JOHNSON & WALES UNIVERSITY

2020–21 Student Handbook

ONLINE CAMPUS

Table of Contents

Handbook 3
Introduction 4
Letter from the Dean 4
Academic Calendar 5
Staying Connected 8
Important Information 8
JWU Communications with Students 8
General Information and Policies 9
Advising 9
Complaints and Grievances 9
Student Disability Grievance Policy and Procedures 10
Computer and Technology Use 11
Disability Accommodations for Students Policy and Procedure 11
Drone Use Policy 12
Drug and Alcohol Policy 12
FERPA 13
Directory Information Public Notice 13
Proxy 14
Financial Obligations 14
Financial Aid 14
Firearms 14
Graphic and Editorial Standards Policy 15
Hazing Policy 15
Holds 15
Hoverboard Policy 17
How to Access 1098T and 1098E 17
Identification Cards 17
Name Change 17
Prohibited Discrimination and Harassment (including Sexual Harassment) Policy 18
Notice of Nondiscrimination 18
What Is Sexual Harassment? 18
What Are Other Prohibited Types of Harassment? 19
What To Do 19
Filing a Complaint 19
Investigation and Resolution 20
Retaliation 20
Enforcement Agencies 20
Policy Governing Reporting of Misconduct and Whistleblowing 21
Satisfactory Academic Progress 21
Semester Start Requirements 22
Sexual Assault and Relationship Violence Policy 23
Education and Prevention 24
Steps To Follow 24
Getting Help 26
Criminal and Disciplinary Action 30
State Laws 30
Smoking 35
Student Demonstrations Policy 35
Videography and Still Photography on Campus Policy 36
Withdrawal 36
Allocation of Refunds 37
Involuntary Medical Withdrawal Policy 37
Medical Withdrawal 39
Military Withdrawal 40
Return of Title IV Funds 40
Unofficial Withdrawal 40
Academic Policies 41
Academic Decisions 41
Academic Integrity 41
Academic Standing 41
Attendance 43
Add/Drop 43
Change of Program 43
Class Schedules 43
Curriculum Modifications 44
Enrollment Verification 44
Final Exams 44
Grade Appeals 44
Grade Point Average 44
Grade Reports 45
Grading System 45
Graduate Studies Prerequisites 46
Graduation Requirements 46
Graduation Writing Requirement Appeals Process 47
Honor Code 48
Outcomes Assessment 48
Plagiarism/Turnitin 48
Readmittance Policy 48
Additional Readmittance Criteria 49
Academic Information 50
Apostilles 50
Class 50
Commencement 50
Concentrations 50
Course Cancellation Policy 51
Course Registration 51
Auditing a Course 51
Extension 51
Online Courses 51
Courses at Other Institutions 52
Diplomas 52

Full-time Status ... 52
Graduate Planning System ... 52
Honors ... 53
Dean's List ... 53
Latin Honors ... 53
Internship Programs ... 53
Minors ... 53
Placement Testing ... 53
Prior Learning Assessment ... 54
College Level Examination Program (CLEP) & DANTES Standardized Subject Test (DSST) ... 54
Departmental Challenge Examination ... 55
Portfolio Assessment ... 55
Proctoring ... 55
Repeat of Courses ... 55
Residency Requirement ... 55
Transcripts ... 56
Transfer Credit ... 57
Transfer Within JWU ... 58
Transfer and Career Prerequisites ... 58
Veterans ... 58
Student Affairs ... 59
Call For Help Policy ... 59
Counseling Services ... 59
Gender Equity Center ... 59
Health Services ... 59
Class Absence ... 59
Student Code of Conduct ... 59
Conduct Review Process ... 61
Group Conduct Review Process ... 63
Sanctions for Individuals ... 65
Sanctions for Groups ... 65
COVID-19 Conduct Protocol ... 66
Student Services ... 67
Accessibility Services ... 67
Accommodation of Food Allergies for Culinary and Hospitality Students ... 67
Resources for Students with Concussions ... 67
Services ... 67
Campus Safety & Security ... 68
Emergency Procedures ... 68
Experiential Education & Career Services ... 68
Information Technology ... 68
JWU Global ... 69
BRIDGE ... 69
Study Abroad ... 69
Liability Insurance ... 69
Libraries ... 69
Lost and Found ... 70
Student Academic & Financial Services ... 70
Student Academic Services ... 70
Student Financial Services ... 70
Student-Alumni Relations ... 70
Tutoring Services for Online Students ... 70

Handbook

Online Programs

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

The Doctor of Business Administration program also has a Program Handbook, as does the Occupational Therapy Doctorate (OTD) program. If you are an OTD student, contact the OTD director (nancy.dooley@jwu.edu) to receive a copy of the OTD Program Handbook.

Introduction

By enrolling at and attending Johnson & Wales University, students agree to abide by all university catalogs, codes of conduct, handbooks, manuals, policies, procedures, regulations, and rules applicable to students. The university may, at any time and without prior notice, add to, amend, change, modify, revise, or supersede any of its university catalogs, codes of conduct, handbooks, manuals, policies, procedures, regulations, and rules and may, at any time and without prior notice, change, modify, revise, supersede, cancel, or postpone any class, course, activity, event, and program.

On March 13, 2020, the President of the United States declared the outbreak of Coronavirus Disease or COVID-19—the disease caused by severe acute respiratory syndrome coronavirus 2 or SARS-CoV-2—to be a national emergency. COVID-19 is a global pandemic and a public health risk. The mode of COVID-19 transmission is not entirely known, and our understanding of the virus continues to evolve. According to the Centers for Disease Control and Prevention (CDC), the virus that causes COVID-19 is spread between people, including those who are asymptomatic, and can also be contracted if a person touches a surface or object that has the virus on it and then touches their mouth, nose, or eyes. There may be other ways COVID-19 is transmitted, and COVID-19 could mutate or vary in the form of another similar disease. JWU is committed to taking all reasonable steps to try to ensure the health and safety of its community. JWU has worked hard internally and with appropriate government stakeholders and others to adjust its operations to minimize the risks associated with COVID-19. **But it is impossible for JWU—and, indeed, most other institutions—to guarantee anyone's immunity from exposure to and infection with COVID-19 and all related consequences, which could be severe.** Students knowingly and voluntarily assume the risks associated with COVID-19 (1) by participating in any non-remote or in-person activities; athletic or sporting competitions, practices/trainings, or teams; classes (including laboratories); clubs or other student organizations; events; field work, internships, or other similar experiential experiences; living arrangements (including residential housing); and programs and (2) by using any university facilities or modes of transportation.

Letter from the Dean

Congratulations on your enrollment as an online student at Johnson & Wales University. We look forward to working with you as you pursue your degree, and we feel confident that your experience will be rewarding and benefit you both professionally and personally.

The nature of the online environment offers you many opportunities for collaboration, creativity and intellectual development. As an online student, you'll appreciate the freedom of earning credit toward your degree while studying on your own schedule from your own location. However, your online classes require you to be self-disciplined and self-motivated to complete your coursework on schedule. Your time-management skills, regular class participation and engagement with your professors and fellow students are vital to your success.

We put together this Online Programs Student Handbook to help foster this success. It is an outline of the partnership shared by all of our students, faculty and staff at JWU, establishing clear expectations for everyone involved in our mission of experiential education. Our Online Programs Student Handbook contains the information you need to get organized and stay on track as you proceed through each of your online courses, together with information regarding the academic and administrative services we have in place to support you.

Please be sure to read through the handbook before you begin your studies, and plan to use it frequently as a reference as you proceed through your online program. If you have any questions, please contact the appropriate department.

Again, welcome to Johnson & Wales University. We are committed to supporting you in your studies and look forward to working with you.

Sincerely,
David R. Cartwright
Dean, College of Online Education

Academic Calendar

The academic calendar lists start and end dates for classes, in addition to holidays and makeup class meeting dates (as applicable). These calendars are offered for planning purposes only and are subject to change.

For financial aid purposes, the definition of an academic year is a period in which a student completes two semesters (credit hours), which consists of 16 weeks for a total of 32 weeks. The academic calendar includes two semesters (fall and spring). Summer is optional for undergraduate programs but may be required for some graduate programs.

For the purposes of awarding Title IV financial aid, the payment period is the academic year.

Undergraduate, Graduate, Doctoral Programs

Fall Semester

Fall semester payment deadline (returning undergraduate students)	Aug. 7, 2020
Fall semester payment deadline (all international and graduate students)	Aug. 14, 2020
Fall Doctor of Education classes begin (on-campus program)	Aug. 28–29, 2020
Fall classes begin	Aug. 31, 2020
Fall I classes begin	Aug. 31, 2020
Online courses only: Last day to add a course (Fall semester & Fall I)	Sept. 5, 2020
Culinary & baking weekend labs begin (Denver branch campus)	Sept. 5, 2020
Culinary & baking weekend labs begin (Providence)	Sept. 6, 2020
No classes; Labor Day	Sept. 7, 2020
Fall Doctor of Education classes held (on-campus program)	Sept. 11–12, 2020
Online courses only: Last day to drop a course (Fall semester & Fall I)	Sept. 12, 2020
Online courses only: Deadline to complete attendance requirements (Fall semester & Fall I)	Sept. 12, 2020
Fall I academic course withdrawal deadline	Sept. 22, 2020
Doctor of Education classes held (on-campus program)	Sept. 25–26, 2020
Doctor of Education classes held (on-campus program)	Oct. 16–17, 2020
Fall I classes end	Oct. 20, 2020
Fall II classes begin	Oct. 26, 2020
Fall academic course withdrawal deadline	Oct. 30, 2020
Doctor of Education classes held (on-campus program)	Oct. 30–31, 2020
Online courses only: Last day to add a course (Fall II)	Oct. 31, 2020
Doctor of Education classes held (on-campus program)	Nov. 6–7, 2020
Online courses only: Last day to drop a course (Fall II)	Nov. 7, 2020
Online courses only: Deadline to complete attendance requirements (Fall II)	Nov. 7
No classes; Veteran's Day	Nov. 11, 2020
Fall II academic course withdrawal deadline	Nov. 20, 2020
On campus students: course schedule will reflect courses ending on this date	Nov. 20, 2020
Doctor of Education classes held (on-campus program)	Nov. 20–21, 2020
Culinary & pastry weekend labs end (Denver branch campus)	Nov. 21, 2020
Culinary & pastry weekend labs end (Providence campus)	Nov. 22, 2020
Remote delivery begins for all courses that have not ended	Nov. 23, 2020
Thanksgiving break	Nov. 25–27, 2020
Spring payment deadline	Dec. 4, 2020
Undergraduate reading day academic courses only; Hybrid, Labs, Continuing Education and Graduate courses will be held	Dec. 10, 2020
Doctor of Education classes held (on-campus program)	Dec. 11–12, 2020
Doctor of Education classes end (on-campus program)	Dec. 12, 2020
*Undergraduate final exams	Dec. 14–17, 2020
Fall classes end	Dec. 18, 2020
Fall II classes end	Dec. 18, 2020
Winter Break begins	Dec. 19, 2020
*Final Exams for Continuing Education (CE) and Graduate on-campus programs are held during the last class meeting.	

Spring Semester

Spring Doctor of Education classes begin (on-campus program)	Jan. 8–9, 2021
Winter Break ends	Jan. 10, 2021
Spring classes begin	Jan. 11, 2021
Spring I classes begin	Jan. 11, 2021
Online courses only: Last day to add a course (Spring semester & Spring I)	Jan. 16, 2021
Culinary & baking weekend labs begin (Denver)	Jan. 16, 2021
Culinary & baking weekend labs begin (Providence)	Jan. 17, 2021
No classes; Martin Luther King Jr. Day	Jan. 18, 2021
Online courses only: Last day to drop a course (Spring semester & Spring I)	Jan. 23, 2021
Doctor of Education classes held (on-campus program)	Jan. 22–23, 2021
Online courses only: Deadline to complete attendance requirements (Spring semester & Spring I)	Jan. 23, 2021
Doctor of Education classes held (on-campus program)	Feb. 5–6, 2021
Spring I academic course withdrawal deadline	Feb. 9, 2021
Doctor of Education classes held (on-campus program)	Feb. 19–20, 2021
Spring I classes end	March 2, 2021
Doctor of Education classes held (on-campus program)	March 5–6, 2021
No classes culinary & pastry weekend labs (Denver)	March 6 & 13, 2021
No classes culinary & pastry weekend labs (Providence)	March 7 & 14, 2021
Spring Break	March 8–12, 2021
Spring II classes begin	March 15, 2021
Spring academic course withdrawal deadline	March 19, 2021
Online courses only: Last day to add a course (Spring II)	March 20, 2021

Online courses only: Last day to drop a course (Spring II)	March 27, 2021
Online courses only: Deadline to complete attendance requirements (Spring II)	March 27, 2021
Doctor of Education classes held (on-campus program)	March 26–27, 2021
No classes; Spring holiday	April 2, 2021
No classes culinary & pastry weekend labs (Denver)	April 3, 2021
No classes; Easter	April 4, 2021
No classes culinary & pastry weekend labs (Providence)	April 4, 2021
Doctor of Education classes held (on-campus program)	April 9–10, 2021
Spring II academic course withdrawal deadline	April 13, 2021
Summer payment deadline	April 16, 2021
Undergraduate reading day academic courses only; Hybrid, Labs, Continuing Education and Graduate courses will be held	April 27, 2021
*Undergraduate final exams	April 28–29, 2021
Doctor of Education classes held (on-campus program)	April 30, 2021
Internships & 16-week online courses end	April 30, 2021
*Undergraduate final exams	May 3–4, 2021
Doctor of Education classes end (on-campus program)	May 1, 2021
Culinary & pastry weekend labs end (Denver)	May 1, 2021
Culinary & pastry weekend labs end (Providence)	May 2, 2021
Spring classes end	May 4, 2021
Spring II classes end	May 4, 2021
*Final Exams for Continuing Education (CE) and Graduate on-campus programs are held during the last class meeting.	

Summer Semester

Summer classes begin	May 10, 2021
Summer I classes begin	May 10, 2021
Ed.D. dissertaion advisement begins	May 10, 2021
Online courses only: Last day to add a course (Summer semester & Summer I)	May 15, 2021
Occupational Therapy Doctorate returning student cohort begins	May 17, 2021
Online courses only: Last day to drop a course (Summer semester & Summer I)	May 22, 2021
Online courses only: Deadline to complete attendance requirements (Summer semester & Summer I)	May 22, 2021
No classes; Memorial Day	May 31, 2021
Occupational Therapy Doctorate new student cohort begins	June 7, 2021
M.S. in Addictions Counseling and M.S. in Clinical Mental Health Counseling courses begin	June 7, 2021
Summer I academic course withdrawal deadline	June 8, 2021
Summer I classes end	June 29, 2021
No classes; Independence Day	July 5, 2021
Summer II classes begin (Online Courses)	July 5, 2021
Summer II classes begin (Providence and Charlotte)	July 6, 2021
Summer academic course withdrawal deadline	July 9, 2021
Online courses only: Last day to add a course (Summer II)	July 10, 2021
Online courses only: Last day to drop a course (Summer II)	July 17, 2021
Online courses only: Deadline to complete attendance requirements (Summer II)	July 17, 2021
Summer II academic course withdrawal deadline	July 30, 2021
Fall semester payment deadline (returning undergraduate students)	Aug. 6, 2021
Fall semester payment deadline (all international and graduate students)	Aug. 13, 2021
Occupational Therapy Doctorate returning student cohort classes end	Aug. 13, 2021
Summer classes end	Aug. 20, 2021
Summer II classes end	Aug. 20, 2021
Internships + 16-week online courses end	Aug. 20, 2021
MS in Addictions Counseling and MS in Clinical Mental Health Counseling classes end	Aug. 20, 2021
Occupational Therapy Doctorate new student cohort classes end	Aug. 20, 2021
*Final Exams for Continuing Education (CE) and Graduate on-campus programs are held during the last class meeting.	

Physician Assistant Studies

Didactic Summer Semester

Summer classes begin	June 1, 2020
No classes; Independence Day	July 3, 2020
Academic course withdrawal deadline	July 24, 2020
Fall payment deadline	August 14, 2020
Summer semester ends	August 21, 2020

Didactic Fall Semester

Fall classes begin	September 8, 2020
Academic course withdrawal deadline	October 30, 2020
No classes; Veteran's Day	November 11, 2020
Thanksgiving break	November 25–27, 2020
Spring semester payment deadline	December 4, 2020
Fall semester ends	December 18, 2020

Didactic Spring Semester

Spring classes begin	January 4, 2021
No classes; Martin Luther King Jr. Day	January 18, 2021
Spring break	March 8–12, 2021
Academic course withdrawal deadline	March 21, 2021
No classes; Spring Holiday	April 2, 2021
Summer semester payment deadline	April 16, 2021
Spring semester ends	May 21, 2021

Clinical Summer Semester

Summer classes begin	June 1, 2020
Rotation 1 (callback days, end of rotation July 16–17)	June 15, 2020
Rotation 2 (end of rotation August 20)	July 20, 2020
Fall semester payment deadline	August 14, 2020

Clinical Fall Semester

Rotation 3 (callback days, end of rotation September 25)	August 24, 2020
Rotation 4 (end of rotation October 30)	September 28, 2020
Rotation 5 (end of rotation December 4)	November 2, 2020
Spring semester payment deadline	December 4, 2020
Rotation 6 (end of rotation January 15)	December 7, 2020
Winter break	December 25, 2020 – January 1, 2021

Clinical Spring Semester

Rotation 7 (end of rotation February 19)	January 18, 2021
Final Exam Week (Summative Exams, OSCE's, Master's Presentations)	February 22, 2021
Rotation 8 (end of rotation April 2)	March 1, 2021
Rotation 9 (end of rotation May 7)	April 4, 2021
Callback days	May 10–12, 2021
Physician Assistant Studies Commencement	May 14, 2021

Commencement

Graduate Studies Commencement (Providence, excluding Physician Assistant Studies)	May 7, 2021
Undergraduate and Graduate Commencement (Denver)	May 7, 2021
Undergraduate Commencement (Providence and Charlotte)	May 8, 2021
Undergraduate and Graduate Commencement (North Miami)	May 8, 2021
Physician Assistant Studies Commencement (Providence)	May 14, 2021

Staying Connected

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

Important Information

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

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

JWU Communications with Students

Johnson & Wales University is committed to providing timely and relevant communication to our students. The university sends 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 his or her university email account on a frequent and consistent basis.**

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

Student Contact Information

The university may also correspond with students by regular mail. For the university to communicate effectively and in a timely manner, including in emergency situations, all students are required to manage and update, via jwuLink, their permanent address and telephone contact information (including cellphone numbers) so that they are current at all times. Students may also supply a mailing address if they wish their correspondence to be sent to an address other than their permanent address. A Schedule Hold will be assigned to students who fail to maintain a valid permanent address during the enrollment period.

Depending upon the type of correspondence, individual university offices may choose to use any one of the student's listed addresses (preference is documented in each department's procedures). Upon graduation, a student's diploma will be mailed to the address provided by the student on the graduation application. If no graduation application was submitted, diplomas will be mailed to the student's permanent address.

Emergency Information

The 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 students' cell or home phone numbers. By default, online program students do not receive emergency notifications. Online students who wish to receive emergency notifications for a particular campus on a regular basis should contact their online academic advisor.

Mailing Address

A student's 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.

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. Students are required to update their permanent home address so that the information is correct and current at all times of enrollment. Note: JWU records the original address at the time of application as the permanent address.

Student Location

JWU defines location for all students as their permanent home address. Students are required to verify their permanent address every 120 days and are responsible to update their permanent home address so that the information is correct and current at all times of enrollment. Students can update their permanent address any time via jwuLink. For students who fail to update their permanent address, the university will use the last address on file for such students to determine location.

General Information and Policies

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

Advising

Every online student has a dedicated online academic adviser assigned, who assists with questions pertaining to degree requirements, registration, financial aid and general policies. Students receive a telephone call and email from their online adviser welcoming them to the JWU online community. A student's online academic adviser advises the student from enrollment through graduation and serves as a liaison for the student with other student service departments and areas.

Complaints and Grievances

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

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

1. Actions by the dean of students, including matters that have been referred to Community Standards and Conduct
2. Actions by Residential Life concerning contract release or room relocations
3. Actions by the Academic & Financial Appeals Committee
4. Actions by a faculty member, staff member or third party which may constitute harassment or discrimination (which should be referred to the nondiscrimination and Title IX coordinator, a nondiscrimination campus liaison, or Human Resources & Payroll, as set forth in the Prohibited Discrimination and Harassment Policy (p. 18))
5. Actions relating to voluntary medical withdrawa (p. 39)Is
6. Actions relating to involuntary medical withdrawals (p. 37)
7. Actions relating to the ADA/Rehabilitation Act Grievance Policy And Procedure (p. 10)
8. Actions relating to the review of accommodation decisions
9. Actions relating to academic integrity (p. 41)

Complaint and Grievance Process

For the resolution of academic and administrative issues outside of the exempt areas, please follow the process outlined below. At its sole discretion, the university (including deans and departmental chairs and Human Resources) may consider complaints made outside of channels or time frames indicated below, but it may choose not to do so and asks all students to adhere to the process set forth below.

Step 1

If a student has a complaint about a matter related to the student's grade, class assignment, or issue of a similar nature, the student should first address the complaint or grievance with the faculty or staff member involved within five days of the incident. If a student has a different type of complaint, the student may also follow this process. The faculty or staff member will consider the complaint or grievance and notify the student of the faculty or staff member's decision within a reasonable time, usually five days. If a student (a) does not have a complaint about a matter related to the student's grade, class assignment, or issue of a similar nature and (b) does not wish to address the complaint or grievance with the faculty or staff member involved, the student should follow the applicable process indicated in Step 2 below.

Step 2

If the student (a) does not have a complaint about a matter related to the student's grade, class assignment, or issue of a similar nature and (b) does not wish to address the complaint or grievance with the faculty or staff member involved OR the complaint or grievance cannot be resolved at the previous level, the student should present the complaint or grievance, in writing, to the appropriate department chair or department director within five days of the incident (if raised in the first instance) or within five days of receipt of the faculty or staff member's decision (if raised previously with the faculty or staff member). The department chair or department director will document their decision and provide a copy to the student, faculty or staff member, and dean of the appropriate school or college (in the case of an academic complaint or grievance) or the dean of students (in the case of an administrative complaint or grievance) within a reasonable time, usually five days.

Step 3

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

Expedited Review

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

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

Student Complaint Process for Online Students

Current SARA Member Jurisdictions

Current authorized jurisdictions subject to the State Authorization Reciprocity Agreement (SARA) and the National Council for SARA (NC-SARA) standards include all states and the District of Columbia, with the exception of California. California has its own process for the filing of complaints by online students living in that state that is discussed under **Student Complaint Process for Online Students in Non-SARA Jurisdictions** below.

Online Student Complaint Process

If you are enrolled as an online student and you have a complaint that cannot be resolved through Johnson & Wales University's complaint and grievance process as set forth above, you may file a complaint with the Rhode Island Council on Postsecondary Education (RI-CPE), as described below in **Student Complaint Process for Online Students in SARA Jurisdictions**, or, if living in California, with the California Department of Consumer Affairs (CADCA), as described below in **Student Complaint Process for Online Students in Non-SARA Jurisdictions**.

You may also see additional consumer information related to all other aspects of Johnson & Wales University.

Initial Complaints To Be Filed with JWU

Before filing a complaint with RI-OPC or CADCA, online students are expected to first file an internal complaint with JWU, by following this process.

The complaint will be reviewed, evaluated, and, whenever possible, resolved by the relevant JWU personnel. If the student bringing the complaint is not satisfied with the outcome of JWU's internal complaint process, the complainant may file his/her complaint, within two years of the incident about which the complaint is made, with RI-OPC or CADCA, depending on where the online student resides. The resolution of the complaint by RI-OPC or CADCA will be final.

Student Complaint Process for Online Students in SARA Jurisdictions (All But California)

RI-CPE has promulgated a Student Complaint Procedure. As specified in that procedure, JWU online students may file the following types of complaints with RI-CPE:

- Allegations of Consumer Protection Violations, including Fraud and False Advertising
- Allegations of Violations of State Laws, Rules or Licensing Requirements
- Allegations of Violations of Accreditation Standards
- Allegations of Violations of Standards Established by NC-SARA
- Complaints About Education Program Quality
- Other Complaints as specific in the RI-CPE Student Complaint Procedure

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

Rhode Island Office of the Postsecondary Commissioner
560 Jefferson Boulevard
Warwick, RI 02886-1304

The phone number for RI-OPC is (401) 736-1100.

Student Complaint Process for Online Students in Non-SARA Jurisdictions (California)

If you are enrolled as an online student living in a state that is not a member SARA (currently only California) and you have a complaint that cannot be resolved through Johnson & Wales University's internal complaint process, you may file a complaint with the California Department of Consumer Affairs (CADCA). On behalf of California student residents, CADCA will evaluate complaints, identify the appropriate accrediting agency or governmental entity to handle the complaint, and request a response from the entity regarding the final disposition of the complaint. The address and contact information for CADCA are below:

California Department of Consumer Affairs
Consumer Information Center
1625 North Market Blvd., Suite N-112
Sacramento, California 95834
(833) 942-1120

dca@dca.ca.gov

For a complete list of relevant state agencies within the U.S., please refer to the following list of State Agencies.

North Miami Campus

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

Student Disability Grievance Policy and Procedures

Policy Statement and Scope

Johnson & Wales University has designed this policy and procedure to comply with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. The university intends to provide an equitable and prompt grievance procedure to resolve complaints of discrimination or harassment or other alleged violations of the ADA, Section 504 of the Rehabilitation Act, and any similar, applicable state law. The policy and procedure apply to current university students.

Definitions

"Grievance" means a written[1] complaint submitted in accordance with this policy and procedure and alleging a violation of the ADA, the Rehabilitation Act, or any similar, applicable state law carried out by employees, students, or third parties. At minimum, the grievance shall contain the following information:

1. Petitioner's name, address, email, and telephone number(s);
2. The date of the alleged violation(s) and a detailed description of the alleged violation(s);
3. All respondents' names;
4. The specific action or relief the petitioner seeks; and
5. Any and all other information on which the petitioner is relying to support the grievance.

"Investigator" means the Title IX coordinator, or, in cases where the Title IX coordinator is alleged to be responsible for the grievance, the vice president of student affairs and dean of students, or their respective designees.

"Petitioner" means an employee submitting a grievance.

"Respondent" means any person alleged to be responsible in the grievance. A petitioner may identify one respondent or multiple respondents, as appropriate, in a grievance.

Procedures Related to the Filing of a Grievance

Any Johnson & Wales University student may file a grievance.

The university strongly encourages petitioners to discuss their concerns informally with all respondents to seek an informal resolution before they file any grievance. If a petitioner is unwilling to attempt informal resolution or if attempts at informal resolution fail, the petitioner may then submit a grievance to the Title IX coordinator (hereinafter to include their designee) at the following address:

Title IX Coordinator
Equity & Compliance Services
Johnson & Wales University
8 Abbott Park Place
Providence, RI 02903
Phone: 401-598-2703
Matthias.Rubekeil@jwu.edu

If the grievance is about the Title IX coordinator, the grievance should be addressed to

Vice President of Student Affairs and Dean of Students
Student Affairs
Johnson & Wales University
8 Abbott Park Place
Providence, RI 02903
Phone: 401-598-2848
Ronald.MartelPh.D@jwu.edu

Petitioners must submit grievances within 30 calendar days of the date upon which they become aware of the alleged violation but not later than 90 calendar days of the alleged violation. The university will not consider untimely grievances.

Upon receipt of a grievance, the Investigator shall send each respondent a copy of the grievance and ask each respondent to submit a written response within 14 calendar days. The university will not consider untimely responses. Responses should include any and all information relied on to defend against the grievance.

No respondent shall retaliate against the petitioner in any way. Unlawful retaliation will subject the respondent to disciplinary action.

The investigator shall conduct an investigation of the grievance. As part of the investigation, the investigator will give petitioner and each respondent an opportunity to identify relevant witnesses to be interviewed and/or submit evidence relevant to the grievance. The investigator will review evidence presented and will interview witnesses identified, as determined appropriate by the Title IX coordinator.

The investigator will issue a written decision on the grievance no later than 60 calendar days after its submission and will provide a copy to petitioner and each respondent. The investigator shall solely overrule, reverse, or otherwise disturb a determination respecting a reasonable accommodation if it violates the ADA, the Rehabilitation Act, or any similar, applicable state law. The investigator's decision shall be final.

If the investigator determines that disability discrimination or harassment has occurred, the university will take steps to prevent any recurrence of the alleged discrimination or harassment and to correct its effects on the petitioner and others, if appropriate.

Students are not required to file a grievance with the university and may file a complaint with these enforcement agencies at any time at the following addresses:

U.S. Department of Education
Office for Civil Rights

Customer Service Team
400 Maryland Avenue, SW
Washington, D.C. 20202-1100

U.S. Department of Justice
950 Pennsylvania Avenue, NW
Civil Rights Division
Disability Rights Section - NYA
Washington, D.C. 20530

Policy Contact(s)
• Title IX Coordinator (Matthias.Rubekeil@jwu.edu)

[1] Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

Computer and Technology Use

All students are required to comply with the university's Computer and Technology Use Policy.

The university's Computer and Technology Use Policy prohibits students from uploading, downloading, posting, publishing, transmitting, retaining, reproducing, sharing or distributing in any way information, software, movies, music, books, articles or any other material which is protected by copyright or other proprietary right, without obtaining permission of the owner. Violation of this policy may result in the termination of the student's access to the internet via the university's internet system, and constitutes a violation of the Student Code of Conduct (p. 59).

Copyright Infringement

Students should be aware that unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the student to civil and criminal liabilities. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, at its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. copyright office, especially their FAQs. 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 for more information.

Disability Accommodations for Students Policy and Procedure

Policy Statement and Scope

Johnson & Wales University (JWU) has designed this policy and procedure to comply with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. The university intends to provide qualified students who have disabilities and/or health conditions with accommodations to the extent required by the ADA, Section 504 of the Rehabilitation Act, and any similar, applicable state law.

The policy and procedure apply to qualified students (undergraduate, graduate and online) with a documented disability and/or health condition:

1. Who wish to obtain an accommodation at JWU;
2. Who identify themselves as having a disability and/or health condition;
3. Who seek accommodation; and
4. Who (a) are enrolled at the university or (b) have been accepted and will be enrolled at the university.

Information students submit to the university pursuant to this policy and procedure, is confidential. Accessibility Services/Center for Academic Support may grant access to appropriate individuals who have an educational need to know, including to effectuate this policy and procedure, in case of an emergency, or as permitted by law.

Definitions

JWU applies the following terms using the definitions supplied by federal law and regulations.

1. "Accommodation" means an adjustment to an activity, course, or program that enables a qualified student with a disability to have an equal educational opportunity but does not lower or modify essential requirements; fundamentally alter the nature of an activity, course, or program; or result in undue financial or administrative burdens.
2. "Disability" means a physical or mental impairment that substantially limits one or more major life activities.
3. "Qualified" as referred to a student means one who meets the academic and technical standards requisite to admission or to participation in the activity, course, or program at issue, with or without appropriate accommodations.

Procedure Related to Accommodation(s)

To receive an accommodation, students must submit a request to Accessibility Services/Center for Academic Support. Students are responsible for adequately identifying and documenting their requests and supplementing their requests as needed. The request must

1. Be in writing and should include (at minimum) an identification of the disability, the requested accommodation, and documentary support for the disability/health condition and accommodation (including information on functional limitations to support the existence of a disability and the need for an accommodation) from a medical provider, such as a physician or mental health professional, neither of whom may be a relative of the student's.
2. Be submitted in a timely fashion, such that the request allows time for adequate consideration and decision. Students should try to submit first-time pre-enrollment requests at least eight weeks before the start of the school year, provided that this deadline may be waived in the university's sole discretion where appropriate.

Accessibility Services/Center for Academic Support will determine whether the information provided is sufficient and whether the request is otherwise adequate. Accessibility Services/Center for Academic Support will request such further information as it may require. Accessibility Services/ Center for Academic Support will determine whether the condition fits the legal definition of a disability, whether an accommodation is appropriate, and, if so, what type of accommodation is appropriate. In making this determination, Accessibility Services/Center for Academic Support will consult with faculty, other university employees, or other appropriate personnel as needed. If the appropriate personnel with whom Accessibility Services/Center for Academic Support must consult are not faculty or other university employees, the student should provide Accessibility Services a release to allow Accessibility Services to discuss the matter with such appropriate personnel.

Accessibility Services/Center for Academic Support considers accommodations on a case-by-case basis; accommodations may be available for certain activities, courses, or programs but not others. The determination of an accommodation, including whether or not to approve it, may depend in part on the nature of the activity, course, or program at issue.

If Accessibility Services/Center for Academic Support grants the request for an accommodation, it will notify the student and provide the student with a letter setting forth the granted accommodation and other relevant details, which the student may then share with the appropriate personnel (such as faculty or other university employees or other appropriate personnel) who need to know about the accommodation to implement it. The appropriate individuals will then implement the accommodation, with the personnel and with the student consulting each other and Accessibility Services as needed.

Accessibility Services/Center for Academic Support does not grant accommodations retroactively. For example, grades cannot be changed based on claims that a disability was not accommodated if no such accommodation was sought or granted before the work at issue was completed. Likewise, absences cannot be excused retroactively based on claims that a disability was not accommodated if no such accommodation was sought or granted before the absence.

Each semester, students must renew their accommodation requests and potentially provide updated documentation or such other information as Accessibility Services/Center for Academic Support may require.

Grievance(s) Procedure Related to Accommodation(s)

Students may file a grievance from the determinations of Accessibility Services/Center for Academic Support solely as outlined under the JWU's Student Disability Grievance Policy and Procedures.

Policy Contact(s)

- Providence Campus and College of Online Education: Director of Accessibility Services (email (nicole.hebert@jwu.edu))
- North Miami Campus: Director of Center for Academic Support (email (stella.napoles@jwu.edu))
- Denver Campus: Director of Center for Academic Support (email (Kecia.PedrettLeland@jwu.edu))
- Charlotte Campus: Director of Center for Academic Support (email (susan.flaherty@jwu.edu))

Drone Use Policy

Policy Statement

To set forth requirements for the use of any drone on campus or on university-owned-or-controlled property

Definitions

Drone — An unmanned aircraft system (UAS) or unmanned aircraft vehicle (UAV) with no pilot on board, controlled by an operator on the ground or that flies autonomously based on pre-programmed flight plans or automation systems

Reason for Policy

Johnson & Wales University must ensure that operation of a drone on university-owned-or-controlled property is within the requirements of the Federal Aviation Administration, state laws, and any other locally applicable laws or regulations regarding unmanned aircraft systems.

This policy is to establish procedures to ensure compliance with those legal obligations and to reduce risks to safety, security and privacy on a JWU campus or on university-owned-or-controlled property.

- Recreational use of a drone is prohibited from any JWU-owned-or-controlled property.
- Requests for educational or commercial use of a drone for a university purpose shall be made directly to the campus's applicable safety and security director, with a copy to the Providence campus director of campus safety & security for branch campus requests. In the case of a disagreement among directors, the Providence campus director of campus safety & security shall be the final decision maker. If approved, the approved drone operator must follow all applicable Federal Aviation Administration rules and any state and local laws pertaining to the registration and operation of a drone.

Drug and Alcohol Policy

Policy Statement

As a recipient of federal aid and federal grants, Johnson & Wales University (JWU) adheres to the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989.

In accordance with these laws, Johnson & Wales University (JWU) prohibits the unlawful manufacture, distribution, dispensation, possession, and use of controlled substances, drug paraphernalia, and 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 in the workplace or educational settings sanctioned by the university. "Unlawful" for these purposes means in violation of federal, state, or local statutes, regulations, ordinances, or applicable case law. "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.

Johnson & Wales University is not, and cannot be considered, a protector or sanctuary from the existing laws of local, state, or federal governments.

Sanctions

Students: Disciplinary sanctions that may be imposed on a student found to be in violation of this policy include, but are not limited to, revocation of certain privileges, community service, conduct warnings, conduct probation, fines or restitution for loss, suspension or dismissal from the university and/or university housing, referral to alcohol education or other similar classes, and possible referral to local authorities consistent with applicable law. The university reserves the right to notify parents of alcohol and drug violations by students who are under the applicable legal drinking age, consistent with applicable law. Students who are Pell Grant recipients must notify the university within five days of any criminal drug statute conviction for a violation occurring on or off university premises while conducting university business or activities.

Employees: All employees must abide by this policy and must disclose to the university any criminal drug or drug-related conviction. Employees who violate this policy will be subject to disciplinary action up to and including separation of employment and possible referral to the appropriate authorities consistent with applicable law.

All: JWU sanctions will be consistent with local, state, and federal laws.

Effects of Alcohol and Controlled Substances

See examples of the effects of alcohol and controlled substances here.

JWU's Substance Abuse Prevention Program

Students:

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/NA/Al-Anon groups hold meetings close to campus and in the larger local community.
- Counseling Services offers AOD prevention through programming efforts with various student groups and Student Affairs departments.
- Counseling Services also collaborates with Community Standards and Conduct to provide educational and other resources for students with problematic drinking behavior and drug use.

For further information, students should call Counseling Services at 401-598-1016 (Providence Campus), 305-892-7013 (North Miami Campus), 303-256-9448 (Denver Campus) or 980-598-1700 (Charlotte Campus).

Employees:

An Employee Assistance Program (EAP) is available for university (non-student) employees and their family members. This important benefit allows eligible persons the opportunity to access professional and confidential counseling services for help in dealing with personal issues, including alcohol and drug problems. This benefit is administered by Coastline EAP. Coastline EAP can be contacted at 800-445-1195, or at www.coastlineeap.com. For further information regarding this benefit, you may also contact Human Resources & Payroll at 401-598-1034 (Providence Campus), 305-892-5304 (North Miami Campus), 303-256-9306 (Denver Campus) or 980-598-1006 (Charlotte Campus).

For additional information, please review the resources and data available at www.samhsa.gov. The Substance Abuse and Mental Health Services Administration (SAMHSA) is the agency within the U.S. Department of Health and Human Services that leads public health efforts to advance the behavioral health of the nation. SAMHSA's mission is to reduce the impact of substance abuse and mental illness on America's communities.

Examples of Potential Violations and Penalties for Drug and Alcohol Offenses

Examples of Violations:

- Federal, state and local laws prohibit the unlawful manufacture, distribution, dispensation, possession, and use of controlled substances and alcohol.
- It is unlawful for anyone under the age of 21 to possess or purchase alcoholic beverages, for anyone to purchase alcohol for or furnish alcohol to anyone under the age of 21, and for anyone to misrepresent one's age, such as by falsifying an identification card.

- It is unlawful to operate a motor vehicle under the influence of controlled substances or alcohol.

Examples of Penalties: Depending on the offense involved, potential penalties may include (among others): suspension or loss of the offender's driver's license or driving privileges; fines (including fines of hundreds or hundreds of thousands of dollars); and imprisonment for various terms up to a term of life. A student will become ineligible to receive Title IV (Higher Education Act) federal financial aid for a period following conviction for an offense under any federal or state law involving the possession or sale of illegal drugs for conduct occurring during a period of enrollment during which the student received Title IV (Higher Education Act) federal financial aid.

Statutory Citations

See examples of federal law violations and penalties related to controlled substances here.

As to state law violations and penalties, examples include the following:

Rhode Island: Rhode Island criminal offenses and penalties related to drugs and alcohol are detailed in the Rhode Island General Laws Title 21, Chapter 21-28 (Uniform Controlled Substances Act) and throughout Title 3 (Alcoholic Beverages), which provisions may be accessed online.

Florida: The Florida regulations concerning drugs and alcohol are located in Title XLVI, Chapter 893 (Florida Comprehensive Drug Abuse Prevention and Control Act) and Title XXXIV, Chapter 562 (Beverage Law: Enforcement). The provisions of the Florida Statutes regulating drugs and alcohol are available online.

Colorado: Colorado Statutes relating to drugs and alcohol, Title 12, Article 47 (Colorado Liquor Code) and Title 18, Article 18 (Uniform Controlled Substances Act of 2013), are available online.

North Carolina: North Carolina General Statutes governing drugs and alcohol, Chapter 90, Article 5 (North Carolina Controlled Substances Act), may be accessed online, and Chapter 18B (Regulation of Alcoholic Beverages), may be accessed online.

Please note that this policy does not contain a comprehensive listing of all potential legal violations and penalties.

Policy Contacts

- Director of Human Resources, 401-598-2634
- Associate Dean of Students for Counseling Health and Wellness, 401-598-1804

FERPA

Family Educational Rights and Privacy Act

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

1. **The right to inspect and review the student's education records within 45 days after the day the university receives a written request**. A student should submit a written request to the department that maintains the record(s) the student wishes to inspect. The department will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be made.
2. **The right to request the amendment of the student's education records that the student believes is inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.** A student who wishes to ask the university to amend a record should write the university official responsible for the record, clearly identify the part of the record the student wants amended and specify why it should be amended (in other words, the student must identify any claimed inaccurate or misleading statement and explain why it is inaccurate or misleading). FERPA may not be used to challenge a grade, an opinion, or a substantive decision made by a school about a student. If the university decides not to amend the record as requested, the university will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. **The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent**. The university discloses education records without a student's prior written consent under the FERPA exception for disclosure to university officials with legitimate educational interests. A university official is a person employed by the university in an administrative, supervisory, academic, research or support staff position (including law enforcement personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A university official also may include a volunteer or contractor outside of the university who performs an institutional service or function for which the university would otherwise use its own employees and who is under the direct control of the university with respect to the use and maintenance of PII from education records, such as an attorney, auditor or collection agent, or a student volunteering to assist another university official in performing his or her tasks. A university official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the university. Upon request, the university also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. FERPA contains various other exceptions pursuant to which the university may disclose protected information without a student's consent, including (but not limited to) to comply with a judicial order or a lawfully issued subpoena; to the victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense concerning the final results of a disciplinary hearing with respect to the alleged crime; and to any third party the final results of a disciplinary proceeding related to a crime of violence or non-forcible sex offense if the student who is the alleged perpetrator is found to have violated the school's rules or policies.
4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA.** The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC, 20202. Phone: 800-USA-LEARN (800-872-5327)

Disclosures in Case of Emergency

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

Directory Information Public Notice

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

The university has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Email address
- Photographic, video or electronic images
- Date and place of birth
- Major
- Fields of study
- Anticipated degree and degree date

- Dates of attendance
- Student dissertations
- Dates and place of employment
- Grade level
- Credits earned
- Enrollment status
- Class schedule
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors and awards received
- Vehicle description and registration
- The most recent educational agency or institution attended

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

The university may disclose a student's directory information without obtaining the student's written consent, unless the student has submitted a Request to Prevent Disclosure of Directory Information Form. The form is available upon request in Student Academic & Financial Services and may be submitted at any time while the student is enrolled at the university. To withhold disclosure, this form must be completed and submitted to Student Academic & Financial Services in person with a photo ID. Students should carefully consider the consequences of any decision made to withhold directory information, as any future requests for such information from non-institutional persons or unauthorized organizations will be refused. For example, the university will be unable to verify enrollment or degrees conferred. This includes potential employers who want verification of degree(s). The university will not acknowledge any record of the student to any person or entity who inquires. A request to prevent disclosure will remain in effect until it is revoked in writing. Note: Completion of this form does not change any authorized user access granted in jwuLink. Students are responsible for changing any authorizations granted. Furthermore, completion of this form means that JWU will not orally release any FERPA-protected information to anyone, including any authorized user.

Please note that students who inform Johnson & Wales University not to release directory information will have their records marked confidential. A confidential hold will not allow JWU to respond to any requests for information about the student except where permitted or required under FERPA, such as when the university receives a subpoena.

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

Proxy/Authorized User

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

Authorized User Instructional Video

Financial Obligations

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

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

Financial Aid

Financial Aid Notes

1. Students must reapply for financial aid each academic year as soon as possible after October 1.
2. If a student has ever been convicted of possession or sale of illegal drugs for an offense that occurred while he or she was receiving federal student aid (such as grants or loans), the student may be in jeopardy of losing his or her aid.
3. Code of Conduct for Education Loan Practices: Johnson & Wales University's student loan policies take borrowers interest into consideration. The university has adopted the Code of Conduct for Education Loan Practices, requiring all university employees and agents to act lawfully, ethically and with integrity, and to avoid actual or potential conflicts of interest in connection with education loans made to prospective, current or former students and their families.
4. All undergraduate annual loan amounts are subject to pro-ration. Please note that a student/borrower remains responsible for the repayment of education loans that he or 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. Student loan borrowers are required to complete student loan exit counseling prior to leaving Johnson & Wales University. For more information on student loan responsibilities and to complete student loan exit counseling, refer to Loan Repayment.
6. Students and parents of students are advised that if they enter into a Title IV, HEA loan, the loan data will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders and institutions determined to be authorized users of the data system.

Refunds for Overpayment

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

Credit Balances

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

Firearms

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

- Licensed and authorized possession and use by federal, state and municipal law enforcement officials ("law enforcement officials") in the course of their official duties

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

Graphic and Editorial Standards

Johnson & Wales University has established specifications and guidelines for the use of its name, identifying marks and logo for internal and external university communications. They are to be used by the JWU community (administration, staff, faculty, students and alumni) and for approved collaborations with outside vendors and partners. Guidelines for graphic standards, editorial style, web guide, logo usage, forms and fact sheets are available on the university website under JWU Web & Editorial Standards.

Hazing Policy

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

Hazing is inappropriate and will not be tolerated at Johnson & Wales University. Such behavior or the tolerance of such behavior on the part of any student violates the Student Code of Conduct (p. 59) and may result in student conduct sanctions (individual (p. 65) or group (p. 65)) up to and including dismissal from the university.

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

What is Hazing?

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

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

- the explicit or implicit pressuring or coercing of a student into violating law or university policy
- any brutality of a physical nature, such as whipping, paddling, beating, branding, exposure to the elements, abandonment, forced or encouraged consumption of any food, liquor, drug or other substance, or other forced physical activity
- any activity that is likely to subject the student to substantial mental stress, such as sleep deprivation, conduct that could result in extreme embarrassment, or other activity that could adversely affect the mental health, academic pursuits or dignity of the student
- prohibiting individuals to speak for extended periods of time and/or forced exclusion from social contact, prohibition from speaking with university officials, faculty, employers/clients, roommates, family/friends, club members or leadership, etc.
- requiring a regimented public demeanor (e.g., marching, military-like demeanor, restricting walking patterns, prescribing set walking formations)
- confinement
- kidnapping
- verbal abuse
- carrying any items (shields, paddles, bricks, etc.) that serve no constructive purpose or that are designed to punish or embarrass the carrier
- misleading prospective members into believing that they will be hurt during induction or initiation
- interrogating an individual in an intimidating or threatening manner
- assigning or endorsing pranks such as borrowing or stealing items, painting property and objects of others, or harassing other individuals or groups
- requiring any personal servitude to another individual or group such as running errands, cleaning, making food runs, performing someone else's academic work, or payment for any items, goods or services outside of an organization's national requirements
- simulating activity of a sexual nature, or threatening to do so

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

Anyone who is aware of or believes they have witnessed or have been subjected to hazing should immediately report the behavior to Campus Safety & Security. For Campus Safety & Security contact information for each campus, please consult the JWU Directory.

Silent Witness

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

Retaliation

Johnson & Wales University prohibits retaliation against any individual who has made a good faith complaint, cooperated in the investigation of such a complaint, or participated in the Conduct Review Process (p. 61). Anyone found to have engaged in retaliation will be subject to disciplinary action up to and including dismissal from the university.

University Holds

Holds are placed when students are not in compliance with payment deadlines, semester 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 frequently, especially after each semester's deadline for completing semester start requirements and before the start of each semester.

Academic Progress Warning Hold

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

Academic Standing Hold

The academic standing hold prevents course registration. This hold is placed if the student failed to meet the requirements for good academic standing. This hold is removed once the student has contacted and met with the assigned academic counselor/advisor 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 on a student's account if a student is no longer enrolled at the university and has outstanding charges for tuition, fees, room, meals, etc. with the university. A collections hold will be removed from a student's account once the outstanding balance is paid in full.

Student Loan Entrance Counseling (Interview) Hold

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

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., federal parent tax documents, federal student tax documents, dependent verification worksheet, etc.) from a student and that documentation was not provided to the financial aid area prior to the semester's posted deadline for completing semester 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 semester.

Financial Hold (Fall, Spring and Summer)

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

Home-school Verification Hold

The home-school verification hold prevents course registration.

Home-schooled students are required to provide their high school transcripts and copies of their SAT or ACT test scores. Both the grades on the transcript and the SAT/ACT test scores will be reviewed to determine admissions and scholarship eligibility. The following scores are required for admittance: SAT Evidence-Based Reading and Writing score of 480 or ACT English & Reading (combined) score of 34 and SAT Math score of 530 or ACT Math score of 21.

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

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

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

- a secondary school completion credential for home school (other than a high school diploma or high school equivalency exam) provided for under state law; or
- if state law does not require a home-schooled student to obtain the credential described in the preceding bullet, a certification letter that the student has completed a secondary school education in a home-school setting that qualifies as an exemption from compulsory attendance requirements under state law.

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

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

Community Standards and Conduct Hold

Community Standards and Conduct may apply a hold to a student's account for various reasons.The community standards and conduct hold may prevent course registration, entrance to class, and/or graduation. This hold is applied to the records of students who have been suspended and/or dismissed from the university or have other outstanding obligations with community standards and conduct. A community standards and conduct hold for suspended students will be released only after the term(s) of the suspension have expired and all other conditions for reinstatement have been met. The director of Community Standards and Conduct, or their designee, will notify a student when their request for reinstatement has been approved. A community standards and conduct hold for dismissed students will not be released. Holds for other outstanding obligations with Community Standards and Conduct will be released upon a student's fulfillment of any such obligations and upon notice from Community Standards and Conduct.

Library Hold

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

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

- Providence
- North Miami
- Denver
- Charlotte

Loan Delinquent Hold

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

Medical Hold (A or B)

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

Previous Balance Hold

The previous balance hold prevents course registration and entrance to class. This hold will be placed on a student's account if the student is delinquent and/or is not in compliance with the current established payment plan with the university by the posted semester deadline for completing semester 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.

Federal Direct Loan Master Promissory Note (MPN) Hold

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

Schedule Hold

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

Verify Final Grades Received Hold

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

Undergraduate students should see High School Completion Verification for additional information on acceptable documentation.

Prior to the start of the semester, documentation must be submitted to Admissions. After the beginning of the semester, documentation must be submitted to Student Academic & Financial Services.

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

Hoverboard Policy

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

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

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

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

How to Access 1098T and 1098E

1098T

Electronic 1098Ts (tuition statement) will be available through jwuLink accounts by January 31 of each academic year for the previous year's IRS tax reporting. This is a secure, paperless and cost-effective way to receive this important and confidential information.

- Log into your jwuLink account.
- Enter your username and password.
- Click on the 'Finance' tab on the left side of page.
- Under 'Account Details,' click on 1098T.
- Enter tax year.
- Submit.

1098E

Electronic 1098Es (student loan interest statements) for Federal Perkins Loans and/or JWU Achievement Loans will be available by January 31 of each academic year for IRS tax reporting. This is a secure, paperless and cost-effective way to receive this important and confidential information.

- Log into Campus Loan Manager.
- Sign in with your username and password.
- Click on 'Correspondence' on the left side of your screen.
- View tax information.

Identification Cards

All new and readmitted online students are issued a free university identification card, which lists their name and student identification number (often referred to as the J number). JWU ID cards are mailed to the student's permanent home address after the third week of the semester. Students should confirm their address through jwuLink.

There is a $20 charge for all replacement ID cards; the charge will be made to the student's account. Please send an email (onlineID@jwu.edu) with the following information requested below:

- Name
- Student ID number (J number)
- Current major
- Digital photograph
- Subject line of email: "New or Replacement ID for the Online Campus"
- For replacement IDs only
- Copy the following statement and past in the body of the email: "I understand that by requesting a new ID, a charge of $20 will be made to my student account."

Important Reminders

- Immediately notify the Campus Safety & Security office at the respective campus if your ID is lost or stolen.
- IDs will only be processed if the request email comes from a student's JWU Wildcat email account.
- IDs will only be sent to the permanent home address that is on file. Failure to update this information may result in additional charges if a second ID is requested.
- Students should be sure to confirm their permanent address on jwuLink before submitting their photo and personal information.
- Digital photographs must be submitted without any headgear. If the photo is too small, not clear or otherwise deemed unacceptable, it will not be used. The university reserves the right to request another photograph.

ID Use on JWU Campuses

Students who live close to one of the JWU campuses may activate their cards for building access. All campus buildings are equipped with electronic card-access devices for security purposes. Online students visiting a campus must first report to Campus Safety & Security to activate the ID for the time period of their visit. Please consult the JWU Directory for Campus Safety & Security locations and hours.

Name Change

Applicants, current and former students have the opportunity to change their names on university records by submitting a Name Change Request Form along with appropriate documentation showing the student name has been officially changed. A copy of a court order, marriage certificate, passport or social security card are examples of documentation required to support an official name change. Upon receipt of the form and supporting documentation, the name change will be processed immediately (except when records exist on microfilm).

Important note for international students: International students' names must appear on university records exactly as they appear on the passport issued by the student's home country.

Name in Use

Students at JWU who use a name (name in use) other than their legal name have the ability to have their first name added as a 'preferred name' to the university's student information system (Banner), which will appear on ulearn class rosters and online course discussion tools. However, the name in use cannot replace a legal name for financial aid or immigration purposes. Official university communications will default to legal name (this includes mailings home). If or when a student legally changes their name, the university will make that change in the university system when the student submits a Name Change Request Form with the required documentation.

Currently, students can have their name in use reflected on

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

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

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

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

Prohibited Discrimination and Harassment (including Sexual Harassment) Policy

JWU values and fosters an educational and employment environment free from all forms of hostility, intimidation, and offensive behavior. The university prohibits unlawful discrimination and harassment, including discrimination or harassment, on the basis of age, color, disability, gender identity or expression, genetic information, national origin, pregnancy or marital status, race, religion, sex, sexual orientation, status as a protected veteran, or any other unlawful basis ("protected category"). Such conduct violates not only university policy, but may also violate federal, state, and (potentially) local laws.

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

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

- Notice of Nondiscrimination (p. 18)
- What is Sexual Harassment? (p. 18)
- What Are Other Types of Prohibited Harassment? (p. 19)
- What to Do (p. 19)
- Filing a Complaint (p. 19)
- Investigation and Resolution (p. 20)
- Retaliation, False Complaints (p. 20)
- Enforcement Agencies (p. 20)

Notice of Nondiscrimination

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

Johnson & Wales University has instituted these policies to ensure a nondiscriminatory environment and to meet legal requirements, including but not limited to Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title VII of the Civil Rights Act of 1964, and the Americans with Disabilities Act of 1990.

Johnson & Wales University also does not tolerate harassment of any kind. The university prohibits sexual harassment and sexual misconduct, which are a form of sex discrimination.

Inquiries regarding application Title IX and its implementing regulation and any inquiries regarding the university's nondiscrimination and harassment policies can be made to

Title IX Coordinator/Nondiscrimination Coordinator/Section 504 Coordinator
Equity & Compliance Services
8 Abbott Park Place, Providence, RI 02903
401-598-2703 / titleix@jwu.edu

Refer to the JWU Equity & Compliance Services webpage for more information (www.jwu.edu/compliance).

Inquiries concerning the application of the notice of nondiscrimination may also be referred to the appropriate governmental agencies listed below:
The Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC, 20202-1100, 800-421-3481

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

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

Florida
Equal Employment Opportunity Commission, Miami Tower, 100 SE 2nd St., Suite 1500, Miami, FL 33131, 800-669-4000
Florida Commission on Human Relations, 4075 Esplanade Way, Room 110, Tallahassee, FL 32399, 850-488-7082

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

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

What Is Sexual Harassment?

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

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 work assignments, promotions, raises, recommendations, or status for employees, or campus life, class assignments, grades, recommendations, or status in a course or program for students.

While sexual harassment often takes place where there is a power differential between the persons involved, the university also recognizes that sexual harassment may occur between persons in the absence of such a differential. Sexual harassment does not include words, conduct, or action of a reasonably socially acceptable nature. However, some behavior appropriate in a social setting may not be appropriate in the workplace or academic environment. Additionally, sexual harassment does not include words, conduct, or actions with reasonable educational or professional justification. It is not always easy to define precisely what behavior constitutes sexual harassment; however, examples of conduct which may constitute sexual harassment include, but are not limited to:

- unwelcome sexual advances and requests for sexual favors;
- sexual teasing, joking, suggestive looks, gestures or staring;
- peer harassment that creates a hostile environment, such as spreading rumors about sexual behavior, sexually charged name calling, or inappropriate sexual text messages, emails, social media posts, and/or inappropriate communications in any other manner or media;
- direct or implied threats that submission to sexual advances will be a condition of employment, including work assignments, promotions, raises, recommendations, or status for employees, or an educational program or activity, including campus life, class assignments, grades, recommendations, or status in a course or program for students;
- unwelcome touching of any nature, including caressing, embracing, patting, or pinching;
- improper brushing against another's body, or 'friendly' arms around the shoulders;
- offers of money or other consideration, including an employment-related or education-related reward, for sexual activity;
- repeated requests for dates despite being asked to stop;
- suggestive sexual remarks or innuendos;

- improper or unwelcome inquiries about someone's sexual or personal life, or sharing information about one's own sexual or personal life;
- overt or subtle pressure for sexual activity or direct or implied propositions of a sexual nature;
- sexual assault and relationship violence prohibited by the university's Sexual Assault and Relationship Violence Policy (p. 23), Policy Governing the Reporting of Misconduct and Whistleblowing and the Student Code of Conduct (p. 59);
- the use or display of pornographic or sexual materials without reasonable educational justification. In the educational setting, judgment must be used in determining the appropriate content when the presentation of academic material is required; or
- epithets, slurs, quips or negative stereotyping that relate to sex and/or gender.

What Are Other Types of Prohibited Harassment?

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.

Under this policy, harassment is defined as unwelcome words, conduct, or actions based on any protected category that are sufficiently severe, pervasive, or persistent and have the purpose or effect of unreasonably interfering with work or academic performance, denying or limiting the ability to participate in or to receive benefits, services, or opportunities in the university's programs, or creating a hostile, intimidating, or offensive working or educational environment.

Whether something is offensive must be viewed from the perspective of a reasonable person; the mere fact that a complainant is offended does not necessarily mean the conduct at issue constitutes harassment. Harassment does not include words, conduct, or actions with reasonable educational or professional justification. Harassment also does not include behavior of a reasonably socially acceptable nature. However, some behavior that is appropriate in a social setting may not be appropriate in the workplace or academic environment. It is not always easy to define precisely what conduct constitutes harassment; examples of conduct that may constitute harassment include, but are not limited to:

- epithets, quips, slurs, or negative stereotyping that relate to any protected category;
- threatening, intimidating, or hostile acts that relate to any protected category;
- written or graphic material (including graffiti) that denigrates or shows hostility or aversion toward an individual or group because of actual or perceived membership in any protected category and that is placed on walls, bulletin boards, or elsewhere on a university premises or circulated or displayed in the workplace or via electronic communications; or
- joking, pranks, teasing, or other forms of "humor" that are demeaning or hostile with regard to any protected category.

What To Do

WHAT SHOULD I DO IF I AM A VICTIM OF OR LEARN ABOUT POSSIBLE DISCRIMINATION OR HARASSMENT?

If you think you are a victim of or learn about possible discrimination or harassment, you should report it.

Managers and supervisors are required to report any complaint they receive, or any discrimination, harassment, or retaliation they observe or of which they become aware, to the nondiscrimination coordinator. *There is no obligation to address the matter directly with the potential offender*. Occasionally, people are able to resolve a potentially harassing situation by speaking with the offending party directly about the conduct at issue. Informal discussions will sometimes resolve the problem; however, that may not always be appropriate. If you do not feel comfortable discussing it directly with the offending party or if the conduct at issue continues, you should notify the nondiscrimination coordinator, a nondiscrimination campus liaison, Human Resources, or Campus Safety & Security as set forth under Filing A Complaint (p. 19). (www.jwu.edu/compliance).

Discrimination and harassment, including sexual harassment, constitute misconduct; the university will sanction those engaging in such misconduct, as well as managers and supervisors who fail to report suspected discrimination, harassment, or retaliation or who knowingly allow such misconduct to continue without taking appropriate remedial steps.

Reports may also be made confidentially and anonymously by filling out an **online confidential report** via the Equity & Compliance Services webpage (www.jwu.edu/compliance); or by calling the **JWU Reporting Hotline** and leaving a message by dialing 1-833-JWU-LINE (1-833-598-5463).

For a list of state and federal government enforcement agencies, please see Enforcement Agencies (p. 20).

Filing a Complaint

Any employee, student, or applicant for employment or admission who is aware of or believes he or she has witnessed or has been subjected to any form of unlawful discrimination or harassment, including sexual harassment, sexual assault, and relationship violence, may make a complaint as outlined below. The complaint should be as specific as reasonably possible regarding the circumstances, including the dates and places of the incident(s), the individual(s) involved, the names of any witness(es), and any other relevant information.

Filing Discrimination or Harassment Complaints Against Students

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

Anyone who is aware of or believes he or she has witnessed or has been subjected to any form of unlawful discrimination or harassment, including sexual harassment, sexual assault, relationship violence, or retaliation, by a student, should immediately report the behavior to Campus Safety & Security. Reports can also be made to the nondiscrimination coordinator (who is also the Title IX and Section 504 coordinator), to any nondiscrimination campus liaison, Residential Life, or any other trusted university employee who should then report the incident to Campus Safety & Security. (www.jwu.edu/compliance > Nondiscrimination Liaisons by Campus).

How do I contact Campus Safety & Security to report a complaint?
You may contact Campus Safety & Security on your campus by calling the number listed below:
Providence Campus Safety & Security: 401-598-1103
North Miami Campus Safety & Security: 305-892-7011
Denver Campus Safety & Security: 303-256-9500
Charlotte Campus Safety & Security: 980-598-1900

Filing Discrimination or Harassment Complaints against Employees, Student Employees, and Third Parties

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

Anyone who is aware of or believes he or she has witnessed or has been subjected to any form of unlawful discrimination or harassment, including sexual harassment, sexual assault, relationship violence, or retaliation, by any employee of the university, by a student employee (acting in his or her capacity as an employee), or by a third party should immediately report the discrimination or harassment to the nondiscrimination coordinator, any nondiscrimination campus liaison or Human Resources. Reports can also be made to Campus Safety & Security, Residential Life, or any other trusted university employee who should then report the incident to the nondiscrimination coordinator.

Reports may also be made confidentially and anonymously by filling out an **online confidential report** via the Equity & Compliance Services webpage (www.jwu.edu/compliance) or by calling the **JWU Reporting Hotline** and leaving a message by dialing 1-833-JWU-LINE (1-833-598-5463).

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 take reports of discrimination and harassment, including sexual harassment, sexual assault, or relationship violence, and to conduct discrimination and harassment, including sexual harassment, sexual assault, or relationship

violence, investigations. Refer to the JWU Equity & Compliance Services webpage for more information about the nondiscrimination coordinator and the nondiscrimination campus liaisons (www.jwu.edu/compliance > Click Liaisons by Campus).

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 any campus president.

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 anti-discrimination laws, including, but not limited to, the Age Discrimination Act of 1975, Americans with Disabilities Act of 1990, the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972 (all as amended). Refer to the JWU Equity & Compliance Services webpage for more information (www.jwu.edu/compliance).

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 university's nondiscrimination coordinator. Refer to the JWU Equity & Compliance Services webpage for more information about the nondiscrimination coordinator (www.jwu.edu/compliance).

Sexual Assault and Relationship Violence

In addition to the procedures described above, employees, students, or third parties who are victims of sexual assault or relationship violence (including dating violence, domestic violence, or stalking) may seek assistance as described in the university's Sexual Assault and Relationship Violence Policy (p. 23).

Please also see Investigation and Resolution (p. 20), Retaliation (p. 20), the Student Code of Conduct (p. 59), and the Conduct Review Process (p. 61).

Investigation and Resolution

Once discrimination or harassment has been reported, the university promptly begins a confidential investigation that appropriately limits disclosures to those with a need-to-know. The investigation is designed to identify the facts and to protect the rights, including due process rights, of all persons involved, including complainants and respondents. The investigation may involve meeting with and interviewing the parties, providing the parties the opportunity to identify witnesses or present other information, interviewing witnesses with relevant knowledge, and reviewing other relevant materials and documents. The university makes reasonable efforts to preserve anonymity where possible and requested; however, the university cannot guarantee 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.

The university will make reasonable efforts to complete the investigation and determine an outcome within 60 days of receipt of the complaint; however, that may not always be possible. Upon a determination that a violation of this policy has occurred, the university will take action to prevent the recurrence of the harassing or discriminatory behavior and to mitigate its effects, including providing appropriate remedies or sanctions up to or including termination or dismissal from the university. In some instances, the university may take immediate interim action to help protect an individual or the community.

All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.

Retaliation

University's Prohibition Against Retaliation

Johnson & Wales University prohibits retaliation, including coercion, discrimination, intimidation or threats against any individual who has made a good faith complaint, who has participated as a witness or a complainant or has otherwise assisted in the investigation of such a complaint, or who has participated as a witness or complainant in any university proceeding. Retaliation can be any action that could discourage a reasonable person from coming forward to make or to support a complaint. Such retaliation is unlawful under federal, state and (where applicable) local law and violates university policy. Any person found to have engaged in retaliation, or to have encouraged others to engage in retaliation, will be subject to disciplinary action up to and including termination of employment or dismissal from the university.

University's Prohibition Against False Claims

Johnson & Wales University prohibits reports of knowingly false complaints; such reports may result in disciplinary action up to and including termination of employment or dismissal from the university.

Enforcement Agencies

State and Federal Discrimination and Harassment Enforcement Agencies

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

Office of Civil Rights, US Department of Education

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

This office may refer the matter to a regional Office for Civil Rights. Students may also refer to the Office for Civil Rights for more information.

Rhode Island

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

Massachusetts

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

Florida

- Equal Employment Opportunity Commission
  - 100 SE 2nd St., Suite 1500, Miami, FL 33131
  - 800-669-4000
- Florida Commission on Human Relations
  - 4075 Esplanade Way, Room 110, Tallahassee, FL 32399
  - 850-488-7082

Colorado

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

North Carolina

- Equal Employment Opportunity Commission
  - 129 West Trade St., Suite 400, Charlotte, NC 28202
  - 800-669-4000
- NC Human Relations Commission

- 116 W. Jones St., Suite 2109, Raleigh, NC 27601
- 919-807-4420
- Mailing Address:
  NC Human Relations Commission
  1318 Mail Service Center
  Raleigh, NC 27699-1318

Policy Governing Reporting of Misconduct and Whistleblowing

General Policy

Johnson & Wales University ("JWU") is committed to fostering a culture of compliance with all applicable federal, state, and local laws and regulations, ethical standards, and university policies and procedures (including, without limitation, the Employee Code of Conduct). JWU's continued success in fulfilling its mission requires its employees (including student employees) and students to conduct themselves in accordance with this culture of compliance.

The university's internal controls and operating protocols are intended to prevent or, if not prevent, detect unethical, unlawful, or otherwise improper conduct ("Violations"); however, even the best controls and protocols may not necessarily provide absolute safeguards.

This policy is designed to encourage and enable all members of the JWU community to raise concerns about suspected violations, without fear of retaliation or other negative consequences. Some reports may be protected by "whistleblowing" laws; other reports may not rise to that level but will still be protected under JWU's non-retaliation policy, as described below.

Who Should Report and What to Report

Employees, students, and third parties (defined as including but not limited to contractors, customers, parents, vendors, volunteers, etc.) are encouraged to report all known or suspected violations. Employees have a special duty to recognize and to report all known or suspected violations without unreasonable delay. Doubts about whether to report should be resolved in favor of reporting. That said, this policy is not intended for reports that do not involve violations (such as personal grievances or expressions of opinion on policies). Reports beyond the scope of this policy may be, but need not be, referred to an appropriate university official for review and response.

Examples of violations (of applicable federal, state, and local laws and regulations, ethical standards, and university policies and procedures [including, without limitation, violations of the Employee Code of Conduct]) include but are by no means limited to

- Misappropriation or misuse of university resources or government funds
- Fraudulent financial reporting
- Forgery or alteration of credentials or any other documents
- Academic and research misconduct
- Bribery or theft
- Illegal discrimination
- Sexual harassment (which is a form of illegal discrimination)
- Mistreatment of minors
- Noncompliance with data privacy and confidentiality obligations

How to Report

Employees, students, and third parties may report known or suspected violations to

- Human Resources
- Equity & Compliance Services
- Campus Safety & Security
- Vice Presidents
- Campus Presidents
- Any trusted campus administrator or faculty or staff member (including a supervisor)
- In addition, employees, students, and third parties may make a report using one of the following options (24 hours a day, seven days a week):
  - **Report via Email:** Email jwureport@jwu.edu;
  - **Report Online:** Fill out an online confidential report (preferred method) via the Equity & Compliance Services webpage (www.jwu.edu/compliance); or
  - **Report via the JWU Reporting Hotline:** Leave a message by dialing 1-833-JWU-LINE (1-833-598-5463) ("JWU Reporting Hotline").

Reports may be made confidentially or, in the case of an online report or the JWU Reporting Hotline, confidentially and anonymously.

Anyone who receives a report of a known or suspected violation should, in turn, report to Human Resources. Human Resources shall determine the appropriate additional persons, if any, to notify in order to conduct an appropriate investigation.

Reports should be made as soon as possible. When making a report, the reporter should provide as much relevant detail as possible, indicate whether the report is confidential, and, if comfortable doing so, provide a name and contact information (address, email address, telephone number, etc.) and indicate preferred times and methods of communication. Including details is important, as a meaningful investigation may not be possible if a report is unduly vague or general and follow-up is not feasible (because, for example, the report was made anonymously).

If the reporter submits a confidential report and shares the reporter's identity, JWU will exercise reasonable care to keep the reporter's identity confidential unless

- The reporter agrees to the disclosure,
- Disclosure is necessary to allow the university or law enforcement officials to investigate or respond effectively to the report, in which event disclosures will be limited to those who have a need to know the identity of the reporting individual, or
- Disclosure is required by law or regulation.

To report an emergency, immediately call 911 and, thereafter, if appropriate, your Campus Safety & Security office.

University Review and Investigation

The university will review all reports. On request of the reporter, the university will confirm receipt of the report. If the reporter includes contact information, the university may contact the reporter to request additional information. The university will investigate all reports and will take appropriate corrective action when warranted by the results of the investigation.

Prohibition of Retaliation

JWU prohibits retaliation, including coercion, discrimination, intimidation, or threats against any individual who has made a good faith report (i.e., a report the reporter reasonably believes is true or is likely to be determined to be true upon further investigation) or who has in good faith cooperated as a witness or complainant in the investigation of such a report or in any university proceeding. Any person found to have engaged in retaliation, or to have encouraged others to engage in retaliation, will be subject to disciplinary action up to and including termination of employment or dismissal from the university.

Individuals who reasonably believe they have been subjected to retaliation may file a written complaint with the Office of the General Counsel (OGC) or the vice president of Human Resources.

Prohibition of False Claims

Reporting a knowingly false report is a violation of university policy and may result in disciplinary action up to and including termination of employment or dismissal from the university.

Policy Contact(s)

- Compliance associate or any other member of Equity & Compliance Services
- General Counsel
- Vice President of Human Resources

Policy Owner

- Vice President of Human Resources (email (diane.dambra@jwu.edu))

Satisfactory Academic Progress

Satisfactory Academic Progress

To be eligible for federal and state 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 semester, including summer, for each student. Students who do not meet all SAP criteria may lose their eligibility to

receive federal and state financial 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 toward the student's educational program at JWU will be counted as both attempted and completed hours.
- The student's GPA and pace of completion are negatively impacted by course incompletes, withdrawals, failures or repetitions (incompletes, failures and withdrawals count in attempted credits, but not completed).

Grade Point Average Criteria

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

Program	Total Credit Hours Attempted	Minimum Cumulative Pace	Minimum Cumulative GPA
Undergraduate	0–18	45%	1.00
Undergraduate	18.1–36	50%	1.26
Undergraduate	36.1–71.9	60%	1.50
Undergraduate	72 or higher	67%	2.00
Graduate	0 or higher	67%	2.00
Occupational Therapy Doctorate	0 or higher	67%	3.00
Doctor of Business Administration	0 or higher	67%	3.00
Doctor of Education	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 semester and a hold will be placed on the student's record, which will prevent them from course registration for all future semesters. Students remain eligible for financial aid during the warning semester. If SAP criteria are not satisfied at the end of the warning semester, the student will be ineligible for federal and state financial aid. Students on warning must meet with an academic counselor/adviser to clear the hold prior to course registration, and/or to pursue an appeal. Students on warning must submit their appeal and supporting documentation no later than the 11th week of the warning semester.

Ineligible for Financial Aid Period

Students who fail to meet SAP criteria after the warning period are ineligible for federal and state 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 federal and state 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 federal and state financial aid eligibility. Students who are interested in reestablishing aid eligibility should meet with an academic counselor/adviser to determine what they would need to do to meet JWU's minimum SAP standards.

Appeal Process/Probationary Period

If extenuating circumstances impacted successful adherence to SAP criteria, the student may pursue an appeal. The appeal will require the student to indicate why they did not make SAP and what has changed in the student's situation that will allow the student to demonstrate SAP by the next semester. Circumstances and required documentation are illustrated below. The appeal process begins with the student's academic counselor in Student Academic Services. The student should be able to meet the SAP standards by the end of the next semester; however, based on the appeal, if the student requires more than one semester to meet progress standards, the student can be placed on probation and an appropriate academic plan will be created for the student not to exceed two semesters. If this plan allows the student to meet SAP criteria, 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 federal and state financial aid reinstated. To continue receiving federal and state 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	Provide active duty service orders

Semester Start Requirements

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

Prior to each semester's posted deadline for the semester start requirements, all students must complete (or confirm completion of) the following requirements. Deadlines are set forth in the Academic Calendar (p. 5) and included in many email communications.

All students must

1. Participate in course registration.
2. Contact Student Academic & Financial Services to review their invoices and payment arrangements.
   a. Invoices are mailed beginning in June (for the fall semester) and December (for the spring semester).

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

3. Meet the Payment Deadline Requirement.

If applicable, students must also

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

Payment Deadline Requirement

A payment deadline has been established for each semester. 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 may 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 semester's deadline for completing semester start requirements will be required to complete their payment arrangements, as well as satisfy all other hold(s) if applicable, before being able to register for courses. Students who subsequently satisfy their payment arrangements shall have no guarantee that they will be able to re-register for the same course(s) and/or section(s) from which they were dropped.

Financial planning representatives are available in Student Academic & Financial Services to help students and families satisfy the payment deadline requirement (see Financial Services 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 semester payment in full to Johnson & Wales University.
- Pay the enrollment fee and the first month's payment to Tuition Management Systems (TMS), the university's monthly payment plan company.
- Apply for and receive approval for a loan that covers the entire annual balance due to Johnson & Wales University.
- Submit company authorization for tuition reimbursement.

Financial Aid Requirement

To receive financial aid, students must first complete the FAFSA (Free Application for Federal Student Aid) with the U.S. Department of Education as soon as possible after October 1; the completed FAFSA must then be on file with Student Academic & Financial Services. If selected for verification, all requested documentation (e.g., parents' federal tax documents, student's federal tax documents, verification worksheets, etc.) must be received in Student Academic & Financial Services by the posted semester's deadline for completing semester 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.

Sexual Assault and Relationship Violence Policy

Johnson & Wales University prohibits sexual assault and relationship violence, which may include dating violence, domestic violence, stalking and sexual exploitation. These offenses constitute violations of university policy, including the Prohibited Discrimination and Harassment (including Sexual Harassment) Policy (p. 18), the Policy Governing Reporting of Misconduct and Whistleblowing, and Student Code of Conduct (p. 59). These offenses can also constitute violations of state and federal laws.

The university provides proceedings and resources for community members affected by sexual assault and relationship violence (see Getting Help (p. 26)), and offers programming designed to educate the community and prevent the occurrence of such offenses (see Education and Prevention (p. 24)).

Definitions

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

Domestic violence means crimes of violence committed

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

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

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

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

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

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

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

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

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

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

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

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

- causing, or attempting to cause, the incapacitation of another person in order to make that person vulnerable to sexual acts;
- recording or photographing of private sexual activity and/or an individual's intimate parts (including genitalia, groin, breasts or buttocks);

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

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

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

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

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

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

If there is reason to believe that JWU's rules prohibiting sexual assault and relationship violence have been violated, either on or off campus, the administration may pursue disciplinary action through the university's Conduct Review Process (p. 61) for students, Human Resources & Payroll for employees, and/or through any other available proceedings. When an individual accused of this behavior is not a member of the university community, the university will determine the appropriate response depending upon the nature of the individual's relationship with the university and other factors.

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

See additional information:

- Education and Prevention (p. 24)
- Steps to Follow (p. 24)
- Getting Help (p. 26)
- Criminal and Disciplinary Action (p. 30)
- Retaliation (p. 20)
- State Laws (p. 30)

Education and Prevention

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

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

For students, education about sexual assault and relationship violence awareness and prevention begins at new student orientation, where incoming students and involved families participate in in-person and online sessions addressing the university's stance against sexual assault and relationship violence.

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

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

To promote a safe and engaged community, the university addresses bystander behavior by participating in programs like Green Dot as a core component of its comprehensive violence prevention efforts.

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

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

For information regarding sexual assault and relationship violence awareness and prevention programming, contact the Title IX Coordinator or director of the Gender Equity Center. Upcoming programs can also be found on jwuLink and the student calendar.

See additional information: Sexual Assault and Relationship Violence (p. 23), Steps to Follow (p. 24), Getting Help (p. 26), Criminal and Disciplinary Action (p. 30), Retaliation (p. 20) and State Laws (p. 30).

Steps to Follow If an Offense Occurs

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

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

2. **You may seek medical attention. Immediate medical attention is strongly encouraged for any possible injuries**. Medical attention is important to diagnose and treat any injuries (including internal injuries) or infections which may have resulted from the offense. Please note that local laws differ as to the healthcare provider's obligations in regards to a medical exam related to a suspected sexual assault.

> **Providence Campus:**
> Getting an exam does not mean that you have to report the incident to the university or police; however, the hospital will retain forensic exam information as part of the medical record and contact a law enforcement agency to provide the agency with the evidence kit. No identifying information will be on the package. The forensic exam may be helpful if you should choose to report to police or seek a protective order at some point.
>
> **North Miami Campus:**
> Getting an exam does not mean that you have to report the incident to the university or police; however, a medical exam may help to preserve

evidence should you choose to report to police or seek a protective order at some point.

Denver Campus:
Getting an exam does not mean that you have to participate in the criminal justice system; however, if you have evidence collected, the healthcare provider is legally mandated to report a suspected sexual assault to law enforcement. If you wish, you may choose to remain anonymous during this process. A medical exam may help to preserve evidence if you should choose to participate in the criminal justice system or seek a protective order at some point.

Charlotte Campus:
Getting an exam does not mean that you have to report the incident to the university or police; however, the hospital will retain forensic exam information as part of the medical record and contact a law enforcement agency to provide the agency with the evidence kit. No identifying information will be on the package. The forensic exam information may be helpful if you should choose to report to police or seek a protective order at some point.

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

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

Individuals of any gender can be victims of sexual assault or relationship violence. JWU encourages victims to go to the appropriate hospitals for their campus listed in Getting Help (p. 26).

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

- reporting the offense to law enforcement authorities by dialing 911 or contacting the appropriate police at the numbers listed in Getting Help (p. 26). Campus authorities will assist you with notifying law enforcement authorities, if desired; and/or
- filing a disciplinary complaint and reporting the offense to the university for investigation by Campus Safety & Security (see Getting Help (p. 26) for your campus information):
  - reporting the offense directly to Campus Safety & Security;
  - reporting the offense to a Residential Life staff member (such as your Resident Assistant [RA] or Resident Director [RD]);
  - reporting the offense to the university's Title IX coordinator or nondiscrimination campus liaisons; and/or
  - reporting the offense to any of the other organizations or departments listed in Getting Help (p. 26)

If you wish to report confidentially or are uncertain about your next step you may call Counseling Services (see Getting Help for your campus information). Reports may also be made confidentially and anonymously by filling out an **online confidential report** via the Equity & Compliance Services webpage; or by calling the **JWU Reporting Hotline** and leaving a message by dialing 1-833-JWU-LINE (1-833-598-5463).

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

4. **Consider steps to preserve and record evidence**. If you wish to press charges or seek a protective order, it is important to preserve and record evidence, including recording the name (if known) and a description of the perpetrator (including type of clothing, race, age, height, weight, hair color, eye color, distinguishing marks, etc.), details of events, where events occurred, and the direction of travel of any vehicle involved. Best practices to preserve evidence with respect to sexual offenses include seeking medical attention from a hospital emergency department shortly after the event and

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

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

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

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

- Contact Counseling Services directly (see Getting Help (p. 26) for your campus information as well as assistance available in the community).
- Without disclosing any details of the incident, ask a Residential Life staff member or Campus Safety & Security to contact the on-call counselor. Campus Safety & Security will also provide you with written information about university counseling resources.

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

7. **You may also wish to create a safety plan with the assistance of people and organizations listed as offering this service** under Getting Help (p. 26).

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

9. **You may seek additional help, counseling, advocacy, legal assistance and other assistance.** People and organizations offering these services are listed under Getting Help (p. 26).

Reporting Offenses to the University

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

1. We will meet with you privately at a place of your choice on campus to take a statement, explain your options and provide you with a written list of rights and resources.
2. We will treat information that you share with the highest level of discretion.
3. CONFIDENTIALITY: We will do our best to honor your request to maintain confidentiality, provided your request does not interfere with our obligation to provide a safe, non-discriminatory environment for all students.
   - The Title IX Coordinator will evaluate a request to maintain confidentiality and consider several factors in evaluating such a request:
     i. The totality of known circumstances
     ii. The seriousness of the offense
     iii. Whether the prohibited conduct involved physical violence or use of weapons
     iv. Whether the report reveals a pattern of prohibited conduct
     v. Whether the respondent has a history of arrests or is the subject of prior reports indicating a history of violence
     vi. Whether multiple respondents were involved
     vii. The complainant's age
     viii. Any other available and relevant information and evidence

- The university's crime log will not include identifying information about the complainant to the extent permissible by law.
- Please be advised that if we honor a request to maintain confidentiality, our ability to meaningfully investigate the incident and pursue disciplinary action against the respondent may be limited.
- Any accommodations or protective measures provided to you will be kept confidential, to the extent that maintaining such confidentiality will not impair the ability of the university to provide the accommodation or protective measures.
- If we cannot honor your request to maintain confidentiality, we will inform you and, to the extent possible, only share information with people responsible for handling our response to the incident.

4. We will not prejudge you.
5. We will treat you and your particular situation with courtesy, sensitivity, dignity, understanding and professionalism.
6. If you feel more comfortable talking with either a counselor or representative of a specific gender, we will do our best to accommodate your request.
7. We will assist you in arranging for any hospital treatment or medical needs.
8. We can assist you in privately contacting local law enforcement officials, counseling, Campus Safety & Security, advising and other available resources, both on campus and in the community as set forth in Getting Help (p. 26).
9. We will fully investigate your report with respect and discretion.
10. We will continue to be available for you — to answer your questions, explain the systems and processes involved, and be willing listeners.
11. We will consider your report seriously, without bias based on a protected category.
12. We will provide written notification of rights and options, including interim and protective measures.

See additional information: Sexual Assault and Relationship Violence Policy (p. 23), Education and Prevention (p. 24), Getting Help (p. 26), Criminal and Disciplinary Action, (p. 30) Retaliation (p. 20) and State Laws (p. 30).

Getting Help

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

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

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

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

Providence

Community Help

Medical

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

Women & Infants	
101 Dudley St., Providence, RI	401-274-1100
Rhode Island Hospital	
539 Eddy St., Providence, RI	401-444-4000
Kent Hospital	
455 Tollgate Road, Warwick, RI	401-737-7000
Roger Williams Medical Center	
825 Chalkstone Ave., Providence, RI	401-456-2000

Police

Emergency	**911**
Providence Police Department*	401-272-3121
East Providence Police Department*	401-435-7600
Warwick Police Department (non-emergency line)*	401-468-4200
Cranston Police Department (non-emergency line)	401-942-2211
Rehoboth Police Department (non-emergency line)	508-252-3722

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

Community

RI Victims of Crime Helpline

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

Day One provides services to help and inform victims of sexual violence, including assistance when moving through the prosecution process, if desired, and counseling services for sexual assault, dating and domestic violence and stalking.

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

Mass. Safelink

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

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

- Sojourner House: 401-765-3232 (24-hour)
- Crossroads Rhode Island Domestic Violence Program: 401-861-2760 (24-hour)
- Elizabeth Buffum Chace Center: 401-738-1700 (24-hour)
- Blackstone Valley Advocacy Center: 401-723-3057 (24-hour)
- Domestic Violence Resource Center of South County: 401-782-3995
- Women's Resource Center of Newport & Bristol Counties: 401-289-2022
- Sisters Overcoming Abusive Relationships (SOAR), a survivor task force: 401-467-9940

Violence Recovery Program (VRP) at Fenway Health (Boston, Massachuetts) provides counseling, support groups, advocacy and referral services to lesbian, gay, bisexual and transgender victims of sexual assault, dating/domestic violence and stalking.

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

Information regarding how to obtain a temporary restraining order in the State of Rhode Island may be found online and by visiting or calling the Restraining Order Office for Providence County, Garrahy Judicial Complex, 1 Dorrance St., second floor, Providence, RI, 401-458-3372. After business hours, on weekends or during holidays emergency restraining orders can be obtained at your local police department.

National Sexual Assault Hotline

- 1–800–656-HOPE (4673) (24-hour)

National Domestic Violence Hotline

- 1–800–799–SAFE (7233) (24-hour)

The National Stalking Resource Center provides online tools and information for victims of stalking, and links to local resources nationwide

Text "loveis" to 77054 to text with an advocate via loveisrespect for support and information regarding dating violence.

Confidential On-campus Help

Upon receipt of a report of sexual misconduct, confidential resources will not report information shared with them to the police, Campus Safety & Security

or college officials without your permission, except for extreme emergency circumstances.

For students to obtain confidential on-campus services

Counseling Services
Wales Hall, second floor
401-598-1016
Monday–Friday, 8:30am–4:30pm

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

Health Services
Downcity Campus
Wales Hall, third floor
401-598-1104
Monday–Thursday, 8am–4pm
Friday, 9am–3pm
Physician available: Monday and Wednesday, 9:30am–1:30pm

Harborside Campus
Wildcat Center, first floor
401-598-1151
Monday–Thursday, 7am–8pm
Friday, 9am–3pm

Director, Gender Equity Center
35 Pine St., 401-598-2248

Director, Health Education
35 Pine St., 401-598-2023

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

Other Non-confidential On-campus Help

JWU employees who cannot guarantee confidentiality will nevertheless maintain your privacy. Any information you provide to a non-confidential resource will be kept private and used only as necessary to investigate and address a concern and/or to notify the Title IX Coordinator, who is responsible for tracking patterns of sexual misconduct and detecting systemic issues.

Campus Safety & Security
264 Weybosset St., Providence, RI
401-598-1103 (24 hours a day, 7 days a week)
Anonymous Report to Campus Safety & Security through Silent Witness (online only)

Title IX Coordinator/Nondiscrimination Coordinator
Matthias Rubekeil (Matthias.Rubekeil@jwu.edu)
Remington Building — 91 Friendship Street, second floor, Providence, RI 02903
401-598-2703

Nondiscrimination Campus Liaisons
Please refer to JWU's Equity & Compliance Services webpage for a list of nondiscrimination campus liaisons (www.jwu.edu/compliance > Liaisons by Campus)

Residential Life
(24 hours a day in each residence hall)
Resident assistants, residence director, central office staff, community assistants, community director

Dean of Students
The Friedman Center, second floor
401-598-2848

Community Standards and Conduct
The Friedman Center, second floor
401-598-2885

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

Reports may also be made confidentially and anonymously by filling out an **online confidential report** via the Equity & Compliance Services webpage; or by calling the **JWU Reporting Hotline** and leaving a message by dialing 1-833-JWU-LINE (1-833-598-5463).

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

See also additional information:

- Education and Prevention (p. 24)
- Steps to Follow (p. 24)
- Criminal and Disciplinary Action (p. 30)
- Retaliation
- State Laws (p. 30)

North Miami

Community Help

Medical

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

Jackson Memorial Hospital	
1611 NW 12th Ave., Miami, FL 33136	305-585-1111 (collect calls accepted)
Roxcy Bolton Rape Treatment Center at Jackson Memorial Hospital	**305-585-7273**
Jackson North Medical Center	
160 NW 170th St., North Miami Beach, FL 33169	305-651-1100
Aventura Hospital and Medical Center	
20900 Biscayne Boulevard, Aventura, FL 33180	305-682-7000
Mt. Sinai Aventura Emergency Room	
2845 Aventura Boulevard, Aventura, FL 33180	305-692-1000

Police

Emergency	**911**
North Miami Police Department	
Emergency line	305-891-8111
Non-emergency line	305-891-0294

Community

Roxcy Bolton Rape Treatment Center (at Jackson Memorial Hospital) provides victims of sexual assault free and confidential information, medical treatment, counseling and support.

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

Safespace Foundation provides victims of dating/domestic violence and stalking with information, emergency shelter and support services.

- 305-758-2804

The Lodge provides victims of sexual assault, dating/domestic violence and stalking with information, emergency shelter, court advocacy and support services.

- 305-693-0232

Restraining orders can be requested by filing in person at one of the following locations: Lawson E. Thomas Courthouse Center, Hialeah District Court, North Dade Justice Center or South Dade Justice Center. Please contact the Domestic Violence Advocacy Unit at 305-349-5677 or the Clerk's Office Domestic Violence Unit at 305-349-5813 with any questions or for assistance.

National Sexual Assault Hotline

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

National Domestic Violence Hotline

- 1–800–799–SAFE (7233) (24 hour)

The National Stalking Resource Center provides online tools and information for victims of stalking, and links to local resources nationwide.

Text "loveis" to 77054 to text with an advocate via loveisrespect for support and information regarding dating violence.

Confidential On-campus Help

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

For students to obtain confidential on-campus services

Counseling Services
Academic & Student Center, Room 207
305-892-7075
By appointment: 8:30am–4:30pm
In case of emergency, the on-call counselor is available through Campus Safety & Security at 305-892-7011.

Health Services
Academic & Student Center, Room 205
305-892-7594
Monday–Thursday, 7am–6pm
Friday, 9am–1pm
(Summer hours: Monday–Thursday, 9am–3pm)

Director, Gender Equity Center
35 Pine St., Providence Campus
401-598-2248

Director, Health Education
35 Pine St., Providence Campus
401-598-2023

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

Other Non-confidential On-campus and University Help

JWU employees who cannot guarantee confidentiality will nevertheless maintain your privacy. Any information you provide to a non-confidential resource will be kept private and used only as necessary to investigate and address a concern and/or notify the Title IX Coordinator, who is responsible for tracking patterns of sexual misconduct and for detecting systemic issues.

Campus Safety & Security
1705 NE 124th St.
305-892-7011 (24 hours, 7 days a week)
Hearing impaired line: 305-981-1407
Anonymous Report to Campus Safety & Security through Silent Witness (online only)

Title IX Coordinator/Nondiscrimination Coordinator
Matthias Rubekeil (Matthias.Rubekeil@jwu.edu)
Providence Campus (Remington Building — 91 Friendship Street, second floor, Providence, RI 02903)
401-598-2703

Nondiscrimination Campus Liaisons
Please refer to JWU's Equity & Compliance Services webpage for a list of nondiscrimination campus liaisons (www.jwu.edu/compliance > Liaisons by Campus)

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

Dean of Students
Academic & Student Center, fifth floor
305-892-7567

Community Standards and Conduct
Wildcat Center, second floor
305-892-7602

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

Reports may also be made confidentially and anonymously by filling out an **online confidential report** via the Equity & Compliance Services webpage; or by calling the **JWU Reporting Hotline** and leaving a message by dialing 1-833-JWU-LINE (1-833-598-5463).

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

See also additional information:

- Education and Prevention (p. 24)
- Steps to Follow (p. 24)
- Criminal and Disciplinary Action (p. 30)
- Retaliation
- State Laws (p. 30)

Denver

Community Help

Medical

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

University of Colorado Hospital	
12605 East 16th Ave., Aurora, CO 80045	720-848-1000
Denver Health Medical Center	
777 Bannock St., Denver, CO 80204	303-436-6000
Porter Adventist Hospital	
2525 S Downing St., Denver, CO 80210	305-778-1955

Police

Emergency	**911**
Denver Police Department, non-emergency line	720-913-2000

Community

Denver Victims Advocate

- 720-913-6035

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

- 303-322-7273 (24-hour)

SafeHouse Denver provides victims of dating/domestic violence and stalking with information, emergency shelter and support services.

- 303-318-9989 (24-hour)

Survivors Organizing for Liberation (formerly known as Colorado Anti-Violence Program) provides specialized support services for people in the lesbian, gay, bisexual, transgender and queer community who are victims of sexual assault, dating/domestic violence or stalking.

- 1-888-557-4441 (24-hour)

Restraining orders can be requested at the Protection Order Courtroom in the City and County Building at 1437 Bannock Street, in Courtroom 170 on the first floor. For assistance, please contact the Court Clerk at 720-865-7275, or the Project Safeguard Office also in the City and County Building in Room 117 at 303-863-7233. Protective order paperwork must be submitted before 9am, Monday–Friday.

National Sexual Assault Hotline

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

National Domestic Violence Hotline

- 1–800–799–SAFE (7233) (24-hour)

The National Stalking Resource Center provides online tools and information for victims of stalking, and links to local resources nationwide.

Text "loveis" to 77054 to text with an advocate via loveisrespect for support and information regarding dating violence.

Confidential On-campus Help

Upon receipt of a report of sexual misconduct, confidential resources will not report information shared with them to the police, Campus Safety & Security

or college officials without your permission, except for extreme emergency circumstances.

For students to obtain confidential on-campus services

Counseling Services (fall, winter and spring academic terms)
Centennial Hall, second floor
303-256-9448
By Appointment: 9am–4pm
In case of emergency, the on-call counselor is available after hours through Campus Safety & Security (303-256-9500).

Health Services
Centennial Hall, second floor, Suite 213
303-256-9448
9am–4pm

Director, Gender Equity Center
35 Pine St., Providence Campus
401-598-2248

Director, Health Education
35 Pine St., Providence Campus
401-598-2023

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

Other Non-confidential On-campus and University Help

JWU employees who cannot guarantee confidentiality will nevertheless maintain your privacy. Any information you provide to a non-confidential resource will be kept private and used only as necessary to investigate and address a concern and/or notify the Title IX Coordinator, who is responsible for tracking patterns of sexual misconduct and for detecting systemic issues.

Campus Safety & Security (24 hours a day, 7 days a week)
Academic Center ACA050
303-256-9500
Anonymous Report to Campus Safety & Security through Silent Witness (online only)

Title IX Coordinator/Nondiscrimination Coordinator
Matthias Rubekeil (Matthias.Rubekeil@jwu.edu)
Providence Campus (Remington Building — 91 Friendship Street, second floor, Providence, RI 02903)
401-598-2703

Nondiscrimination Campus Liaisons
Please refer to JWU's Equity & Compliance Services webpage for a list of nondiscrimination campus liaisons (www.jwu.edu/compliance > Liaisons by Campus)

Residential Life
Centennial Hall, first floor, Suite 125 (8:30am-4:30pm)
303-256-9400
Resident Assistants, Residence Directors are available on an on-call basis when the institution is closed.
Resident Assistants and Residence Directors are available 24 hours a day in each residence hall during the fall, winter and spring academic terms.

Dean of Students
Centennial Hall, second floor, Suite 212
303-256-9440

Human Resources
Aspen Hall, Suite 110
303-256-9309

Reports may also be made confidentially and anonymously by filling out an **online confidential report** via the Equity & Compliance Services webpage; or by calling the **JWU Reporting Hotline** and leaving a message by dialing 1-833-JWU-LINE (1-833-598-5463).

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

See also additional information:

- Education and Prevention (p. 24)
- Steps to Follow (p. 24)
- Criminal and Disciplinary Action (p. 30)
- Retaliation
- State Laws (p. 30)

Charlotte

Community Help

Medical

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

Carolinas Medical Center (CMC)	
Main	
1000 Blythe Boulevard, Charlotte, NC 28203	704-355-2000
Novant Medical Center	
200 Hawthorne Lane, Charlotte, NC 28204	704-384-5160

Police

Emergency	**911**
Charlotte-Mecklenberg non-emergency crime reporting	704-336-7600

Community

Safe Alliance provides victims of sexual assault, dating/domestic violence and stalking with information, advocacy, counseling, shelter, referral and support services.

- 704-375-9900 (24-hour rape crisis line)
- 704-332-2513 (24-hour dating/domestic violence line)

North Carolina Coalition Against Domestic Violence (NCCADV)

- 1-888-232-9124

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

National Sexual Assault Hotline

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

National Domestic Violence Hotline

- 1–800–799–SAFE (7233) (24-hour)

The National Stalking Resource Center provides online tools and information for victims of stalking, and links to local resources nationwide.

Text 'loveis' to 77054 to text with an advocate via loveisrespect for support and information regarding dating violence.

The Domestic Violence Advocacy Council (DVAC) is a group of professionals and volunteers dedicated to eliminating domestic violence in the community.

Confidential On-campus Help

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

Counseling Services
Academic Center, second floor
980-598-1710
By appointment: 8:30am-4:30pm

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

Health Services
Academic Center, second floor
980-598-1700

Director, Gender Equity Center
35 Pine Street, Providence Campus
401-598-2248

Director, Health Education
35 Pine Street, Providence Campus

401-598-2023

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

Other Non-confidential On-campus and University Help

JWU employees who cannot guarantee confidentiality will nevertheless maintain your privacy. Any information you provide to a non-confidential resource will be kept private and used only as necessary to investigate and address a concern and/or notify the Title IX Coordinator, who is responsible for tracking patterns of sexual misconduct and for detecting systemic issues.

Campus Safety & Security
Cedar Hall South, Suite 113
980-598-1900 (24 hours a day, 7 days a week)
Anonymous Report to Campus Safety & Security through Silent Witness (online only)

Title IX Coordinator / Nondiscrimination Coordinator
Matthias Rubekeil (Matthias.Rubekeil@jwu.edu)
Providence Campus (Remington Building — 91 Friendship Street, second floor, Providence, RI 02903)
401-598-2703

Nondiscrimination Campus Liaisons
Please refer to JWU's Equity & Compliance Services webpage for a list of nondiscrimination campus liaisons (www.jwu.edu /compliance > Click Liaisons by Campus)

Residential Life
(24 hours a day in each residence hall)
Resident assistants, Residence Directors

Dean of Students
Cedar Hall South, Suite 100
980-598-1830

Community Standards and Conduct
Cedar Hall South, Main Office
980-598-1820

Human Resources
Gateway Center, Suite 412
980-598-1006

Reports may also be made confidentially and anonymously by filling out an **online confidential report** via the Equity & Compliance Services webpage; or by calling the **JWU Reporting Hotline** and leaving a message by dialing 1-833-JWU-LINE (1-833-598-5463).

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

See also additional information:

- Education and Prevention (p. 24)
- Steps to Follow (p. 24)
- Criminal and Disciplinary Action (p. 30)
- Retaliation
- State Laws (p. 30)

Criminal and Disciplinary Action

What Action May Be Taken

1. **Criminal Prosecution:** If you choose to pursue criminal prosecution through the courts, the incident should be reported to the police. Remember, a police report does not require a victim to prosecute and campus personnel are available to assist you when notifying the police. Please see Getting Help (p. 26) for sources of assistance for victims when moving through the prosecution process.
2. **University Disciplinary Action:** If you choose to report the matter to the university, the incident should be reported to Campus Safety & Security. Please see Getting Help (p. 26) for contacting Campus Safety & Security.

Sexual assault and relationship violence (including dating violence, domestic violence, stalking and sexual exploitation) are violations of the university's Sexual Assault and Relationship Violence Policy (p. 23), Prohibited Discrimination and Harassment (including Sexual Harassment) Policy (p. 18), Policy Governing Reporting of Misconduct and Whistleblowing, Student Code of Conduct (p. 59), and state and federal law, including Title IX of the Education Amendments of 1972 (Title IX). Sexual assault, sexual harassment and relationship violence alleged to have been committed by students are addressed through the university's Conduct Review Process (p. 61) and, as applicable, in accordance with Title IX and relevant state and federal law. Please see the Conduct Review Process (p. 61) for more information about the rights of parties related to complaints of sexual assault and relationship violence. Possible sanctions for a violation of the Student Code of Conduct regarding sexual assault and relationship violence are set forth in Sanctions for Individuals (p. 65).

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

See also the following pages:

- Education and Prevention (p. 24)
- Steps to Follow (p. 24)
- Getting Help (p. 26)
- Retaliation (p. 20)
- State Laws (p. 30)

State Laws

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

Providence

Rhode Island

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

Rhode Island
Sexual Assault
R.I. General Laws § 11-37
§ 11-37-2
First degree sexual assault. – A person is guilty of first degree sexual assault if he or she engages in sexual penetration with another person, and if any of the following circumstances exist:
(1) The accused, not being the spouse, knows or has reason to know that the victim is mentally incapacitated, mentally disabled or physically helpless.
(2) The accused uses force or coercion.
(3) The accused, through concealment or by the element of surprise, is able to overcome the victim.
(4) The accused engages in the medical treatment or examination of the victim for the purpose of sexual arousal, gratification or stimulation.

§ 11-37-4
Second degree sexual assault. – A person is guilty of a second-degree sexual assault if he or she engages in sexual contact with another person and if any of the following circumstances exist:
(1) The accused knows or has reason to know that the victim is mentally incapacitated, mentally disabled or physically helpless.
(2) The accused uses force, element of surprise, or coercion.
(3) The accused engages in the medical treatment or examination of the victim for the purpose of sexual arousal, gratification or stimulation.

§ 11-37-6
Third degree sexual assault. – A person is guilty of third degree sexual assault if he or she is over the age of eighteen (18) years and engaged in sexual penetration with another person over the age of fourteen (14) years and under the age of consent, sixteen (16) years of age.

Dating Violence and Domestic Violence
R.I. General Laws § 12-29
§ 12-29-2
Definitions.

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

(1) Simple assault (§ 11-5-3);
(2) Felony assaults (§§ 11-5-1, 11-5-2, and 11-5-4);
(3) Vandalism (§ 11-44-1);
(4) Disorderly conduct (§ 11-45-1);
(5) Trespass (§ 11-44-26);
(6) Kidnapping (§ 11-26-1);
(7) Child-snatching (§ 11-26-1.1);
(8) Sexual assault (§§ 11-37-2, 11-37-4);
(9) Homicide (§§ 11-23-1 and 11-23-3);
(10) Violation of the provisions of a protective order entered pursuant to § 15-5-19, chapter 15 of title 15, or chapter 8.1 of title 8 where the respondent has knowledge of the order and the penalty for its violation or a violation of a no contact order issued pursuant to § 12-29-4;
(11) Stalking (§§ 11-59-1 et seq.);
(12) Refusal to relinquish or to damage or to obstruct a telephone (§ 11-35-14);
(13) Burglary and Unlawful Entry (§ 11-8-1 et seq.);
(14) Arson (§ 11-4-2 et seq.);
(15) Cyberstalking and cyberharassment (§ 11-52-4.2); and
(16) Domestic assault by strangulation § 11-5-2.3.

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

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

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

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

Strangulation
R.I. General Law § 11-5-2-3
§ 11-5-2.3 Domestic assault by strangulation. –
(a) Every person who shall make an assault or battery, or both, by strangulation, on a family or household member as defined in subsection 12-29-2(b), shall be punished by imprisonment for not more than ten (10) years.
(b) Where the provisions of 'The Domestic Violence Prevention Act', chapter 29 of title 12, are applicable, the penalties for violation of this section shall also include the penalties as provided in § 12-29-5.
(c) 'Strangulation' means knowingly and intentionally impeding normal breathing or circulation of the blood by applying pressure on the throat or neck or by blocking the nose or mouth of another person, with the intent to cause that person harm.

Stalking
R.I. General Laws § 11-59
§ 11-59-2 Stalking prohibited. –
(a) Any person who: (1) harasses another person; or (2) willfully, maliciously and repeatedly follows another person with the intent to place that person in reasonable fear of bodily injury, is guilty of the crime of stalking.
(b) Stalking shall be deemed a felony punishable by imprisonment for not more than five (5) years, by a fine of not more than ten thousand dollars ($10,000), or both.

Cyberstalking and Cyberharassment
R.I. General Laws 11-52-4.2
(a) Whoever transmits any communication by computer or other electronic device to any person or causes any person to be contacted for the sole purpose of harassing that person or his or her family is guilty of a misdemeanor, and shall be punished by a fine of not more than five hundred dollars ($500), by imprisonment for not more than one year, or both. For the purpose of this section, 'harassing' means any knowing and willful course of conduct directed at a specific person which seriously alarms, annoys, or bothers the person, and which serves no legitimate purpose. The course of conduct must be of a kind that would cause a reasonable person to suffer substantial emotional distress, or be in fear of bodily injury. 'Course of conduct' means a pattern of conduct composed of a series of acts over a period of time, evidencing a continuity of purpose. Constitutionally protected activity is not included within the meaning of 'course of conduct.'
(b) A second or subsequent conviction under subsection (a) of this section shall be deemed a felony punishable by imprisonment for not more than two (2) years, by a fine of not more than six thousand dollars ($6,000), or both.

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

Massachusetts

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

Sexual Assault
Indecent Assault and Battery: MGL c.265, s.13h
Section 13H. Whoever commits an indecent assault and battery on a person who has attained age fourteen shall be punished by imprisonment in the state prison for not more than five years, or by imprisonment for not more than two and one-half years in a jail or house of correction.

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

Rape: MGL c.265, s.22
Section 22.
(a) Whoever has sexual intercourse or unnatural sexual intercourse with a person, and compels such person to submit by force and against his will, or compels such person to submit by threat of bodily injury and if either such sexual intercourse or unnatural sexual intercourse results in or is committed with acts resulting in serious bodily injury, or is committed by a joint enterprise, or is committed during the commission or attempted commission of an offense defined in section fifteen A, fifteen B, seventeen, nineteen or twenty-six of this chapter, section fourteen, fifteen, sixteen, seventeen or eighteen of chapter two hundred and sixty-six or section ten of chapter two hundred and sixty-nine shall be punished by imprisonment in the state prison for life or for any term of years.

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

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

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

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

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

Dating Violence and Domestic Violence
Massachusetts law does not define the crimes of "dating violence" or "domestic violence". However, state law defines the crime of "abuse" in G.L. c. 209A § 1 as: "the occurrence of one or more of the following acts between family or household members:
(a) attempting to cause or causing physical harm;
(b) placing another in fear of imminent serious physical harm;
(c) causing another to engage involuntarily in sexual relations by force, threat or duress.'

"Family or household members" is defined as: "persons who
(a) are or were married to one another;
(b) are or were residing together in the same household;
(c) are or were related by blood or marriage;
(d) having a child in common regardless of whether they have ever married or lived together; or
(e) are or have been in a substantive dating or engagement relationship, which shall be adjudged by district, probate or Boston municipal courts consideration of the following factors:

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

Stalking
Stalking is defined under G.L. c. 265, § 43 (a) as follows:
"Whoever (1) willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress, and (2) makes a threat with the intent to place the person in imminent fear of death or bodily injury, shall be guilty of the crime of stalking . . . The conduct, acts or threats described in this subsection shall include, but not be limited to, conduct, acts or threats conducted by mail or by use of a telephonic or telecommunication device or electronic communication device including, but not limited to, any device that transfers signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications."

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

North Miami

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

Sexual Assault
Florida State Statute 794.011
In Florida, sexual assault is legally referred to as sexual battery. Florida State Statute 794.011 (1)(h)
"Sexual battery" means oral, anal, or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object; however, sexual battery does not include an act done for a bona fide medical purpose.

Dating Violence
Florida State Statute 784.046 (1)(d)
(d) "Dating violence" means violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on the consideration of the following factors:

(1) A dating relationship must have existed within the past 6 months;
(2) The nature of the relationship must have been characterized by the expectation of affection or sexual involvement between the parties; and
The frequency and type of interaction between the persons involved in the relationship must have included that the persons have been involved over time and on a continuous basis during the course of the relationship.
The term does not include violence in a casual acquaintanceship or violence between individuals who only have engaged in ordinary fraternization in a business or social context.

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

Stalking
Florida State Statute 784.048

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

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

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

Consent
Florida State Statute 794.011(1)(a)
"Consent" means intelligent, knowing, and voluntary consent and does not include coerced submission. "Consent" shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender.

Denver

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

Sexual Assault
Colo. Rev. Stat. § 18-3-402
(1) Any actor who knowingly inflicts sexual intrusion or sexual penetration on a victim commits sexual assault if:

(a) The actor causes submission of the victim by means of sufficient consequence reasonably calculated to cause submission against the victim's will; or

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

Dating Violence
Colorado state law does not provide a definition for dating violence.

Domestic Violence
Colo. Rev. Stat. § 18-6-800.3
(1) 'Domestic violence' means an act or threatened act of violence upon a person with whom the actor is or has been involved in an intimate relationship. 'Domestic violence' also includes any other crime against a person, or against property, including an animal, or any municipal ordinance violation against a person, or against property, including an animal, when used as a method of coercion, control, punishment, intimidation, or revenge directed against a person with whom the actor is or has been involved in an intimate relationship.
(2) 'Intimate relationship' means a relationship between spouses, former spouses, past or present unmarried couples, or persons who are both the parents of the same child regardless of whether the persons have been married or have lived together at any time.

Stalking
Colo. Rev. Stat § 18-3-602
(1) A person commits stalking if directly, or indirectly through another person, the person knowingly:

(a) Makes a credible threat to another person and, in connection with the threat, repeatedly follows, approaches, contacts, or places under surveillance that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship; or
(b) Makes a credible threat to another person and, in connection with the threat, repeatedly makes any form of communication with that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship, regardless of whether a conversation ensues; or
(c) Repeatedly follows, approaches, contacts, places under surveillance, or makes any form of communication with another person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship in a manner that would cause a reasonable person to suffer serious emotional distress and does cause that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship to suffer serious emotional distress. For purposes of this paragraph (c), a victim need not show that he or she received professional treatment or counseling to show that he or she suffered serious emotional distress.

(2) For the purposes of this part 6:

(a) Conduct 'in connection with' a credible threat means acts that further, advance, promote, or have a continuity of purpose, and may occur before, during, or after the credible threat.
(b) 'Credible threat' means a threat, physical action, or repeated conduct that would cause a reasonable person to be in fear for the person's safety or the safety of his or her immediate family or of someone with whom the person has or has had a continuing relationship. The threat need not be directly expressed if the totality of the conduct would cause a reasonable person such fear.
(c) 'Immediate family' includes the person's spouse and the person's parent, grandparent, sibling, or child.
(d) 'Repeated' or 'repeatedly' means on more than one occasion.

Consent
Colo. Rev. Stat § 18-3-401
(1.5) 'Consent' means cooperation in act or attitude pursuant to an exercise of free will and with knowledge of the nature of the act. A current or previous relationship shall not be sufficient to constitute consent under the provisions of this part 4. Submission under the influence of fear shall not constitute consent.

Charlotte

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

Sexual Assault
Article 7B - Rape and Other Sex Offenses.
§ 14-27.20. Definitions.
The following definitions apply in this Article:
(1) Repealed by Session Laws 2018-47, s. 4(a), effective December 1, 2018.
(2) Mentally incapacitated. — A victim who due to (i) any act committed upon the victim or (ii) a poisonous or controlled substance provided to the victim without the knowledge or consent of the victim is rendered substantially incapable of either appraising the nature of his or her conduct, or resisting the act of vaginal intercourse or a sexual act.
(2a) Person who has a mental disability. — A victim who has an intellectual disability or a mental disorder that temporarily or permanently renders the victim substantially incapable of appraising the nature of his or her conduct, or of resisting the act of vaginal intercourse or a sexual act, or of communicating unwillingness to submit to the act of vaginal intercourse or a sexual act
(3) Physically helpless. — Any of the following:

(a) A victim who is unconscious.
(b) A victim who is physically unable to resist an act of vaginal intercourse or a sexual act or communicate unwillingness to submit to an act of vaginal intercourse or a sexual act.

(4) Sexual act. — Cunnilingus, fellatio, analingus, or anal intercourse, but does not include vaginal intercourse. Sexual act also means the penetration, however slight, by any object into the genital or anal opening of another person's body. It is an affirmative defense that the penetration was for accepted medical purposes.
(5) Sexual contact. — Any of the following:

(a) Touching the sexual organ, anus, breast, groin, or buttocks of any person.
(b) A person touching another person with their own sexual organ, anus, breast, groin, or buttocks.
(c) A person ejaculating, emitting, or placing semen, urine, or feces upon any part of another person.

(6) Touching. — As used in subdivision (5) of this section, means physical contact with another person, whether accomplished directly, through the clothing of the person committing the offense, or through the clothing of the victim. (1979, c. 682, s. 1; 2002-159, s. 2(a); 2003-252, s. 1; 2006-247, s. 12(a); 2015-181, s. 2; 2018-47, s. 4(a).)

§ 14-27.21. First-degree forcible rape.
(a) A person is guilty of first-degree forcible rape if the person engages in vaginal intercourse with another person by force and against the will of the other person, and does any of the following:

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

(b) Any person who commits an offense defined in this section is guilty of a Class B1 felony.
(c) Upon conviction, a person convicted under this section has no rights to custody of or rights of inheritance from any child born as a result of the

commission of the rape, nor shall the person have any rights related to the child under Chapter 48 or Subchapter 1 of Chapter 7B of the General Statutes. (1979, c. 682, s. 1; 1979, 2nd Sess., c. 1316, s. 4; 1981, c. 63; c. 106, ss. 1, 2; c. 179, s. 14; 1983, c. 175, ss. 4, 10; c. 720, s. 4; 1994, Ex. Sess., c. 22, s. 2; 2004-128, s. 7; 2015-181, ss. 3(a), (b); 2017-30, s. 1.)

§ 14-27.22. Second-degree forcible rape.
(a) A person is guilty of second-degree forcible rape if the person engages in vaginal intercourse with another person:

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

(b) Any person who commits the offense defined in this section is guilty of a Class C felony.
(c) Upon conviction, a person convicted under this section has no rights to custody of or rights of inheritance from any child conceived during the commission of the rape, nor does the person have any rights related to the child under Chapter 48 of the General Statutes or Subchapter I of Chapter 7B of the General Statutes. (1979, c. 682, s. 1; 1979, 2nd Sess., c. 1316, s. 5; 1981, cc. 63, 179; 1993, c. 539, s. 1130; 1994, Ex. Sess., c. 24, s. 14(c); 2002-159, s. 2(b); 2004-128, s. 8; 2015-181, ss. 4(a), (b); 2018-47, s. 4(b).)

§ 14-27.23. Statutory rape of a child by an adult.
(a) A person is guilty of statutory rape of a child by an adult if the person is at least 18 years of age and engages in vaginal intercourse with a victim who is a child under the age of 13 years.
(b) A person convicted of violating this section is guilty of a Class B1 felony and shall be sentenced pursuant to Article 81B of Chapter 15A of the General Statutes, except that in no case shall the person receive an active punishment of less than 300 months, and except as provided in subsection (c) of this section. Following the termination of active punishment, the person shall be enrolled in satellite-based monitoring for life pursuant to Part 5 of Article 27A of Chapter 14 of the General Statutes.
(c) Notwithstanding the provisions of Article 81B of Chapter 15A of the General Statutes, the court may sentence the defendant to active punishment for a term of months greater than that authorized pursuant to G.S. 15A-1340.17, up to and including life imprisonment without parole, if the court finds that the nature of the offense and the harm inflicted are of such brutality, duration, severity, degree, or scope beyond that normally committed in such crimes, or considered in basic aggravation of these crimes, so as to require a sentence to active punishment in excess of that authorized pursuant to G.S. 15A-1340.17. If the court sentences the defendant pursuant to this subsection, it shall make findings of fact supporting its decision, to include matters it considered as egregious aggravation. Egregious aggravation can include further consideration of existing aggravating factors where the conduct of the defendant falls outside the heartland of cases even the aggravating factors were designed to cover. Egregious aggravation may also be considered based on the extraordinarily young age of the victim, or the depraved torture or mutilation of the victim, or extraordinary physical pain inflicted on the victim.
(d) Upon conviction, a person convicted under this section has no rights to custody of or rights of inheritance from any child born as a result of the commission of the rape, nor shall the person have any rights related to the child under Chapter 48 or Subchapter 1 of Chapter 7B of the General Statutes.
(e) The offense under G.S. 14-27.24 is a lesser included offense of the offense in this section. (2008-117, s. 1; 2015-181, s. 5(a), 5(b).)

§ 14-27.24. First-degree statutory rape.
(a) A person is guilty of first-degree statutory rape if the person engages in vaginal intercourse with a victim who is a child under the age of 13 years and the defendant is at least 12 years old and is at least four years older than the victim.
(b) Any person who commits an offense defined in this section is guilty of a Class B1 felony.
(c) Upon conviction, a person convicted under this section has no rights to custody of or rights of inheritance from any child born as a result of the commission of the rape, nor shall the person have any rights related to the child under Chapter 48 or Subchapter 1 of Chapter 7B of the General Statutes. (1979, c. 682, s. 1; 1979, 2nd Sess., c. 1316, s. 4; 1981, c. 63; c. 106, ss. 1, 2; c. 179, s. 14; 1983, c. 175, ss. 4, 10; c. 720, s. 4; 1994, Ex. Sess., c. 22, s. 2; 2004-128, s. 7; 2015-181, s. 6.)

§ 14-27.25. Statutory rape of person who is 15 years of age or younger.
(a) A defendant is guilty of a Class B1 felony if the defendant engages in vaginal intercourse with another person who is 15 years of age or younger and the defendant is at least 12 years old and at least six years older than the person, except when the defendant is lawfully married to the person.
(b) Unless the conduct is covered under some other provision of law providing greater punishment, a defendant is guilty of a Class C felony if the defendant engages in vaginal intercourse with another person who is 15 years of age or younger and the defendant is at least 12 years old and more than four but less than six years older than the person, except when the defendant is lawfully married to the person. (1995, c. 281, s. 1; 2015-62, s. 1(a); 2015-181, s. 7(a), (b).)

§ 14-27.26. First-degree forcible sexual offense.
(a) A person is guilty of a first degree forcible sexual offense if the person engages in a sexual act with another person by force and against the will of the other person, and does any of the following:

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

(b) Any person who commits an offense defined in this section is guilty of a Class B1 felony. (1979, c. 682, s. 1; 1979, 2nd Sess., c. 1316, s. 6; 1981, c. 63; c. 106, ss. 3, 4; c. 179, s. 14; 1983, c. 175, ss. 5, 10; c. 720, s. 4; 1994, Ex. Sess., c. 22, s. 3; 2015-181, ss. 8(a), (b); 2017-30, s. 2.)

§ 14-27.27. Second-degree forcible sexual offense.
(a) A person is guilty of second degree forcible sexual offense if the person engages in a sexual act with another person:

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

(b) Any person who commits the offense defined in this section is guilty of a Class C felony. (1979, c. 682, s. 1; 1979, 2nd Sess., c. 1316, s. 7; 1981, c. 63; c. 179, s. 14; 1993, c. 539, s. 1131; 1994, Ex. Sess., c. 24, s. 14(c); 2002-159, s. 2(c); 2015-181, ss. 9(a), (b); 2018-47, s. 4(c).)

§ 14-27.33. Sexual battery.
(a) A person is guilty of sexual battery if the person, for the purpose of sexual arousal, sexual gratification, or sexual abuse, engages in sexual contact with another person:

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

(b) Any person who commits the offense defined in this section is guilty of a Class A1 misdemeanor. (2003-252, s. 2; 2015-181, s. 15; 2018-47, s. 4(d).)

Dating Violence
North Carolina state law does not provide a definition for dating violence.

Domestic Violence
Chapter 50 B
§ 50B-1. Domestic violence; definition.
(a) Domestic violence means the commission of one or more of the following acts upon an aggrieved party or upon a minor child residing with or in the custody of the aggrieved party by a person with whom the aggrieved party has or has had a personal relationship, but does not include acts of self-defense:

(1) Attempting to cause bodily injury, or intentionally causing bodily injury; or
(2) Placing the aggrieved party or a member of the aggrieved party's family or household in fear of imminent serious bodily injury or continued harassment, as defined in G.S. 14-277.3A, that rises to such a level as to inflict substantial emotional distress; or
(3) Committing any act defined in G.S. 14-27.21 through G.S. 14-27.33.

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

(1) Are current or former spouses;

(2) Are persons of opposite sex who live together or have lived together;
(3) Are related as parents and children, including others acting in loco parentis to a minor child, or as grandparents and grandchildren. For purposes of this subdivision, an aggrieved party may not obtain an order of protection against a child or grandchild under the age of 16;
(4) Have a child in common;
(5) Are current or former household members;
(6) Are persons of the opposite sex who are in a dating relationship or have been in a dating relationship. For purposes of this subdivision, a dating relationship is one wherein the parties are romantically involved over time and on a continuous basis during the course of the relationship. A casual acquaintance or ordinary fraternization between persons in a business or social context is not a dating relationship.

(c) As used in this Chapter, the term 'protective order' includes any order entered pursuant to this Chapter upon hearing by the court or consent of the parties. (1979, c. 561, s. 1; 1985, c. 113, s. 1; 1987, c. 828; 1987 (Reg. Sess., 1988), c. 893, ss. 1, 3; 1995 (Reg. Sess., 1996), c. 591, s. 1; 1997-471, s. 1; 2001-518, s. 3; 2003-107, s. 1; 2009-58, s. 5; 2015-181, s. 36.)

Stalking
§ 14-277.3A. Stalking**.**
(a) Legislative Intent. — The General Assembly finds that stalking is a serious problem in this State and nationwide. Stalking involves severe intrusions on the victim's personal privacy and autonomy. It is a crime that causes a long-lasting impact on the victim's quality of life and creates risks to the security and safety of the victim and others, even in the absence of express threats of physical harm. Stalking conduct often becomes increasingly violent over time.

The General Assembly recognizes the dangerous nature of stalking as well as the strong connections between stalking and domestic violence and between stalking and sexual assault. Therefore, the General Assembly enacts this law to encourage effective intervention by the criminal justice system before stalking escalates into behavior that has serious or lethal consequences. The General Assembly intends to enact a stalking statute that permits the criminal justice system to hold stalkers accountable for a wide range of acts, communications, and conduct. The General Assembly recognizes that stalking includes, but is not limited to, a pattern of following, observing, or monitoring the victim, or committing violent or intimidating acts against the victim, regardless of the means.

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

(1) Course of conduct. — Two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, is in the presence of, or follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
(2) Harasses or harassment. — Knowing conduct, including written or printed communication or transmission, telephone, cellular, or other wireless telephonic communication, facsimile transmission, pager messages or transmissions, answering machine or voice mail messages or transmissions, and electronic mail messages or other computerized or electronic transmissions directed at a specific person that torments, terrorizes, or terrifies that person and that serves no legitimate purpose.
(3) Reasonable person. — A reasonable person in the victim's circumstances.
(4) Substantial emotional distress. — Significant mental suffering or distress that may, but does not necessarily, require medical or other professional treatment or counseling.

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

(1) Fear for the person's safety or the safety of the person's immediate family or close personal associates.
(2) Suffer substantial emotional distress by placing that person in fear of death, bodily injury, or continued harassment.

(d) Classification. — A violation of this section is a Class A1 misdemeanor. A defendant convicted of a Class A1 misdemeanor under this section, who is sentenced to a community punishment, shall be placed on supervised probation in addition to any other punishment imposed by the court. A defendant who commits the offense of stalking after having been previously convicted of a stalking offense is guilty of a Class F felony. A defendant who commits the offense of stalking when there is a court order in effect prohibiting the conduct described under this section by the defendant against the victim is guilty of a Class H felony.
(e) Jurisdiction. — Pursuant to G.S. 15A-134, if any part of the offense occurred within North Carolina, including the defendant's course of conduct or the effect on the victim, then the defendant may be prosecuted in this State. (2008-167, s. 2.)

Consent
North Carolina state law does not provide a definition for consent in reference to sexual activity. North Carolina Criminal Law prohibits engaging in sexual activity by force and against the will of the other person or acts that are against people who are mentally incapacitated or physically helpless.

Smoking

Johnson & Wales University is a tobacco-free campus. All uses of tobacco-related products are prohibited by students, faculty, staff and visitors on all JWU campuses

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

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

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

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

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

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

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

Conduct Expectations

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

As always, students and their guests are expected to conduct themselves in a manner compatible with the university's function as an educational institution and the Student Code of Conduct (p. 59). The university defines

guests as any inactive student, non-student, or external organizations that are invited to or are associated with a campus event or meeting (inclusive of demonstrations). Accordingly, students and student organizations are responsible for communicating the expected behaviors outlined in the Student Code of Conduct with any individuals or external parties invited as their guests.

Guidelines for Demonstrations

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

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

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

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

Location

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

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

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

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

Time and Duration

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

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

Event Host Responsibilities

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

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

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

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

Videography and Still Photography on Campus Policy

Shooting video or still images of Johnson & Wales University property, students, staff or faculty by anyone for print, video or online purposes other than academics or job function must be approved by a campus Communications & Media Relations contact. Anyone required to seek approval in accordance with the policy must submit a request form, which can be found online in the JWU Media Center.

Withdrawal

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

Withdrawal may jeopardize or impact

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

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

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

The date the withdrawal notification is received shall be the date used in determining the refund of fees, if applicable, in accordance with the Refund Policy.

A student who does not officially withdraw due to extenuating circumstances may submit a university enrollment dispute. Enrollment disputes must be submitted online within 30 days after the end of the semester in dispute. To submit a dispute, students must complete the appropriate form. No adjustments to tuition and fees or financial aid will be made until the dispute is researched and either approved or denied. No enrollment disputes will be considered after 30 days from the end of the semester in which the students intended withdrawal. Decisions will be made within 10 business

days and students will receive notification via an email sent to the email address provided on the dispute form. The student must present supporting documentation that demonstrates serious and compelling reasons justifying the withdrawal and extenuating circumstances justifying its retroactive nature.

See additional sections for more information regarding withdrawals.

Course Withdrawal

Course Withdrawal

If a student drops a course after the add/drop period has ended, the process is referred to as a course withdrawal. Students may withdraw from a course by completing a Course Withdrawal Form with Student Academic & Financial Services or Online Student Services. A grade of W will be issued for each withdrawn course and recorded on the transcript as attempted credits. This grade is not calculated in the grade point average. A student who remains enrolled in one or more courses in the semester will not be eligible for a tuition credit. Students who withdraw from all courses will be withdrawn from the university and are subject to the University Withdrawal 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.

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

Withdrawal deadlines for academic courses and courses with an experiential education component are published on the academic calendar. (p. 5)

University Withdrawal

University Withdrawal

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

Withdrawal from the university after the start of the semester, voluntary or not, will result in tuition charges in accordance with the Refund Policy. The date the withdrawal notification is received shall be the date used in determining the refund of fees, if applicable, in accordance with the Refund Policy. A grade of W will be issued for each withdrawn course and recorded on the transcript as attempted credits. This grade is not calculated in the grade point average. Students withdrawing from the 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 semester may be affected.
- Students living in on-campus housing are required to contact Residential Life prior to the submission of their notice to discuss the impact of withdrawal on housing status. Students must vacate university housing within 24 hours of withdrawal, removing all personal belongings, returning keys and signing out at the front desk of their residence hall.
- When (or if) enrollment resumes, graduation date and academic progress are impacted. The university cannot guarantee when or if courses may be re-offered, or if the student can resume enrollment in their original program of study. Withdrawal from a prerequisite course may impact future course registration, if scheduled, and may impact the sequencing of remaining requirements.

Students may return to the university to register for a future semester, but are subject to the university's Readmittance Policy (p. 48).

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. 59).

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

Allocation of Title IV Refunds

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

Involuntary Medical Withdrawal Policy

Johnson & Wales University seeks to provide a healthy, safe and positive learning environment for all members of the university community. Pursuant to the university's Involuntary Medical Withdrawal Policy, the university may require students to withdraw from the university or any university program (defined to include any university activities, classes or programs, including university-affiliated internships), indefinitely or permanently or until such time as the university determines students may resume their enrollment in the university or participation in any university program, as the case may be. The Involuntary Medical Withdrawal Policy is designed to comply with applicable laws, including laws governing disability. This policy is not a substitute for and does not replace any disciplinary process or sanctions that may be imposed under the Student Code of Conduct or for academic or other violations. This policy may be invoked independent of or concurrent with the processes and sanctions under the Student Code of Conduct or otherwise.

Criteria for an Involuntary Medical Withdrawal

Students may be placed on an involuntary medical withdrawal from the university or any university program if the university determines on an individualized case-by-case basis, in accordance with objective evidence and the procedures listed below, either of the following (with respect to the university generally or any particular university program):

- Students pose a significant risk to their own health or safety; or
- Students pose a significant risk to the health or safety of one or more others.

Hereinafter, these factors shall be called the "Withdrawal Criteria."

Acute Medical Episodes

An "acute medical episode" includes any sudden or unexpected mental or physical medical occurrence that could pose a significant risk to the health or safety of the student or one more others or that is not conducive to the operation of or is disruptive to any university program or the university community or environment generally.

The procedures below should generally be followed, but given the unique and time-sensitive circumstances that may arise, a departure from the procedures outlined herein may be reasonable.

As a general matter, when a student suffers an acute medical episode in connection with any university program, the university employee with responsibility for that university program (e.g., a coach of an athletic team, a faculty member teaching a course — hereinafter, "responsible employee") should promptly contact the appropriate healthcare professionals (e.g., emergency responders/9-1-1 if the situation so warrants, university healthcare professionals if the situation so warrants) to address the immediate risk presented to the student or others. As a general matter, the responsible employee should, thereafter, immediately contact Campus Safety & Security. If the student declines medical treatment, the responsible employee may contact the dean of students (defined to include the dean's designee), the appropriate dean of the applicable college or the appropriate director as to any activity or program, or other appropriate personnel to confer with him/her/them and determine whether to require the student to leave the university program or the university premises immediately for that day. Alternatively, depending on the circumstances, the responsible employee may determine, in responsible employee's judgment, whether to require the student to leave the university program or the university premises immediately for that day. Preeminent consideration shall be given to the health and safety of the student and others in the university program and, additionally, the extent to which the student may continue participating in the university program on that day or remain on university premises on that day consistent with the other withdrawal criteria. Consideration shall also be given to any relevant explanation or documentation the student may be able to provide at the time.

Generally speaking, as soon as reasonably practicable, and, absent unusual circumstances, generally not later than the end of that day, the responsible employee should prepare a written report of the incident ("report") and send the report to the dean of students and the associate dean of students for Counseling, Health & Wellness. In the usual case, Campus Safety & Security should prepare an Unusual Incident Report ("UIR") as it would in the normal course.

The dean of students and the associate dean of students for Counseling, Health & Wellness shall consider whether to send the report to other university personnel, with consideration of the health and safety of the student and others in mind (so that, e.g., if the student is on an athletic team, and suffered a concussion, the report would be sent to the director of athletics).

The associate dean of students for Counseling, Health & Wellness, in concert with the responsible employee and other appropriate university personnel as the university deems appropriate, shall determine what, if any, measures to implement to protect the health and safety of the student and other members of the university community and the university's interest in maintaining a positive learning environment.

Pending any final determination, the associate dean of students for Counseling, Health & Wellness, in concert with the responsible employee and other appropriate university personnel as the university deems appropriate, shall implement such interim measures as they deem warranted in their sole discretion, giving appropriate consideration to the withdrawal criteria. Such interim measures may include, but not be limited to, temporarily precluding the student's participation in any university programs or the student's presence on university premises.

Consideration shall also be given to whether involuntary withdrawal from the university generally is appropriate pursuant to the Involuntary Medical Withdrawal policy.

Involuntary Medical Withdrawal Process

The university may become aware of the potential need for an involuntary medical withdrawal from the university or any university program through a variety of means, including not only through an acute medical episode but also through the Crisis Aversion and Response Evaluation (CARE) Team or directly through the associate dean of students for Counseling, Health & Wellness or otherwise.

If a potential need for an involuntary medical withdrawal is identified, the associate dean of students for Counseling, Health & Wellness (defined to include the associate dean's designee) will conduct the initial assessment of whether an involuntary medical withdrawal is warranted, considering whether voluntary medical withdrawal may be taken in lieu of involuntary medical withdrawal. The associate dean of students for Counseling, Health & Wellness will collect available information as the associate dean deems appropriate, including information obtained from a report, if any, or any other reports, CARE Team meetings, conversations with students, faculty and staff (giving appropriate weight to the views of the responsible employee, if any), relevant documents, and the written or oral opinions of appropriate medical professionals if such information is available.

When the associate dean of students for Counseling, Health & Wellness makes a preliminary assessment that one of the withdrawal criteria for an involuntary medical withdrawal may be met, the associate dean will, where reasonably possible and appropriate in the associate dean's discretion, meet with the student to discuss the issues, including options for a voluntary medical withdrawal (which will be stressed as the preferred option to an involuntary medical withdrawal); whether there are reasonable accommodations that will avoid the need for an involuntary medical withdrawal; and the procedures for an involuntary medical withdrawal. The associate dean of students for Counseling, Health & Wellness will, where reasonably possible and appropriate in the associate dean's discretion, give the student a reasonable opportunity to respond in writing with such student's views on the matter.

If the associate dean of students for Counseling, Health & Wellness determines it is warranted, the associate dean shall request that the student sign an authorization permitting medical professionals who have treated the student to share information with the associate dean of students for Counseling, Health & Wellness and such other university personnel as the associate dean of students for Counseling, Health & Wellness deems appropriate. Failure by the student to sign the authorization will be considered as a failure to cooperate, and the university will act on the information available to it at that time.

If, following the initial assessment and any meeting with the student, the associate dean of students for Counseling, Health & Wellness determines an involuntary medical withdrawal may be appropriate, the associate dean will convene an "Involuntary Medical Withdrawal Committee" that may be comprised of the dean of students, the associate dean of students for Counseling, Health & Wellness, the appropriate director of Counseling and/or Health Services, and the appropriate director of Accessibility Services/Center for Academic Support (including any of their respective designees). Additional university personnel will be added to the Involuntary Medical Withdrawal Committee if and when appropriate. The Involuntary Medical Withdrawal Committee will review the pertinent information and will make a determination on an individualized case-by-case basis, taking into consideration the nature, probability, severity, and timing of the risk and whether reasonable modifications of the university's policies, practices or procedures will mitigate the risk. The Involuntary Medical Withdrawal Committee will render a decision, and the associate dean of students for Counseling, Health & Wellness will present that decision to the student in writing ("decision").

Notice to Student about Decision Regarding Involuntary Medical Withdrawal

In the case of an involuntary medical withdrawal, the decision shall inform the student of the relevant information, usually including following: (1) whether the withdrawal is from the university generally or solely from a particular university program or university programs; (2) the effective date(s) of the involuntary medical withdrawal; and (3) any conditions that must be satisfied (in addition to the university's Readmittance Policy) for the student to be re-enrolled in the university or resume the university program(s) at issue, as the case may be (if re-enrollment or resumption, as the case may be, is contemplated) with or without reasonable accommodations (with potential conditions to include, but not be limited to, disclosure of medical records, compliance with medical treatment plans, consultations with university personnel, examination by university or independent healthcare providers, and limitations on participation in certain university programs or aspects thereof); and (4) any other relevant details respecting the involuntary medical withdrawal.

If the Involuntary Medical Withdrawal Committee decides an involuntary medical withdrawal is not appropriate, it may condition the student's return to the university or any university program on the student's compliance with certain requirements. Such requirements may include, among others, disclosure of medical records, compliance with medical treatment plans, consultations with university personnel, examination by university or independent healthcare providers, and limitations on participation in certain university programs or aspects thereof. If, thereafter, the student fails to comply with the requirements, the Involuntary Medical Withdrawal Committee may impose an involuntary medical leave, among other potential measures to address the noncompliance.

Reinstatement Procedures following Involuntary Medical Withdrawal

A student who is placed on involuntarily medical withdrawal from the university as a whole shall have a hold placed on his or her records.

At minimum, to be reinstated in the university or any university program, as the case may be, a student must provide the university with medical documentation from the appropriate treating healthcare provider(s), qualified to render the requisite medical opinion, and a release enabling the dean of students and other university personnel to exchange information with such treating healthcare provider(s).

The university may require further information from the student if it determines that the information provided by the student's treating healthcare provider(s) is not sufficient (e.g., if the information provided is incomplete, requires further clarification or explanation, or conflicts with other information about the student) to make a determination that the student is ready to resume studies and function in a healthy and safe manner as a successful member of the university community, with or without reasonable accommodations.

In addition, in certain circumstances (e.g., where the university is concerned about a treating provider's credentials), the university may request that the student undergo an additional assessment to allow the university to make a determination about the student's return. In those cases, the university will provide the student with a written explanation for such determination.

Students should submit the requisite documentation to the dean of students at least two weeks prior to their desired return date to the university. The Involuntary Medical Withdrawal Committee will evaluate the documentation and make the determination of whether the student has satisfied the conditions of reinstatement and inform the student in writing of such determination within a reasonable period of time.

Students with disabilities may be eligible for reasonable accommodations. Students are responsible for communicating their requests for reasonable accommodations to Accessibility Services/the Center for Academic Support.

Tuition Credit and School Health Insurance

(Applicable only to withdrawals from the university as a whole)

A student who is returning to the university after an involuntary medical withdrawal from the university may be eligible for a tuition credit equal to the amount of adjusted tuition charged for the semester the student was unable to complete due to the involuntary medical withdrawal. However, to be eligible, the student will need to return within 12 months. This credit can only be applied toward tuition charges for the semester in which the student returns.

In addition, the university allows students enrolled in the JWU Student Health Insurance Plan, who have been given an involuntary medical withdrawal, to continue such enrollment for a maximum of one semester; however, students must complete an enrollment application and pay separately the current premium for that semester to the university's insurance agency. International students may be able to continue to remain in the United States in compliance with applicable immigration regulations; please consult with the International Student Services Office.

This section does not apply to withdrawals from a particular university program or programs but only withdrawals from the university as a whole.

Appeal

Students may appeal a decision regarding involuntary medical withdrawal and/or reinstatement by submitting a request in writing, by hand delivery or certified mail, to the provost (defined to include the provost's designee). The request must be submitted within 10 days of the date of the relevant decision and must state clearly the basis for the appeal. During an appeal, students will remain on medical withdrawal or subject to other conditions imposed at the university's discretion. The provost will review the appeal within a reasonable time after receipt and will make decision concerning the appeal within a reasonable time. The decision of the provost will be final.

Voluntary Medical Withdrawal

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

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

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

A student who is returning to the university after an approved voluntary medical withdrawal may be eligible for a tuition credit equal to the amount of adjusted tuition charged for the semester the student was unable to complete due to the voluntary medical withdrawal. However, to be eligible, the student will need to return within 12 months. This credit can only be applied toward tuition charges for the semester in which the student returns. In addition, the university allows students enrolled in the JWU Student Health Insurance Plan, who have been granted a voluntary medical withdrawal, to continue such enrollment for a maximum of one semester; however, students must complete an enrollment application, available at campus Health Services and/or Counseling Services, and pay separately the current premium for that semester to the university's insurance agency. International students may be able to continue to remain in the United States in compliance with applicable immigration regulations. Please consult with the International Student Services Office.

A student approved for a voluntary medical withdrawal will be notified in writing, at the time of the student's withdrawal, of any conditions that must be satisfied (in addition to the university's Readmittance Policy (p. 48)) for the student to return to the university. Such conditions will be determined on an individual basis and in accordance with law.

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

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

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

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

Appeal

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

Military Withdrawal

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

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

Return of Title IV Funds

Return of Title IV Funds (Federal Aid)

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

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

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

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

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

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

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

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

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

Unofficial Withdrawal

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

A student who does not earn at least one passing grade during a semester for which federal funds were disbursed will have a Return of Title IV Funds calculation performed to determine how much of the federal funds were earned. Unearned federal funds must be returned to the source, in most cases with a charge to the student's university account.

Academic Policies

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

Academic Decisions

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

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

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

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

Academic Integrity

Review Process

Faculty members who suspect that a violation of academic integrity (including, but not limited to, cheating, plagiarism, self-plagiarism, inappropriate distribution of course material, or unauthorized collaboration) has occurred will first notify the student that they will be submitting a report of the alleged violation and then complete the electronic Academic Integrity Referral Form.

Community Standards and Conduct will receive and review the submitted Academic Integrity Referral Form and any supplemental documentation and initiate the Conduct Review Process (p. 61). If, as a result of the Conduct Review Process, it is determined that the student is responsible for the alleged violation, the sanction(s) recommended by the faculty member on the Academic Integrity Review Form will be imposed, along with supplemental sanctions designated by Community Standards and Conduct. The faculty member and the student will be notified in writing of the outcome of the Conduct Review Process.

The Academic Integrity Review Process should only be used for violations of academic integrity. Threatening behavior in the classroom, labs or other learning environments, including practicum properties, should be immediately reported to Campus Safety & Security. Students who are disruptive in the classroom, labs or other learning environments, including practicum properties, may be referred to Community Standards and Conduct for review through the Conduct Review Process. Threatening or disruptive behavior may result in an interim suspension from the classroom, labs or other learning environments, including practicum properties, pending the outcome of the Conduct Review Process. Please see the Student Code of Conduct (p. 59), Conduct Review Process (p. 61), and Sanctions for Individuals (p. 65) or Sanctions for Groups (p. 65) for more information.

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

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 semester of enrollment. Academic standing standards differ by program of study. Please refer to the academic standing charts below for specific requirements. Students not in good academic standing will not be able to register until they have met with their assigned academic counselor/advisor. At this meeting an academic agreement outlining the grades needed to return to good academic standing will be developed, and the schedule hold will be removed. Students are urged to make an appointment with their assigned academic counselor/advisor at the beginning of their probation semester.

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.
- Doctor of Business Administration and Occupational Therapy Doctorate students need a minimum GPA of 3.0. In addition, students must earn grades of B- or higher in each course. No classes may be repeated.
- Doctor of Education students need a minimum GPA of 3.25 and students must earn grades of B- or higher in each course. No classes may be repeated.
- Accelerated Master's Program students need a minimum GPA of 3.0 in graduate-level coursework.

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

Academic Standing Standards: Undergraduate Day and Online Programs (including English as a Second Language)

First-Semester Students

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

Returning Students

Status at Start of Semester	Total Credit Hours Attempted	Cumulative GPA	Status after Semester Completion
Good Standing	0–higher	2.0–4.0	Good Standing
Good Standing	0–18	1.0–1.99	Probation 1st Semester
Good Standing	0–18	0–.99	Academic Dismissal
Good Standing	18.1–36	1.26–1.99	Probation 1st Semester
Good Standing	18.1–36	0–1.25	Academic Dismissal
Good Standing	36.1–higher	1.5–1.99	Probation 1st Semester
Good Standing	36.1–higher	0–1.49	Academic Dismissal
Probation 1st Semester	0–higher	2.0–4.0	Good Standing
Probation 1st Semester	0–18	1.0–1.99	Probation 2nd Semester
Probation 1st Semester	0–18	0–.99	Academic Dismissal
Probation 1st Semester	18.1–36	1.26–1.99	Probation 2nd Semester
Probation 1st Semester	18.1–36	0–1.25	Academic Dismissal
Probation 1st Semester	36.1–higher	1.5–1.99	Probation 2nd Semester
Probation 1st Semester	36.1–higher	0–1.49	Academic Dismissal
Probation 2nd Semester	0–higher	2.0–4.0	Good Standing
Probation 2nd Semester	0–higher	1.0–1.99	Academic Dismissal
Academic Warning	0–higher	2.0–4.0	Good Standing
Academic Warning	0–36	1.25–1.99	Probation 1st Semester
Academic Warning	0–36	0–1.24	Academic Dismissal
Academic Warning	36.1–54	1.5–1.99	Probation 1st Semester

Academic Warning	36.1–54	0–1.49	Academic Dismissal
Academic Warning	54.1–72	1.75–1.99	Probation 1st Semester
Academic Warning	54.1–72	0–1.74	Academic Dismissal
Academic Warning	72.1–higher	0–1.99	Academic Dismissal

Academic Standing Standards: Continuing Education

Status at Start of Semester	Total Credit Hours Attempted	Cumulative GPA	Status after Semester Completion
Good Standing	0–higher	2.0–4.0	Good Standing
Good Standing	0–higher	0–1.99	Probation 1st Semester
Probation 1st Semester	0–higher	2.0–4.0	Good Standing
Probation 1st Semester	0–higher	1.25–1.99	Probation 2nd Semester
Probation 1st Semester	0–higher	0–1.24	Academic Dismissal
Probation 2nd Semester	0–higher	2.0–4.0	Good Standing
Probation 2nd Semester	0–higher	0–1.99	Academic Dismissal
Academic Warning	0–higher	2.0–4.0	Good Standing
Academic Warning	0–36	1.25–1.99	Probation 1st Semester
Academic Warning	0–36	0–1.24	Academic Dismissal
Academic Warning	36.1–54	1.5–1.99	Probation 1st Semester
Academic Warning	36.1–54	0–1.49	Academic Dismissal
Academic Warning	54.1–72	1.75–1.99	Probation 1st Semester
Academic Warning	54.1–72	0–1.74	Academic Dismissal
Academic Warning	72.1–higher	0–1.99	Academic Dismissal

Academic Standing Standards: Graduate Programs (Accelerated Master's Program students must meet these standards for the graduate-level coursework for which they are enrolled.)

Status at Start of Semester	Total Credit Hours Attempted	Cumulative GPA	Status after Semester Completion
Good Standing	0–higher	3.0–4.0	Good Standing
Good Standing	0–higher	2.0–2.99	Probation 1st Semester
Good Standing	0–higher	0–1.99	Academic Dismissal
Probation 1st Semester	0–higher	3.0–4.0	Good Standing
Probation 1st Semester	0–higher	2.0–2.99	Probation 2nd Semester
Probation 1st Semester	0–higher	0–1.99	Academic Dismissal
Probation 2nd Semester	0–higher	3.0–4.0	Good Standing
Probation 2nd Semester	0–higher	0–2.99	Academic Dismissal
Academic Warning	0–higher	3.0–4.0	Good Standing
Academic Warning	0–higher	2.0–2.99	Probation 1st Semester
Academic Warning	0–higher	0–1.99	Academic Dismissal

Academic Standing Standards: Doctor of Business Administration

Occupational Therapy Doctorate

Status at Start of Semester	Total Credit Hours Attempted	Cumulative GPA	Status after Semester Completion
Good Standing	0–higher	3.00–4.00	Good Standing
Good Standing	0–higher	0–2.99	Academic Dismissal

Note: Students will be dismissed if their GPA is less than 3.00, or when they earn a grade lower than B- in any course. No classes may be repeated.

Academic Standing Standards: Doctor of Education

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

Note: Students will be dismissed if their GPA is less than 3.25, or when they earn less than a B- in any course. No classes may be repeated.

Academic Probation

Academic Probation may affect a student's ability to register and/or graduate. Graduate program students and Accelerated Master's Program students are allowed a maximum of two semesters on academic probation.

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

Academic Dismissal and Appeal Process

Academically dismissed undergraduate and graduate students may no longer matriculate at the university for at least one semester 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. All students should be discussing this process with their assigned academic counselor/advisor. The committee will also consider appeals that document mitigating circumstances. Students may only appeal their dismissal once and the decision of the committee is final.

Undergraduate Student Requirements

- Take one semester off from Johnson & Wales University. The summer semester is not counted as a semester off.
- Take a minimum of two classes at an accredited college or university within the same semester. Students must earn a minimum GPA of 2.50 and only one grade of C (70) in one class is permitted.
- Submit their official transcript.
- Submit a written statement about the circumstances of the dismissal and their plan for academic success if approved to return to Johnson & Wales University.

Graduate Student Requirements

- To return to the university, students may petition the Academic Appeals Committee, providing a letter of intent and documentation of academic improvement. All students should be discussing this process with their assigned academic counselor/advisor.

Doctoral Student Requirements

- To return to the university, students may petition the appropriate doctoral program director, through the written appeals process.
- Individuals who have been dismissed from a doctoral program for poor academic performance or progress may appeal the dismissal decision to the appropriate doctoral program director.
- A written appeal of academic dismissal must be submitted to the doctoral program director in writing no later than 30 days after the date of the notice of dismissal. The letter of appeal should include a)

the basis for the appeal; b) a summary of discussions, if any, between the student and representatives of the student's program such as the student's major advisor and/or the student's doctoral program director; and c) outcome or remedy proposed by the student. The letter may include additional or new relevant information. The doctoral program director will communicate with the dean of the appropriate college by transmitting the student's letter of appeal.

- **Grounds:** The following are grounds for appeal: 1) incorrect calculation of grade point average; 2) misapplication of standards for academic performance and satisfactory progress by the appropriate college; 3) circumstances which had not been known which might be relevant to the dismissal.
- **Disposition:** The dean of the appropriate college may 1) act on the appeal, 2) appoint a designee to collect additional information for the dean, or 3) constitute a 3-person ad hoc review committee from the college. The purpose of the ad hoc committee is to provide an opinion and recommendation to the dean regarding the appeal. The ad hoc committee will review all materials and communications related to the case. Additional information may be requested.
- The dean will inform the student and the doctoral program director in writing of the method of disposition of the appeal. If a dean's designee is appointed, the student and the doctoral program director will be informed of the name and contact information for the dean's designee.
- The dean's decision with respect to a student's appeal shall be final. The student and the doctoral program director will be informed in writing of the dean's decision.

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 semester due to mitigating circumstances.

These undergraduate students will be allowed to register for a maximum of 12 credits in academic classes or 15 credits in laboratory classes. In addition, these students may be required to attend mandatory study skills strategy seminars and tutoring in identified content areas. Failure to complete these requirements may 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 during their university experience and to maximize their educational opportunities. While online courses do not require regular in-class attendance, students are expected to meet stated due dates as provided by the faculty member at the beginning of each course. Students confirm enrollment by submitting the first graded assignment in the initial two weeks of the course. If students do not complete this requirement 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. Faculty will notify Student Academic Services of students who fail to complete their first assignment by the second Saturday of the course.

Students should not assume course or university withdrawal by not engaging in a course(s). It is the student's responsibility to notify Student Academic & Financial Services of any courses that they are no longer attending, as well as intent to leave the university. Discontinuing participation or notifying an instructor does not constitute an official course or university withdrawal. Lack of engagement may have a significant negative impact on the student's grade in the course at the discretion of the instructor.

Add/Drop Policy

Add/drop is defined as adding and dropping any number of courses, but maintaining enrollment in a semester. Students may add an online course by the first Saturday of the course session. Students may drop an online course by the second Saturday of the course session. An official add or drop must be completed via jwuLink, with the student's assigned online academic advisor.

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

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

Change of Program

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

Students can view the list of available programs in the current catalog. It is recommended that students discuss their options with their academic adviser if they are unsure of their choices.

It is recommended that students request to change their program or catalog as early as possible so that they may seek proper advice and to facilitate new program registration. Any program change may delay graduation and impact satisfactory academic progress. Students are encouraged to utilize the What If feature in GPS to determine how their coursework applies to a new program or current catalog.

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

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

Please review the following information carefully regarding program changes:

- Students may request to follow the curriculum requirements as published in the current catalog for their program of study. Students may not combine program requirements from multiple catalogs.
- Students are responsible for the curriculum specified in the catalog in place at the time of program change.
- Courses that no longer apply to the new program will be calculated in the cumulative GPA as well as counted as credits attempted for the purposes of determining satisfactory academic progress.
- Prior college transcripts and/or previous transfer credits will be reviewed and may be adjusted based on the new program of study.
- Students may not request to change into a program that has been discontinued.
- Students who have only ever been enrolled in an extension program may declare a program of study, but must first be accepted through Admissions.
- Students under review for graduation and have one semester remaining are ineligible for a program change in the same degree level.
- At the discretion of the deans or department chairs, revised curricula may be implemented.
- Students on academic probation are not eligible to change their program without the approval of their academic adviser.

Class Schedules

The course schedule is published before registration begins for each semester. The course schedule includes course capacity, course prerequisites and additional information for courses meeting the search criteria.

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

Curriculum Modifications

In an effort to improve and modify curricula, university administration may modify course requirements and programs of study. These changes in curricula are not always reflected in the current university catalog.

At the discretion of the deans or department chairs, the university will implement the revised curricula when deemed appropriate and notify students of the change via their JWU email account. A student's degree audit will reflect these changes. Students should contact their dean and/or department chairperson with any questions about curriculum modifications.

Teachout Policy

In the event of program discontinuation, the university will make every effort to teach out currently enrolled students and to discontinue admission of students to the program once the decision is made to terminate the program. The university will ensure that those students already enrolled in the program are able to complete the program in a timely fashion, with minimal disruption, and with faculty who have the appropriate credentials and experience. Students will be notified of potential program discontinuation considerations and the time frame for phasing out programs, so that students and the university can seek acceptable solutions for the protection of enrolled students.

Before terminating a degree program, every reasonable effort will be made to allow students to complete their degrees. Transfers to comparable programs at external institutions will be considered and facilitated, if mutually acceptable to the student and the receiving institution. Students will be provided advising assistance with respect to their academic program options.

Enrollment Verification

For the purposes of financial aid and verification of enrollment, a student is considered enrolled in the semester by the census date if they are in attendance by the third class meeting for 16 week courses, or by the second meeting for classes or labs that meet only once per week or run for less than 16 weeks. For online courses, a student is considered enrolled by the census date if they complete 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.

Students may print their own enrollment certificates conveniently and easily via jwuLink. The official provider of enrollment certification for the university is the National Student Clearinghouse. Enrollment data is reported to the clearinghouse approximately every 45 days. If a student has registered late, this information may not be reported until the submission of the next file.

National Student Clearinghouse (NSC)

Johnson & Wales University has authorized the NSC to provide degree and certificates of enrollment verification. This service is offered at no cost to students through the NSC in cooperation with Johnson & Wales University and is accessible 24 hours per day, seven days per week, including holidays, for immediate assistance. This verification provides enrollment status only. It does not provide information on specific courses taken or grades received; courses and grades are indicated on a university transcript (p. 56).

The enrollment certificate will provide details on whether a student is enrolled full time, half time or less than half time for the current semester or for a total enrollment history at the university. Certifications can be used for insurance purposes, military ID cards, student loans, scholarships, 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.

Third Parties

Johnson & Wales has authorized the National Student Clearinghouse to act as our agent for all verification of student enrollment and awarded degrees. Third parties must use the Clearinghouse. Please visit **Student Clearinghouse** or contact them by phone at 703-742-4200.

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

How to Obtain an Enrollment Certificate

1. Go to: jwuLink #Academic page
2. Locate: Enrollment Certificate
3. You will be directed to the National Student Clearinghouse site where you will be able to perform the following functions:
   - Print a certificate enrollment to be forwarded to health insurer, housing provider, credit issuer, or other student services provider. (*An **official** Certification of Enrollment will be available from the Clearinghouse on approximately the **TENTH** class day of the semester.)*
   - View the enrollment information on file with National Student Clearinghouse.
   - View the student loan deferment notifications that the Clearinghouse has provided to loan holders (lenders and guarantors).
   - View the proof(s) of enrollment that the Clearinghouse has provided to health insurers and other providers of student services or products.

Final Exams

Please see a campus handbook for campus-specific information regarding final exams.

All final exams are administered during the exam period. No student will be excused from a final exam in any course for any reason except for illness, participation in a university-sanctioned event or other extenuating circumstances. In this case, students must contact the faculty member regarding the absence. Your exam period is listed as part of your detailed course schedule on jwuLink and it is recommended that you review the academic calendar for official exam dates. Consult your course syllabus for summer final exam dates.

Students should check the final exam schedule early in the semester for conflicts. In case of a conflict between two exams scheduled at the same time, it is the student's responsibility to make arrangements with the instructor(s) to take one exam at an alternate time.

A student with three final exams scheduled for the same day may request to have the third (latest on schedule) exam rescheduled to another day during the exam period. The student should discuss the situation with the instructor and make arrangements to take the third exam at another mutually convenient time.

If the exam schedule conflict is unresolved through this approach, the student should request assistance from their college dean's office. Arrangements should be made at least two weeks in advance of the scheduled exam.

SPECIAL NOTE: Final Exams for College of Food Innovation & Technology Labs, Continuing Education (CE) and Graduate on-campus programs (including summer) are held during the last class meeting.

Grade Appeals

Final grades are generally not appealable. In the case of clerical or mathematical error in the calculation or recording of a grade, students have one calendar year from the semester-end date within which they may appeal an official grade. This appeal must be addressed to the faculty member in writing. Approved grade changes are only viewable on academic transcripts or degree audits.

Grade Point Average

Formula

The formula for calculating the GPA is as follows:

1. GPA = Total Quality Points/Total GPA Hours
2. GPA Hours = Course's Grade Quality Point Value x Course's Credit Hours (Note: GPA calculation does not use all grades.)

The GPA is truncated (not rounded) after two decimal places (a GPA calculation of 3.156 would be evaluated as 3.15).

See Grading System (p. 45) for a list of Grade Quality Point Values.

Repeated Courses

When the appropriate course is available, the course may be repeated to earn a better grade. In order for a repeated course to apply to a student's degree, the course must be repeated prior to their last semester of enrollment. Students who have met the degree requirements for their program of study

but chose to repeat a course in a subsequent semester will automatically be enrolled as an extension student in the subsequent semester and will be ineligible for financial aid.

Upon successful completion of the course at a later date, the cumulative grade point average (GPA) 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 one repetition of a previously passed course.**

* A W grade issued prior to June 2017 will still be included in the student's GPA after the same course is successfully completed.

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

The above policy is not applicable to English as a Second Language (ESL) courses.

Grade Reports

A student must be officially registered in a course for a final grade to be issued. Students are notified via their JWU email account when final grades are available in jwuLink (generally by the Thursday after final exam week). While grades may appear in ulearn or on the degree audit, they are not yet official and grade point averages (GPAs), academic standing and course repeats may not yet be processed. Grades are considered official and final only when listed on the academic transcript.

Students who believe that a grade was reported incorrectly, after final grades are issued, should consult with the instructor of the course. More information can be found in Grade Appeals (p. 44).

The university does not mail grade reports.

Grading System

Definition of Credit Hour

As of July 1, 2011, federal law (Title 34, Code of Federal Regulations, sections 600.2 and 600.4) requires all accredited institutions to comply with the federal definition of the credit hour. Accordingly, for all Johnson & Wales University degree programs and courses bearing academic credit, the "credit hour" is defined as "the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately 15 weeks for one semester or trimester hour of credit, or 10 to 12 weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
2. at least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practice, studio work, and other academic work leading to the award of credit hours."

A credit hour is assumed to be a 50-minute period. In courses in which "seat time" does not apply, a credit hour may be measured by an equivalent amount of work, as demonstrated by student achievement.

Please see the appropriate tab to review the respective grading system.

Undergraduate

Undergraduate Grading System

The grading system is as follows:

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

Note: Not all grades are used by all colleges.

Honors Option (H)

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

Failure (F)

A grade of F is issued if a student fails to achieve adequate scholastic progress. The grade is recorded permanently on the student's academic record. Upon successful completion of the course at a later date, the semester and cumulative grade point averages are adjusted to reflect only the passing grade. However, both grades will appear on the academic transcript.

Audit (AU)

A grade of AU is issued when no academic credit is granted. This grade does not count in attempted and earned hours and is not calculated into the semester and cumulative grade point averages.

Challenge Exam (CX)

A grade of CX is granted for specifically designated courses upon successful completion of department challenge exams. This grade is not calculated into the semester and cumulative grade point averages.

Grade Pending (GP)

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

Incomplete (I)

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

No Credit (NC)

This is a non-punitive designation issued to a student who has been authorized to withdraw from class, or the university, due to extenuating circumstances. This grade is not calculated into the semester and cumulative grade point averages.

No Grade (NG)

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

Pass (P)

In courses taken on a pass/fail basis, a pass letter grade is issued when a student has achieved the equivalent to a 60% or higher (standard letter grade of D). This grade is not calculated into the semester and cumulative grade point average.

Prior Learning (PL)

Students may earn credit for the knowledge or skills they have mastered outside the classroom through volunteer work, employment, travel,

professional training and seminars, or other comparable sources. This grade is not calculated into the semester and cumulative grade point averages.

Satisfactory (S)

A grade of S is used for designated courses throughout the university. This grade is not calculated into the semester and cumulative grade point averages.

Unsatisfactory (U)

A grade of U is used for designated courses throughout the university. These grades are not calculated into the semester and cumulative grade point averages.

Withdrawal (W)

To record attempted credits, a grade of W is recorded when a student withdraws from a registered course after its add/drop period has ended or is withdrawn from a culinary/baking & pastry laboratory course or a course with an experiential education component due to excessive absences. This grade is not calculated into the semester and cumulative grade point averages.

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

Graduate

Graduate Grading System

The grading system is as follows:

Grade Range	Letter Grade	Quality Points
97–100	A+	4.00
93–96	A	4.00
90–92	A-	3.70
87–89	B+	3.30
83–86	B	3.00
80–82	B-	2.70
77–79	C+	2.30
73–76	C	2.00
70–72	C-	1.70
0–69	F	0.00
Audit	AU	
Grade Pending	GP	
Incomplete	I	
No Credit	NC	
No Grade	NG	
Satisfactory	S	
Unsatisfactory	U	
Withdrawal	W	

Note: Not all grades are used by all colleges.

Any courses taken at the undergraduate level to satisfy foundation requirements follow the undergraduate grading system and will not be counted in the graduate-level grade point average (GPA).

Failure (F)

A grade of F is issued if a student fails to achieve adequate scholastic progress. The grade is recorded permanently on the student's academic record. Upon successful completion of the course at a later date, the semester and cumulative grade point averages are adjusted to reflect only the passing grade. However, both grades will appear on the academic transcript.

Audit (AU)

A grade of AU is issued when no academic credit is granted. This grade does not count in attempted and earned hours and is not calculated into the semester and cumulative grade point averages.

Grade Pending (GP)

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

Incomplete (I)

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

No Credit (NC)

This is a non-punitive designation issued to a student who has been authorized to withdraw from class, or the university, due to extenuating circumstances. This grade is not calculated into the semester and cumulative grade point averages.

No Grade (NG)

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

Satisfactory (S)

A grade of S is used for designated courses throughout the university. These grades are not calculated into the semester and cumulative grade point averages.

Unsatisfactory (U)

A grade of U is used for designated courses throughout the university. These grades are not calculated into the semester and cumulative grade point averages.

Withdrawal (W)

To record attempted credits, a grade of W is recorded when a student withdraws from a registered course after its add/drop period has ended or is withdrawn from a culinary/baking & pastry laboratory course or a course with an experiential education component due to excessive absences. This grade is not calculated into the semester and cumulative grade point averages.

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

Graduate Studies Prerequisites

Prerequisite courses are undergraduate classes required for students who need to prepare for graduate study. Course descriptions for undergraduate prerequisite courses are listed in the university catalog.

Foundation courses are graduate-level courses that may be required of some students whose previous academic background does not reflect the course content described. Foundation courses with grades below a C will need to be repeated. The academic standards for students in foundation courses are the same as the standards for other courses in the student's graduate program.

Students should refer to Testing Services regarding policies and procedures for satisfying prerequisite and foundation requirements through testing options. These options may not be exercised after the first semester of enrollment in a graduate program. Contact Graduate Admissions (pvdgrad@admissions.jwu.edu) or Online Admissions (online@admissions.jwu.edu) (for online students) for more information on prerequisite and foundation courses.

Graduation Requirements

Please see the appropriate tab for information regarding graduation requirements.

Graduation Review

Students are reviewed for graduation when they have completed all requirements in their program of study. Graduation is not recorded until after the semester has ended, grades have been received, and the degree audit of each expected graduate has been reviewed. Confirmation of graduation will occur approximately 30 days after final semester grades have been submitted. Students who have met the degree requirements for their program of study but continue to enroll in courses in a subsequent semester will automatically be enrolled as an extension student in the subsequent semester and will be ineligible for financial aid.

Rules to Determine Catalog Year for Graduation

- The catalog in effect for the semester a student is admitted to the university for their program of study is assigned as the student's "catalog year." Students will follow the program requirements specified in their catalog year to progress toward graduation.
- Students who are continuously enrolled will maintain their catalog year. Students with a break in enrollment of more than one year will follow the catalog in effect at the time of re-admittance.
- When the university discontinues a program, students who are currently enrolled in the program will be allowed a specified amount of time to complete the requirements as long as continuous enrollment is maintained. Additional students may not declare a program that has been discontinued.

Graduation Application

Each student is required to submit an online graduation application in jwuLink for each expected degree (i.e., associate, bachelor's, master's, doctoral) at least one semester prior to completion. This application ensures that 1) students are reviewed for degree completion at the end of the correct semester, 2) students' names are printed correctly on their diploma and 3) students receive their diploma at the correct address. Please note the following:

- Failure to submit an application may result in delayed graduation.
- The graduation application is not an application for commencement participation. It informs the university of a student's intent and expected time frame to complete their specified degree. It also designates the student's diploma information.
- Graduation application submission does not imply degree completion.
- Before submitting an application, students should refer to their degree audit to review program requirements and confirm their expected degree completion semester.
- Students completing a certificate program must complete a graduation application, but are reminded that, as non-degree recipients, they are not eligible to participate in commencement.
- In the event that degree requirements were not met, students are required to submit a new graduation application for the semester in which they expect to complete the outstanding requirements. Failure to submit a new application may result in delayed graduation.
- When a graduation application has not been submitted, the student's name will be printed on the diploma as listed in university records, and the permanent home address on file will be used for diploma mailing.

Additional Graduation Obligations

In addition to submitting a graduation application, students must complete exit counseling online and attend an exit counseling session with Student Academic & Financial Services during the last semester of enrollment. Completion of these steps does not imply degree completion or attendance at graduation ceremonies; refer to Commencement for information on the ceremonies.

Undergraduate

Undergraduate Degree Candidates

Graduation requires successful completion of a prescribed sequence of study and a minimum 2.00 grade point average. Students with a cumulative GPA below 2.00 will not be in compliance with the criteria for good academic standing and may be subject to academic dismissal. Furthermore, as required by their program, all students must successfully complete any and all requirements as indicated on their degree audit.

All associate-level degrees require the completion of a minimum of 60 semester credits. All bachelor's-level degrees require the completion of a minimum of 120 semester credits. While most programs have variations that require slightly more semester credits for completion, no program requires fewer than the 60/120 semester credit minimum.

Students who graduate with a bachelor's degree must leave Johnson & Wales University with effective writing skills to fulfill the graduation writing requirement. These writing skills will be assessed in ENG1021 Advanced Composition and Communication. Students who have met the requirement of ENG1021 Advanced Composition and Communication or ENG1027 Honors Advanced Composition and Communications: Civic Discourse outside of Johnson & Wales University must fulfill the graduation writing requirement through successful completion of ENG0001 Writing Workshop. Writing skill assessment for transfer students who are exempt from ENG1021 Advanced Composition and Communication or ENG1027 Honors Advanced Composition and Communications: Civic Discourse will occur in ENG0001 Writing Workshop.

For policy and appeal procedures, please see Graduation Writing Requirement Appeals Process (p. 47).

Eligible **undergraduate** degree candidates receive cum laude, magna cum laude and summa cum laude recognition based on their graduating overall grade point 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.

For publication purposes in the commencement program, the honors status of students completing remaining course requirements in or following the spring semester is determined by the cumulative GPA at the **end of the fall semester** of the previous year. A student's final GPA will be used to record graduating honors, as applicable on the student's diploma and academic transcript.

Note: Effective with fall 2021 graduates, undergraduate students with the designated graduating GPA are eligible to receive honors as follows: cum laude, 3.50–3.69; magna cum laude, 3.70–3.89; and summa cum laude, 3.90–4.00.

Please see Grade Point Average (p. 44) for information regarding the formula for calculating GPA.

Graduate

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

Graduation requires successful completion of a prescribed sequence of study and a minimum grade point average of 3.00 (3.25 for Ed.D. candidates). Students with a cumulative GPA below 3.00 (3.25 for Ed.D. candidates) will not be in compliance with the criteria for good academic standing and may be subject to academic dismissal. In addition, Ed.D., DBA and OTD students must not receive a grade lower than B- in any course.

All master-level degrees require the completion of a minimum of 30 semester credits. While most programs have variations that require slightly more credits for completion, no program requires fewer than the 30 semester credit minimum.

Please note that M.A.T., M.Ed., and doctoral programs have different requirements. For program-specific requirements, please refer to the program page.

Graduation Writing Requirement Appeals Process

In order to graduate with a bachelor's degree, students must fulfill the requirements of the Graduation Writing Requirement (GWR). The students are made aware of the GWR process during their first composition class, ENG1020 English Composition or ENG1024 Honors Composition: Writing in the Academy, and are further prepared during ENG1021 Advanced Composition and Communication or ENG1027 Honors Advanced Composition and Communications: Civic Discourse. Writing skills are assessed in ENG1021 Advanced Composition and Communication/ENG1027 Honors Advanced Composition and Communications: Civic Discourse. The assessment asks students to write an essay based on one of three writing prompts, which are developed by English faculty.

With the use of the GWR rubric, the essays are graded by two English faculty (three English faculty, if needed). ENG1021 Advanced Composition and Communication/ENG1027 Honors Advanced Composition and Communications: Civic Discourse faculty receive the grades by the end of the semester. A grade of Satisfactory or Unsatisfactory is issued under the course name ENG0100 Writing Assessment. If a student is absent for the assessment, they are issued an Unsatisfactory. If a student has dropped ENG1021 Advanced Composition and Communication/ENG1027 Honors

Advanced Composition and Communications: Civic Discourse, a withdrawal grade of W will be issued. The same grade of W is issued for ENG0100 Writing Assessment.

Students who receive an Unsatisfactory will have to enroll in ENG0001 Writing Workshop to have the chance to work on their writing weaknesses and earn a Satisfactory grade. The workshop can be taken during any semester and is a free, non-credit course that meets once a week. Assessment opportunities are provided in weeks 1, 5,10 and 15 of the semester. If a student earns a Satisfactory on any of these assessments, they have satisfied the requirement and no longer attend the class.

Students with documented disabilities that may affect their performance on Criteria 6 of the Graduation Writing Requirement, which assesses proficiency of English grammar, are encouraged to work with Accessibility Services (Providence Campus only) or the Center for Academic Support (North Miami, Denver and Charlotte campuses) to determine reasonable ADA/504 accommodations. Accommodations exclude the use of grammar check or other electronic tools or programs to identify grammar errors since the use of technology or programs of this type fundamentally alter the nature of the assessment and therefore are not reasonable accommodations for the Graduation Writing Requirement.

Students who have met the requirement of ENG1021 Advanced Composition and Communication or ENG1027 Honors Advanced Composition and Communications: Civic Discourse outside of Johnson & Wales University must fulfill the graduation writing requirement through successful completion of ENG0001 Writing Workshop. Writing skill assessment for transfer students who are exempt from ENG1021 Advanced Composition and Communication or ENG1027 Honors Advanced Composition and Communications: Civic Discourse will occur in ENG0001 Writing Workshop.

Appeals Process

Any student who has completed ENG0001 Writing Workshop twice and has received a grade of Unsatisfactory may file an appeal with the chair of the English department. The appeal will involve the following:

- The student will write a letter to the chair of the English department, explaining their wish to appeal the Unsatisfactory grade. The letter must be submitted no later than two weeks after the posting of grades.
- The chair will meet with the student. At such time, the student may present information to support the appeal, including any mitigating circumstances affecting the failure to complete the Graduation Writing Requirement.
- The chair will meet with the faculty member from the student's ENG0001 Writing Workshop section to discuss the student's writing and performance in class in order to have a fuller understanding of the student's performance, which will be presented to the appeals committee.
- An appeals committee that consists of the chief academic officer of the campus or their designee, the English department chair, and two other faculty, selected by the chair, will make a holistic final assessment of the student based on:
  - The student's assessment essays in ENG0001 Writing Workshop
  - The progress of the student's writing in ENG0001 Writing Workshop
  - The student's academic background
- The decision of the appeals committee is final with one exception. Students with documented disabilities that may affect performance on the assessment and who did not receive requested accommodations pursuant to the ADA/Section 504 and JWU procedures may request reconsideration by Accessibility Services (Providence Campus only) or the Center for Academic Support (North Miami, Denver and Charlotte campuses) and/or appeal that denial. The process for review of accommodation decisions is in the Student Handbook.

Honor Code

As honor is the foundation of the pursuit of knowledge, a Johnson & Wales student will commit to acting with honor in all aspects of campus life. This commitment to honor is demonstrated through intellectual curiosity, community awareness and strong citizenship, and leads to excellence. This promise includes acting with integrity with original academic work; fostering an environment rich with civil debate and discourse; celebrating the rich, diverse student body; upholding ethical and professional standards; engaging in all aspects of the university community; and behaving in a responsible and respectful manner in and out of the classroom. A Johnson & Wales student recognizes that he or she is bound to this community and promises to assist others in upholding these same high standards. It is with pride that a student commits to this code.

Outcomes Assessment

University Outcomes

Professional Competence

Graduates will demonstrate the knowledge and skills required to succeed in their chosen profession.

Foundation for Lifelong Learning

Graduates will demonstrate the knowledge and skills necessary for lifelong learning, including competence in communication, critical and creative thinking, quantitative and scientific reasoning, and the ability to evaluate, integrate and apply knowledge from multiple perspectives when making decisions and solving problems.

Global and Community Citizenship

Graduates will demonstrate the necessary skills, including an awareness of ethical responsibility and cultural/global diversity, to live and work collaboratively as contributing members of society.

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

Plagiarism/Turnitin

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

Readmittance Policy

If a student has previously attended the university, a Readmittance Request is only required if the student's absence from the university will be more than three consecutive semesters (including summer).

Readmittance must be requested at least six weeks prior to the desired semester start date, and no earlier than

- summer: February 1
- fall: March 1
- spring: October 1

Students approved for readmittance will be assessed the current tuition rate and are responsible for any changes to their program of study that may have occurred during their period of absence. If the break in enrollment exceeds one year or more, the student's program of study may follow the requirements listed in the current year catalog. A review of previously awarded transfer credit will also be conducted and may be adjusted. Students are responsible for reviewing additional readmittance criteria (p. 49).

Readmission of Service Members

The university complies with Readmission Requirements for Service Members as outlined in the Higher Education Opportunity Act (HEOA). The HEOA provides that an institution may not deny readmission to a service member of the uniformed services for reasons relating to that service. In addition, a student who is readmitted under this section must be readmitted with the same academic status the student had when they last attended the institution. Academic status is defined by a student's grade level and whether or not the student was in a degree/certificate or non-degree/certificate program at the time of separation.

This policy applies to service in the uniformed services, whether voluntary or involuntary, on active duty in the Armed Forces, including service as a member of the National Guard or Reserve, for a period of more than 30 days under a call or order to active duty of more than 30 days. The university will readmit such a student as long as the following conditions are met:

- The student gives advance notice (written or verbal) of the call to active duty or, upon seeking readmission, submits a written verification that such service was performed, requiring their absence.
- The absence from school for active duty does not exceed five years.
- The student submits a notification of intent to re-enroll within three years after the completion of service or within two years after recovery from an illness or injury incurred during the service.
- The separation from service was not dishonorable.

Tuition and Fees

A returning student must be charged the same tuition and fees in effect during the last academic year the student attended, unless veterans' education benefits or other service member education benefits will pay the amount in excess. For subsequent academic years, the returning student may not be charged tuition and fees in excess of what other students in the program are charged.

Readmission Requirements

A returning student will be permitted to re-enroll in the next class(es) scheduled in the same academic program, unless the student requests a later date of re-enrollment or agrees to a different program. A returning student will be readmitted into the same academic program the student was enrolled in prior to the military service obligation. If the exact program no longer exists, the student must be admitted to the program that is most similar, unless the student requests or agrees to admission to a different program. Returning students will be re-enrolled with the same enrollment status, number of completed credit hours and academic standing as the last academic year of attendance.

If the university determines that a returning student is not prepared to resume the program or is unable to complete the program, the university must make reasonable efforts to enable the student to resume or complete the program at no additional cost to the student. If such efforts are unsuccessful or place an undue hardship on the university, the university is not required to readmit the student.

In accordance with federal regulations, returning students who receive a dishonorable or bad conduct discharge from the Armed Forces (including the National Guard and Reserves) are not eligible for readmission under this policy. However, service members who receive dishonorable or bad conduct discharge may remain eligible for readmission even though they will not be entitled to the benefits outlined in this policy.

The returning student may be required to provide supporting documentation.

Additional Readmittance Criteria

- Any readmittance to the university is subject to the university's current admissions requirements.
- Students will not be readmitted into a program that has been discontinued.
- Students seeking readmittance after academic suspension/dismissal must include documentation in their request that indicates improvement in areas of deficiency. A decision will be determined by the Academic Appeals Committee. Please refer to the Academic Dismissal and Appeal Process
- Readmittance after suspension/dismissal must be done so in accordance with the process outlined by Community Standards and Conduct.
- Students seeking readmittance after a voluntary medical withdrawal must forward required medical documentation and any other documentation to Health Services or Counseling Services. The documentation must be evaluated and approved as described in Voluntary Medical Withdrawal (p. 39) to determine whether the student is ready to return to the university.
- Students requesting readmittance after attending another institution must meet residency requirements (p. 55). Students must submit an official college transcript to Student Academic & Financial Services within the first term of their readmittance for the university to review transfer credit.
- International students must be cleared and approved by International Student Services Office.
- Students must have submitted verification of high school completion and/or bachelor's degree completion (as applicable) in order to be approved for readmittance.

To submit a request for readmittance, students must complete an On-Campus Program Readmittance Request or Online Program Readmittance Request form. The readmittance request should be submitted at least six weeks prior to the requested term start date.

Following a completed review, the student will receive notification regarding the status of the request. Please allow up to 10 business days for processing. If approved, the student will receive instructions regarding course registration, as well as the presence of any holds, which must be cleared prior to being permitted to participate in course registration.

Academic Information

This section of the handbook includes information on a variety of academic-related topics including honors programs, ESL, internships, transfer policies and much more.

Apostilles

An apostille is a form of authentication issued by the Secretary of State that verifies the authenticity of the signatures on a document. A document that has been certified with an apostille seal is accepted for legal use in all nations that have signed the 1961 Hague Convention.

Johnson & Wales University is not authorized to grant an apostille seal. That authentication is obtained only through the Rhode Island Secretary of State's office. JWU can, however, assist by providing notarized copies of transcripts and/or diplomas for students seeking an apostille seal.

The Apostille Request form should be included with all documents needing notarization and certification. Johnson & Wales will notarize and certify documents intended for the apostille at no charge and return them as requested. **Please note that all apostille requests must be sent to the Providence Campus, regardless of campus attended.** Please allow up to 10 business days for processing.

Once you receive your document(s), they must be mailed to the Rhode Island Secretary of State's office for completion of the apostille. A check or money order (made out to "Rhode Island Secretary of State") for $5.00 **per document** must be included with the apostille request. Additionally, include a cover letter that states:

> "I am requesting this Apostille for this (document type) for the country of _____ (i.e., France). My mailing information is as follows:
>
> Name
>
> Address"

Document(s), payment, and cover letter should be mailed to

Division of Business Services
Office of the Secretary of State
148 West River Street
Providence, RI 02904

The Secretary of State's office processes requests in the date and order in which they are received. Please allow five business days (Monday–Friday) for processing. Mailed requests are returned via USPS First-Class Mail. Walk-in requests are available and do not require an appointment.

For more information, please refer to the Rhode Island Secretary of State's website.

Class

Student Class Level

The following criteria determine a student's class level based on credit hours earned:

Undergraduate	
Freshman	0 to 23.99 credits
Sophomore	24 to 56.99 credits
Junior	57 to 89.99 credits
Senior	90 credits and higher

Commencement

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

Visit the Commencement website for information on Commencement ceremonies.

The Difference Between Graduation and Commencement

Commencement is not the same as graduation.

Graduation refers to actually receiving a degree or certificate of completion once Johnson & Wales University has verified a student has met all degree or certificate requirements. Upon verification, the degree or certificate is awarded and noted in the student information system so that it displays on the student's official transcript. A student's graduation date will reflect the last day of the semester in which the student completes their requirements, unless completion falls outside of a student's enrollment semester, in which case the graduation date will reflect the effective date of completion. Diplomas are printed and mailed after the degree or certificate verification process is complete, approximately six-to-eight business weeks after the end of the semester (see Diplomas (p. 52)). A diploma verifies the student's awarded degree and graduation date.

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 2021 Commencement ceremony and inclusion in the Commencement program, degree-seeking students must fall into one of the following categories:

- The student is awarded a degree in the fall 2020 semester.
- The student is enrolled in the spring 2021 semester and, as of January 25, 2021, has an expected degree completion semester of spring 2021, summer 2021 or fall 2021.

Names of eligible Doctor of Education (Ed.D.) candidates are submitted by the director of teacher education.

Participation

To participate in the May commencement ceremony, students must visit the Commencement website to review campus specific requirements.

The Commencement Program

The Commencement program contains the names of students meeting eligibility criteria. For publication purposes, the honors status of students completing remaining course requirements in or following the spring semester is determined by the cumulative GPA at the **fall semester** of the previous year. A student's final GPA will be used to record graduating honors, as applicable on the student's diploma and academic transcript.

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

Students Enrolled in Online Programs

Students enrolled in online programs will be invited to participate in Commencement ceremonies at the Providence Campus. However, students may choose to attend Commencement at an alternate campus. Students are encouraged to refer to the Commencement website for information on Commencement ceremonies. Doctoral candidates may only participate in the Providence Campus ceremony.

Concentrations

Undergraduate concentrations are only available to students who entered the university prior to summer 2014. Students may only select a concentration if it is required to meet a degree requirement. Not all concentrations are available for all programs, and students are responsible for meeting all course prerequisite requirements. Concentrations are not guaranteed and are subject to availability of space.

When selecting a concentration to meet a specific degree requirement, students may not apply a course in their program toward a concentration requirement.

Students should consult with their faculty adviser to determine which concentration will best support their career goals. Students then need to

formally declare their concentration by submitting a Concentration Request form to Student Academic & Financial Services.

The successful completion of a concentration will be recorded on the student's academic transcript.

Note: Transfer students may apply two transfer courses toward a declared concentration, except for the College of Hospitality Management which permits one course.

Course Cancellation Policy

The university reserves the right to cancel any course or section in which the number of students enrolled is deemed insufficient or for which an instructor cannot be secured. Students affected by course cancellations are notified via their JWU email account.

It is the students' responsibility to obtain cancellation information, as well as review and manage their course schedule. Students affected by course cancellations may adjust their course registration in jwuLink as long as there are no holds preventing registration on their account.

Course Registration

The following includes general policy information regarding registration for courses in the university's fully online programs. Students should also familiarize themselves with the Repeat of Courses Policy (p. 55) and Full-time Status (p. 52) requirements. Additional registration information and steps can be found by visiting Registration Information.

New online students attending their first semester of online courses are generally registered for courses by Online Student Services as a part of the enrollment process. These students are expected to register themselves for courses after the first semester of enrollment, although assistance with registration is always available through students' assigned online academic advisors.

Undergraduate students may not register for more than 15 credit hours per semester. Graduate students may not register for more than 12 credit hours per semester. Once accepted into a graduate program, students may not register for courses at the undergraduate level to satisfy graduate foundation requirements.

For programs where 8-week course session options exist, students may not register for more than two 8-week session courses in each of the two 8-week sessions in a 16-week semester (Session I and Session II). For example, a student may register for two 8-week courses in Session I (first 8-week session) and two 8-week courses in Session II (second 8-week session) of a semester, but could not register for three 8-week courses in Session I and one 8-week session in Session II in a semester. Additionally, students should register for all courses, including first and second 8-week session offerings, before the semester begins. Planning and registering courses early minimizes the risks of losing part or all of financial aid eligibility.

Furthermore, international students selecting 8-week course session options must register for a first 8-week session and a second 8-week session before the start of the semester so they can be registered into the Student and Exchange Visitor Program database (SEVIS). Failure to register for both the first and second 8-week session will result in their I-20 being terminated for failure to enroll.

To ensure that online courses are offered as scheduled, it is important that all online students register promptly after the date registration becomes available for the upcoming semester (see Registration Start Dates). Waiting to register until the last minute before a semester starts may cause the cancellation of some courses that students need due to inadequate enrollment in the courses. Please register early to ensure online courses run as scheduled.

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

Additionally, taking classes that don't meet degree requirements can/will cause graduation delays. Financial aid cannot be used to pay for classes that do not count toward degree requirements (i.e., an 'unused' course). In the event students remain registered for an unused course during the semester, their net tuition expense could be higher, resulting in a balance on their invoice.

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

Internship

See Internship Programs (p. 53) for information regarding internship registration.

Auditing a Course

Students may choose to register for classes on an audit basis when space is available in the class (laboratory, doctoral and online courses may not be audited). No credit or grade is earned for an audited course, but it will be recorded on the student's academic transcript with a grade marker of AU (Audit). Subsequently, an audited course cannot satisfy program requirements and does not have an impact on GPA calculation. The academic work required in an audit situation is at the discretion of the course's instructor.

Students who are auditing a class are not eligible to receive financial aid for that class.

Satisfactory academic progress may be impacted if the student is registered for a class as an audit but then subsequently withdraws from the audited class. If this change causes the student to complete less than the required pace completion, the student will fail to meet the pace standard. Audited classes do impact a student's maximum time frame as they are considered attempted hours.

Interested students must meet with Student Academic & Financial Services to complete a Course Audit Request Form. (Note: Prerequisite course requirements must be completed.)

Audited courses are subject to normal tuition fees, and must be registered by the end of the add/drop period.

Extension

Extension students (also called 'non-degree' or 'non-matriculating') are those who are not enrolled in a degree-earning program. These students register for courses on a space available basis.

If space is available, undergraduate students may register for a maximum of 18 credits and graduate students may register for a maximum of three graduate courses, excluding doctoral courses, without applying for degree status in an eligible program. Non-degree students attempting to satisfy prerequisite requirements for admissions into another JWU program may be permitted to register additional credits/courses. Undergraduate students not meeting prerequisite requirements for a course should contact Student Academic & Financial Services to discuss waiving the prerequisite. Graduate students must obtain permission from the dean to enroll in a course that requires a prerequisite that the student has not completed.

Extension students are not eligible to receive federal, state or institutional financial aid and are subject to the Tuition and Fees policy. Students taking an undergraduate-level course will be charged Continuing Education rates and graduate-level courses will be charged graduate rates.

Students subsequently wishing to enroll in a degree program must apply through Admissions and will be subject to the university's current admissions requirements. If accepted into a degree program, the student will follow the curriculum specified in the catalog at the time they are accepted and are responsible for all courses prescribed in that program, regardless of previously waived prerequisites.

Online Courses

The university offers a number of 16-week online courses intended for undergraduate students at all JWU campuses. Undergraduate day program and CE students are not permitted to enroll in eight-week online sections. Before students register for an online course, they should review what to expect in online classes. Students may not register for more than 9.0 semester credits in online courses in any given semester.

International Undergraduate Students: A minimum of nine credits of face to face instruction are required per semester; any credits above that may be taken online.

International Graduate Students: A minimum of six credits of face to face instruction are required per semester; any credits above that may be taken online.

Courses Taken at Other Institutions

Enrolled undergraduate students require approval from Student Academic & Financial Services prior to registering to take courses at another institution. In order to obtain approval, students must submit a completed Request to Take Classes Elsewhere Form, as well as any additional documentation as stated within the form. The following requirements must be met:

1. The student must have an overall grade point average above 2.0.
2. The number of credits taken elsewhere while enrolled at JWU must not exceed 12 semester credits.
3. The course(s) must be taken within one year of permission being granted.
4. The course(s) must not be at a lower level than other higher-level courses previously completed in the same discipline.
5. Approval will only be granted for courses that are applicable to the student's JWU program of study.
6. Course credits from other institutions must equate to the number of credits in the equivalent course at JWU.
7. Only 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. Students must meet the university's residency requirements.
8. Students are responsible for tuition and fees for approved course(s) at the other institution.
9. Due to immigration implications, international students attempting their last class at another institution must meet with their international student adviser to better understand their options.

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

Note: Any exceptions to criteria 1–4 will be made by a director in Student Academic & Financial Services or Online Student Services (Sas.onl@jwu.edu), if the student is in an online program.

Once enrolled in a JWU graduate program, students may not take core or concentration courses elsewhere with the intent of transferring them into their JWU program, except when there are extenuating circumstances and permission is granted by the dean's office. Should a student be granted permission to take a course under these conditions, a grade of B or higher must be earned in order for the transfer credit to be awarded.

Diplomas

University diplomas display the student's legal name, graduation date and degree, along with the name and seal of the institution and the signatures of university officials. If the student has earned applicable honors (p. 53), this accomplishment is indicated. The diploma shows the title of the degree the student has earned (e.g., Bachelor of Arts, Bachelor of Science, Master of Business Administration, etc.); it does not include the student's major(s). A student's major, minor, specialization and/or concentration will appear on the academic transcript.

Diplomas will be issued provided all financial obligations with the university have been met (e.g., outstanding library fee, athletic gear not returned). Students may review holds in jwuLink.

Generally, diplomas are issued six-to-eight weeks after degree completion. Only one diploma is issued per degree and will be mailed to the address the student indicates on the graduation application. Students will receive notification via email when their diploma has been shipped.

Students may check the status of their diploma order online. Students should log in using their last name and student ID.

Diploma sizes are as follows:

- Undergraduate diplomas are 8.5'x11'.
- Graduate diplomas are 11'x14'.
- Doctoral diplomas are 12'x15'.

Online Diploma Services

Graduates may use the online diploma services provided by the vendor's website to

- Check the status of a diploma.
- Order and download an e-diploma. (Note: An e-diploma is a certified PDF copy of an issued diploma.)
- Order a replacement copy of a diploma.
- Order a duplicate copy/copies of a diploma.

Graduates must have their personal secure ID to place orders through the online diploma services. This secure ID is provided in the shipping confirmation email(s) sent to graduates when their diploma(s) ships. Note: The secure ID is not the same as the student ID number.

Graduates who do not have a secure ID must submit a Diploma Request through the online diploma services. Once the university verifies the graduate's identity and earned degree, an email containing the secure ID will be sent. Please allow up to **three business days** for processing the request. Please note that longer periods of time may be required during peak request periods and for records prior to 2000. Note: All graduates that completed a degree prior to May 2006 must submit a Diploma Request.

The original copy of a diploma is free of charge. Payments for e-diplomas and replacement/duplicate copies of diplomas are made directly to the vendor through the online diploma services. Express shipping may also be arranged through the online diploma services.

All shipping disputes must be addressed to the Michael Sutter Company.

Full-time Status

For the purposes of financial aid and verification of enrollment, a student is considered enrolled in the semester by the census date if they are in attendance by the third class meeting for 16 week courses, or by the second meeting for classes or labs that meet only once per week or run for less than 16 weeks. For online courses, a student is considered enrolled by the census date if they complete 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.

Certification of full-, three-quarter-, half- or less-than-half-time enrollment status for loan deferment, medical insurance, etc. is based on hours of enrollment in a semester as of the census date. Listed below are the requirements that constitute full-time student status for official enrollment certification purposes and for financial assistance.

Status	Undergraduate	Graduate	Post Graduate
Full time	12 or more	9 or more	12 or more
Three-quarter time	9–11.99	N/A	N/A
Half time	6–8.99	4.5–8.99	6–11.99
Less-than-half time	0–5.99	0–4.49	0–5.99

Students should realize that in order to receive maximum financial aid they must maintain full-time status. Additionally, insurance companies and scholarship foundations frequently require students to maintain full-time status.

If a student who is receiving veteran's benefits or participating in athletics receives a grade of W or NC in a course, that course will not count toward full-time status.

Note: Undergraduate students must maintain a minimum of 6.0 credits each term for purposes of financial aid only with the exception of the Federal Pell Grant.

Graduate Planning System (GPS)

Understanding Degree Requirements

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

Honors

Johnson & Wales University offers many opportunities for high-level scholastic achievement. This section of the handbook contains information for students interested in an academically advanced curriculum (the Honors Program), an expedited academic program (SHARP) and academic recognition for high-performing students (Dean's List and Latin Honors).

Dean's List

Full-time **undergraduate** students who demonstrate academic excellence by achieving a term grade point average (GPA) of at least 3.50 while also earning a minimum of 12 or more credit hours, receive dean's list commendation. Upon processing of approved grade changes, student records will be evaluated for dean's list eligibility. Dean's list notation will appear on the student's academic transcript. Dean's list notation will not appear on the diploma.

Dean's list is not calculated for students enrolled in English as a Second Language programs.

Latin Honors

Eligible **undergraduate** degree candidates receive cum laude, magna cum laude and summa cum laude recognition based on their graduating overall grade point 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.

For publication purposes in the commencement program, the honors status of students completing remaining course requirements in or following the spring semester is determined by the cumulative GPA at the **end of the fall semester** of the previous year. A student's final GPA will be used to record graduating honors, as applicable on the student's diploma and academic transcript.

Note: Effective with fall 2021 graduates, undergraduate students with the designated graduating GPA are eligible to receive honors as follows: cum laude, 3.50–3.69; magna cum laude, 3.70–3.89; and summa cum laude, 3.90–4.00.

Please see Grade Point Average (p. 44) for information regarding the formula for calculating GPA.

Internship Programs

Internship opportunities are available in some online academic programs. 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 program options and eligibility requirements, please refer to the current catalog. Online students should first consult with their assigned online academic adviser if considering an internship. Students will also need to contact Experiential Education & Career Services (sgloria@jwu.edu) for approval of the intended internship site and internship description prior to registering for internship.

Minors, Specializations and Certificates

Please see the appropriate undergraduate or graduate tab for information regarding minors, specializations and certificates.

Undergraduate

Undergraduate Minors, Specializations and Certificates: Definitions and Guidelines

A **minor** provides students the opportunity to explore a secondary area of inquiry independent of the academic major. A minor requires successful completion of at least 15 semester credits in a single prescribed area of study pursued concurrently with bachelor's degree requirements.

A **specialization** is an identified area within an undergraduate program that consists of a minimum of 15 semester credits pursued concurrently with bachelor's degree requirements. The specialization is a subset of the major, and credits earned toward a specialization are calculated in the required number of courses/credits for the earned major.

A **certificate** represents the pursuit of applied knowledge and/or skills in a specific field of study recognized by a profession. An undergraduate certificate is a non-degree program requiring at least 15 semester credits. A student who wishes to pursue a certificate program must apply through Admissions. If a certificate student enrolls later in a degree-bearing program, the applicable courses successfully completed for the certificate program may be applied to the requirements of the student's declared program.

Guidelines for Minors

- To earn a minor, a student must complete a minimum of 15 semester credits in a single prescribed area of study concurrently with his or her bachelor's degree requirements.
- A student may not pursue a major and a minor in the same field of study.
- A student may not create their own minor.
- Credits earned in major courses cannot be applied to the minor. Courses in the A&S Core Experience, Related Professional Studies and Business Foundations may be applied to the minor. Please consult the catalog for specific course requirements for minors.
- A student who wants to declare a minor must submit a request form to SAS no later than the start of their senior year. Students are encouraged to declare a minor as early in their academic career as possible to allow for proper planning of registration.
- Courses offered through study abroad may apply.
- A maximum of 6.0 credit hours of transfer credit can be applied to the attainment of a minor.
- Some minors may require completion of prerequisite courses that extend the minor beyond 15 semester credits. Advisors must caution students that pursuing a minor may extend the amount of time needed to complete a degree program.
- The successful completion of a minor will be recorded on the student's academic transcript when the degree is awarded. A minor will not be applied to a student's academic transcript after the degree has been awarded. No form of honors or grade point average will be issued for the minor.

Graduate

Graduate Concentrations and Certificate Programs: Definitions and Guidelines

A **concentration** is an area of study within a graduate degree program that consists of a minimum of 12 semester credits. The concentration is a subset of the major, and credits earned toward a concentration are calculated in the required number of courses/credits for the earned major.

A **certificate program** represents the pursuit of applied knowledge and/or skills in a specific field of study recognized by a profession. A graduate certificate is a non-degree program requiring at least 12 semester credits.

Embedded certificates will be awarded only in certain areas where the credential would be recognized by a profession.

Guidelines for Graduate Certificates

- An external student who wishes to pursue a graduate certificate program must apply through JWU Admissions. If a certificate student enrolls later in a degree-bearing program, the courses successfully completed for the certificate program may be applied to the course requirements of the student's declared program.
- A maximum of 3.0 semester hours of transfer credit can be applied to the attainment of a graduate certificate.
- The certificate will be awarded after the necessary courses have been successfully completed. Completion of a certificate will be recorded on the student's academic transcript.

Placement Testing

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

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

Academic Support and Disability Accommodations

Students with a documented disability requiring accommodations must forward the appropriate documentation to the Center for Academic Support/Accessibility Services on their campus at least two 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

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 Next Generation ACCUPLACER mathematics and English placement tests to assess students' skills in these areas. The mathematics test is designed to evaluate skills in relation to those required for college math courses. English placement testing includes a writing test which evaluates writing skills. The ACCUPLACER exams are computer-based tests (CBT) developed by College Board.

All of these tests will result in placement into a course rather than in grades of Pass or Fail.

After acceptance and payment of the reservation fee, students will be emailed instructions for completing the required mathematics and English placement testing online with a virtual proctor. Virtual proctoring allows students to take placement tests online in a quiet and distraction-free location, such as home. Online testing appointments are available seven days a week, 24 hours a day, and require no software installs. All that is needed is a simple webcam, access to the internet and a voucher code that will be provided by the university. There is no charge for virtual proctoring or for the ACCUPLACER assessment. Students will be able to view their assessment scores immediately upon submitting the ACCUPLACER. Once the assessment scores are recorded, students will be provided with the name and contact information of their academic counselor/adviser in Student Academic & Financial Services should they wish to discuss their placement and course registration prior to their first term of enrollment.

Students requesting to retake their placement exam may do so by contacting Student Academic & Financial Services. Students will be allowed one retake 30 days after their initial test at no charge.

Visit Testing Services for additional information.

Modern Languages

All undergraduate students who studied a language for more than one year in high school are required to take a placement exam prior to registering for a course in the respective language. Modern language placement exams are required for Spanish, French and German.

Modern language placement exams are scheduled at the beginning of each semester. Students whose placement score indicates they have met a particular level of language proficiency will not be allowed to enroll in that level of the language. Students placing out of a required level of a language will be given the option to take the CLEP exam to earn the language credits (fees apply), or to have the language credits replaced with an arts and sciences elective course.

For additional information, visit Testing Services.

English as a Second Language (ESL)

Students admitted into the ESL Program are required to complete the Levels of English Proficiency (LOEP) test to assess their English-language proficiency. This test includes three sections: reading, language usage and sentence meaning. LOEP tests are scheduled at the beginning of each semester and administered via the ACCUPLACER computer-based placement testing system.

Results of the LOEP placement test will determine whether students are placed into the beginner, intermediate or advanced levels of ESL courses. Students with a score of 315 or higher on the LOEP test are eligible to take the Institutional TOEFL Test (ITT). Students who obtain a score of 550 or higher in the ITT can exit the ESL program and enroll directly in their degree program courses. Students with a test score under 550 on the ITT will have their individual section scores reviewed in the areas of listening, grammar and reading. Section scores with a minimum of 550 on the ITT will exempt the student from the corresponding ESL class. Students who do not complete the required LOEP test will automatically be placed into beginner-level ESL courses.

Prior Learning Assessment

By successfully completing one of the Prior Learning Assessment options [Portfolio Assessment, College Level Examination Program (CLEP)/DANTES Subject Standardized Tests (DSST) or Departmental Challenge Examinations], students may earn undergraduate course credit for previous academic and/or prior learning experiences.

Policies for Prior Learning Assessment

1. Students must consult with an academic counselor prior to applying for Challenge Examinations or Portfolio Development.
2. Course prerequisite requirements must be completed before permission to take Challenge Examinations or Portfolio Development is granted.
3. Prior Learning Assessments are for academic credit and carry nonrefundable fee(s).
4. CLEP exam credit will only be awarded for passing scores of 50 or higher, and when the JWU course equivalent to the exam title is degree applicable.
5. DSST exam credit will only be awarded for scores which meet the minimum ACE recommended score, and when the JWU course equivalent to the exam title is degree applicable.
6. Official College Board transcripts are required for CLEP exam credit to be awarded.
7. Official Prometric transcripts are required for DSST exam credit to be awarded.
8. CLEP and DSST exams, if failed, can be repeated three months after the initial testing date.
9. Portfolio Development and Challenge Exams cannot be repeated if failed.
10. The university recognizes up to a maximum of 30 undergraduate semester credits for bachelor's degrees and 15 for associate degrees earned through Prior Learning Assessment.
11. Prior Learning Assessment credits cannot be used to meet residency requirement (p. 55)s (p. 55).
12. Students may not take Challenge/CLEP/DSST exams for a lower level course after completing higher level courses in the same discipline.
13. Students may not request to take a Challenge Exam or Portfolio Development for a course that is a prerequisite to a course for which they have already received credit or in which they are currently enrolled.
14. Students must present a valid picture ID when testing.

Visit Testing Services for additional policies, course options, deadlines, examination dates and fees.

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

CLEP/DSST Examination

Both CLEP and DSST are forms of Prior Learning Assessment that allow students with knowledge obtained outside the classroom to earn college credit by examination.

College Level Examination Program (CLEP)

The College-Level Examination Program (CLEP) is a standardized, college-credit-granting exam program maintained by the College Board. CLEP offers 34 exams in five subject areas: business, composition and literature, world languages, history and social sciences, science and mathematics.

While the university accepts the American Council on Education (ACE) recommended passing score of 50, subject equivalencies for each CLEP examination are determined by the respective academic department at the university. To view the currently approved CLEP/JWU course equivalencies, go to the Transfer Evaluation System (TES) and type 'College Board' in the search box. Exam titles are listed alphabetically preceded by the designation of CLEP.

U.S. military personnel and U.S. veterans may be eligible to receive funding or reimbursement for CLEP exams. For more information on CLEP, visit CLEP for Military. JWU waives the CLEP administration fee for its U.S. military and U.S. veteran students.

Visit Testing Services for additional policies, course options, deadlines, examination dates and fees.

DANTES Subject Standardized Test (DSST)

DANTES Subject Standardized Tests (DSST) are standardized college-credit-granting exams maintained by Prometric. There are 37 DSSTs available in six subject areas (business, humanities, math, physical science, social sciences and technology), covering material taught in both lower- and upper-level college courses.

While the university accepts ACE recommended scores, subject equivalencies for each DSST examination are determined by the respective academic department at the university. To view the currently approved DSST/JWU course equivalencies, go to the Transfer Evaluation System (TES) and type 'DSST Program Exams' in the search box.

U.S. military personnel and U.S. veterans may be eligible to receive funding or reimbursement for DSST exams. For more information on DSST, please visit Get College Credit.

Visit Testing Services for additional policies, course options, deadlines, examination dates and fees.

Departmental Challenge Examination

Departmental Challenge exams are exams created by the Johnson & Wales University department in which the course is taught and are designed based on the course's content. Exams may be taken for specifically designated undergraduate courses within a department. All matriculating students with previous academic and/or work experience may request such an exam when they feel they possess the knowledge required to meet the course's objectives as listed in the outline for the respective course.

Students may be required to meet additional prerequisites to take certain challenge exams. Visit Testing Services for complete policies, course options, deadlines, examination dates and fees.

Portfolio Assessment

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

Students are required to meet with an academic counselor to discuss these options.

Prior to applying for the Portfolio Assessment option, students are required to successfully complete ENG1020 English Composition, or a higher-level writing course.

Students must complete the mandatory online Portfolio Development Seminar before submitting a finalized portfolio for review. While there are no regularly scheduled meetings, students are expected to participate in the seminar activities that lead toward the completion of the portfolio. The individual components of the portfolio are covered in self-paced segments.

Portfolios must be submitted within six months of the application date. Completed portfolios are submitted electronically to the appropriate department designee for review. The portfolio must contain a narrative and evidence that reflects demonstrated proficiency meeting at least 70% of the respective course outcomes. Students are notified of the outcome once the assessment is completed. If credit is denied for a portfolio, the student has 10 days upon notification to file a written appeal for review.

Once the seminar is completed, eligible students, in consultation with an academic counselor, may submit additional portfolios.

Visit Testing Services to review additional policies, course options, deadlines and fees.

Proctoring and Identity Verification

Proctoring is a process in which an impartial individual monitors or supervises students while they are completing an assessment/exam. Some online courses require proctored online exams or assessments in order to maintain the integrity of the assessment process. In online courses, proctoring is accomplished through the use of a third-party online proctoring service. During a proctored exam, students are visually monitored online by a proctor for behaviors which are inconsistent with guidelines set forth by the instructor. Students must have access to a computer with a webcam, speakers and microphone, and they must show photo identification to the proctor. Students schedule proctored exams in advance. There is no fee to students. Students are notified of proctored exams in their syllabus to provide time to schedule the exam and plan for the use of appropriate hardware.

Identity Verification of Students in Online Courses

In order for the university to verify that a student registered in an online course is the same student that participates in, completes and receives credit for the course, technology-enabled identity verification is used. Online courses use an automated, online proctoring tool called Proctorio to verify students' identities. Courses may also use Proctorio to ensure academic integrity of quizzes or exams. Therefore, you are required to use a computer or laptop with a webcam, microphone, Google Chrome 36 or higher, and reliable internet access for use with Proctorio. You will be asked to show your government-issued photo ID and you will be recorded when using Proctorio. Students agree to be recorded and understand that both Proctorio and JWU are fully compliant with the Family Educational Rights & Privacy Act (FERPA), data is fully encrypted, and only authorized JWU personnel will have access to the recordings.

Repeat of Courses

When the appropriate course is available, the course may be repeated to earn a better grade. In order for a repeated course to apply to a student's degree, the course must be repeated prior to their last semester of enrollment. Students who have met the degree requirements for their program of study but chose to repeat a course in a subsequent semester will automatically be enrolled as an extension student in the subsequent semester and will be ineligible for financial aid.

Upon successful completion of the course at a later date, the cumulative grade point average (GPA) 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 one repetition of a previously passed course.**

* A W grade issued prior to June 2017 will still be included in the student's GPA after the same course is successfully completed.

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

The above policy is not applicable to English as a Second Language (ESL) courses.

Course Deficiency

A course deficiency occurs when a student fails to complete a non-English as a Second Language 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 one course but by the cumulative GPA.

Students who fail a course after a second attempt should meet with an academic counselor/advisor in Student Academic & Financial Services. Academic counselors/advisors will review the following options with the student:

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

Students opting to repeat the course will be encouraged to attend content tutoring.

English as a Second Language Courses

Students enrolled in ESL courses will be allowed no more than three attempts to successfully complete each course. Students who are unsuccessful after the second attempt of a course will be assigned an academic standing hold and be placed on academic probation. Students who are unsuccessful after the third attempt of a course will be academically dismissed.

Residency Requirement

Residency requirement refers to the number of credits that 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.

Classes taken elsewhere while matriculating at JWU are considered transfer credits and do not apply to residency requirements. In general, credits taken during study abroad programs are processed as transfer credits and do not apply to residency requirements.

Please see the appropriate tab for information regarding residency requirements.

Undergraduate

The residency requirement for all students pursuing an associate degree is a minimum of 21.0 credit hours, half of which must be within the major field.

For students pursuing a bachelor's degree, the minimum is 30.0 credit hours, half of which must be within the major field.

Students pursuing a certificate program will be allowed to transfer a maximum of 6.0 credits (including JWU courses) toward certificate program requirements.

Upon department chair review, certain related professional studies courses, business foundations 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 degree in a program that has a minimum of 21.0 credits which are not in their primary major (there must be a 21.0-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's degree in a program that has a minimum of 30 credits which are not in their primary major (there must be a 30-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.

Note: Students pursuing additional degrees may also incur additional tuition and fees.

Graduate

A maximum of 20 percent of the program's credits can be awarded as transfer credit in accordance with the university's Graduate Transfer Credit Policy.

Additional Degrees

Due to the overlap in core curriculum, students who complete an MBA at Johnson & Wales University are not eligible to complete a second MBA at Johnson & Wales University. However, any student who received a master's degree from Johnson & Wales University may apply for admittance to additional master's degree programs at the university through Graduate Admissions. A maximum of 20 percent of coursework may be shared between the graduate programs. Students must meet the entrance requirements for the prospective program to gain admittance.

Note: Students pursuing additional degrees may also incur additional tuition and fees.

Transcripts

An official transcript is a complete representation of a student's academic record. It includes all courses attempted at Johnson & Wales University, including those withdrawn from and those repeated. It also includes a summary of all transfer credits accepted by the university. Academic work completed at different levels (undergraduate, graduate, post-graduate) is listed on separate transcripts with a separate GPA. In accordance with the Family Educational Rights and Privacy Act (FERPA), a transcript may be released only upon consent of the student.

Johnson & Wales University has authorized the National Student Clearinghouse (NSC) to provide 24/7 online transcript ordering. Alumni, current and former students can order official transcripts using any major credit card. Real-time email and mobile text alerts keep you up to date on the status of your order. You can also track your order online for added convenience.

The university offers both electronic and print transcripts with several delivery options. Each transcript costs $5.00 with additional charges for express/certified delivery. Please take a moment to read the following before placing your order.

Official Transcript Delivery Options

- **Electronic PDF** — the fastest option, delivered in less than 24 hours to the recipient you have provided (if you attended prior to 1970, this option is not available). Please make sure the recipient accepts electronic PDF transcripts and keep in mind the following when ordering:
  - The transcript retrieval link will expire 30 days from the date in which it was sent.
  - If you order an electronic PDF version of your transcript sent to yourself, it will be an ***unofficial*** transcript. In order for your electronic transcript to be official, you must have it sent to another institution or individual directly. If you need an official copy sent to yourself, it must be sent by mail.
  - Electronic transcripts can be delivered relatively quickly. However, if you attended JWU prior to 1980, additional time may be required for your paper record to be converted to the appropriate format.
  - If you choose to send an electronic PDF transcript and the recipient never opens it, we cannot refund the cost of the order. You will receive updates that the transcript has not been retrieved and are encouraged to follow up with the intended recipient.
- **Mail/United States** ($5): In this delivery option the transcript will be mailed via regular 1st-class USPS mail within 1 business day of order (please allow up to 5–7 business days for delivery by the U.S. Postal Service).
- **Mail/International** ($5): In this delivery option the transcript will be mailed via regular first class mail as an alternative to sending the transcript via Express delivery for a lower fee. If the transcript is not urgent, and package tracking is not needed, this is a cost effective alternative to Express that can take up to 4 weeks for delivery depending on the destination.
- **Certified Mail/United States** ($12)**:** In this delivery option the transcript is sent USPS First Class mail and it takes the standard 5 to 7 business days for delivery, however it also provides a Proof of Mailing & Delivery when the letter is delivered. A tracking number is provided to the requestor, like with Express delivery, for the package to be tracked up to delivery of the transcript. This delivery option requires a signature by the recipient for the transcript to be delivered. If the recipient is not available to sign for the transcript a delivery reminder slip is left by the carrier. This reminder informs the recipient that a USPS Certified Mail letter is being held at the local Post Office for pick-up. They must go to the Post Office to Sign for the letter and pick it up or the transcript will be attempted again after 5 days of original delivery attempt.
- **Express Delivery Options** (FedEx delivery): In this delivery option transcripts requested prior to 11:00am ET will be mailed within 1 business day of order to the recipient. Transcripts requested after 11:00am ET will be mailed within 2 business days. Please be aware that FedEx will only ship to physical addresses. They will not deliver to P.O. Boxes.
-
  - Express/United States ($27)
  - Express/Canada & Mexico ($47)
  - Express/International ($60)

Processing Options

Current Transcript: reflects current grades, classes, and degree status as of order date.

*If you are a current student and require a transcript with completed grades or degree information, please check your unofficial transcript on jwuLink to ensure your grades and/or degree have been posted. Wait to place your order until you are notified that grades and/or degrees have been awarded for the current semester. You may also view your unofficial transcript on jwuLink to see if this information has been posted. Transcripts will not be reprinted or reordered (for free) because of a failure to do so. Dates when degrees will be awarded on your transcript can be found below.

Spring 2020 semester: May 20, 2020

Spring 2020 term: June 19, 2020

Summer 2020 term: August 22, 2020

Summer 2020 semester: September 10, 2020

Fall 2020 semester: January 23, 2021

Spring 2021 semester: June 12, 2021

Holds

Your transcript will not be released if there is a hold on your account. You will be notified by email indicating there is a transcript hold. The email will contain contact information for you to resolve the hold. When the hold has been removed from your record, your transcript request will be processed. *Your credit card will not be charged until your transcript is sent*. Requests that are on hold for more than 30 days will be cancelled and you will not be charged.

Attaching Documents

While placing your order, you may submit up to three attachments to be sent along with your transcript. Attachments may be included for all delivery options. These attachments may include documents that the university needs to complete on your behalf or documents that are simply required to accompany your transcript. The university reserves the right to review and refuse the sending of any attachments. Attachments may be in pdf, doc, docx, jpg, jpeg or png format.

Help

To receive help retrieving your electronic PDF, contact the Clearinghouse at (703) 742-4200. A list of frequently asked questions and transcript ordering topics are located on the My Student Center.

Refund Policy

There are no refunds. Please ensure you enter the correct recipient email or mailing address.

CLICK HERE TO ORDER YOUR OFFICIAL TRANSCRIPT

Transfer Credit

Generally, both graduate and undergraduate coursework completed at institutions recognized by a U.S. Department of Education accrediting agency and credit recommended by ACE (American Council on Education) or international Ministry of Education is eligible for transfer credit. JWU does not accept transfer credit from any other institution or other forms of credit. Transfer credit is not guaranteed. Currently, JWU transfer credit evaluations are based on previous college work as it relates to the student's intended program of study. It is the university's policy to accept credits, but not grades. Only grades earned at Johnson & Wales University are calculated into the cumulative grade point average. Students must meet the university's residency requirements.

Please see the appropriate section for detailed transfer credit policies.

Undergraduate

Applicants with transfer credit should submit official college transcripts from any colleges and universities previously attended prior to enrolling at the university. It is the responsibility of those candidates who are currently attending other colleges to have their updated official transcripts sent to Johnson & Wales University as soon as final grades become available and no later than the first semester of enrollment. In some cases, an official course outline or syllabus will be required for evaluation. Students who have completed military service must submit a Joint Services Transcript (JST) for evaluation. Credit for military service is awarded based on recommendations provided by the American Council on Education (ACE) in the Guide to the Evaluation of Educational Experiences in the Armed Services.

All non-English documents must be accompanied by certified word-for-word English translations. In addition, course descriptions or syllabus (subject details, module descriptors or content outline) are generally required for transfer credit evaluation.

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) or equivalent 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. As an exception and as a result of COVID-19, any course(s) taken in the Spring of 2020 that has earned a grade of Pass (P) or Satisfactory (S) will be considered for transfer credit regardless of the number of associated quality points or its numeric value. Note that due to programmatic accreditation standards, SCI1050, DIET2050, DIET3030, DIET3050, DIET4030, DIET4630, BIO1011 / 1016, CHM1000 / 1006, BIO2041 / 2046, BIO2201 / 2206, CHM2050, and CHM3040 are excluded from this exception for students entering the Dietetics & Applied Nutrition B.S. program. Students who opted for a grade of Pass (P) or Satisfactory (S) in any of these courses will have to repeat the course and earn a standard letter grade. 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 showing the credit accepted toward their program of study. Students with domestic transfer credit wishing to review such credits must contact a transfer adviser in Student Academic & Financial Services. Those with transcripts from foreign institutions must contact International Admissions.

JWU has a number of articulation agreements and transfer credit equivalencies in place that facilitate student transfers to Johnson & Wales University. The Transfer Evaluation System provides students with information on courses (domestic institutions only) that have previously been evaluated and accepted by Johnson & Wales University.

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

The transfer of credit is not guaranteed.

If a student completes a course at Johnson & Wales University that was previously accepted as transfer credit, the course taken at Johnson & Wales University will be excluded from the grade point average, and will not count toward any degree requirements, so that duplicate credit is not granted.

Graduate

Graduate program applicants with prior graduate-level coursework taken at approved colleges and universities may be eligible for transfer credit. A maximum of 20 percent of the program's credits can be awarded as transfer credit for courses completed with a grade of B or better (3.00 GPA) or equivalent. In some cases, an official course outline or syllabus will be required in order to determine if the course(s) is similar in level, content and duration to courses in the student's intended program of study at JWU. Graduate transfer credit will be approved by the dean of the respective college.

Applicants with transfer credit should submit official college transcripts from any colleges and universities previously attended prior to enrolling at the university. It is the responsibility of those candidates who are currently attending other colleges to have their updated official transcripts sent to Johnson & Wales University as soon as final grades become available and no later than the first semester of enrollment.

All non-English documents must be accompanied by certified word-for-word English translations. In addition, course descriptions/syllabi (subject details, module descriptors or content outline) are generally required for transfer credit evaluation.

Upon submission of all of the required documents and completion of the transfer credit evaluation, accepted students will be notified that the evaluation is complete and the degree audit is available for review.

Once enrolled in a JWU master's degree program, a student may not take courses elsewhere and apply them for transfer credit. Transfer credits should be requested prior to initial matriculation into a JWU master's degree program.

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

Prerequisite and Foundation Courses

Prerequisite courses are required undergraduate classes for students who need such courses to prepare for graduate study.

Foundation courses are graduate-level courses that may be required of some students whose previous academic background does not reflect the course content described. Foundation courses with grades below a C or equivalent will need to be repeated.

For possible exemption from prerequisite and/or foundation courses, candidates must ensure that all official college and university transcripts are submitted prior to enrollment at JWU. In some cases, the official course outline or syllabus will be required in order to complete the evaluation. Only courses similar in level, content and duration to JWU's prerequisite courses, and for which the student has earned a grade of C or higher (2.00 GPA) or equivalent, may be used to exempt the student from the respective

prerequisite. Specific graduate degree program prerequisite and foundation requirements are listed in the catalog under each program of study.

Upon transcript review, domestic students may view their degree audit online in jwuLink > Academics > Grad Planning System (GPS), and will be sent a copy of their degree audit reflecting any prerequisites and/or foundation courses met as well as the remaining requirements of their program of study. International students who enroll in a JWU program can also access their degree audit online in jwuLink.

Students with domestic transcripts wishing to review transfer credit, prerequisite or foundation course credits must contact a transfer adviser in Student Academic & Financial Services. International students should contact a graduate student academic counselor in Student Academic & Financial Services upon enrollment into the graduate school major. Those with transcripts from foreign institutions may be referred to an international credentials evaluator.

If a student completes a course at Johnson & Wales University that was previously accepted as transfer credit, the course taken at Johnson & Wales University will be excluded from the grade point average, and will not count toward any degree requirements, so that duplicate credit is not granted.

Transfer Within JWU

It is possible for undergraduate and graduate students to transfer from one Johnson & Wales campus to another. The following conditions apply:

- Students must consult with an academic adviser/counselor if they are interested in transferring.
- Campus transfers cannot be guaranteed and are subject to space and course availability. Additionally, not all programs of study are available at each campus.
- Undergraduate students with less than a 2.00 GPA must have their transfer approved by their academic adviser/counselor. Graduate students with less than a 3.00 GPA must have their transfer approved by their academic adviser/counselor.
- Students with a judicial hold must also be approved by the dean of students.
- Students must have submitted verification of high school completion or equivalent (for undergraduate students) or verification of bachelor's degree completion (for graduate students) to be eligible for transfer.
- Students are required to follow the curriculum required for their major based on their new campus catalog requirements as reflected on their degree audit.
- It is the student's responsibility to register for courses at their new campus in jwuLink.
- It is the student's responsibility to address housing concerns and proper dress codes at their new campus.
- Students are required to comply with the medical documentation/immunization requirements of their new campus. A health services hold will be placed on the student's account if the proper documentation has not been submitted. Students will have no more than one semester to meet these requirements.
- If you are an international student, after you have discussed your plans to transfer campuses with your Academic Adviser, please consult with your International Student Advisor from your sending school to ensure you have all the required immigration paperwork needed for a SEVIS transfer of campuses.

Transfer and Career Prerequisites

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

Veterans

Johnson & Wales University (JWU) is honored to support our nation's military members and veterans as they pursue their education. JWU is proud to be a Yellow Ribbon Program-participating institution and a participant of the Principles of Excellence. JWU is dedicated to helping to ensure that our students are maximizing the full potential of their VA education and military benefits. This includes students who are veterans, active duty and military dependents. JWU works with students who qualify for the Montgomery GI Bill® Active Duty (Chapter 30), MGIB Selected Reserve (Chapter 1606), Survivors' and Dependents' Education Assistance (Chapter 35), Post-9/11 GI Bill® (Chapter 33), Yellow Ribbon Program, Vocational Rehabilitation and Employment (Chapter 31), Tuition Assistance and other programs/benefits.

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

Processing of the veterans application by the VA takes approximately six-to-ten weeks. The VA will mail the student a Certificate of Eligibility. This must be provided to the campus certifying official in Student Academic & Financial Services to receive benefits for upcoming semesters.

Each new student utilizing veteran benefits should submit

1. an application for admission
2. official documentation that verifies high school diploma completion or equivalent
3. official college transcripts from all colleges previously attended and military training transcripts, as applicable
4. Certificate of Eligibility and any other necessary VA paperwork

Students enrolling under the GI Bill® for the first time may experience a delay of up to two months before they receive their first check(s). Students should contact the Veterans Affairs Office if no check has been received by week 7 of a semester.

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

Federal regulations pertaining to the veterans' education benefits program require schools to certify a student's dates of enrollment to enable that student to receive the appropriate benefits. JWU certifies veteran students enrolled in academic courses from the start date of the semester to the end date of the semester. JWU is also required to certify all lab courses based on the actual start and end date within the semester. Certifying courses and/or labs in this manner should not have any impact on a student's tuition benefits. If there is a break in enrollment between lab segments, however, it could impact housing stipends.

The VA requires strict compliance with a number of other regulations. It is the student's responsibility to be informed of the requirements the Department of Veterans Affairs has in place regarding educational benefits. Students who have any questions or concerns regarding their eligibility under Chapter 33 (Post 9/11 GI Bill®) should contact the U.S. Department of Veterans Affairs for more information.

Student Affairs

This section of the handbook includes information about student life at JWU.

Call For Help Policy

Johnson & Wales University (JWU) is committed to creating and maintaining a community that fosters the health and safety of every student, as well as personal responsibility and decision-making. If a student is experiencing an alcohol or drug-related emergency, the health and wellness of that student is the most important concern**.** JWU wants to encourage students to call for help for themselves or on behalf of others, when they witness, are made aware of, or are experiencing such an emergency.

As such, there will be no formal hearing through JWU's Conduct Review Process for alcohol or drug policy violations related to the medical emergency, for either the reporting student and/or the student in need of help. However, they may be required to meet with an administrator for an educational conversation. An administrator may also encourage the student to attend an educational program or utilize on-campus resources. Failure to participate in any such educational conversation will result in a hold being placed on the student's account. This policy also applies to student organizations and their members involved in the reported incident.

The person/group calling for help on behalf of another student is required to remain with the student experiencing the medical emergency until medical attention arrives. This policy does not apply to individuals who did not seek assistance for a medical emergency related to alcohol or other drugs but instead, were found to be in need of assistance by university officials or others (including but not limited to Resident Assistants, Campus Safety & Security ["CS&S"] officers, faculty members, etc.).

This policy is not intended to shield or protect those students or organizations in cases of extreme, flagrant or repeated violations of the Student Code of Conduct. In cases where extreme, flagrant or repeated violations occur, the university reserves the right to implement the Conduct Review Process on a case-by-case basis, regardless of the manner in which the incident was reported. For such cases, the dean of students or designee will make the final determination as to the applicability of this policy.

This policy will not exempt students and organizations from being held accountable for violations regarding other behaviors including, but not limited to, assault, distribution of illicit substances, vandalism, domestic or dating violence, sexual assault, sexual harassment, sexual exploitation, and stalking.

In any emergency Johnson & Wales University strongly encourages students to call CS&S or 911 for immediate assistance.

This policy is not intended to address possible violations of criminal laws or their consequences outside the university. This policy only applies to the university's Conduct Review Process. Criminal or police action may still occur separately from Community Standards and Conduct.

Counseling Services

JWU's counseling services are available to commuting and resident students.

- Providence
- North Miami
- Denver
- Charlotte

Gender Equity Center

The Gender Equity Center, started in 1997 as the Women's Center, furthers an inclusive campus culture at JWU by engaging our community in issues relating to intersectional feminism, non-toxic masculinity, gender identity and expression, sexual orientation, and power-based personal violence prevention and response.

The center, staffed by a professional director as well as student staff and volunteers, can help students navigate university resources and services relating to its purpose. Students from all JWU campuses, including online students, who are seeking support and assistance for a range of information or personal issues can contact the Gender Equity Center via email or phone; for contact information for the Gender Equity Center or the director, as well as location and hours, please consult the JWU Directory.

The center provides educational programming to the university community, including co-advising the ASK! Student to Student Wellness & Equity Educator program. The center supports power-based personal violence prevention work, including bystander training, awareness raising and harm reduction on all JWU campuses. The center can provide resources and referrals to resources within the university and greater community.

Students at the North Miami, Denver and Charlotte campuses are also encouraged to contact their campus dean of students for more local information and resources regarding gender, gender identity and expression, sexual orientation, and sexual assault and relationship violence prevention.

Health Services

JWU's health services are available to commuting and resident students.

- Providence
- North Miami
- Denver
- Charlotte

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 strongly encouraged to discuss absences directly with their faculty members and take personal responsibility for class attendance. In the event of a communicable, contagious (other than a common cold), or another serious documented health condition, it will be at the discretion of Health Services to notify students' faculty members about the medical absence directly via the university email system.

Student Code of Conduct

The purpose of the Student Code of Conduct and the Conduct Review Process is to support the university in maintaining 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 with honesty, integrity, civility and respect for themselves and others. Any behavior inconsistent with these goals, whether on or off campus, is prohibited and constitutes a violation of the Student Code of Conduct.

For purposes of the Student Code of Conduct and the Conduct Review Process only, any person subject to the Student Code of Conduct will be referred to as a 'student' regardless of whether the person is registered for classes. Additionally, during the Conduct Review Process, the person making the complaint will be referred to as the 'complainant,' and the student responding to the complaint will be referred to as the 'respondent.' All students (including online students) are subject to the Student Code of Conduct and Community Standards and Conduct has the authority to proceed with the Conduct Review Process at any time after a student has been accepted to the university, even after a student leaves, withdraws or graduates.

Behavior that violates the Student Code of Conduct includes the following, which is not intended to be an exclusive list of all conduct that may be deemed a violation:

1. Harming or Endangering

a. Use of physical force or violence

b. Threatened use of physical force or violence

c. Dating violence or domestic violence

d. Disorderly Conduct, which may include, but is not limited to, public intoxication or disturbing the peace

e. Endangering or threatening health or safety

f. Intentional possession of a dangerous article or substance that may be used to injure or cause discomfort to any person

g. Possession of firearms, ammunition, shell casings, BB guns, air guns, airsoft guns, fireworks, incendiary devices, explosives and items that resemble a firearm

h. Initiating or circulating a report or warning of an impending bombing, fire or other crime, emergency or catastrophe, knowing that the report is false

i. Intentionally or recklessly starting a fire

j. Misuse of or tampering with fire safety equipment (e.g., fire extinguishers, smoke detectors, exit signs and pull stations)

k. Hazing

l. Aiding, abetting, encouraging or participating in a riot, commotion or disturbance

m. Possession of weapons, including, but not limited to, knives with a blade of three inches or longer (excluding university-issued culinary knives, unless they are being used as a weapon), brass knuckles, swords and items that resemble a weapon

n. Animal abuse or neglect

- If Community Standards and Conduct assigns a charge of dating violence or domestic violence, the university is required by law to inform the complainant of the Conduct Review Process outcome.
- For more information on dating violence or domestic violence, see the university's Sexual Assault and Relationship Violence Policy (p. 23).
- For more information on Hazing, see the university's Hazing Policy (p. 15).

2. Bias and Harassment

a. Any Student Code of Conduct violation against another person committed with bias, hatred or animus based on the person's actual or perceived race, religion, color, national origin, age, sex, sexual orientation, gender identity or expression, genetic information, disability, status as a protected veteran, pregnancy, marital status, or any other category protected by law

b. Harassment or the creation of a hostile environment based on race, religion, color, national origin, age, sex, sexual orientation, gender identity or expression, genetic information, disability, status as a protected veteran, pregnancy, marital status, or any other category protected by law

c. Physical, verbal, nonverbal, written, electronic or technological harassment of another person, including harassment on social networking sites and other online forums

d. Stalking

e. Intimidation

- If Community Standards and Conduct assigns the charge of stalking, the university is required by law to inform the complainant of the Conduct Review Process outcome.
- For more information about discrimination and harassment, see the university's Prohibited Discrimination and Harassment (including Sexual Harassment) Policy (p. 18).

3. Sexual Misconduct

a. Sexual assault (including rape, fondling, incest and statutory rape)

b. Sexual exploitation

c. Sexual harassment

d. Lewd, indecent or obscene behavior

e. Illegal possession of pornography

f. Illegal distribution of pornography

- If Community Standards and Conduct assigns a charge of sexual assault, sexual exploitation or sexual harassment, the university is required by law to inform the complainant of the Conduct Review Process outcome.
- For more information on what constitutes sexual assault (including the university's definition of consent) and sexual exploitation, see the university's Sexual Assault and Relationship Violence Policy (p. 23).
- For more information about sexual harassment, see the university's Prohibited Discrimination and Harassment (including Sexual Harassment) Policy (p. 18).

4. Drugs

a. Possession of drug paraphernalia (such as bongs, scales, pipes, etc.)

b. The actual or intended purchase, possession or use of illegal drugs, narcotics, controlled substances or prescription drugs without a prescription

c. The actual or intended sale, distribution, cultivation or manufacture of illegal drugs, narcotics, controlled substances or prescription drugs

d. Presence at a gathering where there is obvious illegal drug use

- A finding of responsibility for intended or actual sale or distribution can be based on the mere presence of a distributable quantity of illegal drugs, narcotics, controlled substances or prescription drugs or the presence of paraphernalia used for the sale or distribution of illegal drugs, narcotics, controlled substances or prescription drugs.
- Students can be found responsible for a drug violation based on the presence of residue or paraphernalia alone.
- The university may inform local police of illegal drug violations.
- The university may report drug violations to the student's parents or guardians if the student is under the age of 21.
- If drugs are found in a residence hall room or other campus location, the university may find all occupants of the room or other campus location responsible for the drug violation if it is unable to ascertain which student(s) possessed and/or used the drugs.
- For more information on drugs, narcotics and controlled substances, see the university's Drug and Alcohol Policy (p. 12).
- See the Call for Help Policy (p. 59).
- The health and safety of every student at Johnson & Wales University (JWU) is of utmost importance. JWU recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that an incident of violence occurs, including, but not limited to, domestic violence, dating violence, stalking, or sexual assault may be hesitant to report such incidents due to fear of potential consequences for their own conduct. JWU strongly encourages students to report incidents of violence to institution officials. A bystander acting in good faith, or a reporting individual acting in good faith, who discloses any incident of violence to JWU's officials or law enforcement will not be subject to JWU's Conduct Review Process for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the incident of violence.

5. Alcohol

a. Possession or use of alcohol anywhere on university property, except for legal use at events, operations, programs, premises or facilities sanctioned by the university

b. The actual or intended purchase, possession or use of alcohol by anyone under the applicable legal drinking age

c. Selling alcohol to or buying alcohol for anyone under the applicable legal drinking age

d. Presence at a gathering where there is obvious illegal drinking

e. Use of drinking paraphernalia typically used or associated with excessive drinking (such as drinking funnels, kegs, beer balls, trash can punches, beer bongs, beer pong tables or taps)

f. Possession of drinking paraphernalia typically used or associated with excessive drinking (such as drinking funnels, kegs, beer balls, trash can punches, beer bongs, beer pong tables or taps)

g. Violation of the Residential Life alcohol guidelines applicable for students who are 21 years of age or older and who have received permission to consume alcohol on campus

- Alcohol includes powdered alcohol.
- The university will report alcohol violations to the student's parents or guardians if the student is under the applicable legal drinking age.
- Students can be found responsible for an alcohol violation based on evidence of intoxication alone.
- If alcohol or drinking paraphernalia is found in a residence hall room or other campus location, the university may find all occupants of the room or location responsible for the alcohol violation if it is unable to ascertain which student(s) possessed and/or used the alcohol or paraphernalia.
- For more information on alcohol, see the university's Drug and Alcohol Policy (p. 12).
- See the Call for Help Policy (p. 59).

- The health and safety of every student at Johnson & Wales University (JWU) is of utmost importance. JWU recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that an incident of violence occurs, including, but not limited to, domestic violence, dating violence, stalking, or sexual assault may be hesitant to report such incidents due to fear of potential consequences for their own conduct. JWU strongly encourages students to report incidents of violence to institution officials. A bystander acting in good faith, or a reporting individual acting in good faith, who discloses any incident of violence to JWU's officials or law enforcement will not be subject to JWU's Conduct Review Process for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the incident of violence.

6. Theft and Abuse of Property

a. Actual or intended theft or unauthorized use or possession of the resources, property or services of the university or of another person, business or government

b. Unauthorized use of the university's name, logo or seal

c. Unauthorized use of ATM cards, cellphones, credit cards, checks, long distance accounts, identification cards, key combinations, passwords, PIN numbers or other property, equipment or accounts belonging to the university or another person, business or government

d. Possession, use or sale of resources, property or services which the student knows or should know have been stolen

e. Unauthorized entry (including forcible entry), use, presence in or occupancy of any premises or facilities

f. Vandalism

g. Reckless damage to or destruction of university property or the property of others

h. Disposal of trash, garbage or refuse anywhere on the campus except in designated trash receptacles

i. Unauthorized removal of food or other items from the dining halls

j. Throwing food or other objects in the dining halls

- It is the university's practice to cooperate with local, state and federal law enforcement authorities in their investigation of theft, identify theft, computer/internet crimes and other similar crimes, including providing copies of incident reports and other evidence to these authorities.

7. Failure to Comply and Interference

a. Failure to comply with the directions of a university representative (including student employees, resident assistants and graduate assistants) acting in the performance of their duties

b. Failure to participate in the university's Conduct Review Process as a witness

c. Failure to comply with any university policy or rule

d. Failure to evacuate any building in which a fire or other emergency alarm has been sounded or when directed to evacuate by a university representative

e. Failure to comply with the Good Neighbor Policy and/or the Guide to On-Campus Living

f. Failure to present a student identification card upon request from a university representative

g. Interference with university representatives carrying out their duties or other university business

h. Interference with any member of the university community in the pursuit of the university's mission or purposes

i. Actions which obstruct, disrupt or physically interfere with the use of university equipment (including safety and security equipment), premises, buildings, rooms or passages

j. Retaliation against any individual who has made a good faith complaint against another individual or who has participated in the Conduct Review Process, including cooperation with the investigation of the complaint

k. Failure to comply with the directions of emergency personnel (i.e., police, fire and emergency medical technicians) acting in the performance of their duties

- If a student violates a No Contact Order or the directions of a university representative to avoid another person, the student will be charged with a violation of the Student Code of Conduct for failure to comply, and may be interimly suspended until the completion of the Conduct Review Process.

8. Dishonesty

a. Violation of academic integrity, including, but not limited to, cheating, plagiarism, self-plagiarism, and unauthorized collaboration

b. Knowingly furnishing false information

c. Forgery, alteration or unauthorized use of student or university documents, records, identification, passwords, library materials or property

d. Misrepresentation, fraud or deceit

e. Possession or use of falsified forms of identification

f. Knowingly bringing a false complaint against another person

g. Falsification, distortion or misrepresentation of information before a panel or hearing officer in the Conduct Review Process

- For more information about academic integrity violations, see Academic Integrity (p. 41).

9. Other Prohibited Conduct

a. Illegal gambling, wagering, betting or bookmaking

b. Participating in or accepting members into any organization that the university has not approved for recognition or that has been withdrawn or suspended from university recognition

c. Associating with or facilitating the existence of any organization that has been withdrawn or suspended from university recognition

d. Unauthorized operation of a business on university property or use of university resources

e. Any conduct by a guest of a student that violates university rules or policies including the Student Code of Conduct (Note: Students are responsible for the behavior of their guests.)

f. Behavior that would offend or frighten a reasonable person

g. Conduct that interferes with student learning or with the mission of the university

h. Unauthorized use of the university's name, logo or seal for crowdfunding purposes

i. Conduct that adversely affects the security of the university community, local residents or property, the name of the university, or the integrity of the educational process

Conduct Review Process

The Johnson & Wales Conduct Review Process, like the Student Code of Conduct (p. 59), is designed to help the university maintain a safe, healthy and positive environment for living, learning and working, where individuals act lawfully and in compliance with university policies and rules, and act with honesty, integrity, civility and respect for themselves and others and the university community and the communities in which we live. The Conduct Review Process is used to support and enforce the Student Code of Conduct by providing procedures for determining whether a student is responsible or not responsible for a violation of the Student Code of Conduct.

The university administers the Conduct Review Process in good faith, making every reasonable effort to be fair to all involved. Students have the right to participate in the Conduct Review Process without having past student conduct violations discussed or used when a decision of responsibility is being made concerning a current alleged violation; however, past violations may be considered when determining a sanction for an individual found to be responsible for a violation of the Student Code of Conduct. Students have the obligation to participate in the Conduct Review Process, as a witness, when asked by a university representative.

Community Standards and Conduct generally follows the procedures under JWU Communications with Students whenever contact with students is necessary.

The university's Conduct Review Process does not serve as an extension of or replacement for the local, state or federal civil or criminal court system. In addition, the outcome of civil or criminal proceedings concerning a violation will not control or be binding on the outcome of the Conduct Review Process for the same violation.

All students should be aware that it is the policy of the university to cooperate with local, state and federal law enforcement authorities in the investigation of crime. The university will not provide a sanctuary against criminal prosecution.

How the Conduct Review Process Works

Reports of Violations and Notification

Any individual who witnesses or becomes aware of an alleged violation of the Student Code of Conduct should report the violation to Campus Safety & Security, any member of the Residential Life staff, the dean of students or Community Standards and Conduct. Once an alleged violation is reported, an incident report will be prepared by Campus Safety & Security and/or Residential Life (or by a faculty member when appropriate) describing the nature and circumstances of the incident and the parties involved. Campus Safety & Security may conduct further investigation if additional or supplemental information is needed. All incident reports are reviewed in Community Standards and Conduct and those that warrant action are then referred for either an educational conversation or a hearing, depending upon the nature of the alleged violation.

There are two types of hearings at Johnson & Wales:

- **Administrative hearings** are held before a single hearing officer, designated by Community Standards and Conduct, depending on the nature of the violation. Less serious violations are referred for an administrative hearing.
- **Panel hearings** are conducted in front of a panel made up of three trained panelists. More serious violations that may result in a sanction of dismissal or suspension, and violations of academic integrity, are referred to a panel hearing. Prior to the panel hearing, students will be asked to attend a pre-hearing conference to review any incident reports and/or supplemental documentation and to review the Conduct Review Process with the hearing officer.

In both cases, the role of the hearing officer or panel is to consider information provided from the investigation, respondent and, to the extent necessary, any complainants or witnesses, in order to make a finding of "responsible" or "not responsible'.

When a student is referred for a hearing, the student will receive a notification describing the alleged violation and indicating the time and place for the hearing or pre-hearing conference. Students have the right to access their education records under certain conditions (see Family Educational Rights and Privacy Act (p. 13) for university policies on access to and release of student records).

When a student is referred for an **educational conversation**, the student will not be charged with any violations of the Student Code of Conduct or receive any sanctions. However, a staff member will engage the student in a conversation to ensure that the student understands the behavioral expectations of Johnson & Wales University. Students who fail to attend an educational conversation will receive a hold on their account preventing future registration until they attend an educational conversation.

The hearing officer will consult the student's academic schedule prior to scheduling any meetings or hearings. Any unexcused failure to attend a hearing will result in the hearing being held in the student's absence. The hearing officer or panel will then make a decision based on the available information, without the benefit of the student's participation in the hearing. If there is a legitimate need to reschedule an educational conversation, pre-hearing conference, or hearing, the student must contact the hearing officer as early as possible before the scheduled date to request rescheduling. The hearing officer will determine whether the request to reschedule is reasonable. Meetings and hearings may be held in person or via telephone/video conferencing.

When an incident report is received that involves a student respondent, not currently enrolled in classes, the student will receive a hold on their account preventing future registration until the conduct matter is resolved.

Students requesting an accommodation to fully participate in the Conduct Review Process shall contact Accessibility Services/the Center for Academic Support on their respective campus. A representative from Accessibility Services/the Center for Academic Support will make a determination regarding the request.

Hearing Procedures

A student may bring any relevant materials and witnesses with personal, relevant knowledge of the incident to the hearing. A student may also have an advisor of their choice present in person with them during the hearing and any related meetings. Advisors may attend the hearing with the student, but cannot participate in any manner. If the student would like to consult their advisor during the course of the hearing, they may request a brief recess to speak with their advisor privately outside the hearing room. It is the hearing officer's discretion as to the reasonable nature of the request. If Community Standards and Conduct determines there is a legitimate conflict of interest related to the advisor, Community Standards and Conduct reserves the right to disqualify an advisor. The student would then be required to obtain a new advisor. When possible, the hearing officer will make reasonable adjustments in order to accommodate an advisor's schedule. However, the hearing officer is not obligated to reschedule meetings and/or hearings to accommodate the advisor. A student may select a new advisor in the event of a scheduling conflict. Except for witnesses and advisors, additional people may not attend the hearing with the student.

At the pre-hearing conference (for panel hearings), the student may be asked whether the student wishes to waive the hearing by acknowledging responsibility. If the student acknowledges responsibility, sanctions will be imposed and the student will not be entitled to an appeal. If the student does not acknowledge responsibility, or for administrative hearings, the hearing will proceed and the hearing officer or panel will

- outline the process
- review the incident report and/or allegations, and any supplemental information
- hear any statements relating to the incident
- hear or review the statements of witnesses with personal, relevant knowledge of the incident (but other witnesses, such as character witnesses, will not be allowed to attend or be heard). Where confidentiality is a consideration, Community Standards and Conduct may determine that the identity of witnesses will not be disclosed to the student.
- either defer the decision or render a decision of 'responsible' or 'not responsible.' Hearing officers and panels use the 'more likely than not' standard to evaluate alleged violations.

If the student is found responsible for one or more violations, the hearing officer will make a final determination of appropriate sanction(s) (taking into consideration prior conduct violations). The student will receive a final written decision, which will set forth the final result and the sanction(s) imposed. The written decision will include information regarding the appeal process and the deadline for filing an appeal.

Appeal

The decision of the hearing officer (for administrative hearings) or the panel (for panel hearings) is final unless it can be demonstrated that one of the following has occurred:

1. There is relevant, new information that was not available at the time of the hearing.
2. The Conduct Review Process, as outlined, was not followed.

To request an appeal, a student must submit a request in writing to Community Standards and Conduct. The request must be submitted within five business days after the date of notification of the outcome of the hearing and must state clearly the basis for the appeal. The appeal will be reviewed upon receipt, and a decision concerning the appeal will be available within five business days after the appeal has been received. When the appeal review is unable to be completed within the five-business day time frame, the parties will be notified of the delay and reason for the delay. The sanction(s) outlined in the outcome notice will not go into effect until the conclusion of the appeal process. If interim measures were placed, those conditions will remain in effect until the conclusion of the appeal process. The appeal will either be granted, remanding the case back for a new hearing, or denied. The decision of the appeal officer will be final.

The student will receive a final written decision from the appeal officer, which will set forth the outcome of the appeal.

Rights of the Complainant and Respondent (the 'Parties') for Complaints of Sexual Harassment, Sexual Assault, Sexual Exploitation, Dating Violence, Domestic Violence and Stalking

For complaints of sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence and stalking, the parties will have the following rights in connection with the Conduct Review Process:

- The right to an investigation and resolution that is prompt, fair and impartial from the initial investigation to the final result as required by applicable law.
- The right to an investigation and a hearing conducted by unbiased investigators and university officials who receive annual training on issues related to sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence and stalking, and how to conduct an investigation.
- The right to a hearing process that protects the safety of the parties and promotes accountability. Hearing officers and panels use the 'more likely than not' standard to evaluate alleged violations.
- The right to present relevant materials and witnesses with personal, relevant knowledge of the incident as outlined above
- The right to have an advisor of their choice present in person during the hearing and any related meetings. The advisor may accompany the student, but may not participate in any manner. If the student would like to consult their advisor during the course of the hearing, they may request a brief recess to speak with their advisor privately outside the hearing room. It is the hearing officer's discretion as to the reasonable nature of the request. If Community Standards and Conduct determines there is a legitimate conflict of interest related to the advisor, Community Standards and Conduct reserves the right to disqualify an advisor.
- The right to be informed in writing of the outcome of the hearing and any appeal, including when such results become final. This includes disclosure to the parties of any sanction imposed that pertains to a sex offense and any sanction imposed that directly relates to the complainant with respect to other alleged sexual harassment violations. The parties do not need to submit a request for such information. In addition, for any crime of violence, the university will, upon written request and in accordance with applicable law, disclose to the complainant all sanctions imposed against the respondent. If the complainant is deceased as a result of the crime of violence, the outcome of the hearing and sanctions will be provided to the complainant's next of kin if so requested.
- The right to request an appeal as outlined above (under Appeal). A student who acknowledges responsibility will not be entitled to an appeal. The non-appealing party will have the opportunity to review the appeal and submit a response. The appealing party will not have the opportunity to comment on the non-appealing party's response.

The university will take steps to prevent the recurrence of any harassment, correct any discriminatory effects on the complainant and others, and implement protective or interim measures (such as No Contact Orders, room relocations, classroom relocations, interim suspensions, etc.) as requested and required by law. The university will complete the Conduct Review Process within a reasonably prompt time frame, usually within 60 days, but will allow for the extension of time frames for good cause with written notice to the complainant and respondent of the delay and the reason for the delay.

Retaliation, including intimidation, threats, coercion or discrimination, against any individual who has made a good faith complaint, or who has participated in the Conduct Review Process, is unlawful and in violation of university policy. Anyone found to have engaged in retaliation will be subject to disciplinary action up to and including dismissal or termination from the university.

Questions?

For questions regarding the Student Code of Conduct (p. 59), the Conduct Review Process or Sanctions for Individuals (p. 65), please contact Community Standards and Conduct at your campus:

- 401-598-2885 (Providence Campus)
- 305-892-7602 (North Miami Campus)
- 303-256-9591 (Denver Campus)
- 980-598-1820 (Charlotte Campus)

Group Conduct Review Process

Our students are held to high standards as defined in the Student Code of Conduct and other university policies, procedures and rules. Students remain subject to the provisions of the Student Code of Conduct and university policies, procedures and rules at all times, including while engaged in activities of university-recognized student organizations (each, a "group"), whether on or off campus.

In addition, groups are also held to the same high standards of conduct. The group's president, or the president's designee, and members of the group should at all times be aware that the actions of the group and its leaders and members, as well as individuals who are authorized or permitted to represent themselves as connected to the group ("group representatives") and guests of the group ("group guests"), reflect on both the university and the group. As a result, a group may be held responsible for both the group's misconduct and misconduct of any one or more of its leaders, members, group representatives and/or group guests. Such misconduct includes any violation of the Student Code of Conduct or any other university policy, rule or procedure, including but not limited to

- hazing
- theft
- assault
- vandalism
- discrimination and harassment
- dishonesty
- any violation of the Drug and Alcohol Policy (p. 12)
- any violation of the Good Neighbor Policy
- any violation of Residential Life policies and rules
- any violation of Student Involvement & Leadership rules governing student organizations, club sports, fraternities, sororities and social fellowships
- any violation of any academic policies
- any misappropriation or misuse of group funds or university funds
- any violation of any federal, state or local law, regulation, rule or ordinance

When

- members of the group act in concert with respect to misconduct;
- the individual committing the misconduct was either acting on behalf of the group or engaged in a group-sponsored, -financed or -endorsed activity;
- the misconduct grows out of, occurs during, or is related to any group-sponsored, -financed or -endorsed activity, event or environment created by the group;
- the group's leaders have knowledge of the misconduct or incident before or while it occurred and failed to take corrective action; or
- a pattern of individual misconduct by group members is found to exist

The university administers the Group Conduct Review Process in good faith, making every reasonable effort to be fair to all involved. Groups have the right to participate in the Group Conduct Review Process without having past conduct violations discussed or used when a decision is being made concerning a current alleged violation; however, past violations may be considered when determining a sanction for a group found responsible for a violation of the Student Code of Conduct. All students have the obligation to participate in the Group Conduct Review Process, as a witness or otherwise, when asked by a university representative.

Community Standards and Conduct generally follows the procedures under JWU Communications with Students whenever contact with students or a group is necessary.

The Group Conduct Review Process does not replace the Conduct Review Process with respect to individual students, nor does it serve as an extension of or replacement for the local, state or federal civil or criminal court system. In addition, the outcome of civil or criminal proceedings concerning a violation will not control or be binding on the outcome of the university's Group Conduct Review Process for the same violation.

All groups should be aware that it is the policy of the university to cooperate with local, state and federal law enforcement authorities in the investigation

of crime. The university will not provide a sanctuary against criminal prosecution.

How the Group Conduct Review Process Works

Reports of Violations and Notification

Any individual who witnesses or becomes aware of an alleged violation of the Student Code of Conduct should report the violation to Campus Safety & Security, any member of the Student Involvement & Leadership staff, the dean of students or Community Standards and Conduct. Once an alleged violation is reported, an incident report will be prepared by Campus Safety & Security describing the nature and circumstances of the incident and the parties involved. Campus Safety & Security may conduct further investigation if additional or supplemental information is needed. All incident reports that imply group involvement are reviewed in Community Standards and Conduct, and those that warrant action are then referred for either an educational conversation or a hearing, depending upon the nature of the alleged violation.

There are two types of hearings at Johnson & Wales:

- **Administrative hearings** are held before a single hearing officer, designated by Community Standards and Conduct, depending on the nature of the violation. Less serious violations are referred for an administrative hearing.
- **Panel hearings** are conducted in front of a panel made up of three trained panelists. More serious violations that may result in a sanction of dismissal or suspension are referred to a panel hearing. Prior to the panel hearing, the group's president or the president's designee will be asked to attend a pre-hearing conference to review any incident reports and/or supplemental documentation and to review the Conduct Review Process with the hearing officer.

In both cases, the role of the hearing officer or panel is to consider information provided from the investigation, respondent and, to the extent necessary, any complainants or witnesses, in order to make a finding of "responsible" or "not responsible'.

When an incident report is referred for a hearing, the group's president or the president's designee will receive a notification describing the alleged violation and indicating the time and place for the hearing or a pre-hearing conference.

When a group is referred for an educational conversation, the group will not be charged with any violations of the Student Code of Conduct or receive any sanctions. However, a staff member will engage the student in a conversation to ensure that the group understands the behavioral expectations of Johnson & Wales University.

Any unexcused failure to attend a hearing or conference will result in the hearing being held in the absence of the group's president or the president's designee. The hearing officer or panel will then make a decision based on the available information, without the benefit of the group's participation in the hearing. If the group has a legitimate need to reschedule a hearing or conference, the group's president or the president's designee must contact the hearing officer as early as possible before the scheduled hearing or conference date to request rescheduling. The hearing officer will determine whether the request to reschedule is reasonable. Meetings and hearings may be held in person or via telephone/video conferencing.

Students requesting an accommodation to fully participate in the Conduct Review Process shall contact Accessibility Services/the Center for Academic Support on their respective campus. A representative from Accessibility Services/the Center for Academic Support will make a determination regarding the request.

Hearing Procedures

The group's president or the president's designee may participate in the Group Conduct Review Process. The group may bring any relevant materials and witnesses with personal, relevant knowledge of the incident to the hearing. The group may also have an advisor of their choice present in person during the hearing and any related meetings. Advisors may attend the hearing, but cannot participate in any manner. If the group's president or the president's designee would like to consult their advisor during the course of the hearing, they may request a brief recess to speak with their advisor privately outside the hearing room. It is the hearing officer's discretion as to the reasonable nature of the request. If Community Standards and Conduct determines there is a legitimate conflict of interest related to the advisor, Community Standards and Conduct reserves the right to disqualify an advisor. The group would then be required to obtain a new advisor. When possible, the hearing officer will make reasonable adjustments in order to accommodate an advisor's schedule. However, the hearing officer is not obligated to reschedule meetings and/or hearings to accommodate the advisor. A group may select a new advisor in the event of a scheduling conflict. Except for witnesses and advisors, other people may not attend the hearing with the group.

At a pre-hearing conference (for panel hearings), the group's president or the president's designee may be asked whether the group wishes to waive the hearing by acknowledging the group's responsibility in the incident. If the group acknowledges responsibility, sanctions will be imposed and the group will not be entitled to an appeal. If the group does not acknowledge responsibility, or for administrative hearings, the hearing will proceed and the hearing officer or panel will

- outline the process
- review the incident report and/or allegations and any supplemental information
- hear any statements relating to the incident
- hear or review the statements of witnesses with personal, relevant knowledge of the incident (but other witnesses, such as character witnesses, will not be allowed to attend or be heard). Where confidentiality is a consideration, Community Standards and Conduct may determine that the identity of witnesses will not be disclosed to the group.
- either defer the decision or render a decision of 'responsible' or 'not responsible.' Hearing officers and panels use the "more likely than not" standard to evaluate alleged violations.

If the group is found responsible for one or more violations, the hearing officer will make a final determination of appropriate sanction(s) after consultation with the director of student involvement & leadership or their designee (taking into consideration the group's prior conduct violations). The group will receive a final written decision, which will set forth the final result and the sanction(s) imposed. The written decision will also include information regarding the appeal process and deadline for filing an appeal.

Appeal

The decision of the hearing officer (for administrative hearings) or the panel (for panel hearings) is final unless it can be demonstrated that one of the following has occurred:

1. That there is relevant, new information that was not available at the time of the hearing.
2. The Group Conduct Review Process, as outlined, was not followed.

To request an appeal, a group must submit a request in writing to Community Standards and Conduct. The request must be submitted within five business days after the date of notification of the outcome of the hearing and must state clearly the basis for the appeal. The appeal will be reviewed upon receipt, and a decision concerning the appeal will be available within five business days after the appeal has been received. When the appeal review is unable to be completed within the five-business day time frame, the parties will be notified of the delay and reason for the delay. The sanction(s) outlined in the outcome notice will not go into effect until the conclusion of the appeal process. If interim measures were placed, those conditions will remain in effect until the conclusion of the appeal process. The appeal will either be granted, remanding the case back for a new hearing, or denied. The decision of the appeal officer will be final.

The group will receive a final written decision from the appeal officer, which will set forth the outcome of the appeal.

Retaliation, including intimidation, threats, coercion or discrimination, against any individual who has made a good faith complaint, or who has participated in the Group Conduct Review Process, is unlawful and in violation of university policy. Anyone found to have engaged in retaliation will be subject to disciplinary action up to and including dismissal or termination from the university.

Questions?

For questions regarding the Student Code of Conduct (p. 59), Group Conduct Review Process or Sanctions for Groups (p. 65), please contact Community Standards and Conduct at your campus:

- 401-598-2885 (Providence Campus)
- 305-892-7602 (North Miami Campus)
- 303-256-9591(Denver Campus)
- 980-598-1820 (Charlotte Campus)

Sanctions for Individuals

If a student is found responsible for a violation of the Student Code of Conduct, the student will be given one or more sanctions. Sanctions are designed to help prevent future Student Code of Conduct violations, educate students on appropriate behavior required to succeed in the workplace and live in society, and where appropriate, remedy any damage done.

University Dismissal

Permanent dismissal from the university (noted in the student's education records), which prohibits the student from attending the university (at any campus or learning site, or online) or any university events and from entering or being present without permission on any property of the university. A student who is dismissed from the university will still be responsible for certain tuition and housing charges, subject to any applicable refund policy.

University Suspension

A temporary suspension from the university, which prohibits the student from attending the university (at any campus or learning site, or online) or any university events and from entering or being present without permission on any property of the university. During a university suspension, a community standards and conduct hold is placed on the student's academic record, which prevents the student from registering for classes and/or graduating. Requests for reinstatement after a university suspension will not be granted until all conditions of the suspension have been met and all other sanctions have been completed. Students who receive a university suspension will be provided information regarding the appropriate steps for requesting reinstatement to the university. As with dismissal, a student who is suspended from the university will still be responsible for certain tuition and housing charges, subject to any applicable refund policy. When a student returns from suspension, the student will be placed on conduct probation for a minimum of one semester.

Dismissal from Housing

Permanent dismissal from university housing, which prohibits the student from living or being a guest in any university or campus housing. In the case of dismissal from housing, the student is required to pay room and board charges for the remainder of the semester during which the dismissal takes effect.

Suspension from Housing

A temporary suspension from university housing, which prohibits the student from living or being a guest in any university or campus housing and from entering into a new housing contract for the duration of the suspension. Requests for new housing contracts after a suspension are handled by the dean of students or the dean's designee; a new student housing contract will be permitted only if the student is able to demonstrate to the satisfaction of the dean or the dean's designee that the student will not engage in any further violations of the Student Code of Conduct, and all other conditions of the suspension, if any, have been met and all sanctions have been completed. As with dismissal from housing, the student will be responsible to pay room and board charges for the remainder of the semester during which the suspension takes effect.

Suspension of Privileges

A suspension of privileges, which prohibits the student from participating in specified activities (such as intercollegiate or intramural athletics, campus events, extracurricular activities, student life activities, student leadership positions, student organizations, etc.) or from entering certain university buildings or facilities (such as residence halls, dining centers, university fitness or athletic facilities, certain administrative or academic buildings, parking garages/lots, etc.) or other areas of the university during the period of the suspension.

Interim Suspensions

An immediate, temporary suspension that remains in effect until the Conduct Review Process has been completed. An interim suspension can be a suspension from the university, housing, a classroom, an academic course, lab, practicum, and/or a suspension of privileges. Interim suspensions are used when the university perceives that because of the nature of the alleged violation or other factors, an interim suspension is advisable to help protect an individual or the university community, property or the normal operations of the university until the Conduct Review Process has been completed.

Conduct Probation

A student who receives a sanction of conduct probation and has subsequent policy violations may face more severe sanctions, up to and including university suspension or dismissal.

Conduct Warning

A warning given to the student, which indicates that additional sanctions will be imposed if the student engages in future violations of the Student Code of Conduct.

Fines

Monetary penalties, which must be paid by the date specified when the sanction is given.

Restitution

The purpose of restitution is to make good or compensate the university for loss, damage or injury. Restitution can take the form of a monetary payment, the repair or replacement of damaged property, or participation in a campus or community work or service project. Restitution must be completed by the date specified when the sanction is given.

Community Service

Community service includes providing services to the university or a recognized nonprofit agency of the student's choice for a specified number of hours or a particular work or service project. Community service must be completed by the date specified when the sanction is given.

No Contact Order

A No Contact Order is a requirement to avoid another person or persons and not have any direct or indirect contact with such person(s), including email, text messages, mail, telephone, instant messaging, face-to-face contact, social media interactions or any contact through a third party. A No Contact Order requires the student to take action to avoid encounters with the other person(s). In cases where a No Contact Order impacts class, lab or work activities, the student should notify the student's professors and/or supervisors to address any situations that may conflict with the No Contact Order. A No Contact Order may also be imposed as an interim action while a case is pending. If a student fails to abide by the No Contact Order, the student may be placed on interim suspension from the university.

Housing Relocation

Required relocation to another room within the university housing system.

Educational Sanctions

In addition to other sanctions, a student found responsible for violating the Student Code of Conduct may be assigned educational sanctions, such as required attendance at an educational program relevant to the violation for which the student was found responsible, reflective/research papers, classes, seminars, interviews, presentations, projects and/or other creative sanctions. Educational sanctions must be completed by the date specified when the sanction is given.

Sanctions for Groups

If a group is found responsible for a violation of the Student Code of Conduct, the group will be given one or more sanctions. Sanctions are designed to help prevent future Student Code of Conduct violations, educate the group and its leaders and members on appropriate behavior required to succeed in the workplace and live in society, and, where appropriate, remedy any damage done.

Withdrawal of University Recognition

Withdrawal of university recognition for a group means that the group may no longer exist as a group at the university and that students may no longer participate in that group as members, leaders or otherwise. Any student who continues to participate in or accept members into any group for which the university has withdrawn recognition will be subject to the Conduct Review Process. Withdrawal of university recognition is permanent.

Suspension of University Recognition

Suspension of university recognition for a group means that the group may not exist as a group at the university during the stated period of the suspension, and that students may not participate in that group as members, leaders or otherwise during the stated period of the suspension. Additional conditions may be imposed upon the group's return to the university. Any student who continues to participate in or accept members into any group that the university has suspended will be subject to the Conduct Review Process.

Suspension of Group Privileges

Suspension of a group's privileges includes, but is not limited to, suspension of university funding, holding events and/or meetings, accepting new members, participating as a group in university/campus events during the stated period of the suspension, etc. The group may not participate in any of the suspended privileges during the stated period of the suspension. Any group that continues to participate in any of the suspended privileges during the period of the suspension will be subject to additional sanctions.

Interim Suspension of University Recognition or Group Privileges

This is an immediate, temporary suspension that remains in effect until the Group Conduct Review Process has been completed, unless otherwise stated. An interim suspension can be a suspension of university recognition or a suspension of group privileges. Interim suspensions are used when the university perceives that because of the alleged violation or other factors, an interim suspension is advisable to help protect an individual or the university community, property or the normal operations of the university, until the Group Conduct Review Process has been completed. Any student who continues to participate in or accept members into any group that the university has placed on interim suspension (other than as part of the Group Conduct Review Process) will be subject to the Conduct Review Process. For questions regarding interim suspensions, please contact Community Standards and Conduct.

Conduct Probation

A group who receives a sanction of conduct probation and has subsequent policy violations may face more severe sanctions, up to and including university suspension or dismissal from JWU.

Fines

Fines are monetary penalties, which must be paid from the group's funds by the date specified when the sanction is given.

Restitution

The purpose of restitution is to make good or compensate the university for loss, damage, or injury. Restitution can take the form of a monetary payment, the repair or replacement of damaged property, or participation in a campus or community work or service project. Restitution must be completed by the date specified when the sanction is given.

Community Service

Community service includes the group providing services to the university or a recognized nonprofit agency of the group's choice for a specified number of hours or a particular work or service project. Community service must be completed by the date specified when the sanction is given.

Educational Sanctions

In addition to other sanctions, a group found responsible for violating the Student Code of Conduct may be assigned educational sanctions, such as required attendance at an educational program relevant to the violation for which the group was found responsible, reflective/research papers, classes, seminars, interviews, presentations, projects and/or other creative sanctions. Educational sanctions must be completed by the date specified when the sanction is given.

Conduct Warning

A warning given to the group, which indicates that additional sanctions will be imposed if the group engages in future violations of the Student Code of Conduct.

COVID-19 Conduct Protocol

Johnson & Wales University remains committed to mitigating the risks of COVID-19 and maintaining a positive campus community and online environment for living, learning and working. The Student Code of Conduct supports this goal by identifying shared expectations that keep our community healthy. Now, more than ever, we all need to reflect on and embody the Wildcat Way: Pride, Courage, Character, and Community.

The COVID-19 pandemic is ever changing. Students should stay informed and pay close attention to JWU communications that provide updates and specific instructions. As with all of its codes, policies, and standards, JWU reserves the right to modify this code at any time and for any reason without notice to you. Students (whether on or off campus), are expected to abide by all federal, state, local, and JWU guidelines and regulations implemented to help mitigate the spread of COVID-19. Failure to do so may result in a violation of the Student Code of Conduct and action through the Conduct Review Process.
The following are some examples of the behavioral expectations of the university with regard to COVID-19 mitigation strategies:

Restrictions on Social Gatherings

In order to decrease the number of people who could become infected with COVID-19, there are limits on the number of people who may congregate in one place. Students living in off-campus apartments should adhere to federal, state, and local guidelines limiting the number of people who may gather together. Additionally, students should consider limiting the number of external guests visiting their off-campus residence. As a reminder, off-campus commuting students should also refer to the Good Neighbor Policy.

Face Coverings

The Centers for Disease Control and Prevention (CDC) has advised that wearing a cloth face covering can slow the spread of COVID-19. All students are expected to follow the federal, state, and local guidelines related to face coverings. Students are required to always wear a cloth face covering while they are indoors (with the exception of their own residence hall room, while eating, and other specifically designated areas/circumstances). Students are also expected to wear their cloth face covering when outdoors, if they cannot engage in appropriate physical distancing. Students are expected to follow the direction of university representatives regarding the use of face coverings on campus.

Physical Distancing Guidelines

The CDC recommends that you limit close contact to other individuals. Specifically, you should maintain a 6-foot distance from others, in both indoor and outdoor spaces. It is important that you are respectful of other people's space and maintain the appropriate amount of distance. Students are expected to follow the identified travel patterns in all university buildings/locations.

Residential Life Rules/Policies

Students living in JWU residence halls must abide by the rules put in place to keep their residential community safe. Specific policies and expectations related to guests, group gatherings, and other responses to COVID-19 must be followed. Students are expected to follow the direction of any Residential Life staff/team member or university representative.

Health Monitoring/Reporting

Students are expected to monitor their health for any symptoms associated with COVID-19 (which includes temperature checking) on a daily basis. When asked, students must accurately and honestly report symptoms or risk factors for COVID-19. Students who feel ill or have a fever may not attend class/events and must contact Health Services for further instruction. The university will give additional instructions about health monitoring/reporting in the future as appropriate, and students will be required to follow any such instructions. Such monitoring may require use of technology (such as telephone apps) or may entail other means of monitoring. Even if not required, when available, students are strongly encouraged to utilize technology (such as telephone apps) that is made available through state and local government to assist in contact tracing and resource sharing.

Conduct in On-Line/Virtual Settings

As always, students are expected to act civilly and respectfully, in all environments, including on-line, social media, and virtual settings. Students should be mindful of their communications (phone, videoconferencing, email, etc.) with faculty, staff, and other students.

Student Services

This section of the handbook includes academic and community-related services for students enrolled at JWU.

Accessibility Services

Accessibility Services promotes equal access for students with disabilities and/or health conditions and provides educational resources and opportunities for students to empower them to achieve success and become lifelong learners.

Accessibility Services offers specialized advising for students who self-identify with our department. Accessibility Services advisors advocate for equal access, accommodations and respect for students with disabilities in the campus communities.

Services through the Accessibility Services are provided at no additional cost to students.

For locations, hours and contact information for each campus Accessibility Services, please consult the JWU Directory.

Services

Students With Disabilities

Students with disabilities and/or health conditions who are requesting accommodations should contact Accessibility Services. Students requesting accommodations will be asked to provide documentation of their disability, which supports the need for the requested accommodation.

Technical Standards

Some programs of study at the university have technical standards. Students with disabilities who require accommodations in order to meet technical standards must contact Accessibility Services.

Review of Accommodation Decisions

Any student with a complaint or grievance about an accommodation decision should submit a written request for review of the decision to the Title IX Coordinator (who also serves as the university's nondiscrimination coordinator and Section 504 coordinator), Matthias Rubekeil (matthias.rubekeil@jwu.edu), 8 Abbott Park Place, Providence, RI, 02903, 401-598-2703.

Accommodation of Food Allergies for Culinary and Hospitality Students

The College of Food Innovation & Technology uses numerous foods and food products in its classrooms and laboratories, including, but not limited to, spices, milk, eggs, fish, crustacean shellfish, tree nuts, peanuts, wheat, soybeans, and other potential allergens.

All students are required to meet the essential academic and technical standards of JWU's culinary education program, including, but not limited to, active participation in classes and culinary labs, with or without a reasonable accommodation. The College of Food Innovation & Technology has eliminated two (taste and touch) of the three types of allergic exposures (taste, touch and inhale) through the use of gloves, and the elimination of taste requirement. Students with known allergies are required to self monitor and manage their safety to mitigate the risk of an allergic reaction.

Students with airborne food allergies (or any other disability) who would like information on accommodations may contact Accessibility Services, who will work with each student on an individualized, case-by-case basis to determine whether any reasonable accommodations can be made. Due to the technical standards, as well as content requirements, and student-centered educational programming, the university cannot guarantee an allergen-free environment. Foods cannot be removed from the curriculum; therefore, it is critical that you confer with your medical provider about the health risks you may experience and the precautions that must be taken.

Resources for Students with Concussions

This information is provided to help the JWU community understand concussive injuries and the resources available to students. This is intended to serve as a guide following a concussion diagnosis by a qualified medical professional. It is not considered to be medical advice nor is it intended to replace consultation with a qualified medical professional.

Concussions

A concussion is generally defined as a change in brain function following a force to the head. Concussions can be accompanied by a temporary loss of consciousness and subsequent neurologic and cognitive dysfunction. Depending upon the severity, concussions can affect and, at times, severely impact a student's physical, cognitive and emotional well-being. In the context of a student's academic program, a concussion can also affect concentration and memory, and may cause headaches, nausea and dizziness. Most concussions resolve spontaneously within a few weeks to six months. However, students should take the appropriate time to rest for a faster recovery. While physical rest is essential to post-concussive care, cognitive rest may also be necessary.

JWU is committed to helping students with concussions by providing a number of resources to assist them. The following services are available for eligible students:

- **Policies that Protect Students Who Are Injured While Participating in University-sanctioned Events:** Under the university's Attendance Policy, students adversely affected by illness and injury due to participation in a university-sanctioned event will be allowed to make up all necessary work without penalty.
- **Academic Accommodations**: At Johnson & Wales University, Accessibility Services will provide reasonable academic accommodations to eligible students with disabilities. Students must provide appropriate documentation from a medical provider to show that they have been diagnosed and are undergoing treatment. Upon receipt of such documentation, Accessibility Services will engage with students on a case-by-case basis in an interactive process to determine the appropriate accommodations. For example, an accommodation plan may include additional time on examinations and copies of classroom notes. Faculty members who have questions or concerns about the requested accommodation(s) should contact Accessibility Services. Students should contact Accessibility Services as soon as possible after their injury. Students are also encouraged to contact their instructors to determine a plan and timeline for making up missed assignments and/or tests. The Accessibility Services advisor will work with both the student and faculty as necessary.
- **Medical Withdrawal:** Students may choose to apply for a voluntary medical withdrawal if they need to leave school in order to address physical or mental health conditions that impair their ability to function successfully or safely as members of the university community. Students who are granted voluntary medical withdrawals may be eligible for an additional tuition credit upon their return to the university. Students who are considering a voluntary medical withdrawal are encouraged to reach out to Student Health Services or Student Counseling Services and reference Voluntary Medical Withdrawal (p. 39) for more information.
- **If Eligible, Consultation with Athletic Trainers:** After initial consultation with their own medical provider, student athletes who utilize an athletic trainer may reach out to that individual as a resource. For more information, students may also speak with their coach or the director of athletics.
- **Student Counseling Services:** Counseling Services provides confidential services for JWU students undergoing challenging life situations. For more information, students should contact Counseling Services.

Services

Tutorial and Academic Assistance

The university provides complimentary tutorial and academic assistance through the Academic Success Center. Instructional help is also available from faculty members during faculty office hours. SMARTHINKING is a 24/7 online tutorial program available to all JWU students.

Students With Disabilities

Students with disabilities and/or health conditions requesting accommodations, including housing accommodations, should contact

Accessibility Services. Students requesting accommodations will be asked to provide documentation of their disability/health condition, which supports the need for the requested accommodation.

Technical Standards

Some programs of study at the university have technical standards. Students with disabilities who require accommodations in order to meet technical standards must contact Accessibility Services.

Service Animals

JWU encourages students who have service animals to notify Accessibility Services on their campus. Accessibility Services works with students to communicate with campus partners, including faculty, to provide additional support and accommodations as appropriate. Students with service animals must obtain a copy of the university's Care and Responsibility of Service Animals Procedure.

Emotional Support Animals

Students seeking to bring an emotional support animal into campus housing must meet with an advisor from the Center for Academic Support on their campus to determine if this is a reasonable accommodation. Students will be asked to provide documentation of their disability which supports the need for an emotional support animal. Emotional support animals are not permitted in any area other than the student's assigned residence hall room. Students with an emotional support animal must obtain a copy of the university's Care and Responsibility of Emotional Support Animals Procedure.

Review of Accommodation Decisions

Any student with a complaint or grievance about an accommodation decision should submit a written request for review of the decision to the Title IX Coordinator (who also serves as the university's nondiscrimination coordinator and Section 504 coordinator), Matthias Rubekeil (matthias.rubekeil@jwu.edu), 8 Abbott Park Place, Providence, RI, 02903, 401-598-2703.

Campus Safety & Security

Please consult a catalog for campus-specific information regarding Campus Safety & Security.

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 university 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 posted in classrooms or on the JWU Alerts webpage (under 'Resources') or a paper copy may be requested at Campus Safety & Security. It is recommended that all students print copies of the Emergency Procedures Quick Reference Guide and Emergency Evacuations and Rally Points to have handy at all times when they are on campus. Rally point locations can be found on jwuLink (News > Safety & Security). Emergency preparedness involves everyone on campus. Students should do their part by reading all available information. The Emergency Procedures Quick Reference Guide is also published in the Annual Security Report and Annual Fire Safety Report which is available through Campus Safety & Security.

Johnson & Wales University uses the following systems to notify the university community in the event of an emergency:

JWU Alerts Webpage

Should an incident (natural or man-made) occur on or near campus, relevant information will be posted when appropriate on the JWU Alerts webpage and jwuLink ('Emergency Alerts').

Alert Information Line

The campus alert information line announces inclement weather cancellations and other important information regarding interruptions in normal campus activities. Call the following numbers at any time to reach the information line:

- Providence Campus: 401-598-5555
- North Miami Campus: 305-892-7598
- Denver Campus: 303-256-9348
- Charlotte Campus: 980-598-4636

University Email

JWU email accounts are another way the university may communicate with the university community in times of an emergency. Each member of the university community is assigned a JWU email account.

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 services and support for experiential education and career planning. Experiential Education & Career Services achieves this purpose through a team of qualified career professionals by providing expert advising, an array of career services and strategic partnerships with employers, faculty and staff. The goal is to empower students to make effective career choices and identify and pursue internships, secure employment and navigate lifelong career direction.

Experiential Education & Career Services offers a variety of internship programs and career services including a career management course, résumé critiques, mock interviews, career fairs, exposure to industry professionals, on-campus interviews and more. These services assist students in building skills to obtain employment and independently manage their careers.

EE&CS components include

- internship opportunities available in all colleges. Internship is designed to provide eligible students with practical work experience in their chosen field of study while they earn academic credit for the experience
- one-on-one advising and workshops from career professionals who assist with résumé development, networking skills, mock interviews, virtual interviewing practice software, job search strategies and planning for graduate-level programs
- a career management course for juniors that focuses on building customized résumés for individual job opportunities, developing an online professional profile, and gaining effective interviewing skills
- career planning tools and resources including major-specific résumé examples vetted by industry, virtual interviewing practice software, career-related guidebooks, and career and industry research subscriptions
- online job postings by employers who are looking to hire students for part- and full-time jobs (on and off campus) as well as internships
- networking opportunities with employers and industry professionals representing a broad range of fields, who visit campus each year to participate in on-campus interviewing and recruiting events and serve as guest lecturers and classroom speakers

Note: The Experiential Education & Career Services department does not guarantee employment.

Students are encouraged to contact the office of Experiential Education & Career Services for more details. For locations, hours and contact information, please consult the JWU Directory.

Information Technology

Johnson & Wales Information Technology (JWU IT) provides technology tools, services and support to the entire university community. The JWU IT website answers many questions on technology at JWU, including ulearn. Students can also email JWU IT (it@jwu.edu), chat online or call 866-JWU-HELP (866-598-4357) with any technology-related question.

Username and Password

Each student needs a username and password to access campus computers, JWU email, jwuLink, and other important university resources. New students will receive login instructions shortly after the reservation fee has been satisfied. Students are expected to log in frequently to their email and jwuLink accounts, which are accessible wherever internet access is available, on or off campus.

Note: If forgotten, a password reset tool is available that gives students the ability to securely reset their own password.

The email account is accessed at email.jwu.edu and can be set up on smartphones and mobile devices. This allows students to send and receive email. (If a student's status is made inactive by Student Academic & Financial Services, the associated email and network accounts are disabled within one business day. If a student's status returns to active within 30 days, the email and network account will be re-enabled. If a student's status returns to active after 30 days, a new email and network account will be created 24 hours after they have registered for courses. This may or may not be the same as the student's previous account, depending on availability.)

The jwuLink account is accessed at link.jwu.edu, which is the university's central web portal where students connect with all the different systems utilized by the university, such as Wildcat Housing, course registration, and the Grad Planning System. Students also access things like grades, financial aid, news and announcements, events, and much more. Upon graduation or departure from the university, students will continue to have access to their records via jwuLink.

Internet and Wi-Fi

Internet is available everywhere on campus with the JWU network, via WiFiJWU or a network cable.

To ensure the security of JWU's network, an authentication system checks for valid JWU user accounts so that only authorized users have access to it.

Anyone who uses the JWU network and related services must follow the policies and agreements set forth by the university. Violations or attempted violations will subject the violator to disciplinary and/or legal action by the university.

Protect Your Information

Identity theft is a concern and the university strongly suggests that all students take necessary precautions to prevent a prohibited user from accessing their JWU email and password. It is everyone's responsibility to protect their personal information; the university strongly cautions students against freely sharing this information. Contact JWU IT immediately if unauthorized access has occurred or is suspected.

University Web Policies

The contents of the JWU website are proprietary and as such are protected by federal, state and international copyright and trademark laws, or other proprietary rights. Refer to university policies and agreements for more information. Violations or attempted violations will subject the violator to disciplinary and/or legal action by the university.

JWU Global

JWU Global is comprised of four departments: English as a Second Language, the International Student Services Office, Study Abroad (p. 69), and (on the Providence Campus) the BRIDGE (p. 69):

- The English as a Second Language program offers instruction in English for academic purposes in a well-supported environment.
- The International Student Services Office offers comprehensive immigration and support services for all JWU international students visiting the US.
- Study Abroad provides international opportunities that foster global competencies and broaden academic perspectives.
- The BRIDGE Center, part of the BRIDGE initiative, promotes cross-cultural awareness and exchange.

Refer to the JWU Global webpage for further information about international and intercultural opportunities at Johnson & Wales.

JWU Global is at the following campus locations:

Providence

- Downcity Campus: Student Services Center
- Downcity Campus: Xavier Courtyard (the BRIDGE Center)

North Miami

- International Student Center (adjacent to the Commuter Lounge)

Denver

- Student Academic & Financial Services, Academic Center

Charlotte

- Student Academic & Financial Services, Gateway Village, Suite 160 (behind the University Bookstore)

The BRIDGE

BRIDGE stands for Building Relationships, Intercultural Dialogue and Global Engagement. The BRIDGE represents an integrated approach to international and intercultural engagement for JWU's diverse community. The BRIDGE offers educational programs, cultural events and social activities that support the university's goal of practicing local, national and global citizenship.

The BRIDGE

- aims to unite students from all backgrounds
- supports students in acclimating to campus life
- dismantles cultural barriers and encourages cultural exchange
- builds global learning and intercultural competencies within and beyond the classroom
- provides opportunities to socialize and network

The BRIDGE Center is located on the Providence Campus in the Xavier Complex and provides an active learning environment for students, faculty and staff, with an emphasis on cross-cultural awareness and understanding. The BRIDGE can also serve as a resource for the university's branch campuses.

Please contact JWUGlobal@jwu.edu for international and intercultural information and resources.

Study Abroad

JWU Global — Study Abroad works with all academic colleges on all campuses to offer a rich and varied portfolio of study abroad programs during the fall and spring semesters and winter and summer breaks for JWU and non-JWU students. Students are encouraged to visit the Study Abroad website for program information, online applications and to set up an appointment for study abroad advising on each of our four campuses. Students must meet all eligibility requirements to participate in Study Abroad, including good conduct standing, and JWU financial aid and scholarships can be applied. Opportunities exist for all majors and grade point averages, so adding an international experience to any plan of study is simple. JWU Study Abroad offers a broad range of affordable programs with the opportunity for additional internal and external scholarships for funding international experiences.

For more information, in addition to visiting the website, students should contact the appropriate Study Abroad campus resource.

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 network is comprised of the libraries on the JWU campuses in Providence, Rhode Island; North Miami, Florida; Denver, Colorado; and Charlotte, North Carolina, and combines traditional library services with a dynamic online information environment tailored to meet the needs of Johnson & Wales students on and off campus. The library on the Providence Campus is the main service provider for the College of Online Education.

Using their Wildcat email credentials, online students have 24/7 access to numerous research databases which provide a wide array of e-books, e-journals, maps, reports, images and videos. These resources are further enhanced by JWU participation in a worldwide inter-library loan network through which additional materials may be requested and shared with the requesting student.

Research guides and instructional tutorials developed by JWU librarians are also readily available online to guide the information discovery process. For additional support of student learning, librarians partner with online faculty and instructional designers in order to provide individualized assistance through the course management system. For quick help during library

operating hours, online students may chat with a librarian through IM or text message. Library hours are always posted on the Providence Campus library web page.

Lost and Found

Please consult a handbook for campus-specific lost and found policies.

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 offer notifications, financial questions and procedures.

Student Academic Services

Student Academic Services (SAS) ensures the accuracy, integrity and security of academic records in compliance with institutional policies, as well as related state and federal laws and regulations, while advising students to achieve their educational goals, transition to new academic and social communities, develop sound academic and career goals, and, ultimately, become successful learners.

The team members in SAS provide a variety of services that support our university community's students, faculty and staff. Our core functions are

- academic counseling
- catalog and handbook production
- course inventory administration
- course scheduling
- degree audit configuration
- degree conferral
- diploma services
- document management
- enrollment certification
- grade processing
- registration
- room scheduling
- student academic records
- transcript services
- transfer credit evaluation
- university academic calendar
- veteran certification

Please refer to the following for additional information:

- Academic Counseling/Advising
- Faculty Course Administration
- Grad Planning System (GPS)
- Registration
- Student Academic & Financial Services
- Testing Services

For the locations, hours and contact information of each campus Student Academic Services, please consult the JWU Directory.

Student Financial Services

Financial Aid and Planning

There are two types of financial assistance (grants and loans) offered to online students through the Free Application for Federal Student Aid (FAFSA). In many cases, qualified students receive a financial aid package which may include both types of financial aid. Students are reminded to file for financial aid each year as soon as possible after October 1 to gain access to the maximum amount of financial aid.

Financial planners are available to assist students with the FAFSA process, which determines eligibility for federal need-based aid. Financial planners also advise students on options to pay for educational expenses after financial aid, including semester payment plans, monthly payment plans and additional loan options.

For assistance in selecting payment options or making financial arrangements to meet educational expenses, contact Online Student Services by email (SAS.ONL@jwu.edu).

Student-Alumni Relations

Alumni Relations provides opportunities for students to network with alumni through the **Student Alumni Association (SAA)**. The purpose of SAA is to engage current students as "*students today and Wildcats forever*." This will be accomplished through specialized programming and activities designed to foster pride, spirit and traditions, while educating students about philanthropy and alumni involvement.

Alumni Relations also facilitates campus initiatives and events such as Alumni Leaders on Campus, where students can interact with alumni and build their professional networks.

For more information and to join the Student Alumni Association, please contact Alumni Relations at alumni@jwu.edu.

Tutoring Services for Online Students

The College of Online Education provides student writing support geared specifically to students enrolled in online courses. Students receive support for completing research and writing assignments, with a focus on developing the writing skills that are important to employers. Support is provided via phone, web conferencing, email, and in-person.

The Academic Success Center offers in-person tutoring in the undergraduate subjects of accounting/business, math, nutrition, and science to online students living near a campus.

Students also have access to Smarthinking, an online tutoring support service available 24 hours, seven days a week. Smarthinking offers live and virtual support in many subject areas.