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Letter from the President of Johnson & Wales University

Johnson & Wales University is a unique, private, nonprofit institution of higher education. We've grown from a small New England business school to a recognized leader in career education. Our alumni are influencing a wide variety of fields worldwide with their passion, drive and knowledge.

Lately, just about every college is talking about experiential education. And that's because it works. At Johnson & Wales we've been perfecting this approach for more than 100 years. It's why we're world renowned for providing students with the optimal blend of intellectual development, industry-focused education, résumé-building work experiences, leadership opportunities and an uncommon depth of career services.

Denver is consistently listed among the top 10 best places for business and careers by *Forbes* magazine, most recently earning the #1 spot in 2016. With a thriving and growing economy — including more than 2,000 restaurants in the greater metro area, museums, top-notch shopping, and the second largest performing arts center in the nation — Denver provides the perfect foundation for JWU students to be at the leading edge of their future career through internships and experiential learning opportunities.

We invite you to learn more about our unique educational approach and how we prepare students for careers in their industry of choice while instilling a strong sense of civic responsibility.

Sincerely,
Richard Wiscott, PhD
Denver Campus President

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

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

Denver Campus

JWU's Denver Campus offers undergraduate arts and sciences, business, hospitality and culinary arts programs. The Denver Campus also offers graduate MBA programs with concentrations in hospitality, human resources management and nonprofit management. As one of the nation's top 10 places for business and careers, the Denver metro area offers an exciting range of experiential education opportunities for JWU students including multinational corporations, sports event management, tourism, hospitality and business.

For more information about the Denver Campus (<http://www.jwu.edu/denver>), contact

Admissions

Johnson & Wales University

7150 Montview Boulevard, Denver, CO 80220

1-877-JWU-DENVER (598-3368)

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

THE ACADEMIC CENTER at 1900 Olive St. houses academic classrooms, Alumni Hall, the atrium, an auditorium, the Center for Academic Support, the College of Business and College of Hospitality Management, Experiential Education & Career Services, faculty offices, Fashion Merchandising & Retailing, Information Technology, Legacy Hall, the library, Outtakes, Ricoh Printing & Mailing Services, Student Academic & Financial Services, the Veterans Resource Center and the Wildcat Lounge.

CENTENNIAL HALL, located at 1800 Pontiac St., houses academic classrooms, Alumni Relations, Café 1914, student organizations, College of Arts & Sciences faculty, College of Culinary Arts faculty, Communications & Media Relations, dean of students, Development, executive offices, faculty and administrative offices, Great Hall, Health & Counseling Services, Instructional Technology, mathematics lab, New Student Orientation & First-Year Initiatives, Residential Life, Student Conduct, Student Involvement & Leadership, and student media lab.

The COLLEGE OF CULINARY ARTS at 1895 Quebec St. houses academic classrooms, Colorado Dining Room, Coors Beverage Laboratory, Dick Saunders Dining Room and laboratories.

ASPEN HALL, located at 7039 East 18th at

institution's accreditation, approval or licensing. This information, as well as contact information for accreditors, may be obtained by contacting

Associate Provost
Office of the Provost
Johnson & Wales University
One Weybosset Hill, Sixth Floor
33 Broad Street

campus and available by contacting Equity & Compliance Services
(Equity&ComplianceServices@jwu.edu).

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

Office for Civil Rights

- Sylvia E. Robinson, president, SER Associates, Oak Hill, Virginia
- Patricia R. Roche, retired partner, Roche-Rooney Financial Services, Denver, Colorado
- Mim L. Runey, LPD, Providence Campus president and chief operating officer, Johnson & Wales University
- Irving Schneider, retired Providence Campus president, Johnson & Wales University, North Kingstown, Rhode Island
- Bennett E. Singer '98 MBA, senior vice president & portfolio manager, U.S. Trust, Providence, Rhode Island
- Lissa B. Singer '98 MBA, chief quality officer, First Physician Corporation, Charlton Memorial Hospital ED, Fall River, Massachusetts
- Guy B. Snowden, chair of the board emeritus, Johnson & Wales University; director, SnowMark Corp., Vero Beach, Florida
- Paul Stonely, chief executive officer and executive committee member, World Association for Cooperative Education, Lowell, Massachusetts
- Howard G. Sutton, executive in residence, Johnson & Wales University
- John E. Taylor Jr., chairman of the board, Twin River Worldwide Holdings Inc., Vero Beach, Florida
- William R. Tiefel, chairman, Carmax Inc.; chairman emeritus, The Ritz-Carlton Hotel Company LLC, Palm Beach, Florida
- Edward P. Triangolo Jr., managing partner, Triangolo Professional Group, Sunrise, Florida
- Terry Vince, legacy trustee; former president, Sovereign Hotels, Gloucester, Massachusetts
- Girard Visconti, partner, Shechtman Halperin Savage LLP, Pawtucket, Rhode Island
- Zolon A. Wilkins Jr., president, Lexington Interests Inc., Irving, Texas
- Richard Wiscott, PhD, Denver Campus president, Johnson & Wales University
- Donna J. Yena, retired vice president of employer relations, Johnson & Wales University, East Greenwich, Rhode Island
- John A. Yena, chairman of the board emeritus, Johnson & Wales University, East Greenwich, Rhode Island

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and all Members of the Board of Trustees

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- Tarun Malik '90 MS, '11 EdD, president, Charlotte Campus

- David Hood, MEd, assistant professor; BS, Johnson & Wales University; MBA, Johnson & Wales University; MEd, Rhode Island College
- John Meredith, MBA, associate professor; BS, The Ohio State University; MBA, Bowling Green State University
- Mike VanderKooi, MBA, associate professor; BA, Calvin College; MS, Colorado State University; MBA, Grand Valley State University

College of Culinary Arts

- Jorge de la Torre, MEd, dean of culinary education; AOS, California Culinary Academy; BBA, University of New Mexico; MEd, Colorado State University
- Kevin Kester, BS, director of culinary operations; AAS, Colorado Northwestern Community College; BS, Oklahoma State University
- Brian Lentowich, culinary purchaser
- Scott Smith, CEC, CCE, PhD, professor; department chair; BS, Metropolitan State College of Denver; MBA, University of Colorado; PhD, Colorado State University
- Christopher Heath Stone, MEd, associate professor, department chair; AS, BS, Johnson & Wales University; MEd, Colorado State University
- Marleen Swanson, MS, RD, assistant professor; department chair; BS, MS, Colorado State University; MIM, Thunderbird; Grand Diploma, Le Cordon Bleu Paris

- Michael Angelo, AS, instructor; AS, Johnson & Wales University
- Max Ariza, senior instructor; Certified Sommelier, Institut Culinaire, Avignon, France
- T. Stella Bernard, BS, CWP, level 1 instructor; AS, Milwaukee Area Technical College; BS, University of Wisconsin
- Johannes Busch, MS, associate instructor; AS, San Juan Community College; MS, Bundesfachschule Wolfenbuettel Germany
- Jerry Comar, CEPC, associate instructor
- Mary Fabrikant, MBA, assistant professor; AS, Johnson & Wales University; BFA, Carnegie Mellon University; MBA, Pace University
- Stacy Griest, MBA, PMS, associaaè

Program

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- Baking & Pastry Arts (p. 15)
- Culinary Arts (p. 16)

Baking & Pastry Arts - AS

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

Upon completion of the program, graduates are expected to:

- Utilize multiple classical and contemporary cooking and baking techniques to prepare, produce, and present baked products, pastries, and desserts
- Perform the skills and techniques of professional artisanal bread baking and viennoiserie
- Apply FDA recommended food safety and sanitation principles to food and beverage products, tools and equipment used throughout the flow of the food and beverage operation
- Implement cost control measures to track goods, services and costs through the cycle of cost control and to evaluate revenue and expenses and their effect on profitability
- Communicate professionally and exhibit appropriate decision making skills with respect for individual and team diversity as it applies to the food service industry

First-year Baking & Pastry Arts students rotate through two terms of hands-on laboratory classes. Emphasis is placed on skills development and techniques of combining basic ingredients to produce pastries, breads, cakes, frozen desserts, and chocolates. Second-year laboratories emphasize advanced techniques in the preparation and production of cakes, entremets, artisan breads, plated desserts and sugar work.

The baking and pastry lab experience is complemented by a sound general education core and professional studies which include food and beverage cost control, nutrition, and a food safety course that, upon successful completion, results in a Food Safety Manager certification recognized by the Conference for Food Protection.

Associate degree students will participate in one term of experiential education which allows students to participate in food service operations in preparation for future careers. Possible sites include university owned or operated practicum educational facilities, hotels, restaurants, country clubs, resorts, casinos, spas and contract food service providers. Eligibility requirements for certain sites include a 2.75 cumulative GPA and completion of all prerequisite coursework. International internship opportunities at host company sites throughout the world may also be available for students who have met specific college eligibility requirements, have a minimum of one year work experience in a full-service restaurant, hotel or resort, and who maintain a 3.25 cumulative grade point average.

A two-year program leading to an Associate degree

- Food & Beverage Entrepreneurship (<http://catalog.jwu.edu/programsofstudy/business/food-beverage-entrepreneurship-bs>)

- Baking & Pastry Arts bachelor's degree program is only offered at the Providence Campus for day students.
- Business Studies is not available for Denver CE.
- Culinary Arts and Food Service Management is not available for Denver CE.
- Food & Beverage Entrepreneurship is only offered Online and at the Charlotte, North Miami and a

Academic Int'l Programs (ABRD) Courses

This course is a variable-credit placeholder course used to maintain JWU student status while participating in a JWU exchange program. Students apply for the exchange program through JWU Study Abroad, which identifies the approved exchange university institutions. Students are enrolled in exchange university courses overseas. The international host university courses are not from the JWU catalog, so students schedule for this course (4.5-22.5 credits) to maintain registration at Johnson & Wales. Offered at Charlotte, Denver, Denver CE, North Miami, Online, Providence, Providence CE
1.25-22.5 Quarter Credit Hours

This course is a variable-credit placeholder course used to maintain JWU student status while participating in a JWU affiliate program. Students apply for the affiliate program through JWU Study Abroad, which identifies the approved affiliate organizations and specific approved programs. Students are enrolled in an affiliate's partner university courses overseas. The international host institution or university courses are not from the JWU catalog, so students schedule for ABRD4180 (4.5-22.5 credits) to maintain registration at Johnson & Wales. Offered at Charlotte, Denver, Denver CE, North Miami, Online, Providence, Providence CE
1.5-22.5 Quarter Credit Hours

Baking and Pastry Arts (BPA) Courses

This course provides students with fundamental cooking and baking techniques, knife skills, piping skills and mixing methods. Emphasis is placed on proper receiving, handling and identification of fruits and other ingredients used in the pastry kitchen. Offered at Charlotte, Denver, Denver CE, North Miami, Providence, Providence CE
3 Quarter Credit Hours

This course is designed to give the student fundamental working knowledge of the traditional methods of producing puff pastry, pâte à choux, creams and custards. This course also includes practical techniques of platter design and presentations. Students plan, organize and set up pastry buffets. Offered at Charlotte, Denver, Denver CE, North Miami, Providence, Providence CE
3 Quarter Credit Hours

This course is designed to provide students with the knowledge of traditional methods of producing pies and tarts. Emphasis is on the production of basic pie dough, short dough, pâte sablée, and a variety of pie and tart fillings. Offered at Charlotte, Denver, Denver CE, North Miami, Providence, Providence CE
3 Quarter Credit Hours

This course provides students with a fundamental working knowledge of the traditional methods of producing cookies and petits fours. Fundamentals of production, finishing techniques and platter presentations are introduced. Offered at Charlotte, Denver, Denver CE, North Miami, Providence, Providence CE
3 Quarter Credit Hours

This course is designed to provide students with skills in the production of churned and still-frozen desserts, composed frozen desserts and the production of hot desserts enhanced by a frozen component. Offered at Charlotte, Denver, Denver CE, North Miami, Providence, Providence CE
3 Quarter Credit Hours

This course provides students with the skills and knowledge of chocolate tempering methods. Hand dipped and molded pralines and truffles (candies) are produced utilizing different chocolates, fillings and decorating techniques. Emphasis is placed on the history and manufacturing techniques of the different qualities in chocolate. Offered at Charlotte, Denver, Denver CE, North Miami, Providence, Providence CE
3 Quarter Credit Hours

This course provides students with the skills and knowledge of producing cakes, butter creams and icings. Each student is taught proper mixing methods and assembling, icing and finishing techniques of a variety of cakes. Offered at Charlotte, Denver, Denver CE, North Miami, Providence, Providence CE
3 Quarter Credit Hours

This course provides an introduction to the skills and techniques of artisan bread production. Products covered include commercially yeasted breads, rolls and savory quick breads. Properties and characteristics of ingredients, the baker's percentage system and scaling methods are studied, as well as proper mixing techniques, controlled fermentation, and baking methodology. Offered at Charlotte, Denver, Denver CE, North Miami, Providence, Providence CE
3 Quarter Credit Hours

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

This course introduces how baking works through an understanding of the ingredients used in baking and pastry. Students run experiments in order to learn about ingredients and understand how ingredients change during production and interaction with other ingredients. Offered at Charlotte, Denver, Denver CE, North Miami, Providence, Providence CE
3 Quarter Credit Hours

Students build on their fundamental skills of icing cakes in creating special occasion cakes. Emphasis is placed on developing skills in making various flowers out of modeling chocolate, marzipan and gum paste. Students are introduced to covering and glazing special occasion cakes with rolled fondant and build their piping skills through intricate patterns and techniques. Prerequisite(s): BPA1040. Offered at Charlotte, Denver, Denver CE, North Miami, Providence, Providence CE

This course covers preparation and presentation of individual hot and cold plated desserts, using a variety of traditional and modern plating techniques. Plate design, station organization, à la minute service, flavor, textural components, and portion control are emphasized.
Prerequisite(s): BPA 1015, BPA 1030
Offered at Charlotte, Denver, Denver CE, North Miami, Providence, Providence CE
3 Quarter Credit Hours

This course introduces students to the advanced skills and techniques of artisan bread production that includes commercially and naturally leavened breads, decorative breads, crackers and flat breads. Properties and characteristics of grains other than wheat and sustainability are covered. The baker's percentage system, scaling ingredients, mixing techniques, controlled fermentation, hand shaping skills, and baking methodology are reviewed.
Prerequisite(s): BPA 1045
Offered at Charlotte, Denver, Denver CE, North Miami, Providence, Providence CE
3 Quarter Credit Hours

Students are introduced to the production methods and service of non-alcoholic beverages, beer, wine and spirits. Students identify beverages using sensory evaluation techniques, and are exposed to beverage costing and profitability. Students also take the ServSafe®Alcohol certification course and exam.

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

3 Quarter Credit Hours

Learn and develop the craft of garde manger utilizing both traditional and contemporary techniques in cooking, preservation, forcemeat production and charcuterie, while applying the concept of "total utilization". Using marketable displays, the preparation and presentation of hot and cold hors d'oeuvres, fresh cheeses and cold sauces is practiced.


Prerequisite(s): Completion of all freshman culinary labs (or concurrent with dean approval).

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

3 Quarter Credit Hours

Students will expand their understanding of guest satisfaction through various applications of restaurant service. They are also introduced to basic supervisory concepts including: front of the

Food Service Management (FSM) Courses



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

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

4.5 Quarter Credit Hours

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

Offered at Denver, Denver CE, North Miami, Providence, Providence CE

4.5 Quarter Credit Hours

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

Class Schedules

The course schedule (https://uconnect.jwu.edu/prod/bwkschd.p_disp_dyn_sched) is published before registration begins each term. The course schedule includes course meeting days and times, seat capacity, course prerequisites and additional information for courses meeting the search criteria.

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

Please note that students enrolled in courses at the university may be required to participate in online discussion forums, student-to-student collaborations and student presentations with other students as part of course requirements.

Academic Policies

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

Not all university policies and procedures affecting students are described in this catalog. For further information, please refer to the Student Handbook (<http://catalog.jwu.edu/handbook>).

Academic Standing

A student's academic standing is based on grade point average (GPA) in conjunction with total attempted credits (including transfer credits) and is evaluated after the completion of each term of enrollment. Academic standing standards differ by program of study. Please refer to the following academic standing standards charts. Students not in good academic standing are required to meet with their assigned academic counselor. During this meeting an academic agreement will be developed outlining the grades needed to return to good academic standing. Students are urged to make an appointment with their assigned academic counselor at the beginning of their probation term.

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

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

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

Good Standing	0-higher	2.0-4.0	Good Standing
Good Standing	0-higher	0-1.99	Probation 1st Term
Good Standing	0-higher	2.0-4.0	Good Standing

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

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

Good Standing	0-higher	3.25-4.0	Good Standing
Good Standing	0-higher	0-3.24	Academic Dismissal

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

Probation may affect a student's ability to register and/or graduate. Graduate program students and 4+1 BS/MBA/MS program students are allowed a maximum of 2 terms on probation.

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

Dismissed students may no longer matriculate at the university for at least 1 term and are expected to work on academic deficiencies. To return to the university, students may petition the Academic Appeals Committee, providing a letter of intent and documentation of academic improvement. The committee will consider appeals that document mitigating circumstances. Students may only appeal their dismissal once and the decision of the committee is final.

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

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

Attendance

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

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

Individual faculty define the specific role that class attendance plays in the calculation of final grades for each course. Additionally, excessive absences in certain courses may result in withdrawal from the course at the instructor's discretion. Students should consult the course syllabus and course instructor for specific faculty policies on attendance and make-up work within a course.

Students are expected to familiarize themselves with attendance requirements outlined in the Student Handbook (<http://catalog.jwu.edu/handbook>).

Credits and Grades

The university measures undergraduate and graduate academic progress using the quarter credit hour system with the exception of the doctoral and physician assistant studies programs, which operate under a semester credit hour system. Courses are offered in 3 formats — lecture, laboratory and experiential. Courses may combine 2 or more of these formats.

Good Standing	0-higher	3.0-4.0	Good Standing
Good Standing	0-higher	2.0-2.99	Probation 1st Term
Good Standing	0-higher	0-1.99	Academic Dismissal
Probation 1st Term	0-higher	3.0-4.0	Good Standing
Probation 1st Term	0-higher	2.0-2.99	Probation 2nd Term
Probation 1st Term	0-higher	0-1.99	Academic Dismissal
Probation 2nd Term	0-higher	3.0-4.0	Good Standing
Probation 2nd Term	0-higher	0-2.99	Academic Dismissal
Academic Warning	0-higher	3.0-4.0	Good Standing
Academic Warning	0-higher	0-2.99	Academic Dismissal

Generally, 1 quarter credit represents 10 hours of instruction, which includes class lecture and additional activities. 1 quarter credit hour equals 2 laboratory hours or 3 experiential hours. Furthermore, all courses require additional hours of study and preparation outside of the classroom or learning environment.

The grading system is as follows:

95-100	A+	4.00
90-94	A	4.00
85-89	B+	3.50
80-84	B	3.00
75-79	C+	2.50
70-74	C	2.00
65-69	D+	1.50
60-64	D	1.00
0-59	F	0.00

discharge may remain eligible for readmission even though they will not be entitled to the benefits outlined in this policy.

The returning student may be required to provide supporting documentation.

Repeat of Courses

When the appropriate course is available, the course, when a grade other than W has been assigned, may be repeated to earn a better grade. Upon successful completion of the course at a later date, the cumulative average is adjusted to reflect the highest grade earned.* However, each grade earned will appear on the academic transcript and count toward attempted credits. Students are required to pay any applicable tuition charges for all repeated coursework. Students are eligible for financial aid for only 1 repetition of a previously passed course.

* When a student has repeated a course previously applied to an awarded degree, each grade earned will be included in the cumulative point average.

A course deficiency occurs when a student fails to complete a course with a satisfactory grade, either by failing the course or by receiving a grade that does not meet the minimum required by the student's program. Academic warning, probation and dismissal are not determined from 1 course, but by the cumulative GPA.

Students who fail a course after a second attempt will be assigned a course deficiency hold and will be required to meet with their assigned academic counselor/advisor in Student Academic & Financial Services. Academic counselors/advisors will review the following options with the student:

- Consider a change of program.
- Repeat the same course, which will result in only the highest grade earned grade being calculated in the cumulative average.
- Student may be advised to take a pre-approved course at another institution outside of Johnson & Wales University. The original grade will remain on the student's transcript but will be excluded from the cumulative average.

Students opting to repeat the course will be required to attend content tutoring. The course deficiency hold will be removed once the student has satisfied the course requirement.

Arts & Sciences Core Experience

Johnson & Wales University is committed to providing its students with the learning necessary for professional and personal success. A Johnson & Wales University education prepares students to become engaged citizens, equipped with the intellectual and practical skills needed to address complex issues in a diverse and dynamic world.

In addition to development of lifelong learning skills, the university's A&S general education core curriculum provides breadth of learning by introducing students to multiple ways of understanding the world through explorations in the natural sciences, social sciences and humanities.

Foundational skills are introduced early on and reinforced throughout the curriculum: oral and written communication, quantitative literacy, critical thinking, ethical reasoning, and integrative learning.

Students build on these foundational skills in many disciplines in the arts and humanities, social sciences and natural sciences as well as in their major courses. All students must fulfill a university graduation requirement for college-level writing proficiency.

An essential component of the A&S Core Experience is the development of integrative learning that requires thinking across boundaries, applying knowledge and skills in new situations, and synthesizing information from various perspectives to explore complex issues or problems. All Johnson & Wales University undergraduates are required to complete two Integrative Learning courses, one at the sophomore level and another in the senior year. These courses approach a big idea or question from the perspective of multiple disciplines. Developing the habit of connected inquiry throughout the four years of their undergraduate experience allows Johnson & Wales University graduates to apply the sort of adaptive, innovative thinking needed for professional success and lifelong learning.

Through the A&S Core Experience, Johnson & Wales University students are expected to:

- Effectively apply oral and written communication strategies appropriate for a particular situation and/or audience.
- Solve mathematical problems and to apply mathematical reasoning to problems in other fields of study.
- Apply appropriate disciplinary criteria to examine complex issues, make decisions, analyze arguments, conduct credible research, solve problems and create original ideas and/or approaches.
- Apply ethical standards and reasoning to complex issues in personal, academic and professional decisions.
- Demonstrate knowledge of the complexities of human behavior

to participate in a welcome event that allows them to check in, visit the bookstore and be fitted for uniforms, receive their student ID and campus parking permits, and receive information that will help them with their transition to the university. Students seeking re-admittance to the university are also encouraged to attend these orientation sessions for new information and to help ease the transition back to campus.

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

Experiential Education & Career Services

Experiential Education & Career Services (EE&CS) supports the university's mission to integrate general education, professional skills and career-focused education by providing students with customized services and support for experiential education and career planning. Experiential Education & Career Services achieves this purpose through a team of qualified career

Residency Requirement

Residency requirement refers to the number of credits students must take at JWU to be eligible for a degree or certificate, whether they are transfer students or JWU students acquiring an additional degree. Please see the appropriate section for information regarding residency requirements.

The residency requirement for all students pursuing an associate degree is a minimum of 31.5 quarter credit hours, half of which must be within the major field.

For students pursuing a bachelor's degree, the minimum is 45.0 quarter credit hours, half of which must be within the major field.

Students pursuing a certificate program will be allowed to transfer a maximum of 9.0 quarter credits (including JWU courses) toward certificate program requirements.

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

Students may pursue 1 additional associate degree in a program that has a minimum of 31.5 credits which are not in their primary major (there must be a 31.5-credit difference between the 2 associate degrees). Half of the credits must be within the major field of the additional associate degree. Classes in the additional associate degree may not be used as electives in the primary major if residency requirements have not been met.

Students may pursue 1 additional

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

Applying

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

Students may apply online (<http://admissions.jwu.edu/apply>). There is no deadline for submitting applications, but students are advised to apply as early as possible before their intended date of enrollment to ensure full consideration, as some programs may fill up. No application fee is required.

In completing the application form, students must indicate the term in which they wish to enroll. Applications are accepted for terms beginning in September, December, March and June. There are no culinary or baking & pastry arts courses offered during the summer term. However, students in these majors may take academic courses in the summer term.

After completing the application form, students are responsible for requesting that their high school guidance office forward to the university an official copy of the secondary school record for admissions consideration. Specific verification documents must be submitted to Continuing Education Admissions.

Paper applications are also accepted for no fee. Students may request an application be mailed to them by contacting the Johnson & Wales Admissions office noted below.

Applications for admission should be completed in full and sent to the address below:

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

Admissions Decision

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

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

Admissions Requirements

UIê=Th

ACT English Language Arts	19 (average of English scores)
ACT English and Reading	Section scores of 19 in each
S.T.E.P. Eiken (Society for Testing English Proficiency)	Grade 1

GCSE, Singapore, CIE IGCSE O Levels	Grade C or higher in English
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International Baccalaureate	Grade of 4 or higher in English SL/HL (Syllabus A)
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Malaysia SPM	Grade of C6 or higher in 1119 English
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Caribbean Secondary Education Certificate (CSEC)	Grades I-III in English Language
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Sweden Upper Secondary Certificate	Grade of C or higher in English A and B
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Norway Upper Secondary Certificate	Grade of 3 or higher in English
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West African Secondary Certificate (WAEC)	Grade of B4 or higher in English
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Kenya Certificate of Secondary Education (KCSE)	Grade of 8/B- or higher in English
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- * Recommended sub-scores of 43 for undergraduate and graduate programs
- ** Recommended sub-scores of 5.5 or higher for undergraduate programs and 6.0 or higher for graduate programs
- *** Recommended sub-scores of 15 or higher for undergraduate programs and 18 or higher for graduate programs
- **** Recommended sub-scores of 48 or higher for undergraduate and graduate programs

Applicants from the following countries where English is the official language and the primary language of instruction (and submit an official transcript from an accredited/recognized institution from one of these countries) are not required to submit English language test scores:

- Anguilla (ANG)

Johnson & Wales University will award up to 13.5 quarter credits per subject for 2-year CAPE examinations passed with a grade of IV or better. Up to 4.5 quarter credits may be awarded for single-unit CAPE examinations. Students must submit an official or verified statement of results issued by the Caribbean Examinations Council (CXC).

Articulation Agreements

Johnson & Wales University is proud to maintain a variety of international relationships through articulation agreements (<https://www.jwu.edu/content.aspx?id=53299>) and transfer equivalencies with institutions and programs that facilitate student transfer to JWU for bachelor's degree completion. The university is continuously working to develop partnerships with institutions around the world for the purpose of offering diverse educational opportunities for transfer students. Please note that not all majors are offered at every campus, which may affect articulation agreement eligibility. Contact Admissions at the specific campus for more information.

International Transfer Credit

Coursework completed at foreign institutions chartered and authorized by their national governments, usually through a ministry of education, is eligible for transfer credit; however, transfer credit is not guaranteed.

Graduate programs are offered at the Providence, North Miami and Denver campuses.

Applicants with transfer credit should submit official college transcripts from any colleges and universities previously attended prior to enrolling at the university. It is the responsibility of those candidates who are currently attending other colleges to have their updated official transcripts sent to Johnson & Wales University as soon as final grades become available and no later than the first term of enrollment. In some cases, an official course outline or syllabus will be required for evaluation.

All non-English documents must be accompanied by certified word-for-word English translations. In addition, course descriptions or syllabus (subject details or content outline) are required for transfer credit evaluations of all courses taken at foreign universities.

In order to be eligible for transfer credit, courses must be similar in level, content and duration to JWU courses in the student's intended program of study. Additionally, only courses with earned grades of C or higher (2.00 GPA) will be accepted. Courses that carry grades of "Pass" (P) are also acceptable for transfer provided credit was awarded, and the grade of P carries a numeric GPA value of 2.00 or greater. Credits earned in developmental and remedial, English as a Second Language courses, or CEUs (continuing education units) are nontransferable.

Upon completion of the transfer credit evaluation, accepted students will receive a copy of their degree audit (international students receive a transfer credit allowance) showing the credit accepted toward their program of study. Students with domestic transfer credit wishing to review such credits must contact a transfer advisor in Student Academic & Financial Services. Those with transcripts from foreign institutions must contact International Admissions.

JWU has a number of articulation agreements (<https://www.jwu.edu/content.aspx?id=53299>) and transfer credit equivalencies in place that facilitate student transfers to Johnson & Wales University. The university works closely with all colleges who wish to articulate with JWU and continuously works to develop new partnerships. Johnson & Wales University is not guaranteed.

Program (Chapter 1607), Dependents Education Assistance (Chapter 35), Post-9/11 GI Bill (Chapter 33), Yellow Ribbon Program, Vocational Rehabilitation (Chapter 31), Tuition Assistance and other programs/benefits.

JWU thanks you for your commitment and service! For more information please visit our Military and Veterans webpage (<https://www1.jwu.edu/future-students/military-and-veterans>). To determine eligibility please contact the U.S Department of Veterans Affairs (<http://www.benefits.va.gov/gibill>).

Placement Testing

Placement testing is used to place students into appropriate course levels and determine students' course schedules.

Although it is critical that students do their best, placement test results do not affect the student's admission to the university. See the appropriate section to review specific placement testing requirements.

Students with a documented disability requiring special accommodations must forward the appropriate documentation to the Center for Academic Support (p. 44) on their campus at least 2 weeks prior to scheduling a placement test in order to ensure that accommodations can be provided. No accommodations will be allowed unless the required documentation is submitted prior to testing. Students who have already participated in placement testing and submit appropriate documentation will have the opportunity to retest with the accommodations in place.

Mathematics and English placement tests are required for all new undergraduate students, including transfer students, prior to orientation or attending classes. Transfer students may be exempt from mathematics and English placement testing only if Johnson & Wales University has awarded them transfer credit for both degree-specific, first-level mathematics and English courses.

The university administers ACCUPLACER mathematics and English placement

- carry out tour guide responsibilities (e.g., leading groups to access museums and outdoor tourism destinations, hotels and restaurants) at international destinations, which may not meet USADA specifications
- complete job responsibilities on both day and night shifts

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

- communicate appropriately with faculty, staff, fellow students, university guests and customers, in person and by telephone and email
- input data into and retrieve data from a computer
- travel by standard commercial carriers, including airlines, to international destinations, which may not meet USADA specifications
- participate in tours of restaurants and hotels, and tourism at international destinations, which may not meet USADA specifications
- complete job responsibilities on both day and night shifts

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

- communicate appropriately with faculty, staff, fellow students, university guests and customers, in person and by telephone and email
- input data into and retrieve data from a computer
- complete job responsibilities on both day and night shifts
- participate in industry-relevant activity for up to 6 continuous hours, often standing and moving in laboratory classes
-

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

Academic Progress

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

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

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

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

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.

Students who fail to meet SAP criteria after the warning period are ineligible for financial aid. If the student does not have an approved appeal, the student

is no longer eligible for financial aid. Students may continue to take courses without financial aid to re-establish SAP standards; however, a payment plan must be established for the tuition and applicable fees associated with the course(s). Once a student is meeting JWU's minimum SAP standards, the student may regain financial aid eligibility. Students who are interested in reestablishing aid eligibility should meet with an academic counselor to determine what they would need to do to meet JWU's minimum SAP standards.

If extenuating circumstances impacted successful adherence to SAP criteria, the student may pursue an appeal. The appeal will require the student to indicate why they did not make SAP and what has changed in the student's situation that will allow the student to demonstrate SAP by the next term. Circumstances and required documentation are illustrated below. The appeal process begins with the student's academic counselor in Student Academic Services. If an academic plan can be created that allows the student to meet SAP criteria within 2 terms, the counselor will present it to the appeals committee. Appeals must include complete documentation and are reviewed during the warning period; incomplete appeals will be denied. Appeal decisions are final. Students will be notified of the decision both verbally and in writing. This notification will take place after final grades are reviewed for the warning period.

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

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	Provide active duty service orders

Financial Aid

For those who qualify, federal financial aid programs are available to US citizens or eligible non-citizens. To assist students in meeting their educational expenses, the federal government offers grants, low-interest loans and work-study. Financial aid is awarded on an annual basis and is disbursed in 3 equal installments (fall, winter and spring). Students interested in financial aid for summer enrollment should contact Student Financial Services on their campus.

Students who register for a course that is not required in their program of study may experience an adjustment/reduction in financial aid. The university cannot award financial aid for classes that do not count toward a student's

degree requirements; therefore, a student's net tuition expense could be higher.

Grants, loans and work-study are available to students who qualify based on completion and submission of the Free Application for Federal Student Aid (<https://fafsa.ed.gov>) (FAFSA) as described in the How to Apply (p. 39) section. Since awards are not automatically renewable, students must reapply each year. All financial aid awards are determined based on an academic year (fall, winter and spring terms). Financial aid awards and federal loan

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

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

Financial Obligations

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

Financial Planning

The university understands that financing an education can be a very complex process for many students. To assist with this process, financial planning counselors are available to work with students and their families on an individual basis to help them best utilize their own funds and other available resources to meet educational expenses.

For more information and assistance, contact Student Financial Services (<https://www1.jwu.edu/admissions/contact-us/financial-services-team>) at the campus where you plan to enroll.

Federal financial aid is not available to international students. International students must provide sufficient evidence of financial support to receive an I-20. The university awards scholarships based on academic merit. International students can contact the EducationUSA (<http://www.educationusa.info>) advising center in their country to learn more about opportunities for financial assistance.

Other Fees

The fees below are only approximate costs and could be higher or lower depending on the student's needs. These expenses should be understood prior to enrolling for budget/planning purposes.

The out-of-pocket cost for housing is approximately \$5,500 per academic year. These costs are determined annually and are not applied to the student's invoice.

The out-of-pocket cost for meals is approximately \$1,200 per academic year. These costs are determined annually and are not applied to the student's invoice.

The out-of-pocket cost for books and supplies is approximately \$1,500 per academic year. These costs are not applied to the student's invoice. Books and supplies can be purchased at the university's bookstores, online (<http://www.bkstr.com/johnsonwalesstore/home>) or through other venues where available. The bookstores operate a textbook sales/buyback program to help students minimize these costs.

University Withdrawal Credit Policy

The distribution formula for the institutional refund to the Federal Student Financial Aid program will 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.

If a student terminates

- prior to the start of the term and during the first week, the university will credit 100% of the term charges. If eligible, all institutional aid/scholarships for that term will also be returned.
- during the second week of the term, the university will credit 90% of the term charges. If eligible, all institutional aid/scholarships for that term will be adjusted to 10%.
- during the third or fourth week of the term, the university will credit 50% of the term charges. If eligible, all institutional aid/scholarships for that term will be adjusted to 50%.
- during the fifth or sixth week of the term, the university will credit 25% of the term charges. If eligible, all institutional aid/scholarships for that term will be adjusted to 75%.

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

International Student Services Fee (if applicable) is non-refundable.

Examples of university refund policies are available upon request in Student Academic & Financial Services.

If a student leaves the university due to extenuating circumstances without officially withdrawing, they may submit a university enrollment dispute (<http://www.jwu.edu/forms.aspx?id=55199>) within 30 days after the end of the term in dispute. No withdrawal disputes will be considered after that time. The student must present supporting documentation that demonstrates serious and compelling reasons justifying the withdrawal, and extenuating circumstances justifying its retroactive nature. No adjustments to tuition and fees or financial aid will be made until the dispute is researched and either approved or denied. Decisions will be made within 10 business days and the student will receive notification via an email sent to the email address they provided on the dispute form.

Tuition and Fees

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

Academic Courses	\$212 per quarter credit hour/\$954 per semester
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Student Services at JWU provides personal and professional development support for students across various aspects of campus life, from academic support to meals and housing, health services, and involvement in campus programs and student organizations. See a topic for specific information.

Academic Support

academic complaint or grievance), the dean of students (in case of an administrative complaint or grievance) or their designees.

costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. copyright office (<http://www.copyright.gov>), especially their FAQs (<http://www.copyright.gov/help/faq>). Please refer to the Computer and Technology Use Policy for a further description of prohibited activities regarding the use of university technology resources.

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

Drug and Alcohol Policy

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

Possession or use of illegal drugs, narcotics or drug paraphernalia is absolutely forbidden. Johnson & Wales may impose sanctions on students and employees for violations of this policy up to and including dismissal, separation of employment and/or possible referral to local authorities consistent with applicable law. Johnson & Wales is not and cannot be considered a protector or sanctuary from the existing laws of the local, state and/or federal government.

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

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.

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

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

Cannabis (i.e., marijuana, hashish) may cause euphoria, relaxed inhibitions and disoriented behavior.

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

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

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

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

Criminal penalties for drug and alcohol offenses can include

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

Safety and Security

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

Campus Safety & Security officers are available to patrol the campus at all times and utilize an integrated electronic access control and digital camera system. Emergency blue-light telephones are strategically located throughout the campus and directly connect callers to the Campus Safety & Security dispatcher on duty. Campus Safety & Security issues timely alerts to the

aid, payment plans, invoicing, financial aid award notifications, financial questions and procedures.

Student Involvement & Leadership

Student Involvement & Leadership (<http://www.jwu.edu/content.aspx?id=58491>)

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apply.jwu.edu