

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

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

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

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

English Language Proficiency

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

ELS Program

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

TOEFL Requirements

Johnson & Wales University recognizes the TOEFL (Test of English as a Foreign Language) as proof of English proficiency. TOEFL scores must be received as official ETS scores. The Johnson & Wales University Designated Institution (D.I.) code is: 3567. This code should be used on your TOEFL registration form so that your scores will be sent to us directly.

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

TOEFL score of 80 (Internet-based or IBT)

TOEFL score of 550 (pen/paper or PPT)

Individual section scores must also meet minimum score requirements.

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

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

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

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

Standardized Testing After Admission

PLACEMENT TESTS (NON-CREDIT, NO FEES): These tests are administered for placement purposes only to all new students, including transfer students, upon entrance. In situations where two or more levels of a subject are required for graduation, the student's academic career in this subject begins at the level determined by the placement test. This is particularly true when a student has previous academic experience in a subject. Placement tests are currently administered to determine math and foreign language placement. For a student placing out of all required levels of a foreign language, departmental policy and recommendation will determine if a Departmental Challenge Examination is in order for credit.

Prior Learning Assessment

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

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

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

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

CLEP EXAMINATION (FOR-CREDIT, WITH FEES): The College-Level Examination Program of the College Board tests are widely accepted national examinations in various subjects. The American Council on Education's recommended score is required to earn credit. JWU subject equivalencies are determined by each department for each exam. These exams are treated as transfer credit for entering freshmen and juniors transferring to JWU, or from one JWU college or school to another. JWU's Denver Campus is not a national CLEP examination site — students must go to other CLEP sites for this. Consult the CLEP application for required fees.

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

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

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

POLICIES FOR PORTFOLIO ASSESSMENT, CHALLENGE AND CLEP EXAMINATIONS:

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

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

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

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

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

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

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

Adult & Continuing Education Admissions Representatives

An Adult & Continuing Education admissions representative will be happy to meet with you and answer any questions you may have about the university, application procedures and financial aid programs. Please call 303-256-9300 or email ce.den@admissions.jwu.edu for assistance. The Adult & Continuing Education admissions staff visits companies to explain programs, transfer credit arrangements, and any other pertinent admissions information. Please call for more information.

Notice of Nondiscrimination

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

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

The following person has been designated to handle inquiries regarding the Nondiscrimination Policy:

University Compliance Officer, Johnson & Wales University,
One Cookson Place, Sixth Floor, Providence, RI 02903,
401-598-1423.

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

Office for Civil Rights, U.S. Department of Education,
Customer Service Team, 400 Maryland Avenue SW,
Washington, DC 20202-1100, 800-421-3481. This office may refer the matter to a regional Office for Civil Rights.
You may also visit
<http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm>.

Rhode Island:

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

Massachusetts:

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

Florida:

- Equal Employment Opportunity Commission
One Biscayne Tower, 2 S. Biscayne Boulevard, Suite 2700
Miami, FL 33131
305-536-4491
- Florida Commission on Human Relations
2009 Apalachee Parkway, Suite 200
Tallahassee, FL 32301
850-488-7082

Colorado:

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

North Carolina:

- Equal Employment Opportunity Commission
129 West Trade Street, Suite 400
Charlotte, NC 28202
1-800-669-4000
- N.C. Human Relations Commission
116 W. Jones Street, Suite 2109
Raleigh, NC 27601
919-807-4420

Mailing Address:

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

FINANCING YOUR EDUCATION

Tuition

The following tuition and fees schedule is effective for the 2011–2012 academic year. Tuition is subject to change annually.

General studies courses	\$164/quarter credit hour
Internship	\$333/quarter credit hour
Laboratory courses	\$333/quarter credit hour
Disciplines CUL (Culinary Arts) and BPA (Baking & Pastry Arts)	mostly designate laboratory courses.

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

Student Health and Accident Insurance

All registered day program and graduate students taking credit hours are covered by a health and accident insurance plan for the terms enrolled during the academic year. Culinary Arts and Baking & Pastry Arts adult & continuing education students are covered for accident only under the university's Accident Only plan. No other continuing education students are covered by any university accident and/or sickness insurance plans. This does not include the summer term. Insurance brochures are available at several locations throughout the university. Refer to the insurance brochure or go to the Gallagher Koster website: www.gallagherkoster.com for a definition of the effective date of coverage, policy limits, policy termination, and the opportunity to continue coverage over the summer. Online courses do not fulfill this requirement. Students that are not eligible for the university Student Health and Accident program can apply for short-term medical insurance through the Gallagher Koster website: www.gallagherkoster.com.

Books and Supplies

The cost of books and supplies is approximately \$1,800 per academic year. These costs are not applied to the student's invoice. Books and supplies must be paid for at the university's bookstores at the time of purchase. The bookstores operate a textbook sales/buy-back program to help students minimize these costs.

General Transportation Expenses

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

Payment Options

I. Annual Payments

The student may make one payment in full for the entire academic year. Students are responsible for paying all charges in full or making appropriate arrangements by the published due date of August 5, 2011.

II. Term Payments

Students may choose to make three payments a year, which are payable by the publicized due dates established prior to each term. The due date for September 2011 is August 5, 2011.

III. Monthly Payments

Students may choose to pay the annual amount due in convenient monthly payments. This option is available through Tuition Management Systems (TMS) at www.afford.com. There is an enrollment fee to participate. Many such plans are essentially interest free, but some accounts may incur late fees, reinstatement fees or other fees. Students interested in this option must contract with TMS and pay the first payment, in addition to the enrollment fee, by the published due date of August 5, 2011.

All Johnson & Wales University students must fulfill their financial obligations to the university by the published due date of August 5, 2011 (all off-term entrants must meet the financial obligation by the published date for that term).

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

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

Refund Policies

General Policy: To the extent that any charges due to the university remain unpaid, no refund check will be issued. No tuition or fees will be assessed for terms that the student does not begin. Students who withdraw from the university prior to the end of the academic year will have their financial aid adjusted.* Institutional grants and scholarships will be reduced in proportion to any tuition credit received as defined in the university's Withdrawal Credit Policy. Full-term eligibility for institutional loans will be credited to the student's account to the extent that any charges are due the university. The distribution formula for the institutional refund to the Federal Student Financial Aid program will be calculated according to federal regulations. The university's Withdrawal Credit Policy applies to all withdrawals from the university, voluntary or involuntary.

Term charges are subject to the university's Withdrawal Credit Policy upon withdrawal from the university. Term charges are defined as tuition, and if applicable, room only, and room and board. Tuition is applicable to all students, including those on approved off-campus programs including study abroad and internships. The official notice of withdrawal from the university may be done in person or by written notification

through Student Academic & Financial Services. Refunds are calculated by the date of termination which is based on the date Student Academic & Financial Services receives notification of withdrawal from the student or faculty member. Any refund due will be issued within 45 days after the date that the university was first notified of the withdrawal.

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

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

Refund Policy for Georgia Residents

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

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

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

In the event that a refund is made under this policy, all institutional aid/scholarships for that term will be adjusted on a pro rata basis based upon the applicable refund.

Official notice of withdrawal must be made by a student under this policy in person or by written notification to Student Academic & Financial Services. The date of an official notice of withdrawal is the date that it is received by Student Academic & Financial Services.

Refunds are paid to students within 30 days of the official notice of withdrawal.

3. In the event that the University Withdrawal Credit Policy is more favorable than this Refund Policy for Georgia Residents, the university will refund to the student the greater amount in accordance with the university Withdrawal Credit Policy.

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

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

University Withdrawal Credit Policy

If a student terminates during

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

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

Individual Course Withdrawal Policy

Students who withdraw or who are withdrawn from a registered course(s) after the add/drop period but remain registered for at least one other course will not be issued a tuition credit for the dropped course(s). Full charges continue to be applied; refer to the add/drop policy in the Denver Campus Student Handbook. This policy applies to undergraduate, adult & continuing education and graduate students.

Financial Obligations

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

STUDENT FINANCIAL SERVICES (SFS)

Financial Planning

The university understands that financing an education can be a very complex process for many students. To assist students in these matters, Johnson & Wales has established a staff of financial planning counselors. These counselors are available to work with students and their families on an individual basis to help them best utilize their own funds and other available resources to meet educational expenses. For more information and assistance call 1-877-598-3368 or 303-256-9700.

Financial Aid

To assist students in meeting their educational expenses, Johnson & Wales University offers federal financial assistance — grants and low-interest loans. In many cases, qualified students receive a financial aid package which includes both types of financial aid.

Students participating in Study Abroad programs may be eligible for financial aid. For more information, please contact Student Academic & Financial Services.

How To Apply

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

1. Personal Identification Number (PIN)

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

2. Free Application for Federal Student Aid (FAFSA)

The Free Application for Federal Student Aid is available online at www.fafsa.ed.gov. This form must be completed as soon as possible after January 1. The information for financial assistance is then processed by the Federal Processor and sent to Student Academic & Financial Services at the university. **The FAFSA code is 003404.**

3. Independent Students

To be considered independent for financial aid purposes for the 2011–2012 academic year, students must answer “yes” to one of the following questions:

1. Were you born before January 1, 1988?
2. As of today, are you married?
(Answer yes if you are separated, but not divorced.)
3. At the beginning of the 2011–2012 school year, will you be working on a master’s or doctorate program (such as an M.A., MBA, M.D., J.D., Ph.D., Ed.D. or graduate certificate, etc.)?
4. Are you currently serving on active duty in the U.S. Armed Forces for purposes other than training?
5. Are you a veteran of the U.S. Armed Forces?
6. Do you have children who will receive more than half of their support from you between July 1, 2011 and June 30, 2012?

7. Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2012?
8. When you were age 13 or older, were both your parents deceased, were you in foster care or were you a dependent/ward of the court?
9. As of today, are you an emancipated minor as determined by a court in your state of legal residence?
10. As of today, are you in legal guardianship as determined by a court in your state of legal residence?
11. At any time on or after July 1, 2010, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?
12. At any time on or after July 1, 2010, did the director of an emergency shelter program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?
13. At any time on or after July 1, 2010, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

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

4. Verification and Other Documentation

Student Academic & Financial Services may request additional documentation to verify information provided on the FAFSA (i.e. verification worksheet and untaxed income worksheet). The student and his/her parents may be required to submit signed and dated copies of their Federal Income Tax Returns (1040). The student’s financial aid package will not be complete until all requested documentation has been received and reviewed by Financial Aid. In addition, all student loan borrowers must attend an entrance and exit counseling session during which the student will be advised on his/her loan obligations.

Student Eligibility Requirements

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

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

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

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

Students are eligible to receive financial aid as long as they maintain Satisfactory Academic Progress as defined on Page 20 and in the Denver Campus Student Handbook. Students who fail to maintain satisfactory academic standing will be notified by Student Academic & Financial Services. All financial aid will be suspended until satisfactory academic progress is again achieved.

Return of Title IV Funds (federal aid)

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

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

The student's loan monies (subsidized, unsubsidized and PLUS) must be received by Johnson & Wales University before the student's notification date, in order for the money to be considered within the formula. If the student is eligible for a post-withdrawal disbursement, a written notice will be mailed requesting the consent of the borrower to post to the student's account. The amount of institutional assistance earned is based on the week that the student withdraws from the university and follows the percentage the university credits the student's charges (Page 17).

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

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

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

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

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

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

Financial Aid Programs

The following programs are the major financial aid resources available to students. Students may receive assistance from any one of these, or from a combination of all of these programs, in what is called a financial aid package. Student eligibility for these programs is based on completion and submission of the form(s) described in the How to Apply section. Since awards are not automatically renewable, students must reapply each year. Financial aid is awarded on an annual basis and disbursed in three equal installments (fall/winter/spring terms).

Federal Pell Grant

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

The maximum Pell Grant award for the 2010–11 award year (July 1, 2010 to June 30, 2011) was \$5,550. The maximum Pell Grant award can change each award year and depends on program funding. Further information may be obtained by visiting the website of the U.S. Department of Education at <http://studentaid.ed.gov>.

William D. Ford Federal Direct Subsidized Stafford Loan

This loan program provides low-interest loans to students who demonstrate financial need. A Master Promissory Note for these loans is available online at www.studentloans.gov. First-time borrowers are required to complete an entrance interview at www.studentloans.gov.

Students may borrow up to a maximum of \$3,500 per academic year for the first year of undergraduate study, \$4,500 for the second year and \$5,500 per year for the third and fourth years. The student must begin repayment six months after he/she leaves the university or drops below half-time status. The amount of the student's monthly payment will be determined based upon the amount of student debt and the length of the repayment period. Please contact Direct Lending at 1-800-557-7394 for more information on repayment options.

William D. Ford Federal Direct Unsubsidized Stafford Loan

Like the Direct Subsidized Stafford Loan program, this Direct Unsubsidized Stafford Loan program also offers low-interest loans to students. While most of the loan terms are the same as the Subsidized Loan program, there are several major differences: (1) students do not have to demonstrate financial need to receive a Direct Unsubsidized Stafford Loan, and (2) the federal government does not pay interest on the borrower's behalf while the borrower is enrolled in school. During that time, the student borrower can choose between making quarterly interest payments or "capitalizing" interest. "Capitalizing" interest means that the lender will add interest accrued to the principal balance. This will eliminate the need for interest payments while in school, but will result in a larger principal amount owed upon repayment.

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

The Direct PLUS Program provides loans to parents of dependent students to attend college. PLUS borrowers do not have to demonstrate need, but are subject to a credit analysis by the Department of Education. The parent applying for the loan must fill out a Direct PLUS Master Promissory Note (MPN); an MPN can be completed online at www.studentloans.gov. In addition the parent must indicate how much they want to borrow. Repayment of this loan will begin within 30 days of the time the loan is fully disbursed annually, or the borrower can contact the Department of Education to request a deferment. The borrowing limit is the total cost of attendance, minus any financial aid being received.

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

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

- \$3,500 combined subsidized and/or unsubsidized plus \$6,000 additional unsubsidized for independent first-year undergraduates;
- \$4,500 combined subsidized and/or unsubsidized plus

\$6,000 additional unsubsidized for independent second-year undergraduates; and

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

Subsidized Total (Subsidized and Unsubsidized)

DEPENDENT UNDERGRADUATES (excluding dependent students whose parents don't qualify for a PLUS)

First Year: \$3,500–\$5,500

Second Year: \$4,500–\$6,500

Third Year and Beyond: \$5,500–\$7,500

INDEPENDENT UNDERGRADUATES AND DEPENDENT STUDENTS WHOSE PARENTS DON'T QUALIFY FOR A PLUS

First Year: \$3,500–\$9,500

Second Year: \$4,500–\$10,500

Third Year and Beyond: \$5,500–\$12,500

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

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

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

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

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

Applications for these loans are available in Student Academic & Financial Services or on the Direct Lending website at www.studentloans.gov.

Satisfactory Academic Progress

At the time of printing, the Satisfactory Academic Progress policy had not been finalized due to new federal regulations. The finalized policy will be available in the 2011–2012 Denver Campus Student Handbook and on the Johnson & Wales University website, www.jwu.edu. If you would like a written copy of the policy please contact Student Academic & Financial Services.

ACADEMIC INFORMATION

Class Schedules

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

Occasionally, make-up classes are scheduled, due to holidays or other missed days, to meet minimum classroom hour requirements. The dates of these rescheduled classes are available in jwuLink. It is possible that at times a course may not be rescheduled and the student will be responsible for all work as outlined in the syllabus.

Summer Sessions

Optional summer session courses are offered by the university based on demand. Individual courses may not be offered in the summer if student interest or enrollment is not sufficient; as a result, summer degree completion cannot be guaranteed. Students matriculating at Johnson & Wales are not granted credit for summer session courses taken at other institutions unless prior permission has been granted by Student Academic & Financial Services.

Courses Taken at Other Institutions

Undergraduate students requesting to take courses at another institution must submit their requests in writing to obtain prior written approval from Student Academic & Financial Services. The following guidelines must be met:

- The student must have an overall grade point average above 2.25.
- There is a limit of three courses which may be taken during enrollment at the university.
- The course(s) must not be in the major field.
- The student may not have taken the course(s) previously at the university and received a grade of "F," "W," "WF," "I" or "GP."
- Grades of "C" or better (2.00 or equivalent) from an accredited institution may be accepted for transfer.
- The course(s) must be taken within one year of permission being granted.
- Courses cannot be taken locally unless JWU does not expect to offer the class before the student's anticipated graduation date.
- A student will not be granted credit (transfer credit or otherwise) for any academic work done during the period of a disciplinary suspension.

Students must submit a request to take classes elsewhere form (which may be sent by fax or email) which includes their ID number, descriptions of the courses they desire to take at another institution, the name of the institution, and any other pertinent details of their situation.

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

Attendance and Tardiness

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

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

Students are expected to familiarize themselves with attendance requirements outlined in the Denver Campus Student Handbook. The Denver Campus Student Handbook can be found online at www.jwu.edu. Select the Denver Campus, then click on Student Life.

Full-Time Status

In order for an Adult & Continuing Education student to qualify for full-time status and comply with course completion standards specified by Satisfactory Academic Progress criteria (see Page 20), he or she must schedule for 12.0 quarter credit hours per term unless mitigating circumstances are acknowledged. Students applying for Veteran's Benefits should check with a Veterans Administration representative for credit requirements. For purposes of financial aid eligibility, full-time status is determined on a term basis and consists of 6 quarter credit hours per term.

Undergraduate Grading System

The grading system is as follows:

Letter Grade	Grade Range	Quality Points
A+	95–100	4.00
A	90–94	4.00
B+	85–89	3.50
B	80–84	3.00
C+	75–79	2.50
C	70–74	2.00
D+	65–69	1.50
D	60–64	1.00
F	0–59	0.00
W	Withdrawal	0.00
WF	Withdrawal/Fail	0.00
WP	Withdrawal/Pass	
I	Incomplete	
NC	No Credit	
GP	Grade Pending	
AU	Audit	
P	Proficiency	
S	Satisfactory	
U	Unsatisfactory	
PL	Prior Learning Assessment	
CX	Challenge Exam Credit	
NG	No Grade	

Grade reports are viewable in jwuLink.

Honors Option (H)

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

Failure (F)

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

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

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

Incomplete (I)

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

No Credit (NC)

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

Grade Pending (GP)

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

Audit (AU)

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

Proficiency (P)

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

Prior Learning (PL)

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

Satisfactory/Unsatisfactory (S/U)

Used for designated courses throughout the university.

Challenge Exam (CX)

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

No Grade (NG)

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

Academic and Performance Transcripts

A transcript is a representation of a student’s entire academic record while at Johnson & Wales. The university employs two types of transcripts: academic and performance. An academic transcript reflects a student’s unabridged academic history at the institution, including all letter grades. A performance transcript identifies the practical skills, including writing, associated with a student’s academic coursework. Skills are graded as “developing,” “validated,” “mastered” or “not tested.” The purpose of a performance transcript is to better represent the practical skills obtained by the student.

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

Unofficial transcripts may be obtained in jwuLink.

Academic Standards

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

Academic Probation

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

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

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

NOTE: At the time of printing, the Academic Achievement Standards had not been finalized due to new federal regulations. The finalized policy will be available in the 2011–2012 Denver Campus Student Handbook and on the Johnson & Wales University website, www.jwu.edu. If you would like a written copy of the policy please contact Student Academic & Financial Services.

Repeat of Courses

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

Required Courses

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

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

Appeals

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

Concentrations

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

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

Courses Not Required

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

Graduation Requirements

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

Academic Counseling

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

All students are encouraged to meet with an academic counselor. Such a meeting is required for students experiencing academic difficulty. Appointments are recommended.

Unit of Credit

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

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

Residency Requirement

The undergraduate residency requirement refers to the number of courses and credits students must take at JWU, whether they are transfer students or JWU students acquiring an additional degree. The residency requirement for all students at Johnson & Wales University pursuing an associate degree is a minimum of 31.5 quarter credit hours, half of which must be within the major field. For students pursuing a bachelor's degree, the minimum is 45 quarter credit hours, half of which must be within the major field. 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. Diploma/certificate candidates will be allowed to transfer a maximum of 9.0 quarter credits (including JWU courses) towards diploma/certificate program requirements.

Graduation Requirements

Each student is required to submit an online graduation application at least two terms prior to degree completion. Students must file one application for **each** expected degree (i.e. associate, bachelor's, master's). The application ensures that the student's name is printed correctly on the diploma, the diploma is sent to the correct address and the information is reviewed at the end of the correct term.

Graduation requires successful completion of a prescribed sequence of study and a minimum 2.00 grade point average. Students with a cumulative GPA below 2.00 will be in noncompliance with the criteria for good academic standing and may be subject to academic dismissal. Furthermore, as required by their program, all students must successfully complete CAR0010 Career Capstone, and any and all requirements as indicated in the catalog (for example, culinary/pastry/hospitality students are required to take FSM1065 Food Safety and Sanitation Management, and must pass a national certification exam recognized by the Conference for Food Protection to fulfill graduation requirements).

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

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

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

Writing Requirement

Students who graduate with a bachelor of science degree must leave Johnson & Wales with effective writing skills. To help them meet this requirement, all students entering or transferring to the university are required to achieve a minimum score of "validated" in a Performance Transcript assessment prior to graduating with a bachelor of science degree. Depending on the major, these writing skills will be assessed at the completion of either ENG1021 Advanced Composition or ENG2010 Technical Writing. If a "validated" assessment is not achieved at this point, students must successfully complete ENG0001 Writing Workshop, a Performance Transcript Writing course, and achieve a "validated" score. This, in effect, is a graduation writing requirement for all students pursuing a bachelor of science degree from JWU.

Honors

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

Transfer and Career Prerequisites

Students who intend to transfer to other colleges or enroll in graduate schools after graduation must determine the requirements of those institutions and plan their programs of study accordingly. Johnson & Wales University makes no claim or guarantee for transfer credit to other academic institutions. Similarly, students who intend to take state or foreign business, trade or professional licensing examinations should determine the prerequisites of those jurisdictions prior to selecting programs of study. Students who are interested in transferring to JWU should see Page 11 for information on transfer admissions.

Online Learning

The university offers a limited number of online courses to students enrolled at any JWU campus. Courses with an online option are identified in the Course Descriptions and Programs of Study sections of the catalog. Policies pertaining to online courses are available in the Denver Campus Student Handbook. Students interested in registering for an online course should consult with their academic counselor. This catalog does not apply to students enrolled in online-only degree programs.

The university offers online degree completion programs for individuals with associate degrees in culinary arts and baking & pastry arts. For more information on these programs, contact Online Admissions at 1-800-342-5598 or visit www.jwu.edu/onlinelearning.

Dean's List

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

Academic Functions

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

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



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STUDENT SERVICES

Adult & Continuing Education Orientation

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

Campus Safety & Security

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

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

In compliance with the Higher Education Act, Johnson & Wales University publishes an Annual Security Report and an Annual Fire Safety Report. The Annual Security Report discloses information about campus security and statistics concerning reported crimes that occurred on campus, on university-controlled property, and on public property immediately adjacent to campus. The Annual Fire Safety Report discloses information about the campus fire safety policies and procedures and fire statistics for each residence hall. A copy of the reports may be obtained from Campus Safety & Security. You may also visit www.jwu.edu/denver/safety to view a copy of the most recent reports.

The university maintains a log of all fires that occur in on-campus housing.

The Center for Academic Support

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

Programs and Services Offered

Workshops and programming sessions are designed to assist students in becoming academically successful.

Topics include study strategies, time and stress management, notetaking skills, test preparation and more.

Tutoring services are available to students at no charge. Individual, group, peer and professional tutoring is available in most subjects.

Accommodations for students with disabilities and appropriate accommodations as described below.

The Center for Academic Support complements students' academic and technical training by sharpening their ability to position themselves in today's competitive marketplace. Programs centered around personal and career success assist students in achieving those accomplishments. In addition, the Writing Center provides added resources and qualified writing consultants to assist students in improving and enhancing their writing skills across the curriculum. The Center for Academic Support is a vehicle to assist students to succeed while at Johnson & Wales.

Students With Disabilities

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

Because some programs of study at the university have technical standards and requirements, applicants and students with disabilities should contact the Center for Academic Support at 303-256-9461 to discuss the availability of reasonable accommodations or to obtain documentation guidelines, where appropriate. For more information on technical standards see Page 32. Available reasonable accommodations for students with appropriate documentation include, but are not limited to

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

For further information regarding available reasonable accommodations and the accommodations procedure, please see the Academic Support section of the Denver Campus website at www.jwu.edu or call the Center for Academic Support at 303-256-9461.

Computer and Technology Use

All students are required to comply with the university's Computer and Technology Use Policy, which is accessible at <http://helpdesk.jwu.edu/policies.htm>.

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

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

Experiential Education & Career Services

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

Experiential Education & Career Services components include

- Internship opportunities available in the College of Business, The Hospitality College and the College of Culinary Arts. Internship is designed to provide eligible students with practical work experience in their chosen field of study while they earn academic credit for the experience.
- a career capstone course for juniors and seniors that prepares them to navigate the job search process.
- career workshops that allow students to select specific skill-building topics.
- networking opportunities with industry professionals through on-campus recruiting events.
- career coaching resources providing personalized advising on a variety of career-related topics.
- online job postings by employers who are looking to hire students for part-time and full-time jobs (on and off campus) as well as internships. Go to <http://link.jwu.edu> > Career > Find a Job.
- employers, representing the business, hospitality and culinary fields, that visit campus each year to participate in

recruiting events and serve as guest lecturers and classroom speakers. These activities provide students with a real-world view of industry as well as opportunities to connect with industry professionals and career options.

Health & Counseling Services

Medical Records

Prior to the first term of enrollment, the university requires all new, full-time undergraduate students — residents and commuters alike — to submit proof of a complete physical exam within the past year, including documented proof of two doses of the MMR vaccine, a tetanus-diphtheria booster within the past 10 years, a negative tuberculosis test or chest X-ray within the last six months, three doses of hepatitis B vaccine, and completion of the chicken pox vaccine series or proof of physician-diagnosed disease. Pursuant to Colorado law, all resident students who have not received a meningococcal meningitis vaccination must sign a form indicating their decision as to whether or not to receive the meningococcal vaccination. These forms may be obtained by contacting the university at 303-256-9448. A strongly recommended but not required immunization is hepatitis A.

For more information about Health & Counseling Services, consult the Denver Campus Student Handbook.

COLLEGE OF CULINARY ARTS

PROGRAMS OF STUDY

Baking & Pastry Arts

(College of Culinary Arts)

ASSOCIATE IN SCIENCE (A.S.) DEGREE

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

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

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

Baking & Pastry Internship

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

Upon graduation from the Baking & Pastry Arts associate degree program, a variety of positions are attainable in hotels, clubs and resorts, retail bakeries, restaurants and wholesale pastry shops.

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

Garnish Your Degree

Johnson & Wales University offers a specialized, limited enrollment, baking & pastry arts and culinary arts program for college graduates in Denver, Colorado. This program leads to the associate in science degree, and is designed for students who have already been awarded a bachelor's degree. Students typically receive transfer credit for most of their general studies course work.

The Garnish Your Degree program is designed to provide practical education in baking and pastry or culinary production, through a program of study that builds proficiency in baking and pastry or culinary production, cost control, and sanitation. The program consists of six to seven terms beginning in September. Terms one through five consist of laboratory and related professional studies classes. During terms six and seven, students will take internship. Academic areas include nutrition, cost controls and sanitation.

BAKING & PASTRY ARTS

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

MAJOR COURSES		CREDITS
BPA1010	Fundamental Skills and Techniques	3.0
BPA1015	Classic Pastry	3.0
BPA1020	Pies and Tarts	3.0
BPA1025	Cookies and Petits Fours	3.0
BPA1030	Hot and Cold Desserts	3.0
BPA1035	Chocolates and Confections	3.0
BPA1040	Introduction to Cakes	3.0
BPA1045	Principles of Artisan Bread Baking	3.0
BPA1050	Viennoiserie	3.0
BPA1060	How Baking Works	3.0
BPA2010	Specialty Cakes	3.0
BPA2015	Entremets and Petits Gateaux	3.0
BPA2020	Plated Desserts	3.0
BPA2025	Advanced Artisan Bread Baking	3.0
BPA2030	Sugar Artistry	3.0

Pastry Arts Applications

BPA2626	Pastry Arts Internship	6.75–13.5
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RELATED PROFESSIONAL STUDIES

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

GENERAL STUDIES

ENG1020	English Composition	4.5
ENG1021	Advanced Composition and Communication	4.5
ENG1030	Communication Skills	4.5
LEAD2001	Foundations of Leadership Studies	4.5
MATH1002	A Survey of College Mathematics	4.5
NUTR2001	Introduction to Nutrition	4.5
Science	One SCI-designated course**	4.5

TOTAL CREDITS **96.0**

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

** Students who plan to enter the Culinary Nutrition program should select SCI1015.

NOTE: Students must have MATH0001 (Basic Mathematics) or equivalent placement scores to enroll in MATH1002.

FOUR-YEAR OPTIONS:

- Baking & Pastry Arts (Providence Campus)
- Baking & Pastry Arts and Food Service Management (Day Program)
- Culinary Nutrition (Day Program)
- Food Service Entrepreneurship (Providence Campus)

Culinary Arts

(College of Culinary Arts)

ASSOCIATE IN SCIENCE (A.S.) DEGREE

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

The focus of the first-year culinary lab classes is development and practice of cooking skills, complemented by the development of baking, dining and beverage service skills, which includes national certification in alcohol intervention procedures. The academic areas include mathematics, introduction to menu planning and cost control, English composition, community service, professional development and a national food safety certification. Second-year laboratories include advanced techniques in classical and international cuisines, garde manger, patisserie/dessert and dining room, as well as the academic areas of leadership studies, personalized nutrition management and communication skills.

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

Culinary Internship

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

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

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

Garnish Your Degree

Johnson & Wales University offers a specialized, limited enrollment, baking & pastry arts and culinary arts program for college graduates in Denver, Colorado. This program leads to the associate in science degree, and is designed for students who have already been awarded a bachelor's degree. Students typically receive transfer credit for most of their general studies course work.

The Garnish Your Degree program is designed to provide practical education in baking and pastry or culinary production, through a program of study that builds proficiency in baking and pastry or culinary production, cost control, and sanitation. The program consists of six to seven terms beginning in September. Terms one through five consist of laboratory and related professional studies classes. During terms six and seven, students will take internship. Academic areas include nutrition, cost controls and sanitation.

CULINARY ARTS

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

MAJOR COURSES		CREDITS
CUL1315	Stocks, Sauces and Soups	3.0
CUL1325	Essentials of Dining Room	3.0
CUL1335	Traditional European Cuisine	3.0
CUL1345	Introduction to Baking & Pastry	3.0
CUL1355	New World Cuisine	3.0
CUL1365	Principles of Beverage Service*	3.0
CUL1375	Nutrition and Sensory Analysis	3.0
CUL1385	Fundamentals of Food Service Production	3.0
CUL1395	Purchasing and Product Identification	3.0
CUL1405	Skills of Meatcutting	3.0
CUL2215	Garde Manger	3.0
CUL2225	Classical French Cuisine	3.0
CUL2235	Advanced Dining Room Procedures	3.0
CUL2245	International Cuisine	3.0
CUL2255	Advanced Patisserie/Desserts	3.0

Culinary Arts Applications

CUL2626	Culinary Arts Internship	6.75–13.5
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RELATED PROFESSIONAL STUDIES

FSM1065	Food Safety and Sanitation Management**	1.5
FSM2045	Introduction to Menu Planning and Cost Controls	4.5

GENERAL STUDIES

ENG1020	English Composition	4.5
ENG1021	Advanced Composition and Communication	4.5
ENG1030	Communication Skills	4.5
LEAD2001	Foundations of Leadership Studies	4.5
MATH1002	A Survey of College Mathematics	4.5
NUTR2001	Introduction to Nutrition	4.5
Science	One SCI-designated course***	4.5

TOTAL CREDITS	96.0
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* ServSafe Alcohol Certification course required.

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

*** Students who plan to enter the Culinary Nutrition program should select SCI1015.

NOTE: Students must have MATH0001 (Basic Mathematics) or equivalent placement scores to enroll in MATH1002.

FOUR-YEAR OPTIONS:

- Baking & Pastry Arts (Providence Campus)
- Culinary Arts and Food Service Management (Day Program)
- Culinary Nutrition (Day Program)
- Food Service Entrepreneurship (Providence Campus)

TECHNICAL STANDARDS

COLLEGE OF CULINARY ARTS

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

- communicate in person with co-workers and guests
- attend and participate in laboratory and production classes of up to 12 hours in length
- lift and transport food and other culinary product, equipment, small wares and utensils
- lift and transport trays with hot and cold plated foods, small wares, and other items, and serve and clear tables where guests are seated
- pour and serve liquids and beverages, including hot liquids
- use knives and other commercial cooking utensils
- operate commercial cooking and food service equipment
- maneuver in professional or commercial kitchens, dining rooms and related facilities
- test and evaluate the taste, appearance, texture and aroma of food and beverage products
- use commercial cleaning and sanitizing equipment and materials

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

COURSE NUMBERING SYSTEM

Alphabetic

Code Discipline

Alan Shawn Feinstein Graduate School/ School of Education

COMM Communication
EDUC Education
EVNT Event Leadership
GRAD Graduate Studies
SPED Special Education

Career Development

CAR Career Management

College of Business

ACCT* Accounting
ADVC Advertising Communications
CJS* Criminal Justice
ENTR Entrepreneurship
EQN Equine
FISV* Financial Services Management
IBUS* International Business
MGHI Management and the Hospitality
Industry
MGMT* Management
MRKT* Marketing
RTL Retail
SMGT Security Management

College of Culinary Arts

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

The Hospitality College

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

School of Arts & Sciences

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

*these codes also exist in the graduate school

Alphabetic

Code Discipline (continued)

School of Technology

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

Other

ABRD Academic International Programs
PHYS Physical Education

Numeric Values

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

First Digit

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

Miscellaneous

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

Definitions of Elective Attributes

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

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

Type of elective	Attribute type
accounting	EACC
arts & sciences	EASC
baking/pastry	EBPA
career elective	ECAR
criminal justice	ECJS
culinary	ECUL
elective ("free" elective)	any 1000-level or higher course except those noted
equine	EEQN
financial services	EFIN
graduate	EGRD
hospitality	EHSP
international business	EIBU
technology	ETEC

COURSE DESCRIPTIONS

Experiential Education & Career Services

CAREER MANAGEMENT

CAR0010 CAREER CAPSTONE

This career management course focuses on preparing and empowering students to make effective career choices, identify and pursue internships, secure employment, and navigate lifelong career direction. Students learn ways to enhance and customize their job search materials and to market themselves effectively to employers. Various job search strategies, networking and interview techniques are reinforced. Other topics include personal financial management and graduate school. Prerequisite: Junior status. (PT) (OL) Quarter Credit Hours 1.0

College of Culinary Arts

BAKING & PASTRY ARTS

BPA1010 FUNDAMENTAL SKILLS AND TECHNIQUES

This course provides students with fundamental cooking and baking techniques, knife skills, piping skills and mixing methods. Emphasis is placed on proper receiving, handling and identification of fruits and other ingredients used in the pastry kitchen. (HO) Quarter Credit Hours 3.0

BPA1015 CLASSIC PASTRY

This course is designed to give the student fundamental working knowledge of the traditional methods of producing puff pastry, pâte à choux, creams and custards. This course also includes practical techniques of platter design and presentations. Students plan, organize, and set up pastry buffets. (HO) Quarter Credit Hours 3.0

BPA1020 PIES AND TARTS

This course is designed to provide students with the knowledge of traditional methods of producing pies and tarts. Emphasis is on the production of basic pie dough, short dough, pâte sablée and a variety of pie and tart fillings. (HO) Quarter Credit Hours 3.0

BPA1025 COOKIES AND PETITS FOURS

This course provides students with a fundamental working knowledge of the traditional methods of producing cookies and petit fours. Fundamentals of production, finishing techniques and platter presentations are introduced. (HO) Quarter Credit Hours 3.0

BPA1030 HOT AND COLD DESSERTS

This course is designed to provide students with skills in the production of churned and still-frozen desserts, composed frozen desserts and the production of hot desserts enhanced by a frozen component. (PT) (HO) Quarter Credit Hours 3.0

BPA1035 CHOCOLATES AND CONFECTIONS

This course provides students with the skills and knowledge of chocolate tempering methods. Hand-dipped and molded pralines and truffles (candies) are produced utilizing different chocolates, fillings and decorating techniques. Emphasis is placed on the history and manufacturing techniques of the different qualities in chocolate. (HO) Quarter Credit Hours 3.0

BPA1040 INTRODUCTION TO CAKES

This course provides students with the skills and knowledge of producing cakes, butter creams and icings. Each student is taught proper mixing methods, assembling, icing and finishing techniques of a variety of cakes. (HO) Quarter Credit Hours 3.0

BPA1045 PRINCIPLES OF ARTISAN BREAD BAKING

This course provides an introduction to the skills and techniques of artisan bread production. Products covered include commercially yeasted breads, rolls and savory quick breads. Properties and characteristics of ingredients, the baker's percentage system and scaling methods are studied, as well as proper mixing techniques, controlled fermentation, and baking methodology. (HO) Quarter Credit Hours 3.0

BPA1050 VIENNOISERIE

This course provides students with the knowledge and application of the principles and techniques of viennoiserie production. Yeasted and enriched breads, laminated doughs and quick breads are introduced in this class. Properties and characteristics of ingredients, the baker's percentage system and scaling methods are introduced. Emphasis is placed on mixing techniques, controlled fermentation, hand shaping skills and baking methodology. (HO) Quarter Credit Hours 3.0

BPA1060 HOW BAKING WORKS

This course introduces a basic understanding of how baking works through an understanding of the ingredients used in baking and pastry. Students run experiments in order to learn about ingredients and to understand how ingredients change during production as well as their interaction with other ingredients. (HO) Quarter Credit Hours 3.0

BPA2010 SPECIALTY CAKES

Students build on their fundamental skills of icing cakes in creating special occasion cakes. Emphasis is placed on developing skills in making various flowers out of modeling chocolate, marzipan and gum paste. Students are introduced to covering and glazing special occasion cakes with rolled fondant and build their piping skills through intricate patterns and techniques. Prerequisite: BPA1040. (PT) (HO) Quarter Credit Hours 3.0

BPA2015 ENTREMETS AND PETITS GATEAUX

This course provides students with advanced methods of creating entremets and petits gateaux that are contemporary and industry relevant. Different components and modern finishing techniques are applied in creating molded entremets and petits gateaux. Prerequisite: BPA1040. (HO) Quarter Credit Hours 3.0

BPA2020 PLATED DESSERTS

This course covers preparation and presentation of individual hot and cold plated desserts, using a variety of traditional and modern plating techniques. Plate design, station organization, à la minute service, flavor, textural components and portion control are emphasized. Prerequisites: BPA1015, BPA1030. (HO) Quarter Credit Hours 3.0

BPA2025 ADVANCED ARTISAN BREAD BAKING

This course introduces students to the advanced skills and techniques of artisan bread production, which includes commercially and naturally leavened breads; decorative breads, crackers and flat breads are included. Properties and characteristics of grains other than wheat and sustainability are covered. The baker's percentage system, scaling ingredients, mixing techniques, controlled fermentation, hand shaping skills and baking methodology are reviewed. Prerequisite: BPA1045. (HO) Quarter Credit Hours 3.0

BPA2030 SUGAR ARTISTRY

Students are introduced to various sugar artistry techniques, including pastillage, poured, pulled and blown sugar. Emphasis is on the planning and production of individual showpieces using various shaping and molding methods. (HO) Quarter Credit Hours 3.0

BPA2626 PASTRY ARTS INTERNSHIP

This intermediate level work-experience course is designed to provide students with a hands-on learning experience in the food service industry. Students apply theoretical knowledge of baking & pastry arts, demonstrate practical skills of production, and practice professionalism in a university-approved industry setting. Upon completion of this term-long course, students have a broader understanding of the demands and expectations of the food service industry while improving their skills in baking & pastry arts. A minimum GPA of 2.75 may be required for certain site selections. Prerequisites: Completion of all freshman-level courses; Sophomore status. Quarter Credit Hours 6.75-13.5

CULINARY ARTS

CUL1315 STOCKS, SAUCES AND SOUPS

Students are introduced to simmering, emulsifications and knife skills. Lectures, demonstrations and production focus on stocks, sauces, soups and related ingredients. The proper use of knives, tools, smallwares and equipment is emphasized. (HO) (PT) Quarter Credit Hours 3.0

CUL1325 ESSENTIALS OF DINING ROOM

Students are introduced to front-of-the-house (FOH) operations and professional dining service techniques. Etiquette, quality service, positive guest relations, effective communication skills and guest check handling are emphasized. Students actively perform hot and cold food and beverage service using various service techniques. Students are prepared and take the Federation of Dining Room Professionals Associate Certification exam as an outcome assessment. (HO) (PT) Quarter Credit Hours 3.0

CUL1335 TRADITIONAL EUROPEAN CUISINE

Students are introduced to the cooking techniques of braising and stewing. Lecture, demonstration and production revolve around traditional European cuisine, ingredients and plate presentations. (HO) (PT) Quarter Credit Hours 3.0

CUL1345 INTRODUCTION TO BAKING & PASTRY

Production includes basic breads and rolls, laminated dough, muffins, quick breads, cookies and pies. Proper use of the baker's scale, liquid measurement and equipment identification are a primary focus for this course. (HO) Quarter Credit Hours 3.0

CUL1355 NEW WORLD CUISINE

Students are introduced to cooking techniques of grilling/broiling, roasting and deep-frying. Lecture, demonstration and production revolve around North, Central and South American cuisine, ingredients and plate presentations. The proper use of knives and basic vegetable cuts is emphasized. (HO) (PT) Quarter Credit Hours 3.0

CUL1365 PRINCIPLES OF BEVERAGE SERVICE

The course combines introduction and application of beverage, bartending and service. Students are introduced to the identification, production, and service of nonalcoholic beverages, beer, wine, spirits, cordials, cocktails, mixed drinks and coffee. Students are introduced to sensory evaluation of beverages. This class incorporates and requires the student taking an industry recognized alcohol training intervention procedures certification program. (HO) (PT) Quarter Credit Hours 3.0

CUL1375 NUTRITION AND SENSORY ANALYSIS

Students are introduced to the cooking techniques of steaming and poaching. Lecture, demonstration and production revolve around nutritional analysis of menus and recipes, and the sensory properties of food. The focus is on production of flavorful and nutritionally balanced entrées, vegetables and grains. (HO) (PT) Quarter Credit Hours 3.0

CUL1385 FUNDAMENTALS OF FOOD SERVICE PRODUCTION

Students are introduced to cooking techniques of baking, sautéing and shallow frying. Lecture, demonstration and production focus on fats, oils, seasonings, flavoring and plate presentation. (HO) (PT) Quarter Credit Hours 3.0

CUL1395 PURCHASING AND PRODUCT IDENTIFICATION

Students engage in identifying and handling various fresh, frozen, canned, dry ingredients and sundry items. Food service purchasing, receiving, handling, storage, issuing and evaluation processes are discussed and demonstrated. Purchasing automation, computerized purchasing and HACCP systems are discussed and demonstrated in this course. (HO) Quarter Credit Hours 3.0

CUL1405 SKILLS OF MEATCUTTING

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

Quarter Credit Hours 3.0

CUL2215 GARDE MANGER

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

Quarter Credit Hours 3.0

CUL2225 CLASSICAL FRENCH CUISINE

Students are introduced to the preparation of Cuisine Classique. Techniques learned in freshman culinary classes are applied and refined. Emphasis is placed on French menu terminology, techniques and sauces. Prerequisite: Sophomore status. (HO) (PT)

Quarter Credit Hours 3.0

CUL2235 ADVANCED DINING ROOM PROCEDURES

Students are exposed to advanced table service techniques, tableside preparation, and the importance of team service and guest satisfaction. Students apply team service utilizing various service techniques. Students are introduced to wines of Old World wine regions as well as wines of the Southern Hemisphere and the laws regulating them. Students are also introduced to methods of merchandising food and beverage. Prerequisites: CUL1325, sophomore status. (HO)

Quarter Credit Hours 3.0

CUL2245 INTERNATIONAL CUISINE

This course reinforces the techniques of grilling, deep-frying/shallow-frying, stir-frying, simmering, braising/stewing and steaming through the menu production of foods from around the world. The cuisines of China, Japan, Korea, Thailand, Vietnam, Philippines, India, Malaysia, Pakistan, the Middle East, Northern Africa, Greece, Turkey, Italy, Spain, Portugal, the Caribbean, Central America and South America are explored. Prerequisite: Sophomore status. (HO)

Quarter Credit Hours 3.0

CUL2255 ADVANCED PATISSERIE/DESSERT

Emphasis is placed on the production of creams, ice creams, sorbets, mousse, chocolate, strudel, filo (phyllo), sauces and plated desserts. Daily presentation of individual desserts and creative plate presentation are featured. Prerequisites: CUL1345, sophomore status. (HO)

Quarter Credit Hours 3.0

CUL2626 CULINARY ARTS INTERNSHIP

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

Quarter Credit Hours 6.75–13.5

FOOD SERVICE MANAGEMENT

FSM1065 FOOD SAFETY AND SANITATION MANAGEMENT

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

Quarter Credit Hours 1.5

FSM2025 FOOD AND BEVERAGE COST CONTROL

Food and Beverage Cost Control is an introductory course designed to acquaint the student with the control problems of the food and beverage industry. Emphasis is placed on profit planning through menu planning, the control cycle and forecasting. Prerequisite: MATH0001 or concurrent or placement. (HO) (WI)

Quarter Credit Hours 4.5

FSM2045 INTRODUCTION TO MENU PLANNING AND COST CONTROLS

This course allows the student to learn and to apply the skills of professional menu development while learning the importance and use of the proper tools and documents needed to control food and beverage costs and to analyze sales. This course introduces various food service concepts, explores labor and overhead expenses and introduces the income statement as a method of evaluating business success. Prerequisite: MATH0001 or concurrent or placement. (HO)

Quarter Credit Hours 4.5

NUTRITION

NUTR2001 INTRODUCTION TO NUTRITION

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

Quarter Credit Hours 4.5

NUTR2901 HONORS INTRODUCTION TO NUTRITION

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

Quarter Credit Hours 4.5

School of Arts & Sciences

ENGLISH

ENG0001 WRITING WORKSHOP

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

Quarter Credit Hours 0.0

ENG1020 ENGLISH COMPOSITION

This course provides students with basic writing skills in a variety of genres and contexts. Instruction begins with a review of the fundamentals of writing through the use of personal narratives. The focus widens to forms of public writing as well as more informative and research-based writing. Research techniques and MLA documentation are covered. Class work includes lecture, writing workshops, and peer critique. Course requirements include a memoir, profile, rhetorical analysis essay, informative report, correspondence, collaborative writing project and final exam. (WI) (OL)

Quarter Credit Hours 4.5

ENG1021 ADVANCED COMPOSITION AND COMMUNICATION

This course is a continuation of ENG1020 English Composition. Building on the research and audience skills from ENG1020, students develop more complex and rhetorically advanced papers. All work, written and oral, is aimed at persuading an audience, and instruction begins with the essential components of a logically constructed and articulated argument. Critical thinking skills are reinforced throughout the course, as students develop, peer critique, and present projects to the class. Research and MLA skills are expected of students, and all projects require research from a variety of sources. At the end of the course, in addition to a final exam, students present a representative portfolio of their writing. Prerequisite: ENG1020 or ENG1920. (WI) (OL)

Quarter Credit Hours 4.5

ENG1030 COMMUNICATION SKILLS

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

Quarter Credit Hours 4.5

LEADERSHIP STUDIES

LEAD2001 FOUNDATIONS OF LEADERSHIP STUDIES

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

Quarter Credit Hours 4.5

LEAD2901 HONORS FOUNDATIONS OF LEADERSHIP STUDIES

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

Quarter Credit Hours 4.5

MATHEMATICS

MATH0001 BASIC MATHEMATICS

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

Quarter Credit Hours 1.5 (Institutional)

MATH1002 A SURVEY OF COLLEGE MATHEMATICS

This course is designed to teach students the basic mathematical concepts and methods that will assist them in using mathematics in both their personal and professional lives. Topics include problem solving, sets, probability, statistics, consumer mathematics, and the rudiments of college algebra. Prerequisite: MATH0001 or placement. (HO) (PT) (HY) (OL)

Quarter Credit Hours 4.5

SCIENCE

SCI1015 INTRODUCTION TO LIFE SCIENCE

This course describes key biological and chemical principles that apply to all living things. Evolution and natural selection are studied as an explanation for the history of life on Earth. Students examine cells and cell functions, genetics, as well as structure and function of the systems of the human body. Application of scientific methodology is included. (HO)
Quarter Credit Hours 4.5

SCI2040 MARINE BIOLOGY

This course is an introduction to the biological and physical aspects of the marine environment, including a survey of the organisms that inhabit the world's oceans, their ecology, species evolution and distribution, and the human impact of commercial marine-related industries. Of particular interest are seafood, shellfish, and marine plants as marine food sources, as well as the shipping and maritime industries. (HO)
Quarter Credit Hours 4.5

SCI3010 ENVIRONMENTAL SCIENCE

This course presents major scientific concepts dealing with the biological and physical nature of the world we live in. A major theme is the impact of human population and economic growth on the biodiversity and ecosystems of our planet, considering how sustainable use of the world's resources may be achieved for both developing and developed nations. Topics such as energy, air, water or resource use, land use and agriculture are discussed. (HO)
Quarter Credit Hours 4.5



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Kris Hefley, M.Ed, associate professor; B.A. Colorado State
University, M.Ed. University of Colorado

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B.S. The Ohio State University;
MBA, Bowling Green State University

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B.A., Calvin College; M.S., Colorado State University;
MBA, Grand Valley State University

College of Culinary Arts

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M.Ed, Colorado State University

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A.S., Johnson & Wales University; B.A., University of North
Carolina—Chapel Hill; M.Ed, Colorado State University

Kevin Kester, B.S., culinary purchaser; A.A.S., Colorado
Northwest Community College; B.S. Oklahoma State University

Kerstin Kleber, B.S., department chair; Baking & Pastry Arts;
A.A.S., Culinary Institute of America; B.S., University of
Tennessee

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A.S., B.S., Johnson & Wales University;
M.Ed., Colorado State University

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program; B.S., M.S., Colorado State University; M.I.M.,
Thunderbird; Grand Diploma, Cordon Bleu School of Cookery,
France; Dietetic Internship, Veterans Administration Hospital

FACULTY

Michael Angelo, A.S., instructor; A.S., Johnson & Wales
University

Max Ariza, associate instructor; Institut Culinaire, Avignon,
France, Certified Sommelier

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B.A., Hotel School Belvoir Park, Zurich Switzerland

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College; M.S., Bundesfachschule Wolfenbuettel Germany

Jerry Comar, C.E.P.C., associate instructor;
C.E.P.C., American Culinary Federation

Robert N. Corey, B.A., C.E.C., C.W.S., instructor;
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B.S. University of Illinois—Chicago; B.A., M.S., St. Louis University;
Certificate in Culinary Arts, Boston University

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B.A., Metropolitan State College of Denver

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Peter Henkel, C.E.C., associate instructor;
German Apprenticeship, Berufshschule and Carlton Hotel,
Nuremberg, Germany; C.E.C., American Culinary Federation

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C.E.P.C., American Culinary Federation

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Australia; Diploma in Computer Education, Waikato Institute
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Creative Learning Company, Auckland; A.S., Trade School
Thun, Switzerland; B.A., Griffith University, Australia

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School of Arts & Sciences

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* *partial listing*

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Adult & Continuing Education Application for Admission



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

Rep _____ Date _____

Thank you for your interest in Johnson & Wales University. Through a review of this application and transcripts, it is our intent to learn more about you and how your past accomplishments make you a good candidate for admission.

To get started, take these next steps:

Submit application for admission – Students are encouraged to apply online for quicker processing. Paper applications are also accepted. Be sure to complete the application in full. For U.S. students, eligibility for university need-based and federal aid is determined through the FAFSA. NOTE: Failure to provide complete information may delay processing of your application.

Submit all applicable high school and college transcripts – Request that an official copy of your high school transcript or High School Equivalency Diploma be mailed to Admissions. Additionally, you need to request that an official copy of your college transcript be mailed to Admissions.

Submit proof of graduation (official final transcripts) – It is the student's responsibility to provide verification of high school/secondary school completion. Without verification, the student may not be allowed to register or continue enrollment. Refer to "Applying for Admission" in the JWU campus catalog online for information on verification documents.

If you received your A.S. degree more than 10 years ago, please attach a cover letter and current résumé documenting work experience that demonstrates how you have kept your baking or culinary skills and knowledge up-to-date.

Please note that the preferred method of applying is online at www.jwu.edu/apply.

APPLICATION FEE WAIVED
To help offset the expense associated with college applications, Johnson & Wales University allows students to apply for admission at no cost.

■ ENTRANCE DATE

I am applying for the term beginning ☐ September 2011 ☐ December 2011 ☐ March 2012 ☐ June 2012

■ PERSONAL INFORMATION (Please print clearly.)

Last/Family Name		First/Given Name		Middle Initial	Nickname
<hr/>					
Address					
<hr/>					
City	State	Zip/Postal Code	Country		
<hr/>					
Social Security Number (U.S. students only)			Date of Birth (Month/Day/Year)		
<hr/>					
Home Phone Number (include U.S. area code or country code and city code)			Cell Phone		
<hr/>					
Email Address					Gender <input type="checkbox"/> Male <input type="checkbox"/> Female

Are you eligible for veteran benefits? ☐ Yes ☐ No Are you a citizen of the United States? ☐ Yes ☐ No If no, which country are you a citizen of? _____

Do you hold permanent resident status in the United States? ☐ Yes ☐ No

Resident Alien Number _____

Have you ever been convicted of a felony? ☐ Yes ☐ No

Have you ever had a felony-type charge sustained against you in a juvenile proceeding or in a proceeding outside the U.S.? ☐ Yes ☐ No

Are you intending to file for financial aid through the Free Application for Federal Student Aid (FAFSA)? ☐ Yes ☐ No

Have you previously attended JWU? ☐ Yes ☐ No

Do you have company reimbursement? ☐ Yes ☐ No

The following ethnicity and race questions are optional. Any information that you provide will not be used in a discriminatory manner.

Are you Hispanic or Latino? ☐ Yes ☐ No

Choose one or more of the following:

- ☐ American Indian or Alaska Native
☐ Asian
☐ Black or African American

- ☐ Native Hawaiian or Other Pacific Islander
☐ White

(continued on other side)

■ MAJOR

Please select **one** major by checking only **one** box below. Refer to the catalog online at www.jwu.edu for descriptions of majors and their potential career tracks.

Associate Degree Programs

☐

Baking & Pastry Arts

☐

Culinary Arts

■ EDUCATIONAL BACKGROUND

Name of High School/GED Center

Year of graduation

Address

City

State

Zip

Name at time of graduation

■ TRANSFER CREDIT INFORMATION

List most recent schools or colleges attended since high school.

Name of Institution

Attendance Dates

Mo.

Yr.

to

Mo.

Yr.

Address

City

State

Zip

Program

Degree received

Name of Institution

Attendance Dates

Mo.

Yr.

to

Mo.

Yr.

Address

City

State

Zip

Program

Degree received

■ EMPLOYER

Company Name

Address

City

State

Zip

Phone Number ()

Position

Do you have military experience?

☐

Yes

☐

No

Length of Service

■ CONDITIONS OF ENROLLMENT AND APPLICANT'S SIGNATURE (Required)

1. All invoices are payable prior to the beginning of classes. VISA, MasterCard and American Express credit cards are honored.
2. Johnson & Wales University has a tuition refund policy. Please refer to the Johnson & Wales University online catalog.
3. Credit for any completed course is not given until all financial obligations have been cleared.
4. Johnson & Wales University reserves the right to modify its curriculum, tuition rates, program, rules and regulations.
5. The university reserves the right to schedule subjects within the curriculum in the order deemed necessary.
6. The university reserves the right to cancel any course or program announced due to insufficient enrollment.

By submitting this application, I certify to Johnson & Wales University that all information in this application and in my supporting documentation is true, correct, and complete (including the listing of all other colleges or postsecondary institutions attended by me). Johnson & Wales University does not retain all application material submitted by the applicant. I hereby authorize the university to obtain my official high school or secondary school transcript and all college or postsecondary transcripts from the schools and institutions that I have attended. I give permission to the university to contact and share information with issuing institutions or other appropriate third parties for the purpose of verifying any documentation or information I have provided. Any acceptance to the university is conditioned upon the university's right to revoke such acceptance or subsequent enrollment if I provide false or incomplete information or if the university learns of any past or present misconduct by me that would affect my ability to represent and uphold the high standards of the university. Any enrollment at Johnson & Wales University is conditioned upon my satisfaction of all financial obligations incurred by me and my compliance with and upholding of all university policies, rules and regulations. I authorize the university to use my name, image and/or voice (and recordings in which they appear) in any manner or media for university purposes, including, but not limited to, marketing and publicity purposes.

Applicant's Signature
(Required)

Date

Johnson & Wales University does not discriminate unlawfully on the basis of race, religion, color, national origin, age, sex, sexual orientation, gender identity or expression, genetic information, or disability in admission to, access to, treatment of, or employment in its programs and activities. The following person has been designated to handle inquiries regarding nondiscrimination policies: University Compliance Officer, Johnson & Wales University, One Cookson Place, 6th Floor, Providence, RI 02903, 401-598-1423. Inquiries concerning the application of nondiscrimination policies may also be referred to the Office for Civil Rights, U.S. Department of Education, Customer Service Team, 400 Maryland Avenue SW, Washington, DC 20202-1100, 800-421-3481. Residents of Georgia may utilize the refund policy required by Georgia law. In compliance with the Higher Education Act, Johnson & Wales University publishes an Annual Security Report and an Annual Fire Safety Report. The Annual Security Report discloses information about campus security and statistics concerning reported crimes that occurred on campus, on university-controlled property and on public property immediately adjacent to campus. The Annual Fire Safety Report discloses information about the campus fire safety policies and procedures and fire statistics for each residence hall. Copies of the reports may be obtained from Admissions or by searching keywords "annual security report" at www.jwu.edu. Completion and graduation rate data for specific cohorts of first-time, full-time undergraduate students is available. Contact Student Academic & Financial Services for assistance with obtaining this information.

Request for High School Transcript Release Form

Please forward an **official copy** of my high school transcript or G.E.D. transcript to:

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

Please Print

Name *(while in high school)*

Name *(if different from above)*

Current Address

City State Zip

Phone ()

Date of Birth Social Security Number

High School

City State Zip

Program of Study Year of Graduation

Thank you for your prompt attention to this request.

Signature Date

Please enclose in a stamped envelope and send to your high school. Photocopy this document if additional copies are needed.



Request for College Transcript Release Form

Please forward an **official copy** of my college transcript to:

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

Please Print

Name *(while in school)*

Name *(if different from above)*

Current Address

City State Zip

Phone ()

Date of Birth Social Security Number

College/University

City State Zip

Program of Study Year of Graduation *(if applicable)*

Thank you for your prompt attention to this request.

Signature Date

Please enclose in a stamped envelope and send to any college previously attended. Photocopy this document if additional copies are needed.



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

- 6 **Fall term begins**
9 Make-up classes held for:
-Monday classes
-Day culinary & baking labs

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

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

- 1 **Priority financial aid deadline to submit FAFSA (school code 003404) for the 2012-2013 year**
5 Term break ends
6 **Spring term begins**
9 Make-up classes held for:
-Monday classes
-Day culinary & baking labs

- 10 No classes; Columbus Day
14 Make-up classes held for:
-Day culinary & baking labs
16 Academic course withdrawal deadline

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

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

- 15 Academic course withdrawal deadline
May 4 **Summer term payment deadline (note: summer term is optional)**

- 4 **Winter term payment deadline**
11 Make-up classes held for:
-Day culinary & baking labs
14-20 Final exams
21-28 Thanksgiving & term break
29 **Winter term begins**

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

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

- 4 **Summer term payment deadline**
11 Make-up classes held for:
-Day culinary & baking labs
14-17 Final exams
18 Residence halls close at noon

Career Fairs, Recruiting:
Contact *Experiential Education & Career Services* for information about events, scheduled throughout the year.

Commencement ceremonies:
May 19

- 2 Make-up classes held for:
-Monday classes
-Day culinary & baking labs
23 Holiday break begins (no classes); note: residence halls close Dec. 23 at noon and re-open Jan. 8 at noon

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

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

- 4 **Summer term begins**
2 & 9 Spring term weekend culinary & baking lab classes end
18 Advanced Standing program begins

- 6 Holiday break ends
7 & 8 Classes held for:
-Weekend culinary & baking lab classes
16 No classes; M.L. King Jr. Day
20 Make-up classes held for:
-Day culinary & baking labs
22 Academic course withdrawal deadline

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

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

- 4 No classes; Independence Day
6 **Fall '12 term payment deadline (for new students only)**

- 3 **Spring term payment deadline**
17 Make-up classes held for:
-Day culinary & baking labs
20-26 Final exams
27 Term break begins

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

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

- 3 **Fall '12 term payment deadline (for returning students only)**
18 Summer internships + online classes end
24 Summer term ends
Advanced Standing ends



JOHNSON & WALES
UNIVERSITY

Adult & Continuing Education Admissions

7150 Montview Boulevard
Denver, CO 80220
303-256-9300
www.jwu.edu/denver/ce