

JOHNSON & WALES UNIVERSITY

# **2012-2013 Student Handbook**

**NORTH MIAMI CAMPUS**

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# Handbook

## North Miami Campus

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

## Introduction

### Mission

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

### Guiding Principles

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

## Letter from the President

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

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

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

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

*Loreen M. Chant '89*

*President, North Miami Campus*

# Academic Calendar



**JOHNSON & WALES**  
UNIVERSITY

## 2012-2013 Academic Calendar: North Miami Campus

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

**=start/makeup/end class dates**  
**=no classes/holiday/break**

- 4 **Fall term begins**
- 7 Make-up classes held for:  
-Monday night classes  
-Culinary & baking labs

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

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

- 1 **Priority financial aid deadline to submit FAFSA (school code 003404) for the 2013-2014 year**
- 2/22-3/4 Term break
- 5 **Spring term begins**
- 8 Make-up classes held for:  
-Monday night classes  
-Culinary & baking labs
- 29 No classes; Good Friday
- 31 No classes; Easter

- 8 No classes; Columbus Day
- 12 Make-up classes held for:  
-Monday classes  
-Culinary & baking labs
- 12 Virtual day for Fri. classes
- 12 Academic course withdrawal deadline
- 26 Virtual day for Fri. classes

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

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

- 12 Academic course withdrawal deadline
- 19 Virtual day for Fri. classes

- 2 **Winter payment deadline**
- 9 Make-up classes held for:  
-Culinary & baking labs
- 9 Friday classes end
- 12 Monday classes end
- 13 Tuesday classes end
- 14 Monday/Wednesday + Wednesday classes end
- 15 Tuesday/Thursday + Thursday + Culinary & baking lab classes end
- 16-26 Thanksgiving & term break
- 27 **Winter term begins**
- 30 Make-up classes held for:  
-Monday night classes  
-Culinary & baking labs

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

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

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

**Commencement ceremonies:**  
May 18

- 3 **Summer payment deadline** (note: summer term is optional)
- 5 **Deadline to register courses for Fall 2013 Term**
- 10 Make-up classes held for:  
-Culinary & baking labs
- 10 Friday classes end
- 13 Monday classes end
- 14 Tuesday classes end
- 15 Monday/Wednesday + Wednesday classes end
- 16 Tuesday/Thursday + Thursday + Culinary & baking lab classes end
- 17 Residence halls close at noon

- 7 Make-up classes held for:  
-Day culinary & baking labs
- 14 Make-up classes held for:  
-Day culinary & baking labs
- 21 Holiday break begins (no classes); note: residence halls close Dec. 21 at noon and re-open Jan. 6 at noon

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

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

- 3 **Summer term begins**
- 3 Session I classes begin
- 18 Academic course withdrawal deadline for session I
- 27 Session I classes end

- 6 Holiday break ends
- 18 Academic course withdrawal deadline
- 21 No classes; M.L. King Jr. Day
- 25 Make-up classes held for:  
-Monday/Wednesday classes  
-Monday classes
- Feb. 1 **Spring payment deadline**

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

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

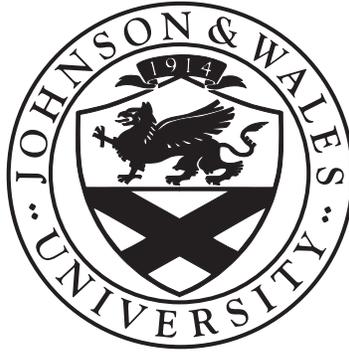
- 1 Session II classes begin
- 4 No classes; Independence Day
- 5 Make-up classes held for:  
-Session II classes
- 12 Academic course withdrawal deadline for online
- 16 Academic course withdrawal deadline for session II
- 19 **Fall '13 payment deadline (for new students)**
- 25 Session II classes end

- 1 Virtual day for Fri. classes
- 15 Friday classes end
- 18 Monday classes end
- 19 Tuesday classes end
- 20 Monday/Wednesday + Wednesday classes end
- 21 Tuesday/Thursday + Thursday + Culinary & baking lab classes end

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

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

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



JOHNSON & WALES UNIVERSITY

# 2012-2013 Student Handbook

## NORTH MIAMI CAMPUS

Please Note:

The university is transitioning its student handbooks  
from paper to electronic format.

Additional pages will be posted in the upcoming days.

Please check back frequently.

# Staying Connected

Where to get important Johnson & Wales University information and updates.

## Important Information

**Each JWU student receives an email account that serves as a tool for sending and receiving email and accessing important university resources. Use your account to access current information about term start requirements, payment information, course work, the university calendar, student activities, athletics information and more.**

JWU students have access to help desk services and conveniently located computer centers on campus. Students use Microsoft Outlook Web Access, a Web-based email program. Questions about the services mentioned here should be directed to the JWU Help Desk at 866-JWU-HELP (866-598-4357) or [helpdesk@jwu.edu](mailto:helpdesk@jwu.edu).

## Emergency Information

JWU email accounts are one way the university communicates with students in times of an emergency. In addition, the campus has implemented an emergency notification system, called Blackboard Connect, that can send notices via voice messages to your cell or home phone numbers and text messages to your cellphone. Please update your contact information through [jwuLink \(https://link.jwu.edu\)](https://link.jwu.edu) (Registration & Grades > Personal Information) so your Blackboard Connect account is accurate.

## News and Events

### Bulletin Boards

Campus departments and student organizations post flyers around campus bulletin boards advising the JWU community of upcoming events. For more information see the university's Posting Policy (p. 12).

### Campus Information System

The Campus Information System (CIS) is displayed on monitors in front of the elevators throughout the Academic & Student Center. Information includes details on upcoming deadlines and events. Email items to [tonya.evans@jwu.edu](mailto:tonya.evans@jwu.edu).

### North Miami Campus Update

The North Miami Campus Update (NMCU) (<http://www.jwu.edu/content.aspx?id=12268>) is a weekly e-newsletter delivered to your JWU email account. The NMCU provides information on important North Miami Campus news, events and announcements. Email items to [tonya.evans@jwu.edu](mailto:tonya.evans@jwu.edu).

### Student Publications

The university produces a student magazine, *The Wildcat*, a literary magazine, *The Conundrum*, and a food writing magazine. See the campus website (<http://www.jwu.edu/northmiami>) for more information on these publications (<http://www.jwu.edu/content.aspx?id=12208>).

### Website

Each campus department has additional information on the campus website (<http://www.jwu.edu/northmiami>) and through [jwuLink \(http://link.jwu.edu\)](http://link.jwu.edu).

### Off-campus News

The area's largest newspapers, *The Miami Herald* and *The South Florida Sun-Sentinel* provide access to the latest local, national, entertainment, business and sports news. South Florida is also home to several Spanish language publications, including *el Nuevo Herald* and *Diario Las Americas*.

Local TV affiliates include WFOR-4 (CBS); WTVJ-6 (NBC); WSVN-7 (Fox); WPLG-10 (ABC), WLRN-17 (PBS), WSFL (CW Channel 11), WBFS-33 (MyNetworkTV); WLTN-23 (Univision) and WSCV-51 (Telemundo). National Public Radio is available on WLRN 91.3 FM.

## Weather Cancellations

For information on cancellations due to inclement weather, call the university's automated weather cancellation line at 305-892-7598. Updates are also posted to [www.jwu.edu](http://www.jwu.edu) and sent to your JWU email account to keep you connected to all things JWU 24 hours a day.

## General Information

**JWU maintains a 24/7 automated information line: 401-JWU-INFO (598-4636). Check the line for class cancellations, faculty absences, special events, sporting events and more.**

# The Student Handbook

By attending Johnson & Wales University, you have agreed to conform to the rules, codes and policies as outlined in this publication, as well as in the catalog, all applicable student handbooks and the *Resident Student Contract*, including any amendments. You have demonstrated your commitment to developing and enhancing your professional as well as your personal life. As part of this commitment, you must demonstrate acceptance of your responsibilities as a member of the university community. It is expected that you will conduct yourself in a professional and courteous manner in and out of the classroom. Familiarize yourself thoroughly with the contents of this handbook — ignorance of the rules will not excuse infractions.

You are required to abide by all the rules, codes and policies established by the university, which apply to all students (including commuter students) and must be followed both within and outside of university facilities and common areas.

This handbook is a guide for you, one that will help you make your way through the often confusing maze of college life. Use it, and take advantage of all Johnson & Wales has to offer you during your time here.

## Amendments

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

# General Info and Policies

Important information and policies for students in the JWU community.

## Advising

Students may have an assigned faculty advisor who will work with them throughout their academic career. Students may also utilize academic counselors in Student Academic & Financial Services as an additional academic resource to discuss curriculum changes, course sequencing and graduation planning. For personal and clinical counseling services, students may seek the support of Counseling Services. Students may view their assigned primary advisor in [jwuLink](#) (Registration & Grades > Academic Profile).

## Automobiles on Campus

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

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

## Parking Permits

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

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

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

1. valid driver's license and current JWU ID
2. valid vehicle registration
3. valid proof of insurance
4. current printout of JWU class schedule.

### Temporary/Guest Permits

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

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

- Short-term use of vehicle, including rental vehicles
- Visitor Parking
- Short-term parking as authorized by the director of Campus Safety & Security or his/her designee

Temporary parking permits will not be issued:

- In lieu of the proper vehicle registration
- For a second vehicle operated or parked on campus on a frequent basis
- For any reason which would circumvent the requirements or intent of campus Parking and Traffic Regulations

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

## Parking Areas

### Resident Students

Your decision to bring a car on campus should be a well-informed one since parking space is limited. Student parking is permitted in the following

parking lots on campus (see campus map (<http://www.jwu.edu/content.aspx?id=20120>) for locations):

- West Parking Lot — entrance at 16th Avenue (resident students, registered visitors, commuter students, 7 a.m.–11 p.m. only)
- South Parking Lot — entrance at N.E. 127th Street (commuter students only)
- Parking Garage — entrance at N.E. 17th Avenue (commuter students only, 7 a.m. – 4 p.m. All JWU students may park in the garage from 4–10 p.m.)
- Wildcat Lot — entrance at N.E. 124th Street or N.E. 17th Avenue (all students)
- Arch Creek Lot — entrance at N.E. 127th Street (commuter students and registered visitors)
- Tropical Pointe, Lakeside Towers, Arch Creek Place, Biscayne Commons and Emerald Lake halls each have limited parking spaces available adjacent to the hall for residents only.

## Parking Regulations

Parking on campus is available only to faculty, staff, resident students, commuter students and registered university guests. Automobiles that are parked on university property are subject to the following regulations. Failure to comply with these regulations or with a traffic sign may result in revocation of parking privileges.

1. Yellow curbed areas are designated No Parking Zones.
2. Vehicles may not park the following areas:

- Fire lanes
- Spaces reserved for handicapped parking
- Within 15 feet of a fire hydrant
- Driveways
- Sidewalks
- Grass (except in areas temporarily identified as event parking)
- Loading zones
- Along service roads
- In restricted or otherwise reserved areas

3. Vehicles must be parked properly within a designated space so as not to interfere with another parking space or obstruct a lane of travel or pedestrian walkway.

4. Maximum speed limit on university property is 10 mph. Operating your vehicle without a reasonable amount of care may result in revocation of parking privileges and additional disciplinary action.

5. Moving or defacing any university traffic sign will result in disciplinary action.

6. Vehicles parked on university property are subject to search in the event a violation of the Student Code of Conduct (p. 50) or other university rules has occurred or is believed to have occurred.

7. The decision to tag and/or tow any vehicle in violation is made by the officer on the scene.

8. There is no parking at residence hall parking lots without a designated pass.

9. In the event of inclement weather, a university parking ban may be announced. Students living in residence halls are to check at their residence hall front desk for all parking ban notices.

10. There is a color-coded permit system in place; you must park only in designated areas (see Campus Map (<http://www.jwu.edu/content.aspx?id=20120>)). Vehicles parked in areas designated for faculty, staff or visitors without the proper permit may be towed at the owner's expense.

11. Vehicles shall not be abandoned in campus parking areas and must be in good working condition at all times. Any vehicle left unattended will be considered parked. Vehicles left on campus and parked and unused for three (3) or more consecutive days shall be considered abandoned and will be towed at the owner's expense. Vehicles of resident students that are properly registered are not included. People wishing to leave a vehicle on campus for extended periods or during breaks between terms must notify Campus Safety & Security (<http://www.jwu.edu/northmiami/safety>).

12. The university reserves the right to remove any vehicle violating campus, parking, traffic or fire regulations, or if it creates a safety hazard at the owner's expense.

13. Inability to locate a legal parking space is not justification for improper parking and will not be allowed as a mitigating circumstance in an appeal.

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

### Payments and Appeals of Parking Citations

1. During regular business hours, parking citations may be paid at the Student Accounts Window at Student Academic & Financial Services (University Center, 1st floor).
2. After-hours payments will be accepted only for removal of an immobilization device (boot) at Campus Safety & Security. These payments may be made by check or money order at [www.jwu.edu/northmiami/safety](http://www.jwu.edu/northmiami/safety), 1705 NE 124th Street.
3. Any person found in violation of university Parking and Traffic Regulations, and consequently cited, shall have an opportunity to appeal the citation to [www.jwu.edu/northmiami/safety](http://www.jwu.edu/northmiami/safety).
4. Appeals may be made on the grounds that the facts cited in the citation are in error, that the citation was issued in error, or that there were mitigating circumstances which may excuse the violation.
5. Appeals must be made within 10 days of the date issued of the citation. Appeal request forms are available at Campus Safety & Security, 1705 NE 124th Street, Student Government Association office (Wildcat Center, 3rd floor) or at [www.jwu.edu/northmiami/safety](http://www.jwu.edu/northmiami/safety).

## Complaints and Grievances

It is the intention of Johnson & Wales University to resolve concerns by faculty, students and staff quickly, informally and as close as possible to the point of origin. The grievance procedure is not intended to be a forum to challenge university policy, but rather a means by which an individual can seek a timely and fair review of his or her concerns.

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

1. Actions by the dean of students office, including matters that have been referred to the university's Student Conduct Review Process (p. 53);
2. Actions relating to Student Academic & Financial Services;
3. Actions by Residential Life concerning contract release;
4. Actions by the Academic & Financial Appeals Committee;
5. Actions by a faculty member, staff member or third party which may constitute harassment or discrimination (which should be referred to the nondiscrimination coordinator, a nondiscrimination campus liaison or Human Resources & Payroll as set forth in the Prohibited Discrimination and Harassment Policy, including Sexual Misconduct and Sexual Harassment (p. 14));
6. Actions relating to involuntary withdrawal for safety reasons (p. 22); and
7. Actions relating to the review of accommodation decisions (p. 59).

Please see the procedures set forth in Academic and Administrative Complaints (p. 9) for the resolution of academic and administrative issues outside of the exempt areas.

## Academic and Administrative Complaints

### Step One

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

### Step Two

If the complaint cannot be resolved at the previous level, the student should present the complaint, in writing, to the appropriate department chairperson or department director within five days of receipt of the faculty or staff member's decision. The department head will document his or her decision

and provide a copy to the student, faculty or staff member, and dean of the appropriate school or college (in the case of an academic complaint) or the dean of students or dean of academic administration (in the case of an administrative complaint) within a reasonable time, usually five days.

### Step Three

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

### Expedited Review

If there is a legitimate need for an immediate or expedited review of an academic or administrative decision, then written complaints, requests for review and decisions may not be required.

**Note:** Retaliation against any individual who files a complaint or grievance or cooperates in the investigation of a complaint or grievance is also prohibited and should be reported promptly so that the university can take action against anyone who engages in retaliation.

## Computer and Technology Use

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

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

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

## Mass Email Policy

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

- Providence Campus: Lisa Pelosi or Miriam Weinstein
- North Miami Campus: Tonya Evans or Jordan Fickess
- Denver Campus: Director of Campus Safety & Security or Director of Public Relations
- Charlotte Campus: Chesley Black, Melinda Law, Tarun Malik or Mark Norman
- Universitywide: Lisa Pelosi or Miriam Weinstein

Mass emails are reserved for time-sensitive, critical items related to university academic or administrative policy, procedures and activities. Mass emails may

not be used for personal purposes. In addition, the university generally does not approve the use of mass email for commercial purposes.

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

## Dress and Manners

You should dress neatly, appropriately and in good taste, and exhibit courtesy and dignified behavior at all times, especially when you are representing the university. These actions are also essential to a successful career. Various departments and/or programs may have specific dress codes or other requirements. You should familiarize yourself with any that apply to you.

Also, communication devices, such as cellphones, pagers, etc., may not be used in the classrooms, libraries, computer labs, Center for Academic Support or any academic-related facility and must be turned off, set to vibrate or otherwise rendered inaudible.

For additional information see the following policies:

- Uniform (p. 34) policy for culinary and hospitality labs
- Hat (p. 33) policy

### Professional Dress Policies for Academic Classes

As a student at Johnson & Wales University, it benefits you to treat every class day as an interview day so that you're always prepared to impress. With industry representatives on campus almost every day of the year, you will want to look sharp — your next boss may be the guest speaker in your class or an employer visiting campus to recruit employees.

- Students should remain in full professional dress while attending class and while within academic buildings between classes.
- In academic classes, culinary arts and baking & pastry arts students have the option of wearing their full culinary uniform (p. 34) with the exception of the hat, apron, knife/pastry kit and side towel, or full professional dress.
- Students on internships may have specific requirements and should contact their experiential education coordinator for more information.
- Failure to follow professional dress policies is a violation of the Student Code of Conduct and may result in disciplinary action.
- For information on reasonable accommodations, contact the Center for Academic Support at 305-892-7026.
- Professional Dress Standards for men and women are listed below.

#### Men

Apparel Item	Acceptable	Unacceptable
Shirts	Any color long-sleeved or short-sleeved, spread or button-down collar dress shirts	Pullover shirts
	Must be tucked into dress pants	Polo-style shirts
	Classic patterns (i.e., subtle stripes, checks) or solid	No tie; loose or sloppy ties
	Worn with a tie tied snugly around neck	
Shoes	Black or brown dress shoes in good condition	Sneakers
	Worn with dress socks matching your pants	Sandals or flip flops
Pants	Dress slacks (solid colors or subtle, class patterns)	Overly baggy or poorly fitting pants
	Worn at waist, not hips	Jeans or jean-style pants
	Properly hemmed	Unhemmed pants
Outerwear	Button-up cardigan sweaters (solid colors or subtle classic patterns)	Pullover sweaters or sweatshirts
	Professional suit jacket or blazer (solid colors or subtle, classic patterns)	Athletic or casual jackets (i.e., nylon, denim)

Grooming	Hair must remain neutral in color	
	Neatly trimmed facial hair or clean shaven	Tattered, wrinkled clothing
	Clean, ironed clothing	
Accessories	University-issued nametag (required)	Facial jewelry
	A dress belt that matches your shoes	Hats or headwear
	Modest earrings	

#### Women

Apparel Item	Acceptable	Unacceptable
Shirts	Long-sleeved or short-sleeved blouse appropriate for business (button-down or a shell worn with a business suit)	Plunging necklines
	Pullover, dressy sweaters	Bare midriffs
		Pullover sweaters with a hood
		Halter tops, spaghetti straps or sleeveless tops
Shoes	Solid Color Shoes	Sneakers
	Close-toed shoes	Strappy sandals or flip flops which expose the feet
	Peep toe shoes	
Pants/Skirts	Full length, hemmed dress slacks worn at waist, not hips	Capri-style pants or shorts
	Skirts worn at waist, not hips	Overly baggy, tight or poorly fitting pants
	Skirt length should fall no higher than at the knees	Mini-skirts
	Solid colors or subtle, classic patterns	Jeans or jeans-style pants
		Casual dresses
		Unhemmed pants
Outerwear	Button-up cardigan sweater (solid colors or subtle, classic patterns)	Pullover sweaters with a hood and sweatshirts
	Professional suit jacket or blazer (solid colors or subtle, classic patterns)	Athletic or casual jackets (i.e., nylon, denim)
	Sweater vest	
Grooming	Hair must remain neutral in color	Unnatural hair colors (i.e., pink, blue)
	Clean, ironed clothing	Tattered, wrinkled clothing
	Conservative make-up	
Accessories	University nametag (required)	Visible piercings other than earrings (i.e., nose, lip, tongue)
	Neutral hosiery	Hats, flashy headbands or headwear (bandanas, scarves)
	Modest jewelry	
	Simple hair accessories (i.e., small headband, plain bobby pins)	

## Drug and Alcohol Policy

In accordance with the Federal Drug-Free Workplace Act and Drug-Free Schools and Communities Act, Johnson & Wales University prohibits the

unlawful manufacture, distribution, dispensation, possession or use of narcotics, drugs, other controlled substances or alcohol at the workplace and in the educational setting. Possession or use of alcoholic beverages anywhere on university premises is prohibited except for lawful use at events, operations or programs sanctioned by university officials (see the Student Code of Conduct (p. 50)). Unlawful for these purposes means in violation of federal, state or local statutes, regulations or ordinances. Workplace is defined as either university premises or any place where university business is conducted away from university premises. Educational setting includes both university premises and approved educational sites off campus.

Possession or use of illegal drugs, narcotics or drug paraphernalia is absolutely forbidden. Johnson & Wales is not, and cannot be considered, a protector or sanctuary from the existing laws of the city, state and federal governments.

### Sanctions

Disciplinary sanctions which may be imposed on a student found to be in violation of the above policy include, but are not limited to, reprimand, revocation of certain privileges, campus service, deferred suspension, fine or restitution for loss, suspension or dismissal from the university and/or university housing, and referral to alcohol education classes. The university also reserves the right to notify parents of violations.

### Alcohol and Its Effects

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

### Symptoms of Drug Abuse

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

### Possible Effects of Drug Abuse

Narcotics (opium, morphine, heroin) may cause euphoria, drowsiness, respiratory distress and nausea. Depressants (barbiturates) may cause slurred speech, disorientation and drunken behavior without the odor of alcohol. Stimulants (cocaine, amphetamines) may cause increased alertness, increased blood pressure and pulse, insomnia and loss of appetite. Hallucinogens (LSD, mescaline) may cause illusions, hallucinations and poor perception of time and distance. Cannabis (marijuana, hashish) may cause euphoria, relaxed inhibitions and disoriented behavior.

### JWU's Substance Abuse Prevention Program

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

- Counseling Services provides an assessment of AOD usage for all students who seek counseling.
- Counseling Services provides AOD assessments for students who are specifically referred by Student Conduct.
- Referrals to community resources are available for individuals with more long-term or complex needs. A number of AA/NA/Al-Anon groups hold meetings close to campus and in the larger Providence community.
- Counseling Services offers AOD prevention through programming efforts with various student groups and Student Affairs departments.
- Counseling Services also collaborates with Student Conduct to provide educational and other resources for students with problematic drinking behavior and drug use.
- A number of programming initiatives take place each year as part of Alcohol Awareness Week activities, the campus Wellness Fair, as well as a variety of classroom and Residential Life programs.
- There is also an Alcohol Task Force to address alcohol abuse by students. This group has members from all segments of the university community.

### State Penalties for Drug and Alcohol Offenses

Johnson & Wales University students are subject to state criminal prosecution and penalties for drug and alcohol offenses. These offenses include the following:

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

Criminal penalties for drug and alcohol offenses can include

- Mandatory drug or alcohol counseling
- Alcohol and/or drug treatment
- Driver retraining
- Suspension or loss of driver's license
- Community service
- Fines ranging from \$200 up to \$1,000,000
- Imprisonment for various periods of time up to life imprisonment

## FERPA

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

1. The right to inspect and review the student's education records. Students should submit to Student Academic & Financial Services written requests that identify the record(s) they wish to inspect. Student Academic & Financial Services will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask Johnson & Wales University to amend a record that they believe is inaccurate or misleading. They should write to Student Academic & Financial Services, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the university has contracted as its agent to provide a service instead of using university employees or officials; a person serving on the Board of Trustees; or a student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. In addition, Johnson & Wales University may disclose education records without consent to an institution that has requested the records and in which the student seeks or intends to enroll or where the student is already enrolled so long as the disclosure is for purposes related to his/her enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-5901.

## Directory Information Public Notice

At the discretion of the university and in conformity with FERPA, Johnson & Wales University has determined the following to be "directory information:" student name, address, telephone listing, email address, photograph, date and place of birth, dates of attendance, grade level, credits earned, enrollment status (e.g., undergraduate or graduate, full- or part-time), class schedules, participation in officially recognized activities and sports, weight and height of members of athletic teams, major fields of study, anticipated degree and degree date, degrees, honors and awards received, vehicle

description and registration, and the most recent previous educational institution attended.

This information may be released by the university unless a student specifically requests in writing to the contrary. To withhold disclosure of any category of directory information under the Family Educational Rights and Privacy Act, a written request for nondisclosure must be received by Student Academic & Financial Services. Requests for nondisclosure will be honored by the university until the student submits written notice to Student Academic & Financial Services terminating the original request for nondisclosure.

## Financial Obligations

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

Repaying loans helps establish favorable credit ratings that make it easier for students to buy homes, rent apartments, buy cars, obtain credit cards, get good jobs, further their educations, or open checking accounts. To see how much you have borrowed or for more information about your student loans, call Student Academic & Financial Services. Developing a budget that considers loan payments is highly recommended. Notify your loan holder and JWU if there are any changes to your address and/or phone number.

## Firearms

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

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

## Food and Beverages

In academic buildings, food and beverage consumption is limited to designated eating areas only. Under no circumstances are food and beverages to be consumed in classrooms or corridor areas.

## Identification Cards

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

All campus buildings are equipped with electronic card-access devices for security purposes. Your ID card enables you to gain access to all campus administrative and academic buildings by simply passing the card before the reader device located near the entrance door. Residential student ID cards will also be programmed for 24-hour access to the individual's assigned residence hall. Your ID card is also programmed with your meal plan for ease of transaction at a variety of campus dining service locations. Finally, the campus bus transportation service, and the RIPTA statewide public transportation service provided by the university, can only be utilized with your university ID.

Other uses of the ID card include accessing online university library services, print services at the university computer labs, purchasing tickets at Student

Activities, and attending various campus-related events held both on and off campus.

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

Once you receive your university ID, the following conditions shall apply:

- Immediately report a lost or stolen card to Campus Safety & Security.
- Replacement ID cards must be obtained at either Campus Dining (Downcity Campus) or Student Academic & Financial Services (Harborside Campus) or Student Center 2nd floor (Denver Campus).
- Lost or damaged ID cards will incur a \$15 replacement fee.
- Students are only permitted one ID.

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

At the Providence Campus, please call 401-598-1433 for more information.

At the North Miami Campus, please call Campus Safety & Security, 305-892-7011 or Student Financial Services, 305-892-7006, for more information.

At the Denver Campus, please call 303-256-9400 for more information.

At the Charlotte Campus, please call 980-598-1900 for more information.

## Posting Policy

**All posted advertisements for student clubs and organizations must be approved through Student Affairs/Activities or an individual designated by Student Affairs/Activities. Only active or petitioning recognized clubs/organizations may have items approved. All flyers must be reviewed for content by a Student Affairs/Activities staff member. Student Affairs/Activities reserves the right to reject any flyer.**

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

Absolutely no materials (posters, flyers, pamphlets, newspapers, etc.) can be posted anywhere on our campus unless they meet the following criteria:

- Any hallway posting at the Providence and Charlotte campuses must be contained within a glass-enclosed bulletin board.
- Any materials hung in the hallways, on doors, walls or windows of any building and classroom, or on trees, telephone poles, etc. or other unauthorized areas, whether they carry the appropriate approval or not, will be immediately removed.
- Only authorized bulletin boards are to be used to display approved posters and flyers. There are a number of bulletin boards throughout the university campus that are reserved for the specific use of one office or department. Students may not use these restricted bulletin boards for posting notices.
- Any requests to post a document within an enclosed board must be made through the administrator in charge of the building or floor.

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

## Prohibited Discrimination and Harassment Policy, including Sexual Harassment and Sexual Misconduct

To review the Prohibited Discrimination and Harassment Policy, Including Sexual Harassment and Sexual Conduct, please see Nondiscrimination Statement (p. 13), Prohibited Discrimination and Harassment (p. 13), What is Sexual Harassment? (p. 13), What Are Other Types of Prohibited

Harassment? (p. 13), What to Do (p. 14), Filing a Complaint (p. 14), Investigation and Resolution (p. 14), Retaliation, False Complaints (p. 15), and Enforcement Agencies (p. 15).

## Nondiscrimination Statement

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

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

The following person has been designated to handle inquiries regarding the Nondiscrimination Statement and this policy:

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

Inquiries concerning the application of the nondiscrimination statement may also be referred to the appropriate governmental enforcement agencies (p. 15).

## Prohibited Discrimination and Harassment

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

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

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

For further information regarding this policy, please see Nondiscrimination Statement (p. 13), What Is Sexual Harassment? (p. 13), What Are Other Types of Prohibited Harassment? (p. 13), What to Do (p. 14), Filing a Complaint (p. 14), Investigation and Resolution (p. 14), Retaliation (p. 15), False Complaints (p. 15) and Enforcement Agencies (p. 15).

## What Is Sexual Harassment?

Sexual harassment is a form of sex discrimination prohibited by federal and state laws and this policy. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct or communications of a sexual nature, including sexual assault and acts of sexual misconduct, when (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment or education at Johnson & Wales, (2) submission to or rejection of such conduct is used as the basis for employment, academic, or other decisions, or (3) it is sufficiently severe, pervasive or persistent and has the purpose or effect of unreasonably interfering with work or academic performance, denying or limiting the ability to participate in or to receive benefits, services, or opportunities in

the university's programs, or creating an intimidating, hostile or offensive working or educational environment.

Sexual harassment includes the misuse of authority to emphasize the sexuality of an individual in a manner that prevents or impairs that individual's full enjoyment of employment or educational benefits, environment, or opportunities. While sexual harassment may take the form of physical conduct, it may also appear in verbal or written derogatory or discriminatory statements that may affect recommendations, status, promotions, raises, or favorable work assignments for employees, or campus life, class assignments, grades, or recommendations for students.

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

Sexual harassment does not include behavior or occasional compliments of a socially acceptable nature. However, some behavior which is appropriate in a social setting may not be appropriate in the workplace or academic environment. It is not always easy to define precisely what conduct constitutes sexual harassment; however, examples of conduct which may constitute sexual harassment include, but are not limited to

- Sexual teasing, joking, suggestive looks, gestures or staring.
- Peer harassment that creates a hostile environment, such as spreading rumors about sexual behavior, sexually charged name calling, or inappropriate sexual text messages, emails, social media posts and/or inappropriate communications in any other manner or media.
- Direct or implied threats that submission to sexual advances will be a condition of employment, promotion, grades, status in a course or program, letters of recommendation, or participation in an activity.
- Unwelcome touching of any nature, including patting, embracing, caressing, or pinching.
- Improper brushing against another's body, or "friendly" arms around the shoulders.
- Offers of money or other consideration, including an employment-related or education-related reward, for sexual activity.
- Repeated requests for dates despite being asked to stop.
- Suggestive sexual remarks or innuendos.
- Unauthorized entering of the restrooms or other locations meant to be used exclusively by the opposite sex.
- Improper or unwelcome inquiries about someone's sexual or personal life.
- Overt or subtle pressure for sexual activity or direct or implied propositions of a sexual nature.
- Sexual assault and other acts of sexual misconduct prohibited by the university's sexual assault policy and Student Code of Conduct.
- The use or display of pornographic or sexually harassing materials without educational justification. In the educational setting, judgment must be used in determining the appropriate content when the presentation of academic material is required.
- Epithets, slurs, quips or negative stereotyping that relate to sex.

## What Are Other Types of Prohibited Harassment?

In addition to sexual harassment, offensive conduct on the basis of one or more of the other listed protected categories (race, religion, color, national origin, age, sexual orientation, gender identity or expression, disability or any other unlawful basis) may constitute prohibited harassment when (1) submission to such conduct is implicitly or explicitly a term or condition of employment or education at Johnson & Wales; (2) submission to or rejection of such conduct is used as the basis for employment, academic, or other decisions; or (3) it is sufficiently severe, pervasive or persistent and has the purpose or effect of unreasonably interfering with work or academic performance, denying or limiting the ability to participate in or to receive benefits, services, or opportunities in the university's programs, or creating an intimidating, hostile or offensive working or educational environment.

Examples of behavior which may constitute harassing conduct include, but are not limited to

- epithets, slurs, quips, or negative stereotyping that relate to race, religion, color, national origin, age, sexual orientation, gender identity or expression, disability or any other category protected by law
- threatening, intimidating or hostile acts that relate to race, religion, color, national origin, age, sexual orientation, gender identity or expression, disability or any other category protected by law
- written or graphic material (including graffiti) that denigrates or shows hostility or aversion toward an individual or group because of race, religion, color, national origin, age, sexual orientation, gender identity or expression, disability or any other category protected by law and that is placed on walls, bulletin boards, or elsewhere on a university premises, or circulated or displayed in the workplace
- teasing, joking, pranks or other forms of “humor” that are demeaning or hostile with regard to race, religion, color, national origin, age, sexual orientation, gender identity or expression, disability or any other category protected by law

## What To Do

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

No one who believes they may have been discriminated against or harassed is required to address the matter directly with the offending party. Occasionally, people may be able to resolve a potentially harassing situation by speaking with the offending party about the conduct that they find offensive and wish stopped. Informal discussions between parties will sometimes resolve the problem; however, the university strongly advises anyone who has a complaint of discrimination or harassment to report the incident if they are not comfortable complaining directly to the offending party or if the conduct continues. For complaint procedures, please see Filing A Complaint (p. 14), Investigation and Resolution (p. 14), and Retaliation (p. 15).

Any university employee who becomes aware of discrimination or harassment at the university, or to whom discrimination or harassment is reported, must immediately notify the nondiscrimination campus liaison, Human Resources or Campus Safety & Security as required under Filing A Complaint (p. 14).

For a list of state and federal government enforcement agencies, please see Enforcement Agencies (p. 15).

## Filing a Complaint

### How To File A Complaint

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

### Discrimination or Harassment Complaints Against Employees or Third Parties

Anyone who believes he or she has witnessed or has been the subject of discrimination or harassment, including sexual harassment or sexual assault, by an employee of the university (including administrators and faculty or staff members or a student employee acting in the capacity of an employee) or an outsider visiting campus or doing business with the university, should promptly report the discrimination or harassment to the nondiscrimination coordinator, 8 Abbott Park Place, Providence, RI 02903 (401-598-2716), to any nondiscrimination campus liaison, to Human Resources & Payroll, or to any department head, dean, vice president or university officer. Students may also report the incident to a Campus Safety & Security officer, Residential Life staff member, or any other trusted university employee who will then report the incident to the nondiscrimination coordinator.

Any university employee who becomes aware of discrimination or harassment at the university, or to whom discrimination or harassment is reported, must immediately notify the nondiscrimination coordinator, a nondiscrimination campus liaison or Human Resources & Payroll.

### Discrimination or Harassment Complaints Against Students

Anyone who is aware of or believes he or she has witnessed or has been the subject of discrimination or harassment, including sexual harassment or sexual assault, by a student should promptly report the discrimination or harassment to a Campus Safety & Security officer or to the nondiscrimination coordinator, 8 Abbott Park Place, Providence, RI 02903 (401-598-2716), to any nondiscrimination campus liaison, or to a Residential Life staff member, department head, dean, or any vice president, who will promptly refer the matter to Campus Safety & Security, the nondiscrimination coordinator and Student Conduct.

In addition, any university employee who becomes aware of discrimination or harassment by a student at the university, or to whom discrimination or harassment is reported, must immediately notify a Campus Safety & Security officer, the nondiscrimination coordinator or a nondiscrimination campus liaison.

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

The nondiscrimination coordinator and the nondiscrimination campus liaisons are university employees who are specially trained and authorized to conduct and resolve discrimination and harassment complaints.

#### Contact information for the nondiscrimination coordinator:

Johnson & Wales University  
8 Abbott Park Place  
Providence, RI 02903  
Attention: nondiscrimination coordinator  
401-598-2716

#### Contact Information for nondiscrimination campus liaisons:

The contact information for each of the nondiscrimination campus liaisons can be obtained by contacting the nondiscrimination coordinator (Title IX coordinator) at 401-598-2716 or Human Resources & Payroll at 401-598-1034.

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

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

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

Johnson & Wales University  
8 Abbott Park Place  
Providence, RI 02903  
Attention: nondiscrimination coordinator  
401-598-2716

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

If you have a complaint about gender equity in university athletics programs, you should contact the nondiscrimination coordinator at the address indicated above who is responsible for Title IX compliance in matters related to gender equity in university athletics programs.

### Sexual Assault and Sexual Misconduct

In addition to the procedures described above, students who are victims of sexual assault or other acts of sexual misconduct may seek assistance as described in the university’s Sexual Assault Policy (p. 15).

Please also see Investigation and Resolution (p. 14), Retaliation (p. 15) and False Complaints (p. 15).

## Investigation and Resolution

Once discrimination or harassment has been reported, the university will promptly begin an investigation to be headed up by a nondiscrimination campus liaison or other appropriate person. The investigation may involve meeting with the parties, providing the parties the opportunity to identify

witnesses or present other evidence, interviewing witnesses with relevant first-hand knowledge, requesting written statements from the parties and/or witnesses, informing the individual whose actions are the subject of the complaint of the allegations made in the complaint, and/or making other appropriate inquiries. Reasonable efforts are made to preserve confidentiality and to protect the rights of all parties; however, the university cannot guarantee confidentiality or anonymity if disclosure is necessary to investigate or resolve the situation or put an end to any discriminatory and/or harassing behavior in compliance with applicable law. Sexual harassment investigations by the university take into account the private nature of most sexual harassment incidents and the emotional and moral complexities surrounding such issues.

Retaliation against any individual who has made a good faith complaint of discrimination or harassment, or who has cooperated in the investigation of such a complaint, is unlawful and a violation of this policy. For further information, please see Retaliation (p. 15).

The investigation should be completed promptly so that the outcome may be determined within 45 days of receipt of the complaint. If this is not possible, the complainant will be informed of the status of the investigation within 45 days.

At the conclusion of the investigation, the university will take action to prevent the recurrence of harassment and to correct its discriminatory effects, if appropriate, including providing remedies or sanctions that may be warranted in the circumstances up to and including termination or dismissal of the offending employee or student.

## Retaliation, False Complaints

### Retaliation

Discrimination and harassment, including sexual harassment and sexual assault, are unlawful. Retaliation against any individual who has made a good faith complaint of discrimination or harassment, or who has cooperated in the investigation of such a complaint, is unlawful and in violation of this policy. Anyone found to have engaged in retaliation will be subject to disciplinary action up to and including termination or dismissal.

### False Complaints

The reporting of a false complaint of discrimination, harassment, sexual misconduct, or retaliation is a violation of this policy and may result in disciplinary action up to and including termination or dismissal.

## Enforcement Agencies

### State and Federal Discrimination and Harassment Enforcement Agencies

In addition to the Johnson & Wales University policies and procedures regarding discrimination and harassment, if you believe you have been subjected to discrimination or harassment, you may contact the appropriate governmental agencies listed below:

#### Office of Civil Rights, U.S. Department of Education

- 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 the Office for Civil Rights website (<http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm>).

#### Rhode Island

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

#### Massachusetts

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

#### Florida

- Equal Employment Opportunity Commission, One Biscayne Tower, 2 S. Biscayne Boulevard, Suite 2700, Miami, FL 33131, 800-669-4000

- Florida Commission on Human Relations, 2009 Apalachee Parkway, Suite 100, Tallahassee, FL 32301, 850-488-7082

#### Colorado

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

#### North Carolina

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

Mailing Address:

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

## Sexual Assault Policy

Johnson & Wales University prohibits sexual assault, sexual battery, and other unlawful sexual activity, and offers programs aimed at the prevention of sexual offenses. These offenses are violations of state criminal law as well as the university's Student Code of Conduct.

In considering sex offenses, the university refers to the laws of Rhode Island, Florida, Colorado, North Carolina and Massachusetts. While these laws are complex (containing a variety of technical definitions, distinctions between first- and second-degree offenses, situations constituting statutory rape, etc.), a summary of the basic elements of sexual assault, sexual battery and other serious sexual offenses in all five states would generally encompass the following:

- Nonconsensual or coerced
- Sexual activity
- For purposes of sexual arousal, gratification, or abuse

Nonconsensual sexual activity takes place when the victim does not or cannot (because the victim is mentally or physically disabled, incapacitated or impaired) give intelligent, knowing and voluntary consent. While consent can be expressed in a variety of ways through words, attitude or action, a failure to resist does not, in and of itself, signify consent. Coercion includes force or violence or the threat of force or violence against the victim or someone else, or any other means calculated to cause submission against the victim's will.

Sexual activity includes not only intercourse, but any penetration into a genital or anal opening of a victim with a body part or any object. It also includes other sexual contact such as being touched by or being forced to touch (with your hand or any other part of your body) another person's sex organs, breasts, groin, buttocks or anus (whether clothed or unclothed) or being touched in or around any of these places (whether clothed or unclothed) by another person. When any of these activities appears to be for the purposes of sexual arousal, gratification, or abuse on the part of one person and is nonconsensual or coerced on the part of the other person, it will constitute a sexual offense.

If there is reason to believe that Johnson & Wales University's rules prohibiting sexual assault and other sexual offenses have been violated, either on or off campus, the administration may pursue disciplinary action through the university's conduct review process and/or through any other available procedures.

Johnson & Wales University strives to be supportive and accommodating for all victims of sexual assault. University representatives (see Getting Help (<http://catalog.jwu.edu/handbook/generalinformationandpolicies/sexualassaultpolicy/gettinghelp>)) will make every effort to help in these ways:

1. We will meet with you privately at a place of your choice on campus to take a statement and explain your options.
2. We will treat information that you share with the highest level of discretion.
3. We will not prejudge you.
4. We will treat you and your particular situation with courtesy, sensitivity, dignity, understanding and professionalism.

5. If you feel more comfortable talking with either a female or a male counselor or representative, we will do our best to accommodate your request.
6. We will assist you in arranging for any hospital treatment or medical needs.
7. We can assist you in privately contacting local law enforcement officials, counseling, Campus Safety & Security, advising, and other available resources, both on campus and in the community.
8. We will fully investigate your report with respect and discretion.
9. We will continue to be available for you — to answer your questions, explain the systems and processes involved, and be willing listeners.
10. We will consider your report seriously, regardless of your gender or the gender of the alleged violator.

See the additional Sexual Assault Policy pages Education and Prevention (<http://catalog.jwu.edu/handbook/generalinformationandpolicies/sexualassaultpolicy/educationandprevention>), If a Sexual Assault Occurs (p. 16), Getting Help (<http://catalog.jwu.edu/handbook/generalinformationandpolicies/sexualassaultpolicy/gettinghelp>), and Criminal and Disciplinary Action (p. 17).

## Education and Prevention Programs

The North Miami Campus provides sexual assault education and prevention programs focused on risk reduction, sexual assault prevention and responses to sexual assault. Literature dealing with issues of sexual assault is available from Campus Safety & Security and Counseling Services.

All Residential Life staff members are trained to deal with issues of sexual assault. This training is augmented by additional information regarding sexual assault in the “Resident Assistant Manual.” Resident Assistants help promote sexual assault prevention by participating in educational programs for students in their residence halls.

Education programs promote awareness of rape, acquaintance rape, and other forcible and nonforcible sex offenses. Johnson & Wales University takes a proactive stance to educate its student body regarding issues of sexual assault and methods of prevention. Students receive sexual assault education at various times.

See the additional Sexual Assault Policy pages Sexual Assault Policy (p. 15), If a Sexual Assault Occurs (p. 16), Getting Help (<http://catalog.jwu.edu/handbook/generalinformationandpolicies/sexualassaultpolicy/gettinghelp>), and Criminal and Disciplinary Action (p. 17).

## If a Sexual Assault Occurs

### STEPS TO FOLLOW IF A SEXUAL ASSAULT OCCURS

If you believe you are the victim of a sexual assault or other sex offense, you should take the following steps:

1. *Go to a safe place.*
2. *Tell someone.* Your options include
  - Reporting the assault to law enforcement authorities by dialing 911 or contacting the appropriate police at the numbers listed in Getting Help (<http://catalog.jwu.edu/handbook/generalinformationandpolicies/sexualassaultpolicy/gettinghelp>); and/or
  - Reporting the assault to Campus Safety & Security (see Getting Help (<http://catalog.jwu.edu/handbook/generalinformationandpolicies/sexualassaultpolicy/gettinghelp>) for your campus information) or a Residential Life staff member (such as your R.A. or R.D.); and/or
  - Making a complaint to the university’s Title IX Coordinator (401-598-2716); and/or
  - Contacting any of the other organizations or departments listed in Getting Help (<http://catalog.jwu.edu/handbook/generalinformationandpolicies/sexualassaultpolicy/gettinghelp>); and/or
  - If you choose not to report the assault, but to seek only counseling assistance, contacting Counseling Services directly (see Getting Help (<http://catalog.jwu.edu/handbook/generalinformationandpolicies/sexualassaultpolicy/gettinghelp>) for your campus information) or, without disclosing any details of the incident, asking a Residential Life staff member or Campus Safety & Security to contact the on-call counselor.

Johnson & Wales University strongly urges students to report sexual assaults to local police and Campus Safety & Security so that the university can take appropriate measures to provide help to the victim and prevent future assaults.

3. *Seek medical attention immediately.* Both male and female students can be victims of sexual assault. We encourage female and male victims to go to the appropriate hospitals for their campus listed in Getting Help (<http://catalog.jwu.edu/handbook/generalinformationandpolicies/sexualassaultpolicy/gettinghelp>). Medical attention is critical so that any injuries (including internal injuries) or infections which may have resulted from the assault can be treated. Getting an exam does not mean that you have to press charges; however, a medical exam will help to preserve evidence if you should choose to press charges at some point.
4. *Preserve and record evidence, including the following:*
  - Do not wash anything (including your hands, mouth and face).
  - Do not wash or comb your hair.
  - Do not shower, douche or change your clothes.
  - Bring an extra set of clothes with you to the hospital.
  - Record a description of the assailant (including type of clothing, race, age, height, weight, hair color, eye color, distinguishing marks, etc.) and
  - Record where the assault occurred and the description and direction of travel of any vehicle involved.
5. *You may seek assistance in changing existing academic and living situations after an alleged sexual assault incident.* The university will make every effort to honor your request if such changes are reasonably available.
6. *You may seek additional help, counseling, and assistance.* People and organizations offering these services are listed under Getting Help (<http://catalog.jwu.edu/handbook/generalinformationandpolicies/sexualassaultpolicy/gettinghelp>).

See the additional Sexual Assault Policy pages, Sexual Assault (p. 15), Education and Prevention (<http://catalog.jwu.edu/handbook/generalinformationandpolicies/sexualassaultpolicy/educationandprevention>), Getting Help (<http://catalog.jwu.edu/handbook/generalinformationandpolicies/sexualassaultpolicy/gettinghelp>), and Criminal and Disciplinary Action (p. 17).

## Getting Help

The single most important thing a sexual assault victim can do is tell someone — the police, a friend, a community-based rape crisis center, a counselor. Don’t isolate yourself, don’t feel guilty, don’t blame yourself and don’t just ignore it. Sexual assault, whether by a stranger or by someone you know, is a violation of your body and your trust. The organizations and departments listed below can provide or arrange for immediate support and response, including arrangements for emergency services, if needed; transportation to medical resources; contact with local authorities; information regarding criminal and civil proceedings and/or the university’s student conduct review procedures, as appropriate; advocacy services; referrals/advice about university and community counseling services; and assistance with personal safety concerns.

### COMMUNITY HELP

#### Medical - Hospitals

North Shore Medical Center 110 NW 95th Street, Miami 305-835-6000	Jackson North Medical Center 160 NW 170th Street, North Miami Beach 305-651-1100
Jackson Memorial Hospital 1611 NW 12th Avenue, Miami 305-585-1111 (collect calls accepted)	Aventura Hospital and Medical Center 20900 Biscayne Blvd., Aventura 305-682-7000
Roxcy Bolton Rape Treatment Center at Jackson Memorial Hospital 305-585-7273	Mt. Sinai Aventura Emergency Room 2845 Aventura Blvd., Aventura 305-692-1000

In addition to medical services, the Roxcy Bolton Rape Treatment Center at Jackson Memorial Hospital provides services to help and inform victims of sexual violence when moving through the prosecution process, if desired.

## Medical – Urgent Care

(open nights and weekends, no appointments required)

FASTCARE Walk-in Medical Center 20601 E. Dixie Hwy., Ste. 340, Aventura 786-923-4000	Medi-Station Urgent Care Center 9600 Northeast 2nd Avenue, Miami Shores 305-603-7650
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## Police & Fire

Emergency: 911

North Miami Police: 305-891-8111 (non-emergencies)

Miami Dade Fire Rescue (non-emergencies)  
9300 NW 41st St. (headquarters)  
786-331-5000

## ON-CAMPUS HELP

**To obtain confidential on-campus counseling services:**

### Counseling Services

Academic & Student Center, room 207, 305-892-7026

### Other on-campus help:

### Campus Safety & Security

1705 NE 124th Street  
Dispatch Line: 305-892-7011 (24 hours)  
Hearing Impaired Line: 305-981-1407

### Residential Life

(24 hours a day in each residence hall)  
Resident Assistants and Residential Life professional staff members

### Dean of Students

Academic & Student Center, 5th Floor, 305-892-7567

### Student Conduct

Student Life Center (Student Life Center, University Center, 1st Floor),  
305-892-7602

### Health Services

Academic & Student Center, Room 205, 305-892-7594 or 305-892-7009

### Title IX Coordinator / Nondiscrimination Coordinator

8 Abbott Park Place, Providence, RI, 02903, 401-598-2716

## Criminal and Disciplinary Action

### What Action May Be Taken

- 1. Criminal Prosecution:** If you choose to pursue criminal prosecution through the courts, the incident should be reported to the police. Remember, a police report does not require a victim to prosecute. Campus personnel are available to assist you when notifying local or campus authorities. Please see Getting Help (<http://catalog.jwu.edu/handbook/generalinformationandpolicies/sexualassaultpolicy/gettinghelp>) for sources of assistance for victims of sexual violence when moving through the prosecution process.
- 2. University Disciplinary Action:** Sexual assault, other sexual offenses and sexual harassment are a violation of the university's Prohibited Discrimination and Harassment Policy, including Sexual Harassment and Sexual Misconduct and the Student Code of Conduct. Sexual assaults, sexual offenses and sexual harassment alleged to have been committed by students are addressed through the university's Student Conduct Review procedures and in accordance with Title IX of the Education Amendments of 1972 (Title IX). Any student who admits responsibility for, or is found responsible for, a sexual assault or other sexual offense under Section 3a the Student Code of Conduct will, at a minimum, receive a sanction of suspension, which may last until the complainant graduates. To ensure fairness, sensitivity, and respect for the rights of the complainant and the alleged violator of the Student Code of Conduct, each of the complainant and the alleged violator has the following rights in Student Conduct proceedings involving sexual assaults, other sexual offenses and sexual harassment:
  - The right to a prompt hearing.
  - The same right to present relevant materials and witnesses with relevant personal knowledge of the incident as outlined in the Student Code of Conduct (p. 50) and Conduct Review Process (p. 53) under "Hearing Procedures".
  - The right to request a student or staff advisor as outlined in the Student Code of Conduct (p. 50) and Conduct Review Process (p. 53) under "Hearing Procedures".
  - The right to be informed of the outcome of the hearing and any appeal. This includes disclosure to the complainant, as well as to the violator, of any sanction imposed that pertains to a sex offense and any sanction imposed that directly relates to the complainant with respect to other sexual harassment violations. The complainant and the student who is the violator do not need to submit a request for such information. In addition, for any crime of violence (including sexual assault) or non-forcible sex offense, the university will, upon written request and in accordance with applicable law, disclose to the complainant all sanctions imposed against the violator. If the complainant is deceased as a result of the crime or offense, the outcome of the hearing and sanctions will be provided to the complainant's next of kin if so requested.
  - The right to request an appeal as outlined in the Student Code of Conduct (p. 50) and Conduct Review Process (p. 53) under "Appeal"; provided that with respect to the complainant, the time period to request an appeal will begin on the date of notification of the outcome of the hearing.

In addition, the complainant also has the right to make a "victim impact statement" in addition to any incident report. This statement will be considered by the hearing officer or panel if the alleged violator of the Student Code of Conduct is found responsible.

WHEN ANY ONE OF THE OPTIONS ABOVE IS PURSUED, YOU DO NOT FORFEIT YOUR RIGHT TO PURSUE THE REMAINING OPTIONS. Compliance with the items listed above does not constitute a violation of the Family Educational Rights and Privacy Act (20 U.S.C. 1232g).

See also the additional Sexual Assault Policy pages Sexual Assault (p. 15), Education and Prevention (<http://catalog.jwu.edu/handbook/generalinformationandpolicies/sexualassaultpolicy/educationandprevention>), If a Sexual Assault Occurs (p. 16) and Getting Help (<http://catalog.jwu.edu/handbook/generalinformationandpolicies/sexualassaultpolicy/gettinghelp>).

## Smoking

Smoking is strictly prohibited in all campus facilities. This includes, but is not limited to, common work areas, classrooms, conference and meeting rooms, private offices, elevators, hallways, stairs, restrooms, vehicles and all other enclosed facilities.

## Student Rights

- Students have both the right of access to and the right to privacy of their education records under certain conditions. Information regarding university policies on access to and release of student records is found here (p. 11).
- Students have the right to an academic and residential environment free from discrimination, harassment and sexual assault in accordance with the university's Prohibited Discrimination and Harassment Policy, including Sexual Harassment and Sexual Misconduct (p. 12).
- Student groups have the general right to recommend campus speakers within limitations applied by the university.
- Students have the right to participate as members on several university committees. The Student Government Association maintains rosters of committee members, including student participants.

### WHO CAN HELP?

Students who believe their rights have been violated by an employee of the university (including administrators, faculty or staff members, trustees or student employees) should contact the nondiscrimination coordinator at 401-598-2716, a nondiscrimination campus liaison or the compliance officer at 401-598-1423.

Any student who believes that their rights have been violated by another student should report the matter to a Student Affairs administrator, including

- Student Conduct, 305-892-7602;
- Dean of students, 305-892-7567;
- Any residential life professional staff member; or
- Vice president/dean of academic affairs or dean of culinary education (for issues related to academics)

## JWU Communications with Students

Johnson & Wales University is committed to providing communication that is timely and relevant to our students. The university will send communications by regular mail and/or via the university email system, with the full expectation that students will receive and read them in a timely manner. Any correspondence sent by mail or university email is deemed to be an official notification.

### EMAIL

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

Students experiencing technical difficulties when accessing their university email account must contact the university Help Desk for assistance at 866-JWU-HELP (866-598-4357) or helpdesk@jwu.edu.

### EMERGENCY NOTIFICATION SYSTEM (BLACKBOARD CONNECT)

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

### MAILING ADDRESS

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

### ON-CAMPUS COMMUTER ADDRESS (REQUIRED)

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

### PERMANENT HOME ADDRESS (REQUIRED)

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

### INTERNSHIP PROGRAMS ADDRESS

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

### WORK-STUDY AND STUDENT EMPLOYEES

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

### INTERNATIONAL STUDENTS

The United States Citizenship and Immigration Services (USCIS) requires that all aliens residing in the United States report all changes of address to the USCIS within 10 days of any move that takes place within the United States by completing form AR-11 (also available in the International Center). Post office box addresses will not be accepted in any address for international students.

## University Holds

Holds are placed when students are not in compliance with payment deadlines, term start requirements or university policy. Holds will prevent a number of activities, including (but not limited to) course registration, entry to class, graduation and transcript requests. Students are advised to review holds in jwuLink (Registration & Grades > Academic Records and Transcript) frequently, especially after each term's deadline for completing term start requirements and before the start of each term.

### Academic Progress Warning Hold

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

### Academic Standing Hold

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

### Collections Hold

The Collections Hold prevents course registration, entrance to class, access to/release of official transcripts and release of diploma. This hold will be placed if a student is no longer enrolled at the university and has an outstanding tuition, fees or room and board balance with the university. A Collections Hold will be removed once the outstanding balance is paid in full.

### Entrance Interview Hold

The Entrance Interview Hold prevents course registration and entrance to class. This hold will be placed if a first-time borrower for the Federal Stafford Loan program has not completed an entrance interview with Student Academic & Financial Services by the term's posted deadline for completing term start requirements. Entrance interviews can be completed online (<http://www.studentloans.gov>). An Entrance Interview Hold will be removed once the student has completed the entrance interview with Student Academic & Financial Services. If this hold is not cleared by the end of the add/drop period, the student's schedule will be immediately and permanently deleted and the student will be considered withdrawn from the term.

### Financial Aid Hold

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

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

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

### Health Services Hold

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

### Home-School Verification Hold

The Home-School Verification Hold prevents course registration.

Home-schooled students will be required to provide a high school transcript and a copy of their ACT or SAT test scores. Both the grades on the transcript and the ACT/SAT test scores will be reviewed to determine admissions and

scholarship eligibility. Combined SAT scores of 1000 (reading and math, 500 each) or ACT equivalent are required for admittance.

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

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

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

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

or

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

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

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

### **International Student Hold**

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

### **Judicial Hold**

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

### **Library Hold**

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

### **Loan Delinquent Hold**

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

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

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

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

The North Carolina Residency Application hold prevents course registration and entrance to class. This hold will be placed if a student attending the Charlotte Campus was awarded a North Carolina Need-Based Scholarship and has not submitted a requested North Carolina Need-Based Scholarship Residency Questionnaire and/or the North Carolina Long Form prior to the

term's posted deadline for completing term start requirements. This hold will be removed when the residency form is received.

### **Outstanding Balance Hold**

The Outstanding Balance Hold prevents access to/release of transcripts, and release of diploma. This hold will be placed if a student carries a tuition balance after they have completed their associate degree and are continuing for their bachelor's degree. This hold will be removed when the balance is paid in full.

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

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

### **Previous Balance Hold**

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

### **Schedule Hold**

The Schedule Hold prevents course registration. This hold will be assigned by Student Academic & Financial Services to students in the Pre-MBA, English as a Second Language, Exchange and Early Enrollment programs and will be removed when the student has completed their course requirements. A schedule hold may also be placed on students who do not declare concentrations as required by their programs.

A schedule hold will also be assigned to students who fail to maintain a valid on-campus/commuter and permanent address information during the enrollment period.

### **Self-Certification Hold**

The Self-Certification Hold prevents course registration and entrance to class. This hold will be placed by Student Academic & Financial Services if the student was approved for a loan with a private lender but did not complete the self-certification form. This hold will be removed once Student Academic & Financial Services has received confirmation from the private lender or the student that the self-certification form was completed and submitted to the private lender.

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

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

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

The Verify Final Grades Received Hold prevents course registration. This hold will be placed if an undergraduate student has not provided the university with final, official documentation that verifies high school diploma completion or equivalent; or a graduate student has not provided the university with final, official documentation that verifies B.S. degree completion; or a postgraduate student has not provided the university with final, official documentation that verifies master's degree completion. Official verification documents include at least one of the following: a letter from an authorized high school administrator, a high school diploma recognized by the student's state department of education or an official G.E.D. certificate. This hold will be removed once the student has provided documentation to Student Academic & Financial Services or Admissions.

# Term Start Requirements

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

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

All students must

1. Participate in course registration.
2. Contact Student Academic & Financial Services to review their invoices and payment arrangements.
  - A. Invoices are mailed beginning in May (for the fall term), October (for the winter term) and January (for the spring term).
  - B. Students are encouraged to contact Student Academic & Financial Services prior to course registration to streamline the process of completing the term start requirements.
3. Meet the Payment Deadline Requirement.

If applicable, students must also
4. Satisfy the Financial Aid Requirement.
5. Satisfy high school requirements and receive a high school diploma (all new undergraduate students), B.S. requirements (all new graduate students), or master's requirements (all new postgraduate students) by submitting final, official documentation.
6. Satisfy the Health Services Requirement (all new students).
7. Satisfy the International Student Services Requirement.

## Payment Deadline Requirement

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

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

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

## Financial Aid Requirement

In order to receive financial aid, students must first complete the FAFSA (Free Application for Federal Student Aid) with the U.S. Department of Education; and the completed FAFSA must then be on file with Student Academic & Financial Services. If selected for verification, all requested documentation (i.e. parents' federal tax transcript, student's federal tax transcript and verification worksheets) must be received in Student Academic & Financial Services by the posted term's deadline for completing term start requirements. Failure to

satisfy this requirement will result in the placement of holds on the student's account and will prohibit the student from entering class or changing their schedule.

## Health Services Requirement

Prior to the first term of studies, the university requires all new, full-time undergraduate students (residents and commuters), all international graduate students, and all culinary adult and continuing education students to submit documentation verifying the following:

- Complete physical exam (signed by doctor) within the past year
- Two doses MMR (measles, mumps, rubella) vaccine (or titers if applicable)
- Tetanus-diphtheria booster within the last 10 years
- Negative tuberculosis test or chest X-ray within the last year is required for entering students who are from highly endemic countries and have been residents of the United States for less than five (5) years. A list of countries where tuberculosis is highly endemic is available upon request from Health Services.
- Signature of a parent or legal guardian (if under 18 years old)
- Three doses hepatitis B vaccine
- Completion of chicken pox vaccine series or proof of physician-diagnosed disease
- Immunizations that are strongly recommended but not required include meningitis and hepatitis A

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

## International Student Services Requirement

Johnson & Wales University, in accordance with federal regulations, requires that all international students maintain current and complete documentation with International Student Services. Students should contact the office directly to verify that their records are complete. Failure to satisfy this requirement will result in the placement of an International Student Hold on the student's account and will prohibit the student from entering class or changing their schedule.

# Withdrawal

Before withdrawing from a course or the university, students must visit Student Academic & Financial Services to address the impact of withdrawal on their status. Withdrawal should be a last resort, so students should consult with their course instructor and take advantage of university resources, such as tutoring or study skills assistance. Withdrawing from a course (especially one that is a prerequisite requirement) could result in extra time at the university, additional charges and payments and potentially more student loans.

It is the student's responsibility to notify Student Academic & Financial Services in person or in writing via JWU email, fax or letter of their intent to withdraw from a course, a term or the university. If students do not officially withdraw, they will remain registered for courses and will be graded accordingly. Student Academic & Financial Services hours and location can be found in [jwuLink \(https://link.jwu.edu\)](https://link.jwu.edu) (Registration & Grades > Student Academic & Financial Services).

Discontinuing attendance (e.g. not showing up for class or not accessing course materials in ulearn) or notifying an instructor does not constitute an official course withdrawal. Students who notify an instructor are still responsible for notifying Student Academic & Financial Services in order to be considered officially withdrawn.

The date the withdrawal notification is received shall be the date used in determining the refund of fees, if applicable, in accordance with the Tuition and Fees Credit Policy (p. 23).

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

the dispute form. The student must present supporting documentation that demonstrates serious and compelling reasons justifying the withdrawal and extenuating circumstances justifying its retroactive nature.

See the additional Withdrawal pages Course Withdrawal (p. 21), Term/University Withdrawal (p. 21), Unofficial Withdrawal (p. 21), Medical Withdrawal (p. 21), Involuntary Withdrawal (p. 22), Military Withdrawal (p. 23), Financial Aid Leave of Absence (p. 23), Impact of Withdrawal (p. 23), Tuition and Fees Credit Policy (p. 23), Return of Title IV Funds (p. 24), Allocation of Refunds (p. 24).

## Course Withdrawal

Before withdrawing from a course, students must visit Student Academic & Financial Services to address the impact of withdrawal on their status. Withdrawal should be a last resort, so students should consult with their course instructor and take advantage of university resources, such as tutoring or study skills assistance. Withdrawing from a course (especially one that is a prerequisite requirement) could result in extra time at the university, additional charges and payments and potentially more student loans. Course withdrawal may jeopardize or impact:

- Academic standing
- Graduation date and academic progress
- Eligibility to remain in university housing
- Eligibility to participate in NCAA athletic events
- Financial aid eligibility and award
- Immigration status
- Veterans Administration benefits

It is the student's responsibility to notify Student Academic & Financial Services in person or in writing (via fax or letter) of their intent to withdraw from a course. If students do not officially withdraw, they will remain registered for courses and will be graded accordingly. Student Academic & Financial Services hours and location can be found in jwuLink (<https://link.jwu.edu>) (Registration & Grades > Student Academic & Financial Services).

Discontinuing attendance (e.g. not showing up for class or not accessing course materials in ulearn) or notifying an instructor does not constitute an official course withdrawal. Students who notify an instructor are still responsible for notifying Student Academic & Financial Services in order to be considered officially withdrawn.

After the add/drop period has ended, students may withdraw from a course by consulting with Student Academic & Financial Services. A student who withdraws from a course will be issued a "WP," "WF," or "W" by the instructor in order to record attempted credits. A student who remains enrolled in one or more courses in the term will not be eligible for a tuition credit. Students who withdraw from all courses will be withdrawn from the term and are subject to the Term/University Withdrawal (p. 21) policy.

Students must officially withdraw from a course by the course withdrawal deadline, otherwise they will not be permitted to withdraw from the course and will be graded accordingly. See Withdrawal (p. 20) for information regarding submission of a withdrawal dispute with respect to students who do not officially withdraw due to extenuating circumstances.

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

Withdrawal deadlines for academic and courses with an experiential education component are as follows:

Four-Week Courses: 12th day of Session

Five-Week Courses: 15th day of Session

Full-term Courses: 6th week of the term

## Term/University Withdrawal

Before withdrawing from the university, students must visit Student Academic & Financial Services to address the impact of withdrawal on their status. Withdrawal should be a last resort, so students should consult with their course instructor(s) and take advantage of university resources, such as tutoring or study skills assistance. Term/University withdrawal may jeopardize or impact:

- Academic standing
- Graduation date and academic progress
- Eligibility to remain in university housing
- Eligibility to participate in NCAA athletic events
- Financial aid eligibility and award
- Immigration status
- Veterans Administration benefits

It is the student's responsibility to notify Student Academic & Financial Services in person or in writing (via fax or letter) of their intent to withdraw from a term or the university. If students do not officially withdraw, they will remain registered for courses and will be graded accordingly. Student Academic & Financial Services hours and location can be found in jwuLink (<https://link.jwu.edu>) (Registration & Grades > Student Academic & Financial Services).

Discontinuing attendance (e.g. not showing up for class or not accessing course materials in ulearn) or notifying an instructor does not constitute an official withdrawal. Students who notify an instructor are still responsible for notifying Student Academic & Financial Services in order to be considered officially withdrawn. See Withdrawal (p. 20) for information regarding submission of a withdrawal dispute with respect to students who do not officially withdraw due to extenuating circumstances.

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

Withdrawal from the university after the start of the term, voluntary or not, will result in tuition charges in accordance with the Tuition and Fees Credit Policy (p. 23). The date the withdrawal notification is received shall be the date used in determining the refund of fees, if applicable, in accordance with the Tuition & Fees Credit Policy. Grades of "WP," "WF" or "W" will be issued by each course instructor in order to record attempted credits. Students are not permitted to withdraw from the university during final exams.

Students may return to the university to register for a future term/semester, but are subject to the university's Readmittance Policy (p. 34).

The university reserves the right to withdraw students who fail to meet financial or specific attendance requirements or who, because of misconduct, disrupt the academic process in violation of the Student Code of Conduct (p. 50).

## Unofficial Withdrawal

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

## Medical Withdrawal

### Voluntary Medical Withdrawal

In addition to requesting a leave of absence under the Financial Aid Leave of Absence (p. 23) policy, students may also apply for a voluntary medical withdrawal if they need to leave school for a period of time to address illness or physical or mental health conditions that significantly impair their ability to function successfully or safely as a member of the university community. Students who are granted voluntary medical withdrawals may be eligible for an additional tuition credit to their student accounts upon their return to the university. A voluntary medical withdrawal is intended only for serious medical or psychological conditions, which may involve hospitalizations, intensive treatment, or other similar conditions or events. In these instances,

time away from the university for treatment and recovery can often restore functioning to a level that will enable a student to return to the university and be successful.

- Students considering a voluntary medical withdrawal for health-related conditions are encouraged to contact campus Health Services (for physical health issues) or Counseling Services (for mental health issues) to discuss the appropriateness of a medical withdrawal.
- Medical documentation must be provided to certify the severity of the condition. Requested documentation may include a written recommendation from a university health care provider or an appropriately qualified medical or mental health professional from the community.
- Requests (including required documentation) will be reviewed in a timely fashion and either approved or denied by the appropriate Health Services or Counseling Services staff.
- A student who is returning to the university after an approved voluntary medical withdrawal may be eligible for a tuition credit equal to the amount of adjusted tuition charge for the term the student was unable to complete because of the voluntary medical withdrawal. This credit can only be applied towards tuition charges for the term in which the student returns. If such a credit is awarded, a student will be notified by Student Academic & Financial Services before returning to the university.
- A student approved for a voluntary medical withdrawal will be notified of any conditions that must be satisfied (in addition to the university's Readmittance Policy (p. 34)) in order to return to the university as a successful and contributing member of the university community.
- These conditions may include, but are not limited to, documentation or other evidence satisfactory to university Health Services or Counseling Services staff that the condition that precipitated the need for the withdrawal has been sufficiently treated and improved to the point where it will no longer adversely affect the student's ability to function safely and effectively and to live and learn in the university environment.
- Students who are out of school on a voluntary medical withdrawal should submit such documentation or other evidence of treatment and improvement to the applicable office (campus Health Services or Counseling Services) well in advance of their desired return date in order to allow the university to time to evaluate it, generally at least six weeks in advance. The documentation will be evaluated by a designated professional in the Health Services or Counseling Services office, as appropriate, to determine if the student is ready to return to the university.

The university allows eligible undergraduate day and international graduate students who have been granted a voluntary medical leave to continue enrollment in the JWU Student Health Insurance Plan for a maximum of one term; however, students must complete an enrollment application, available at campus Health Services, and pay separately the current premium for that term to the university's insurance agency.

## Involuntary Withdrawal

### Involuntary Withdrawal for Safety Reasons

The university may require a student to withdraw if the university believes that the student is engaging or is likely to engage in behavior that poses a significant risk to the health or safety of any member of the university community or others.

This policy and associated procedures do not take the place of disciplinary action and sanctions associated with a student's behavior that is in violation of any university rule, code, or policy, including, but not limited to, the Student Code of Conduct (p. 50).

Upon learning of credible evidence that a student's behavior may pose a risk of significant harm to any member of the university community or others, the following procedures may be initiated in the discretion of the dean of students or designee if the Conduct Review Process (p. 53) is not appropriate or cannot be applied to the circumstances as determined by the dean of students or designee:

1. The dean of students or designee will notify the student that an involuntary withdrawal is under consideration and provide the student with a copy of this policy and a description of the implications of an involuntary withdrawal. Whenever appropriate, the dean of students or designee will encourage the student to take a voluntary medical withdrawal from the university (p. 21).

2. The dean of students or designee will confer as appropriate and feasible in the circumstances with appropriate university personnel and others regarding whether the student poses a direct threat to the health or safety of any member of the university community or others.
3. The dean of students or designee may require an evaluation of the student's behavior and any relevant physical/mental conditions by an appropriate medical provider designated by the university if the dean of students or designee believes that an evaluation will facilitate an informed decision. A student who fails or refuses to undertake a requested evaluation may not be permitted to return to the university as determined in the discretion of the dean of students or designee.
4. The student will have a reasonable opportunity to address the evidence and to provide additional information relevant to the university's evaluation.
5. Following these consultations and review of the available relevant information, the dean of students or designee will make a decision regarding the involuntary withdrawal.
6. In the event an involuntary withdrawal is imposed, the university will give the student written notice of the decision, including the beginning date and notification of any conditions that must be satisfied (in addition to the university's Readmittance Policy (p. 34)) in order to return to the university. The student must leave campus (or the applicable university program) within the time frame established in the written notice. In accordance with the Family Educational Rights and Privacy Act (FERPA), the university reserves the right to notify a parent, guardian or other person, if notification is deemed appropriate. In addition, the parent, guardian or other person may be asked to make arrangements for the safe removal of the student from the university environment. During the duration of the involuntary withdrawal, the student may visit the campus only with the prior written authorization from the dean of students or designee.
7. Appeal. The student may appeal an involuntary withdrawal decision by submitting a request for the appeal in writing, by hand delivery or certified mail, to the senior vice president of student services. The request must be submitted within three days after the date of the involuntary withdrawal decision and must state clearly the basis for the appeal. The appeal will be reviewed upon receipt, and a decision concerning the appeal will be available within a reasonable time. The decision of the appeal officer will be final. The involuntary withdrawal will remain in effect during the appeal.
8. Conditions for readmission following an involuntary withdrawal will be determined by the university on an individualized basis and will be documented in the involuntary withdrawal notification as described above. The university may require documentation or other evidence satisfactory to the university that the student is qualified and ready to return to the university a sufficient time in advance, generally at least six weeks in advance of the desired return date in order to allow the university the time to evaluate it. The university may require an appropriate written authorization from the student to discuss current treatment with any treating health professional in order to assess whether the student is qualified and ready to return to the university and, if the student is permitted to return, the university may require documentation of the student's compliance with any ongoing treatment. In addition, the university may require an on-campus interview with the dean of students and/or the appropriate university health professional.
9. Emergency Interim Involuntary Withdrawal. In circumstances where student's behavior may pose an imminent threat of substantial harm, the dean of students or designee may immediately implement an emergency interim involuntary withdrawal. In this instance, the student will receive notice of the emergency interim involuntary withdrawal and will have an initial opportunity to address the evidence; however, the student's right to more fully address the evidence and provide additional information will be delayed until it has been determined that there is no imminent threat or that the threat has been mitigated.

A student who is returning to the university after an involuntary withdrawal will be eligible for a tuition credit equal to the amount of adjusted tuition paid by the student for the term the student was unable to complete because of the involuntary withdrawal. This credit can only be applied towards tuition charges for the term in which the student returns.

The university allows eligible undergraduate day and graduate students who have been granted an involuntary leave to continue enrollment in the JWU Student Health and Accident Insurance Plan (p. 65) for a maximum of one term; however, students must complete an enrollment application, available at campus Health Services, and pay separately the current premium for that term to the university's insurance agency.

## Military Withdrawal

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

Students may work with each individual instructor to determine if an incomplete grade is appropriate, or if an incomplete grade is not a viable option, the student will be permitted to withdraw either from individual courses or from the university. A credit of tuition and fees will be issued for those courses from which the student has withdrawn.

Students who are called to active duty while enrolled should contact an academic counselor in Student Academic & Financial Services to initiate the withdrawal process. An official copy of the military orders must be presented to invoke this special withdrawal and refund process. Students should also consider completing a Student Authorization to Release Information form (available in jwuLink > Registration & Grades > Student Academic & Financial Services) designating who may have access to their education records.

## Financial Aid Leave of Absence

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

Please note:

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

## Impact of Withdrawal

Before withdrawing from a course or the university, students must visit Student Academic & Financial Services to address the impact of withdrawal on their status. Withdrawal should be a last resort, so students should consult with their course instructor and take advantage of university resources, such as tutoring or study skills assistance. Withdrawing from a course (especially one that is a prerequisite requirement) could result in extra time at the university, additional charges and payments and potentially more student loans. Students withdrawing from the term/university should note the following:

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

Furthermore, any type of withdrawal may impact

- Satisfactory Academic Progress
- Academic Standing
- Graduation date and academic progress
- Eligibility to remain in university housing
- Eligibility to participate in NCAA athletic events
- Financial aid eligibility and award
- Immigration status
- Veterans Administration benefits

In compliance with federal regulations, Student Academic & Financial Services will report an enrollment update to the National Student Clearinghouse within 30 days of the withdrawal notification date, which is the date the student notified Student Academic & Financial Services of their intent to withdraw from the university, or the date of an involuntary withdrawal (p. 22).

See the additional Withdrawal pages Financial Aid Leave of Absence (p. 23), Tuition and Fees Credit Policy (p. 23), Return of Title IV funds (p. 24), Allocation of Refunds (p. 24).

## TUITION AND FEES CREDIT POLICY

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

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

<b>Date of withdrawal of all registration for undergraduate and graduate students</b>	<b>Credit for term charges(excluding the health insurance and orientation fees if applicable)</b>
Prior to the date the term begins	100%

During the 1st and 2nd weeks of a term/semester	90%
During the 3rd and 4th weeks of a term/semester	50%
During the 5th and 6th weeks of a term/semester	25%
After the 6th week of a term/semester	0%

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

### Georgia Refund Policy

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

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

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

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

### Withdrawal Policy for Study Abroad programs and programs jointly administered by Study Abroad and Experiential Education & Career Services

If a student withdraws for any reason, either voluntary or involuntary, prior to June 1 for the fall programs, September 1 for the winter programs, December 1 for the spring programs and March 1 for the summer programs they may be eligible for a refund on the \$500 deposit (if applicable) and/or a reduction for the cost of the program charged to the student's account. A written withdrawal letter or email is required and must be sent to the Study Abroad office. This letter must be written and signed by the student. A telephone call will not be sufficient. The date on which your letter is received will be the formal date of withdrawal.

The \$500 study abroad deposit is nonrefundable as of June 1 for fall programs, September 1 for winter programs, December 1 for spring programs and March 1 for summer programs.

If a student withdraws after the dates listed above, the student will also be charged for a portion of the program cost. The amount charged (in addition to the \$500 deposit) is based the date of withdrawal as well as the program start date. Please refer to the Withdrawal/Fee chart below for exact amounts.

If you withdraw after the deposit is non-refundable:	The late withdrawal penalty is:
60+ days before program start date	Deposit + \$500
30-59 days before program start date	Deposit + \$1000
15-29 days before program start date	Deposit + \$2,500
1-14 days before program start date	Deposit + \$3,500
After program start date	Deposit + Balance of full program

### Return of Title IV Funds

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

### Allocation of Refunds

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

# Academic Policies

The following academic policies apply to students enrolled in undergraduate and graduate programs at JWU.

## Academic Decisions

**Students who wish to appeal an academic decision should seek the help of the following people, in the following order, when trying to resolve it.**

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

For more information, see Complaints and Grievances (p. 9).

## Academic Misconduct

If you are found responsible for cheating, plagiarizing or in any way compromising your academic integrity, you may be subject to both academic disciplinary action (including dismissal from class) and student conduct review action (up to and including dismissal from the university).

In addition, each member of the university community has the right and the responsibility to maintain an atmosphere conducive to effective learning. Consistent with this goal, faculty members may take academic disciplinary action against any student who unreasonably interferes with this atmosphere by disruptive or unacceptable behavior or other misconduct. To be actionable, such misconduct does not need to take place in the classroom, laboratory or practicum property; it can also take place outside of these areas if it seriously and adversely affects the ongoing learning and teaching process.

Sanctions for academic dishonesty or misconduct can include

- Grade adjustments, such as giving an “F” for the paper, project or exam involved, or for the course;
- Temporarily withdrawing the student from the class until outstanding issues are resolved;
- Withdrawing the student from the course, resulting in a punitive grade of “W”;
- Permanently prohibiting the student from taking any courses from the faculty member involved.

The foregoing list is not exhaustive and other types of sanctions may be appropriate in a particular case.

Students may appeal the imposition of a sanction for academic dishonesty or misconduct to the department head and ultimately to the dean by following the procedure for academic complaints.

In many cases, academic dishonesty or other misconduct warranting academic disciplinary action will also be a violation of the Student Code of Conduct. The faculty member may also file an incident report under the university's Student Conduct Review Process under which additional disciplinary action may be taken, up to and including dismissal from the university.

### Alan Shawn Feinstein Graduate School Policies

Students in the Alan Shawn Feinstein Graduate School are required to abide by the Graduate School policy on Academic Dishonesty in each course. Penalties for violation will be in accordance with the policy.

Any student who is found to have engaged in academic dishonesty and is sanctioned by the faculty member may seek a review of that decision by requesting a hearing with the dean of the respective school within two weeks after the decision. The hearing will be conducted by the dean and attended by the student and faculty member. The dean will consider the evidence and statements of the student and the faculty member and will determine whether to uphold or modify the action taken by the faculty member. Modification of a decision may include either decreasing or increasing sanctions imposed by the faculty member. The decision of the dean will be final and not subject to further review. In addition to these procedures, the faculty member or the dean may, at any time, refer the matter to Student Conduct for disciplinary action under the Student Conduct procedures, which may result in additional sanctions up to and including dismissal from the university.

## Plagiarism

To plagiarize means to use reference sources without providing correct acknowledgements. Plagiarism is a form of academic dishonesty because when you plagiarize, you are using ideas or words created by another person and — because a citation has not been provided to your reader — you are not giving proper credit for the work done by the other person. Thus you are claiming that the words or ideas are your own. In essence, you are stealing from the original writer.

Plagiarism may take many forms: cheating, copying information directly without providing quotation marks, failing to cite sources, or citing sources incorrectly. **It does not matter whether you intended to plagiarize or whether the plagiarism occurred unintentionally — it still constitutes academic dishonesty. Ignorance of the rules of correct citation is not an acceptable excuse for plagiarism.** As members of the Johnson & Wales University community it is the responsibility of all students to clearly understand and abide by the rules. Students agree that by taking courses at Johnson & Wales University required papers may be subject to required submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Usage policy posted on the Turnitin.com (<http://turnitin.com>) site.

### Procedures for Pursuing Charges of Plagiarism

#### Undergraduate Classes

Plagiarism and other forms of academic dishonesty can subject a student to both academic discipline and disciplinary action under the university's Student Conduct Review Process, and may result in suspension or dismissal from Johnson & Wales University or other sanction.

#### Graduate Classes

Plagiarism and other forms of academic dishonesty can subject a student to both academic discipline and disciplinary action under the university's Student Conduct Review Process, and may result in suspension or dismissal from Johnson & Wales University or other sanction. Additional graduate school policies are stated in the section on Academic Misconduct.

In order to avoid plagiarism and correctly cite source material, graduate school students refer to the official citation guide of the Alan Shawn Feinstein Graduate School and the sixth edition of the Publication Manual of the American Psychological Association, or students meet with staff in the Professional Communications Center at the Graduate School to review their assignments.

If you have questions about the conventions of correct citation, please ask your instructor or any member of the Johnson & Wales graduate faculty. It is your responsibility to abide by these requirements.

## Academic Standards

### ACADEMIC STANDARDS

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

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

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

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

## Academic Standing Standards: Undergraduate Day and Online Programs

### First-Term Students:

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

### Returning Students:

Status at Start of Term	Total Credit Hours Attempted	Cumulative GPA	Status after Term Completion
Good Standing	0-higher	2.0-4.0	Good Standing
Good Standing	0-21	1.0-1.99	Probation 1st Term
Good Standing	0-21	0-.99	Suspended
Good Standing	21.1-42	1.26-1.99	Probation 1st Term
Good Standing	21.1-42	0-1.25	Suspended
Good Standing	42.1-higher	1.5-1.99	Probation 1st Term
Good Standing	42.1-higher	0-1.49	Suspended
Probation 1st Term	0-higher	2.0-4.0	Good Standing
Probation 1st Term	0-21	1.0-1.99	Probation 2nd Term
Probation 1st Term	0-21	0-.99	Suspended
Probation 1st Term	21.1-42	1.26-1.99	Probation 2nd Term
Probation 1st Term	21.1-42	1.0-1.25	Suspended
Probation 1st Term	21.1-42	0-.99	Academic Dismissal
Probation 1st Term	42.1-higher	1.5-1.99	Probation 2nd Term
Probation 1st Term	42.1-higher	1.26-1.49	Suspended
Probation 1st Term	42.1-higher	0-1.25	Academic Dismissal
Probation 2nd Term	0-higher	2.0-4.0	Good Standing
Probation 2nd Term	0-21	1.0-1.99	Probation 3rd Term
Probation 2nd Term	0-21	0-.99	Suspended
Probation 2nd Term	21.1-42	1.26-1.99	Probation 3rd Term
Probation 2nd Term	21.1-42	1.0-1.25	Suspended
Probation 2nd Term	21.1-42	0-.99	Academic Dismissal
Probation 2nd Term	42.1-higher	1.5-1.99	Probation 3rd Term
Probation 2nd Term	42.1-higher	1.26-1.49	Suspended
Probation 2nd Term	42.1-higher	0-1.25	Academic Dismissal

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

## Academic Standing Standards: Adult & Continuing Education

Status at Start of Term	Total Credit Hours Attempted	Cumulative GPA	Status after Term Completion
Good Standing	0-higher	2.0-4.0	Good Standing
Good Standing	0-higher	0-1.99	Probation 1st Term
Probation 1st Term	0-higher	2.0-4.0	Good Standing
Probation 1st Term	0-higher	1.25-1.99	Probation 2nd Term
Probation 1st Term	0-higher	1.0-1.24	Suspended
Probation 1st Term	0-higher	0-.99	Academic Dismissal
Probation 2nd Term	0-higher	2.0-4.0	Good Standing
Probation 2nd Term	0-higher	1.50-1.99	Probation 3rd Term
Probation 2nd Term	0-higher	1.25-1.49	Suspended
Probation 2nd Term	0-higher	0-1.24	Academic Dismissal
Probation 3rd Term	0-higher	2.0-4.0	Good Standing
Probation 3rd Term	0-higher	1.5-1.99	Suspended
Probation 3rd Term	0-higher	0-1.49	Academic Dismissal
Academic Warning	0-higher	2.0-4.0	Good Standing
Academic Warning	0-27	1.25-1.99	Probation 1st Term
Academic Warning	0-27	0-1.24	Academic Dismissal
Academic Warning	27.1-40.99	1.5-1.99	Probation 1st Term
Academic Warning	27.1-40.99	0-1.49	Academic Dismissal
Academic Warning	41-54.99	1.75-1.99	Probation 1st Term

Academic Warning	41-54.99	0-1.74	Academic Dismissal
Academic Warning	55-higher	0-1.99	Academic Dismissal

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

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

**Academic Standing Standards: Doctoral Programs**

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

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

**Academic Probation**

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

**Academic Suspension**

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

**Academic Dismissal**

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

**Academic Warning**

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

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

**Attendance**

The purpose of the university’s attendance policy is to help students develop a self-directed, professional attitude towards their studies during their university experience and to maximize their educational opportunities. Regular class attendance provides fundamental educational value and offers

the most effective means for students to gain command of the concepts and materials of their courses of study. Further, attendance allows for interaction in class discussions and activities which are vital to a student’s own education and that of other students.

Regular class attendance is essential to student success. Accordingly, responsibility for class attendance belongs to the student. Students are expected to attend all classes, to arrive on time and remain for the entire class period, and to report to class fully prepared with textbooks and other required materials. To meet these expectations, students must arrange course schedules that minimize conflict with other commitments, including personal commitments, participation in athletics, work or other university sanctioned events.

Individual faculty define the specific role that class attendance plays in the calculation of final grades for each course. Excessive absences in a course (generally, missing more than 25 percent of scheduled class sessions) may have a significant negative impact on the student’s grade in the course at the discretion of the instructor. Students should consult the course syllabus and course instructor for specific faculty policies on attendance and make up work within a course. Some courses and experiences have more stringent attendance requirements, which will be outlined on the course syllabus.

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

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

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

The culinary/baking & pastry arts laboratories are hands-on, skill-oriented learning experiences. The daily exercises in each laboratory include exposure to foods, equipment and procedures that are unique and not repeated. Since hands-on training requires consistent student presence in the classroom, the attendance policy for lab sessions requires maximum student participation. All absences, regardless of reason, are recorded and may affect the student’s overall evaluation. Excessive absences are defined as “in excess of one absence” and will result in withdrawal from the laboratory segment by the instructor. The administration and faculty mandate that each student attend every class to maximize his or her educational opportunities. Any tardiness beyond 30 minutes for laboratory classes will be considered excessive and may result in punitive action taken by the course instructor. If a second tardiness occurs, class entrance will be determined at the discretion of the course instructor.

For the purposes of financial aid and verification of enrollment, a student must be in attendance by the second meeting of the lab segment. If a student is enrolled solely in laboratory segments and is not in the laboratory class by the second day, they will be officially withdrawn from the university. When appropriate, the student may be issued a tuition adjustment in accordance with the Tuition & Fees Credit Policy. Students who are not in attendance by the second class meeting of their first scheduled lab segment will not be withdrawn from the university if they are also enrolled in at least one academic course that meets for the full term. However, they will receive full charges for the culinary/pastry segments not attended unless a Leave of Absence (p. 23) is approved.

The university has a leave of absence policy intended for students with an extreme, short-term, personal problem (i.e., death in the family, short-term illness, etc.) that would prevent the student from entering a scheduled culinary/pastry laboratory course segment within a term and subsequently result in the student being withdrawn from the university.

**Food Services Laboratory Courses**

Attendance policies for certain food service laboratory courses (FSM4060 Hospitality Operations Management and FSM4061 Advanced Food Service Operations Management) are more demanding than the policies for other courses and will be outlined during orientation and found on the course syllabus.

## Internships

Attendance policies for internships are quite strict and are intended to help students transition into the world of work. Students are expected to adhere to the attendance policy and term dates as outlined in the internship orientation session and student data sheet. Students cannot begin their internship after week one of the term. Students are required to verify their attendance by a specified date. Students who do not confirm their attendance at the employer site will be withdrawn from internship.

## Online, Hybrid and Self-Paced Courses

While online, hybrid and self-paced courses may not require regular in-class attendance, students are expected to meet stated due dates and/or meeting requirements as provided by the faculty member at the beginning of each course. Students confirm enrollment by meeting the first stated assignment. In any self-paced or hybrid course, if a student misses three assignment due dates, three scheduled meetings with the course instructor, or any combination of the two, these absences may be considered excessive and may negatively impact the student's grade in the class.

## Add/Drop Policy

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

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

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

## Class Cancellations

### Faculty Absence

Unless an announcement is made to the contrary, classes are considered dismissed if the instructor does not appear within 15 minutes of the beginning of the class period.

### Inclement Weather/Emergencies

Any cancellation of classes due to inclement weather or emergencies will be announced through JWU email, our emergency information line, 305-892-7598 and our Emergency Alert website (<http://www.jwu.edu/northmiamialert>). Cancellations will also be posted in the emergency alerts section of jwuLink and the campus website (<http://www.jwu.edu/northmiami>).

In addition, you may receive a voicemail and text messages through our Emergency Notification System (p. 18). **Please refrain from calling other university numbers for information on cancellations or closings due to inclement weather.**

## Class Schedules

Undergraduate classes for students are generally scheduled two to four days per week, Monday through Thursday. The typical schedule for all business, hospitality and arts and sciences students, and culinary students not taking labs, is three or four courses per term.

Courses are offered in three terms. There is also an optional summer session. Occasionally, make-up classes are scheduled, due to holidays or other missed days, to meet minimum classroom hour requirements. It is possible that a class may not be rescheduled and the student will be responsible for all work as outlined in the syllabus.

Students must print their schedule via jwuLink (<https://link.jwu.edu/cp/home/displaylogin>) (Registration & Grades > Class Schedule) 24 hours before the term starts, and whenever a change is made.

## BUSINESS, CULINARY, HOSPITALITY, ARTS AND SCIENCES

### Day Academic Classes

#### Monday/Wednesday

8–9:55 a.m.  
10:05 a.m.–noon  
12:35–2:30 p.m.  
2:40–4:35 p.m.  
4:45–6:40 p.m.  
6:50–8:45 p.m.

#### Tuesday/Thursday

8–9:55 a.m.  
10:05 a.m.–noon  
12:35–2:30 p.m.  
2:40–4:35 p.m.  
4:45–6:40 p.m.  
6:50–8:45 p.m.

#### Friday

8:30 a.m.–12:30 p.m.

**Note:** Some courses may be scheduled at different times. Students should refer to the term course schedule for specific meeting times. Term course schedules are available in jwuLink (Registration & Grades > Class Schedule) and outline specific days and times of each course offered.

## COLLEGE OF CULINARY ARTS

### Laboratory Classes

Culinary/pastry laboratory classes are offered in five sequential nine-day segments within a term. Labs meet daily, Monday through Thursday. The daily time offerings of classes are as follows.

### Time Day(s)

7 a.m.–1 p.m. M–Th  
1:30–7:30 p.m. M–Th

### Summer Session

In addition to the three terms in the regular school year, the university offers an optional summer term. Summer course offerings are limited and may not provide students with the opportunity to complete program requirements or to accelerate the completion of program requirements. Specific course offerings cannot be guaranteed. Please note that accelerating the completion of program requirements may negatively impact future enrollment (i.e. part-time enrollment during a term in the next academic year). Students are strongly advised to review course projections (i.e. which term each course is offered) and to plan accordingly.

Undergraduate summer session classes are conveniently offered in a reduced time format, but the content covered is rigorous and equal to that of an 11-week course. These courses are generally scheduled in two sessions that run for four weeks each, meeting daily, Monday through Thursday, from 8–10:30 a.m., 10:45 a.m.–1:15 p.m. or 1:30–4 p.m. Refer to the academic calendar ([http://www.jwu.edu/uploadedFiles/Documents/Student\\_Life/academic\\_services/JWUAcadCal2012-13MIA.pdf](http://www.jwu.edu/uploadedFiles/Documents/Student_Life/academic_services/JWUAcadCal2012-13MIA.pdf)) for session start and end dates. Summer course offerings and actual class meeting times are searchable via jwuLink (Registration & Grades > Register > Look up Classes) in early March.

Normally, undergraduate students are allowed to register up to 21.0 credits in a term; however, due to the offerings of two sessions during the summer, students, as applicable, may register for a maximum of 27 credits. Students may not attempt more than a course load of four courses at the same time. In accordance with the Tuition and Fees policy, however, students carrying more than 21 quarter credit hours will be charged for each quarter credit over 21. Students who intend to register more than 21.0 credits must meet with an academic advisor in Student Academic Services for approval.

If you register for summer courses, please contact Student Financial Services to discuss in detail your charges for summer tuition (including fees, room and board) and to discuss your eligibility to receive financial aid. Undergraduate day program students are assessed the traditional tuition rate. Students who are interested in summer study abroad programs should contact Study Abroad for more information. Students who register a half-time schedule (fewer than 12.0 credits) will be charged a percentage of their tuition charge.

In order to be eligible for any federal financial aid, undergraduate students must register for a minimum of 6.0 credits. Undergraduate students registered for a full-time schedule may be eligible for available merit scholarships (based on eligibility requirements) as well as the Johnson & Wales Grant. Students interested in using a portion of their future year financial aid (if eligible) must complete the FAFSA for the next academic year; eligibility for summer financial aid is based on the student's continuing enrollment for the next academic year. In compliance with federal guidelines, JWU students are able to apply aid for a maximum of three terms during an academic year; the summer term is an optional fourth term.

## Curriculum Modifications

In an effort to improve and modify curricula, university administration may modify course requirements and programs of study. These changes in curriculum are not always reflected in the current issue of the university catalog. At the discretion of the deans, department chairs and/or Student Academic & Financial Services, the university will implement the revised curricula when deemed appropriate and notify students of the change via their JWU email account. A student's Degree Audit will reflect these changes. Students should contact their dean and/or department chairperson with any questions about curriculum modifications.

## Enrollment Verification

### Enrollment Verification/Good Student Discount Certificate

For the purposes of financial aid and verification of enrollment, a student is considered enrolled in the term by the census date if they are in attendance by the second class meeting or, for online courses, by meeting the first stated assignment.

Students may print their own enrollment certificates/good student discount certificates conveniently and easily via jwuLink (Registration & Grades > Academic Records and Transcript). These certificates can be viewed or printed by the student and then sent to student service providers. Students can also view deferments sent to lenders.

The official provider of enrollment certification for the university is the National Student Clearinghouse. Enrollment data is reported to the Clearinghouse every 30 days. If a student has registered late this information may not be reported until the submission of the next file.

The enrollment certificate will provide details on whether a student is enrolled full time, half time or less than half time for the current term or for all of the terms they have been enrolled at the university. Certifications can be used for insurance companies, scholarships, good student discounts, prospective employment, and all other services that require proof of being enrolled at the university. Each certification that the National Student Clearinghouse supplies is an official university document.

A good student discount certificate provides proof that the student has a cumulative grade point average of 3.00. This is usually required by auto insurance companies to be eligible for the good student discount. If the criteria have not been met, students will not be able to generate this certificate. Your auto insurer will determine whether you qualify based on the information provided on the certificate.

The following are the criteria for classification of enrollment by level of program and quarter-credit hours of registration.

Status	Undergraduate	Graduate/Post Graduate
Less than half-time	0-5.99	0-5.99
Half-time	6-11.99	4.5-8.99
Full-time	12 or more	9 or more

### National Student Clearinghouse

Johnson & Wales University has authorized the National Student Clearinghouse to provide degree and enrollment verification. Potential employers or services providers are directed to verify a student's status

through degree verification. The National Student Clearinghouse may be contacted by phone: 703-742-4200 (customer service hours are Mon.–Thu., 9 a.m.–7 p.m.; Fri., 9 a.m.–5 p.m. ET); fax: 703-742-7792; email: [service@studentclearinghouse.org](mailto:service@studentclearinghouse.org); or mail: National Student Clearinghouse, 2300 Dulles Station Boulevard, Suite 300 Herndon, VA 20171.

The university began submitting data to the National Student Clearinghouse in September 1999.

## Field Trips

On occasion, instructors arrange for field trips to be taken in connection with class work. Field trips provide an important supplement to the in-class instructional experience. If the field trip interferes with another course and students are absent from that course, they will be marked absent for the class sessions missed and should discuss with their instructors the effect this absence will have on their overall attendance record, course grade, and any makeup work required. All class or student activity trips representing Johnson & Wales University must include an accompanying member of the faculty or staff.

## Final Exam Schedule

All final exams are administered at the last class meeting. No student will be excused from a final exam in any course for any reason except for illness; in this case, the policies of incomplete grades will apply.

## Grade Appeals

Final grades are generally not appealable. In the case of clerical or mathematical errors in the calculation or recording of a grade, students have one calendar year from the term ending date within which they may appeal an official grade. This appeal must be addressed to the faculty member in writing. Any change to a student's final grade is only viewable by accessing the student's academic transcript or Degree Audit.

## Grade Point Average

A term GPA and a cumulative GPA are calculated for each term.

### Formula

The formula for calculating the GPA is as follows:

1.  $GPA = \frac{\text{Total Quality Points}}{\text{Total GPA Hours}}$
2.  $GPA\ Hours = \text{Course's Grade Quality Point Value} \times \text{Course's Credit Hours}$   
(Note: GPA calculation does not use all grades.)

Course's Grade Quality Point Value = see grading system.

### REPEATED COURSES

If a student chooses to repeat a course (when a grade other than W has been assigned) only the highest grade earned will be calculated into the student's overall GPA as well as credits attempted for the purposes of determining satisfactory academic progress. However, students are eligible for financial aid for only one repetition of a previously passed course. Both grades will appear on the academic transcript. Earlier attempts will be noted on the transcript as excluded from the cumulative GPA as well as credits attempted for the purposes of determining satisfactory academic progress. Additionally, the repeated course will not count towards meeting an additional degree requirement. When a student has repeated a course previously applied to an awarded degree, both grades will be included in the cumulative GPA.

## Grade Reports

A student must be officially registered in a course in order for a grade to be issued. The university does not mail grade reports. All grades are available online via jwuLink (<https://link.jwu.edu>) (Registration & Grades > Academic Records and Transcript); all students have the convenience and security to access their grades online and print them at their discretion. Once grades are available (generally by the Thursday after final exam week), students are sent a notification to their JWU email account. Grades are considered official and final only when listed on the academic transcript.

## Grading System

Please refer to the appropriate section (undergraduate or graduate) for the grading system applicable to your program of study.

# Undergraduate

## UNDERGRADUATE ACADEMIC GRADING SYSTEM (SEPTEMBER 1985 TO PRESENT)

The grading system at the undergraduate level is as follows. Please note that not all grades are used by all colleges or schools. If a course was taken as an Honors Program requirement, the grade received will be followed by "H" (for example, AH, BH). All grades issued will appear on the academic transcript.

Grade	Range	Quality Point Value	Used in GPA
A+	95-100	4.00	Yes
A	90-94	4.00	Yes
B+	85-89	3.50	Yes
B	80-84	3.00	Yes
C+	75-79	2.50	Yes
C	70-74	2.00	Yes
D+	65-69	1.50	Yes
D	60-64	1.00	Yes
F	0-59	0.00	Yes
W	Withdrawal	0.00	Yes
WF	Withdrawal/Fail	0.00	Yes
WP	Withdrawal/Pass		No
I	Incomplete		No
NC	No Credit		No
NG	No Grade		No
GP	Grade Pending		No
AU	Audit		No
P	Proficiency		No
S	Satisfactory		No
PL	Prior Learning Assessment (after September 2000)		No
CX	Challenge Exam Credit		No
U	Unsatisfactory		No

### Failure (F)

A Failure is issued if a student fails to achieve adequate scholastic progress. The grade is recorded permanently on the student's academic record. Upon successful completion of the course at a later date, the cumulative average is adjusted to reflect only the passing grade. However, both grades will appear on the academic transcript. F grades will be counted as attempted but not earned credits for the purposes of determining satisfactory academic progress. 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)

A grade of W, WP, or WF is recorded when a student withdraws, or is withdrawn from a culinary/pastry laboratory course or a course with an experiential education component due to excessive absences, or from a registered course after its add/drop period has ended. A W is a punitive and failing grade issued at the instructor's discretion as a result of misconduct, 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. W, WP and WF grades will be counted as attempted but not earned credits for the purposes of determining satisfactory academic progress.

### Incomplete (I)

An Incomplete is issued to students if they are unable to complete course requirements (because of authorized absence due to service commitment or illness). Outstanding work must be completed within two weeks of the final exam class 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."

Incomplete grades will be counted as attempted but not earned credits for the purposes of determining satisfactory academic progress.

### No Credit (NC)

A nonpunitive designation issued to a student who has been authorized to withdraw from class or the university due to extenuating circumstances. NC grades will be counted as attempted but not earned credits for the purposes of determining satisfactory academic progress.

### 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 but will count as attempted but not earned credits for the purposes of determining satisfactory academic progress. 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.

### Grade Pending (GP)

A Grade Pending is issued as a temporary mark 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. Grade Pending will be counted as attempted but not earned credits for the purposes of determining satisfactory academic progress. 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 GP within one year, it will automatically become an "F" and the grade will be included in the grade point average.

### Audit (AU)

An Audit occurs when no academic credit is granted. This grade is not calculated into the cumulative average or as credits attempted or earned.

### Proficiency (P) (undergraduate only)

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

### Prior Learning Assessment (PL) (undergraduate only)

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.

### Satisfactory/Unsatisfactory (S/U)

Used for designated courses throughout the university.

### Challenge Exam Credit (CX) (undergraduate only)

Challenge Exam credit is granted for specifically designated courses upon successful completion of department challenge exams.

## UNDERGRADUATE PERFORMANCE TRANSCRIPT GRADING SYSTEM

### Grading Scale

D Developing  
V Validated  
M Mastered  
N Not Tested

### Developing (D)

The student is in the process of meeting the university standard for demonstration of the competency.

### Validated (V)

The student has met the university standard for demonstration of the competency.

### Mastered (M)

The student has met the university standard for demonstration of the competency with distinction.

### Not Tested (N)

Evaluation of the competency did not occur due to transfer credit, prior learning experience or other circumstances (i.e. the student withdrew from the class before testing occurred).

## Skills Definition

Transferable (T): Skills and abilities that are core competencies for job performance and lifelong learning. Transferable skills are soft skills associated with all disciplines.

Applied (A): Technical skills associated with specialized training within a specific discipline.

Certifications (C): Industry or institutions certifications achieved or completed by the student.

## Graduate

### Graduate Grading System

The grading system for the Graduate School is as follows.

Grade	Range	Quality Point Value	Used in GPA
A+	97-100	4.00	Yes
A	93-96	4.00	Yes
A-	90-92	3.70	Yes
B+	87-89	3.30	Yes
B	83-86	3.00	Yes
B-	80-82	2.70	Yes
C+	77-79	2.30	Yes
C	73-76	2.00	Yes
C-	70-72	1.70	Yes
F	Below 70	0.00	Yes
W	Withdrawal	0.00	Yes
WF	Withdrawal/Fail	0.00	Yes
WP	Withdrawal/Pass		No
I	Incomplete		No
NC	No Credit		No
NG	No Grade		No
GP	Grade Pending		No
AU	Audit		No
S/U	Satisfactory/ Unsatisfactory		No

NOTE: Any courses taken at the undergraduate level to satisfy prerequisite requirements follow the undergraduate grading system. Foundation courses with grades below a B will need to be repeated.

### Failure (F)

A Failure is issued if a student fails to achieve adequate scholastic progress. The grade is recorded permanently on the student's academic record. Upon successful completion of the course at a later date, the cumulative average is adjusted to reflect only the passing grade. However, both grades will appear on the academic transcript. F grades will be counted as attempted but not earned credits for the purposes of determining satisfactory academic progress. 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)

A grade of W, WP, or WF is recorded when a student withdraws, or is withdrawn from a culinary/pastry laboratory course or a course with an experiential education component due to excessive absences, from a registered course after its add/drop period has ended. A W is a punitive and failing grade issued at the instructor's discretion as a result of misconduct, 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 70 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 70, 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. W, WP and WF grades will be counted as attempted but not earned credits for the purposes of determining satisfactory academic progress.

### Incomplete (I)

An Incomplete is issued to students if they are unable to complete course requirements (because of authorized absence due to service commitment or illness). Outstanding work must be completed within two weeks of the

final exam class 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." Incomplete grades will be counted as attempted but not earned credits for the purposes of determining satisfactory academic progress.

### No Credit (NC)

A nonpunitive designation issued to a student who has been authorized to withdraw from class or the university due to extenuating circumstances. NC grades will be counted as attempted but not earned credits for the purposes of determining satisfactory academic progress.

### 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 but will count as attempted but not earned credits for the purposes of determining satisfactory academic progress. 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.

### Grade Pending (GP)

A Grade Pending is issued as a temporary mark 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. Grade Pending will be counted as attempted but not earned credits for the purposes of determining satisfactory academic progress. 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 GP within one year, it will automatically become an "F" and the grade will be included in the grade point average.

**Note:** Students will not be allowed to student teach with a grade of GP on their record.

### Audit (AU)

An Audit occurs when no academic credit is granted. This grade is not calculated into the cumulative average or as credits attempted or earned.

### Satisfactory/Unsatisfactory (S/U)

Used for designated courses throughout the university.

## Grad School Prerequisites

### GRADUATE SCHOOL PREREQUISITE AND FOUNDATION COURSES

Prerequisite courses are undergraduate classes required for students who need to prepare for graduate study. Course descriptions for undergraduate prerequisite courses are listed in the university's undergraduate catalog (<http://catalog.jwu.edu/programsofstudy/fullcourselisting>).

Foundation courses are graduate level courses that may be required of some students whose previous academic background does not reflect the course content described. Foundation courses with grades below a B will need to be repeated. The academic standing standards for students in foundation courses is the same as stated for students in the MBA program.

Comparable undergraduate courses completed within the past 10 years are acceptable for transfer credit. The time requirement may be waived with work-related experience and the approval of the dean. Students can choose to take the graduate school math test to exempt themselves from MATH5000 Quantitative Business Methods.

Students wishing to review credits for prerequisite and foundation courses must contact the director of graduate admissions prior to enrolling. Upon enrollment students must contact the respective program director/chair prior to the completion of the first term. Students can fulfill these requirements through transfer credits or standardized testing. For possible transfer credits, an evaluation of official transcripts will be necessary. Also, students may opt to take a Challenge or CLEP exam through our standardized testing program. Students should refer to the Standardized Testing and Prior Learning Assessment Brochure (<http://www.jwu.edu/uploadedFiles/Documents/Admissions/brochures/JWUStandardizedTestingBrochure.pdf>) for course options, policies and procedures. These options may not be exercised after the first term of enrollment in graduate school. Contact Graduate Admissions (<http://www.jwu.edu/content.aspx?ID=36586>) for more information on prerequisite and foundation courses.

# Graduation Requirements

Graduation is not recorded until after the term has ended, grades are received, and the degree audit of each expected graduate has been reviewed. Confirmation of graduation will take approximately 30 days after final term grades have been submitted.

Upon verification, the degree or certificate is awarded and noted in the student information system so that it displays on official JWU transcripts. Diplomas are printed and mailed after the degree or certificate verification process is complete.

## A.S. and B.S. (Undergraduate) Degree Candidates

Graduation requires successful completion of a prescribed sequence of study and a minimum 2.00 grade point average. Students with a cumulative GPA below 2.00 will 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 career capstone and any and all requirements as indicated in their catalog (e.g., culinary/pastry/hospitality students are required to take 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 ninety (90) quarter credits. All bachelor's-level degrees require the completion of a minimum of 180 quarter credits. While most major programs have variations that require slightly more quarter credits for completion, no program requires fewer than the 90/180 quarter credit minimum.

Academic courses may be taken to fulfill one degree requirement only. Additionally, graduate-level courses may not be used to satisfy undergraduate-level requirements.

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

## Undergraduate Latin Honors

The following undergraduate Latin honors are issued upon graduation, based on individual grade point averages.

- cum laude, 3.40–3.60
- magna cum laude, 3.61–3.80
- summa cum laude, 3.81–4.00

When determining honors status for publication purposes (i.e., commencement program, newspaper releases, etc.), the student's cumulative GPA **at the end of the winter term** of the current year is used for students completing their remaining course requirements in or following the spring term. A student's final GPA will be used to record graduating honors, as applicable on the student's diploma and academic transcript.

## Graduation Application

Each student is required to submit an online graduation application in jwuLink (Academic > Graduation Application) at least two terms prior to degree completion. This application ensures that (1) you are reviewed at the end of the correct term, (2) your name is printed correctly on your diploma, and (3) you receive it at the correct address. Please note the following policies.

- Failure to submit an application may result in delayed graduation.
- Name will be printed as listed in university records and the permanent home address on file will be used for mailing.
- Students completing a certificate program must complete a graduation application, but are reminded that they — as non-degree recipients — are not eligible to participate in commencement.
- In the event that degree requirements were not met, students are required to submit a new graduation application for the term in which they expect to complete the outstanding requirements; failure to submit a new application will result in delayed graduation.
- Before submitting your application (submission does not imply completion or attendance at commencement), use Degree Audit to review your requirements and confirm your expected degree completion term.

- Submit an application two terms prior to your expected graduation term; submit one application for each expected degree (i.e., associate, bachelor's, master's).

## Diplomas

Generally, diplomas are issued six-to-eight business weeks after degree completion. Only one diploma is issued per degree.

Diplomas may be reissued when lost, stolen, or the graduate has an authorized name change. Completion of a Diploma Reissue Request Form is required (available in jwuLink > Academic > Academic Links > Resources > Academic Forms); duplicate diplomas include a reissue date. Replacement diplomas are ordered each Thursday and are generally delivered within five business days. Rush delivery is available through our diploma vendor. There is an additional charge for rush delivery. There is an immediate \$25 charge in addition to the cost of shipping and handling in accordance with UPS Worldwide Express. You must contact our office to speak with the diploma ordering representative for pricing information.

Diplomas will be issued provided all financial obligations with the university have been met and there are no other holds or outstanding issues on the student's record (e.g., outstanding library fee); review holds frequently in jwuLink (Academic > Academic Records).

## Notarization of Diploma (Apostille)

An apostille may be required for a diploma being sent to an entity in another country. That entity may refer to the required diploma as needing to be "certified," "notarized" or "authenticated." For students planning to study, teach or work abroad, the country may require this extra step for certifying educational documents.

An apostille is issued by the Rhode Island Secretary of State, not the university. Students requesting an apostille must complete an Apostille Request Form (available in jwuLink > Academic > Academic Links > Resources > Academic Forms). Once Student Academic & Financial Services receives the request with the appropriate payment and documentation, we will complete the process on behalf of the student, and return the documents as directed on the Apostille Request form.

## Additional Graduation Obligations

In addition to submitting a graduation application, students must complete financial exit counseling with Student Academic & Financial Services during the last term of enrollment. Completion of these steps does not imply degree completion or attendance at graduation ceremonies; visit jwuLink (<http://link.jwu.edu>) for information on graduation ceremonies.

# Hand Washing and Food Handling

Proper personal hygiene is essential to the prevention of foodborne illness; therefore the university has adopted the following policy on the handling of food and hand washing. Every student and employee is required to adhere strictly to this policy.

## PREVENTING CONTAMINATION FROM HANDS

**Food employees and students may not touch ready-to-eat food with their bare hands.** They must use utensils such as deli tissue, spatulas, tongs or single-use gloves.

## SINGLE-USE GLOVES

Single-use gloves shall be used for only one task such as working with ready-to-eat food, used for no other purpose, and discarded when damaged or soiled, or when interruptions occur in the operation. Hands must be washed prior to wearing gloves. Thorough hand washing is important in keeping gloves or other utensils from becoming vehicles for transferring microbes to food.

## READY-TO-EAT FOOD

Food that is in a form that is edible without washing, cooking or additional preparation by the food establishment or the consumer and that is reasonably expected to be consumed in that form includes, but is not limited to the following:

1. Unpackaged, potentially hazardous food that is cooked to the proper temperature and for the time required for the specific food;
2. Raw, washed, cut fruits and vegetables;
3. Whole, raw, fruits and vegetables that are presented for consumption without the need for further washing, such as at a buffet; and

4. Other food presented for consumption for which further washing or cooking is not required and from which rinds, peels, husks or shells have been removed.

#### **SPECIAL HAND WASHING PROCEDURES**

Food employees and students must wash their hands and exposed portions of their arms with a cleaning compound in a lavatory for at least 20 seconds and thoroughly rinse with clean water.

#### **When To Wash**

Before donning gloves for working with food, all food employees and students shall clean their hands and exposed portions of their arms as indicated above at the following times:

1. After touching bare human body parts other than clean hands and clean, exposed portions of arms;
2. After using the restroom;
3. After coughing, sneezing, using a handkerchief or disposable tissue, using tobacco, eating or drinking;
4. After handling soiled equipment or utensils;
5. Immediately before engaging in food preparation, including working with exposed food, clean equipment and utensils, and unwrapped single-service and single-use articles;
6. During food preparation, as often as necessary to remove soil and contamination and to prevent cross-contamination when changing tasks;
7. When switching between working with raw foods and working with ready-to-eat foods; and
8. After engaging in other activities that contaminate the hands.

#### **Fingernails**

All food handlers (employees and students) shall keep their fingernails trimmed, filed and maintained so the edges and surfaces are smooth and cleanable. Food employees are not allowed to have nail polish or false fingernails on their fingernails while working.

#### **FOOD HANDLERS REPORTING POLICY**

To help reduce the risk of foodborne disease transmission, all students who prepare or handle food in the course of their studies or student employment must sign and abide by a food handlers reporting agreement. This agreement requires you to notify the person in charge of your food service site and university Health Services when you experience certain symptoms or have been diagnosed with or exposed to certain illnesses. The purpose of this reporting requirement is so that the university can take appropriate steps to reduce the risk of foodborne disease transmission. Failure to comply with the terms of the reporting agreement may not only jeopardize the health of people who consume food handled by you, but could also lead to legal action and/or other action by the university and/or the state Department of Health or termination of your student or employment status. The reporting agreement requires students to immediately report to the person in charge of their food service site and to university Health Services for any of the following:

#### **Symptoms**

If you have any of the following symptoms

- Vomiting
- Diarrhea
- Jaundice
- Sore throat with fever

#### **Lesions**

If you have a lesion containing pus (such as a boil or infected wound) which is open or draining and is on

- Your hand or wrist (unless an impermeable cover such as a finger cot or stall protects the lesion and a single-use glove is worn over the impermeable cover),
- Exposed portions of your arms (unless the lesion is protected by an impermeable cover), or
- Other body parts (unless the lesion is covered by a dry, durable, tight-fitting bandage)

#### **Typhoid Fever**

If a health practitioner has diagnosed you with Typhoid Fever within the past three months and you did not receive antibiotic therapy.

#### **Foodborne Diseases**

If you have been

- Diagnosed by a health practitioner with an illness due to one of the following diseases, or
- Identified as the suspected source of an outbreak of one of the following diseases, or
- “Exposed” (see below) to one of the following diseases in the last 60 days
  - Norovirus,
  - Hepatitis A virus infection,
  - Shigellosis (Shigella spp.),
  - Typhoid Fever (Salmonella Typhi),
  - EHEC/STEC (Enterohemorrhagic or Shiga Toxin-Producing E. coli (Escherichia coli),
  - E. coli (Escherichia coli 0157:H7),
  - Entamoeba histolytica,
  - Campylobacter spp.,
  - Vibrio cholera spp.,
  - Cryptosporidium parvum,
  - Giardia lamblia,
  - Hemolytic Uremic Syndrome,
  - Salmonella spp. (non-typhi),
  - Yersinia enterocolitica,
  - Cyclospora cayetanensis, or
  - Any other disease transmissible through food, including
    - Amebiasis
    - Diphtheria
    - Norwalk virus, Norwalk-like virus, or any other calicivirus, or
    - Shiga toxin-producing organisms

#### **“Exposed” means:**

1. you have consumed food prepared by a person who is ill or infected with the disease, or
2. you have consumed or prepared food implicated in a confirmed disease outbreak, or
3. someone you live with has been diagnosed with an illness caused by the disease, or
4. you or anyone you live with has attended or worked in a setting where there is a confirmed disease outbreak.

## **Hat Policy**

**In any university class outside of the College of Culinary Arts, the instructor or department chairperson may, at his or her discretion, prohibit the wearing of hats.**

In the College of Culinary Arts, while in full chef’s or dining room uniform, no hat or head covering other than a university-approved hairnet and chef’s hat is to be worn inside any laboratory building. **These accessories, including baseball caps, nylons, scarves or ‘do-rags,’ are not part of the culinary uniform and, therefore, should not be worn. Leisure hats are not permitted in any laboratory at Johnson & Wales.**

## **Occupancy In Class**

Occupancy in class is limited to faculty, officially registered students, aides authorized by the Center for Academic Support, and invited guests approved by the vice president of academic affairs or the dean of the respective school, college or campus. No grade will be issued to any student unauthorized in any course.

## **Outcomes Assessment**

### **University Outcomes**

**Professional Competency** Graduates are expected to demonstrate professional competency and skill within their academic discipline.

**Career Development** Graduates are expected to demonstrate the knowledge, skills and attitudes to obtain best-fit employment in their chosen profession.

**General Education** Graduates are expected to demonstrate competence in general education skills including written and oral language competency, critical thinking, ethical awareness, aesthetic sensibility, environmental awareness, quantitative literacy and community leadership to enhance their specialized knowledge, skills and abilities.

**Global Diversity** Graduates are expected to apply knowledge of diverse perspectives pertinent to workplace settings and the global environment.

JWU is committed to outcomes assessment. Faculty and students are therefore part of an ongoing effort to determine and refine the effectiveness of instruction and learning. Names of individual students will not be used when reporting results.

## Readmittance Policy

Students may enroll and leave during any term of an academic year. Students who are considering a withdrawal or break in enrollment should review the university's policies regarding Withdrawal from the University (p. 20). Generally, a student whose break in attendance exceeds the timelines below must request readmittance in order to register and resume enrollment; otherwise, if the break in attendance does not exceed the timeline, then the student simply needs to participate in course registration via jwuLink. If returning for the winter, spring or summer term, a readmittance request is not required if the student was enrolled for a term in that academic year. (If returning for the fall term, a request is not required if the student attended in the preceding spring or summer term.) Otherwise, the student must complete a readmittance request before he or she can participate in course registration. Please keep in mind that space is limited for online programs.

In order to submit a request for readmittance, students must complete a Readmittance Request form available online (<http://www.jwu.edu/forms.aspx?id=55197&ekfrm=55197>). (Select Your Campus > Student Life > Academic Services > Returning to JWU). The readmittance request must be received at least six weeks prior to the requested term start date.

- Students approved for readmittance will be assessed the current tuition rate and are responsible for any changes to their program of study that may have occurred during their period of absence.
- If the break in enrollment exceeds one year or more, the student's program of study may follow the requirements as listed in the current year catalog.
- Due to progress and change in curriculum and industry requirements, undergraduate course credits earned over 10 years ago and graduate course credits earned over three years ago may have to be repeated. Students who wish their course credits to be considered over the 10- and three-year rule policies must submit a cover letter and résumé that demonstrates how they have kept their skills and knowledge current. Required documentation must be submitted at least six weeks prior to the requested term start date. Requests will be reviewed for applicability of current skills and knowledge to the respective course credits the student would like reviewed.
- Students whose absence from the university was necessitated by reason of service in the U.S. Armed Forces, including the National Guard or Reserve, should note such information on their readmittance request. In certain circumstances, specified readmittance criteria may not apply in accordance with applicable law.

Readmittance requests are not guaranteed, are subject to space availability and must satisfy additional readmittance criteria (p. 34). Following a completed review, the student will receive notification regarding the request's status. Please allow up to 10 business days for processing.

If approved, the student will receive instructions regarding course registration as well as the presence of any holds, which must be cleared prior to being permitted to participate in course registration.

## Additional Readmittance Criteria

- Any readmittance to the university is subject to the university's current admissions requirements.
- Students may not request readmittance into a major or program that has been discontinued.

- Students seeking readmittance after academic suspension must include documentation in their request that indicates improvement in areas of deficiency. A decision will be determined by the Academic Appeals Committee.
- Readmittance after student conduct suspension must be reviewed and approved by the dean of students.
- Students seeking readmittance after a voluntary medical withdrawal must forward required medical documentation to Health Services or Counseling Service. The documentation will be evaluated by a designated professional in Health Services or Counseling Services office, as appropriate, to determine if the student is ready to return to the university.
- Students seeking readmittance after an involuntary withdrawal for safety reasons must forward required medical documentation to Health Services or Counseling Services.
- Undergraduate students requesting readmittance after attending another institution must meet residency requirements to be eligible for an undergraduate degree. Students must submit an official college transcript to Student Academic & Financial Services within the first term of their readmittance in order for the university to review transfer credit. Transfer credit will not be awarded to any student who took classes elsewhere during a period of disciplinary suspension from JWU.
- International students must be cleared and approved by International Student Services.
- Students who previously earned their sanitation certificates at JWU or elsewhere must be reviewed by Student Academic & Financial Services. If award date is more than five years, the student will be required to obtain recertification.
- Students must have submitted verification of high school completion and/or bachelor's degree completion (as applicable) in order to be approved for readmittance.

## Sampling

Students in the College of Culinary Arts and The Hospitality College must sample liquids and solid foods as part of their education.

1. A sample is a minute quantity of a liquid or a solid to be examined and tasted for the purpose of learning through sensory evaluation.
2. Sampling may be done only with supervision and with appropriately sanitized utensils/glassware.
3. You must sample all food upon request. Sampled food does not have to be swallowed.

Exceptions will be made in cases of medical conditions (including food allergies) or religious ethics. In these cases, you must obtain an authorization from Health Services or an advisor in the Center for Academic Support to present to your instructor.

## Uniforms

As a student at Johnson & Wales University, it benefits you to treat every class day as an interview day so that you're always prepared to impress.

The university has professional dress expectations for students in both academic courses (<http://catalog.jwu.edu/handbook/generalinformationandpolicies/dressandmanners>) and laboratory classes offered in The Hospitality College (p. 35) and the College of Culinary Arts (p. 35).

Students on internships may be required to purchase additional professional dress/uniforms according to requirements from their internship site. Additional information is available from Experiential Education & Career Services.

### Name Tags

A name tag is part of the professional dress and uniform policies. Name tags are provided to all incoming freshmen just before the start of each term. These name tags are available to be picked up at the administrative office of your designated college. If it is lost, damaged or misplaced, you will be able to order a replacement name tag from the bookstore for \$7 plus tax. It will take approximately one week for the replacement to be available.

### Hats

Refer to the university's Hat policy.

# College of Culinary Arts

You must report to class in full uniform and remain in full uniform at all times until you leave the premises. **Students not in full uniform will be dismissed or not admitted into class.** You must have your tool kit (standard university issue only) and curriculum books with you when reporting to a laboratory class.

## Baking & Pastry Arts/Culinary Arts

- Black shoes (standard university issue only), cleaned and polished
- White socks (plain — no ankle socks, stripes or emblems)
- Clean, pressed, hemmed, university-issued pants
- T-shirt (white; no lettering, design or insignia)
- Neckerchief (overlays with proper coloring for specific degree programs)
- Clean, pressed chef's jacket (standard university issue only)
- Chef's hat (university issue) — all hair should be contained beneath hat, including bangs
- Apron (standard issue)
- Side towel (standard issue)
- Name tag
- University-approved hairnet if hair touches collar; long hair must be worn beneath the chef's hat
- Thermometer (culinary only)
- No jewelry except for wedding band
- No makeup or nail polish

## A Chef

- Takes care of his or her uniform and tools and respects them.
- Stands erect, walks straight without hands in pockets in the kitchen.
- Avoids touching any part of his or her body while involved in food preparation.
- Washes his or her hands frequently, in hand sinks only.
- Wears a chef's uniform with pride, and therefore, commands the respect of everyone.
- Avoids the use of abusive language.
- Exercises self-discipline and instills the same in his or her personnel.

## Storeroom/Meatcutting

When assigned to the storeroom area, you should not bring knife kits, book bags or any other type of carrying case. In the meatcutting area, you may wear a plain, white sweatshirt underneath your chef's jacket.

## Dining Room/Beverage Service Uniform

### Men

- University-approved hairnet
- University-issued white shirt
- University-issued black apron
- T-shirt (white; no lettering, design or insignia)
- Clean, pressed, straight-legged black dress slacks (university issue only)
- Black belt
- Black socks
- Black shoes (standard university issue only; cleaned and polished)
- Name tag
- No jewelry except a wedding band
- No sweaters or coats

### Women

- University-approved hairnet
- No makeup or nail polish
- University-issued white shirt
- University-issued black apron
- T-shirt (white; no lettering, design or insignia)
- Clean, pressed black skirt or straight-legged black dress slacks (university issue only)
- Neutral hose (stockings) or black socks
- Black shoes (standard university issue only; cleaned and polished)

- Name tag
- No jewelry except a wedding band
- No sweaters or coats

While attending dining room class, you will be required to bring the following:

- Two ballpoint pens
- Small note pad
- Waiter's corkscrew (available in bookstore)
- Handkerchief
- "Service and the Art of Hospitality" textbook

## Academic Studies Uniform

When assigned to academic courses, appropriate dress (<http://catalog.jwu.edu/handbook/generalinformationandpolicies/dressandmanners>) is required.

**Note:** Hospitality or business students attending a Beverage Service concentration course on the culinary campus must be in proper uniform. Proper uniform is the dining room uniform or black slacks or skirt, long-sleeved white shirt, black tie and black shoes (no open toe or heel).

## Backpacks

Backpacks and/or other types of carrying cases are **not** permitted in the culinary laboratories. Lockers are available through the Bookstore.

## Grooming

- Your hat must completely cover your hair. If this is not possible, you must first cover your hair with a hairnet before wearing your hat. When you are assigned to areas where a hat is not required, you still must cover your hair with a hairnet unless you have a short haircut, i.e., your hair does not touch your collar. Beads and/or other ornaments are not permitted.
- Hair must be and remain neutral in color. Unnatural hair color (pink, blue, etc.) is not permitted.
- Short, straight mustaches are permissible (trimmed evenly at upper lip).
- Because sideburns cannot be covered by a hairnet, they must be clipped short, one inch above the earlobes and straight.
- Fingernails must be kept short and immaculately clean at all times. Nail polish and/or artificial nails are not allowed.
- Cuts, wounds, scratches or skin blemishes from the fingertips to the beginning of the forearm must be protected by soft, white cotton gloves or surgical rubber gloves, depending upon the type of work in which you are engaged — cotton gloves for behind the range; rubber gloves for cold preparation and warewashing. (See Hand Washing and Handling of Food (p. 32).)
- All male students must be clean-shaven daily. No beards are allowed. In case of skin conditions, the student must provide proper medical documentation to Health Services as well as the Center for Academic Support. A decision regarding acceptance to class will be determined by the dean and/or his or her designee.
- All hand and facial jewelry is to be removed by any student wearing his or her uniform before entering **any building** within the College of Culinary Arts. Tongue piercing of any description is included in this requirement. Wedding rings shall be excluded from this requirement.
- You may not use perfume or cologne.
- Clean and ironed uniforms are expected daily.
- Sweaters or coats may not be worn in classrooms or laboratories.

## Laundry

You are provided with permanent press chef uniforms. As part of your culinary education, you are responsible for their maintenance. You should not go to work in the industry with your school uniform; buy one or two extra uniforms for this purpose. Aprons and side towels will be issued during registration.

# The Hospitality College

## Restaurant, Food & Beverage Management Intern Uniform: Kitchen

### Men and Women

- Black shoes (non-slip, commercial-style laced workshoes with leather uppers and heavy-duty composition soles)

- White socks (plain white; no ankle socks, stripes or emblems)
- JWU checked chef's pants
- JWU chef's coat
- T-shirt (plain white; no lettering, design or insignia)
- JWU red overlay
- Name tag
- Apron and two side towels
- No jewelry, except for a wedding band

While attending kitchen class, you will be required to

1. Arrive for class at the proper time in full uniform

2. Bring the following to each class:

- Two click pens
- Internship manual
- Pocket-size notepad

# Academic Information

Information on a variety of academic-related topics including honors programs, ESL, internships, transfer policies, programs for veterans and much more.

## Advanced Standing Program

This program is not currently available at this campus.

## Awards and Honors

### UNDERGRADUATE

Johnson & Wales University recognizes high-level scholastic achievement in a variety of ways.

#### Latin 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.

#### 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.

### AWARDS

Johnson & Wales University recognizes superior academic achievement and outstanding contributions in extracurricular activities by granting awards at a private ceremony held prior to commencement. These awards, which include the President's Award, the Founders' Award and the Trustees' Awards, are based on decisions made by an Awards Committee consisting of faculty and administration members. A complete listing of awards is available in the university catalog.

### ACADEMIC HONOR SOCIETIES

Alpha Beta Kappa is a national honor society which recognizes superior student academic achievement, character and leadership. Students with a graduating GPA of 3.9 or higher are eligible. Students are notified in April of their eligibility. A one-time membership fee is required. The society may also elect a limited number of faculty, staff and alumni as honorary members.

## Class

### STUDENT CLASS LEVEL

The following criteria determine a student's class level based on quarter-credit hours earned.

#### Undergraduate

Freshman 0 to 40.49 credits

Sophomore 40.5 to 89.99 credits

Junior 90 to 130.49 credits

Senior 130.5 and higher

#### Graduate

Graduate Level 1: 0 to 26.99

Graduate Level 2: 27 to 999.99

## Commencement

Commencement is the formal ceremony that is held each May to recognize and honor candidates for graduation. Commencement is the most significant academic event for students and the entire university community. It is the culmination of years of hard work and personal and financial investment for students and families alike. These ceremonies celebrate the traditional observances that accompany one of the highest rewards of academic achievement.

Visit [jwuLink \(https://link.jwu.edu\)](https://link.jwu.edu) (home tab) for information on commencement ceremonies.

### The Difference Between Graduation and Commencement

Commencement is not the same as graduation.

**Graduation** refers to actually receiving a degree or certificate of completion once Johnson & Wales University has verified you as having met all degree or certificate requirements. Upon verification, the degree or certificate is awarded and noted in the student information system so that it displays on your official transcript. Diplomas are printed and mailed after the degree or certificate verification process is complete, approximately six to eight business weeks after the end of the term (see Graduation Requirements).

**Commencement** is a ceremony. It is an opportunity for students, families, friends and the JWU community to celebrate their academic accomplishments. Participation in commencement does not mean that students have graduated and they will not receive their diploma on that day. Students must satisfy all graduation requirements before officially graduating and receiving a diploma.

### Commencement Ceremony Eligibility

For participation in the May 2013 Commencement Ceremony and inclusion in the commencement program, degree-seeking students must fall into one of the following categories:

- awarded degree in the fall 2012 or winter 2012 terms, or
- enrolled in the spring 2013 term and, as of March 22, have an expected degree completion term of spring 2013, summer 2013 or fall 2013

### Participation

To participate in the May commencement ceremony, students must

- Submit an online graduation application for the term they expect to complete their requirements via [jwuLink \(Academic > Graduation Application\)](#).
- Complete required financial exit counseling.
- Obtain their cap and gown. After the financial exit counseling, students will receive a cap and gown form. Pick-ups can be made at the campus bookstore during normal business hours.

**NOTE:** Students who have not completed financial exit counseling will not receive a cap and gown. Students will not be allowed to participate in the ceremonies without a cap and gown.

### The Commencement Program

The commencement program listing contains the names of students meeting eligibility criteria and will be made available for student proofing beginning in early April in [jwuLink \(home tab\)](#). All expected graduates must review the list for first name, last name, middle initial and degree information accuracy and submit their changes by the published deadline. If no information is submitted by the designated due date, it will be assumed that the student's first name, last name, middle initial and degree information are correct. When determining honors status for publication purposes, the student's GPA at the end of the winter term of the current year is used for students completing their remaining course requirements in or following the spring term. A student's final GPA will be used to record graduating honors, as applicable on the student's diploma and academic transcript.

**NOTE:** Names that are printed in the commencement program should not be used as an indicator of degree completion. Students must satisfy all graduation requirements before officially graduating and receiving a diploma. Students should review their degree audit to ensure they have met all graduation requirements.

## Concentrations

Concentrations allow undergraduate students to pursue, in-depth, a subject or area of special interest. Beyond the enrichment a concentration provides, the student's transcript will reflect commitment to a particular area, which may be impressive to prospective employers. Students wishing to declare a concentration should review the current catalog for specific concentration information.

Not all concentrations are available to all programs. Concentrations are not guaranteed and are subject to space availability. Registering for concentration courses is the responsibility of the student. When selecting a concentration to meet a specific degree requirement, students may not apply a course in their program towards a concentration requirement. When utilizing electives to select a concentration in The Hospitality College or College of Business, students may not use required core courses (or their

equivalent) from within their chosen major. Additionally, they may not apply the same course to different Hospitality or Business College concentrations.

Students should consult with their faculty advisor in order to determine which concentration(s) will best further the student's career goals. Students then need to formally declare their concentration(s) by completing a concentration request form and meet with an academic counselor in Student Academic & Financial Services. Students enrolled in the Culinary Arts and Food Service Management, Baking & Pastry Arts and Food Service Management and Culinary Nutrition program who do not declare their concentration by their junior year will have a schedule hold placed on their record. Once the concentration has been declared, the schedule hold will be removed.

The successful completion of a maximum of three concentrations will be recorded on the student's academic transcript when degrees are awarded. A concentration will not be applied to a student's academic transcript after their degree has been awarded. Upon completion of a concentration, no form of honors or GPA is issued for the concentration.

Hospitality College students transferring in three or more hospitality electives are exempt from completing a concentration to meet their degree requirements.

**Note:** Transfer students must complete at least one course at JWU to earn a concentration from the School of Arts & Sciences, College of Culinary Arts, College of Business or School of Technology. Transfer students must complete two of the three concentration courses at Johnson & Wales to earn a Hospitality College concentration.

## Course Cancellation Policy

Student Academic & Financial Services reserves the right to limit, cancel or change classes in the term offerings at any time without notification to the student. Cancelled classes will be announced via student JWU email messages. Student Academic & Financial Services will contact students affected by cancellations via their JWU email account only. It is the student's responsibility to obtain cancellation information. It is also the student's responsibility to review and manage their course schedule. Students affected by course cancellations may adjust their course registration on jwuLink (<https://link.jwu.edu>) as long as there are no holds preventing registration on their account.

## Course Registration

The following reflects general policy information regarding registration. Detailed registration information and steps can be found under Graduate Planning System | GPS (p. 40).

### UNDERGRADUATE AND ADULT & CONTINUING EDUCATION

First-term day program students will be registered for courses by Student Academic & Financial Services. Students are then required to register themselves for courses after one term of enrollment. Undergraduate day program students may not register for more than 21 quarter-credit hours. Students may not register for more than 13.5 credits in online courses in any given term.

Adult & continuing education (ACE) students are required to register themselves beginning with their first term of enrollment. ACE students may not register for more than 21 quarter-credit hours. Under special circumstances, an ACE student may enroll in one day class on a space availability basis as long as they are also enrolled in an evening class. Students seeking this option must meet with a Student Academic & Financial Services representative to be granted an override to register the day class through jwuLink.

### TRAVEL-TOURISM & HOSPITALITY INTERNSHIP AND RETAIL INDUSTRY SEMINAR AND RETAIL LAB

For day programs requiring TRVL2099 Travel-Tourism and Hospitality Internship, RTL2063 Retail Industry Seminar and RTL2095 Retail Lab, students will be automatically registered by Student Academic & Financial Services for one of these one-term hands-on educational experiences at one of the university's practicum educational facilities. These experiences may include Community Service-Learning (CSL).

Students may request these assignments for a specific term. Students may also request RTL2063 and RTL2095 for a specific time frame (a.m., p.m.). Requests must be submitted by completing the Course Request form two

terms in advance of the desired term (available in jwuLink > Registration & Grades > Student Academic & Financial Services).

Student Academic & Financial Services will make every attempt to accommodate term/time frame requests; however, no requests are guaranteed. It is possible that a student may be registered in an earlier/later term as well as during a different time frame to meet course enrollment requirements. Students are encouraged to review their degree audit and specific term/time frame requests with an academic counselor.

Internship rotations will dictate what time of day or night the student will spend on university properties. Adult & continuing education and graduate students register internship experiences only upon approval from Experiential Education & Career Services. For information on registering all other internship programs, refer to Internship Programs (<http://catalog.jwu.edu/handbook/academicinformation/internshipprograms>).

### ENGLISH AS A SECOND LANGUAGE (ESL)

Students requiring ESL courses will be registered by Student Academic & Financial Services until all ESL requirements are successfully completed (a schedule hold is in effect during this time). A schedule hold prevents the student from making changes to their schedule. Upon anticipated completion (i.e. exiting) of all ESL requirements the schedule hold will be released. Student Academic & Financial Services will then register students for courses required in their chosen degree program for the following term. Students are then required to register themselves for all remaining terms. Provided that the student is clear of holds, students may change their schedules via jwuLink.

Students exiting the ESL program in the spring term who want to begin their first term of studies in the summer must register courses via jwuLink; regardless of summer registration, Student Academic & Financial Services will create a fall term schedule.

Students wishing to continue in ESL courses during the summer must notify Student Academic & Financial Services.

Grading requirements for advancing in ESL course work as well as for completing the ESL program are outlined in the English Language Institute student handbook. Should a student not successfully complete any ESL course, the schedule hold will be reactivated and the student will be re-registered accordingly.

### PRE-MBA

While enrolled in the Pre-MBA program, students will be registered by Student Academic & Financial Services until all Pre-MBA requirements are successfully completed (a schedule hold is in effect during this time). A schedule hold prevents the student from making changes to their schedule. Upon anticipated completion of all Pre-MBA requirements the schedule hold will be released. Students are then required to register themselves for all MBA program requirements.

Should a student not successfully complete any Pre-MBA requirement, the schedule hold will be reactivated and the student will be re-registered accordingly. Students accepted into the Pre-MBA program cannot transfer to the MBA program without first completing all Pre-MBA program requirements. Students must successfully complete the Pre-MBA program with a grade point average (GPA) of 3.0 to enroll directly into their selected MBA program.

### GRADUATE SCHOOL

Graduate students may not register for more than 9.0 quarter credit hours per term. Specific graduate programs may require students to enroll in additional quarter-credits. Students can review program requirements and suggested course sequencing by utilizing their degree audit and planner in Grad Planning System | GPS. After a student has completed their first term of enrollment, they may accelerate their program by taking up to 13.5 credits each term if they maintain an overall GPA of 3.75. Enrolling in additional courses is subject to space availability.

A summer term is mandatory in the M.A.T. programs due to course sequencing.

Once accepted into graduate school, students may not register for courses at the undergraduate level to satisfy graduate foundation requirements.

### POSTGRADUATE (DOCTORAL)

Students will be registered for courses by Student Academic & Financial Services each semester until completion of the program. Students will

be notified of when they can view and print their course schedule via jwuLink. Additionally, doctoral program students who do not complete the dissertation in the prescribed time will be automatically registered for EDUC9011 Doct Dissertation Advisement which will result in a fee being assessed each semester, including summer, until the successful completion of program requirements or an approved leave of absence is granted.

### ONLINE COURSES

The university offers a select number of online courses to students at all JWU campuses. Before students register for an online course, they should review information about characteristics of successful online students and computer requirements, available online (<http://www.jwu.edu/onlinelearning>). Students may not register for more than 13.5 credits in online courses in any given term.

### INTERNATIONAL STUDENTS

International students who are enrolled and in residence in the United States for the term must not exceed a maximum of 4.5 credits of online course credit as part of their full-time course load requirement (12 credits for undergraduates, 9 credits for graduate students). Students who enroll in excess of their full-time course load requirement can study the excess credit in online courses. Students who are on their term off (summer break) may take online courses with no limit.

### EXTENSION STUDENTS

Extension students are non-matriculating (non-degree) students who are taking courses for professional reasons or personal enrichment. Non-matriculating students may later choose to apply/enroll for a degree program and will be subject to the university's current admissions requirements. Students should be aware that credits taken as a non-degree student may not be applicable to current program requirements.

Please note that extension students are not eligible to receive Federal Aid and are subject to the Tuition and Fees policy.

### Undergraduate

Students may register for day or evening courses on a space-available basis without applying for degree status in a program. Students not meeting prerequisite requirements for a course should meet with an academic counselor in Student Academic & Financial Services to discuss waiving the prerequisite. Students wishing to enroll in a degree program must first submit official documentation verifying high school completion and be accepted by Undergraduate Admissions. If accepted into a degree program, the student is responsible for all courses prescribed in that program, regardless of previously waived prerequisites.

### Graduate

Students may register for a maximum of two graduate courses on a space-available basis without applying for degree status in any of the programs. Students must obtain permission from the dean to enroll in a course that requires a prerequisite the student has not completed. Students wishing to enroll in a degree program must apply through Graduate Admissions.

### COURSE AUDIT

A course audit allows a student to complete a course without affecting academic history or satisfactory academic progress; the academic work required in an audit situation is at the discretion of the course's instructor (laboratory, doctoral and online classes may not be audited). No credit is earned for an audited course, but it will be recorded on the academic transcript with a grade marker of AU (Audit). Subsequently, an audited course cannot satisfy program requirements. In the event of a course withdrawal, a grade of Withdrawal/Pass (WP) will be issued. Once a course is registered as audit, it cannot be changed to receive academic credit.

Interested students must meet with an academic counselor in Student Academic & Financial Services to complete a Course Audit request form (note: prerequisite course requirements must be completed). Audited courses require normal tuition fees, and must be registered by the end of the add/drop period.

## Courses at Other Institutions

### UNDERGRADUATE COURSES

Enrolled students requesting to take courses elsewhere (U.S. schools) must submit a Request to Take Classes Elsewhere form (available in jwuLink > Registration & Grades > Student Academic & Financial Services) to obtain

prior approval from Student Academic & Financial Services. The following requirements must be met. Enrolled students requesting to take courses elsewhere (International schools) must contact Study Abroad.

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

For each approved course, students must receive a minimum grade of "C" (2.00 equivalent) in order for Johnson & Wales to award transfer credit. Transfer credits are not calculated into the cumulative GPA.

Accelerating the completion of program requirements may negatively impact future enrollment (i.e. part-time enrollment during a term in the next academic year); students are strongly advised to review course projections and to plan accordingly.

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

**Note:** Exceptions to criteria 1–4 will be made by the Director of Academic Counseling.

### GRADUATE COURSES

Once enrolled in a JWU graduate program, a student may not take courses elsewhere and apply them for transfer credit except in extenuating circumstances, and when permission is granted by the dean's office. A grade of "B" or better must be earned for the course to transfer.

## English Language Institute

The English Language Institute provides international students with an opportunity to learn English as a second language.

The Institute offers intensive classroom instruction and weekly enhancement activities for students who are preparing for undergraduate and graduate degree programs. Students with TOEFL scores below 550 (for the paper-based TOEFL) and/or TOEFL scores below 80 (for Internet-based TOEFL-IBT) are required to enroll in the program before matriculating into degree programs. Upon entrance, students are given a placement test to determine their level of English proficiency.

## Full-time Status

Full-time status is determined on a term-by-term basis. Students should realize that in order to receive financial aid and to be eligible for athletics, they must maintain full-time status. Additionally, insurance companies and scholarship foundations frequently require students to maintain full-time status.

For students receiving veteran's benefits, any change in status (i.e. course add/drop) will be reported to the Veterans Administration. In addition, if a student who is receiving veteran's benefits receives a "WP," "WF," "W" or "NC" in a course, that course will not count toward full-time veteran's status. If a student-athlete receives a grade of "WP," "F," "W" or "NC" in a course, that course will no longer count toward full-time status for athletic eligibility.

### UNDERGRADUATE

Full-time status for undergraduate students is a minimum of 12.0 credits each term.

NOTE: Students must maintain a minimum of 6.0 credits each term for purposes of financial aid only.

## GRADUATE

Full-time status for graduate students is a minimum of 9.0 credits each term.

## POSTGRADUATE (DOCTORAL)

Full-time status for doctoral students is 9.0 credits each semester.

# Graduate Planning System : GPS

## Understanding Degree Requirements and Course Registration

As a member of the Johnson & Wales University student body, you are in a position to graduate with an impressive class of students. To reach that goal, you first need to be familiar with your degree requirements and how to register them. To help guide you, JWU offers the Grad Planning System | GPS.

1. Know and track your program requirements using your Degree Audit.
2. Manage and plan your registration by using or creating a planner.
3. Search, review and register courses to create your schedule.
4. Prepare for your diploma and commencement by submitting your graduation application.

Please look for available Web tutorials in jwuLink (<https://link.jwu.edu/cp/home/displaylogin>) (pay attention to all menu and help link choices). As always, academic counselors are available to help you pick, plan and finalize your schedule and graduation requirements, especially if you need to make up a class or term. As needed, you are encouraged to take the initiative in seeking out-of-class help, such as tutoring or other academic support.

**Special Reminder:** when the term starts, you will not be allowed to begin classes if you have one or more holds and you have not satisfied all term start requirements (i.e. payment arrangement, financial aid, health, international).

1. **Know and track your program requirements using your degree audit.**

Your major requirements are detailed in the course catalog, but they are tracked electronically via your Degree Audit in jwuLink (<https://link.jwu.edu/cp/home/displaylogin>) (Registration & Grades > Course Scheduling > Grad Planning System | GPS > Audit is the default). Your audit can be viewed in three formats. Use each format or the one you like best. To change audit views, select an option from the format dropdown and then select the View button.

Student View (default format) lists courses that are unused (do not apply to your major), insufficient (do not meet credit or grade requirements, such as failures or withdrawals), and in-progress (registered). Graduation Checklist is a condensed, quicker but less-detailed view of your requirements. Registration Checklist displays the courses and area requirements you still need to register.

2. **Manage and plan your registration by using or creating a planner.**

**Special Note:** the following feature is not available to students who are following a program from a 2007 catalog or earlier.

Staying on track and maintaining your graduation date is important, especially to help avoid incurring unnecessary financial debt. Not planning appropriately or withdrawing from any course (especially one that is a prerequisite requirement) could result in extra time at the university, which results in additional charges and payments, and potentially more student loans that you need to repay.

The planner in jwuLink (<https://link.jwu.edu/cp/home/displaylogin>) (Registration & Grades > Course Scheduling > Grad Planning System | GPS > select Planner) is an educational guide, based on course offerings and prerequisites, that recommends when and in what order to register courses. Use your planner in conjunction with your audit to ensure you plan and register your requirements to meet your graduation goals. Not having a proper plan could delay your graduation date. Note: not all programs have pre-built planners.

You can move some courses around and customize your plan, but keep in mind that not all courses run each term and some courses have prerequisites or other restrictions. Review course projections in jwuLink (<https://link.jwu.edu/cp/home/displaylogin>) > Registration & Grades > Registration Preparation > Course Projections.

3. **Search, review and register courses to create your schedule.**

Taking time to plan your registration will help you save time and meet your goal of graduation. Utilize your degree audit, planner and course projections to plan which classes you will register each term.

Students register for classes based on their Registration Start Date. Not all students register at the same time. Generally, students who have completed more courses and credits get to register before other students (since they should be graduating sooner). So keep in mind as you progress at the university that eventually you will be among the first students to register. Determine your Registration Start Date in jwuLink (<https://link.jwu.edu/cp/home/displaylogin>) > Registration & Grades > Register > Registration Status & Start Date. Register as close as possible to your start date to avoid unnecessary course cancellations and to avoid delays at the start of the term. Though not required, you may register as early as 6 a.m. EST on your registration start date.

All holds must be cleared prior to your registration start date. Holds are placed when students are not in compliance with payment deadlines, term start requirements or university policy and will prevent you from being able to add or drop classes. Review your holds in jwuLink (<https://link.jwu.edu/cp/home/displaylogin>) > Registration & Grades > Academic Records and Transcript.

Students generally register in March for the summer term, April for the fall term, September for the winter term and December for the spring term. To register classes (on or after your registration start date), login to jwuLink (<https://link.jwu.edu/cp/home/displaylogin>) > Registration & Grades > Look up Classes. Be sure to select the correct term. To add a course to your schedule, you need its CRN (Course Reference Number). Multiple sections and times of the same course may be offered; a unique CRN is assigned to each section of a course.

Record the CRNs of the courses you would like to register (tip: have backups ready in case your selections become full). After conducting a search (i.e. on the results page), click the CRN link (2nd column) to review prerequisite requirements, restrictions and class space. A prerequisite is a course or requirement that you must successfully complete prior to registering a class.

Register the CRN(s) of your selected class(es) and review your schedule. In jwuLink (<https://link.jwu.edu/cp/home/displaylogin>) > Registration & Grades > Register > Add or Drop Classes. Enter your CRN into the worksheet boxes and click Submit (follow on-screen instructions).

In jwuLink (<https://link.jwu.edu/cp/home/displaylogin>) go to Registration & Grades > Class Schedule. Print a new copy 24 hours before the term starts and whenever a change is made.

If you wish to change a class or teacher, select "Web drop" next to the class you no longer want and then repeat previous steps as needed. You may add or drop a course prior to its second class meeting; however, culinary/pastry lab segments (even those starting later in the term) that are not dropped by Wednesday of the first week of the term will receive full charges unless a Leave of Absence is approved. For online courses, students may add by the first Saturday or drop by the second Saturday of the term.

NOTE: Students who fail or withdraw from a prerequisite course will be removed from the subsequent class requiring that prerequisite. Student Academic & Financial Services will contact affected students via their JWU email account only. Additionally, day program students may need to repeat failed or withdrawn courses during the evening or weekend.

Students are encouraged to complete their registration before the course cancellation date to avoid unnecessary course cancellations (if you register for a course that is cancelled, you will be notified via JWU email).

After you have made and registered your schedule, complete your payment arrangement by the payment deadline date and any other requirements that have been requested before this date. Failure to complete requirements by this date will result in the placement of holds and could result in immediate and permanent deletion of your schedule.

## High School Documentation

Graduation from high school or equivalent education as certified by state departments of education is required for undergraduate admission. Graduation verification documents must be submitted to Admissions. Official verification documents include at least one of the following: a letter from an authorized high school administrator, a high school diploma recognized by the student's state department of education or an official G.E.D. certificate.

Additional methods of verification of high school completion exist for home-schooled students (<http://catalog.jwu.edu/admissions/applying/homeschooledstudents>). 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.

## Honors Program

### HONORS PROGRAM

The Honors Program at Johnson & Wales provides academically talented, undergraduate day students with an opportunity to explore stimulating and challenging courses. Eligible applicants must have

- taken a college prep curriculum,
- maintained a "B" or better average,
- achieved ACT/SAT scores above the national average or equivalent, and
- placed in the top 25 percent of class rank.

Selected students must maintain a 3.4 GPA to remain in the Honors program.

Honors students are eligible to enroll in Honors courses, such as Quantitative Analysis, Calculus, Honors English Composition, Honors Communication Skills, Honors Economics and others, depending on their program of study. They are also eligible to complete an independently designed and faculty mentored Honors thesis by registering for the Honors Advisory Seminar and the Directed Academic Experience.

They can also earn Honors credit through the H-option by contracting for additional Honors-level work within non-honors courses. SHARP (p. 42)-eligible applicants may also pursue H-option courses. Upon successful completion of this enhanced curriculum, students earn an Honors Program designation that appears on their diplomas and transcripts.

For more information:

At the Providence Campus, please call or see Dr. Michael Fein, associate professor, John Hazen White School of Arts & Sciences, at 401-598-1736.

At the North Miami Campus, please call or see the honors program coordinator, Petas Bonaparte, at 305-892-7649.

At the Denver Campus, please call or see Kreg Abshire, Ph.D., chair, School of Arts & Sciences, at 303-256-9447.

At the Charlotte Campus, please call or see Lisa Kendall, assistant professor, School of Arts & Sciences, at 980-598-3210.

## Internship Programs

Internship opportunities are available in all colleges and schools. In many cases, the internship is a required part of the college or school curriculum. Internship is designed to provide eligible students with practical work experience in their chosen field of study while earning academic credit. For details regarding specific programs, please refer to the current North Miami Campus catalog (<http://catalog.jwu.edu/miami>).

Consult with Experiential Education & Career Services (EE&CS) for specific details regarding internships for your academic program or visit the Careers (<http://www.jwu.edu/northmiami/careers>) tab on the JWU website.

### Registration

Eligible students are able to begin registration for internships about 12 months prior to the internship term. Beginning in January, day program students register for the term they wish to take internship in the upcoming academic year via jwuLink. Students are urged to choose early in order to get the term they wish, as selection is on a first-come, first-served basis.

Students who are required to select an internship and don't register by the stated deadline will be automatically registered for a term by Experiential Education & Career Services.

Students who do not meet prerequisites the term prior to their selected internship term will be dropped from internship and reassigned a new term. Additionally, internship registration will be removed if a student withdraws or fails to enroll in any term prior to their selected internship term.

To learn more about internships and additional requirements, visit jwuLink (<https://link.jwu.edu>) (Career > Find an Internship) for more information.

To speak with an advisor please visit Experiential Education & Career Services in ASC 103 or call 305-892-7619.

### Grade Point Average (GPA)

- Some academic programs and/or sites require a 2.75 GPA.
- International internships require a 3.25 GPA.

### Credits

Internships generally vary between 4.5 and 13.5 credits depending on the academic program of study.

### Academic Programs

For details regarding specific programs, please refer to the North Miami Campus catalog (<http://catalog.jwu.edu/miami>).

### College of Business

Internship opportunities are available primarily for students who have completed 130 credits.

### The Hospitality College

Internship opportunities are available. In some academic programs within the college, a 2000-level internship is required as part of the curriculum. Students who have completed 130 credits also have the opportunity to complete a 4000-level internship. Note: The Sports/Entertainment/Event Management (SEE) program has a 4000-level internship as a required part of the curriculum.

### College of Culinary Arts

All students participate in a 13.5 credit, 2000-level internship as a required part of the curriculum. Completion of all freshman-level courses is required for this program. Students enrolled in the bachelor's degree programs have the opportunity to complete a second, 4000-level internship or study abroad.

### Internships for International Students

Due to immigration regulations, international students are only permitted to participate in an internship if it is included in their curriculum program. If international students are enrolled in a program that does not include internship but are interested in participating in one, they are encouraged to meet with the international student advisor or experiential education coordinator. Options will be considered based on approval from the dean of their college. All internship assignments are subject to an application process and subsequent approval.

## Minors

### MINORS

A minor is a series of courses in a second area of study apart from the major and consists of a minimum of 22.5 quarter credits. Credits earned toward a major or concentration cannot be applied to the minor. Credits earned towards an arts and sciences concentration, which are not a major requirement, can be applied to a minor; however, courses/credits may be used for either the concentration or the minor but not both. A maximum of 9.0 quarter credit hours of transfer credit can be applied to a minor.

## Repeat Course Probation

### REPEAT COURSE PROBATION

UNDERGRADUATE:

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

### Required Courses

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

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

### Appeals

Appeals regarding academic suspension or dismissal can be made to the Academic Appeals Committee after one term of nonmatriculation if

extenuating circumstances exist. A student may appeal only once, and the decision of the committee is final.

### **Concentrations**

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

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

### **Courses Not Required**

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

### **Graduation Requirements**

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

### **Academic Counseling**

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

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

#### **GRADUATE:**

Graduate students will be allowed no more than three (3) attempts to successfully complete each course (foundation courses with grades below a B are not considered successfully completed and must be repeated). Students who passed the course but wish to improve their grade may repeat the course if it is available. However, students are eligible for financial aid for only one repetition of a previously passed course. The highest grade earned will be calculated into the grade point average. When a student has repeated a course previously applied to an awarded degree, both grades will be included in the grade point average.

### **Required Courses**

Students who do not successfully complete a course after a second attempt will be assigned an academic standing hold and will be placed on academic probation. Students who do not successfully complete 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 dismissal if the course is not successfully completed during the next course offering.

### **Appeals**

Appeals regarding academic 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.

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Academic counselors are available in Student Academic & Financial Services to assist students with preparation for graduation. Their goal is to assist

students in evaluating, developing and maximizing their potential by providing guidance and support.

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

## **Residency Requirement**

### **UNDERGRADUATE RESIDENCY REQUIREMENTS**

The undergraduate residency requirement refers to the number of courses and credits you must take at JWU, whether you are a transfer student or a JWU student acquiring an additional degree. The residency requirement for all students at Johnson & Wales 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.

Students pursuing diploma/certificate programs will be allowed to transfer a maximum of 9.0 quarter credits (including JWU courses) towards diploma/certificate requirements.

Upon review, certain related professional studies courses and program electives may be considered when determining residency. Standardized testing credits are not considered when determining residency requirements.

### **ADDITIONAL DEGREES**

Students may pursue one additional associate in science undergraduate degree by completing a Program Change Form in consultation with an academic counselor in Student Academic & Financial Services. The additional degree must be in a program that has a minimum of 31.5 credits that are not in the student's primary major. (There must be a 31.5 credit difference between the two associate degrees.) Half of the credits must be within the major field of the additional associate degree. Classes in the additional associate degree may not be used as electives in the primary major if residency requirements have not been met.

Students may pursue one additional bachelor of science degree in a program that has a minimum of 45 credits that are not in their primary majors. (There must be a 45 credit difference between the two bachelor's degrees.) Half of the credits must be within the major field of the additional bachelor's degree. Classes in the additional bachelor's degree may not be used as electives in the primary major if residency requirements have not been met.

### **GRADUATE SCHOOL RESIDENCY REQUIREMENT**

The residency requirement for all students pursuing a master's degree is a minimum of 45 quarter credit hours. Due to the overlap in core curriculum, students who complete an MBA at the university are not eligible to complete a second MBA at Johnson & Wales University. However, any student who received a master's degree from Johnson & Wales University may apply for admittance to a M.S., M.Ed. or M.A.T. program at the university through Graduate Admissions. Up to two courses from the first master's degree may be transferred into the second degree, if applicable. Students must meet the entrance requirements for the prospective program to gain admittance, and be in good academic and financial standing.

### **POSTGRADUATE (DOCTORAL) RESIDENCY REQUIREMENT**

The residency requirement for students pursuing a doctorate degree is 60 semester hours. Only one doctorate degree is allowed.

## **SHARP**

### **SPECIAL HONORS AND REWARDS PROGRAM (SHARP)**

This is an honors program designed for qualified full-time undergraduate students enrolled in a day program who wish to accelerate their program to complete degree requirements in less than the normally required time. This is accomplished by increasing the student's course load each term as scheduling permits. SHARP results in savings of time and expenses for eligible students. Day students accepted into SHARP may register up to 25.0 quarter credits each term with no additional fees. Interested students must complete a SHARP application, returning the completed form to Student Academic & Financial Services.

The following students are eligible for SHARP.

1. Incoming freshmen who are honors graduates of approved secondary schools, have been elected to their state or national honor society, or have maintained a minimum GPA of 3.00.
2. New transfer students who maintained full-time enrollment at a previous institution and each term earned a cumulative GPA equivalent to Dean's List status for that institution.
3. Students at Johnson & Wales University who have maintained full-time enrollment and a 3.40 cumulative GPA at the end of each term.

**Note:** The only exception to this policy is the first term of enrollment, during which the cumulative GPA may be less than 3.40.

If a student does not exercise this option, SHARP eligibility may continue provided that the student maintains continuous full-time matriculation while maintaining a cumulative 3.40 GPA after all terms. The benefits provided by SHARP are not applicable for an additional culinary/pastry laboratory class. Preferred scheduling and graduation acceleration are not guaranteed.

Failure to maintain a cumulative GPA of 3.40 or better after each term will cause the student to become permanently ineligible for the benefits provided by SHARP. Student Academic & Financial Services will only notify a student of his or her withdrawal from the SHARP program via their JWU email account, and it is the student's responsibility to drop extra credits, if registered, to avoid incurring additional charges.

## Standardized Testing and Prior Learning Assessment

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

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

### PLACEMENT TESTS

(non-credit, no fees)

#### Mathematics and English

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

#### Modern Languages

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

### Academic Support & Disability Accommodations

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

### PORTFOLIO ASSESSMENT (UNDERGRADUATE ONLY)

(for credit, with fees)

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

To apply for a Portfolio Assessment, students must meet the university's residency requirements and complete the Portfolio Development non-credit seminar. This seminar will meet for three two-hour sessions. Students must

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

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

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

### CLEP EXAMINATION

(for credit - with fees)

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

### CREDIT BY EXAMINATION - DEPARTMENTAL CHALLENGE EXAMINATION (credit by examination: for credit, with fees)

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

### POLICIES FOR CHALLENGE, CLEP AND PORTFOLIO ASSESSMENT

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 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 undergraduate quarter credits earned through Standardized Testing and Prior Learning Assessment.
7. Students must present a valid picture ID when testing.
8. Graduate students must receive a grade of 80 (B) or higher for challenge credit to be awarded; the CLEP Exam requires a passing score of 56 or higher for CLEP credit to be awarded.

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 online ([www.jwu.edu](http://www.jwu.edu) >Select Your Campus > Student Life > Academic Services > Testing for Credit) or from Student Academic & Financial Services. For additional policies/information for Portfolio, Challenge and CLEP options, refer to the brochure.

### FOR MORE INFORMATION

If you need more information about Johnson & Wales University's Standardized Testing and Prior Learning Assessment programs:

At the Providence Campus, please call University Testing & Transfer, 401-598-2442.

At the North Miami Campus, please call the Center for Academic Support, 305-892-7026.

At the Denver Campus, please call Student Academic & Financial Services, 303-256-9700.

At the Charlotte Campus, please call the Center for Academic Support, 980-598-1500.

## Transcripts

A transcript is a representation of a student's entire academic record while at Johnson & Wales University. In accordance with the Family Educational Rights and Privacy Act (FERPA), a transcript may be released only upon written request of the student, except to the extent FERPA authorizes disclosure without consent. The university does not charge a fee for transcripts; however, official transcripts will not be released if a student is not current in all financial obligations to the university. Within three business days of receipt of an authorized request (see below), official transcripts will be printed on official paper and then placed in sealed envelopes issued directly to the student or authorized designee. The university does not email transcripts. A maximum of 20 official transcripts may be requested per year. Transcripts are not official if faxed. The university employs two types of transcripts. Note: Official transcripts are not produced while grade processing and posting is in progress at the end of each term.

### FedEx Delivery Options

FedEx delivery is used if next business day delivery is needed. There is an additional charge for FedEx delivery. A complete street address (PO Box is not acceptable) and destination phone number are required. The charge is \$15 for delivery in the continental U.S., \$20 to Canada and Mexico, and \$30 for International FedEx delivery. Requests must be received by 3 p.m. EST. Checks and money orders should be made payable to Johnson & Wales University.

### Notarization of Transcripts (Apostille)

An apostille may be required for a transcript being sent to an entity in another country. That entity may refer to the required transcript as needing to be "certified," "notarized" or "authenticated." For students planning to study, teach or work abroad, the country may require this extra step for certifying educational documents.

An apostille is issued by the Rhode Island Secretary of State, not the university. Students requesting an apostille must complete an Apostille Request form (available in jwuLink > Registration & Grades > Student Academic & Financial Services). Once Student Academic & Financial Services receives the request with the appropriate payment and documentation, we will complete the process on behalf of the student and return the documents as directed on the Apostille Request form.

### Academic Transcript

The academic transcript reflects a student's unabridged academic history at the institution.

### Printing and Ordering

- You may view, order or check on the status of an official transcript request or print an academic transcript in jwuLink (Registration & Grades > Academic Records).
- If you do not have online access or intend to pick up your transcript in person, complete a transcript request (available online (<http://www.jwu.edu>); select Your Campus > Student Life > Academic Services > Forms) and return it to Student Academic & Financial Services.

### Performance Transcript

The performance transcript, unique to Johnson & Wales University, identifies the practical skills associated with a student's academic course work; skills are graded as developing, validated, mastered or not tested. Beginning with students who entered the Providence Campus in 2000 (and other campuses in 2002), the performance transcript evaluates industry-specific and general workplace skills employers consider valuable. A listing of each course's assessed performance transcript skills and descriptions is available online ([http://www.jwu.edu/uploadedFiles/Documents/Student\\_Life/academic\\_services/PerformTranSkill\\_%20Description.pdf](http://www.jwu.edu/uploadedFiles/Documents/Student_Life/academic_services/PerformTranSkill_%20Description.pdf)); select Your Campus > Student Life > Academic Services > Academic Records > Transcripts.

### Printing and Ordering

- To print a performance transcript (unofficial), you must use a self-serve terminal/kiosk located in Student Academic & Financial Services; otherwise, complete a transcript request.

## Transcripts From Other Schools

Transcripts reflecting a student's secondary or previous college education that have been submitted to Johnson & Wales University as a requirement for admission become a part of the student's official file. Johnson & Wales University does not provide copies of other institutions' transcripts. Transcripts must be ordered directly from the institution where the course work was taken.

## Transfer Students

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

Transfer candidates must submit official college transcripts from all colleges previously attended prior to enrolling at JWU. Transcripts must be in English (students are responsible for providing official translations, if needed). Undergraduate credits earned more than 10 years ago may not be accepted. Students must also submit final official high school transcripts and provide verification of high school/secondary school completion.

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

Students are encouraged to schedule an appointment with the Transfer Advisor prior to their enrollment to discuss their transfer credit allowance. Early in the first term, students should meet with an academic counselor as well to review their curriculum requirements and sequencing of classes.

Students registering for a class in which they have transfer credits must submit a written request to the Transfer Advisor to have their transfer credits rescinded. Upon completion of the course, the grade earned will be included on the student's academic record and transfer credit will not be considered again for the course.

## Transfer Credit

Transfer students will receive pending credit for course work completed at another college or university during the first term of attendance only, at which time the student is responsible for furnishing proof that such course work has been successfully completed by submitting official college transcripts. Transfer credits are not calculated into the cumulative grade point average. Pending transfer credits are not official and do not count towards meeting degree requirements. Pending transfer credits are not official and do not count towards meeting degree requirements at Johnson & Wales University. It is important that students are aware that failure to provide appropriate documentation may result in delayed graduation if the student is required to repeat courses previously taken elsewhere.

### Graduate School

A candidate for a master's degree may petition to receive a maximum of 9.0 quarter credit hours of transfer credit for graduate-level courses taken at approved colleges prior to initial enrollment in the Graduate School. To receive transfer credit, the courses must cover content in the Johnson & Wales University program and must be approved by the director of graduate admissions under the guidance of the dean. The student must have earned a grade of "B" or better in the course(s). Transfer credits must be taken prior to initial matriculation in Johnson & Wales University's Alan Shawn Feinstein Graduate School. Graduate credits earned more than three years prior to enrollment may not be acceptable. Once enrolled in the Johnson & Wales University graduate program, a student may not take courses elsewhere and apply them for transfer credit, except in extenuating circumstances and when permission is granted by the dean.

## Transfer Within JWU

It is possible to transfer from one program to another, or from one Johnson & Wales campus to another. The following conditions apply:

- Students must consult with an academic counselor in Student Academic & Financial Services if they are interested in transferring. Not all programs of study are available at each campus.
- It is the student's responsibility to address housing concerns and proper dress codes at their new campus.
- Financial obligations at the originating campus must be satisfied to be eligible for transfer. Students should consult with a financial planner in Student Academic & Financial Services to determine eligibility.
- Students with less than a 2.00 GPA must be approved by an academic counselor in Student Academic & Financial Services.
- Students with a student conduct hold must also be approved by the dean of students.
- Campus transfers cannot be guaranteed and are subject to class availability.
- It is the student's responsibility to register for courses at their new campus in jwuLink. Students are required to follow the curriculum required for their major based on their new campus catalog requirements as reflected on their Degree Audit.
- Students must have submitted verification of high school completion or equivalent to be eligible for transfer.
- Students are required to comply with the medical documentation/immunization requirements of their new campus. A Health Services Hold will be placed on the student's account if the proper documentation has not been submitted. Students will have no more than one term to meet these requirements.

## Transfer Outside JWU

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

## Tuition and Fees

Tuition is applicable to all students, including those on approved off-campus programs including term abroad programs and internships. Students enrolled in courses in excess of a normal full-time schedule will be charged an additional tuition charge. For purposes of tuition billing and financial aid eligibility, full-time status is determined on a term basis and consists of 12 to 21 quarter credit hours per term. Students carrying more than 21 quarter credit hours and not part of the Special Honors and Rewards Program (SHARP) will be charged for each quarter credit over 21. Students are charged tuition upon course registration each term. Summer is also considered a term. Other fees will also be applied each term, i.e. student health insurance and, if applicable, room and board.

## Veterans

All students seeking to utilize educational benefits must apply for those benefits through the Department of Veterans Affairs (VA). Students with questions about their eligibility should contact the VA first, in order to determine the specific programs they may qualify for.

Processing of the veterans application by the VA takes approximately six to 10 weeks. The VA will mail the student a Certificate of Eligibility. This must be provided to the Campus Certifying Official in Student Academic & Financial Services in order to receive benefits for upcoming terms.

Each new student utilizing veteran benefits should submit

1. an application for admission
2. official documentation that verifies high school diploma completion or equivalent

3. official college transcripts from all colleges previously attended and military training transcripts as applicable
4. Certificate of Eligibility and any other necessary VA paperwork

Students enrolling under the G.I. Bill for the first time may experience a delay of up to two months before they receive their first checks. Students should contact the Veterans Affairs Office if no check has been received by the seventh week of a term.

Courses that are not required in the student's degree program will not be certified. However, if a student needs to maintain full-time status, they may take courses outside their degree program only in the last term before graduating.

The VA requires strict compliance with a number of other regulations. It is the student's responsibility to be informed of the requirements the Department of Veterans Affairs has in place regarding educational benefits.

For additional information on veteran's educational benefits visit [www.jwu.edu/veterans](http://www.jwu.edu/veterans).

# Student Affairs

Information about student life at JWU.

## Athletics

Athletics is committed to the overall growth and interests of its student-athletes, and as members of the National Association of Intercollegiate Athletics (NAIA) and The Sun Conference our department is committed to reflect the NAIA's Champions of Character core values that include respect, responsibility, integrity, sportsmanship, and servant leadership. Athletics administrators and coaches offices are located on the second floor of the Wildcat Center. Updated information regarding the teams, their schedules and contest results may also be obtained online (<http://northmiami.jwuathletics.com/landing/index>).

## Intercollegiate Sports

### NAIA Intercollegiate Athletics

- Men's Cross Country
- Women's Cross Country
- Men's Golf
- Women's Golf
- Men's Basketball
- Women's Basketball
- Women's Soccer
- Men's Soccer
- Men's Track
- Women's Track

### Club Sport

- Co-Ed Cheerleading Squad

The Wildcat athletic program has been of championship caliber since its inception in 1999-2000.

All of the Wildcat athletic teams compete in the very competitive NAIA Sun Conference. Each program competes for the conference championship as well as student-athletes vying for all conference honors.

### Eligibility Requirements

In order to fulfill general and academic eligibility requirements, each student-athlete at Johnson & Wales must

1. be a full-time matriculating student registered for at least 12 quarter credit hours;
2. 1<sup>st</sup> term = 1.5 GPA minimum, 2<sup>nd</sup> term = 1.85 GPA minimum, remaining terms = 2.0 or better;
3. maintain a 2.00 or above grade point average after the 3<sup>rd</sup> term at JWU;
4. make continuous satisfactory progress toward a bachelor's degree; and
5. earn a minimum of 36 quarter-hour degree credits combined over the last three terms of attendance.
6. New freshmen and transfer students must meet the minimum NAIA eligibility standards in order to compete. All new prospective NAIA student-athletes must register and be cleared to compete by the NAIA National Eligibility Center. Student-athletes can register at [www.playnaia.org](http://www.playnaia.org) (<http://www.playnaia.org>)

For additional information on eligibility requirements, see the following sections: **Withdrawal from a Course**, **Withdrawal from the University**, **Full-Time Status**.

## Recreation and Intramural

### Intramural Sports

Athletics supports a strong intramural and extramural program. Any student, faculty and staff member can participate in intramural programs. Sports are played in tournament and league style. The sports offered include

- Basketball
- Flag Football
- Soccer
- Billiards

- Ping-Pong
- Softball
- Ultimate Frisbee
- Dodge Ball
- Wiffle Ball

### Campus Fitness

The Fitness Center is located on the 2<sup>nd</sup> floor of Wildcat Center. The 3,000-square-foot facility is fully equipped with Nautilus machines, free weights and a cardio area. Wellness competitions which promote overall health and fitness are held during the school year, motivating the student body to shed extra pounds and get in shape. Personal fitness testing that assesses body composition and fitness level is available by appointment. A valid JWU ID, proper athletic attire and towel are required to use the gym. Hours of operation can be found posted in the fitness center.

The Studio, located in the Wildcat Center is home to all of the campus fitness classes. Group exercise classes are offered throughout the week and are open to all students, faculty and staff with a valid JWU ID. All instructors are accredited and hold current certifications. Any equipment that is needed to participate in the classes is provided; participants are required to bring water and a towel. Class levels range from beginner to advanced. Please be advised to notify instructors of any pre-existing injuries that limit physical activity. Schedule of classes changes each term, please call 305-892-7607 for information about current class information.

### Group Fitness Classes

- Kickboxing
- Body Sculpting
- Pilates
- Yoga
- Salsa Dance
- Hip Hop Dance
- FIT101
- Tennis
- Capoeira

### Recreation Facilities

#### The Student Recreation Center

The Student Recreation Center is located just behind the academic building and next to The Mix. The Rec is a central area on campus that is popular for studying, social events and relaxing between classes. Many Student Activities events are held in the Rec Center. The facility includes billiards tables, ping pong tables, a foosball table and a TV lounge.

#### The Cage

The Cage is a lighted full-court basketball facility located on the 5th floor of the Academic & Student Center Parking Garage. Athletics sponsors intramural basketball tournaments and leagues for men and women along with other organized activities. It is open seven days a week for free play from 8:30 a.m.-8 p.m., JWU ID required.

#### Arch Creek Field

Arch Creek Field is a two-acre multipurpose facility that was opened in 2009. Arch Creek is used for varsity soccer practice, multiple intramural and recreation events, as well as select Student Activities events. The field is open from 8:30 a.m.-9 p.m. for free play. Students and staff must have their JWU student ID present when using the facility.

#### Wildcat Center

Opened in December 2011, the Wildcat Center is a 35,000-square-foot facility which is home to our fitness center, gymnasium with 800 seats and offices for student life functions. The gymnasium includes open court hours which are published within the Wildcat Center. For questions about using the athletic facilities in the Wildcat Center call 305-892-7607.

### Campus Recreation

It is our goal to educate the students, faculty, and staff of the university about all the recreational opportunities that southern Florida provides. We strive to create an environment through outdoor activity that promotes

skill development and positive group dynamics. Participants build new and lasting relationships while getting out for the day and having a great time challenging their daily routine.

Campus Recreation sponsors outdoor recreation for a nominal fee for a variety of activities that include

- Kayaking
- Horseback Riding
- Deep sea fishing
- Camping
- Rock climbing
- Snorkeling
- Sun-n-Sport Beach trips
- Paintball
- Ice skating
- Ropes Course

## Community Relations

For information, please contact Student Affairs at 305-892-7567 or Campus Safety & Security at 305-892-7011.

## Counseling Services

Johnson & Wales University provides counseling services to all students at no charge through Counseling Services (located in the Academic & Student Center, Room 207) and Jewish Community Services (JCS). JCS provides a full-range of counseling services addressing issues including, but not limited to, depression, anxiety, eating disorders, relationship problems, grief and loss difficulties, adjustment issues, and substance abuse.

You may meet with the director of counseling services for additional information (305-892-7013) or you may call JCS directly at 305-576-6550. An after-hours, on-call service for psychological emergencies is available by calling 1-888-222-4805 and may be accessed directly or by contacting Campus Safety & Security at 980-598-1900 or you may phone the JCS hotline directly at 305-576-6550.

## Gender Equity Center

Please contact Ismare Monreal, dean of students via email or phone at 305-892-7567 or Korina Ramsland, director of the Gender Equity Center via email or phone at 401-598-2248 for information and resources regarding gender, gender identity and expression and sexual orientation.

## Good Neighbor Policy

Living off campus is a maturing experience which carries certain responsibilities. As a student living in the community, you are a representative of Johnson & Wales and your conduct will reflect directly on the university. In severe or continuing cases of misconduct, a student may be suspended from the university or may be required to move into an on-campus residential facility as a condition of the student's being allowed to remain at the university.

Johnson & Wales students have been living off campus for many years and in most instances have developed positive and lasting relationships with area residents. Off-campus students must understand and appreciate that residents of a particular community have made a long-term commitment to their neighborhood; students are transient members of the community and usually remain only for the duration of their academic tenure. The quality of life and the overall character of a neighborhood can be greatly influenced by the lifestyles and sense of citizenship exercised by student residents. A respectful and courteous attitude is usually returned in kind and makes the neighborhood a more pleasant place in which to live. In fact, some students may find community service activities further their sense of belonging in their neighborhood.

Families living in the neighborhoods around our campus have the right to enjoy a reasonable level of peace and quiet. As students, your academic and personal schedules often conflict with the more routine schedules of families. Students are expected to exercise good judgement and be sensitive to the needs of their neighbors.

Most neighborhood residents are not against parties. What concerns them, however, is rowdiness, public drunkenness, disorderly conduct and people

partying outside with loud music or other noise late into the night. Party hosts put themselves in serious jeopardy when their guests act irresponsibly. As a social host, you assume all the risks associated with state and local laws regulating drinking age, noise and public safety when you host a party at your apartment or house. Court decisions have held the social host liable for personal injury and property damage caused to a third party as a result of the irresponsible service of alcoholic beverages to guests. This liability is compounded when minors are involved. As a university student, you may also be subject to the university's Student Conduct Review Process and resulting sanctions when an off-campus incident occurs.

It is important to understand that although the university cannot regulate what goes on in the privacy of your home, when otherwise private actions or behaviors become public and attract the attention of neighbors or others within the community, that is when Johnson & Wales becomes involved.

Specific areas of concern include, but may not be limited to, the following:

### **NOISE**

Music and general noise should be maintained at reasonable levels. Music should be directed toward the interior of the residence. Residents should remind visitors to exercise common courtesy when visiting, to refrain from excessive shouting between the street and the house, and to limit vehicle noise whenever possible.

If the city has a noise ordinance, the local police department and JWU Campus Safety & Security will respond to complaints from your neighbors.

### **AUTOMOBILES**

Observe all city ordinances and exercise courtesy and common sense. Do not obstruct the street or private driveways or park on someone else's property without their permission. For your own safety, as well as that of your neighbors, abide by all traffic laws and drive responsibly.

### **PROPERTY**

Individuals residing in the dwelling and their guests shall respect the property of their landlord, host and neighbors. They are to refrain from the destruction, defacing or littering of property.

### **VERBAL HARASSMENT**

Verbal harassment, profanity and fighting words directed toward others are inappropriate. When the potential for conflict develops, students are encouraged to seek mediation assistance through the university.

### **FIGHTING/ASSAULT**

Physical assault and confrontational behavior are unacceptable. If a volatile situation occurs, walk away until the concerns can be appropriately addressed. If necessary, seek mediation from the university.

### **ALCOHOLIC BEVERAGES**

The use of alcoholic beverages should be in accordance with all state and local laws.

### **RESPONSIBILITY AND THE SOCIAL HOST**

Residents of a dwelling will be held responsible for the actions of their guests.

The university will respond promptly to complaints from our neighbors and, if necessary, follow with appropriate disciplinary action. Living off campus does not circumvent your responsibility as a member of the Johnson & Wales community to abide by the Student Code of Conduct which applies to you whether on or off campus.

Take the responsibilities of living off campus seriously. This social experience is part of your education and should be a pleasant one for you and your neighbors.

## Health Services

The following sections of the Student Handbook describe the various health services and policies applicable to students at your campus.

## Health Education

Health Services provides education programs that help to build an informed and healthy campus community. In partnership with Counseling Services and Residential Life, Health Services provides education and workshops on alcohol and other drugs, sexual health and relationship issues, and general health and wellness. All education services are free.

## Medical Records

It is vital that you provide us with an accurate health record. As a prerequisite to term start, the university requires that all students (residents and commuters) submit proof of a complete physical exam that was conducted within the last year, including documented proof of two doses of the MMR (measles, mumps and rubella) vaccine, a tetanus-diphtheria booster within the past 10 years, three doses of the hepatitis B vaccine, and completion of the chicken pox vaccine series or proof of physician-diagnosed disease. A negative tuberculosis test or chest X-ray within the last year is required for entering students who are from highly endemic countries and have been residents of the United States for less than five years. A list of countries where tuberculosis is highly endemic is available upon request from Health Services.

Pursuant to Florida law, resident students must also show proof of meningococcal meningitis immunization or a waiver may be signed in lieu of immunization. These forms may be obtained by contacting the university at 305-892-7000.

Meningitis is a serious bacterial illness involving an infection of the covering of the brain and the spinal cord. It can also cause blood infections. According to the Centers for Disease Control and Prevention (CDC), 10 to 15 percent of individuals with meningococcal disease die, in spite of treatment with antibiotics.

The CDC's Advisory Committee on Immunization Practices has issued the following recommendations regarding the use of vaccines for college students:

"College freshmen living in dorms are recommended to be vaccinated with meningococcal conjugate vaccine. If they received this vaccine before their 16th birthday, they should get a booster dose before going to college for maximum protection. . . . The risk for meningococcal disease among non-freshmen college students is similar to that for the general population. However, the vaccine is safe and effective and therefore can be provided to non-freshmen."

For further information regarding meningitis and the meningococcal vaccine, including vaccine safety information, please see the CDC website (<http://catalog.jwu.edu/handbook/studentaffairs/healthservices/medicalrecords/miami/>) (<http://www.cdc.gov/meningococcal/vaccine-info.html>).

The hepatitis A vaccine is strongly recommended but not required.

All medical information is confidential and will not be released by Health Services without your written consent, except as otherwise provided by law.

## Class Absence

Health Services does not provide routine "sick notes" to students due to brief absences from class because of illness or fatigue. Students are encouraged to discuss absences directly with their faculty member(s) and to take personal responsibility for class attendance decisions. In the event of illness due to a communicable disease or contagious illness (other than a routine "cold") that necessitates class absence for public health reasons, Health Services will notify the student's faculty member(s) of the medical absence directly via the university email system.

## Intercultural Center

Please contact Ismare Monreal, dean of students via email or phone at 305-892-7567 or James Clements Jr., assistant coordinator of the Intercultural Center at the Providence Campus, via email or phone at 401-598-1769 for intercultural information and resources.

## New Student Orientation and Support Programs

Attendance at an orientation program is mandatory for all new students. Summer Orientation is offered to all new students entering Johnson & Wales University in the fall term. At Summer Orientation, students meet with academic representatives in their chosen school or college and take academic placement exams. Students learn about campus resources, network with upper-class student leaders, familiarize themselves with the campus and make new friends. An abbreviated orientation program is also offered for all new students each term prior to the start of classes. Activities include academic orientation, placement testing, social activities, distribution of

photo identification cards, and meetings with administration, faculty and residence hall representatives.

## Off-Campus Religious Services

Places of worship in the area invite JWU students to attend services and participate in activities. For a complete listing of places of worship from multiple denominations, consult the South Florida Yellow Pages (<http://www.yellowpages.com/south-florida-fl>) or [www.findachurch.com](http://www.findachurch.com) ([http://www.findachurch.com/a\\_hme/hme\\_hme.asp](http://www.findachurch.com/a_hme/hme_hme.asp)).

## Residential Life

Residential Life strives to provide students with a home that is safe, dynamic and promotes academic and personal development in a shared living environment. To accomplish this, the office provides students with opportunities to learn beyond the classroom, experiences to build camaraderie, community development and affinity, and encourages active participation in a diverse and inclusive community.

Additional information pertaining to Residential Life staff, policies and procedures are outlined in *Connections: Guide to Community Living* and *Connections: Guide to Apartment Community Living*, both of which are available at [link.jwu.edu](http://link.jwu.edu) > Student Life > On-Campus Housing.

## What to Bring

You are advised to limit the amount of belongings you bring until you have seen the size of the room assigned to you. Contact your roommates ahead of time to coordinate what each of you will bring.

Items that you will definitely need to bring are bed linens, a pillow, a bedspread and/or quilt, towels, toiletries, hangers, plastic containers to store food, and an alarm clock. NOTE: You are responsible for your own property. Each time you leave your room, you are advised to lock your door and windows. The university is not responsible for loss or damage from any cause to your personal property. You are urged to see that **your own personal property insurance policy covers such a loss.**

For a detailed list of suggested items, see *Connections: Guide to Community Living*, *Living and Connections: Guide to Apartment Community Living*, both of which are available at <https://link.jwu.edu> > Student Life > On-Campus Housing

## What Not To Bring: Prohibited Items

The following items are not allowed within our residence halls due to existing Johnson & Wales University policy, fire safety laws, and federal, state and local laws. Your cooperation is expected and appreciated. Possession of any of the following items may result in seizure and/or destruction of the items by a university representative and may result in student conduct action. Note: For a detailed list of prohibited items, see the Guide to Campus Living (The list is subject to change without notice.)

- Alcoholic beverages and containers
- Narcotics, drugs (including alternative drugs such as synthetic THC) and drug-related items (including hookas)
- Firearms, weapons, ammunition (not limited to live ammunition) and related paraphernalia, BB guns and air guns
- Explosive materials
- Realistic replicas of firearms or other weapons
- Gasoline, kerosene and other fuels
- Firecrackers and fireworks
- Combustible decorations
- Candles, lanterns, incense, etc. (no open flames)
- Wall/ceiling tapestries
- Chemicals of any kind
- Motorcycles, scooters, etc.
- Additional furniture (without prior approval of the residence director)
- Cooking equipment (i.e., grills, toaster ovens, hot pots, hot plates, fry pans, etc.)
- Immersion heaters
- Refrigerators larger than 4.4 cubic feet
- Microwaves larger than 700 watts

- Air conditioners
- Pets (including fish)
- Halogen lamps
- Neon signs
- Lava lamps
- Oversized radios or stereos
- Items that may affect the safety or security of the residence hall
- Street, traffic and construction signs unlawfully obtained

## Safety Rules

### Do not

- Sit on window ledges or climb in and out of windows.
- Place objects on window ledges.
- Leave your door unlocked.
- Leave valuables unsecured.
- Use roofs or awnings.
- Cook in residence halls (with the exception of approved areas).
- Use athletic equipment in halls, common areas or rooms.
- Hang items on sprinklers.
- Check in or sponsor visitors you do not know (see also Guest and Visitor policy (<http://catalog.jwu.edu/handbook/studentaffairs/residentiaallife/access>)).

### Fire Safety Rules

Residence hall fire escapes are to be used in the event of actual emergency conditions and must be kept clear of obstacles and impediments at all times. Fire exits and escapes are **off limits** except during emergencies. Violators are subject to fines and disciplinary action.

Fire alarms and extinguishers are placed in residence halls for your safety and that of other residents. You are reminded that use of the equipment, except in the case of fire, jeopardizes the safety of all residents, subjects the violator to fines and disciplinary action (up to and including dismissal from the university) and constitutes a serious criminal offense under the laws of the state.

You must exit the building whenever a fire alarm sounds, during routine fire drills and when illegal or unauthorized use of this equipment has occurred. Fire drills are conducted periodically in each residence hall.

### Safety Inspections and Room Searches

Johnson & Wales University reserves the right to key-in and search bags (upon entry), residence hall rooms, MicroFridges, refrigerators, room safes and packages at any time for fire, health and safety hazards, for prohibited items and for maintenance and inventory reasons.

The university also reserves the right to inspect and search residents' rooms in the event that a violation of the Student Code of Conduct occurs or is believed to have occurred.

Resident Assistants will perform safety inspections of students' rooms each term. Room searches are conducted with members of Campus Safety & Security.

## Access

Flamingo Hall, Lakeside Towers, Tropical Pointe and Biscayne Commons are provided with 24-hour monitored access. Access to each residence hall is limited to its residents. All guests must check in when visiting any residence hall.

### Guest and Visitor Policy

1. A student may sponsor a maximum of two guests in a residence hall, provided that the student advises the visitor(s) of university rules and the visitor(s) agree to follow those rules. A room may not have more than four guests signed in at any time.
2. All visitors must sign in and out on the visitor log at the residence hall front desk.
3. Both the visitor and the sponsoring resident must leave a picture ID card with the attendant at the residence hall front desk of Biscayne Commons, Tropical Pointe, Flamingo Hall and Lakeside Towers while the visitor is in the residence hall.

4. Overnight visitors are permitted in the residence halls provided that no overnight visitor may remain in a residence hall for more than three nights in any calendar week (Sunday–Saturday) or more than three consecutive nights.
5. The university reserves the right to deny and/or limit this visitation privilege.
6. Any visitors under the age of 18 years must be approved **at least one week in advance** by a residential life professional staff member, and visitors under the age of 16 years are not permitted to spend the night in the residence halls.
7. **The sponsoring resident must accompany his or her guest at all times and is responsible for his or her visitor's actions and behavior, including their initial eligibility to be a guest.** Most importantly, the sponsoring resident is also responsible for ensuring the rights and privacy of the other room and hall occupants. Any violations may result in disciplinary action and suspension of visitation privileges for the visitor and/or student host.
8. Roommates must work out their own arrangements for visitors; if you cannot agree, please contact a Residential Life staff member for help.
9. Guests of residents must have a temporary permit to park vehicles on university property. It is the responsibility of the sponsoring student to inform a guest of the rules and regulations regarding university parking (p. 8).
10. Residential Life reserves the right to amend the guest and visitor policy at any time.

## Contracts

### RESIDENT STUDENT CONTRACTS

**The Resident Student Contract (or online Room Terms Agreement) is a contract (effective upon signing or submitting online) which covers the entire academic year, even though room and board and apartment charges are payable by the term.** So long as you are in attendance at the university, you will be responsible for room and board or apartment charges for the entire academic year, even if you decide not to occupy the room or utilize the dining facilities, for whatever reason, voluntary or involuntary, either prior to or during the academic year.

If you participate in a study abroad or if you are on an internship your room assignment will be removed and you will not be charged room and board or apartment charges for that term. Upon returning to the university for the subsequent term, you must request a new housing assignment. (Your original assignment is not guaranteed.) If you are suspended or dismissed from housing, you are required to pay room and board or apartment charges for the remainder of the term during which the suspension or dismissal takes effect; any future housing assignments will be cancelled. If you are suspended or dismissed from the university or if you withdraw from the university at any time, the university refund policy takes effect; any future housing assignments will be cancelled. If you are granted a reinstatement to the university you must reapply for housing.

The refund policy for official withdrawal from the university is stated on the Tuition Credits (<http://www.jwu.edu/content.aspx?id=54595>) page at [www.jwu.edu](http://www.jwu.edu); if you re-enter the university in the same academic year you must request a new housing assignment. (Your original assignment is not guaranteed.)

## Room Selection

### RETURNING STUDENT ROOM SELECTION PROCESS

**Due to the increased demand for undergraduate on-campus housing, Johnson & Wales University does NOT guarantee housing for returning students.** Room selection is made on the basis of housing application completion date and time. Students receive a participation date and time for them to make their room selection online, provided they have paid the required room selection deposit and completed the online application by the specified deadlines. **There is limited space available for returning students, and applicants are not guaranteed a room.** Information about room selection is published on [link.jwu.edu](http://link.jwu.edu). Students who secure a bed during the room selection process are required to be registered for fall term classes by the published May deadline and to have made financial arrangements with the university by the August deadline in order to retain the assignment. Please review our *Room Selection Process Guide*

([http://www.jwu.edu/uploadedFiles/Documents/Student\\_Life/forms/JWURoomSelectionGuidePVD.pdf](http://www.jwu.edu/uploadedFiles/Documents/Student_Life/forms/JWURoomSelectionGuidePVD.pdf)) for information on our cancellation policy.

## Room Assignments

Room assignments are in effect for the entire academic year. Student Affairs senior administrators, Residential Life administrators (director, associate directors and assistant directors), residence directors and student conduct review personnel also reserve the right to assign and reassign rooms as needed.

Room assignments for first-year and transfer students are selected by the student online, provided students have paid the reservation fee and have completed their housing application online by July 1, 2012. (Students who complete the online application after July 1, 2012 could be assigned to temporary housing.) Roommate requests and lifestyle preferences may be indicated in the appropriate section of the online Housing Application.

Each residence director is authorized to make or direct a room change or residence hall assignment. **Note:** When an occupant of a room discontinues residence, Residential Life reserves the right to fill the vacancy or to reassign the occupant(s).

Upon withdrawal from the university, or if your student status changes to something other than full-time undergraduate day student, you are required to remove all personal possessions from your residence hall **within 24 hours**. The university also reserves the right to remove such belongings if you do not comply, and is not responsible for loss or damage to any item.

## Responsibility

You are responsible for university property within your assigned room, including furniture, walls, bath facilities, carpeting, window dressings, etc. It is your responsibility to complete and initial a Room or Apartment Condition Checklist and Key Agreement upon arrival at the residence hall to ensure you will not be assessed damage overlooked by the maintenance or housekeeping staffs. When property damage is determined, whether voluntary or involuntary, the individual(s) responsible will be assessed damage charges. If the individual cannot be identified, all assigned to that room will be equally assessed for damage.

You are also responsible for damage to common areas such as hallways, lobbies, recreation and study rooms, laundry rooms, vending machines, etc. Again, when property damage occurs, the responsible individual(s) will be assessed for the damage. If that individual cannot be identified, all or a portion of those residing in that residence hall may be assigned responsibility by the residence director.

## Vacating Rooms

Rooms must be vacated by noon of the day after the last examination of your final term, within 24 hours after termination of your student status or within 24 hours of a change in your housing eligibility. It is your responsibility to have your room inspected before leaving. Failure to do so could result in charges for cleaning and/or damage. After your room has been inspected, you are required to return the room key or room access card issued to you. Failure to return a room or mailbox key will result in a \$100 charge for a room replacement lock and room key or room access card, and a \$50 charge for a mailbox key, even if the key is later returned. All personal property must be removed when you vacate your room. Personal property left behind will be classified as abandoned and disposed of.

## Insurance

### PERSONAL PROPERTY INSURANCE

**The university is not responsible for the personal property of students.** This includes items delivered to the university on your behalf as well as property in individual rooms. **It is strongly urged that all students obtain personal property insurance** to protect themselves from loss or damage due to theft, fire, flood, vandalism and any other hazards. Students are urged to lock doors and windows of their rooms at all times. It is the responsibility of students to take precautions to secure their personal property during recess periods. Any belongings left behind during any such period are and remain the sole responsibility of the occupant.

## Holiday Recess

The residence halls are open during the entire academic year with the exception of the winter holiday recess. The halls will close at noon on Friday, December 21, 2012 and will reopen at noon on Sunday, January 6, 2013. Note: Palm Gardens, Arch Creek Place and Emerald Lake Hall remain open during the holiday break period.

You are required to vacate the residence halls by noon on December 23. Students registered for any course that continues to meet after this date should make alternate housing arrangements. Although it is not necessary for you to remove all of your belongings, it is recommended that you secure all valuables or take them with you during the recess.

Prior to vacating, you are asked to make sure your windows and doors are locked; that all electrical appliances are unplugged — TV, radio/alarm clocks, stereos, computers, blow dryers, etc.; and that your room is clean, trash is removed and no items have been left on the floor or window sills. Also, be sure to take your medications and/or valuables with you. The Residential Life staff will provide additional instructions prior to the holiday recess.

## Student Activities

Student Activities is dedicated to serving students on the North Miami Campus by encouraging them to explore activities that provide opportunities for personal growth in individual and group settings. This is fostered through diverse programs and leadership experiences that complement the university's academic programs. To this end, students have opportunities to acquire the necessary tools that will assist them to achieve personal and professional success in their chosen field.

Student Activities (<http://www.jwu.edu/content.aspx?id=58465>) consists of Clubs and Organizations, Student Government Association (p. 55), Community Service, Commuter Programming, Campus Activities Board, Greek Council, and Budget Board. Student Activities can be found in the Student Life Center, located on the third floor of the Wildcat Center, [floridaactivities@jwu.edu](mailto:floridaactivities@jwu.edu) and 305-892-5363.

When you become a member (pledge, associate, new or full member) of a student club, organization or team, you represent not only yourself but also the university and the club, organization or team. Groups may be held responsible as a whole for the misconduct of their individual members, including, but not limited to, any violation of the Student Code of Conduct (p. 50), any other university rule or policy, or any local, state or federal law. Please refer to the Clubs & Organizations Handbook ([http://www.jwu.edu/uploadedFiles/Documents/Student\\_Life/handbooks/JWUClubsOrgsGuideMIA.pdf](http://www.jwu.edu/uploadedFiles/Documents/Student_Life/handbooks/JWUClubsOrgsGuideMIA.pdf)) on the Clubs & Organizations (<http://www.jwu.edu/content.aspx?id=12118>) page at [www.jwu.edu](http://www.jwu.edu) for more information regarding group responsibility.

For information regarding the university's policies related to bulletin boards and announcements see the Posting Policy section (p. 12).

## Student Code of Conduct

The purpose of the Student Code of Conduct and the conduct review process that supports it is to help the university maintain a safe, healthy and positive campus community and online environment for living, learning and working where individuals act lawfully and in compliance with university policies and rules, and act with honesty, integrity, civility and respect for themselves and others and for the university community and the communities in which we live. Any behavior that is inconsistent with these goals, whether on campus or off, whether during periods of orientation, enrollment or at any time before final graduation, is prohibited and constitutes a violation of the Student Code of Conduct. (Please note that certain violations have mandatory minimum sanctions or special considerations which are noted below.)

Conduct that violates this Student Code of Conduct includes (but is not limited to)

### 1. Harming or Endangering Yourself or Others

- a. Use of, or threatened use of, physical force or violence
- b. Fighting (physical or verbal)
- c. Endangering or threatening the health or safety of oneself or another person
- d. Intentional possession of a dangerous article or substance which may be used to injure or cause discomfort to any person

- e. Possession or use of firearms or other weapons, ammunition, BB guns, air guns, fireworks, incendiary devices, or explosives
- f. Initiating or circulating a report or warning of an impending bombing, fire, or other crime, emergency, or catastrophe, knowing that the report is false
- g. Arson or intentionally or recklessly starting a fire on university property
- h. Misuse of or tampering with fire safety equipment (e.g., fire extinguishers, smoke detectors, exit signs, and pull stations)
- i. Participating in hazing or any other action or situation which endangers an individual's mental or physical health and/or involves the forced consumption of alcohol or drugs
- j. Aiding, abetting, encouraging, or participating in a riot, commotion, or disturbance, or other disorderly conduct
  - If you are found responsible for deliberately injuring or intending to injure another person, you will, at a minimum, be suspended from the university.
  - If you are found responsible for misuse or tampering with fire safety equipment, you will, at a minimum, be suspended from the university.

## 2. Bias and Harassment

- a. Any Student Code of Conduct violation against another person committed with bias, hatred, or animus based on the person's actual or perceived race, religion, color, national origin, age, sex, sexual orientation, gender identity or expression, or disability
- b. Harassment or the creation of the hostile environment based on race, religion, color, national origin, age, sex, sexual orientation, gender identity or expression, or disability
- c. Physical, verbal, nonverbal, written, electronic, or technological harassment of another person, including harassment on social networking sites and other online forums
- d. Stalking
- e. Intimidation
- f. Bullying
  - If you are found responsible for a violation with intent to injure person or property or oppress, threaten or intimidate any person involving bias, hatred, or animus, toward any person's actual or perceived race, religion, color, national origin, sex, sexual orientation, gender identity or expression or disability, you will, at a minimum, be suspended from the university.
  - Willful, malicious, or repeated contact with another person, whether in person or by phone, email, instant message, mail, or otherwise can constitute stalking or harassment.
  - See the university's Prohibited Discrimination and Harassment Policy, including Sexual Assault and Sexual Misconduct (p. 12) for more information about harassment of a sexual nature and Title IX.

## 3. Sexual Misconduct

- a. Sexual assault (including rape, acquaintance rape, and nonconsensual sexual penetration (including but not limited to oral, anal, or vaginal sex or any other intrusion, however slight, by any part of a person's body or by any object into the genital or anal opening or area of another person's body, or a person's own body upon another person's instruction).
- b. Other nonconsensual sexual offenses or contact
- c. Sexual harassment or other similar violations of an individual's rights
- d. Prostitution
- e. Lewd, indecent, or obscene behavior
  - If you are found responsible under Section 3a, you will, at a minimum, be suspended from the university and your suspension may last until the victim graduates.
  - If you are accused of sexual harassment, a sex offense or other nonconsensual sexual contact, we are required by law to inform the victim of the outcome of your student conduct review proceedings.
  - It is your responsibility to make sure that anyone with whom you have sexual contact is fully aware of the situation and has actively given consent! "Consent" means a voluntary agreement to participate in sexual activity and requires mutually understandable and communicated words and/or actions demonstrating such agreement. A failure to object does not mean that the other person has consented. For example, a person may be unable to consent if the person is under the influence of alcohol or drugs.

- See the university's Sexual Assault Policy (p. 15) for more information about what constitutes sexual assault and sexual misconduct.
- See the university's Prohibited Discrimination and Harassment Policy, including Sexual Harassment and Sexual Misconduct (p. 12) for more information about sexual harassment and how sexual assault constitutes sexual harassment.

## 4. Drugs

- a. Possession or use of marijuana except for lawful use of medical marijuana off campus
- b. The actual or intended purchase, possession or use of illegal drugs, narcotics, controlled substances, or drug paraphernalia (such as bong, scales, or pipes)
- c. The actual or intended sale, distribution or manufacture of illegal drugs, narcotics, or controlled substances
- d. Presence at a gathering where there is obvious illegal drug use
- e. Possession or use of prescription drugs which have not been prescribed for you
- f. Misuse or distribution of prescription drugs
  - If you are found responsible for sale, distribution or manufacture of illegal drugs, narcotics, or controlled substances, you will be permanently dismissed from the university. A finding of responsibility for intended or actual sale or distribution can be based on the mere presence of a distributable quantity of illegal drugs, narcotics, or controlled substances, or on the presence of paraphernalia used for the sale or distribution of illegal drugs.
  - If you have been found responsible for any other illegal drug violation, you will, at a minimum, receive the following sanctions:
    - First offense:** Deferred suspension from the university and drug educational program.
    - Second offense:** Suspension from the university.
  - Students can be found responsible for a drug violation based on the presence of odor alone, on evidence of intoxication, or on the presence of residue or paraphernalia.
  - It is the university's practice to inform local police of illegal drug violations.
  - We will report drug violations to your parents if you are under the age of 21.
  - If drugs are found in a residence hall room or other campus location, the university may find all occupants of the room or other campus location responsible for the drug violation if it is unable to ascertain which student(s) possessed and/or used the drugs.
  - See the university's Drug and Alcohol Policy (p. 10) for more information on drugs, narcotics, and controlled substances.

## 5. Alcohol

- a. Possession or use of alcohol anywhere on university property, except for legal use at events, operations, or programs sanctioned by university officials
- b. The actual or intended purchase, possession, or use of alcohol by anyone under the applicable legal drinking age, whether on or off campus
- c. Selling or providing alcohol to anyone under the applicable legal drinking age
- d. Presence at a gathering where there is obvious illegal drinking or violations of the university's Alcohol policy
- e. Possession or use of drinking paraphernalia typically used or associated with excessive drinking (such as shot glasses, drinking funnels, kegs, beer balls, trash can punches, beer bong, beer pong tables, or taps)
  - If you are found responsible for selling or providing alcohol to anyone under the applicable legal drinking age or for a gathering where anyone under the applicable legal drinking age is drinking, you will, at a minimum, be suspended from the university.
  - If you are found responsible for the possession or use of alcohol in violation of the Student Code of Conduct, then you will, at a minimum, receive the following sanctions:
    - First Offense:** Conduct probation and alcohol educational program.
    - Second Offense:** Deferred suspension from the university.

**Third Offense:** Suspension from the university.

- We will report alcohol violations to your parents if you are under the applicable legal drinking age.
- Students can be found responsible for an alcohol violation based on the presence of containers alone, on evidence of intoxication, or on the presence of drinking paraphernalia.
- If alcohol or drinking paraphernalia is found in a residence hall room or other campus location, the university may find all occupants of the room or location responsible for the alcohol violation if it is unable to ascertain which student(s) possessed and/or used the alcohol or paraphernalia.
- See the university's Drug and Alcohol Policy (p. 10) for more information on alcohol.

#### **6. Theft and Abuse of Property**

- a. Actual or intended theft or unauthorized use or possession of the resources, property, or services of the university or of another person, business, or government
  - b. Unauthorized use of the university's name, logo, or seal
  - c. Unauthorized use of ATM cards, cell phones, credit cards, checks, long distance accounts, identification cards, key combinations, passwords, PIN numbers, or other property, equipment, or accounts belonging to the university or another person, business, or government
  - d. Possession or use of resources, property, or services which you know or should know have been stolen
  - e. Unauthorized entry (including forcible entry), use, presence in, or occupancy of any premises or facilities, whether on or off campus
  - f. Vandalism
  - g. Intentional or reckless damage to or destruction of university property or the property of others
  - h. Disposal of trash, garbage, or refuse anywhere on the campus except in designated trash receptacles
  - i. Unauthorized removal of food or other items from the dining halls
  - j. Throwing food or other objects in the dining halls
- It is the university's practice to cooperate with local, state, and federal law enforcement authorities in their investigation of theft, identify theft, computer/Internet crimes, and other similar crimes, including providing copies of incident reports and other evidence to these authorities.

#### **7. Failure to Comply and Interference**

- a. Failure to comply with the directions of a university representative (including Residence Directors and Resident Assistants) acting in the performance of his or her duties
  - b. Failure to participate in the university's student conduct review process
  - c. Failure to comply with university or other governing entity policies and rules
  - d. Failure to evacuate any building in which a fire or other emergency alarm has been sounded or when directed to evacuate by a university representative
  - e. Failure to comply with any or all sanctions imposed under the university student conduct review process by the dates specified
  - f. Failure to present a student identification card upon request from a university representative
  - g. Interference with university personnel carrying out their duties or other university business
  - h. Interference with any member of the university community in the pursuit of the university's mission or purposes
  - i. Actions which obstruct, disrupt, or physically interfere with the use of university equipment (including safety and security equipment), premises, buildings, rooms, or passages
  - j. Retaliation against any individual who has made a good faith complaint against another individual or who has participated in the conduct review process.
- Official university policies include, but are not limited to, policies on Computer and Technology Use (p. 9), off-campus behavior (the Good Neighbor Policy (p. 47)), Prohibited Discrimination and Harassment

Policy, Including Sexual Harassment and Sexual Misconduct (p. 12), Smoking Policy (p. 17), and various academic matters (see Academic Policies (p. 25)).

- Various university offices and departments have rules and policies which must be followed, including Campus Safety & Security (parking and traffic rules), Student Activities (rules governing student organizations, fraternities, sororities, and Greek social fellowships), Residential Life (see "Connections Guide" (<http://www.jwu.edu/content.aspx?id=22388>)), Health Services, Campus Dining, and the university safety coordinator.

#### **8. Dishonesty**

- a. Academic dishonesty, such as cheating or plagiarism
  - b. Knowingly furnishing false information
  - c. Forgery, alteration, or unauthorized use of student or university documents, records, identification, library materials, or property
  - d. Misrepresentation, fraud, or deceit
  - e. Possession or use of falsified forms of identification
  - f. Knowingly bringing a false complaint against another student or staff or faculty member
  - g. Falsification, distortion, or misrepresentation of information before a hearing panel or hearing officer in the student conduct review process
- Academic dishonesty, cheating, and plagiarism will subject you not only to student conduct sanctions, but also to academic disciplinary actions such as being withdrawn from the course (See Academic Misconduct (p. 25)).

#### **9. Other Prohibited Conduct**

- a. Illegal gambling, wagering, betting, or bookmaking
- b. Participating in or accepting members into any organization that the university has banned or suspended
- c. Gathering for the purpose of inciting, participating in, or encouraging a disturbance of the peace
- d. Unauthorized operation of a business on university property or using university resources
- e. Disorderly conduct
- f. Behavior that would offend or frighten a reasonable person
- g. Any other conduct that would violate federal, state, or local laws
- h. Any other actions that would violate the legal rights of others
- i. Conduct which would interfere with student learning or with the mission of the university
- j. Conduct which would adversely affect the security of the university community, local residents or property, the name of the university, or the integrity of the educational process
- k. Any conduct by a guest of a student that would violate university rules or policies including the Student Code of Conduct (Note: Students are responsible for the behavior of their guests and should accompany their guests at all times).

## **Sanctions**

If you are found responsible for a violation of the Student Code of Conduct, you will be given one or more sanctions. Sanctions are designed to help prevent future Student Code of Conduct violations, to educate students on appropriate behavior required to succeed in the workplace and live in society, and where appropriate, to remedy any damage done.

Sanctions given under the Johnson & Wales student conduct review process are:

#### **University Dismissal**

Permanent dismissal from the university (noted in the student's education records) which prohibits the student from attending the university (at any campus or learning site) or any university events and from entering or being present without permission on any property of the university. A student who is dismissed from the university will still be responsible for certain tuition and housing charges, subject to any applicable refund policy.

## University Suspension

A temporary dismissal from the university which prohibits the student from attending the university (at any campus or learning site) or any university events and from entering or being present without permission on any property of the university. The student is not eligible to apply for reinstatement for the duration of the suspension. During a university suspension, a "Student Conduct Hold" is placed on the student's academic record which prevents the student from registering for classes and/or graduating. The student will not be granted credit (transfer credit or otherwise) for any academic work done during the period of suspension. Requests for reinstatement after a university suspension are handled by the dean of students office and reinstatement will be granted only if the student is able to demonstrate to the satisfaction of the dean that the student will not engage in any further violations of the Student Code of Conduct and that all other conditions of the suspension, if any, have been met. As with dismissal from the university, a student who is suspended from the university will still be responsible for certain tuition and housing charges, subject to any applicable refund policy.

## Dismissal from Housing

Permanent dismissal from university housing under which the student is prohibited from living or being a guest in any university or campus housing. In the case of a dismissal from housing, the student is required to pay room and board charges for the remainder of the term during which the dismissal takes effect.

## Suspension from Housing

A temporary dismissal from university housing under which the student is prohibited from living or being a guest in any university or campus housing and is not eligible to enter into a new housing contract for the duration of the suspension. Requests for new housing contracts after a suspension are handled by the dean of students office and a new student housing contract will be permitted only if the student is able to demonstrate to the satisfaction of the dean that the student will not engage in any further violations of the Student Code of Conduct and that all other conditions of the suspension, if any, have been met. As with dismissal from housing, the student will be responsible to pay room and board charges for the remainder of the term during which the suspension takes effect.

## Suspension of Privileges

A suspension under which the student is prohibited from participating in specified activities (such as intercollegiate or intramural athletics, campus events, extracurricular activities, student life activities, student leadership positions, or student clubs or organizations) or from entering certain university buildings or facilities (such as residence halls, dining centers, university fitness or athletic facilities, or certain administrative or academic buildings) during the period of the suspension.

## Interim Suspensions

An immediate, temporary suspension which remains in effect until student conduct review proceedings can take place. An interim suspension can be a suspension from the university or from housing or a suspension of privileges. Interim suspensions are used when the university perceives that because of the nature of the alleged violation or other factors, an interim suspension is advisable to help protect an individual or the university community, to protect property, or to protect the normal operations of the university, during the period before a hearing can be held. Since the university may, at the request of a student who is facing both Student Conduct and criminal proceedings for the same violation, delay the student conduct hearing while these proceedings take place, an interim suspension may also be used until that student's hearing is held.

## Deferred Dismissal or Suspension

A student who receives a deferred dismissal or suspension of any type (university, housing or privileges) faces actual dismissal or suspension if the student is found responsible for a further violation of the Student Code of Conduct while on deferred dismissal or suspension. A sanction of deferred dismissal or suspension will remain in place for at least two terms, but may remain in effect for the balance of the student's enrollment at the university.

## Conduct Probation

A trial period during which a student is given time to demonstrate that the student will not engage in the same or a similar violation again. A student who is placed on probation will receive a formal written reprimand for the

violation and, if found responsible for a second violation of the same or a similar type while on probation, will, at a minimum, receive a sanction of deferred suspension. Students placed on probation may also be subject to suspension of certain privileges.

## Fines

Monetary penalties which must be paid by a specified date. Fines must be paid by the date specified when the sanction is given.

## Restitution and Apology

The purpose of restitution is to make good or compensate an individual or the university for loss, damage, or injury caused by a violation of the Student Code of Conduct. Restitution can take the form of a monetary payment, the repair or replacement of damaged property, or participation in a campus or community work or service project. An apology must be made in writing and submitted to Student Conduct which will forward it to the appropriate party. Restitution must be completed and letters of apology must be submitted by the date specified when the sanction is given.

## Campus Service

Includes providing labor or services to the university for a specified number of hours or completing an on-campus work or service project. Campus service must be completed by the date specified when the sanction is given.

## No Contact

A requirement to actively avoid another person or persons and not have any direct or indirect contact with such person(s), including email, mail, telephone, instant messaging, face-to-face contact, or any contact through a third party. Active avoidance requires the student to take action to avoid encounters with the other person(s), including leaving an area where the other person(s) is present. In cases where a No Contact impacts class, lab or work activities, you should notify your professors and/or supervisors to address any situations that may conflict with the No Contact requirement. No Contact may also be imposed as an interim action while a case is pending.

## Administrative Relocation

Required relocation to another room within the university housing system.

## Educational Program Attendance

Required attendance at an educational program regarding alcohol or drug abuse, nonviolent conflict resolution, or other topics relevant to the violation for which the student was found responsible. To the extent that there is a charge for an educational program, the student will be responsible for this charge. Attendance at educational programs must be completed by the date specified when the sanction is given.

## Educational Project

A research, writing, or other educational project designed to help the student understand a specific inappropriate behavior. Educational projects must be completed by the date specified when the sanction is given.

## Letter of Censure/Reprimand

A letter issued by a hearing officer to a student, a copy of which is placed in the student's student conduct review file.

## Conduct Review Process

The Johnson & Wales student conduct review process, like the Student Code of Conduct, is designed to help the university maintain a safe, healthy and positive environment for living, learning and working, where individuals act lawfully and in compliance with university policies and rules, and act with honesty, integrity, civility and respect for themselves and others and for the university community and the communities in which we live. The conduct review process is used to support and enforce the Student Code of Conduct by providing procedures for determining whether a student is responsible or not responsible for a violation of the Student Code of Conduct.

The university administers the conduct review process in good faith, making every reasonable effort to be fair to all involved. Students have the right to participate in the conduct review process without having past student conduct review decisions discussed or used when a decision is being made concerning a current alleged violation; however, the past may be considered when determining a sanction for an individual found to be responsible for a violation of the Student Code of Conduct. All students have the obligation to participate in the conduct review process, as a witness or otherwise, when asked by Student Affairs staff.

Student Conduct generally follows the procedures under the University Communications with Students Policy (p. 18) whenever contact with students is necessary.

The university's student conduct review process does not serve as an extension of or replacement for the local, state, or federal civil or criminal court system. In addition, the outcome of civil or criminal proceedings concerning a violation will not control or be binding on the outcome of the university's conduct review process for the same violation.

All students should be aware that it is the policy of the university to cooperate with local, state and federal law enforcement authorities in the investigation of crime. The university will not provide a sanctuary against criminal prosecution and, except for very minor violations, will inform law enforcement authorities when criminal behavior is alleged.

## How the Conduct Review Process Works

### Reports of Violations and Notification

Any member of the university community who witnesses or becomes aware of an alleged violation of the Student Code of Conduct should report the violation to Campus Safety & Security, any member of the Residential Life staff, the dean of students office, or Student Conduct. Once an alleged violation is reported, an incident report will be prepared describing the nature and circumstances of the incident and the parties involved. Campus Safety & Security or Student Conduct may conduct further investigation if additional or supplemental information is needed for the incident report. All incident reports are reviewed in Student Conduct and those that warrant action are then referred for hearing.

There are two types of hearings at Johnson & Wales: administrative hearings and hearings by a panel. Administrative hearings are held before a single hearing officer, who is usually a staff member from Residential Life or another senior administrator. Panel hearings are conducted in front of a panel made up of faculty, staff and/or students. In both cases, the role of the hearing officer or panel is to consider information provided from the investigation, from the accused student and, to the extent necessary, from any victims or witnesses, in order to make a finding of "responsible" or "not responsible." More serious violations or violations that may result in a sanction of dismissal or suspension are generally referred to a hearing panel, while less serious violations are generally referred for an administrative hearing.

When an incident report is referred for a hearing, the student will receive a notification describing the alleged violation and indicating the time and place for the hearing or a pre-hearing conference. Students have the right to access their education records under certain conditions (see Family Educational Rights and Privacy Act (p. 11) for university policies on access to and release of student records.) In addition, students have the right to a conduct review process free from unlawful discrimination and harassment as set forth in the Prohibited Discrimination and Harassment Policy, including Sexual Harassment and Sexual Misconduct (p. 12). Any unexcused failure to attend a hearing or conference will result in the hearing being held in your absence at which the hearing officer or panel will not have heard your side of the story. If you have a legitimate need to reschedule a hearing or conference, you must contact Student Conduct or your hearing officer as early as possible before the scheduled date to request rescheduling.

### Hearing Procedures

You may bring any relevant materials and witnesses with personal knowledge of the incident to the hearing. If your hearing is scheduled before a hearing panel, you will have the option of requesting a student or staff advisor who can help you through the process and accompany you to your hearing. If you request an advisor, one will be assigned to you from a group of trained volunteers. Except for witnesses and your assigned student or staff advisor, other people may not attend the hearing with you. At a pre-hearing conference (for panel hearings) or before the hearing gets underway (for administrative hearings), you may be asked whether you wish to waive the hearing by acknowledging your responsibility in the incident and signing a waiver that will set forth the sanctions, if any, imposed.

If the conduct review hearing is not waived in this manner, the hearing will proceed and the hearing officer or hearing panel will

1. outline the process for you
2. review the incident report and/or allegations
3. hear any statements you may wish to make relating to the incident

4. hear or review the statements of witnesses you may have brought who have relevant and personal knowledge of the incident (but other witnesses, such as character witnesses, will not be allowed to attend or be heard)
5. hear or review the statements of other relevant witnesses (and where confidentiality is a consideration, the identity of such witnesses will not be disclosed to you)
6. either defer the decision or render a decision that you are responsible or not responsible. Hearing officers and hearing panels use the "more likely than not" standard to evaluate alleged violations
7. if you are found responsible, recommend one or more sanctions to the director of student conduct

The director of student conduct will review the recommendation and make a final determination of appropriate sanction(s) (taking into consideration your prior disciplinary record). You will receive a final written decision from Student Conduct which will set forth the final result and the sanction(s) imposed. The written decision will also describe the appeal process and let you know the identity of your appeal officer and the deadline for filing an appeal.

### Appeal

The decision of a student conduct review hearing is final unless you can demonstrate one of the following:

1. Relevant, new information has come to light since the decision was made, or
2. The student conduct review process as outlined was not followed.

If you feel that one of the above applies to you, then you may submit an appeal for further review of the decision.

To request an appeal, you must submit a request in writing, by hand delivery or certified mail, to the appeal officer designated in the Conduct Review Notification and Record. **The request must be submitted within three days after the date of the decision and must state clearly the basis for your appeal.** Your appeal will be reviewed upon receipt, and a decision concerning your appeal will be available within a reasonable time. **The decision of the appeal officer will be final.**

You will receive a final written decision from Student Conduct which will set forth the outcome of the appeal.

### Rights of Students Making Complaints of Sexual Harassment, Sexual Assault and Other Sexual Misconduct

In order to provide for prompt and equitable resolutions of Title IX complaints, the complainant will have the following rights in connection with hearings alleging violations of the Student Code of Conduct involving sexual harassment, sexual assault, and/or other sexual misconduct:

- The right to a prompt hearing
- The same right to present relevant materials and witnesses with relevant personal knowledge of the incident as outlined above under "Hearing Procedures"
- The right to request a student or staff advisor as outlined above under "Hearing Procedures"
- The right to make a "victim impact statement" in addition to any incident report. This statement will be considered by the hearing officer or panel if the alleged violator is found responsible.
- The right to be informed of the outcome of the hearing and any appeal. This includes disclosure to the complainant of any sanction imposed that pertains to a sex offense and any sanction imposed that directly relates to the complainant with respect to other alleged sexual harassment violations. The complainant does not need to submit a request for such information. In addition, for any crime of violence (including sexual assault) or non-forcible sex offense, the university will, upon written request and in accordance with applicable law, disclose to the complainant all sanctions imposed against the violator. If the complainant is deceased as a result of the crime or offense, the outcome of the hearing and sanctions will be provided to the complainant's next of kin if so requested.
- The right to request an appeal as outlined above under "Appeal"; provided that the time period to request an appeal will begin on the date of notification of the outcome of the hearing.

The university will take steps to prevent recurrence of any harassment and correct any discriminatory effects on the victim and others as required by law.

### **Questions?**

If you have any questions about the university conduct review process, please contact Student Conduct at your campus:

- 401-598-2885 (Providence Campus)
- 305-892-7602 (North Miami Campus)
- 303-256-9400 (Denver Campus)
- 980-598-1820 (Charlotte Campus)

## **Student Government Association**

The Student Government Association (SGA) is the senior student governing body at Johnson & Wales University. SGA is an organization of students committed to improving student life and enhancing the academic experience at Johnson & Wales University.

SGA was established to listen, represent and act on the concerns that affect students within the entire Johnson & Wales University community. The group acts as a voice for students, and works to maintain open lines of communication between students, faculty and administration at JWU.

SGA sponsors forums for open discussion, and holds activities throughout the school year. All students are encouraged to participate.

For more information, call the Student Government Association at 305-892-5351 or visit their office in room 313 of the Wildcat Center.

# Student Services

Academic and community-related services for students enrolled at JWU.

## Banks

Listed below are some of the larger banks in the area, with branches close to JWU residence halls. For additional bank locations, consult your bank's website or the South Florida Yellow Pages (<http://www.yellowpages.com/south-florida-fl>).

Additionally, students may use the ATM located on the first floor of the University Center building.

### Bank of America

990 NE 125th St., North Miami, 305-893-6611

13450 W Dixie Hwy., North Miami, 305-891-1993

### BankUnited

13705 Biscayne Blvd, North Miami Beach, 305-944-0165

### Chase

900 NE 125th St. #100, North Miami, 305-891-2965

10760 Biscayne Boulevard, North Miami, 305-981-7510

### Citibank

10800 Biscayne Blvd., Ste. 100, North Miami, 1-800-627-3999

### SunTrust

1576 NE 163rd St., North Miami Beach, 305-944-2388

### TD Bank

12620 Biscayne Blvd., North Miami, 305-892-1792

### Totalbank

1865 NE 123<sup>rd</sup> St, North Miami, 305-982-3350

### Wells Fargo

12550 Biscayne Blvd. #100, North Miami, 305-795-2900

## Bookstore

Operated by Follett Higher Education Group, the JWU North Miami Campus Bookstore offers a wide variety of merchandise and services to meet the needs of students and faculty alike. Conveniently located on the first floor of the Academic & Student Center, the store sells course required textbooks, uniforms, study aids and school supplies to help ensure that students are well prepared for class. Snacks and refreshments are also available.

The store also stocks a great assortment of JWU imprinted merchandise, including clothing (hoodies, t-shirts, polo shirts, golf shirts, hats); giftware (glassware, mugs, key chains, pens, diploma frames); utensils and other items.

If you prefer to shop online (<http://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?catalogId=10001&langId=-1&demoKey=d&storeId=223905>), the bookstore's website contains JWU imprinted merchandise and the course required textbooks for the North Miami Campus.

To contact the bookstore, email [1253mgr@fhcg.follett.com](mailto:1253mgr@fhcg.follett.com) or call 305-892-7064.

## Campus Dining

Johnson & Wales University's dining center, The Mix, is a live industry experience managed by Chartwells, a division of Compass Group specializing in college and university food service, and prepared in part by culinary internship students. The Mix provides outstanding quality of food and service, coupled with an exciting internship environment. Wide varieties of dining options, from full meals to sandwiches, coffee and snacks are available to students throughout The Mix and Cyber Café.

They seek to provide the best in products and services for both student customers and student workers. Reasonable efforts will be made to accommodate students with special dietary preferences based on health, religious or personal needs. They especially welcome any input from students with a favorite native or regional recipe. If you have any questions or concerns, go to [www.dineoncampus.com/jwumiami](http://www.dineoncampus.com/jwumiami) (<http://www.dineoncampus.com/jwumiami>) and send your comments to the Chartwells management team, or complete a comment card at The Mix. Details on meal plans, menus, dining events and coupons are also available at [www.dineoncampus.com/jwumiami](http://www.dineoncampus.com/jwumiami) (<http://www.dineoncampus.com/jwumiami>).

Monday–Thursday 6:30 a.m.–8 p.m.  
Friday–Sunday 11 a.m.–2 p.m. and 5–8 p.m.  
Summers Closed

### Hours

Monday–Thursday 6:30 a.m.–8 p.m.

Friday–Sunday 11 a.m.–2 p.m. and 5–8 p.m.

Summers Closed

### Policies

We ask that students act and dress in an appropriate manner (professional dress or casual clothes) while in the dining facilities. Specific rules may be posted. Students must present their own valid ID cards to use the meal plan. Lost or stolen cards must be reported to Student Academic & Financial Services in order to prevent unauthorized use of the card. Students who have a lost or stolen card will receive a one-day meal pass in order to participate in meal services. No service ware may be removed from The Mix. Disposable containers are available for takeout meals.

Resident students, as part of their room and board charges, are provided with My Meals, a 15 meal per week meal plan which allows them to purchase complete meals at The Mix, or a meal equivalency at the Cyber Café. In addition, resident students are given \$50 in Flex Dollars per term, to be used for accompanying guests and retail purchases in the Cyber Café, and do not carry over from term to term.

Commuter students, faculty and staff may also purchase discounted meal plans in blocks of 10, 25 or 50 meals through the Wildcat Meal Plan.

### Flex Dollars

Students, faculty and staff may purchase Flex Dollars in \$25 increments to enhance their dining experience, which will be added to the student ID as a declining account. They can also be used to purchase complete meals at The Mix, and/or retail items at the Cyber Café. Flex dollars may be purchased online (<http://www.dineoncampus.com/jwumiami>) and at the Chartwells Executive Office in the University Center, first floor.

## Campus Safety & Security

Campus Safety & Security promotes the safety and well-being of JWU students, faculty, staff and property. Campus Safety & Security contributes to the quality of university life by fostering an environment in which security is balanced with freedom of movement, and individual rights are balanced with community needs. JWU strongly encourages the prompt and accurate reporting of all suspicious or criminal activity that occurs on or near university property. Students and staff should report this activity immediately by calling 305-892-7011. Officers are available 24 hours a day, 365 days a year. In any emergency situation, students should dial 911 or 9-911 from a university telephone, and then contact Campus Safety & Security at 305-892-7011.

Campus Safety & Security posts crime alerts and community alerts containing descriptions of incidents to keep students informed of what is happening on and near campus. A daily log of all crimes is maintained by Campus Safety & Security in the Campus Safety & Security Station. The log is available to view.

Campus Safety & Security has an officer who focuses on crime prevention duties. The crime prevention officer administers the university's Project ID program, which provides students with an opportunity to engrave culinary knife kits and personal items brought to the university. In addition, the officers conduct a variety of formal and informal safety training programs.

For medical and other serious emergencies, dial (9) 911 first for emergency assistance and then call Campus Safety & Security at 305-892-7011. If you would like to file a report with Campus Safety & Security because you witnessed a crime or were a victim of one, whether it's 2:30 in the morning or 3:00 in the afternoon, call 305-892-7011 and an officer will be dispatched to you. Campus Safety & Security cannot be of service to you or correct a problem if they do not know about it.

If you wish to file a report or handle a routine business matter in person, visit the Campus Safety & Security Station at 1705 NE 124<sup>th</sup> Street (open 24 hours a day, 365 days a year).

In compliance with the Higher Education Act, Johnson & Wales University publishes an Annual Security Report and an Annual Fire Safety Report. The Annual Security Report discloses information about campus security and statistics concerning reported crimes that occurred on campus, on public property close to campus, or on other property used or controlled by the university. The Annual Fire Safety Report discloses information about the campus fire safety policies and procedures and statistics concerning the number of fires, deaths, injuries, fire drills, and fire-related property damage within each residence hall. Copies of the reports may be obtained by calling 305-892-7011 or by visiting [www.jwu.edu/northmiami/safety](http://www.jwu.edu/northmiami/safety). The university also maintains a log of all fires that occur in on-campus housing.

Any student who resides in a university residence hall has the option to designate a contact person to be notified if the student is determined to be missing for more than 24 hours. The option is only available to students who are living in JWU residence halls. If you register a confidential contact, the identity of your contact will be kept confidential and cannot be accessed by anyone except Campus Safety & Security, a limited number of authorized JWU officials and local law enforcement personnel if needed for the investigation of your disappearance. Confidential contacts may be registered by email from a student's JWU-issued email address. Instructions for registering a confidential contact and further information regarding confidential contacts can be found at [www.jwu.edu/northmiami/safety](http://www.jwu.edu/northmiami/safety).

### Confiscation

Prohibited items found within any university property will be impounded by a Campus Safety & Security officer and taken to Campus Safety & Security at 1705 NE 124th Street. All items will be securely stored and tagged and issued a case number. All illegal/contraband items will be destroyed or turned over to the North Miami Police Department.

For **prohibited items** (p. ) within the residence halls, see the Residential Life section.

### Good Neighbor Policy

See **Good Neighbor Policy** (p. 47),

### Identification Cards

See **Identification Cards** (p. 12),

### Lost and Found

See **Lost and Found** (p. 62),

### Parking & Transportation

See **Automobiles on Campus** (p. 8).

### JWU Ride

The JWU Ride program is available to students on a limited basis between student residences, parking lots and academic/administrative buildings. JWU Ride schedules will be posted on Residential Hall front lobbies and other locations on campus. For more information, please visit or call Campus Safety & Security (305-892-7011).

### Student Code of Conduct and Conduct Review Process

Student Conduct handles issues related to disciplinary affairs. For information on the **Student Code of Conduct and the Conduct Review** (p. 50).

## CARE Team

The CARE (Crisis Aversion and Response Evaluation) Team is comprised of 12 members of the campus administration who meet regularly to develop strategies — when needed — for early intervention in accordance with existing university policies. This Providence Campus-based group shares and coordinates information about the behavior of any student who appears to pose a risk of harm to self or others.

If you are concerned about a student or other individual or group whose behavior appears to pose a risk of harm, we urge you to get in touch with JWU Campus Safety & Security at 401-598-1103 or your residence hall director. The information you share will be treated with the highest level of discretion. The CARE Team members have the utmost regard for the safety, rights and well-being of all our students as they evaluate and develop responses to potential issues referred to the CARE Team.

## Center for Academic Support

### Providence Campus

The Providence Campus has two Center for Academic Support offices:

### Downcity Campus: Arts & Sciences, Business, Hospitality and Technology Students, Online Students

John Hazen White Center, 1<sup>st</sup> Floor  
30 Chestnut Street  
Providence, Rhode Island 02903  
Phone: 401-598-1485  
Fax: 401-598-4657  
Web page (<http://www.jwu.edu/content.aspx?id=278>)  
Hours: Mon.–Wed., 9 a.m.–8 p.m.; Thurs., 9 a.m.–6 p.m.; Fri., 9 a.m.–4:30 p.m.

Advisors:

Meryl Berstein, director, 401-598-4689  
Hinda Levin-Kreiger, 401-598-1812  
Phyllis Parente, 401-598-2215  
Meryl Precourt, 401-598-4753  
Ann Roccio, 401-598-4619

### Harborside Campus: Culinary and Baking & Pastry Arts Students

Friedman Center, 1<sup>st</sup> Floor  
321 Harborside Blvd.  
Providence, RI 02905  
Phone: 401-598-1703  
Fax: 401-598-1743  
Hours: Sun., 2–9 p.m.; Mon.–Wed., 9 a.m. – 10 p.m.; Thurs., 9 a.m.–4:30 p.m.

Advisor:

Shelly Olausen, 401-598-4754

Please see **Services** (<http://catalog.jwu.edu/handbook/studentservices/centerforacademicsupport/services>) for the services provided by the Providence Campus Center for Academic Support. Please see **Policies and Procedures** (p. 59) to review the policies and procedures of the Providence Campus Center for Academic Support.

### North Miami Campus

Center for Academic Support  
Academic & Student Center, 1<sup>st</sup> floor  
12900 NE 17<sup>th</sup> Avenue  
North Miami, FL 33181  
Phone: 305-892-7026  
Fax: 305-892-5399  
Web page (<http://www.jwu.edu/content.aspx?id=416>)  
Advising and General Office Hours: Monday–Friday, 8:30 a.m.–4:30 p.m.  
Tutoring Hours: Mon.–Wed., 8:30 a.m. – 7:30 p.m.; Thurs., 8:30 a.m.–4:30 p.m.; Fri., 9:30 a.m.–2:30 p.m.

Martha Sacks, director, 305-892-7046  
Lauren Gentile, disabilities advisor, 305-892-5331  
Kalen Sue Hezard, advisor, 305-892-7073  
Bhavna Leyland, advisor, 305-892-7018  
Liliana Brown, ESL and writing program manager, 305-892-5358

Please see **Services** (p. 58) for the services provided by the North Miami Campus Center for Academic Support. Please see **Policies and Procedures** (p. 59) to review the policies and procedures of the North Miami Campus Center for Academic Support.

### Denver Campus

Center for Academic Support  
Academic Center, 1<sup>st</sup> Floor, Upper Library  
7150 Montview Boulevard  
Denver, CO 80220  
Phone: 303-256-9461  
Fax: 303-256-9476  
Web page (<http://www.jwu.edu/content.aspx?id=554>)  
Hours: Mon.–Wed., 7:15 a.m.–10 p.m.; Thurs., 7:15 a.m.–8:30 p.m.; Fri., 9 a.m.–4 p.m.; Sat., 11 a.m.–4 p.m.; Sun., 1–10 p.m.

Kecia Pedrett Leland, director, 303-256-9463  
Terry Campbell Caron, disability services advisor, 303-256-9451  
Kristin Deal, 303-256-9461  
Karen Kaplan, 303-256-9436  
Jean Kawamura, disability services advisor, 303-256-9451  
John O'Malley, student academic support advisor, 303-256-9461

Please see [Services](#) for the services provided by the Denver Campus Center for Academic Support. Please see Policies and Procedures (<http://catalog.jwu.edu/handbook/studentservices/centerforacademicsupport/policies/denver>) to review the policies and procedures of the Denver Campus Center for Academic Support.

### Charlotte Campus

Academic Center, Suite 410  
801 West Trade Street  
Charlotte, NC 28202  
Phone: 980-598-1500  
Fax: 980-598-1505  
Web page (<http://www.jwu.edu/charlotte/academicsupport>)  
Hours: Mon–Fri, 8:30 a.m.–4:30 p.m.

Susan R. Flaherty, director, 980-598-1510  
Martha Kniseley, advisor, 980-598-1512  
Lauren Smalley, advisor, 980-598-1508  
Mariel Tremblay, administrative assistant, 980-598-1501

Please see [Services](#) (<http://catalog.jwu.edu/handbook/studentservices/centerforacademicsupport/services/charlotte>) for the services provided by the Charlotte Campus Center for Academic Support. Please see [Policies and Procedures](#) (p. 59) to review the policies and procedures of the Charlotte Campus Center for Academic Support.

## Free Services

The free services offered at the North Miami Campus Center for Academic Support include

### Tutorial Assistance

The university provides tutorial assistance through the Center for Academic Support. Students are urged to take the initiative in seeking out-of-class help during faculty office hours and through the Center for Academic Support. The Center for Academic Support at the North Miami Campus offers students individualized and small group tutoring in culinary and pastry laboratory and academic classes, as well as in English and study skills.

Peer tutoring is available in math, accounting, MLA skills, most major courses and study strategies. Peer tutors are JWU students, who are able to assist you with your studies by sharing the knowledge they've gained from having succeeded in the same courses. Tutors, directed by a learning skills professional, provide individual and/or group sessions to address students' needs. They offer constructive feedback on homework assignments, help better prepare themselves for tests and can assist with brainstorming for upcoming projects.

The Center for Academic Support's professional tutors are experienced instructors who specialize in writing instruction. Students who have difficulty with writing, including ESL students, are encouraged to work with one of the professional tutors to improve their grammar skills, writing techniques, and understanding of MLA format. All tutors can assist students with study strategies. Tutoring schedules are posted each term.

To allow for sufficient time to revise or study with a tutor, students are advised to either schedule an appointment by calling or stopping by the Center for Academic Support (p. 57) at least the day before an assignment or project is due. See the Center for Academic Support (p. 57) for hours.

### Academic Assistance

The main goal of the Center for Academic Support advisors is to empower students to succeed in college and in life through individualized tutoring and academic advising. The Center for Academic Support on the North Miami Campus offers students academic assistance in business, hospitality, technology and arts & sciences courses through its tutoring services.

### Study Skills Workshops

A series of four workshops is offered each term to help students study and succeed at JWU. These workshops are offered at the student's request. Workshops will be held in the Center for Academic Support (Academic & Student Center 102) and are open to students in all majors. Topics include Time Management, Efficient Note-Taking, How to Use Your Textbook to Succeed, Memory Techniques, Test-taking Strategies, How to Write a Research Paper, Becoming an Active Listener, Creating Visual Study Tools, and Stress Management. Contact the Center for Academic Support (p. 57) for a current schedule.

## Students With Disabilities

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

New students will be expected to attend an orientation session the day before classes begin (time and place will be published in orientation literature). At this session, a description of the services provided will be made as well as suggestions on how to effectively use the services on campus.

Students requesting services must provide the Center for Academic Support (p. 57) with the required documentation. The following guidelines are linked to the center's Web page (<http://www.jwu.edu/content.aspx?id=416>):

- Documentation Guidelines for Learning Disabilities
- Verification of Disability Form (ADHD, Psychiatric, Chronic Medical, and/or Other Health Impaired)

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

- Decelerated course load
- Preferential scheduling
- Individualized exams
- Note-taking assistance
- Audio recorders allowed in class
- E-text
- Classroom relocation
- Housing accommodations
- Medically excused absences
- Support groups
- Scribes
- Assistive technology

Because some programs of study at the university have technical standards (<http://catalog.jwu.edu/admissions/technicalstandards>) and requirements, applicants and students with disabilities should contact the Center for Academic Support (p. 57) to discuss the availability of reasonable accommodations where appropriate. Copies of the technical standards applicable to various programs are available online (<http://catalog.jwu.edu/admissions/technicalstandards>) and from the Center for Academic Support. Students requesting services must provide documentation so the disability can be verified and to aid in educational planning. For learning disabilities, a neurological report by a psychiatrist, neurologist or other physician, or a psycho-educational evaluation by a licensed clinician, is generally required.

During the accommodation process, the student will be expected to

- participate in the determination and implementation of reasonable accommodations and support services
- inform his/her advisor in the Center for Academic Support when accommodations are not working or need to be changed
- meet with his/her advisor in the Center for Academic Support at the beginning of every term to complete the Support Service Agreement so that accommodations can be put into place
- keep follow-up appointments or call to cancel and reschedule in a timely manner

The Center for Academic Support will be expected to

- maintain medical/psychological/educational documentation in a confidential manner
- determine if condition(s) are a disability in accordance with the law
- identify reasonable accommodations and support services and assist with their implementation
- request updated documentation (as needed) to determine if accommodations need to be modified
- refer student to campus/community services (i.e., Center for Academic Support, Counseling Services, etc.) to resolve disability-related issues

Students requesting housing accommodations or students who will need additional help in case of an emergency need to contact the Center for Academic Support (p. 57).

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

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

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

The College of Culinary Arts and The Hospitality College have technical standards and requirements that must be met for participation in their academic programs. All College of Culinary Arts Programs and some Hospitality College Programs include the requirement that the student with or without reasonable accommodations must be able to safely and effectively test and evaluate the taste, appearance, texture and aroma of food and beverage products and maneuver in professional or commercial kitchens, dining rooms and related facilities. (Please see the technical standards (<http://catalog.jwu.edu/admissions/technicalstandards>) outlined in the course catalog.)

If you are an applicant who has been accepted for admission to or are an enrolled student in the College of Culinary Arts or The Hospitality College, we strongly urge you to call or visit the Center for Academic Support (p. 57) prior to attending your first class to discuss any reasonable accommodations that might be available to you during your academic studies. The university cannot guarantee that it will be able to meet all requests for accommodations or remove all allergens from its curriculum.

## **Policies and Procedures**

**Communication devices, such as cell phones, pagers, etc., are not allowed in the Center for Academic Support unless needed as an accommodation for a disability.**

### **Individualized Testing Policy**

Students with disabilities may receive test accommodations determined on an individual basis. Students are responsible for informing instructors each time they plan on utilizing these accommodations (as verified by the Center for Academic Support).

- go to the Center for Academic Support as soon as a test is announced to fill out an "Individual Test Request Form." At this time, the student will schedule the test to be taken in the Center for Academic Support.
- give the top copy of this form to the instructor at least two class days prior to the test. The student will keep the other copy for their own records.
- go to the Center for Academic Support, instead of class, at the time of the test.

### **Note-taking Assistance Procedure**

Students whose documentation warrants note-taking assistance must

- sign the accommodation agreement at the beginning of each term
- meet with the instructor to determine how notes will be obtained. Several options exist:
  - A. Instructor may locate a suitable peer note-taker. It is the student's responsibility to make arrangements with the instructor or peer to obtain notes. Carbonless note paper is available at no charge through the Center for Academic Support (p. 57).
  - B. Instructor may provide student with a copy of his/her notes. These notes are for the student's private study only and must be returned to the instructor at the end of the term/class.
  - C. Instructor may advise student to use the copy of his/her notes in the Center for Academic Support. Students are not allowed to photocopy notes or remove them from the center.

### **Service Animal Procedure**

Please contact the Center for Academic Support (p. 57) to request the presence of a service animal on campus and to obtain a copy of the university's Service Animal Procedure. The Center for Academic Support will evaluate the appropriateness of the request in accordance with applicable

law. If the student desires the animal to reside with him/her in university residential housing, the request must be made as soon as possible for the fall term 2012 and not later than the payment deadline for all terms following the fall term 2012.

No member of the university community, other than the owner, should feed, touch or pet an approved service animal (unless invited to do so by the owner). No member of the university community should deliberately startle or provoke an approved service animal or separate an owner from the approved service animal.

### **Alternate Format Procedure**

Students who require alternate access to printed material may receive textbooks in alternate format (as determined by the advisor in the Center for Academic Support (p. 57)). Students are responsible for

- forwarding all relevant textbook information to his/her advisor in the Center for Academic Support as soon as it is available
- purchasing all books
- when requesting electronic text (etext), the Center for Academic Support must contact the publisher or AccessText, as applicable, to determine its availability. If the book is not available from the publisher or AccessText, as applicable, the Center for Academic Support will obtain permission from the publisher to scan the book (alternatively, the student will use the university's assistive technology to "read" the book).

### **Review of Accommodation Decisions**

The following procedures must be followed by any student with a complaint or grievance about an accommodation decision:

1. The written request for review of the decision is to be submitted to the nondiscrimination coordinator, 8 Abbott Park Place, Providence, RI 02903 or call 401-598-2716.
2. The nondiscrimination coordinator, or his/her designee, will attempt to facilitate a mutually acceptable accommodation agreement.
3. If no acceptable agreement can be reached, the request for reconsideration will be forwarded to a committee consisting of the student's academic dean, the director of the Center for Academic Support for the Providence Campus, and the director of human resources, or any of these individuals' designees. A decision will be made by the committee within a reasonable time, but in any event within 30 days of the submission of the request for reconsideration to the committee.

### **Classroom Relocation Policy**

A reasonable accommodation for students with physical disabilities may include having their classrooms moved to an accessible location. Students requesting such an accommodation should participate in the priority scheduling process so that accessible classrooms can be arranged.

It is the student's responsibility to

1. provide documentation to verify their disability and validate their request for relocation of classrooms with the Center for Academic Support (p. 57);
2. participate in priority scheduling;
3. review the class schedule with the Center for Academic Support to determine which classes need to be relocated; and
4. immediately inform the Center for Academic Support of any changes in class schedule or problems with classroom accessibility.

### **Housing Accommodations**

When a student informs the Center for Academic Support that he or she may need a particular on-campus housing accommodation, the Center will work in tandem with Residential Life to evaluate the request to ensure that reasonable accommodations are provided. The student must submit the required disability documentation to the Center for Academic Support (p. 57) before a request can be considered.

Information concerning the accessibility of university residence halls, academic buildings and other facilities for individuals with disabilities is available through the Center for Academic Support (p. 57).

## Community Service & Leadership Programming

**One of the university's guiding principles is to develop students who are not only equipped to attain jobs after graduation, but who also have the skills, training and awareness to be strong, ethical leaders in industry and their communities. The university has received both local and national recognition for its efforts to impact the surrounding community through a variety of efforts.**

Student Activities coordinates a variety of community service opportunities throughout the year. For more information call 305-892-5363, visit Student Activities in the Wildcat Center or view the postings in the Involvement Network.

## Computer Labs

Johnson & Wales University has computer labs available for student use. Each lab is equipped with computers that enable students to use email, Web browsers, Microsoft Office, jwuLink and more. Additional labs are available to students enrolled in classes which teach specialty software or technology.

Students must have an active Johnson & Wales email account in order to access lab computers. Documents can be saved to student-acquired USB drives or documents can be attached to and sent through email. Students cannot save files onto computers in the labs. Any data saved on a lab computer will be deleted nightly or anytime the computer is restarted or turned off for any reason.

The North Miami Campus computer labs are located in Academic & Student Center rooms 104 and 106. For assistance from a computer lab assistant contact 305-892-7593. For more information, visit the Technology Services website (<http://www.jwu.edu/content.aspx?id=6502>).

## Emergency Procedures

Effective emergency response requires the coordinated efforts of students, staff and faculty. Each member of the Johnson & Wales community should be prepared to act promptly when faced with an emergency. The North Miami Campus has developed an Emergency Management Plan that contains information on building evacuation procedures; emergency responses related to explosions, hazardous materials release, and other threatening situations; and actions that should be taken if the campus is in "lockdown" or "shelter in place" condition.

This information can be found on the university's public folders (\_Emergency Procedures > North Miami Campus > JWU Emergency Plan and Procedures) or you may request that a paper copy be provided to you at Campus Safety & Security. You may want to print copies of the "Emergency Procedures Quick Reference" and "Emergency Evacuations and Rally Points" to have handy at all times when you are on campus. Emergency preparedness involves everyone on campus. Please do your part by reading all of the documents in this folder. The "Emergency Procedures Quick Reference" guide is also published in the Annual Security Report and Annual Fire Safety Report published on the Campus Safety & Security Web page (<http://www.jwu.edu/northmiami/safety>).

Johnson & Wales University utilizes a number of systems to notify the university community in the event of an emergency. These systems include

### Emergency Notification System (Blackboard Connect)

This system quickly provides notice and accurate information and instructions to the entire university community during an unforeseen event or emergency. Emergency notifications are sent via voice and text messages; students are encouraged to update their contact information with a valid phone number (preferably a cellphone) through jwuLink (<http://catalog.jwu.edu/handbook/student-services/emergency-procedures/miami>/<https://link.jwu.edu>).

### North Miami Campus Emergency Alerts Web Page

Should an incident (natural or man-made) occur on or near the North Miami Campus, we will post relevant information when appropriate at [www.jwu.edu/northmiamialert](http://www.jwu.edu/northmiamialert) and jwuLink "Emergency Alerts."

### Alert Information Line

The North Miami Campus alert information line announces inclement weather cancellations and other important information regarding

interruptions in normal campus activities. Call 305-892-7598 24/7 to reach the information line.

### University Email

JWU email accounts are another way the university may communicate with the university community in times of an emergency. Each JWU student is assigned a JWU email account.

## Experiential Education & Career Services

Services are available at Experiential Education & Career Services, located in room 103 of the Academic & Student Center. Hours are 8:30 a.m. to 5 p.m. Monday through Thursday and 8:30 a.m. to 4:30 p.m., Friday.

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.

Career services components include

- a career capstone course for juniors that prepares them to navigate the job search process.
- career workshops that allow students to select specific skill-building topics.
- networking opportunities with industry professionals through on-campus recruiting events.
- career coaching resources providing personalized mentoring 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.
- an online job posting system that students can use to search for jobs.

Opportunities for internship are 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 earning academic credit.

Hundreds of employers, representing the business, hospitality, and culinary fields, 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.

Students should log on to jwuLink (<http://link.jwu.edu>) and click on the Career tab for a variety of resources and tools such as the internship and job postings database, upcoming career events schedule, résumé guides, access to information on the internship and job search process, and more.

## Information Technology

The Johnson & Wales Information Technology team offers a variety of computing and telecom services. Their website (<http://helpdesk.jwu.edu>) has answers to many questions about the services provided. If you have any technology-related questions, contact the University Help Desk at 866-JWU-HELP (866-598-4357) or via email at [helpdesk@jwu.edu](mailto:helpdesk@jwu.edu).

### Email Services

Each student at Johnson & Wales University receives an email account. You may use this email account anywhere you have Internet access on or off campus. Your email account not only serves as a tool for sending and receiving email, but also provides access to important university resources. You are required to use your email user name and password to log on to computer center services. Johnson & Wales University also offers a utility that allows you to securely reset your own forgotten password. In order to use this 24/7 service, you must first create an account profile. Once a student has enrolled, the university will no longer send information to a personal email account. Follow these instructions to find your email account information.

1. Get your user name and initial password by visiting <https://newuser.jwu.edu>.
2. Select a new password by visiting <http://email.jwu.edu> (click "Change Password"). Password must contain at least six letters and/or numbers, and cannot be the same as your user name.
3. Complete the password reset manager by visiting <http://link.jwu.edu> (click "Change Password"). Use Reset Password if you forgot your password (if you skip this step and forget your password, you must visit a JWU computer lab).
4. Login at <http://link.jwu.edu> to access email.

**Note:** Once a student's account receives an inactive status from Student Academic & Financial Services, their email and network accounts are disabled within one business day. If a student's account returns to an active status within 30 days, their email and network account will be reactivated. If a student's account returns to active after 30 days, a new email and network account will be created for them 24 hours after they have registered for courses. This may or may not be the same as their previous account, depending on availability.

### Help Desk Services

The University Help Desk is available to assist students with email, Internet, telephone, jwuLink and other computer-related questions. You can visit the Help Desk website (<http://helpdesk.jwu.edu>) for answers to many questions. You can also reach the Help Desk via telephone Monday–Friday, 8 a.m.–7:30 p.m. at 866-JWU-HELP (866-598-4357) or via email at [helpdesk@jwu.edu](mailto:helpdesk@jwu.edu).

For students taking online courses, ulearn support is provided via email and phone, as well as through self-help user guides. See the Help links in ulearn (<http://ulearn.jwu.edu>) for details on ulearn support.

### Internet Services

Internet access is available in all of the computer centers and all residence facilities. To access the Internet from your residence hall room, your computer must have a network card installed and configured. If you would like more information on Internet connectivity for your specific room assignment, please contact the university Help Desk.

JWU has implemented a network authentication and validation security system in the residence halls to help prevent infected computers from accessing the network and infecting other computers.

For more information about this system, call the university Help Desk at 866-JWU-HELP (866-598-4357) or visit <http://helpdesk.jwu.edu>.

Johnson & Wales University has implemented wireless hotspots for students throughout the campus. You need a WiFi-compliant wireless card to access the Internet in these areas:

- All residence halls (Flamingo Hall, Tropical Pointe, Lakeside Towers, Arch Creek, Emerald Lake, Palm Gardens, Biscayne Commons)
- Library
- The Mix
- Academic & Student Center
- Recreation Center
- University Center
- Wildcat Center

Anyone who uses the Johnson & Wales University Internet System and related facilities must agree to the policies and procedures set by the university. These policies can be found at <http://helpdesk.jwu.edu>. Violations or attempted violations will subject the violator to disciplinary and/or legal action by the university.

### jwuLink Services

Every Johnson & Wales student receives access to jwuLink, a single sign-in resource for students to all things JWU, upon receipt of the reservation fee. It helps students stay connected and informed by giving quick access to

- email, news and announcements
- academic, library, career and financial resources
- scheduling, grades and more

To get into the system, which all students are expected to access regularly, open a Web browser and complete the following steps in order (don't skip). Please take your time and read all instructions.

1. Get your user name @ <https://newuser.jwu.edu/Step1.aspx>.
  - Information must match what you put on your admissions application.
  - User name = six characters (do NOT add @students.jwu.edu).
  - Passwords/IDs are CASE sensitive (use a capital J when entering your student ID number).
2. Select a new password at <http://email.jwu.edu> (click "Change Password"). Password must contain at least six letters or numbers, and cannot be the same as your username.

3. Complete the password reset manager at <http://link.jwu.edu> (click "Reset Password"). Use Reset Password if you forget your password (if you skip this step and forget your password, you must visit a JWU computer lab).
4. Login at <http://link.jwu.edu>.

Students with limited access to a personal computer may utilize on-campus resources, including computer labs and jwuLink (<http://link.jwu.edu>) self-service kiosks located throughout the university.

Identity theft is a strong concern, and we strongly suggest that all users take necessary precautions to prevent access by a prohibited user. It is each user's responsibility to safeguard individual User ID and PIN numbers; the university strongly cautions students against freely sharing their ID and PIN. Contact the university Help Desk immediately if unauthorized access has occurred or is suspected.

Upon graduation or leaving the university, students will continue to have access to their records via jwuLink.

### Telephones

Residence halls are equipped with security and courtesy phones. The security phones are located in every corridor on every floor of the residence hall, and these phones dial directly to Campus Safety & Security. To place local and toll-free calls, there are courtesy phones provided in the lounge or recreation rooms of each residence hall. To make a long distance call from the courtesy phone, residents are required to utilize a prepaid calling card or a card which bills directly to them or their home telephone number. Most courtesy telephones may be used to call staff, faculty and any JWU office by dialing the four-digit extension.

Faculty and staff are no longer able to get in touch with students by calling their JWU room extensions. Alternate means of communication, such as cellphone numbers or email addresses, will need to be provided by students so they can stay in touch with their professors during the academic year. For more information, see JWU Communications with Students (p. 18).

### University Web Policies

The contents of the JWU website are proprietary and as such are protected by federal, state and international copyright and trademark laws, or other proprietary rights. The policies can be found at [www.jwu.edu/legal](http://www.jwu.edu/legal). Violations or attempted violations will subject the violator to disciplinary and/or legal action by the university.

## International Center

The International Center is located in the Academic & Student Center, Room 103. Services offered include International Student Services and Study Abroad.

## International Student Services

International Student Services coordinates special orientation sessions for new international students. This office also offers non-legal advising on matters relating to immigration and visas, and information on cultural adaptation, housing and university services. Over the course of the year, many seminars are conducted to familiarize students with issues such as immigration, taxes, culture and employment.

International students must abide by the rules and regulations set forth by the U.S. Department of Homeland Security. The 10 rules that international students are personally responsible for upholding are as follows:

1. You must attend the school for which you are authorized: Make sure to use the Johnson & Wales I-20 to enter the United States.
2. Keep your passport and I-20 valid at all times. I-20s must be reissued when any information on them changes: name, major, sponsor, etc.
3. Carry a full course of study every term from September to May. (Undergraduates: minimum of 12.0 quarter credit hours. Graduate students: minimum of 9.0 quarter credit hours.)
4. When continuing from one educational level to another (associate to bachelor's or bachelor's to master's) within Johnson & Wales University, you will need a new I-20 issued for the next degree level.
5. On-campus employment must be limited to a total of 20 hours per week while school is in session.

6. Off-campus employment may only be granted after applying to USCIS through International Student Services. Do not work off campus without authorization from USCIS.
7. All trips outside the U.S. require a signature from the DSO in International Student Services on your I-20 to re-enter the United States. Travel signatures require updating each term.
8. Be aware of the expiration date on your I-20. Remember, if necessary, you can extend your I-20.
9. Report a change of residence to International Student Services and USCIS within 10 days of the change.
10. Everyone, whether they have worked during the previous year or not, must file an income tax return by April 15 for each year they reside in the United States.

Questions concerning these regulations or any other international student issue may be directed to our international student advisor in Academic & Student Center, Room 103. The international student advisor may be reached at 305-892-7554. In addition, important information can be found on the website hosted by International Student Services (<http://www.jwu.edu/northmiami/international>).

## Study Abroad

Study Abroad works with all academic schools and colleges at all campuses to offer a portfolio of study abroad programs to Johnson & Wales students. Any interested student is encouraged to contact Study Abroad at 401-598-1406 for personal study abroad advising, program information and applications. Please note that student conduct records are reviewed as part of the study abroad application process. Conduct records may impact student eligibility for participation in study abroad programs.

Students on the Providence Campus seeking further information can visit Study Abroad, located within the International Center in the Student Services Center, or attend the annual Study Abroad Fair in September. Students on the North Miami Campus can visit the Study Abroad Advisor within Experiential Education & Career Services in the Arts & Sciences Building, Suite 103, and attend the annual Study Abroad Week in October. Students on the Denver and Charlotte campuses can visit the Study Abroad website (<http://www.jwu.edu/studyabroad>), email the office at [studyabroad@jwu.edu](mailto:studyabroad@jwu.edu), and attend the annual Study Abroad Week on their campus in October.

## Liability Insurance

Students are protected by Johnson & Wales University's Commercial General Liability Insurance for liability arising from their activities while acting within the scope of their duties in an internship or experiential education program as required by the university for course curriculum, including travel while using a university vehicle. Any incident involving injury or potential liability should be reported as soon as practical to the university insurance and property risk manager, 401-598-1935, 8 Abbott Park Place, Providence, RI 02903.

## Library

The Johnson & Wales University Library (<http://www.jwu.edu/content.aspx?id=61519>) network is comprised of the libraries on the JWU campuses in Providence, RI.; North Miami, Fla.; Denver, Colo.; and Charlotte, N.C. and combines traditional library services with a dynamic online information environment tailored to meet the needs of Johnson & Wales students regardless of their geographic location. Staffed by graduates of ALA-accredited master's degree programs in library and information science, an important aspect of the library is the access it provides to resources, services and facilities shared by the Higher Education Library Information Network (HELIN), a southern New England consortium of 11 academic libraries, 12 health sciences libraries and the Rhode Island State Law Library. Another notable characteristic of the JWU Library network is the dedication of its resources to the development of lifelong learning and information literacy skills in all JWU graduates.

Located between the University Center and the Academic & Student Center, the McGregor Library includes a collection of books, journals, magazines, full-text databases, and other resources to serve the research needs of all Johnson & Wales students. The facility was named for founding North Miami Campus president Donald G. McGregor J.D. in 2011. Other resources include access to computer terminals, group study rooms, private study carrels, soft seating, photocopiers and wireless Internet connectivity throughout the facility.

Professional reference services are available in person, by telephone (305-892-7043), by text (786-704-8944), email or online chat (<http://jwuflorida.libguides.com>). The Library is able to meet the needs of Johnson & Wales students in person or online (<http://library.jwu.edu>).

### Hours

Sunday noon–8 p.m.

Monday–Thursday 8 a.m.–9 p.m.

Friday 9 a.m.–4 p.m.

Saturday 10 a.m.–5 p.m.

Please note that schedules are subject to change during term breaks, holidays and over the summer.

## Lost and Found

Johnson & Wales is not responsible for loss or damage to personal property.

Found items should be taken to Campus Safety & Security at 1705 NE 124<sup>th</sup> Street, North Miami, (open 24 hours a day, 365 days a year). The staff there will make every effort to determine ownership. Also, inquire there for lost items. Inquiries regarding lost and found items can be made 24 hours a day, 365 days a year at Campus Safety & Security.

Resident students can also contact their residence director in case such items have been turned in to the residence hall. The university is not responsible for any lost and found item after 90 days.

You are urged to check if your insurance policy (homeowner's, family or personal) covers lost or damaged personal property.

Lost student IDs will be returned to the Student Accounts Window at Student Academic & Financial Services, 305-892-7006.

## Payment of Bills

All bills may be paid in person, by telephone, in jwuLink (<http://link.jwu.edu>) or at [www.afford.com](http://www.afford.com) (<http://www.afford.com>). Telephone or in-person payments may be made from 8:30 a.m. to 4:30 p.m. at Student Academic & Financial Services, located in the University Center, first floor (305-892-7006). Cash, checks, money orders and most credit cards are accepted at either location. Credit card and Automatic Clearinghouse (ACH) payments can be made via jwuLink (<http://link.jwu.edu>) (Financial > My Statement) or at [www.afford.com](http://www.afford.com) (<http://www.afford.com>). Students paying by mail should direct their checks or money orders to: Student Academic & Financial Services, Johnson & Wales University, P.O. Box 5956, Providence, RI 02903.

## Self-service Terminals

The following documents can be obtained via jwuLink or self-service terminals located in Student Academic & Financial Services. Student Academic & Financial Services hours and location can be found in jwuLink (<https://link.jwu.edu>) (Registration & Grades > Student Academic & Financial Services):

1. Degree Audit and Planner
2. Class schedules
3. Unofficial academic transcripts
4. Unofficial performance transcripts (obtained at self-service terminals in Student Academic & Financial Services only)
5. Requests for official academic transcripts
6. Final grades
7. Student account information, including hold information
8. Course descriptions
9. Term offerings
10. Enrollment verifications (International students must request this from a Student Academic & Financial Services representative.)

## Student Academic & Financial Services

Student Academic & Financial Services is comprised of several departments that assist students with a variety of academic and financial matters, such as maintaining student records, course scheduling, degree audits and progress, and providing academic counseling, as well as applying for financial aid, payment plans, invoicing, financial aid award notifications, financial questions and procedures.

In Providence, on the Downcity Campus, Student Academic & Financial Services is located in the Student Services Center. This office services business, hospitality, technology and arts & sciences students. On the Harborside Campus, Student Academic & Financial Services is located in The Friedman Center. This office services culinary, pastry, graduate and doctoral students. Students are welcome to visit either office.

In North Miami, Student Academic & Financial Services is located on the first floor of the University Center building.

In Denver, Student Academic & Financial Services is located in the Academic Center on the first floor.

In Charlotte, Student Academic & Financial Services is located in the Gateway Village at 800 W. Trade Street, Suite 160.

## Student Academic Services

Student Academic Services offers a variety of services to help each student prepare for graduation and a career; additionally, our office maintains the student's official academic records. Our mission is to educate and counsel students to successfully manage their academic needs. In accordance with the university mission, we will

- provide students with a professional and accessible environment in which to conduct business.
- advise students within a consistent framework of university policy and practice.
- exercise a clear, concise, professional and courteous approach to educate students and parents on university policy and practice.
- promote awareness of internal and external resources that are available to students and parents.
- advocate for students with other members of the university community.

Academic advisors in Student Academic Services are available on a walk-in basis or by appointment to advise students on degree requirements, concentrations, course registration, full-time enrollment, attendance requirements and much more. As a walk-in, students can visit us on a first-come, first-served basis. Please note that only one advisor at a time is able to see students on a walk-in basis. If there is a long wait or a specific advisor is unavailable, appointments can be made at the front counter. Appointments can be scheduled in advance or with a specific counselor by calling 305-892-7038.

Student Academic Services is online (<http://www.jwu.edu/content.aspx?id=414>). Students may also contact Student Academic Services by phone at 305-892-7038 or by email at [sas.mia@jwu.edu](mailto:sas.mia@jwu.edu).

## Student Financial Services

### Financial Aid and Planning

To assist students in meeting their educational expenses, Johnson & Wales University offers several types of financial assistance — grants, low-interest loans and work-study. In many cases, qualified students receive a financial aid package which may include all three types of financial aid. Students are reminded to file for financial aid each year and as soon as possible after January 1 to gain access to the maximum amount of financial aid. Priority filing deadline for many state grants is March 1.

**Financial planners** are available on a walk-in basis to assist students with the Free Application for Federal Student Aid (FAFSA) process, which determines eligibility for federal, state and institutional need-based aid. Financial planners also advise students on options to pay for educational expenses after financial aid, including term payment plans, monthly payment plans and additional loan options. Additional information regarding Student Financial Services is available online (<http://www.jwu.edu/content.aspx?id=3734>).

For assistance in selecting payment options or making financial arrangements to meet educational expenses, contact Student Financial Services, located in the University Center, first floor, at 305-892-7006 or [sfs.mia@jwu.edu](mailto:sfs.mia@jwu.edu).

### Financial Aid Notes

1. Students must reapply for federal financial aid each academic year as soon as possible after January 1. Student employees participating in the university's Tuition Waiver Program are not eligible to receive scholarships under student employment programs.

2. If a student has ever been convicted of the possession or sale of illegal drugs for an offense that occurred while they were receiving federal student aid (such as grants, loans or work-study), the student may be in jeopardy of losing their aid.
3. Code of Conduct for Education Loan Practices: Johnson & Wales University's student loan practices focus on the best interest of borrowers. The university has adopted the Code of Conduct for Education Loan Practices requiring all university employees and agents to act lawfully, ethically and with integrity and to avoid actual or potential conflicts of interest in connection with education loans made to prospective, current or former students and their families.
4. All undergraduate annual loan amounts are subject to 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.
5. Cap on Aid: There is a cap on the total dollar amount of scholarships, grants, awards, prizes and other aid that the university will award to a single student during a given academic year. The maximum amount is determined prior to each year's financial aid awarding process and includes both university-funded and university-administered monies. Please contact Student Academic & Financial Services for further information regarding this cap.
6. Students participating in programs that are not assessed at full-price tuition, i.e. study abroad, may be eligible for prorated institutional grants, scholarships or loans. Students eligible for full-tuition scholarships, i.e. tuition exchange and employee scholarships, will receive the scholarship to cover tuition minus any other scholarships, grants or loans received from JWU.

Please consult the university catalog for a complete listing of scholarships and grants that are available to Johnson & Wales University students. Available scholarships may also be sent to you via email, posted in the *The Wildcat* student news magazine, in the North Miami Campus Update ([http://www.jwu.edu/uploadedFiles/Documents/Student\\_Life/info/JWUCampusAtAGlanceNMI.pdf](http://www.jwu.edu/uploadedFiles/Documents/Student_Life/info/JWUCampusAtAGlanceNMI.pdf)), on bulletin boards throughout the university, and on the Scholarships from Outside Agencies (<http://www.jwu.edu/content.aspx?id=11772>) page of the JWU website.

### Refunds for Overpayment

During the fourth week of each term, a student may request a refund if their account is clearly overpaid. Refund requests must be made by via *jwuLink* (Financial > My Statement > Refund Request Form). Once eligibility is determined, refunds take up to 10 business days for processing. The student only needs to request the refund once per academic year, the eligible refund will be processed each term. All refunds due to an overpayment will be disbursed to the *jwuSource* card. Exception, if one or both parents applied for and was approved for a Federal PLUS loan and did not authorize the release of funds to the student, the refund will be made payable to the borrower and mailed to the address shown on the PLUS application. If a student does not request a refund, the funds will remain on the student's account until the expiration of that academic year. Year-end overpayments will be processed in June for those students not participating in summer courses.

### Complaints and Grievances

The following procedures should be used in the resolution of complaints and grievances related to Student Financial Services.

#### Step One

A student should first address the complaint orally with the staff member involved within five days of the incident. The staff member will document the meeting and/or discussion and subsequent decision and provide copies to the student and to the appropriate department director within five days.

#### Step Two

If the complaint cannot be resolved at the previous level, the student should present the complaint, in writing, to the director of financial aid (for financial aid complaints) or director of financial planning (for financial planning complaints). The director will document his or her findings and subsequent decision and provide a copy to the student, the staff member and the executive director of Student Financial Services within five days.

#### Step Three

If the complaint is still unresolved, the student may request a final review by submitting a written request for review to the executive director of Student Financial Services. The matter will be decided by the executive director of Student Financial Services or his or her designee, who will provide a written copy of the decision to the student. The decision of the executive director of Student Financial Services will be final.

### Expedited Review

If there is a legitimate need for an immediate or expedited review of a financial aid or Student Academic & Financial Services decision, written complaints, written requests for review and written decisions may not be required.

**Please note:** Retaliation against any individual who files a complaint or grievance or cooperates in the investigation of a complaint or grievance is also prohibited and should be reported promptly so that the university can take action against anyone who engages in retaliation.

### Satisfactory Academic Progress

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

### Maximum Time Frame Criteria

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

### Pace Measure of Academic Progress Criteria

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

### Grade Point Average Criteria

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

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

### Warning Period

Students who fail to meet SAP criteria will be placed on financial aid warning for one academic term and a hold will be placed on the student's record which will prevent them from course registration for all future terms. Students remain eligible for financial aid during the warning term. If SAP criteria are not satisfied at the end of the warning term, the student will be

ineligible for financial aid. Students on warning must meet with an academic counselor to clear the hold prior to course registration, and/or to pursue an appeal. Students on warning must submit their appeal and supporting documentation before the eighth week of the warning term.

### Ineligible for Financial Aid Period

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

### Appeal Process/Probationary Period

If extenuating circumstances impacted successful adherence to SAP criteria, the student may pursue an appeal. The appeal will require the student to indicate why he/she did not make SAP and what has changed in the student's situation that will allow the student to demonstrate SAP by the next term. Circumstances and required documentation are illustrated below. The appeal process begins with the student's academic counselor in Student Academic Services. If an academic plan can be created that allows the student to meet SAP criteria within two terms, the counselor will present it to the appeals committee. Appeals must include complete documentation and are reviewed during the warning period; incomplete appeals will be denied. Appeal decisions are final. Students will be notified of the decision both verbally and in writing. This notification will take place after final grades are reviewed for the warning period.

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

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

## Student Alumni Association

The Student Alumni Association (SAA) seeks to enhance our sense of community at Johnson & Wales University. Students are encouraged to view their role as "students today and alumni tomorrow" and to serve as a link in connecting students and alumni on the local and national levels. This is accomplished through the creation of customized programs and activities designed to foster institutional pride, spirit and tradition, and to educate students about philanthropy. The SAA also provides an opportunity for

current students to work directly with campus administration and to network with alumni through campus and community events.

North Miami Campus Development & Alumni Relations is located on the fifth floor of the Academic & Student Center. For more information, visit the Student Alumni Association website (<http://alumni.jwu.edu/saa>).

## Student Employment

Student Employment provides a centralized location for students to learn about on-campus student employment programs in addition to processing the university's student payrolls.

The university provides on-campus student employment opportunities to eligible students through

- Teaching Assistant and Fellowship Program
- Student Assistant Employment Program
- Federal Work-Study Program (FWS)

These programs provide a variety of part-time employment opportunities throughout the university. One opportunity is through the Federal Work-Study Program (FWS). FWS is part of a student's financial aid package and must be applied for by completing the Free Application for Federal Student Aid (FAFSA). Johnson & Wales University offers on-campus positions as well as off-campus community service positions to enable eligible students to earn their FWS awards.

Student employees must maintain accurate contact information with Student Employment. This is especially important for tax purposes since Form W-2s are mailed to the address on file with Human Resources & Payroll.

Student Employment is located in the Academic & Student Center, 5th Floor. Hours of operation are Monday–Friday, 8:30 a.m.–4:30 p.m. Contact Student Employment at 305-892-7039 for more information about on-campus employment opportunities.

### Florida Work Experience Program (FWEP)

At Johnson & Wales University, The Florida Work Experience Program (FWEP) is a State of Florida sponsored, need-based student work program, designed to give college students real world work experience while pursuing their education.

Participating employers are reimbursed a portion of the wages paid to the student employees. As an added benefit, employers have the opportunity to train workers in their respective industries, which may eventually lead to continued employment once the students graduate and leave the program. FWEP was designed to provide eligible Florida college students the opportunity to secure work experiences that are complementary to and that reinforce their educational and career goals.

For more information, contact Student Employment at 305-892-7039.

## Student Health Insurance Plan

All registered, undergraduate day students, both domestic and international, and all international graduate and doctoral students attending Johnson & Wales University are required to have health insurance coverage that is accepted in the United States. If students have health insurance coverage through another means (i.e., parent's health insurance or an employer program) they do not have to enroll in the Johnson & Wales student health insurance plan. They can opt out of/waive the university plan by submitting the online waiver form to demonstrate evidence of coverage. A new waiver form must be submitted each academic year. Students who are required to have health insurance and do not waive the Johnson & Wales University plan will be charged for it. The online waiver form and details of the plan, including the full brochure and benefit flyer, can be found on the University Health Plans (<http://www.universityhealthplans.com>) website.

## Transportation

### JWU Ride

The JWU Ride program is available to students on a limited basis between student residences, parking lots and academic/administrative buildings. JWU Ride schedules will be posted on Residential Hall front lobbies and on the Campus Information System monitors. For more information, please visit or call Campus Safety & Security at 305-892-7011.

## Public Transportation

### Air Travel

Most major airlines fly in and out of Ft. Lauderdale International Airport (FLL) or Miami International Airport (MIA). The North Miami Campus is located approximately 15 miles from each airport.

The university does not offer students transportation to the airport; however there are third party shuttles which offer affordable rates. Transportation to and from Miami International Airport is available from Super Shuttle (<http://www.supershuttle.com>) (305-871-2000). Go Airport Shuttle (<http://www.floridalimo.com>) (954-561-8888) offers transportation to and from Ft. Lauderdale-Hollywood International Airport.

### Buses

Discounted bus passes from Miami-Dade Transit (<http://www.co.miami-dade.fl.us/transit>) are available from the Bookstore. For maps, schedules and other information, call 305-770-33131 or visit their website.

The City of North Miami operates a free community bus service (NoMI Express) throughout portions of the city, including a stop near the entrance to the South Parking Lot (near the University Center). The service is available on a limited schedule. For more information, call 305-267-6661 or visit <http://www.northmiamifl.gov/departments/cp&d/transportation.asp>.

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