



L'ÉCOLE
CULINAIRE

SAINT LOUIS



2011-2012 CAMPUS-CATALOG



L'ÉCOLE
CULINAIRE

S A I N T L O U I S

2011-2012 COURSE CATALOG

VOLUME V

9811 South Forty Drive, St. Louis, MO 63124

Phone: 314-587-2433 | Fax: 314-587-2430

9807 South Forty Drive, St. Louis, MO 63124

Phone: 314-587-2433 | Fax: 314-872-6919

VOLUME V:

Published: April, 2011

Copyright: 2011

The information contained in this catalog is true and correct to the best of my knowledge.

Jane McNamee

Campus Director



A MESSAGE FROM THE PRESIDENT

Dear L'École Students,

It is the primary goal of L'École Culinaire to provide our students with a productive and interactive academic learning environment. Our facilities house industry standard learning tools which provide our students the ability to achieve their academic goals.

The L'École Culinaire staff is dedicated to assisting our students with their educational careers by providing friendly, knowledgeable guidance. Making the decision to return to school is a life changing decision which will positively impact one's personal and professional life.

It is our hope that L'École Culinaire offers you the skills, knowledge and guidance that you seek as you transition into your chosen career path.

Possessing an education is a lifetime investment which will hopefully assist you in achieving the goals that you have set for yourself.

We welcome you to L'École Culinaire and hope your learning experience is one that is both fulfilling and rewarding to your personal growth.

Sincerely,

Pamela Bell

President

Vatterott Educational Centers, Inc.

| | |
|--------------------------------------|----|
| ABOUT L'ÉCOLE CULINAIRE | 7 |
| ADMISSIONS INFORMATION | 11 |
| FINANCIAL INFORMATION | 16 |
| ACADEMIC INFORMATION | 31 |
| STUDENT INFORMATION & SERVICES | 51 |
| PROGRAM OFFERINGS | 66 |
| ADVISORY COMMITTEES | 82 |
| APPENDIX A | 85 |
| APPENDIX B | 86 |
| APPENDIX C | 93 |



ABOUT L'ÉCOLE CULINAIRE



ABOUT L'ÉCOLE CULINAIRE

OUR PHILOSOPHY

The student is our primary concern at L'École Culinaire. We are student-centered and committed to giving full attention and effort to the development of our students' skills.

Our focus on the student affects every aspect of the educational program. Recruitment, admissions, training, and career services policies are designed to develop a student's abilities, attitude, and interests so that he/she becomes a skilled and successful employee.

Our training goal is to provide the basic skills and understanding of common techniques and procedures required for employability. Higher-level technical skills are also offered to qualified students.

Our program is dedicated to achieving maximum development of each student's skills and personal potential so that he/she is qualified to begin employment in a trade or vocation. The skills and work attitudes taught at L'École Culinaire are of practical use to the student in his/her chosen career and ensure successful adjustment to the work environment. Our requirements for graduation are demanding.

HISTORY OF L'ÉCOLE CULINAIRE

On February 9, 2004, Vatterott College – Des Moines campus submitted the Application for a Branch Part I and Part II for the establishment of a branch location, L'École Culinaire, located in St. Louis, Missouri, On September 30, 2004, the Commission for the Career Schools and Colleges of Technology granted initial recognition accreditation for L'Ecole Culinaire and approved the applications for Approval of a Degree program for the Associate of Occupational Studies in Baking and Pastry Arts and Associate of Occupational Studies in Culinary Arts. Additionally, the Commission approved the New Program Report for the Culinary Essentials (diploma) program.

L'École Culinaire received its renewal of accreditation in 2006 for a period of five years. Subsequent changes include the discontinuance of the Baking and Pastry program in 2008, and the addition of a 6,000 square foot adjacent facility to accommodate growth. A new degree program, Culinary Management, was added to the program offerings in 2009.

ACCREDITATION, AUTHORIZATION AND APPROVALS

L'École Culinaire is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), in Arlington, Virginia. The Accrediting Commission of Career Colleges and Schools is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

The Culinary Arts Associate of Occupational Studies Degree and Culinary Essentials Diploma programs are accredited by ACFEF.

CERTIFICATIONS

Certified to Operate by the Coordinating Board for Higher Education, State of Missouri.

CAMPUS LOCATION

L'Ecole Culinaire
9807 South Forty Drive
St. Louis, MO 63124
(314) 587-2433

9811 South Forty Drive
St. Louis, MO 63124
(314) 587-2433

Administrative Offices
9807 South Forty Drive
St. Louis, MO 63124
(314) 587-2433

CAMPUS FACILITIES

L'École Culinaire St. Louis, Missouri Campus -
Branch of Main Campus, Vatterott College - Des Moines, Iowa

The facilities at 9811 South Forty Drive contain approximately 27,986 square feet devoted to classroom and lab/kitchen facilities for training. Classrooms contain computers needed for instruction and lab/kitchen areas contain student work stations with stoves, ovens, sinks, warming units, and all other supplies/equipment needed for training in the culinary arts. Library resource materials are available to students beyond normal school operation hours.

Maximum class size is 30 students. Enrollment Capacity: 200 students per session. The addition of 9807 South Forty Drive contains approximately 6,000 square feet; 2,400 of this space is devoted to a culinary lab, a presentation dining room and a lecture room. The remainder of the building is devoted to administration.

ABOUT L'ÉCOLE CULINAIRE

Theory classes are limited in size to a 30:1 student/teacher ratio and labs are limited to a 25:1 ratio.



ADMISSIONS INFORMATION



ADMISSIONS INFORMATION

ADMISSIONS POLICY

Students should apply for admission as soon as possible in order to be accepted for a specific program of study and start date.

All applicants are required to complete a personal interview with an education coordinator, either in person or by telephone, depending upon the distance from the institution. Parents and/or significant others are encouraged to attend. This gives applicants and their families an opportunity to see and learn about the institution's equipment and facilities and to ask questions relating to the institution's curriculum and career objectives. Personal interviews also enable institution administrators to determine whether an applicant is a strong candidate for enrollment into the program.

Applicants must have a minimum of a High School Diploma or General Education Diploma (GED).

The following items must be completed at the time of registration:

- Application for Admission
- Enrollment Agreement (if applicant is under 18 years of age, it must also be signed by parent or guardian)
- Request for high school or GED transcript (and college transcripts, where applicable)
 - Applicants with home school diplomas are required to present evidence to validate the credential. In the event the home school diploma cannot be verified by the state authority, the applicant is required to complete the GED and provide copy of transcript
 - Students may be granted provisional acceptance pending the receipt of an official high school or GED transcript. All transcripts will be verified by the campus registrar according to predetermined verification standards in place at all L'École Culinaire campuses. Upon verification, the student will receive full admission into the program. If L'École Culinaire cannot obtain the official high school or GED transcript by the end of week 5 of the initial term of enrollment, the student's enrollment will be cancelled. Exceptions may be granted by the Chief Academic Officer for students that provide official transcripts from another accredited post-secondary institution.
- Financial aid forms (if applicant wishes to apply for financial aid)
- Reference Sheet

- Payment of registration fee (non-refundable unless applicant is denied admission or cancels application within three business days of the institution's receipt of the application and fee)

The institution reserves the right to reject applicants if the items listed above are not successfully completed.

RE-ENTERING STUDENTS

Students who have previously attended the institution will be subject to the same admission requirements and procedures as new applicants, with the exception of the registration fee. The registration fee will be waived for all students who re-enter less than a year after leaving the institution. All re-entering students must complete a new Enrollment Agreement and are charged the rate of tuition in effect at the time of re-entry.

Students that were dismissed or withdrew for any reason other than grades or failing to make Satisfactory Academic Progress while on academic probation must write an appeal letter and receive approval from the Director of Education prior to re-enrollment.

Students that were dismissed due to grades or failing to make Satisfactory Academic Progress are not eligible for re-enrollment. These students can appeal using the Grievance Policy.

NON-DEGREE NON-PROGRAM

It is the policy of L'École Culinaire to permit Non-Degree Non-Program students to enroll on a term-by-term basis in up to two terms or a maximum of 27 quarter-credit hours without declaring intent to seek a diploma or degree. Students enrolled as Non-Degree Non-Program are not required to have a high school diploma or GED. Prospective students under the age of 18 must have written consent from a parent or legal guardian prior to enrollment.

To be eligible for a diploma or degree, Non-Degree Non-Program students must declare their intent to obtain a diploma or degree in writing to the registrar. To complete the enrollment into a diploma or degree program, the student must submit a signed letter of intent to the campus registrar and complete the necessary enrollment and change of status paperwork. Transfer credit will be granted under the Vatterott Educational Centers, Inc., transfer credit policy as outlined in this catalog.

INSTITUTIONAL CALENDAR

New classes begin frequently. For a particular course, please contact the institution for the exact start dates or refer to the calendar section of this catalog.

ADMISSIONS INFORMATION

Classes are not held on the following holidays: New Year's Day, Martin Luther King's Birthday, President's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Columbus Day, Veterans Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve.

TUITION/FEEES POLICIES

- Tuition may either be paid in full upon enrollment or complete payment must be accounted for on the Information Sheet for Student Tuition Financing (Tuition Proposal).
- All tuition payments are to be made in accordance with the terms of the Enrollment Agreement/Retail Installment Contract. Special circumstances that may warrant other payment terms are granted only at the discretion of the institution.
- Any student delinquent in the payment of any sum owed to the institution may be suspended from the institution, at the institution's sole discretion, until the institution receives payment of all such delinquent sums, or the student makes arrangements to pay such delinquent sums. Arrangements to pay must be accepted by the institution.
- In the event of withdrawal by the student, tuition refunds will be made according to the terms of the Enrollment Agreement.
- If a student repeats any portion of a term based program, the student must pay tuition and fees applicable to such portion of the program and execute a written addendum to the Enrollment Agreement with the institution, specifying the terms of the repeat.

See Tuition & Fees section of this catalog for current tuition and fees. (If missing, notify the institution.)

ADD/DROP PERIOD

Add/Drop Period is the first two weeks (14 calendar days) of the term. A student cannot add a course that no longer has course offerings during the add/drop period. In order to add the course, the student must be able to attend at least one course session during the add/drop period.

Any initial enrollment student* who fails to attend a combined 50% of the scheduled clock hours or quarter credit hour classes in the first two weeks of their initial term of enrollment will have their entire enrollment cancelled by the institution. Initial enrollment students who fail to attend individual courses during the add/drop period will be cancelled from the individual course, which may impact financial aid

eligibility. Initial enrollment students, however, may request to withdraw at any time within the first two weeks of a term. If that request is received by the end of the second week of the initial term of enrollment, the student will be considered a cancel.

Any student not considered an initial enrollment student who fails to attend all classes during the add/drop period will be withdrawn from the institution and issued a grade of W. Any student not considered an initial enrollment student will be withdrawn from individual courses that had no attendance during the add/drop period and issued a grade of W, which may impact financial aid eligibility.

A student is not eligible for financial aid for any course in which no attendance has been recorded.

Students can appeal their enrollment cancellation in writing to the Director of Education within 1 business day of cancellation.

**An initial enrolment student is: any student that is starting classes for the first time at a Vatterott Educational Centers, Inc. school., a student that is in their initial period of re-enrollment or a student in their initial period of enrollment in a subsequent program after completing or graduating from the previous program.*



FINANCIAL INFORMATION



FINANCIAL INFORMATION

It is the goal of L'École Culinaire to assist every eligible student in procuring financial aid to enable the student to attend the institution. The institution participates in various federal and state student financial assistance programs. The financial aid programs are designed to provide assistance to students who are currently enrolled or accepted for enrollment, but whose financial resources are inadequate to meet the full cost of their education.

The primary responsibility for meeting the costs of education rests with the individual student and their families. Financial aid will be determined by a student's need, eligibility factors, enrollment status, and fund source availability, regardless of sex, age, race, color, religion, creed or national origin. Need is defined as the difference between the cost of attendance for one academic year and the amount a student's family can be reasonably expected to contribute to this cost of attendance for the same period.

CONSUMER INFORMATION

Most of the information dissemination activities required by the Higher Education Amendments of 1986 have been satisfied within this catalog. However, student finance personnel are available, in accordance with federal regulations, to discuss consumer information in more detail with current and prospective students.

FINANCIAL AID ELIGIBILITY

In order to be eligible for financial aid, a student must:

- Complete and submit a Free Application for Federal Student Aid (FAFSA).
- Meet the Basis of Admissions for the institution and be enrolled as a regular student in an eligible program of study on at least a half-time basis (With the exception of Pell and FSEOG.);
- Have a high school diploma, a General Education Development (GED) certificate, or meet other standards established by the state and approved by the U.S. Department of Education
- Be a U.S. citizen or national, or an eligible non-citizen. Verification of eligible non-citizen status may be required;
- Demonstrate financial need (except for some loan programs) as determined by a need analysis system approved by the Department of Education;
- Maintain satisfactory academic progress;
- Provide required documentation for the verification process and determination of dependency status;

FINANCIAL INFORMATION

- Have a valid Social Security Number;
- Not have borrowed in excess of the annual aggregate loan limits for the Title IV financial aid programs;
- Be registered for the Selective Service, if required;
- Not be in default or owe a repayment on a Federal Student Aid grant or loan
- Not have been convicted under Federal or State law of possession or sale of illegal drugs while receiving Federal Student Aid
- Provide the Office of Financial Aid any required documentation in cases of verification or resolving conflicting information or comment codes
- Repay any financial aid received as a result of inaccurate information (Any person who intentionally misrepresents facts on the application violates federal law and may be subject to a \$20,000 fine and/or imprisonment)
- Notify the Office of Financial Aid of changes in enrollment status or of additional resources received

STUDENTS CHOSEN FOR VERIFICATION

Each year certain students are randomly chosen to provide documentation to verify that all information submitted on the FAFSA is correct. If a student is chosen for verification, all documents must be submitted to the Financial Aid Department no later than the fifth week of the first term for which the student is enrolled in the award year. Students who do not supply the needed documents within the five week time frame will be dismissed from the institution if alternative methods of payment are not resolved.

APPLICATION FOR FEDERAL STUDENT AID

To apply for financial aid, a student must complete the Free Application for Federal Student Aid (FAFSA). The application must be completed with extreme care and accuracy. Our Student Financial Aid Department is available to assist students in the completion of this form and to answer any questions. Students may also complete this application online at www.fafsa.ed.gov and click "Fill out a FAFSA". To fill out the FAFSA a student will need access to prior year tax information and possibly parental tax information if the student is under the age of 24 and unmarried with no dependents. If a student did not file taxes in the previous year, proof of earnings will be needed.

The FAFSA is used to determine eligibility for all types of financial aid programs. Once processed, the application will produce an Expected Family Contribution (EFC) which determines eligibility for all types of Federal Student Aid. Financial aid from federal programs is not guaranteed from one year to the next; therefore it is necessary for each student to reapply every year.

NEED AND COST OF ATTENDANCE

Once the FAFSA is completed, the information will be used in a formula established by Congress that calculates need and helps determine eligibility of available funds. When combined with other aid and resources, a student's federal student aid package may not exceed the cost of attendance.

SATISFACTORY ACADEMIC PROGRESS AND THE RECEIPT OF FEDERAL FINANCIAL AID

Students must meet the standards of satisfactory academic progress in order to remain eligible to continue receiving financial assistance as well as to remain eligible to continue as a regular student of the institution.

Satisfactory academic progress for purposes of continuing eligibility for federal financial assistance is determined by applying the cumulative grade point average (CGPA) requirements, progression towards completion requirements, maximum completion time restrictions, warning and probation provisions, suspension and dismissal procedures, and appeals procedures as outlined in the Academic Information section of this catalog.

Satisfactory academic progress is evaluated at the end of each term of enrollment. A student who fails to meet either the cumulative grade point average or rate of progress requirements for satisfactory academic progress will be placed on financial aid warning for one term and remain eligible for federal financial aid. If the student fails to meet the required standards by the end of the financial aid warning term, the student is not eligible to participate in the federal financial aid programs until satisfactory academic progress is regained after completing at least one additional term of enrollment. Eligibility for participation in the federal student aid programs will be reinstated when the student meets both the cumulative grade point average and rate of progress requirements.

Students who have been academically dismissed are no longer active students of the institution and are ineligible for federal student aid. Following dismissal, reinstatement of financial aid eligibility will occur only if a student's appeal (see section below) is granted, or after re-admittance and meeting satisfactory academic progress after completion of at least one additional term of enrollment.

APPEALS FOR FINANCIAL AID REINSTATEMENT RELATED TO SATISFACTORY ACADEMIC PROGRESS

Students who believe they have extenuating circumstances such as the death of a student's relative, a student's injury or illness, or other circumstances that result in undue hardship to the student which impaired their ability to meet satisfactory academic progress standards, must appeal their case no later than one week after the term ends.

Appeals and supporting documentation must be submitted in writing to the Director of Education at the student's campus. If the appeal is approved by the Corporate Director of Financial Aid, the student will be placed on financial aid probation and will be allowed to receive federal student aid funds for a maximum of one additional term of enrollment. If, after this time period, the student still does not meet these standards, he/she will be ineligible to receive federal funding until satisfactory academic progress is regained after completing at least one additional term of enrollment.

FEDERAL PELL GRANT

This grant program is considered gift aid and is designed to assist needy undergraduate students who desire to continue their education beyond high school. Every student is entitled to apply for a Federal Pell Grant by filling out a FAFSA. Eligibility is determined by a standard U.S. Department of Education formula which uses family size, income and resources to determine need. The actual amount of the award is based upon the cost of attendance, enrollment status, the expected family contribution, and the amount of money appropriated by Congress to fund the program. The Federal Pell Grant makes it possible to provide a foundation of financial aid to help defray the cost of a postsecondary education. Unlike loans, the Federal Pell Grant does not usually have to be paid back.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

The FSEOG is a grant program for undergraduate students with exceptional need. Recipients must also be eligible for a Federal Pell Grant. FSEOG is awarded to students with the greatest need. The federal government allocates FSEOG funds to participating institutions. This is a limited pool of funds, and the institution will determine to whom and how much it will award based on federal guidelines.

ACADEMIC COMPETITIVENESS GRANT (ACG)

The ACG grant is available to students who have completed a rigorous program of study during high school and are in the first or second years of enrollment in an eligible program. The Academic Competitiveness Grant is available for a first year undergraduate student who graduated from high school after January 1, 2006, and for a second year undergraduate student who graduated from high school after January 1, 2005. The Academic Competitiveness Grant is in addition to the student's Pell Grant award. To be eligible, the student must be enrolled at least half-time in an eligible degree program and must receive a Pell grant in the same award year. Other eligibility requirements may apply. Contact the financial aid office for details. This grant program will no longer be available after July 1, 2011.

NATIONAL SCIENCE AND MATHEMATICS ACCESS TO RETAIN TALENT GRANT (NATIONAL SMART GRANT)

This grant is available to students who are enrolled at least half-time in a bachelor degree program and are in the third and fourth years of designated programs of study. To be eligible, the student must receive a Pell grant in the same award year and meet various other eligibility criteria, including maintaining a cumulative grade point average (GPA) of at least 3.0 in coursework required for the major. Contact the financial aid office for details. This grant program will no longer be available after July 1, 2011.

FEDERAL STAFFORD STUDENT LOANS

Federal Stafford Loans are provided through the William D. Ford Federal Direct Loan (Direct Loan) Program. The federal government, through the U.S. Department of Education, is the lender. These loans must be repaid after a six month grace period following graduation, withdrawal from school, or entering a status of less than half time enrollment. These loans require a Master Promissory Note (MPN). These loans must be used to pay for direct and/or indirect educational expenses.

A subsidized loan is awarded on the basis of financial need. If a student is eligible for a subsidized loan, the government will pay (subsidize) the interest on the loan while the student remains in school, for the first six months after the student leaves school, and if the student qualifies to have payments deferred.

Unlike a subsidized loan, an unsubsidized loan is not need-based. The student is responsible for the interest from the time the unsubsidized loan is disbursed until it is paid in full. The student may choose to pay the interest on a quarterly basis or allow it to accrue (accumulate) and be capitalized (that is, added to the principal

FINANCIAL INFORMATION

amount of your loan). Capitalizing the interest will increase the amount the student must repay in the end.

FEDERAL STAFFORD PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS)

Parents may be eligible to borrow a PLUS Loan to help pay their child's education expenses if the student is a dependent undergraduate enrolled at least half time in an eligible program at an eligible school. Parent(s) must have an acceptable credit history. This loan is not need-based. The interest rate for 2011-12 is a fixed 7.9%. Generally, the first payment is due within 60 days after the loan is fully disbursed. There is no grace period for these loans and; interest begins to accumulate at the time the first disbursement is made. Parents must begin repaying both principal and interest while the student is in school.

PRIVATE LOANS

Students may apply to various lending institutions outside the school who offer loans to help cover the gap between the cost of education and the amount of federal student aid the student has been awarded. Interest rates and fees vary by program and may be determined by the applicant's credit history. Students are encouraged to apply with a co-borrower to secure the best terms and loan approval.

SCHOLARSHIPS

Make-the-Grade Scholarship – L'École Culinaire offers the Make-the-Grade Scholarship to any high school graduate who enrolls at L'École Culinaire within one year of high school graduation. The Make-the-Grade scholarship is a tuition remission scholarship that allows the student a \$25 tuition credit for every semester grade of A and \$20 for every semester grade of B that he/she received in high school, with a limit of \$1,000. Contact the Admissions Department for a scholarship application.

L'École Culinaire Top-Student Scholarship – The Top-Student Scholarship is an institutional scholarship available in terms 1-8 to all L'École Culinaire students that meet certain requirements.

SCHOLARSHIP REQUIREMENTS

In order to qualify for the scholarship, candidates must meet all of the following criteria:

- Complete the term with at least 95% attendance of scheduled days for the term.

- Have a cumulative GPA of at least a 2.5 at the end of the term.
- Have a term GPA of at least a 3.0.
- Be enrolled as a full time student in term 1, 2, 3, 4, 5, 6, 7 or 8 of the culinary degree or diploma program.

Qualification for the scholarship is for the term most recently completed and may be earned each eligible term of the program based on the criteria above. Please contact the Director of Education for further information.

OTHER FINANCIAL RESOURCES

There are other potential resources you should consider for financing your education. Scholarship aid is often available from high school organizations, church groups, and social, civic, and fraternal organizations with which you or your parents may be affiliated. Many companies provide scholarship aid for children of employees, while others provide tuition assistance to students who work for them part-time or full-time.

Veterans Educational Benefits – L'École Culinaire is approved for the training of veterans and veterans' children in accordance with the rules and regulations administered by the United States Department of Veterans Affairs. Representatives of the Department of Veterans Affairs, the individual State Approving Agencies, and the Financial Aid Office, are available to advise you on eligibility for veterans' educational benefits.

Be sure to contact the financial aid office regarding filing of proper forms to plan your benefits well in advance of the start date for the class in which you desire to enroll.

The Department of Veterans Affairs may pay monthly educational allowances to qualified students to help defray the cost of tuition and living expenses. For further information, contact the Department of Veterans Affairs, the State Approving Agency, or a financial aid officer at L'École Culinaire. **PLEASE NOTE: STUDENTS ARE RESPONSIBLE FOR THEIR TUITION PAYMENTS, NOT THE DEPARTMENT OF VETERANS AFFAIRS.**

NOTE: All L'École Culinaire locations may not be eligible for Veterans Educational Benefits by the Department of Veterans Affairs. Please check with the School Director for the State Approving Agency representative in your area.

Government Sponsored Programs – L'École Culinaire accepts qualified students eligible to participate in various state- administered programs. Contact the School Director for details.

FINANCIAL INFORMATION

Veterans Yellow Ribbon Program - L'École Culinaire accepts all qualified veterans and their qualified dependent children in this program. Not all campuses may be approved to offer said program so a student should check with the Certifying Official within the campus Financial Aid office.

Company Tuition Reimbursement - L'École Culinaire may be approved as a training facility in your area. It is recommended that you check with the Human Resources office of your particular employer for reimbursement policies.

ENTRANCE AND EXIT INTERVIEW/LOAN COUNSELING

The Department of Education requires that any student receiving a Federal Stafford Loan be notified concerning their loans. The institution requires counseling upon entrance and upon exiting the institution. Each student is counseled regarding loan indebtedness and each student must participate in an entrance counseling regarding the loans to make sure the student understands the amount borrowed and the student's rights and responsibilities regarding repayment.

Students must report to the Financial Aid Office prior to withdrawal, graduation, or advance knowledge that they will drop below half time enrollment status for loan exit counseling. The purpose of this session is to inform the student of their tentative total loans received while in attendance at the institution, refunds that may be made, and to provide the student with an estimated payment amount. Debt management strategies as well as how students can access loan information are provided to the student during exit counseling. Information is also provided on repayment plans and options, loan forgiveness, forbearance, cancellation, the consequences of default, potential tax benefits, NSLDS access, and how to contact the FSA Ombudsman are also discussed. If the student is unable to meet with the Financial Aid Office, an exit interview will be mailed which includes instructions on how to access loan information through Interactive electronic means.

ORDER OF RETURN OF SFA PROGRAM FUNDS

Title IV funds credited to outstanding loan balances for the payment period or period of enrollment for which a return of funds is required must be returned in the following order;

1. Unsubsidized Stafford Loan Program;
2. Subsidized Stafford Loan Program;
3. Unsubsidized Direct Stafford loans (other than PLUS loans);
4. Subsidized Direct Stafford loans;
5. Federal Perkins Loan Program;

6. Federal PLUS loans;
7. Federal Direct PLUS loans;

If funds remain after repaying all loan amounts, those remaining funds must be credited in the following order:

1. Federal Pell Grants for the payment period for which a return of funds is required;
2. Academic Competitiveness Grants for which a return of funds is required;
3. National Smart Grants for which a return of funds is required;
4. Federal Supplemental Educational Opportunity;
5. Grant (FSEOG) for which a return of funds is required;
6. Other assistance under this Title for which a return of funds is required.

Refunds to any of the Title IV or State programs will be paid within 45 days or the timeframe established by the appropriate regulatory authority, whichever is shorter.

REFUND POLICY

After the last day of the add/drop period for each term, as defined in the school catalog, no refunds or adjustments will be made to tuition for STUDENTS withdrawing from individual classes but otherwise still enrolled. Refunds are made for STUDENTS who withdraw or are withdrawn from the COLLEGE prior to the completion of their program. Refunds will be based on the current tuition charge incurred by the STUDENT at the time of withdrawal, not the amount the STUDENT has actually paid. Tuition and fees attributable to any future periods of enrollment that have not yet been charged will not be assessed. Any books, equipment, and/or uniforms that have been issued are nonrefundable. When a STUDENT withdraws from the COLLEGE, he/she must complete a STUDENT withdrawal form with the Registrar or Director of Education. Refunds will be calculated according to the following formula.

It is understood that any terms extended to any STUDENT are for convenience in paying the tuition and fees and are not in any way to be considered as payment(s) for periods of time. By accepting applications, the COLLEGE has assumed the obligation of furnishing a complete program, instructors, equipment, laboratories, classrooms and other facilities necessary for teaching those programs at the stated offered tuition cost for the program and with the understanding that refunds will be made per academic term only as follows:

- A. Refund to STUDENTS attending the COLLEGE for the first time (first academic term):

FINANCIAL INFORMATION

The COLLEGE shall refund unearned tuition, fee, room and board, and other charges as set forth in state or federal regulations, if applicable. In the absence of state or federal regulations, the COLLEGE shall make a pro rata refund of tuition, fees and other charges as defined below.

1. A pro rata refund is a refund of not less than their portion of the tuition, fees and other charges assessed the STUDENT by the institution equal to the portion of the period of enrollment for which the STUDENT has been charged that remains on the last day of attendance by the STUDENT. (Total number of weeks comprising the period of enrollment for which the STUDENT has been charged into the number weeks remaining in that period as of the last recorded day of attendance by the STUDENT.) The refund will be rounded down and to the nearest 10% of that period, less an unpaid charge owed by the STUDENT for the period of enrollment for which the STUDENT has been charged, less an administrative fee of \$100.00.
2. For a STUDENT terminating training after completing more than 60% of the period enrollment, the COLLEGE may retain the entire contract price of the period of enrollment, including an administrative fee of \$100.00.

B. Refund subsequent periods or non first-time STUDENTS:

The COLLEGE shall refund unearned tuition and fees as set forth in applicable state or federal regulations to a STUDENT attending an institution for second and subsequent enrollment periods. Refunds will be calculated based upon the last day of attendance. In the absence of state or federal regulations, the COLLEGE shall make a refund of tuition and fees and other charges as set forth below:

1. During the first week of classes, the COLLEGE shall refund at least 90% of tuition; thereafter,
2. During the first 25% of the period of financial obligation, the COLLEGE shall refund at least 55% of tuition; thereafter,
3. During the second 25% of the period of financial obligation, the COLLEGE shall refund at least 30% of tuition.
4. In case of withdrawal after this period, the COLLEGE may commit the STUDENT to the entire obligation.

C. Refunds will be made within 30 days after the COLLEGE determines the STUDENT has withdrawn.

- D. A student who withdraws from the College as a result of the student being called into active duty in a military service of the United States may elect one of the following options for each program in which the student is enrolled:
1. A full refund of any tuition and refundable fees for the academic term in which the student is enrolled at the time of withdrawal. No refund will be given for any academic term the student has completed.
 2. A grade of incomplete with the designation “withdrawn-military” for the courses in the program in which the student is enrolled at the time of withdrawal and the right to re-enroll in those courses, or substantially equivalent courses if those courses are no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition and fees other than any previously unpaid balance of the original tuition, fees and charges for books for the courses.
 3. The assignment of an appropriate final grade or credit for the courses in which the student is enrolled at the time of withdrawal, but only if the instructor or instructors of the courses determine that the student has: Satisfactorily completed at least 90 percent of the required coursework; and demonstrated sufficient mastery of the course material to receive credit for the course.

RETURN OF TITLE IV FUNDS

A recipient of Federal Title IV* financial aid who withdraws or is dismissed from school during a payment period (or term) in which the student began attendance will have the amount of Title IV Funds he/she did not earn calculated according to a pro-rata formula in federal regulations. For example if the student completed 30% of the payment period (or term), the student earns 30% of the assistance they were scheduled to receive for that payment period. Once the student has completed more than 60% of the payment period (or term), all of the assistance scheduled for that period is earned.

The amount of the Title IV earned and the amount of Title IV not earned will be calculated using the federal formula based on the amount of Title IV financial aid that was disbursed or could have been disbursed for the payment period upon which the calculation was based.

If the recipient did not receive all of the funds that were earned, the student may be eligible for a post-withdrawal disbursement. If the post-withdrawal disbursement includes eligible federal student loan funds, the school must get the borrower’s permission before it can disburse. The student may choose to decline some or

FINANCIAL INFORMATION

all of the loan funds. The school is authorized to use all or a portion of the post-withdrawal grant funds for tuition, fees, books and supplies. To apply remaining post-withdrawal grant funds to other school related charges, the school must obtain permission. However, it may be in the student's best interest to allow the school to keep the funds to reduce the debt to the school.

Only funds for which a student is eligible may be disbursed as post-withdrawal disbursements. For example, if the student is a first-time first-year undergraduate student and has not completed at least the first 30 calendar days of the program prior to withdrawal, no Stafford loan funds will be disbursed.

If the student receives (or the school or parent receives on the student's behalf) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of:

1. The student's institutional charges multiplied by the unearned percentage of the funds, or
2. The entire amount of excess funds.

The school must return this amount even if it did not keep this amount of Title IV program funds. If the school is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that the student must return, the student (or parent for a PLUS loan) repay in accordance with the terms of the promissory note. That is, the borrower(s) make scheduled payments to the holder of the loan over a period of time.

An overpayment occurs when the student receives more federal aid than he or she was eligible to receive. If the school is able to reduce loans or send back grants to resolve the overpayment, it will do so. If the student is no longer enrolled, the student may be held responsible for all overpayments.

The requirements of Title IV program funds when the student withdraws are separate from any refund policy that the school may have. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also charge the student for any Title IV program funds that the student was required to return. See the college's Tuition Refund Policy and instructions regarding the requirements and procedures for official withdrawal from school elsewhere in this catalog. For answers about Title IV program funds, one can call the Federal Student Aid Information Center at 1-800-4 Fed Aid (1-800-433-2143). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

**Title IV programs are Federal Pell Grants, Academic Competitiveness Grants, National SMART grants, Stafford Loans, PLUS loans and Federal Supplemental Educational Opportunity Grants (FSEOG).*

WITHDRAWAL DATE/POLICY

The withdrawal date is used to determine when the student is no longer enrolled at L'École Culinaire and is defined as:

- The date the student began the official withdrawal process, either by submitting an official withdrawal form to the Registrar or Director of Education or by verbally communicating the student's intent to the Registrar or Director of Education, and ceasing to attend classes or other institution activities. A student who submits a completed official withdrawal form or verbally communicates his/her intent but who continues to attend classes or other institution activities will not be considered to have officially withdrawn from the institution; or
- The date the student exceeds the attendance policy; or
- The date the student does not return from an official LOA, or
- The date the student fails to meet the Satisfactory Academic Progress policy; or
- The date a student is determined to have violated any other applicable institutional policy or federal regulation that results in withdrawal.

Please note that the above policy may result in a reduction in institution charges that is less than the amount of Title IV financial aid that must be returned. Therefore, the student may have an outstanding balance due to the institution that is greater than that which was owed prior to withdrawal.

Students may obtain a copy of the official withdrawal form from the Registrar or the Director of Education.

Students who choose to withdraw or are withdrawn from the Institution may be required to sit out a minimum of 10 weeks before being allowed to re-enroll. Documentation of changes in personal circumstances that resulted withdrawal must be presented for re-enrollment.

LAST DAY OF ATTENDANCE

For Federal student loan reporting purposes, as well as refund calculations, the student's last day of attendance will be the last recorded day the student attended an on ground class, or the last day the student logged into an online course for those taking online classes.



ACADEMIC INFORMATION



ACADEMIC INFORMATION

GRADING SYSTEMS

Grade reports are available to students at the completion of each term. Grades are based on the quality of work as shown by written tests, laboratory work, term papers, and projects as indicated on the course syllabus. Earned quality points are calculated for each course by multiplying the quality point value for the grade received for the course times the credit hour value of the course. For example, a 4.0 credit course with a grade of B would earn 12.0 quality points [credit value of course (4) times quality point value of B (3)]. The Cumulative Grade Point Average (CGPA) is calculated by dividing the total earned quality points by the total attempted credits.

| Letter Code | Numerical Percentage | Description | Included in Hours Earned | Included in Hours Attempted | Included in CGPA | Quality Points |
|-------------|----------------------|-----------------------|--------------------------|-----------------------------|------------------|----------------|
| A | 90 – 100 | Outstanding | Yes | Yes | Yes | 4.00 |
| B | 80 – 89 | Above Average | Yes | Yes | Yes | 3.00 |
| C | 70 – 79 | Average | Yes | Yes | Yes | 2.00 |
| D | 60 – 69 | Below Average | Yes | Yes | Yes | 1.00 |
| F | 0 – 59 | Failing | Yes | Yes | Yes | 0.00 |
| W | N/A | Withdrawn | No | No | No | N/A |
| WF | N/A | Withdrawn/ Failure | No | Yes | No | N/A |
| I | N/A | Incomplete | No | Yes | No | N/A |
| TC | N/A | Transfer | Yes | Yes | No | N/A |
| TO | N/A | Test-Out | Yes | Yes | No | N/A |
| AU | N/A | Audit | No | No | No | N/A |

APPLICATION OF GRADES AND CREDITS

The chart above describes the impact of each grade on a student's academic progress. For calculating rate of progress grades of F (failure), WF (withdrawal/failure) and I (incomplete) are counted as hours attempted, but are not counted as hours successfully completed. A grade of W will not be awarded after the student has

completed the add/drop period of the term. Withdrawal after the add/drop period of the term will result in the student receiving a grade of WF.

The student must repeat any required course in which a grade of F, W or WF is received. Students will only be allowed to repeat courses in which they received a grade of D or below.

In the case of D or F, the better of the two grades is calculated into the CGPA. The lower grade will include a double asterisk “**” indicating that the course has been repeated. Both original and repeated credits will be counted as attempted credits in rate of progress calculations.

TC and TO credits are included in the maximum time in which to complete and the rate of progress calculations but are not counted in the CGPA calculation.

To receive an incomplete “I”, the student must petition, by the last week of the term, for an extension to complete the required course work. The student must be satisfactorily passing the course at the time of petition. Incomplete grades that are not completed within fourteen calendar days after the end of the term will be converted to a grade of F and will affect the students CGPA.

ACADEMIC ADVISEMENT

Students are provided the opportunity to review their academic progress at any time in the Registrar’s office. Students are trained during the initial quarter (phase) to access the student’s online portal which provides constant updates as grades are earned.

Students not making Satisfactory Academic Progress are advised in writing and given an academic plan to reach Satisfactory Academic Progress.

GRADING POLICY

The course grade earned by a student and assigned by the instructor will be based on an evaluation of the student’s mastery of the objectives of the course. The instructors’ grading policy will be published in the course syllabus and approved by the Director of Education or designee in advance of the first day of class. A student is responsible for all work missed during an absence and must contact the faculty member for allowed make-up work.

GRADE POINT AVERAGES

A student’s grade point average (GPA) is computed by dividing the total number of quality points earned by the total number of credit hours for which grades were awarded. The grade points are calculated by multiplying the quality points for the

ACADEMIC INFORMATION

grade earned for each course by the number of credit hours associated with the course. The term grade point average applies to work in a given term. A student's overall academic average is stated in a cumulative grade point average (CGPA), which is based on all grades and credits hours earned in the declared program of study to date.

Grade reports are available to students at the completion of each term. Grades are based on the quality of work as shown by written tests, laboratory work, term papers, and projects as indicated on the course syllabus.

Both the term GPA and CGPA only include courses that are required for graduation in the student's current program of study and exclude developmental courses and any other courses considered to be ineligible by licensing, state, or provincial authorities. CGPAs help determine whether a student is meeting the standards of academic progress, eligibility for graduation and academic honors. The GPA may range from 0.00 through 4.0.

FAILING GRADE

A student who receives a failing grade (F) in a required course must repeat the course and receive a passing grade or receive transfer credit for the course in order to graduate. A course for which an "F" is awarded is included in the term GPA and CGPA. When the student repeats the course with a passing grade or receives transfer credit, the CGPA will be adjusted accordingly. The failure grade will remain on the transcript.

INCOMPLETE GRADE

An incomplete grade "I" signifies that not all the required coursework was completed during the term of enrollment. The "I" grade is not calculated into the term GPA or CGPA at the time it is awarded.

Instructors submitting "I" grades must receive approval from the Director of Education or designee and documentation of the "I" grade must be placed in the student's academic file. All required coursework must be complete and submitted within two weeks after the end of the term. If course requirements are not satisfied by the deadline, the "I" is converted to an "F." An "I" grade may be assigned only when all of the following conditions are met:

- The student has been making satisfactory progress in the course, as determined by the instructor;
- The student is unable to complete some coursework because of unusual circumstances that are deemed acceptable by the instructor; and

- The student presents these reasons in writing, with any required documentation prior to the last day of the term.

DISTANCE EDUCATION COURSES

Students have the option to take select courses via distance education through Vatterott College Sunset Hills, provided the total number of distance education courses taken in this manner does not exceed 50% of the student's program.

Conversely, students enrolled in an online program at Vatterott College Sunset Hills have the option to take select courses on-ground at several Vatterott College campuses, provided the total number of on-ground courses taken in this manner does not exceed 50% of the student's on-line program.

Under certain circumstances, General Education courses also may be taught via distance education by Vatterott College Sunset Hills.

Students should consult with the Director of Education, Registrar, or Campus Director regarding distance learning opportunities.

DIRECTED STUDIES COURSE WORK

Under certain circumstances some courses may be taught as an independent study course. Students will be required to complete all learning objectives, assignments and exams as outlined on the course syllabi and lesson plans. The student will meet with the assigned instructor at scheduled times throughout the course.

AUDIT GRADE

A student must declare the intention to audit a course during the add/drop period as specified in the institution catalog. Tuition is charged for audited courses; however, financial aid is not applicable.

Evaluation of work and class participation is optional, but class attendance is required. A student must inform the faculty member of the audit status. The designator "AU" is placed on the student's transcript regardless of whether or not the student completed the course.

WITHDRAWAL GRADE

A student enrolled in courses after the add/drop deadline who wishes to withdraw must apply through the Director of Education or designee. If the withdrawal occurs within the add/drop period as stated in the Application of Grades and Credits, the course remains on the transcript and is designated with a "W." A course withdrawal after the add/drop period receives a designator of "WF".

TRANSFER CREDIT

L'École Culinaire will evaluate the student's previous education, training and work experience to determine if any subjects or training activities in the student's program may be waived and thereby reduce the amount of training or education required for the student to reach the educational objective. Credits earned at a postsecondary accredited institution may be accepted on the basis of a valid transcript provided by the student. Only grades of "C" 2.0 GPA or higher will be eligible for transfer. Credit will be awarded where appropriate. L'École Culinaire will notify the student and appropriate agencies (i.e. Veterans Administration, Voc. Rehab etc.) upon completion of evaluation and determination of outcome.

Transfer credits must be earned in courses that are similar in nature to the course offered by L'École Culinaire. Technical course credits from institutions other than L'École Culinaire that were earned more than five (5) years prior to the current year will not be considered for transfer.

For active duty service members and their adult family members (spouse and college age children) as well as Reservist and National Guardsmen on active duty – L'École Culinaire will limit academic residency to 25% or less of the degree requirement for all degrees.

In addition, there are no "final year" or "final semester" residency requirements for active-duty service members and their family members. Academic residency can be completed at any time while active-duty service members and their family members are enrolled. Reservist and National Guardsmen on active-duty are covered in the same manner.

For all other L'École Culinaire students – A minimum of 50% of the required program credits must be completed at L'École Culinaire.

It is the responsibility of the student to request an official transcript be mailed to L'École Culinaire in order for transfer credit to be considered. Any fees associated with transcript requests are the responsibility of the student. All transfer of credit requests must be evaluated and approved within the first week of training. Any credit or advanced placement transferred in that reduces the length of the program will reduce the cost of the total program. The amount of credit will be based on the current tuition and fee schedule at the time of transfer. Transfer credits will appear as a TC on the student's transcript. Decisions concerning the acceptance of credits by an institution other than the granting institution are made at the sole discretion of the receiving institution. No representation is made whatsoever concerning the transferability of any credits to any institution.

Courses considered developmental in nature at another institution are not transferrable for credit at L'École Culinaire.

Prospective students may request transfer credit for developmental courses offered at L'École Culinaire by providing an official transcript to the campus registrar within the first 2 weeks of the student's enrollment program start date.

Courses similar in nature and at or above 100-level will be evaluated by the Director of Education to determine course transfer eligibility.

MILITARY TRAINING AND EXPERIENCE

Military Service School Experience – Academic credit for military service school experiences will be accepted based on the recommendations prepared by the American Council on Education (ACE) and published in the “Guide to the Evaluation of Educational Experiences in the Armed Services”.

Military Occupational Specialties (MOS) – Academic credit for military occupational specialties will be accepted based on the recommendations prepared by the American Council on Education (ACE) and published in the “Guide to the Evaluation of Educational Experiences in the Armed Services”.

Credit for military training and experience can only be transferred if it is applicable to the students' degree program requirements at L'École Culinaire.

INTERNAL PROFICIENCY CREDIT TEST OUT

Students are responsible for requesting proficiency examinations. Such a request should be granted if an examination is available and the Director of Education or designee has reason to believe the student's experience or training warrants such an evaluation. The Director of Education is responsible for developing local proficiency examinations, for examination procedures that ensure the integrity of the examination process. The student shows competency by satisfactorily (minimum of 70%) completing the institution-developed proficiency test. The testing fee is \$100.00 per term and is non-refundable.

A student who receives proficiency credit for test out course or courses is awarded a grade of “TO”. The course is noted on the transcript with a grade of “TO” and is not used in the grade point average or rate of progress, but calculated in the timeframe measurement.

Proficiency examination requests will not be honored for students in the following categories:

- Student is currently enrolled in the course beyond the add/drop deadline, which is defined as the first two weeks of the program enrollment;

ACADEMIC INFORMATION

- Student was previously enrolled in the course for which the exam is being requested; and
- Student previously failed the proficiency exam for that course.

Any student requesting a proficiency exam, who does not have credit for the prerequisite course, must obtain approval from the Director of Education or designee. If the proficiency credit is granted, the student must still earn credit for the prerequisite course through proficiency credit, transfer credit or successful completion of the course. All tests and supporting documentation must be retained in the student's academic file.

EXTERNAL PROFICIENCY CREDIT

Proficiency credit for certain undergraduate courses may be granted to students who achieve acceptable scores on specific nationally recognized examinations such as College Level Examination Program (CLEP), Advanced Placement (AP), and Defense Activity for Non-Traditional Education Support (DANTES) program. The American Council on Education (ACE) recommendations should be used when awarding CLEP or DANTES credit.

Credit for AP coursework is based solely upon the student's performance on the national examination administered by the College Board and not upon the student's performance in the AP course. A score of three (3) or better on the examination is required for AP credit acceptance.

PROFESSIONAL TRAINING/CERTIFICATION CREDIT

Proficiency credit for certain courses may be granted to students who hold current specific industry-recognized professional certification.

Such certifications may be reviewed by the Director of Education or designee for proficiency credit. Where available, the ACE College Credit Recommendation Service should be used to assess such certifications or training. Evaluations and supporting documentation should be retained in the student's academic file.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

All students must meet the standards of the satisfactory academic progress policy in order to remain enrolled. Additionally, these standards of satisfactory academic progress must be maintained in order to remain eligible for federal financial assistance. Satisfactory academic progress is determined by measuring the student's cumulative grade point average (CGPA) and the student's rate of progress toward completion of the academic program. Students must meet the standards of both

components (CGPA and completion rate) to remain eligible. These are outlined below.

APPLICATION OF GRADES AND CREDITS FOR SATISFACTORY ACADEMIC PROGRESS

For calculating rate of progress, a grade of W (Withdrawn) will not be counted as hours attempted. This grade is awarded when a student withdraws from a course within the add/drop period of a term.

The following table depicts how all grades and credits are applied to the academic calculations.

| Letter Code | Numerical Percentage | Description | Included in Hours Earned | Included in Hours Attempted | Included in CGPA | Quality Points |
|-------------|----------------------|-----------------------|--------------------------|-----------------------------|------------------|----------------|
| A | 90 – 100 | Outstanding | Yes | Yes | Yes | 4.00 |
| B | 80 – 89 | Above Average | Yes | Yes | Yes | 3.00 |
| C | 70 – 79 | Average | Yes | Yes | Yes | 2.00 |
| D | 60 – 69 | Below Average | Yes | Yes | Yes | 1.00 |
| F | 0 – 59 | Failing | Yes | Yes | Yes | 0.00 |
| W | N/A | Withdrawn | No | No | No | N/A |
| WF | N/A | Withdrawn/ Failure | No | Yes | No | N/A |
| I | N/A | Incomplete | No | Yes | No | N/A |
| TC | N/A | Transfer | Yes | Yes | No | N/A |
| TO | N/A | Test-Out | Yes | Yes | No | N/A |
| AU | N/A | Audit | No | No | No | N/A |

RATE OF PROGRESS TOWARDS COMPLETION REQUIREMENTS

In addition to the CGPA requirements, a student must successfully complete at least 67% of the cumulative credits or clock hours attempted in order to be considered to be making satisfactory academic progress. Credits or clock hours attempted are defined as those credits or clock hours for which students are enrolled in the term and have incurred a financial obligation. As with the determination of CGPA, the completion requirements will be reviewed at the end of each term after grades have been posted to determine if the student is progressing satisfactorily.

ACADEMIC INFORMATION

CERTIFICATE/DIPLOMA PROGRAM QUARTER CREDITS

| Quarter Credits | Minimum CGPA Required | Minimum Rate of Progress |
|--|-----------------------|--------------------------|
| 0 – 16 | 1.0 | 33% |
| 17 – 32 | 1.5 | 50% |
| 33 credits - graduation or maximum allowable credits reached | 2.0 | 66.67% |

CULINARY ARTS ASSOCIATE DEGREE PROGRAM QUARTER CREDITS

| Quarter Credits | Minimum CGPA Required | Minimum Rate of Progress |
|--|-----------------------|--------------------------|
| 0 – 16 | 1.0 | 33% |
| 16 – 45 | 1.5 | 50% |
| 46 credits - graduation or maximum allowable credits reached | 2.0 | 66.67% |

CULINARY MANAGEMENT ASSOCIATE DEGREE PROGRAM QUARTER CREDITS

| Quarter Credits | Minimum CGPA Required | Minimum Rate of Progress |
|--|-----------------------|--------------------------|
| 0 – 15 | 1.0 | 33% |
| 16 – 45 | 1.5 | 50% |
| 46 credits – graduation or maximum allowable credits reached | 2.0 | 66.67% |

MAXIMUM TIME IN WHICH TO COMPLETE

A student is not allowed to attempt more than 1.5 times, or 150%, of the number of credits or clock hours in their program of study.

The requirements for rate of progress are to ensure that students are progressing at a rate at which they will complete their programs within the maximum time frame. The maximum allowable attempted credits are noted in the table below.

PROGRAM MAXIMUM ALLOWABLE ATTEMPTED CREDITS

Culinary Essentials, Diploma – 147 QCH

Culinary Arts, AOS – 216 QCH

Culinary Management, AOS - 135 QCH

HOW TRANSFER CREDITS OR CHANGE OF PROGRAM AFFECT SATISFACTORY ACADEMIC PROGRESS (SAP)

Credit that has been transferred into the institution by the student has no effect on the grade point average requirement for the SAP. Transfer credit is considered when computing the rate of progress towards completion calculation in the SAP and the maximum timeframe allowed for a program of study. For example, a student transfers from institution A to institution B. The student is able to transfer 30 credits earned at institution A into a program at institution B. The program requires 180 credits to graduate. Thus, the maximum time frame for this student's new program at institution B will be one and half times $(150\%) \times 180 = 270$ credits. The 30 transfer hours will be added to the attempted and earned hours when the rate of progress and maximum time frame are being calculated.

When a student elects to change a program at L'École Culinaire (this does not include moving from a diploma to an Associate's degree in the same program), the student's earned credits and grades will be transferred into the new program as applicable, including transfer credit.

Credits earned at the institution in the original program of study will be used when computing grade point average, rate of progress and maximum time frame.

Transfer credits from another institution that are applicable to the new program of study will not be calculated in the grade point average, but will be considered as credits attempted and earned in the rate of progress and maximum time frame calculation.

For example, a student transfers from program A to program B, the student is able to transfer 30 external credits and 10 credits earned in program A into program B. Program B requires 180 credits to graduate. Thus, the maximum time frame for this student's new program will be one and half times $(150\%) \times 180 = 270$ credits. The 30 external transfer hours will be added to the attempted and earned hours when the rate of progress and maximum time frame are being calculated and the 10 credits earned in program A will be included in the grade point average, rate of progress and the maximum time frame calculations.

Students who are dismissed for not meeting SAP may not transfer programs and immediately regain eligibility for Federal Student Aid. Eligibility is only regained after completing at least one additional term in the new program and once again meeting the requirements of SAP at the end of at least one completed term of enrollment in the new program.

ACADEMIC PROBATION

At the end of each term after grades have been posted, each student's CGPA and rate of progress are reviewed to determine whether the student is meeting the satisfactory academic progress requirements.

Students will be placed on Probation/Financial Aid Warning the first term after the CGPA or the rate of progress falls below the values specified in the CGPA and Rate of Progress Towards Completion requirements sections of this catalog. At the end of the Probation/Financial Aid Warning term in which the student is enrolled, the student will be returned to regular status if he/she meets or exceeds the minimum standards.

If the student fails to meet the minimum CGPA or rate of progress requirements at the end of the Probation/Financial Aid Warning term, the student will be dismissed from the institution. Students dismissed for failing to make Satisfactory Academic Progress can appeal their dismissal in writing to the campus Director of Education. Students allowed an additional appeal term will be placed on one term of Probation/Financial Aid Probation and must achieve Satisfactory Academic Progress at the end of the term of Probation/Financial Aid Probation. Failure to achieve Satisfactory Academic Progress at the end of the one term of Probation/Financial Aid Probation will result in dismissal from the institution.

Students who withdraw from a term of Probation/Financial Aid Warning or Probation/Financial Aid Probation are considered to have failed that term.

If at any point it is determined that it is mathematically impossible for the student to meet the minimum requirements, the student will be dismissed from the institution. The institution also reserves the right to place a student on or remove them from academic monitoring based on their academic performance, not withstanding these published standards.

Notification of academic dismissal will be in writing. The Conduct Policy section of this catalog describes other circumstances that could lead to student dismissal for non-academic reasons.

As a dismissed student, a tuition refund may be due in accordance with the institution's stated refund policy.

Students not meeting the SAP requirements must participate in academic advising as deemed necessary by the institution as a condition of their academic monitoring. Students who fail to comply with these requirements may be subject to dismissal even though their CGPA or rate of progress may be above the dismissal levels.

Students who are dismissed for not meeting SAP may regain eligibility for Federal Student Aid only after completing at least one additional term and once again meeting the requirements of SAP or upon successful appeal.

SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL FOR REINSTATEMENT

All SAP appeals must include:

1. Official SAP Appeal form prepared by the Director of Education
2. A typed letter of appeal prepared by the student;
3. An attached academic plan that would state what the student needs to do specifically to meet SAP within the next term;
4. Attached academic plan documenting progress toward meeting SAP while on Probation/Financial Aid Warning
5. An unofficial transcript with final grades for the term of Probation/Financial Aid Warning
6. Attached documentation of the extenuating circumstance

All appeal documents must be submitted to the Director of Education at the campus within the first week after the term ends. The campus Director of Education will forward the appeal packet to the Chief Academic Officer who will review it for academic approval and the Vice President of Financial Aid who will review it for approval to continue receiving Federal Student Aid, if applicable. A decision on the appeal will be rendered within 2 business days. The decision will be sent to the campus Director of Education and campus Financial Aid Director.

GRADE CHALLENGE

Students have the right to appeal a final course grade by submitting their appeal in writing within 10 calendar days after the end of the course. For details on submitting an appeal, please refer to the student grievance policy in the Student Information and Services section of this catalog.

REINSTATEMENT

A student who has been dismissed for any reason other than disciplinary or academic dismissal may apply for reinstatement to the institution by submitting all application materials along with a written request to the Director of Education. The request should be in the form of a typed letter explaining the reasons why the student should be readmitted. A student may be required to wait at least one grading period before they are eligible for reinstatement and financial aid. The decision

ACADEMIC INFORMATION

regarding readmission will be based upon factors such as grades, attendance, student account balance, conduct, and the student's commitment to complete the program.

Dismissed students who are readmitted will sign a new Enrollment Agreement, will be charged tuition consistent with the existing published rate, and will be eligible for federal financial aid.

GRADUATION REQUIREMENTS

In order to graduate, a student must have earned a minimum of a 2.0 CGPA, must have successfully completed all required credits within the maximum credits that may be attempted and must have completed the exit interview process. Students must also be current on all financial obligations in order to receive final transcripts.

COMPLETERS

A completer is a student who is no longer enrolled in the institution and who has either completed the time allowed or attempted the maximum allowable number of credits for the program of study but did not accomplish one of the following graduation requirements:

1. Achieve a minimum GPA of 2.0; or
2. Complete required competencies and/or Externship; or
3. Satisfy non-academic requirements (e.g., outstanding financial obligations)

Completers are not eligible to receive Federal Financial Aid.

ACADEMIC HONORS

A graduate who has a minimum cumulative grade point average (CGPA) of 3.30 is eligible for one of the following recognitions:

President's List: 4.0 Cumulative GPA

Dean's List: 3.0 – 3.9 Cumulative GPA

EXTERNSHIPS OR OTHER FORMAL EXPERIENTIAL LEARNING ACTIVITIES

All externships and other formal experiential learning activities will be registered in the student system. Attendance or participation is to be tracked and posted at least once a week and final grades will be recorded at the end of the enrollment period. Students who are unable to complete their externship or other formal experiential learning activity by the end of the add/drop period of the subsequent term will be

awarded a grade of “F.” Only externship hours that are submitted before the student drops or takes a Leave of Absence will be counted as hours towards completion of the externship. A student who receives an “F” may be re-enrolled in the externship or experiential learning activity course for the subsequent term. If a student chooses to re-enroll, the student will not lose hours completed and submitted in the previous term.

For externships or other experiential learning activities that occur at the end of the student’s curriculum and that are required for graduation, the graduation date will coincide with the last day of the term in which the student completes all program requirements, unless the student completes such requirements during the add/drop period, in which case the graduation date may be back dated to the last date of the previous term.

LEAVE OF ABSENCE POLICY

The institution permits students to request a leave of absence (LOA) as long as the leaves do not exceed a total of 180 calendar days during any 12-month period and as long as there are documented, legitimate extenuating circumstances that require the student to interrupt their education.

Extenuating circumstances include but are not limited to: Medical (including pregnancy), Family Care (including unexpected loss of childcare and medical care of family), Military Obligations and Jury Duty.

In order for the student to be granted an approved LOA, the student must submit a completed, signed and dated Leave of Absence Request Form along with supporting documentation to the Director of Education before the start date of the request. An LOA cannot be granted after the start date of the term for which the student is requesting an LOA unless the student is enrolled in a clock hour program. In addition, the student must have completed his/her most recent term and received academic grades (A-F) for that term.

Students in a Clock Hour program may request an LOA at any time. Student enrolled in an externship only may request an LOA at any time during the externship as long as no other Quarter Credit Hour courses are being attempted in the same term.

The school reserves the right to award a retroactive LOA under mitigating circumstances where the student was unable to notify the school prior to the deadline to request the LOA. The student must provide the schools with documentation of the mitigating circumstances along with all required LOA paperwork. The school will determine the LDA of the student based on the documentation submitted with the request.

ACADEMIC INFORMATION

Students who are on an approved LOA will receive no disbursements of federal funds during their LOA.

RE-ADMISSION FOLLOWING A LEAVE OF ABSENCE

Upon return from a leave, externship students will be required to repeat the term and receive final grades for the courses from which the student took leave when the courses are next offered in normal sequence for students in the class into which the student has reentered. The student will not be charged any fee for the repeat of courses from which the student took leave or for reentry from the leave of absence. All students must re-enter at the beginning of a term and take the course next offered in the normal sequence of course offerings.

The date a student returns to class is normally scheduled for the beginning of the term.

FAILURE TO RETURN FROM A LEAVE OF ABSENCE

A student who fails to return from a LOA on or before the date indicated in the written request will be terminated from the program, withdrawn from the institution, and the institution will invoke the cancellation/refund policy.

As required by federal statute and regulations, the student's last date of attendance prior to the return from approved LOA will be used in order to determine the amount of funds the institution earned and make any refunds that may be required under federal, state or institutional policy. The withdrawal date will be the date the student was required to return and did not.

Students who have received federal student loans must be made aware that failure to return from an approved LOA, depending on the length of the LOA, may have an adverse effect on the student's loan repayment schedules.

Federal loan programs provide students with a "grace period" that delays the students' obligation to begin repaying their loan debt for six months (180 days) from the last date of attendance. If a student takes a lengthy LOA and fails to return to the institution after the conclusion, some or all of the grace period may be exhausted – forcing the borrower to begin making repayments immediately.

EFFECTS OF LEAVE OF ABSENCE ON SATISFACTORY ACADEMIC PROGRESS

Students who are contemplating a leave of absence should be cautioned that one or more factors may affect their eligibility to graduate within the maximum program completion time:

- Students returning from a leave of absence are not guaranteed that the phase/course required to maintain the normal progress in their training program will be available at the time of reentry;
- Students may have to wait for the appropriate phase/course to be offered;
- Students may be required to repeat the entire phase/ course for which they elected to withdraw prior to receiving a final grade;
- Financial aid may be affected.

UNIT OF CREDIT, CLOCK/CREDIT HOUR CONVERSION

The quarter credit hour is the unit of academic measurement used by L'École Culinaire. A minimum of 10 lecture hours of not less than 50 minutes each plus outside reading and/or preparation; 20 laboratory hours; or 30 externship hours; or an appropriate combination of all three constitutes one quarter hour of credit. Thirty-six quarter credit hours equal one academic year.

MAKE-UP WORK

L'École Culinaire is committed to caring for its students. Our policy on graduation clearly spells out the criteria for graduation. Strict enforcement of these requirements is the norm, but since we are committed to the individual needs of our students, there are exceptions. L'École may allow the student, at the discretion and supervision of the Director of Education, to perform independent student projects, to make up missed days, or to make up work. The make-up work policy is defined as follows:

Make-up work shall:

- Be supervised by an instructor approved for the subject being made up;
- Require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session;
- Be completed within two weeks of the end of the grading period during which the absence occurred;
- Be documented by the school as being completed, recording the date, time, duration of the make-up session, including the name of the supervising instructor; and
- Be signed and dated by the student to acknowledge the make-up session.

The guiding principle will be the academic progress of the student. If a student can make up his work, then the student will remain academically sound and maintain satisfactory progress. The Director of Education has the responsibility to determine the outcome of these exceptional situations.

ATTENDANCE POLICY

Class attendance, preparation, and participation are integral components to a student's academic success. Students are strongly encouraged to attend every class session and to spend an appropriate amount of time outside of class reviewing and preparing for each class session. Failure to attend class may result in reduced participation, comprehension, and/or involvement with group projects, which may have an impact upon a student's overall course performance.

A student who is absent from all classes for two consecutive weeks (14 calendar days) will be automatically withdrawn from the institution unless there are acceptable mitigating circumstances.

A student who is absent from an individual course for two consecutive weeks (14 calendar days) will be automatically withdrawn from the course unless there are acceptable mitigating circumstances.

A student in a Quarter Credit Hour program may be placed on attendance warning if absences exceed 30% of the total scheduled hours for a term/phase of enrollment. Students who withdraw or are removed from a course due to attendance will receive a grade of W or WF; grades of WF count toward the time to completion (quantitative component) when evaluating a student's satisfactory academic progress, but will not affect the student's cumulative grade point average (qualitative component).

Any initial enrollment student* who fails to attend 50% of the scheduled clock hours or QCH classes in the first two weeks of their initial term of enrollment will have their enrollment cancelled by the institution. Students can appeal their enrollment cancellation in writing to the Director of Education.

Students who fail to record attendance for a course during the add/drop period may be withdrawn from the course and issued a grade of W. Students who are withdrawn from a course for failure to attend within the first two weeks may experience a reduction in their financial aid funding.

**An initial enrollment student is: any student that is starting classes for the first time at a Vatterott Educational Centers, Inc. school, a student that is in their initial period of re-enrollment or a student in their initial period of enrollment in a subsequent program after completing or graduating from the previous program.*

STUDENTS RECEIVING VETERANS BENEFITS

Students receiving Veterans education benefits must meet satisfactory academic progress (SAP) and attendance requirements in order to remain eligible to be certified for VA education benefits. Students on academic/attendance probation are

considered to be maintaining satisfactory progress and will continue to be certified for education benefits to the U.S. Department of Veterans Affairs (VA). If students fail to meet attendance/academic requirements while on probation, their enrollment certification will be terminated which may result in VA requiring students to repay a portion or all benefits received. Once benefits are terminated, students must wait one (1) term/phase before their enrollment is certified for benefits.

TERM

A term is defined as a consecutive ten-week period of continued instruction.

PLACEMENT TESTING

Effective 2009, all Vatterott Educational Centers Inc. schools strongly suggest that all newly enrolled students are to complete math and English placement testing. The examinations are to be administered through the LRC manager or Campus Librarian who will be responsible for proctoring the examination. In the event that the LRC Manager/Librarian is unavailable, the Registrar, Retention Officer or Director of Education may administer and proctor the examinations.

Students who do not meet the minimum assessment scores are highly encouraged to take remedial courses in math and English prior to their Algebra or English required courses towards their Degree Program and students in diploma programs will be encouraged to participate in the program. Student will not be charged tuition for these courses, but will be required to purchase the books.

Examination Details

Students are strongly suggested to complete both the mathematics and English assessments. The assessments are timed and last twenty minutes each. In the event that the student does not complete the examination in the designated twenty minutes, the system will lock the student out and all unanswered questions will be graded as incorrect.

Students are not allowed to use calculators, cell phones, dictionaries or glossaries during the examination. Students should be given scratch paper and pencils prior to the examination to use during the mathematics assessment.

Scoring

Remedial courses are structured to lend assistance to students who score less than Level 2 – 265.

Prerequisite Assignment

All students are strongly suggested to complete remedial testing. Although not recommended until the student reaches the Associate's level, students should be

ACADEMIC INFORMATION

encouraged to complete these courses as soon as possible to ensure the greatest chance for success in their given programs. Prerequisite courses are not covered by Federal Financial Aid, nor do they count towards graduation requirements or SAP requirements.

PROGRAM TRANSFERS

Some students wish to change their program of study after they have completed certain coursework toward the completion of a program. Under certain conditions, L'École Culinaire students may transfer between Diploma, Associate and Bachelor level programs within the L'École Culinaire system by completing a new Enrollment Agreement; and, receive full credit for successfully completed L'École Culinaire system courses, provided such courses are either in the same program or are comparable to or substantially the same in scope and content, were earned within five (5) years (technical courses only) and meet all other established Vatterott policies and criteria. A student who wants to change from one program to another must initiate the procedure by requesting a Request for In-Program Transfer form from the Director of Education. The completed Request for In-Program Transfer form must be processed by the Financial Aid Department and submitted to the Campus Director for final approval.

Students must be making Satisfactory Academic Progress to be eligible for a program transfer.



STUDENT INFORMATION &
SERVICES



STUDENT INFORMATION & SERVICES

L'École Culinaire offers students a variety of success-oriented services as well as activities for the benefit of students and the community.

L'École Culinaire endorses an open-door policy with respect to students and staff. Students have the right to request an appointment with any member of L'École Culinaire's staff regardless of the person's title or function. Office hours for L'École Culinaire personnel are available from the receptionist.

CAREER SERVICES

During the admissions interview, prospective students are advised of the many career paths that are available to them upon graduation. Education Coordinators assist students in assessing their talents and discuss the motivation necessary to achieve their career goals.

It must be stressed that L'École Culinaire cannot and will not guarantee students jobs, and the ultimate responsibility for securing employment is with the student. Although the school cannot guarantee employment, Career Services is available to assist students with part-time employment while they pursue their studies, as well as, training related employment upon completion of their education. Career Services acts as the liaison between students and employers by promoting L'École Culinaire to prospective employers. Both students and employers benefit by the referral of qualified employees from L'École Culinaire.

Even though the ultimate responsibility for securing appropriate employment is with the student, Career Services support students throughout their education. However, the placement process intensifies as students near graduation. Career Services helps students with updating resumes, fine tuning of interviewing skills, and professional networking techniques. Information regarding employment opportunities with both local and nationally recognized organizations is provided to qualified graduates. Students may interview both on and off campus depending on the preference of the employer.

Agencies and institutions that accept our students for internship/externship placement and potential employers may conduct a criminal and/or personal background check. Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues, such as bankruptcy, might not be accepted by these agencies for internship/externship or employment following completion of the program.

Some agencies and employers may require candidates to submit to a drug test. Some programs may require additional education, licensure and/or certification for employment in certain positions.

Those decisions are outside of the control of L'École Culinaire.

ACADEMIC ASSISTANCE

Students seek help and advice during their education for many reasons. At L'École Culinaire, the student is the primary priority. Every effort is made to develop a relationship with the student body so individuals feel comfortable in requesting and receiving assistance.

The Director of Education is responsible for providing academic assistance and should be consulted when assistance is desired. Referrals to outside agencies may be provided as needed. The administrative staff and the faculty are also available for advising assistance.

RETENTION SERVICES

It is the responsibility of the Retention department to ensure that students are provided continuous support throughout their academic careers. Following their initial enrollment, each student will be assigned a Retention Officer who will serve as their campus liaison.

The Retention department is responsible for the following duties:

- Administering the primary, midterm and end of phase surveys;
- Providing academic support to include tutoring and advising;
- Administering the L-STAR (L'École Student Tutoring Advising and Retention) Program; and
- Monitoring student attendance

FACULTY

The faculty members are the keystone of L'École Culinaire's teaching success. Each member of the faculty has industry or professional experience in addition to appropriate academic credentials.

The faculty members lend an outstanding level of professionalism to the classroom and are recognized by their academic and industry peers. Through the guidance of the faculty, theoretical, practical and creative applications are addressed in the curricula and reinforced by interaction with professionals in the industries.

Faculty members are dedicated to academic achievement, to professional education, to individual attention, and to the preparation of students for their chosen careers. In essence, faculty members practice what they teach. It is through personal attention that students can reach their potential, and it is the dedicated faculty who provide the individual guidance necessary to assure every student that his/her time in class is well spent.

HOUSING

L'École Culinaire does not provide on-campus housing, but does assist students in locating suitable housing off campus.

LEARNING RESOURCE CENTER/LIBRARY

L'École Culinaire's Library/Learning Resource Center (LRC)/Library provides materials to support the mission and curriculum and assist each student to attain his/her educational goals.

The collection includes books and assortments of current periodicals and CDs. The LRC/Library schedule is posted in the Learning Resource Center. Students also have access to an electronic library system to support the programs and students of the institution.

The electronic library system will provide online reference databases accessible 24 hours a day via the Internet.

ORIENTATION

Prior to beginning classes at L'École Culinaire, all new students attend an orientation program. Student orientation facilitates a successful transition from everyday pace into the institution schedule.

New students are required to attend regardless of their prior institution experience. During orientation, students are acquainted with the campus, the administrative staff, the faculty and their peers.

Course Schedules Applicants and currently enrolled students receive course schedules before the beginning of each term. Tuition payments are due at that time. Schedules cannot be processed until financial obligations are fulfilled. Students who fail to attend the first class session may be withdrawn from the course.

Students who fail to record attendance for a course during the add/drop period may be withdrawn from the course. Students who fail to record any attendance during the add/drop period may be withdrawn from the program.

INCLEMENT WEATHER AND CAMPUS CLOSURE POLICY

In the event that the campus must close due to inclement weather or other issues, the campus must provide students with a schedule of make-up opportunities with as much advanced notice as possible. The school will make the missed instructional time available to all students according to the time missed due to the closure. Student attendance will be monitored during make-up times according to the L'École Culinaire Attendance Policy.

HOURS OF OPERATION

L'École Culinaire administrative offices are open from 9 a.m. to 6 p.m., Monday through Friday, and 9 a.m. to 1 p.m. on Saturday.

ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES

L'École Culinaire is committed to offering reasonable accommodations to students who ask, in order to make its facilities and services available to persons with disabilities, and individuals with disabilities are encouraged to request accommodations. Requesting an accommodation is voluntary. A student is not required to disclose a disability or to request an accommodation. However, the student, and not L'École Culinaire, must initiate the request for accommodation, if the student wants an accommodation.

A student is not entitled to receive any accommodation requested, but L'École Culinaire will evaluate every request and provide an accommodation if it would be reasonable under the circumstances.

L'École Culinaire will provide reasonable accommodations for students with disabilities, based on documented conditions, as long as the accommodations would not fundamentally alter the nature of the relevant program or service provided by L'École Culinaire. A student requesting an accommodation for a disability must contact the Director of Education, complete the "Student Application for Accommodation" form requesting an accommodation, and submit documentation demonstrating the disability and/or past accommodations for that condition. L'École Culinaire's Accommodations Committee will thoroughly review each student's request for accommodation and supporting documentation and will notify the Director of Education and student of the Accommodations Committee's decision about the student's request. To ensure that accommodations are provided in a timely fashion, L'École Culinaire strongly encourages students to submit all completed requests for accommodation, along with supporting documentation, immediately after enrollment and before the first day of classes, or otherwise as soon as possible.

Information pertaining to a student's disability is confidential. If a student discloses information about a disability, it will be kept as confidential as reasonably possible and will be used only to consider and to act on the student's request for accommodation.

To request an accommodation, please contact the Director of Education.

Please contact the Director of Education or the Corporate Administrator of Student Affairs, with any questions or concerns about this policy.

WHAT IS A DISABILITY?

An individual is considered to have a disability if he or she:

- Has a physical or mental impairment that substantially limits one or more major life activities; or
- Has a record of such an impairment; or
- Is regarded as having such impairment.

A qualified individual with a disability is defined as an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity.

WHAT IS A REASONABLE ACCOMMODATION?

A reasonable accommodation is any modification or adjustment to the learning environment that makes it possible for a qualified individual with a disability to participate in the academic program.

CAMPUS SECURITY

L'École Culinaire publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement and access to campus facilities. The annual security report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations, and on the public property surrounding the campus. The annual security report is published each year by October 1 and contains statistics for the three most recent calendar years. The annual security report is provided to all current students and employees. A copy of the most recent annual security report may be obtained from the Financial Aid office during regular business hours.

L'École Culinaire will report to the campus community concerning the occurrence of any crime includable in the annual security report that is reported to campus security or local police and that is considered to be a threat to students or employees.

L'École Culinaire reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare.

DRUG-FREE ENVIRONMENT

As a matter of policy, L'École Culinaire prohibits the unlawful manufacture, possession, use, sale, dispensation, or distribution of controlled substances and the possession or use of alcohol by students and employees on its property and at any institution activity.

Any violation of these policies will result in appropriate disciplinary action up to and including expulsion in the case of students and termination in the case of employees, even for a first offense.

Violations of the law will also be referred to the appropriate law enforcement authorities. Students or employees may also be referred to abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program. Information on the institution's drug-free awareness program and drug and alcohol abuse prevention program may be obtained from the Financial Aid Office.

STUDENT RECORDS ACCESS AND RELEASE

L'École Culinaire has established a policy for the release of and access to records containing information about a student.

Each student enrolled at L'École Culinaire shall have the right to inspect and review the contents of his/her education records, including grades, records of attendance and other information. Students are not entitled to inspect and review financial records of their parents. Parental access to a student's records will be allowed without prior consent if the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1986.

- A student's education records are defined as files, materials, or documents, including those in electronic format that contain information directly related to the student and are maintained by the institution, except as provided by law. Access to a student's education records is afforded to institution officials who have a legitimate educational interest in the records, such as for purposes of recording grades, attendance, advising, and determining financial aid eligibility.
- Students may request a review of their education records by submitting a written request to the Institution Director. The review will be allowed during regular institution hours under appropriate supervision. Students may also obtain copies of their education records for a nominal charge.
- Copies of education records will only be made available where the parent or eligible student establishes extenuating circumstances that precludes inspection and review at the respective campus. Extenuating circumstances

STUDENT INFORMATION & SERVICES

may include, but are not limited to, a serious medical condition, military obligation, or relocation outside of commuting distance to the institution. The request for copies must be made in writing to the Institution Director and must be substantiated through submission of records such as, in the case of relocation, a copy of a utility bill that includes your new address. The decision to provide copies is at the sole discretion of the Institution Director.

- Students may request that the institution amend any of their education records, if they believe the record contains information that is inaccurate, misleading or in violation of their privacy rights. The request for change must be made in writing and delivered to the Registrar or Director of Education, with the reason for the requested change stated fully. Grades, course tests, and evaluations can be challenged only on the grounds that they are improperly recorded. The instructor or staff member involved will review the request, if necessary meet with the student, and then determine whether to retain, change, or delete the disputed data. If a student requests a further review, the Institution Director will conduct a hearing, giving the student an opportunity to present evidence relevant to the disputed issues. The student will be notified of the Director's decision, which will be the final decision of the institution. Copies of student challenges and any written explanations regarding the contents of the student's record will be retained as part of the student's permanent record.
- Directory information is information on a student that the institution may release to third parties without the consent of the student. L'École Culinaire has defined directory information as the name, address, telephone number, e-mail address, date and place of birth, dates of attendance, major field of study, credit hours earned, degrees earned, honors and awards received, participation in the official school activities and most recent previous educational agency or institution. To request restriction of directory information, students must complete a "REQUEST TO RESTRICT RELEASE OF STUDENT DIRECTORY INFORMATION" form available in the campus registrar office.
- The written consent of the student is required before personally identifiable information from education records of that student may be released to a third party, except for those disclosures referenced above, disclosures to accrediting commissions and government agencies, and other disclosures permitted by law.
- A student who believes that L'École Culinaire has violated his or her rights concerning the release of or access to his or her records may file a complaint with the U.S. Department of Education.

NON-DISCRIMINATION

The institution admits students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law.

UNLAWFUL HARASSMENT POLICY

L'École Culinaire is committed to the policy that all members of the institution's community, including its faculty, students, and staff, have the right to be free from sexual harassment by any other member of the institution's community. Should a student feel that he/she has been sexually harassed; the student should immediately inform the Campus Director and/or the Director of Education.

Sexual harassment refers to, among other things, sexual conduct that is unwelcome, offensive, or undesirable to the recipient, including unwanted sexual advances.

All students and employees must be allowed to work and study in an environment free from unsolicited and unwelcome sexual overtures and advances. Unlawful sexual harassment will not be tolerated.

CATALOG ADDENDUM

See the catalog addendum for current information related to the institution calendar, tuition and fees, listing of faculty and other updates.

CHANGES

This catalog is current as of the time of publication. From time to time, it may be necessary or desirable for L'École Culinaire to make changes to this catalog due to the requirements and standards of the institution's accrediting body, state licensing agency or U.S. Department of Education, or due to market conditions, employer needs or other reasons. L'École Culinaire reserves the right to make changes at any time to any provision of this catalog, including the amount of tuition and fees, academic programs and courses, institution policies and procedures, faculty and administrative staff, the institution calendar and other dates, and other provisions.

L'École Culinaire also reserves the right to make changes in equipment and instructional materials, to modify curriculum and, when size and curriculum permit, to combine classes.

CONDUCT POLICY

All students are expected to respect the rights of others and are held responsible for conforming to the laws of the national, state and local government, and for

STUDENT INFORMATION & SERVICES

conducting themselves in a manner consistent with the best interests of the institution and of the student body.

L'École Culinaire reserves the right to dismiss a student for any of the following reasons: failure to maintain satisfactory academic progress, failure to pay institution fees and/or tuition by applicable deadlines, disruptive behavior, posing a danger to the health or welfare of students or other members of the L'École Culinaire community, or failure to comply with the policies and procedures of the L'École Culinaire catalog.

Any unpaid balance for tuition, fees and supplies becomes due and payable immediately upon a student's dismissal from the institution. The institution will also determine if any Title IV funds need to be returned (see Financial Information section of this catalog).

RULES, REGULATIONS, AND EXPECTATIONS

The institution has certain rules and regulations that must be followed. Students attending the institution are preparing for employment and are required to conduct themselves while in the institution in the same manner as they would when working for an employer. While at L'École Culinaire, you are expected to dress in accord with the skill for which you are training. A uniform may be required for your program of study. Prospective employers unexpectedly visit L'École Culinaire to recruit potential employees. A student's appearance is generally the first and most lasting impression on these visitors.

An attempt is made to keep regulations to a minimum. They are established only when they contribute to the welfare and safety of the student body. Cooperation of all students is expected. All instructors have the authority, in a teacher/student relationship, to enforce all institution rules and regulations.

- Students may operate equipment only during institution hours, unless after-hours permission has been given by the instructor and they are supervised.
- Ensure learning and lab areas are neat and free of any trash.
- No fighting, horseplay, profanity, or cheating.
- No alcohol or drugs before, during, or after classes; violators are subject to suspension and termination.
- Do not tamper with other students' projects or equipment.
- No personal incoming calls. The courtesy telephone is to be used at break time only.

- Cellular phones, beepers, and pagers are a distraction during class and lab time and therefore must be kept in the off position. Calls may be made during break times only.
- Personal business must be handled after institution hours.
- Carelessness in safety will not be tolerated.
- Smoking is allowed only in designated areas.
- All students are expected to attend every class in which they are enrolled.
- Promptness and preparation are expected. Students are expected to be on time for every class. A student is considered tardy if he/she is 15 minutes late for class. A student may be suspended and, if the pattern is not corrected, expelled if continued tardiness impairs the instructor's ability to teach or any student's ability to learn.
- Professional attitude and professional appearance are expected. All students are encouraged to reflect the proper image of their future careers by dressing appropriately and maintaining personal hygiene. Torn and provocative clothes are not permissible. The following items of clothing are also unacceptable: hats (unless approved by instructors), tank tops, tube tops, halters, and shirts with abusive or offensive language. Any students enrolled in a program that requires a uniform must wear the uniform to class every day.
- Unacceptable behavior will not be tolerated. Unacceptable behavior is any action which hinders an instructor's ability to teach or a student's ability to learn or any action which would endanger other students or staff.
- L'École Culinaire reserves the right to dismiss or suspend any student who is guilty of the above or whose conduct is detrimental to the classroom environment, well-being of fellow students or faculty, or appearance of institutional facilities.

STUDENT DISCIPLINARY APPEAL

A student who has been suspended or terminated from training as a result of a disciplinary decision at the campus-level may appeal the determination to the Student Disciplinary Review Committee ("Committee"). The Committee is comprised of the respective Eastern or Western Divisional Senior Vice-President, Senior Vice-President of Academics, Vice-President of Regulatory Affairs and Associate Legal Counsel. The Committee will meet bi-monthly and will review all appeals at that time. The process in which the Committee chooses to review is entirely at their discretion. The decision of the Committee is final and may not be further appealed.

STUDENT INFORMATION & SERVICES

Any and all appeals must be submitted in writing within ten calendar days of the date of written notification of your suspension or termination from training. If mailed, the written letter of appeal must be postmarked within ten calendar days of the date of the written notification of your suspension or termination from training. If you fail to provide a written letter of appeal within ten calendar days, you waive your right to appeal and the campus disciplinary decision becomes final. In your written appeal, you should include your basis for overturning the disciplinary decision.

If you choose to appeal your suspension or termination from training, please mail your written letter of appeal to:

Vatterott Educational Centers, Inc.
Administrator of Student Affairs
P.O. Box 28269
Olivette, Missouri 63132

Suspension means termination of training for a specified time period. During this time, students do not earn any credit toward their grade. Nevertheless, students are encouraged to complete their work during a suspension to ensure understanding of materials.

Termination from training means permanent termination of student status at L'École Culinaire. Generally, students who are terminated from training are not allowed to return to any campus for any reason without prior written permission from the Campus Director. The decision to provide permission is entirely at the Campus Director's discretion. A Campus Director's denial of permission is final and not appealable.

(This appeals process applies only to student disciplinary decisions.)

Reinstatement from disciplinary dismissal

A student who has been terminated from training may apply for reinstatement thirty (30) weeks (or three (3) phases) after the date of the Committee's written decision. A student may apply for reinstatement by submitting a written request to the Administrator of Student Affairs. The request will be reviewed by the Committee.

The request should be in writing explaining the reasons why the student should be readmitted. The decision regarding reinstatement will be based upon factors such as grades, attendance, student account balance, conduct, the student's commitment to complete the program or any other factor(s) the Committee determines relevant.

The Committee retains sole authority as to whether they will review a student's application for reinstatement. The process in which the Committee will consider the request is entirely at the Committee's discretion.

Terminated students who are readmitted will be required to sign a new Enrollment Agreement, a Zero Tolerance Notification, will be charged tuition consistent with the existing published rate, and will be eligible for federal financial aid

SAFETY

All safety rules and procedures are to be followed without exception.

All machinery and equipment are provided with proper safety devices, which are to be used whenever the machinery and equipment are operated. The instructor is to be notified immediately of any accident, fire, or personal injury.

PHOTOGRAPHS

While not all photographs in this publication were taken at L'École Culinaire, they do accurately represent the general type and quality of equipment and facilities found at L'École Culinaire.

INSTITUTION POLICIES

Students are expected to be familiar with the information presented in this institution catalog, in any supplements and addenda to the catalog, and with all institution policies. By enrolling at L'École Culinaire, students agree to accept and abide by the terms stated in this catalog and all institution policies.

If there is any conflict between any statement in this catalog and the enrollment agreement signed by the student, the provision in the enrollment agreement supersedes and is binding.

STATEMENT OF OWNERSHIP

L'École Culinaire is owned by Vatterott Educational Centers, Inc.

STUDENT GRIEVANCE POLICY

Should a student have a grievance or complaint concerning any aspect of his or her recruitment, enrollment, attendance, education, or career services assistance, the student should first contact the faculty or staff member to whom the grievance or complaint refers.

If a solution satisfactory to the student is not reached with the faculty or staff member, the student may submit his or her grievance or complaint in writing to the Director of Education, clearly describing the grievance or complaint.

The Director of Education will review the grievance or complaint, seek resolution and notify the student of the remedy within 10 days. In the event the student is not satisfied with the resolution provided by the Director of Education, the student must

STUDENT INFORMATION & SERVICES

appeal to the institution's Director in writing within 10 days of receiving the decision of the Director of Education.

The institution's Director will review the pertinent facts and evidence presented. Within 10 days of receipt of the student appeal, the institution's Director will formulate a resolution.

Students who wish to contest the Director's resolution may submit a written appeal to the Chief Administrator, Vatterott Educational Centers, Inc. as the final entity seeking a favorable resolution to reported grievance or complaint.

At any time, the student may contact the Vatterott Educational Centers, Inc. Student Affairs division for additional support via email at studentaffairs-ls@lecoleculinaire.com.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Blvd. / Suite 302
Arlington, VA 22201
(703) 247-4212

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the school director or director of education.

Students may also contact the following agencies concerning any grievance or complaint about the institution: Office of the Ombudsman, United States Department of Education, Toll-free phone: (877) 557-2575.

Students may also contact the Missouri Department of Higher Education, 3515 Amazonas Dr., Jefferson City, MO 65109-5717, phone: 573-751-2361, fax: 573-751-6635.

All student complaints shall be handled in accordance with the above procedure and, upon exhaustion of the above, are subject to the Arbitration Agreement executed by all students as part of their Enrollment Agreement. The Arbitration Agreement sets forth that the student and L'École Culinaire agree that the exclusive means of

enforcing any state, federal, regulatory or other right(s) will be in accordance with and governed by the Arbitration Agreement. A copy of the Arbitration Agreement can be obtained by requesting a copy in writing directed to the institution's Director.

TRANSFER OF CREDIT TO OTHER INSTITUTIONS

L'École's Education Department provides information on other institutions that may accept credits for course work completed at L'École Culinaire towards their programs. However, L'École Culinaire does not imply or guarantee that credits completed at L'École Culinaire will be accepted by or transferable to any other college, university, or institution, and it should not be assumed that any credits for any courses described in this catalog can be transferred to another institution. Each institution has its own policies governing the acceptance of credit from other institutions such as L'École Culinaire. Students seeking to transfer credits earned at L'École Culinaire to another institution should contact the other institution to which they seek admission to inquire as to that institution's policies on credit transfer.

STUDENT PORTAL

The student portal is a secure website that allows a student access to his or her information including schedule, grades, account balance and activity, school events, school contact information, and much more.

L'École Culinaire is excited to offer this capability, making it easy for our students to be in touch with us and enhance their college experience. Upon acceptance to L'École Culinaire, students will be issued a student number that can be used to gain access to the student portal. An email will be sent to each student describing how to register and begin using the student portal upon enrollment.

TRANSCRIPT REQUEST POLICY

A student wishing to request an official school transcript must complete the Transcript Request Form located in the Registrar's Office. After the completion of the form and the payment of a \$5.00 fee, the Registrar's Office will process the request within two calendar weeks.



PROGRAM OFFERINGS
& COURSE DESCRIPTIONS



PROGRAM OFFERINGS

L'ÉCOLE CULINAIRE ST. LOUIS CAMPUS

PROGRAM OFFERINGS

DIPLOMA

Culinary Essentials

ASSOCIATE OF OCCUPATIONAL STUDIES A.O.S.

Culinary Arts

Culinary Management

L'École Culinaire only offers those specific programs of study listed above and expressly discussed in the curriculum section of this catalog.

The institution reserves the right to alter the scope and sequence of course offerings at any time.

PROGRAM OFFERINGS

CULINARY ESSENTIALS

DIPLOMA

The objective of this program is to prepare students to perform the tasks necessary for the successful operation of the brigade, line operation, or baking/pastry bench in a foodservice-related industry. Students will be prepared for entry-level employment as: assistants, apprentices, station chefs, line cooks, short-order cooks, or as institutional cooks. Students will be prepared to perform entry-level tasks as captains or headwaiters in front of the house operations. Students will also be prepared to perform entry-level tasks at the baker's bench as a boulanger. Students will be prepared to assist with supply, inventory and waste control.

This program consists of 60 weeks, 92 quarter credit hours of cookery theory and associated lab work and 6 quarter credit hours of applied general education for the culinary arts, totaling 98 quarter credit hours. Instruction is designed for entry every 10 weeks.

During the student's first phase, he/she will be required to complete an NRA Food Safety and Sanitation course and will be required to take the certifying examination. The student will also be required to receive the first in a series of two Hepatitis A Inoculations.

| Course # | Course Title | QCH |
|--|---|-----|
| CUL-101 | Fundamentals of Cookery | 16 |
| CUL-102 | Fundamentals of Baking | 16 |
| CUL-103 | Baking and Pastry Development, Purchasing, Financial and Facilities Management | 16 |
| CUL-104 | Culinary Skills Development | 16 |
| CUL-110 | Advanced Quantity Food Preparation, Charcuterie, and Garde Manger | 14 |
| CUL-111 | International Cuisine and Beverage Study | 14 |
| AGE-110 | Business and Professional Presentations for the Food Service Professional | 3 |
| AGE-111 | Analysis and Development of Applied Technical Writing for the Food Service Professional | 3 |
| Total Number of Quarter Credit Hours Required for Graduation 98 | | |

CULINARY ARTS

ASSOCIATE OF OCCUPATIONAL STUDIES

The objective of this program is to prepare students to perform the tasks necessary for entry-level management in culinary applications for the food service industry. Building on the skills developed in the diploma program, students will develop professionalism. Students will develop their own culinary techniques through extensive lab exposure for excellence in food production, creativity, marketing, cost analysis, sanitation and nutrition as well as assisting with customer service.

This program consists of 90 weeks, 130 quarter credit hours of cookery theory and associated lab work and 14 quarter credit hours of applied general education for the culinary arts, totaling 144 quarter credit hours. Instruction is designed for entry every 10 weeks.

During the student's first phase, he/she will be required to complete an NRA Food Safety and Sanitation course and will be required to take the certifying examination. The student will also be required to receive the first in a series of two Hepatitis A Inoculations.

| Course # | Course Title | QCH |
|---|---|-----|
| CUL-101 | Fundamentals of Cookery | 16 |
| CUL-102 | Fundamentals of Baking | 16 |
| CUL-103 | Baking and Pastry Development, Purchasing, Financial and Facilities Management | 16 |
| CUL-104 | Culinary Skills Development | 16 |
| CUL-110 | Advanced Quantity Food Prep, Charcuterie and Garde Manger | 14 |
| CUL-111 | International Cuisine and Beverage Study | 14 |
| CUL-203 | Contemporary, Artistic and Healthful Cuisine | 13 |
| CUL-210 | Management: Kitchens, Front of the House, and Client Relationships | 13 |
| CUL-EXT2 | Externship | 12 |
| | OR | |
| CUL-EXT4 | Externship with Trip | 12 |
| AGE-110 | Business and Professional Presentations for the Food Service Professional | 3 |
| AGE-111 | Analysis and Development of Applied Technical Writing for the Food Service Professional | 3 |
| AGE-203 | Communication in Interviewing for the Food Service Professional | 4 |
| AGE-210 | Customer Service | 4 |
| Total Number of Quarter Credit Hours Required for Graduation 144 | | |

PROGRAM OFFERINGS

CULINARY MANAGEMENT

ASSOCIATE OF OCCUPATIONAL STUDIES

The objective of this program is to prepare the student for entry level employment in the field of culinary management. Graduates of this program will have a working knowledge of management of the business, food safety concerns, marketing and customer service, legalities, guidance in leadership, marketing strategies, and beverage management to culminate in a capstone course.

The program consists of 70 weeks, 76.5 Quarter Credit hours of Culinary Management theory, and 13.5 Quarter Credit Hours of General Education totaling 90 Quarter Credit Hours. Instruction is designed for entry every 10 weeks.

| Course # | Course Title | QCH |
|--|---|-----|
| CMGT 120 | Intro to Culinary Management | 4.5 |
| CMGT 125 | ServSafe: Food Essentials | 4.5 |
| CMGT 140 | Strategic Marketing | 4.5 |
| CMGT 150 | Customer Service | 4.5 |
| CMGT 170 | Cost Control and Food Purchasing | 4.5 |
| CMGT 205 | Culinary Law and Ethics | 4.5 |
| CMGT 220 | Culinary Communications: Media and Public Relations | 4.5 |
| CMGT 240 | Leadership Development | 4.5 |
| CMGT 242 | Beverage Management | 4.5 |
| CMGT 265 | Culinary Management Capstone | 4.5 |
| Students Must Select 5 Of The Following 7 Culinary Electives | | |
| CMGT 130 | Theories of Dining Service | 4.5 |
| CMGT 160 | Culinary Revenue and Budget Management | 4.5 |
| CMGT 165 | Culinary Management Systems | 4.5 |
| CMGT 175 | Menu Development | 4.5 |
| CMGT 250 | Human Resources Management in the Culinary Industry | 4.5 |
| CMGT 255 | Operations Management | 4.5 |
| CMGT 260 | Organizational Behavior | 4.5 |
| Students Must Select 2 General Electives | | |
| | General Elective | 4.5 |
| | General Elective | 4.5 |
| General Education Classes | | |
| GE 101 | English Composition 1 | 4.5 |
| GE 105 | Intro to Psychology | 4.5 |
| GE 205 | College Algebra | 4.5 |
| Total Number of Quarter Credit Hours Required for Graduation 90 | | |

COURSE DESCRIPTIONS

AGE-110: BUSINESS AND PROFESSIONAL PRESENTATIONS FOR THE

FOOD SERVICE PROFESSIONAL

3 QUARTER CREDIT HOURS

This course is designed to equip students with the techniques involved in developing effective communication and presentation skills in relationships with vendors, staff, guests, and media. Through speeches and discussions, students will develop the oral communication, critical thinking, and presentation skills required in everyday business situations.

AGE-111: ANALYSIS AND DEVELOPMENT OF APPLIED TECHNICAL WRITING FOR

THE FOOD SERVICE PROFESSIONAL

3 QUARTER CREDIT HOURS

This course serves as an introduction to basic writing principles. Popular and special writing cases are approached as strategic models, and are addressed through a comprehensive process regimen of television and editing techniques. The course provides the student with the necessary analytical, organizational, and descriptive skills for the popular message mediums of today's technologies.

AGE-203: COMMUNICATION IN

INTERVIEWING FOR THE FOOD SERVICE PROFESSIONAL

4 QUARTER CREDIT HOURS

This course covers skills in forming questions, gathering information, building rapport, developing listening skills, and maintaining effective interaction during the critical interviewing process. There will be an emphasis placed on the perspective of the interviewer and interviewee. This course demonstrates the research and preparation required prior to the interview, as well as effective communication during the interview process. Students will perform role playing scenarios in class to practice interviewing skills.

AGE-210: CUSTOMER SERVICE

4 QUARTER CREDIT HOURS

This course is designed to assist students in developing specific customer service skills in their field of training in the food service industry. Students will capture the dynamics of today's business realities and see the benefits of effective communication when applied to customers in the workplace. The student will learn how to put the customer first, every day, in every interaction, building an effective customer base.

CMGT-120: INTRODUCTION TO CULINARY MANAGEMENT

4.5 QUARTER CREDIT HOURS

This course will provide an introduction to the fundamental concepts involved in management. Students will develop an understanding of marketing, finance, human resources, accounting, management principles, leadership principles, and food service law and ethics.

CMGT-125: SERVSAFE: FOOD ESSENTIALS

4.5 QUARTER CREDIT HOURS

This course will cover the dangers of food borne illnesses, how to prevent them, and the keys to food safety. Students will learn where contamination starts, understand the challenges and origins of food allergens, review the components for good personal hygiene, manage the flow of food through a culinary establishment, and how every employee can be a safe food handler. In this course, the National Restaurant Association Educational Foundation's ServSafe text and certification will be utilized.

CMGT-140: STRATEGIC MARKETING

4.5 QUARTER CREDIT HOURS

In this course students will learn the basics of marketing. The evolution of marketing, the importance of strategy in marketing, and the development of a marketing plan will be explored. Students will apply learned theory in practical ways to develop the key concepts of strategic marketing in the restaurant industry.

COURSE DESCRIPTIONS

CMGT-150: CUSTOMER SERVICE

4.5 QUARTER CREDIT HOURS

This course will provide the student with an understanding of quality customer service. The primary topics of this class will include the impact of customer service, the management of customer service, discerning differing customer service expectations, obtaining useful customer feedback, and communication and suggestive selling. In this course, the students will utilize the National Restaurant Association Educational Foundation's ManageFirst Customer Service text and certification.

CMGT-170: COST CONTROL AND FOOD PURCHASING

4.5 QUARTER CREDIT HOURS

This course emphasizes the concepts of sales and cost control through the exploration of purchasing, receiving, storing, issuing and production in a food service environment. Students will learn to monitor costs, analyze menus, and control sales. The course will also expose students to factors that affect labor costs and teach the students how to mitigate these costs.

CMGT-205: CULINARY LAW AND ETHICS

4.5 QUARTER CREDIT HOURS

In this course, students will learn the importance of labor laws and ethical decision making as managers in a restaurant environment. The course materials emphasize an attitude for compliance in areas pertaining to labor laws, contracts, and safety and security in the workplace. Students will also discuss the consequences of ethical and unethical behavior and decision making in the culinary industry.

CMGT-220: CULINARY COMMUNICATIONS:

MEDIA AND PUBLIC RELATIONS

4.5 QUARTER CREDIT HOURS

In this public relations based course, students will learn how to use their communication skills through public relations to positively impact a business. The students will learn how to utilize research to strengthen public relations and how to assess the return on investment. In addition, this course will teach students how to manage the media using public relations to control a crisis situation. Relationships with the media and alternate coalitions will also be explored.

CMGT-240: LEADERSHIP DEVELOPMENT

4.5 QUARTER CREDIT HOURS

In this course, students will discuss various explanations of leadership and its place in the restaurant industry. This course will explore the importance of leadership in all levels of an organization and will discuss strategies for becoming a leader and motivating others to lead. Theories involving strong and poor leadership will also be discussed.

CMGT-242: BEVERAGE MANAGEMENT

4.5 QUARTER CREDIT HOURS

This course will teach students the practical knowledge they need to serve alcohol responsibly. Students will learn the manager's responsibilities in relation to alcohol service and successful bar operations. This course will use practical discussions on topics ranging from product and equipment knowledge to trend analysis and mixology to teach the importance of bar management in the culinary industry. Additionally, there is a basic review of wine, beer and spirits in this course. The importance of alcohol service compliance in the culinary industry will be taught with the use of the National Restaurant Association Educational Foundation's ServSafe Alcohol text and certification.

CMGT-265: CULINARY MANAGEMENT CAPSTONE

4.5 QUARTER CREDIT HOURS

Through case studies and analysis, the students will address topics ranging from leadership in the workplace, supervision, legal and ethical dilemmas, human resource practices, revenue management, marketing strategies, and technology in the workplace. In this course students will generate a portfolio that contains exhibits supporting the fundamentals of food service management. In this course, students will utilize the National Restaurant Association Educational Foundation's ManageFirst Hospitality and Restaurant Management text and certification.

COURSE DESCRIPTIONS

CMGT-130: THEORIES OF DINING SERVICE 4.5 QUARTER CREDIT HOURS

This course focuses on the techniques and performance standards necessary to offer professional service in the culinary industry. The historical context of service is explored as well as the various types of service that exist in food service operations. In addition, students will learn how education, training, and a professional attitude will yield success from a management perspective. Students will further learn what a manager's role is in providing successful service in the food service industry.

CMGT-160: CULINARY REVENUE AND BUDGET MANAGEMENT 4.5 QUARTER CREDIT HOURS

This course serves as an introduction to accounting and finance for the food service manager. Basic accounting skills including credits and debits, cash flow, pricing, budgeting, payroll, cash and revenue control, income statements and balance sheets will be taught. Students will learn about financial markets and instruments and the impact they have on a business. In addition, students will focus on budget and revenue concepts in the form of financial statements, risk and return of market portfolios, and optimizing capital structure.

CMGT-165: CULINARY MANAGEMENT SYSTEMS 4.5 QUARTER CREDIT HOURS

In this course students will learn how to most effectively use technology in the food service industry. The students will be exposed to Microsoft Word, Outlook, Publisher and Excel as well as Point of Sale and Reservation systems. Students will also be provided with an overview of hardware, software and networks and basic web design.

CMGT-175: MENU DEVELOPMENT 4.5 QUARTER CREDIT HOURS

This course will focus on the concept of the menu being the foundation of a food service operation. Students will learn about menu trends in the industry and the evolution of those trends as well as concepts in profitable menu planning based on market research, culinary trends, and nutritional and dietary needs. Students will also learn the financial aspects of menu planning and recipe costing. Menu design and merchandising will also be explored.

CMGT-250: HUMAN RESOURCES MANAGEMENT IN THE CULINARY INDUSTRY 4.5 QUARTER CREDIT HOURS

In this human resources course, students will gain an overview of how to properly manage the labor component of the restaurant industry. The course materials emphasize diversity, labor related regulations, legal compliance and proper record keeping. Students will also learn successful techniques for recruiting, interviewing, securing, and training employees.

CMGT-255: OPERATIONS MANAGEMENT 4.5 QUARTER CREDIT HOURS

This course focuses on the crucial elements involved in the operation of a restaurant. The students will learn about the importance of the meal experience for the customer as well as the importance of how the food, beverage and facility are managed. In addition, the students will discuss theories involving the role of the employees in the success or failure of a food service operation. Management techniques for successfully running an existing restaurant operation will be explored.

CMGT-260: ORGANIZATIONAL BEHAVIOR 4.5 QUARTER CREDIT HOURS

In this course students explore the basics of human relations and how they impact an organizational structure. Students will learn how understanding behaviors that result from human relations from a manager, group and individual perspective can create action within an organization. This course also provides exposure to motivational theories as well as concepts on managing change within a business or organization.

COURSE DESCRIPTIONS

CUL-101: FUNDAMENTALS OF COOKERY

16 QUARTER CREDIT HOURS

The initial emphasis of the course will be on food safety. Students will gain a thorough understanding of the cause of food-borne illness and other food related dangers as well as the precautions, procedures, and safety practices necessary to greatly reduce the risk of harm. Students will gain the knowledge needed to ensure serving wholesome food by examining and understanding the cycle of food from its origin through the processes of ordering and receiving, storage, processing, preparation and cooking and, finally, to the actual serving of the food. Students must take the National Restaurant Association ServSafe examination.

The course will provide the student with an understanding of the fundamentals of food preparation and cookery. It is designed to incorporate a variety of theoretical learning experiences as well as practical ones that will reinforce and utilize the theoretical ones. The primary topics of this course will include, but not be limited to the identification, selection and use of food ingredients, proper use of all types of commercial kitchen equipment with particular emphasis on understanding knife care and usage, understanding, using and manipulating recipes along with weight and volume measurements, and basic principles of cookery including heat transfer and the effects of heat on various food components. This knowledge will then be applied and related to the understanding of production methods for stocks, broths, classical and modern sauces, and soups. Additional topics of study for the class will include an exploration of the food product categories, "dairy" and "fruits", sandwich making, an introduction to salads and salad dressings, and brunch and breakfast cookery.

Identification and Use of Food Ingredients

Workplace Organization and Mise en Place Basic Knife Cuts

Food Safety and Sanitation

Care and Sharpening of Knives

Stock Preparation

Sauce Preparation

Soup Preparation

CUL-102: FUNDAMENTALS OF BAKING

16 QUARTER CREDIT HOURS

This course will provide the student with an understanding of the fundamentals of baking science. The primary topics of this class will include the identification, selection, and use of the basic ingredients used in baking and pastry arts. The student will learn the proper use of professional baking tools and equipment. Understanding, using, and manipulating baker's formulas along with weight and volume measurements will be introduced and stressed.

Understanding basic principles of baking including the production of breads, quick breads, muffins, scones, biscuits, cookies, brownies, icings, pies and tarts, puff-pastry dough, croissant and Danish dough, and their fillings will be introduced. Additionally students will learn to recognize and correct the common faults and the failures in many baked products. Part of the course is designed to ensure that the student has mastered the ability to understand and solve the basic math problems necessary for success in their career in the food service profession.

Topics include a review of basic math fundamentals, calculator use, math essentials in food preparation, and math for food service record keeping, accounting, and management. Students will manipulate recipes and carry out conversions to make usage predictions.

Baker's Tools & Equipment

Knowledge

Percentages, Ratios, Cost

Ingredients and Uses

Weight, Measures and Metrics

Mise en Place for Baking

Calculations

Baking Chemistry

Product

Yield

Specialty

Fermentation

CUL-103: BAKING AND PASTRY DEVELOPMENT,

PURCHASING, FINANCIAL AND FACILITIES MANAGEMENT

16 QUARTER CREDIT HOURS

The course will emphasize both the practice of the purchasing and distribution functions of the hospitality field and the continued development of strong foundations in the baking and pastry arts. In the baking and pastry component, students will practice making breads, artesian breads, enriched yeast-raised products, pastry dough, cakes, and restaurant style plated desserts. The purchasing component will directly expose the students to effective buying and distribution procedures through the actual operation of the school storeroom. Students will order, receive, store, package, and distribute products.

The purchasing component of the course will provide the student with the knowledge and experience necessary to perform the task of product procurement for a small to medium-sized restaurant operation. Students will also use this experience to demonstrate their understanding

of basic cost control strategies in the foodservice industry. Students will calculate and manipulate cost ratios, break-even points, and menu pricing, as well as practice techniques to reduce inventory shrinkage in the form of waste, theft, spoilage, and improper usage of inventory. In addition, students will create and interpret food and beverage financial statements.

- Operational Cost Control and Accounting
- Modern Cakes: Butter, Sponge, Genoise
- Food Cost Percentages and Yield Percentages
- Plated Desserts
- Study Commercial Kitchen Equipment
- Chocolate and Sugar Confections
- Cost Ratios
- Break-even Point
- Menu Pricing
- Baking Ingredients
- Starters for Artisan Breads

CUL-104: CULINARY SKILLS DEVELOPMENT

16 QUARTER CREDIT HOURS

This course will incorporate both theoretical and practical learning experiences to reinforce the foundation of culinary skills that students acquired during their earlier phases of study. Students will hone their skills with the four primary cooking techniques of sautéing, grilling, braising, and roasting by preparing plated presentations. Students will apply proper storage, fabrication, preparation, and presentation techniques to the production of food items. The course focuses student preparation on key food types. Students will improve their cooking skills by working with beef, veal, lamb, pork, poultry, game, fish, and shellfish. Students will prepare plated entrees, including appropriate accompaniments of starches, vegetables, and sauces. Students will prepare a variety of potatoes, grains, pastas, and vegetable dishes as well as practice traditional sauce-making techniques.

- | | |
|------------------------------|-------------------------------|
| Meat and Seafood Fabrication | Quantity Production and Speed |
| Broiling and Grilling | Deep-frying and Sautéing |
| Roasting | Simmering and Boiling |
| Braising and Stewing | Poaching and Steaming |

CUL-110: ADVANCED QUANTITY FOOD PREP,

14 QUARTER CREDIT HOURS

CHARCUTERIE AND GARDE MANGER

Garde Manger is the study and practice of cold food production and cold food art. Students will practice techniques for the production of a diverse variety of hors d'oeuvres. During class, students will produce salads and salad dressings, condiments such as ketchup and Worcestershire sauce, vegetable and ice sculptures, various intermezzos, and other cold items. Charcuterie is the study and practice of advanced and artistic butchering. Topics covered will include the making of sausages of all kinds, hot and cold smoked fish, and the production of smoked and/or cured meats such as salami, andouille, and ham. Additionally, students will practice techniques for the production of a diverse variety of hors d'oeuvres, pâtés, terrines, ballotines, and galantines. Students will practice the art of buffet presentation and will produce a cold food platter design using the techniques of working with aspic. Students will also learn how to calculate order, store, prepare, and serve food in large quantities for banquets and corporate events.

- | | |
|-------------------------------|--|
| Hors D'oeuvres and Appetizers | Planning the On-Site Banquet |
| Sausage Making | Controlling Banquet Profit Margins |
| Ice and Vegetable Sculpture | Large-Quantity Food Preparation Techniques |
| Pates and Terrines | High-Volume Kitchen Service |

COURSE DESCRIPTIONS

CUL-111: INTERNATIONAL

CUISINE AND BEVERAGE STUDY

14 QUARTER CREDIT HOURS

This class will provide the student with an introduction to the prominent cuisines of the world while accentuating their fundamental knowledge of culinary principles and techniques. It is designed to incorporate a variety of theoretical learning experiences and practical learning experiences that will reinforce and utilize the theoretical ones. Students will study how cuisines have developed and how they have been influenced by such factors as climate, resources, culture, religion and fuel.

Emphasis will be placed on the understanding of advanced culinary principles as they apply to the specific methods and techniques encountered in the cuisines studied. An important element of the course is that students gain familiarity with an increasingly wide scope of ingredients along with an understanding of their applications. International menu development and production will be highlighted. Practical applications of various cuisines in the modern hospitality industry will be explored along with an emphasis on understanding and producing standardized recipes. Some of the cuisines studied are those of the British Isles, Scandinavia, Russia and Eastern Europe, the Middle East, the Mediterranean, South America, oriental cuisines including the various regions of China, Japan, Vietnam, Korea and the Philippines, India, and the European cuisines including the regions, Italy, and Spain along with Portugal. The student will attain a firm grasp of the concepts of flavor building, balance, sweetness (not sugar, but in the oriental sense meaning clean and pure), texture and harmony. Exotic and unusual foods will be introduced and students will be encouraged to develop an understanding of why and how certain cuisines have evolved. The student will be exposed to many new foods, spices, herbs and cooking ingredients not typically found in an American kitchen. In addition to specific knowledge of foreign foods and learning some unique skills and preparations, the exposure provides a better understanding of what makes good food good. Students will also learn the necessary information to safely serve alcoholic beverages and to avoid liability for negligence in the safe service of alcoholic beverages. Considerable emphasis will be placed on the study of beverage management with a particular emphasis on the understanding, tasting and evaluating of wines. Students will gain a high level of knowledge about the many varieties and styles of wines produced and the ability to interpret and understand wine labels from major growing regions. Of particular importance to professional culinarians is the ability to pair foods with wines and other beverages and of how these pairings may influence the taste of the wine, the taste of the food or the overall enjoyment of a meal or dining experience. Students will have an opportunity to taste and evaluate a specific wine or wines along with the cuisine from the same region of the world.

During the lecture component of CUL 111, significant class time will focus on information pertaining to common beverages served in modern foodservice establishments and used as ingredients by professional culinarians. Students will discuss how various beverages are made, how to serve them or utilize them in food preparation, and how to make successful food and beverage menu pairings. Management and control of beverage service and safety will also be addressed.

| | |
|--|------------------------------------|
| Introduction to Wine History | Pairing Wine with Flavors and Food |
| Buying, Storing, and Serving Alcoholic Beverages | |
| French Cuisine | Northern European Cuisines |
| Scandinavian Cuisines | Asian Cuisines |
| | Mediterranean Cuisines |

CUL-203: CONTEMPORARY, ARTISTIC

AND HEALTHFUL CUISINE

13 QUARTER CREDIT HOURS

This course combines a study of nutritional theory with the practical preparation of contemporary and artistic cuisine. Students will focus in lecture on the study of nutrients, calories, fats, carbohydrates, proteins, vitamins, and minerals. Students will explore other topics such as ideal body weight management, nutritional food guide recommendations for U.S. and other cultures, how to analyze the nutrient value of particular menus, and the creation of menus that meet specific nutrient guidelines.

Ongoing work in the food laboratory will provide each student with the opportunity to learn and practice food preparation that meets these nutritious guidelines with a creative and contemporary flair. Students will be challenged to prepare food using set recipes from the

textbooks as well as create food presentations utilizing the techniques of healthy cooking. Students will actively complete oral and written evaluations of many of their food preparations and keep these evaluations for submission as part of their final class project.

- New American Cuisine
- Creative and Healthy Meal Planning
- Fusion Techniques
- Development of Personal Style and Technique
- Art of Plate Presentation
- Nutrient and Diet Recommendations
- Nutritional Composition of Food
- Developing Healthy Cooking Techniques

CUL-210: MANAGEMENT: KITCHENS, FRONT

OF THE HOUSE, AND CLIENT RELATIONSHIPS

13 QUARTER CREDIT HOURS

Students will create, present, and critique modern foodservice meals using the school's simulated restaurant kitchen line and dining area. Students will apply the standards and techniques for fine table service in a full-service restaurant, the methods of delivering customer service, and the strategies for building a customer base. Working in teams, students will be responsible for all the management functions necessary for the meal that they serve, including menu design, ordering, sales, employee scheduling, event planning, and meal execution. Throughout the phase students will rotate through a variety of job functions, including line cook, server, dishwasher, chef, and general manager.

- Table Service Protocol
- Meal Planning for Various Industry Applications
- Building a Customer Base
- Menu and Recipe Development
- Concepts of Ordering, Pricing, and Storing Inventory
- Planning for Profit
- Collecting and Accounting for Funds
- Managing Personnel for Efficient Production

* This class will only be offered from 10:00am to 4:00pm and from 5:00pm to 11:00pm, regardless of the student's class time leading up to this phase. Students' need to make a commitment to a phase time prior to the phase starting.

CUL-EXT2: EXTERNSHIP

12 QUARTER CREDIT HOURS

The students will complete practical applications of their skills in a real foodservice environment. They will demonstrate the knowledge, aptitude, and skill proficiency obtained in the classroom and lab. This is the final required course for completion of the program. Externship for eligible candidates consists of ten weeks. The candidate is required to work up to 40 hours per week at an assigned site until the required number of clock hours has been achieved. This will vary slightly according to the specific program the student is completing and the actual number of hours a particular site may have available to the student. By the end of the ten week phase, the students must complete 360 externship hours. Specific requirements for the externship, as well as the pre- and post-externship, will be provided by the externship coordinator. The externship site will determine the work hours. These must be the regular workday hours for the site, and work will occur on Saturdays, Sundays and evenings as required by the externship site.

Students must have received the second in a series of Hepatitis A Inoculations before starting the externship.

COURSE DESCRIPTIONS

CUL-EXT4: EXTERNSHIP WITH TRIP

12 QUARTER CREDIT HOURS

Preparatory Class

A mandatory course will be offered the first week of the phase for all students enrolled in this externship. The students will be instructed by a local chef/Program Advisory Council (PAC) member with ties to the country or region being visited. The course will instruct students on language, history, topography of the region, geography of the country, cuisine, and what the students will be doing while on their trip. Travel requirements and recommendations will also be reviewed.

Culinary Journal and Re-creation of Authentic Meal Requirements

Over the course of their five day international experience, students will be required to maintain a Culinary Journal, which will document the meals they prepare and eat; the ingredients and flavors they encounter; and their overall culinary experiences. They will also be encouraged to take pictures of the food and ingredients to add to their journal. Upon return, the class will collectively create and execute a menu based on their international culinary experiences. They will rely on their Culinary Journals to assist them in their preparation and execution. The Chef Chaperone will serve as their instructor/evaluator in the kitchen while current students, instructors and staff will serve as the meal guests.

The Culinary Journal and meal re-creation serve as two mechanisms for the students to demonstrate their expertise gained over the course of their travels. Both of these requirements will be included as a portion of the overall grade.

Students opting for CUL-EXT4: Externship with Trip will be scheduled accordingly and plans for their travel abroad will begin upon enrollment. Prospective students must make this selection at the time of enrollment. The tuition for the program is consistent regardless of the externship option chosen. CUL-EXT4: Externship with Trip includes accommodations for five nights, scheduled meals, hand-on cooking lessons, scheduled excursions, and round-trip ground and air transportation.

Miscellaneous or personal travel expenses as well as the cost of acquiring a passport will be the responsibility of the student. The school is responsible for making all travel and lodging arrangements.

Trip Oversight

Oversight for the trip portion of the externship will be provided by a Chef Chaperone who will accompany students on the trip. The Assistant Program Director will coordinate all administrative components of the trip.

ENG 099: INTRODUCTION TO WRITING

This course is designed as an introduction to the basic tools of effective writing and communication. The course will prepare the student for the demands of writing at the college level. The course is intended to provide the tools necessary to succeed in writing at this level and achieve basic competence in proper sentence construction, the development of cogent paragraphs and essays providing the building blocks for successful writing at a more advanced level.

GE-101: ENGLISH COMPOSITION I

4.5 QUARTER CREDIT HOURS

In this English Composition I course, students develop written communication skills. The course materials place an emphasis on the principles of communication which includes understanding the writing process and analysis of readings, as can be applied personally and professionally. This is an intensive review of the English language and its use in college-level writing, including written discourse, sentence structure, paragraph development, essay organization, all in concert with critical thinking processes.

GE-105: INTRO TO PSYCHOLOGY

4.5 QUARTER CREDIT HOURS

This psychology course is provides a foundation to understand human behavior. Course covers theories and concepts including: scope of psychology, biological foundations and the brain, sensation, perception, motivation, personality, learning/memory, emotion, states of consciousness, personality theories, cognition, life-span development, and applied psychology.

GE 205: COLLEGE ALGEBRA

4.5 QUARTER CREDIT HOURS

This college algebra course focuses on algebraic concepts essential for success in the workplace and other courses. Using practical examples and applications, students practice fundamental operations with number systems, formulas, algebraic expressions and linear equations. This course also explores problems involving factoring, inequalities, exponents, radicals, functions, quadratic equations and graphs.

MA 099: BASIC COLLEGE MATHEMATICS

This mathematics course focuses on algebraic concepts essential for success in the workplace and future courses. Using practical examples and applications, students practice fundamental operations with number systems, formulas, algebraic expressions and linear equations.

ACADEMIC CALENDAR

| Start Date | 60 Weeks | 70 Weeks | 90 Weeks |
|------------|-----------|-----------|-----------|
| 1/3/2011 | 2/26/2012 | 5/6/2012 | 9/23/2012 |
| 3/14/2011 | 5/6/2012 | 7/15/2012 | 12/2/2012 |
| 5/23/2011 | 7/15/2012 | 9/23/2012 | 2/10/2013 |
| 8/1/2011 | 9/23/2012 | 12/2/2012 | 4/21/2013 |
| 10/10/2011 | 12/2/2012 | 2/10/2013 | 6/30/2013 |
| 12/19/2011 | 2/10/2013 | 4/21/2013 | 9/8/2013 |

CLASS SCHEDULE

DAY AND EVENING CLASS SCHEDULE

MORNING CLASSES

Monday through Thursday

6:30 a.m. to 12:30 p.m. and 10:00 a.m. to 4:00 p.m.

AFTERNOON CLASSES

Monday through Thursday

1:30 p.m. to 7:30 p.m.

EVENING CLASSES

Monday through Thursday

5:00 p.m. to 11:00 p.m.

WEEKEND CLASS SCHEDULE

FRIDAY CLASSES

7:00 a.m. to 12:30 p.m. and 12:30 p.m. to 5:00 p.m.

SATURDAY CLASSES

8:00 a.m. to 12:30 p.m.

Class hours are subject to change or vary based on student needs.

ADVISORY COMMITTEES

L'École Culinaire utilizes Program Advisory Committees for each program or each group of related programs. The majority of each Program Advisory Committee is made up of employers representing the major occupation or occupations for which training is provided. At least two regularly scheduled meetings are conducted annually and at least one of these is held at the school.

The duties of the Program Advisory Committee include, but are not limited to:

- Reviewing, at least annually, the established curricula of the program and comment as to its objectives, content, and length, and the adequacy of the facility and equipment.
- Reviewing and commenting on each new program including the appropriateness of curriculum, objectives, content and length, prior to Accreditation recognition.
- Reviewing and commenting at least annually on student completion, placement, and where required, state licensing and examination outcomes of each program.

Leon Bierbaum - Executive Chef at Chez Leon

Vincent Bommarito - Chef at Tony's Restaurant

Eric Brenner - Executive Chef/Owner at Moxy & Executive Chef at Chez Leon

Gerard Craft - Executive Chef at Niche

Jim Fiala - chef/Owner at The Crossing & Acero

Bill Foster, Educator

Dan Goszewski - Owner of Culinary Uniform Supply

John Griffiths - Owner/Consultant at St. Louis Restaurant Consultants LLC

Stephan Hale - Co-Leader of Slow Food St. Louis & Chief Brewer at Schlafly Tap Room

Steve Komorek - Chef/Owner of Trattoria Marcella

John LaRocca - General Manager of University Club & Catering of MU

Nicola McPherson - Ozark Forest Mushroom Company

Cary McDowell - Regional Executive Chef of Wolfgang Puck Catering

Jason McGraw - Executive Chef of America's Center

ADVISORY COMMITTEES

Bob Menendez - Owner of Sunset 44

Orville Middendorf - Owner of PFG Middendorf Meat

Kevin Nashan - Chef/Owner at Sidney Street Cafe

Dave Owens - Director of Kitchen Operations and Quality Management at Bissinger's Chocolatier

Jeffrey C. Parrott - Sommelier/Operating Partner of Villa Farotto

Richard Perry - President of Arperico, Inc.

Tony Pietoso - Chef at Café Napoli

Bernard Pilon - Executive Chef at Norwood Country Club

Stephen Proctor - Executive Chef of Fox Associates

Vito Racanelli - Chef/Owner Onesto Pizza

Lou Rook - Executive Chef at Annie Gunn's

James Russell - Partner at Arperico, Inc.

Stephan Schubert - Pastry Chef at Ameristar Casino

Alan Sevier - Banquet Manager at Steven Becker Fine Dining

Howard Silver - Corporate Executive Chef at Ameristar Casino

Kevin Storm - Chef at Bellerive Country Club

Aaron Titelbaum - Owner of Monarch

Rob Uyemura - Executive Chef at Yia Yia's

Didier Villard - President of Eurogourmet

Bryan Young - President of Catering Plus

Kevin Boide - Graduate/Roundsman at Westwood Country Club

Robert Boyd - Employment Manager at Lumiere Place

Shimon Diamond - Graduate/Saute Cook at Westwood County Club

Ashley Schuster Kempf - Graduate/Line Cook at Sidney Street Cafe

Jon Lowe - Chef at Oceano Bistro

Shawn McDannell - Graduate/Restaurant Manager at Bandana's

| Program | Degree | Weeks | Tuition | Reg. Fee | Lab/Tech Fee | *Books & Supplies | Total Cost |
|-----------------------|---------|-------|----------|----------|--------------|-------------------|------------|
| Culinary Fundamentals | Diploma | 40 | \$17,200 | \$100 | \$2,700 | \$1,500 | \$21,500 |
| Culinary Essentials | Diploma | 60 | \$25,200 | \$100 | \$2,700 | \$2,400 | \$30,400 |
| Culinary Management | AOS | 70 | \$28,000 | \$100 | \$1,800 | \$3,100 | \$33,000 |
| Culinary Arts | AOS | 90 | \$37,800 | \$100 | \$4,050 | \$3,000 | \$44,950 |

Please note the cost of the A.O.S. program includes the cost of the Diploma program

*Books and Supplies include the cost of uniforms, toolkits, and other items which are a mandatory part of the program, and applicable sales tax. The amounts in the above fee chart for Books and Supplies are estimates and are subject to change.

APPENDIX A TUITION & FEES

ADMINISTRATIVE STAFF

Jane McNamee, Campus Director
Sarah Sutherland, Director of Education
Deborah Hofgren, Director of Financial Aid
Jacki Dirksmeyer, Director of Career Services
Jonathan Daniels, Director of Admissions
Veronique Davis, Financial Aid Advisor
Michael Murphy, Financial Aid Advisor
Beau Bryson, Education Coordinator
Alisha Wood, Registrar
Susan Bradley, Accountant
Jennifer Dougherty, Assistant Accountant
Vernessa Edwards, Receptionist
Tamar Shepherd, Receptionist
Michele Pallarito, Receptionist
Julie Hagen, Career Services Coordinator
Joan Hutchinson, Purchasing Coordinator
Brandace Barnett, Retention Coordinator
Ken Daum, Building Maintenance
Julie O'Neil, Learning Resource Center Coordinator

APPENDIX B
SCHOOL ADMINISTRATION & FACULTY

FACULTY

CHEF THOMAS BALK - CULINARY INSTRUCTOR

Chef Thomas Balk is a graduate of the Culinary Institute of America in Hyde Park, New York and holds an Associate's degree in Culinary Arts. Chef Balk has been an Executive Chef and Pastry Chef since 1994 and has been a part of four star and award-winning restaurants. Chef Balk has vast experience in food cost control, operation management and recipe/menu creation.

CHEF MATTHEW BORCHARDT - CULINARY INSTRUCTOR & ASSOCIATE CULINARY PROGRAM DIRECTOR

Chef Matthew Borchardt is a native of St. Louis, with several years of experience in the hospitality industry in the St. Louis area. After working many years at Two Nice Guy's restaurant in Webster Groves as a Chef and Front-of-House manager, he moved to Myrtle Beach, South Carolina, to work under a Certified Master Chef. After moving back to St. Louis, Chef Matt became the Executive Chef for Café Provencal in Kirkwood. Chef Matt then returned to the service side of the industry and worked for many years at local restaurants including: Café Napoli, Big Sky Café and Tony's. In May of 2001, Chef Matt became the Executive Chef at Frazer's Brown Bag where he worked until joining the L'Ecole Culinaire faculty.

CHEF DANIEL CALVERT - CULINARY INSTRUCTOR

Chef Daniel Calvert is a graduate of both the Pennsylvania Institute of Culinary Arts and the Apprenticeship Program at the famed Greenbriar Hotel in West Virginia. He served his tutelage under the supervision of Master Chef Peter Timmons. He has worked as the Sous Chef at Trattoria Marcella in St. Louis and is a Certified Sous Chef.

CHEF JENNIFER CUNNINGHAM - CULINARY INSTRUCTOR

Chef Jennifer Cunningham holds an Associate degree in Hotel Restaurant Management with an emphasis in Culinary Arts from Forest Park Community College. Jennifer spent three years as owner and operator of a wine shop, The Wine Seller in historic downtown St. Charles. She then worked for Houlihan's Restaurant Group as a manager for three years and then served as General Manager for several locations in the St. Louis area for four years. She was award Operator of the Year two years in a row for lowest turnover, food cost and labor and highest profit in the company. Jennifer spent the next three years in food sales at Performance Food Group before becoming Purchasing Manager for L'Ecole Culinaire.

CHEF MICHAEL P. DAMICO - CULINARY INSTRUCTOR

Chef Michael Damico is a graduate of Johnson & Wales University. He held an apprenticeship at The Mirage Hotel in Las Vegas. Chef Michael has over 18 years experience in the culinary field, specializing in fine dining, high volume

FACULTY

catering and ala carte dining. Chef Michael has served as an Executive Chef at Catering St. Louis and has been the Sous Chef for many establishments in St. Louis including Harry's Restaurant Downtown, Sunset Country Club and Harry's West Restaurant. Chef Michael has received three medals from the American Culinary Federation for local culinary competitions.

CHEF BERNARD DECOSTER - CULINARY INSTRUCTOR

Chef Bernard DeCoster apprenticed at age 16 in his home country of France, is a 35-year veteran of the culinary arts. He studied originally under Marc Alix, M.O.F., and got his start at the Hotel Sofitel. Having worked in a number of world-class restaurants in France, he arrived in the United States at age 22 and worked as Chef or Sous Chef in several fine hotels and restaurants. Later, he returned to France for a period of five years to continue studying techniques and cuisines under several chefs. Back again in the U.S., Chef DeCoster helped open the Ritz Carlton, St. Louis, and has worked for more than twenty years in fine dining establishments in the St. Louis area. He worked as Sous Chef at the Adam's Mark Hotel's five-star restaurant, Faust's, was co-owner of Clayton's Café Provençal, and before joining the team at L'Ecole Culinaire, was Sous Chef for five years at the St. Louis Club, a member of the Platinum Clubs of America. Chef DeCoster is a member of the Societe Culinaire Philantropique.

CHEF ERIC DEWES - CULINARY INSTRUCTOR

Chef Michael Eric Dewes has worked in the culinary industry for over 16 years. He apprenticed under Chef Pierre Chambrin, a former White House Chef, at the St. Louis Club. Chef Dewes has also worked at Blue Water Grill, as Sous Chef at Turvey's on the Green, as Chef at Food Outreach, and as Executive Chef at Mirasol in University City. Most recently, Chef Dewes worked as Executive Chef at Windows On Washington for seven years before joining the L'Ecole Culinaire faculty.

CHEF JASON EVANS - CULINARY INSTRUCTOR

Chef Jason Evans comes to us with over thirteen years of experience. He started in a family owned Country Club, then joining the U.S. Army and serving three years overseas, Europe and Korea. He moved back to St. Louis and worked in various St. Louis institutions from Orlando's to the Ritz Carlton in Clayton. He most recently worked as Sous Chef at Monarch Restaurant since 2003.

CHEF DANIEL FLICK - CULINARY INSTRUCTOR

Chef Daniel Flick is a graduate of the Culinary Institute of America, in Hyde Park, NY and holds an Associates degree in Culinary Arts. Chef Flick is a native of St. Louis. After finishing culinary school he spent two years at Madison Square Garden in NY, as Executive Chef of one of the outlets.

He then moved to Miami and became Executive Chef of the Capital Grille for many years. Chef Flick returned to St. Louis to open Fleming's Prime Steakhouse as the Chef Partner. Chef Flick has vast experience in food cost, menu development and restaurant openings.

CHEF BRYON GRANT - CULINARY INSTRUCTOR

Chef Bryan Grant has a Bachelor Degree in Finance with a Minor in Economics and Computer Science from Cameron University in Lawton, OK. He started baking at MegaMarket as the overnight baker frying donuts and baking cookies and breads. He worked as the 3rd baker at Flatbranch in 1998 for the summer; lead baker at Bon Appetite at Stephen College, where he had the pleasure to create desserts for the students and some of the Special Guests of the College. Chef Bryon attended an ACF Meeting in 1998 where Chef Pliska did a "simple" chocolate Demo and he decided that is what he wanted to learn. He applied to work at the Club in the fall of 1998 and in November and worked both jobs. In 1999 he accepted a full time Pastry Chef position with Chef Pliska. He departed in 2005 to attend the French Pastry School in Chicago. While in school he worked at the Bellagio for Lean-Phillipe Maury M.O.F. (French Master Pastry Chef). In 2007; after moving back to Missouri he acquired his former position at the University Club before joining the L'Ecole Culinaire team in 2009.

CHEF GEORGE GUTHIER - CULINARY INSTRUCTOR

Chef George Guthier is a graduate of Johnson & Wales University and holds a Certification in Food Service Management from the USMC Food Service School. Chef

Guthier has over 20 years experience in the Baking, Pastry and Food Service industry. He has been a member of Chefs de Cuisine Association of St. Louis since 1994.

CHEF MADELINE HAMID - CULINARY INSTRUCTOR

Chef Madeline Hamid is a native of St Louis who has been devoted to the "Pastry World" for the past 10 years. She acquired her formal training at the well known New England Culinary Institute in Montpelier, Vermont. She went on to work as part of the pastry team at the Ritz Carlton St. Louis and acquired two Five Star nominations. Chef Hamid is the former assistant pastry chef for St. Louis' historic Chase Park Plaza Hotel. In her travels and persistent quest for food knowledge, she has studied with the likes of Jean-Pierre Wybauw, Kerry Vincent, and Jean-Philippe Maury. While a large part of her career has been based on traditional cuisines she is deeply committed to natural, organic whole foods, and vegetarian genres.

FACULTY

CHEF BRADFORD HARTMAN - CULINARY INSTRUCTOR

Chef Bradford Hartman joins L'École Culinaire with over 25 years practical experience in the food industry. A 1985 graduate of the Culinary Institute of America, Chef Hartman graduated with honors and received the prestigious Schiefflin Award for excellence in wines and spirits. Chef Hartman has run his own consulting company, lending his creative talents to General Food and Dial corporations. He possesses an eclectic culinary background, augmented by time spent studying and working in Europe and the Middle East. While in the United States, Chef Hartman has been a working chef in Vail Colorado, coastal New Jersey, Scottsdale, Arizona and New York City. In New York, he apprenticed at An American Place under Chef Larry Forgione and Demarco's Restaurant under Chef Jay Trube. Chef Hartman was the Executive Chef of The Brown Bag in Westchester, New York, catering to the likes of President Regan, Carl Ican and the elite of Greenwich, Connecticut.

As an instructor of advanced cuisine at Scottsdale Culinary Institute, Chef Hartman was instrumental in gaining that institution's accreditation. He currently owns and operates Pumpernickles Deli/Restaurant/Catering in Creve Coeur, Missouri as well as Masterchef Importers, exclusive importer of fine chocolates from Europe.

CHEF TONY HEDGER - CULINARY INSTRUCTOR

Chef Tony Hedger, is a graduate of the Culinary Institute of Virginia College, Birmingham, Alabama, and holds an Associate's Degree in Culinary Arts and an Associate's Degree in Advanced Baking and Pastry. Chef Hedger has an extensive background in purchasing and cost control. Chef Hedger has opened a number of restaurants. He has been responsible for initial restaurant setup, operations cost control, staff training and menu/recipe creation. Chef Hedger has 26 years of managerial experience; he opened the L'École Culinaire campus in Memphis, TN, and served as the Culinary Program Director.

CHEF LAWRENCE HUTCHINSON - CULINARY INSTRUCTOR

Chef Lawrence Hutchinson graduated from one of the best schools in the country, New England Culinary Institute. From there, he worked at the Mountain Company in Stowe, Vermont, the Ritz Carlton in Marina del Rey, and Pinot Hollywood. He went on to do catering for first & second unit film crews cooking for celebrities like, Tom Hanks, Ellen Degeneres, and (Governor) Arnold Schwarzenegger. He recently owned and operated the Green Parrot Café and Event Site in Santa Ana, where he served fine California cuisine in a comfortable environment. The Green Parrot catered for many private parties as well as a number of political fundraisers.

Chef Lawrence was a founder of Culinary Cyrano, a Membership Program, similar to a wine club. Through Culinary Cyrano members received menus with recipes and wine recommendations monthly. The goal was to introduce the public to independent restaurants, to increase member's knowledge of the difference between chain and independents. He has been teaching cooking classes at his restaurant, the Green Parrot Café and Event Site since 2002. He has done a number of private classes as well, and regularly offers his services to charity organizations such as the Emmanuel House, a treatment facility for those suffering from aids, and Share Our Selves, an organization that offers medical and dental service and offers a food bank at no cost to those that need it.

CHEF PATRICK JONES - CULINARY INSTRUCTOR

Chef Patrick Jones graduated in 1995 from Sullivan University with an Associate's of Science degree in Culinary Arts Management. He worked under a former White House Chef at the St. Louis Club, a member of the Platinum Clubs of America. Chef Jones has also worked at the Adam's Mark Hotel working in all facets of a large hotel kitchen, as Sous Chef at The Chase Park Plaza, at 609 under Chef Tom Balk, at Café Eau under Chef Rob

Uyemura, at Truffle's under Chef Mike Holmes and at Fleming's Prime Steakhouse the Flagship Chain of OSI (Outback Steakhouse Corporation). Chef Jones is Serv-Safe Proctor Certified.

CHEF JOHN JUDY - CULINARY INSTRUCTOR

Chef John Judy is a graduate of the St. Louis Community College- Forest Park Culinary Arts program. He is the former Executive Chef for Applied Scholastics International as well as the Lemp Mansion Restaurant and Inn. A member of the American Culinary Federation, he won a gold medal in the ACF Knowledge Bowl regional competition in 2004. John also worked at Westwood Country Club, the Four Winds Restaurant, Top of the Towers Restaurant as a Garde Manger Chef, and at Stephenson's Apple Farm Restaurant as a BBQ Chef in the Kansas City area. He currently holds a position on the Board of the Chefs de Cuisine Association of St. Louis. He has served as a judge for four consecutive years for the St. Louis High School/ Vocational Culinary Competition and has multiple certificates for continuing educational training.

CHEF SUSIE JUDY, CEPC - CULINARY INSTRUCTOR

Chef Susie Judy began her culinary career with a Culinary degree with honors from St. Louis Community College at Forest Park. Chef Judy continued on from there as an apprentice at Westwood Country Club under the direction of Chef John Bogacki, C.E.C., A.A.C., C.C.E. Chef Judy settled into the pastry

FACULTY

department and became Executive Pastry Chef. Chef Judy enjoyed a thirteen year run at Westwood, during which time she was active with the Chefs de Cuisine Association of St. Louis, the local chapter of the American Culinary Federation. Chef Judy served on a number of board positions, including President of the junior chapter, Secretary of the Active Chapter, and Chair of Continuing Education and monthly events for chapter meetings. Chef Judy was elected Chef of the Year 2005, the first woman in the 41 year history of the Chefs de Cuisine Association of St. Louis, and Junior Chef of the Year in 2000. Chef Judy also coached the Baron H. Galand Knowledge Bowl Team, a competition that tests culinary student's knowledge that won the national title at the ACF National Convention. Chef Judy earned her Certified Executive Pastry Chef Certification in Orlando, Florida after passing practical and written tests set by the American Culinary Federation.

CHRISTOPHER KRAMER - CULINARY INSTRUCTOR

Christopher Kramer has a Bachelor's Degree in Hotel and Restaurant Management and is certified as a chef through the CIA in New York and the ACF. Over the last 15 years, while working throughout the industry as a chef, he has cooked in restaurants, diners, country clubs and organized catering events from 10 to 10,000 people. He has also competed in culinary competitions and done many cooking demonstrations for local schools. His food has been featured in newspapers, magazines and on primetime television.

Before opening his own multi-unit restaurant he traveled to France and throughout America studying ingredients and cuisine. Chris has also been an active member in the National Restaurant Association and the Club Manager's Association attending conferences around the country. As a consultant Chris has coached restaurateurs in profitability through menu development and cost control.

CHEF LYNN KRAUSE, CEPC, AAC - CULINARY INSTRUCTOR

Chef Lynn Krause holds a Bachelor's of Science degree in Workforce Education from Southern Illinois University – Carbondale, IL, earning 194 credit hours. Lynn has been a Certified Executive Pastry Chef (CEPC) for 10 years, accredited through the American Culinary Federation (ACF) as well as inducted into the ACF American Academy of Chefs Honor Society (AAC) in 2003.

In July 2009, Chef Krause received the ACF National Humanitarian Award during the ACF National Convention, for her work as ACF National Disaster Relief Task Force Chair leading chefs in hurricane, flood, and winter storm related relief efforts, coordinating with the ACF, American Red Cross and Salvation Army. Chef Krause is a former Chairman, President, and Secretary of the local ACF Chefs de Cuisine Association of St. Louis Chapter, receiving various ACF Chapter awards and additional awards on the ACF National level. Lynn is also a long-standing member of the St. Louis Culinary Society.

Chef Krause owned a baking and pastry business in St. Louis for 24 years and brings 12 years of teaching experience to L'Ecole Culinaire from Southeast Missouri State University, East Central College – Union MO, Viking Culinary Arts Center – as Cooking School Director, and St. Louis Community College.

On a local level, Chef Krause has served the community of Town & Country as Alderman 2-terms, Board President, and Planning & Zoning Commissioner. A member of the Town & Country – Frontenac Chamber of Commerce and Life Long Member of the Miriam School Foundation – a school for children with learning disabilities.

CHEF JAMIE MANLEY - CULINARY INSTRUCTOR

Chef Jamie Manley is a graduate of The Culinary Institute of America, Hyde Park, New York where he earned an Associates degree in Culinary Arts. Chef Manley has been an Executive Chef, a Personal Chef, and a chef consultant. Along with these positions, Chef Manley has been involved in foodservice sales. Chef Manley held an internship position at Bellerive Country Club under CEC Kevin Storm. Chef Manley has been a medalist for hot food competitions sponsored by the American Culinary Federation. Chef Manley is currently a chef instructor at L'Ecole Culinaire.

CHEF GREGORY OWENS - CULINARY INSTRUCTOR

Chef Gregory Owens comes to L'Ecole Culinaire - St. Louis with a broad range of experience. Starting his culinary career in a small family owned pizzeria to pay for college; he discovered cooking to be his true passion. Upon graduating from Truman State University with a BA in English, Chef Owens traveled to Palm Beach Florida to attend Florida Culinary Institute. After completing his formal culinary education he allowed his life and career to take many paths. From a private chef & caterer, to running the kitchen of a platinum level private club; Chef Owens has experienced many different culinary operations. While enjoying all things culinary Chef Owens enjoys reading, gardening, and spending time with his family. To date his three young boys still prove to be his most demanding customers

CHEF DAMON PAYNE - CULINARY INSTRUCTOR

Chef Damon Payne has worked in the culinary industry for 16 years and for 13 of those years, enjoyed a long tenure at the Racquet Club Ladue where he rose from the position of Culinary Apprentice to Executive Sous Chef. Chef Payne has received medals and recognition from the American Culinary Federation for hot food competitions, cold food challenges, and the Missouri Seafood Challenge, as well as having received the 1992 Silver Medal for Best of Food Show.

FACULTY

CHEF JEFF RIEDEL - CULINARY INSTRUCTOR

Chef Jeff Riedel has worked in the culinary industry for over 30 years. He is a graduate of the Culinary Institute of America, and he attended the French Culinary Institute in New York. While in New York, Chef Riedel worked as the Chef Saucier at the Waldorf Astoria Hotel, Chef Tournant at Caesar's Atlantic City Casino, and Executive Chef at the Cornell University Club Manhattan, as well as Mount Sinai Medical Center. After returning to St. Louis, he served as Executive Chef for the Alton Belle Casino, Hunter's Hollow Inn, Embassy Suites Downtown, The Gatesworth, The Hallmark, and St Anthony's Medical Center.

CHEF NICOLE SHUMAN M.B.A. - CULINARY INSTRUCTOR

Chef Nicole Shuman received an Associate degree in Baking and Pastry Arts from Sullivan University, a Bachelor's degree in Business Administration as well as a Master's in Business Administration from Fontbonne University. Nicole has many years of experience in managing a variety of foodservice facilities, including experience in bar and beverage service. Chef Shuman has assisted in curriculum development for the program.

CHEF BYRON SMITH - CULINARY INSTRUCTOR

Chef Byron Smith has been working in the restaurant industry for nearly 20 years, fifteen of which have been spent in the kitchen. While earning his Bachelor's degree in English Literature at UMSL, he ran the kitchens of well established St. Louis restaurants such as Cicero's and Hot Locust Cantina. After working in the hospitality staffing business for two years, he returned to the kitchen as Sous Chef at Modesto Tapas Bar. Most recently, Chef Smith helped open Kitchen K downtown where he worked for two years and was promoted to the position of Executive Chef.

SARAH SUTHERLAND M.A.T. - DIRECTOR OF EDUCATION

Sarah Sutherland, M.A.T., holds a Bachelor of Arts degree in English from Truman State University, as well as a Master of Arts in Teaching in Communication Arts degree from Webster University. She has 10 years of experience in education in the areas of instruction, curriculum development, and administration. Sarah has worked locally for the St. Louis Special School District and the Ladue School District. She developed curriculum and taught English as a second language while living in Taiwan. Upon her return to the states, Sarah began teaching college level composition and communication in a proprietary school environment. She rose from Instructor to Department Chair and left the classroom for an administrative role. She currently serves as the Director of Education and oversees the academic department at L'École

Culinaire by monitoring the curriculum, accreditation standards, student satisfaction and instructor development.

CHEF CHRISTOPHER VANNORMAN - CULINARY INSTRUCTOR

Chef Christopher VanNorman is a graduate of the Culinary Institute of America in Hyde Park, New York. He has over 22 years of experience in the culinary field. Chef Van Norman has been a Chef or Sous Chef at many upscale clubs and restaurants in the St. Louis and Washington D.C. areas, and has 3 years of tutelage under a Certified Master Chef. His area of expertise lies mainly in high volume catering, fine dining, garde manger, and International Cuisines. He has prior teaching experience as a chef/instructor at Stratford University in Falls Church Virginia. Chef VanNorman also has the experience of opening and running his own full service restaurant. He has also received two medals for hot food competition from the American Culinary Federation.

CHEF JOHN WOMICK M.B.A. - CULINARY INSTRUCTOR & CULINARY PROGRAM DIRECTOR

Chef John Womick, M.B.A., holds a Bachelor's degree in Culinary Arts as well as a Master's degree in Business Administration from Johnson & Wales University in Rhode Island. Among the honors John received during his training, was the Anthony Kemalian Award for Excellence in the Culinary Arts. While attending Johnson & Wales, he began as a prep cook and worked up to Sous Chef of the catering kitchen at the renowned Gatehouse Restaurant & Catering Company of Rhode Island. There he had the honor and pleasure of serving many notable guests including Walter Cronkite, Graham Kerr, and President Bill Clinton. After returning to the St. Louis area in 2004, John accepted a position with Patty Long Catering that evolved into culinary and menu development.

CHEF DARREN ZESCH - CULINARY INSTRUCTOR

Chef Darren Zesch holds an Associate's degree from St. Louis Community College, Forest Park. He has been a Sous Chef since 1996 at Westwood Country Club under the direction of Chef Bagacki. He is a member of Chefs de Cuisine Association. In 2009 he received his Certified Executive Chef (CEC) certificate from the American Culinary Federation (ACF). Chef Zesch specializes in Garde Manger.

CHEF THOMAS ZUBER - CULINARY INSTRUCTOR

Chef Thomas Zuber graduated with a Bachelor's in Hospitality Services from Eastern Illinois University and received his culinary degree from The Culinary School at Kendall College. He has over 19 years experience in the culinary industry. Chef Thomas has worked for the Ritz-Carlton Hotel Company working at their properties in St. Louis and San Juan, Puerto Rico. He most recently worked at the Chase Park Plaza Hotel, where he held the position of Executive Sous-Chef, overseeing the hotel's three restaurants and banquet facilities.

NON-ACCREDITED COURSES

The Culinary Certificate courses listed below have not been reviewed Accrediting Commission of Career Schools and Colleges (ACCSC) and are not considered a part of the accredited offerings of L'École Culinaire. They are offered as continuing education/professional development classes only. Students completing these courses will not receive any credit which can be used toward other certificate or degree programs offered by L'École Culinaire. Students enrolling in the Non-Accredited Continuing Education Courses must be 18 years of age or have written permission of a parent or legal guardian. Payment for these courses must be made at the time of enrollment.

Serve Safe Management

Introduction to the World of Wines

Beer and Food Pairing

Ice Carving Fundamentals

Artisan Bread Primer

Chocolate Confectionary Basics

Fundamentals of Cake Sculpting and Design

Catering Fundamentals

Sushi Fundamentals

CF 101:SERVE SAFE MANAGEMENT NON-ACCREDITED CULINARY CERTIFICATE COURSES

The initial emphasis of the course will be on food safety. Students will gain a thorough understanding of the cause of food-borne illness and other food related dangers as well as the precautions, procedures, and safety practices necessary to greatly reduce the risk of harm. Students will gain the knowledge needed to ensure serving wholesome food by examining and understanding the cycle of food from its origin through the processes of ordering and receiving, storage, processing, preparation and cooking and, finally, to the actual serving of the food. Students must pass the National Restaurant Association ServSafe examination. The Course Length is 20 hours over one week.

WW 101:INTRODUCTION TO THE WORLD OF WINES NON-ACCREDITED CULINARY CERTIFICATE COURSES

For the food service professional or wine enthusiast, the course will offer a great introduction to the world of enology. Wines sales are a great contribution to a successful restaurant and its servers. For the avid entertainer, wine knowledge will not only impress but also expand ones palate. The course will begin by reviewing wine production, professional tasting techniques, and common varietals. Old world and new world wines will also be discussed each paired with a tasting of these wines. Students will increase their knowledge and confidence in selecting, serving, storing, and food pairing. The Course Length is 16 hours over four weeks.

WB 100 Beer and Food Pairing Non-Accredited Culinary Certificate Courses

NON-ACCREDITED COURSES

This course will explore the many different flavors as well as varieties of beer. Beer offers a unique opportunity for pairing with all types of food; from spicy to savory to sweet. This course will begin by reviewing the history, production, and types of beer. The discussion of each category will be accompanied by tastings and analyzing different pairings. The Course Length is 16 hours over four weeks.

IC 100: ICE CARVING FUNDAMENTALS NON-ACCREDITED CULINARY CERTIFICATE COURSES

Ice carving is one of the many classic skills of the culinary world commonly neglected. As a creative and very lucrative tool, ice carving should be in every chef's repertoire. Students will learn the fundamental skills and techniques to create beautiful pieces. The class will be a combination of classroom instruction and demonstration from experienced professionals prior to actual hands-on carving opportunities. The Course Length is 8 hours over one week.

BB 100: ARTISAN BREAD PRIMER NON-ACCREDITED CULINARY CERTIFICATE COURSES

This course offers an introduction to artisan bread and the techniques of bread making that can be reproduced at home and in the restaurant. The students will gain a clear and insightful understanding of grains and flours as they apply to bread making. The student will make breads using straight dough, starters and preferments. A myriad of artisan bread and crackers will be produced, ending with a display of all products made during the 3 day course. The Course Length is 24 hours over one week.

CC100: CHOCOLATE CONFECTIONARY BASICS NON-ACCREDITED CULINARY CERTIFICATE COURSES

This course is an introduction to basic chocolate confectionary. The science of chocolate's fat crystallization will lead to several tempering techniques. The student will then learn a variety of fillings including ganache as well as methods to properly produce and finish truffles. Safe handling, storage, and displaying these confections will conclude the class. The Course Length is 16 hours over one week.

BC 101: FUNDAMENTALS OF CAKE SCULPTING AND DESIGN NON-ACCREDITED CULINARY CERTIFICATE COURSES

With the rise in interest of artistic special occasion cakes, cake sculpting is a very valuable asset for every cake decorator. This class will teach the fundamentals necessary to successfully design, plan, and execute impressively artistic cakes. The student will have the opportunity to work with several decorating mediums, frostings, and cakes to acquire experience necessary to produce their own designs. The Course Length is 16 hours over one week.

CB 115: CATERING FUNDAMENTALS NON-ACCREDITED CULINARY CERTIFICATE COURSES

Catering is a profitable and diverse segment of the culinary field. The course will cover the fundamentals of both on-site and off-site catering. The course will begin by discussing different types of catering and the different considerations for each. Students will become knowledgeable in bulk advance food preparation, food safety, menu development, and catering organization. Development and execution of both large and small catering events will be covered as well as pricing structures, staffing needs, and business strategies for such events. Students will gain hands on experience designing and building buffets and will examine and discuss current culinary trends. The Course Length is 32 hours over three weeks.

CB 121: SUSHI FUNDAMENTALS NON-ACCREDITED CULINARY CERTIFICATE COURSES

The beginning of this course will review the history and traditions of sushi in Japanese cuisine and culture. Students will experience both the art and craft of sushi making through fundamental techniques, recipes, and procedures. After learning to make the perfect sushi rice, students will get hands on practice making sushi, nigiri, sashimi and contemporary rolls. The Course Length is 32 hours over three weeks.

NON-ACCREDITED COURSES

| Program Name | Degree | Hours | Tuition | Books/Supplies | Tax | Total |
|---|------------------------|-------|---------|----------------|-----|---------|
| Serve Safe Management | Non-Accredited Courses | 20 | \$600 | \$100 | \$5 | \$705 |
| Introduction to the World of Wines | Non-Accredited Courses | 16 | \$500 | \$85 | \$5 | \$590 |
| Beer and Food Pairings | Non-Accredited Courses | 16 | \$500 | \$75 | \$5 | \$580 |
| Ice Carving Fundamentals | Non-Accredited Courses | 8 | \$250 | \$85 | \$5 | \$340 |
| Artisan Bread Primer | Non-Accredited Courses | 24 | \$750 | \$110 | \$5 | \$865 |
| Chocolate Confectionary Basics | Non-Accredited Courses | 16 | \$500 | \$110 | \$5 | \$615 |
| Fundamentals of Cake Sculpting and Design | Non-Accredited Courses | 16 | \$500 | \$110 | \$5 | \$615 |
| Catering Fundamentals | Non-Accredited Courses | 32 | \$1,000 | \$125 | \$5 | \$1,130 |
| Sushi Fundamentals | Non-Accredited Courses | 32 | \$1,000 | \$85 | \$5 | \$1,090 |

*In an effort to offer our students every convenience, books and supplies may be purchased at the L'École Culinaire campus. The amounts in the above fee chart are estimates and are subject to change. Alternatively, students may purchase their books and supplies externally.

Addendum – Student Information & Services
Effective: 05-2011

The current Student Grievance Policy found on pages 63 & 64 is to be replaced with the below policy.

Student Information & Services

Student Grievance Policy

Should a student have a grievance or complaint concerning any aspect of his or her recruitment, enrollment, attendance, education, or career services assistance, the student should first contact the faculty or staff member to whom the grievance or complaint refers.

If a solution satisfactory to the student is not reached with the faculty or staff member, the student may submit his or her grievance or complaint in writing to the Director of Education, clearly describing the grievance or complaint.

The Director of Education will review the grievance or complaint, seek resolution and notify the student of the remedy within 10 days. In the event the student is not satisfied with the resolution provided by the Director of Education, the student must appeal to the institution's Director in writing within 10 days of receiving the decision of the Director of Education.

The institution's Director will review the pertinent facts and evidence presented. Within 10 days of receipt of the student appeal, the institution's Director will formulate a resolution.

Students who wish to contest the Director's resolution may submit a written appeal to the Chief Administrator, Vatterott Educational Centers, Inc. as the final entity seeking a favorable resolution to reported grievance or complaint.

At any time, the student may contact the Vatterott Educational Centers, Inc. Student Affairs division for additional support via email at studentaffairs-spring@vatterott-college.edu.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges

L'Ecole Culinaire – St. Louis
Student Information & Services Addendum

Addendum – Student Information & Services
Effective: 05-2011

2101 Wilson Blvd. / Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the school director or director of education.

Students may also contact the following agencies concerning any grievance or complaint about the institution: Office of the Ombudsman, United States Department of Education, Toll-free phone: (877) 557-2575.

Students may also contact the Missouri Department of Higher Education, 3515 Amazonas Dr., Jefferson City, MO 65109-5717, phone: 573-751-2361, fax: 573-751-6635.

All student complaints shall be handled in accordance with the above procedure and, upon exhaustion of the above, are subject to the Arbitration Agreement executed by all students as part of their Enrollment Agreement. The Arbitration Agreement sets forth that the student and Vatterott College agree that the exclusive means of enforcing any state, federal, regulatory or other right(s) will be in accordance with and governed by the Arbitration Agreement. A copy of the Arbitration Agreement can be obtained by requesting a copy in writing directed to the institution's Director.

L'Ecole Culinaire – St. Louis
Student Information & Services Addendum

The externships or other formal experiential learning activities & incomplete grade policies will be replaced with the below policies.

Academic Information

Externships or Other Formal Experiential Learning Activities

All externships and other formal experiential learning activities will be registered in the student system. Attendance or participation is to be tracked and posted at least once a week and final grades will be recorded at the end of the enrollment period. Students who are unable to complete their externship or other formal experiential learning activity by the end of the term of enrollment will be granted an Incomplete Grade "I" for up to 10 additional weeks to complete their remaining requirements. The student will not be charged any additional tuition for the externship or other formal experiential learning activity. Once the student completes all of the requirements for the externship or other formal experiential learning activity within the additional 10 week period, the Incomplete Grade "I" will be changed to the appropriate letter grade.

For externships or other experiential learning activities that occur at the end of the student's curriculum and that are required for graduation, the graduation date will coincide with the last day of the term in which the student completes all program requirements, unless the student completes such requirements during the add/drop period, in which case the graduation date may be back dated to the last date of the previous term.

Only externship hours that are submitted before the student drops or takes a Leave of Absence will be counted as hours towards completion of the externship. A student who receives an "F" for failing to perform essential duties at the site may be re-enrolled in the externship or experiential learning activity course for the subsequent term. If a student chooses to re-enroll, hours completed and submitted in the previous term will not be counted toward the completion of the externship and other formal experiential learning activity.

Incomplete Grade

An incomplete grade "I" signifies that not all the required coursework was completed during the term of enrollment. The "I" grade is not calculated into the term GPA or CGPA at the time it is awarded.

Instructors submitting "I" grades must receive approval from the Director of Education or designee and documentation of the "I" grade must be placed in the student's academic file. For students not enrolled in an externship or other formal experiential learning activity, all required coursework must be complete and submitted within two weeks after the end of the term. For students enrolled in an externship or other formal experiential learning activity, please refer to the "externship or other formal experiential learning activities" section of the catalog. If course requirements are not satisfied by the deadline, the "I" is converted to an "F." An "I" grade may be assigned only when all of the following conditions are met:

- The student has been making satisfactory progress in the course, as determined by the instructor;
- The student is unable to complete some coursework because of unusual circumstances that are deemed acceptable by the instructor; and
- The student presents these reasons in writing, with any required documentation prior to the last day of the term.

Please note the below changes to the Academic Information section of the catalog.

Academic Information

The below section is to be included after the Leave of Absence Policy.

Leave of Absence Due to Military Obligations

When a service member of the Armed Forces is called to active duty, the student must provide proof of active duty orders. When the student is called to active duty during the term, the institution will:

- Excuse tuition and fees for the term.
- Refund any payments received for the term to the proper source.
- Expunge the student's record of registration for the term so that the student is not penalized academically.

The below Re-Admission following a Leave of Absence policy is replacing the current policy in the catalog.

Re-Admission Following a Leave of Absence

Upon return from leave, a clock-hour student will be required to re-enroll in the courses from which he/she left upon entering the LOA and receive final grades for the courses. Or, if the term was completed before an LOA was granted, both clock-hour and credit-hour students will be expected to reenroll in next offered courses in normal sequence of the educational program. The student will not be charged any fee for the repeat of courses from which the student took leave or for reentry from the leave. A student whose tuition and fees were reversed due to military obligations, will charged for tuition and fees as applicable to the reentry term.

The date a student returns to class is normally scheduled for the beginning of the term.

The below Academic Probation Policy is to replace the current Academic Probation Policy in the Academic Information section of the catalog.

Academic Information

Academic Probation

At the end of each term after grades have been posted, each student's CGPA and rate of progress are reviewed to determine whether the student is meeting the satisfactory academic progress requirements.

Students will be placed on FA Warning - Academic Warning the first term after the CGPA or the rate of progress falls below the values specified in the CGPA and Rate of Progress Towards Completion requirements sections of this catalog. At the end of the FA Warning - Academic Warning term in which the student is enrolled, the student will be returned to regular status if he/she meets or exceeds the minimum standards.

If the student fails to meet the minimum CGPA or rate of progress requirements at the end of the FA Warning - Academic Warning term, the student will be dismissed (dropped) from the institution. Students dismissed for failing to make Satisfactory Academic Progress can appeal their dismissal in writing to the campus Director of Education. Students allowed an additional appeal term by both Financial Aid and Academics will be placed on one term of FA Probation - Academic Probation and must achieve Satisfactory Academic Progress at the end of the term of FA Probation - Academic Probation. Failure to achieve Satisfactory Academic Progress at the end of the one term of FA Probation - Academic Probation will result in dismissal from the institution.

In the case that a student is not allowed an additional appeal term from the FA department but has shown improvement toward meeting SAP and the appeal is approved by the Academics department the student will be placed on FA Suspension - Academic Appeal. Students placed on FA Suspension - Academic Appeal will not receive Title IV funding and will need to find alternative funding to continue in their program.

Students who withdraw from a term of FA Warning - Academic Warning or FA Probation - Academic Probation are considered to have failed that term.

If at any point it is determined that it is mathematically impossible for the student to meet the minimum requirements, the student will be dismissed from the institution. The institution also reserves the right to place a student on or remove them from academic monitoring based on their academic performance, not withstanding these published standards.

Notification of academic dismissal will be in writing. The Conduct Policy section of this catalog describes other circumstances that could lead to student dismissal for non-academic reasons.

As a dismissed student, a tuition refund may be due in accordance with the institution's stated refund policy.

Students not meeting the SAP requirements must participate in academic advising as deemed necessary by the institution as a condition of their academic monitoring. Students who fail to comply with these requirements may be subject to dismissal even though their CGPA or rate of progress may be above the dismissal levels.

Students who are dismissed for not meeting SAP may regain eligibility for Federal Student Aid only after completing at least one additional term and once again meeting the requirements of SAP or upon successful appeal.

The below information is to be included in the Financial Information & Academic Information sections of the catalog.

Financial Information

Satisfactory Academic Progress (SAP) and new terms associated with SAP

Due to recent changes in policies issued by the Department of Education, Vatterott Educational Centers has revised its Satisfactory Academic Progress policy. This revised policy will go into effect beginning July 1, 2011. This policy affects any student that has or will apply for financial aid.

Standards of Satisfactory Academic Progress

Federal regulations (CFR 668.32(f) and 668.34) require a student to move toward the completion of a degree or certificate within an eligible program when receiving financial aid. Specific requirements for academic progress for financial aid recipients are applied specifically, and must include all periods of enrollment, regardless of whether or not aid was received. The student must meet the published SAP standards for all students in order to receive financial aid.

Students must meet both the published qualitative (cumulative GPA) standard and the pace (quantitative completion rate) standard to be eligible to be considered “meeting SAP.” In addition, a student may never receive Federal Student Aid if the 150% maximum timeframe component has been or will be exceeded.

Students who fail to meet SAP standards will automatically receive one additional period of “financial aid warning” to meet SAP and will be eligible to receive Federal Student Aid during that one additional period. Students who fail to meet SAP after the one period of “financial aid warning” will be ineligible to receive further Federal Student Aid unless an appeal is filed and granted, or until the student once again meets SAP after completing at least one term of enrollment for which non-Federal Student Aid was used in financing that period of enrollment.

Students enrolled in credit hour programs will have both components of SAP evaluated at the end of each term of enrollment. Students enrolled in clock hour programs will have both components of SAP evaluated by the end of each 450 scheduled clock hours, regardless of whether the student attended them or not.

SAP Appeals for Financial Aid Eligibility

SAP Appeals must include:

- Letter written by the student requesting the appeal and why
- Information on why a student the student failed to make SAP
- What has changed that will allow a student to make SAP after one additional term.
- An academic plan that shows what is required specifically for the student to meet SAP by the end of the next term.
- Documentation of extenuating circumstances (extenuating circumstances, as defined by the Department of Education, include death of family member, injury or illness of student or immediate family member for which the student must assist in care, other equally serious extenuating circumstances)

Appeals should not be submitted and will not be considered unless the student is able to meet SAP after the next period of SAP evaluation. Appeals will be accepted no later than the following Friday after the term end date when the SAP determination was made.

New SAP Terminology for Financial Aid Eligibility

Beginning July 1, 2011, the Federal Regulations that apply to schools who are Title IV eligible have new language regarding Satisfactory Academic Progress (SAP). It is important for all students to understand the new terminology that schools are required to use. When viewing their transcript, students will see four new terms associated with SAP: **Financial Aid (FA) Warning, Financial Aid (FA) probation, Financial Aid (FA) suspension.**

FA Warning is defined as a status conferred automatically at the end of a term and without action by a student. This status will allow a student to continue receiving Title IV aid for one additional payment period. At the end of that additional payment period, the student should be meeting SAP. If SAP has not been met at the end of that additional payment period, the

Addendum – Financial Information
Effective: 07-2011

student may be allowed to appeal if extenuating circumstances existed that prevented him/her from meeting SAP.

If a student does not have a basis to appeal, or chooses not to appeal after not meeting SAP following a term of FA warning, the student will be dropped. An enrollment status of “drop” terminates a student’s enrollment, and the student may not continue in classes.

FA Probation is a status that is only available to students who have appealed and been granted an approved FA SAP appeal. FA probation status is only available for one term only, and students are eligible to receive Title IV funding during that one term of FA probation.

This financial aid terminology will be combined with academic terminology. When viewing transcripts students may see the following combinations:

FA Warning-Academic Warning (this is used for the first term after which a student has not met SAP)

FA Probation-Academic Probation (this is used for the term after a student has completed one term of FA warning-academic warning, did not yet meet SAP, has filed an appeal, and the student’s appeal was approved, allowing the student to be eligible to attend one additional term of enrollment and remain eligible for Federal Student Aid)

FA Suspension-Academic Appeal (this is used for the term after a student has completed one term of FA warning-academic warning, did not yet meet SAP, has filed an appeal, and the student’s appeal was not approved for Federal Student Aid funding; the student is, however, allowed to remain enrolled if using non-Federal funds to pay for educational costs)

It is important to note that an SAP appeal for FA will only be granted if:

- The student is statistically able to once again meet SAP at the end of one additional term
- The student has provided documentation for an extenuating circumstance that prohibited the student from meeting SAP
- All Vatterott paperwork required for the appeal is complete and has been submitted timely, including:
 1. An academic plan that specifies the plan and specific point in time for the student to meet SAP standards
 2. A letter by the student explaining why he/she failed to meet SAP standards and what has changed that would now allow him/her to meet SAP at the end of the next term

Once Title IV eligibility has been lost due to not meeting SAP, students may only regain Title IV eligibility by paying for his/her education using non Title

Addendum – Financial Information
Effective: 07-2011

IV funding for a minimum of at least one complete term and until SAP is once again met.

Addendum – Program Offerings & Course Descriptions
Effective: 09-2011

The below information is to be included in the Program Offerings and Course Descriptions sections.

Program Offerings

Culinary Fundamentals

Diploma

The objective of this program is to prepare students to perform the tasks necessary for the successful operation of the brigade, line operation, or baking/pastry bench in a food service-related industry. Graduates will be prepared for entry-level employment as: assistants, apprentices, station chefs, line cooks, short-order cooks, and institutional cooks. Students will also be prepared to perform entry-level tasks as captains or headwaiters in front-of-the-house operations and entry-level tasks at the baker's bench as a Boulanger.

This program consists of 40 weeks, 58 quarter credit hours of cookery theory and associated lab work.

| Course # | Course Title | QCH |
|----------|--|-----|
| CF 100 | Practical Fundamentals | 3.0 |
| CF 102 | Kitchen Safety and Sanitation | 2.0 |
| CF 103 | Culinary Math and Food Costing | 2.0 |
| CF 104 | Stocks, Soups and Sauces | 3.0 |
| CF 105 | Principles of Cooking | 3.0 |
| CF 106 | Applied Culinary Skills Development 1 | 2.0 |
| CF 110 | Meat and Poultry Fabrication | 3.0 |
| CF 111 | Dry Cooking Methods | 4.0 |
| CF 112 | Moist and Combination Cooking Methods | 3.0 |
| CF 113 | Fish and Shellfish Fabrication and Cooking | 3.0 |
| CF 116 | Applied Culinary Skills Development 2 | 2.0 |
| CF 120 | Garde Manger | 5.0 |
| CF 125 | International Cuisine | 4.0 |
| CF 126 | Applied Culinary Skills Development 3 | 2.0 |
| CF 130 | American Regional Cuisine | 4.0 |
| CF 135 | Fundamentals of Baking | 5.0 |

L'Ecole Culinaire – St. Louis
Program Offerings and Course Descriptions Addendum

Addendum – Program Offerings & Course Descriptions
Effective: 09-2011

| | | |
|--|---|-----|
| CF 140 | Menu Development, Buffet Planning and Service | 3.0 |
| CF 150 | Cookery | 5.0 |
| Total Quarter Credit Hours needed for Graduation 58 | | |

Course Descriptions

CF 100 – Practical Fundamentals 3 Quarter Credit Hours

This course will provide the student with an understanding of the practical fundamentals of kitchen work. The primary topics of this class include knife skills, classic and common knife cuts, large equipment and common kitchen small wares identification and proper use. Emphasis will be placed on maintaining a neat, clean, and orderly work station and kitchen.

Professionalism and a sense of urgency vital to success in the culinary field will be introduced and stressed.

CF 102- Kitchen Safety and Sanitation 2 Quarter Credit Hours

This course will provide the student with an understanding of kitchen safety and sanitation. The primary topics of this class include the National Restaurant Association ServSafe food safety curriculum and safe kitchen practices. Proper cleaning practices will be discussed as well as proper use and storage of common kitchen chemicals.

CF 103 – Culinary Math and Food Costing 2 Quarter Credit Hours

This course will provide the student with an understanding of the fundamentals of culinary math and cost control. The primary goal of this class is for students to acquire the basic math skills necessary for success in the food service profession. Topics include basic math fundamentals, calculator use, math essentials in food preparation, recipe conversion, recipe costing, accounting, and introduction to food cost management.

CF 104 – Stocks, Sauces and Soups 3 Quarter Credit Hours

This course will provide the student with an understanding of the fundamentals of proper stock, sauce, and soup making. The primary topics of this class include the identification, selection, and use of basic ingredients used in stock production and the utilization of stocks in proper sauce and soup production. Emphasis will be placed on proper flavoring and seasoning of the "Mother Sauces" and an introduction to basic applications.

CF 105 – Principles of Cooking 3 Quarter Credit Hours

This course will provide the student with an understanding of the

L'Ecole Culinaire – St. Louis
Program Offerings and Course Descriptions Addendum

Addendum – Program Offerings & Course Descriptions

Effective: 09-2011

fundamental principles of cooking. The primary topics of this class will include the identification, selection, and use of basic ingredients used in cookery. Basic application of cooking methods in breakfast cookery will strengthen the students overall grasp of the culinary field. Emphasis on product identification and utilization will lay the groundwork for further study. An introduction to flavoring will also be presented through the use of basic recipes.

CF 106 – Applied Culinary Skills Development 1 **2 Quarter Credit Hours**

This course provides students with real world experience under faculty supervision. Throughout every phase, students will be assigned to work in various culinary and food service settings. The skills needed to perform in this real world environment reinforce those taught in the classroom. Student's duties will draw from the spectrum of competencies emphasized in class and may include food preparation, assembly and cooking, front of the house and retail counter service, venue set up and break down, line cooking, cleaning and customer service. Students will be assigned various tasks with different levels of difficulty. Assignments will be based on the student's attendance, attitude and aptitude. Assignment determination will be made by the faculty and staff of L'Ecole Culinaire according to the results of skills assessments. Class times will vary throughout the phase and can be scheduled at any time between Mondays at 6 a.m. and Sundays at 10pm.

CF 110 – Meat and Poultry Fabrication **3 Quarter Credit Hours**

Meat and Poultry Fabrication will incorporate both theoretical and practical learning experiences to reinforce the foundation of culinary skills that students acquire during their earlier phases of study. This course will help students learn to get the most value out of various protein sources and choose the right cut for the right cooking method. Students will be introduced to a basic knowledge of muscle structure, how animals are fabricated into Primal Cuts, how Primal Cuts are fabricated into Sub-Primal Cuts, and how Sub-Primal Cuts are further fabricated into the cuts served to customers. Students will learn about yield percentages and how to use all of the trim for additional value.

Prerequisite: CF 100, CF 102

CF 111 – Dry Cooking Methods **4 Quarter Credit Hours**

This course will provide the student with an understanding of the fundamentals of dry heat cooking methods. The primary topics of this class include the identification, selection, and use of the basic ingredients applicable for dry cooking methods. Students will learn the proper use of professional cooking tools and equipment and gain understanding of the basic principles of dry heat cooking including sautéing, frying, roasting, grilling and broiling. Additionally students will learn to recognize and correct

L'Ecole Culinaire – St. Louis
Program Offerings and Course Descriptions Addendum

Addendum – Program Offerings & Course Descriptions

Effective: 09-2011

common faults and failures in many dry cooking methods. This course is designed to ensure that the student has mastered the ability to understand the basic cooking methods necessary for success in the food service profession.

Prerequisite: CF 100, CF 102

CF 112 – Moist and Combination Cooking Methods **3 Quarter Credit Hours**

This course will provide the student with an understanding of the fundamentals of moist heat and combination cooking methods. The primary topics of this class include the identification, selection, and use of the basic ingredients applicable for moist cooking methods. Students will learn the proper use of professional cooking tools and equipment and develop an understanding of the basic principles of moist heat cooking including braising, stewing, poaching, shallow poaching, and simmering. Additionally students will learn to recognize and correct common faults and failures in many moist cooking methods. This course is designed to ensure that the student has mastered the ability to understand the basic cooking methods necessary for success in the food service profession.

Prerequisite: CF 100, CF 102

CF 113 – Fish and Shellfish Fabrication and Cooking **3 Quarter Credit Hours**

Fish and Shellfish Fabrication and Cooking incorporates both theoretical and practical learning experiences to reinforce the foundation of culinary skills that students acquire during their earlier phases of study. Students will apply proper storage, fabrication, preparation, and presentation techniques to the production of seafood. Students will receive whole fish and shellfish and then fabricate these items into more readily usable forms. Students will hone their primary cooking techniques by applying them to various fish and shellfish. Students will prepare plated entrees, including appropriate accompaniments of starches, vegetables, and sauces.

Prerequisite: CF 100, CF 102

CF 116 – Applied Culinary Skills Development 2 **2 Quarter Credit Hours**

This course provides students with real world experience under faculty supervision. Throughout every phase, students will be assigned to work in various culinary and food service settings. The skills needed to perform in this real world environment reinforce those taught in the classroom. Student's duties will draw from the spectrum of competencies emphasized in class and may include food preparation, assembly and cooking, front of the house and retail counter service, venue set up and break down, line cooking, cleaning and customer service. Students will be assigned to various tasks

L'Ecole Culinaire – St. Louis
Program Offerings and Course Descriptions Addendum

Addendum – Program Offerings & Course Descriptions

Effective: 09-2011

with different levels of difficulty. Assignments will be based on the student's attendance, attitude and aptitude. Assignment determination will be made by the faculty and staff of L'Ecole Culinaire according to the results of skills assessments. Class times will vary throughout the phase and can be scheduled at any time between Mondays at 6 a.m. and Sundays at 10pm.

CF 120 – Garde Manger **5 Quarter Credit Hours**

Garde Manger is the study and practice of cold food production and cold food art. During class, students will produce salads and salad dressings, condiments (such as ketchup, Worcestershire and Mayonnaise) various intermezzos and other cold items (such as soups). Additionally, students will practice techniques for the production of a diverse variety of hors d'oeuvres. Students will practice the art of buffet presentation and will produce a cold food platter using the techniques associated with meat and fruit platters.

Prerequisite: CF 100, CF 102

CF 125 – International Cuisine **4 Quarter Credit Hours**

This class will provide the student with an introduction to the prominent cuisines of the world while accentuating their fundamental knowledge of culinary principles and techniques. This course is designed to incorporate a variety of theoretical and practical learning experiences that will reinforce and utilize earlier lessons. Students will study how cuisines have developed and how they have been influenced by such factors as climate, resources, culture, religion and fuel. Emphasis will be placed on the understanding of advanced culinary principles as they apply to the specific methods and techniques encountered in the cuisines studied. An important element of this course is that students gain familiarity with an increasingly wide scope of ingredients and an understanding of their applications. International menu development and production will be highlighted. Practical applications of various cuisines in the modern hospitality industry will be explored along with an emphasis on understanding and producing standardized recipes. The student will attain a firm grasp of the concepts of flavor building, balance, sweetness (not sugar, but in the oriental sense meaning clean and pure), texture and harmony. Exotic and unusual foods will be introduced and students will be encouraged to develop an understanding of why and how certain cuisines have evolved. The student will be exposed to many new foods, spices, herbs and cooking ingredients not typically found in an American kitchen. In addition to specific knowledge of foreign foods and learning some unique skills and preparations, the exposure provides a better understanding of what makes good food good.

Prerequisite: CF 100, CF 102

CF 126 – Applied Culinary Skills Development 3 **2 Quarter Credit Hours**

This course provides students with real world experience under faculty

L'Ecole Culinaire – St. Louis

Program Offerings and Course Descriptions Addendum

Addendum – Program Offerings & Course Descriptions

Effective: 09-2011

supervision. Throughout every phase, students will be assigned to work in various culinary and food service settings. The skills needed to perform in this real world environment reinforce those taught in the classroom. Student's duties will draw from the spectrum of competencies emphasized in class and may include food preparation, assembly and cooking, front of the house and retail counter service, venue set up and break down, line cooking, cleaning and customer service. Students will be assigned to various tasks with different levels of difficulty. Assignments will be based on the student's attendance, attitude and aptitude. Assignment determination will be made by the faculty and staff of L'Ecole Culinaire according to the results of skills assessments. Class times will vary throughout the phase and can be scheduled at any time between Mondays at 6 a.m. and Sundays at 10pm.

CF 130 – American Regional Cuisine **4 Quarter Credit Hours**

This class will provide the student with an introduction to the prominent cuisines of the United States while accentuating their fundamental knowledge of culinary principles and techniques. It is designed to incorporate a variety of theoretical and practical learning experiences that will reinforce and utilize earlier lessons. Students will study how cuisines have developed and how they have been influenced by such factors as immigration, climate, resources, culture and religion. Emphasis will be placed on the understanding of advanced culinary principles as they apply to the specific methods and techniques encountered in the cuisines studied. Students will focus on the major regional cuisines of New England, the Mid-Atlantic coast or Low Country, the Southeast, the Floridean, the Southwest, the Pacific Northwest and California along with Cajun and Creole cuisine. Practical applications of various cuisines in the modern hospitality industry will be explored along with an emphasis on understanding and producing standardized recipes. The student will attain a firm grasp of the concepts of flavor building, balance, sweetness, texture and harmony.

Prerequisite: CF 100, CF 102

CF 135 – Fundamentals of Baking **5 Quarter Credit Hours**

This course will provide the student with an understanding of the fundamentals of baking science. The primary topics of this class will include the identification, selection, and use of the basic ingredients used in baking and pastry arts. The student will learn the proper use of professional baking tools and equipment. Understanding, using, and manipulating baker's formulas along with weight and volume measurements will be introduced and stressed. Students will understand the basic principles of baking including: the production of breads, quick breads, muffins, scones, biscuits, cookies, brownies, icings, pies and tarts. Additionally students will learn to recognize and correct the common faults and the failures in many baked products.

L'Ecole Culinaire – St. Louis

Program Offerings and Course Descriptions Addendum

Addendum – Program Offerings & Course Descriptions
Effective: 09-2011

Prerequisite: CF 100, CF 102

**CF 140 – Menu Development,
Buffet Planning and Service**

3 Quarter Credit Hours

Students will study menu design and development and learn the basics of sourcing ingredients, writing menu descriptions based on target markets and the psychology behind pricing menu items. Students will also learn the importance of controlling profit through menu engineering and cost based pricing. This class will introduce basic marketing concepts and discuss the role of the menu in the marketing mix. Additionally students will learn the basic principles and techniques of large volume cooking including buffets, banquets and catering.

Prerequisite: CF 100, CF 102

CF 150 – Cookery

5 Quarter Credit Hours

Students will create, present, and critique modern foodservice meals using the school's simulated restaurant kitchen line and dining area. Students will apply the standards and techniques for fine table service in a full-service restaurant, the methods of delivering customer service, and the strategies for building a customer base. Working in teams, students will be responsible for all the management functions necessary for the meal that they serve, including menu design, ordering, sales, employee scheduling, event planning, and meal execution. Throughout the phase students will rotate through a variety of job functions, including line cook, server, dishwasher, chef, and general manager.

Prerequisite: CF 100, CF 102

Addendum – Program Offerings & Course Descriptions
Effective: 09-2011

Addendum – Student Information & Services
Effective: 12-2011

The below Transcript Request Policy is to replace the current Transcript Request Policy in the Student Information & Services section of the catalog.

Student Information & Services

Transcript Request Policy

A student wishing to request an official school transcript must complete the Transcript Request Form located in the Registrar's Office. After the completion of the form and the payment of a \$10.00 fee, the Registrar's office will process the request within two calendar weeks.

The current Internal Proficiency Credit Test Out policy has been replaced with the below policy.

Academic Information

Internal Proficiency Credit Test Out

Students are responsible for requesting proficiency examinations. Such a request should be granted if an examination is available and the Director of Education or designee has reason to believe the student's experience or training warrants such an evaluation. The Director of Education is responsible for developing local proficiency examinations, for examination procedures that ensure the integrity of the examination process. The student shows competency by satisfactorily (minimum of 70%) completing the institution-developed proficiency test. The testing fee is \$100.00 per term and is non-refundable.

A student who receives proficiency credit for test out course or courses is awarded a grade of "TO". The course is noted on the transcript with a grade of "TO" and is included in the maximum time in which to complete and the rate of progress calculations but is not counted in the CGPA calculation.

Proficiency examination requests will not be honored for students in the following categories:

- Student is currently enrolled in the course beyond the add/drop deadline, which is defined as the first two weeks of the program enrollment;
- Student was previously enrolled in the course for which the exam is being requested; and
- Student previously failed the proficiency exam for that course.

Any student requesting a proficiency exam, who does not have credit for the prerequisite course, must obtain approval from the Director of Education or designee. If the proficiency credit is granted, the student must still earn credit for the prerequisite course through proficiency credit, transfer credit or successful completion of the course. All tests and supporting documentation must be retained in the student's academic file.

Addendum – Appendix C
Effective: 04-2012

The current Appendix C is to be replaced with the below Appendix C.

Appendix C - The L'École Culinaire Academy for Culinary Development

The L'École Culinaire Academy for Culinary Development is certified to operate by the Missouri Department of Higher Education as a branch campus of L'École Culinaire – St. Louis, and recognized by the Accrediting Commission of Career Schools and Colleges (ACCSC) as a satellite location of L'École Culinaire – St. Louis. The Academy is focused on providing continuing education to culinary industry professionals and amateur culinary instruction to non-professional food enthusiasts that seek training and general knowledge in the industry without the focus on vocational employment.

Founded in spring 2011, and initially housed on the main campus of L'École Culinaire, the Academy moved to 9200 Olive Boulevard in Olivette, MO, later that year. This distinct space, apart from the L'École Culinaire campus, enhanced the Academy's ability to focus on its continuing education mission, made its educational offerings accessible to a wider variety of individuals, and permitted the Academy to provide customized training in a more professional and intimate environment.

While the Academy is recognized by ACCSC as a satellite location of L'École Culinaire, its courses have not been reviewed by ACCSC and are not accredited or credit-bearing offerings. Academy classes are offered as continuing education or professional development classes only. All courses offered by the Academy also are approved to be offered at L'École Culinaire – St. Louis.

Addendum – Appendix C
Effective: 04-2012

Course Offerings

The Academy presently offers the following culinary development courses.

| Course Number | Course Title |
|---------------|---|
| BB-100 | Artisan Bread Primer |
| BC-101 | Fundamentals of Cake Sculpting and Design |
| CB-115 | Catering Fundamentals |
| CB-121 | Sushi Fundamentals |
| CC-100 | Chocolate Confectionary Basics |
| CF-101 | Serve Safe Management |
| LA-02B | Stocks and Sauces - Beginner |
| LA-02I | Sauces: Butter, Stock and Pan Sauces – Intermediate |
| LA-02A | Sauces: Glaces, Essences and Purees - Advanced |
| LA-03B | Stir Fry Cookery – Beginner |
| LA-04B | Sushi – Beginner |
| LA-04I | Sushi – Intermediate |
| LA-05B | Cake Decorating – Beginner |
| LA-06I | Pig Fabrication – Intermediate |
| LA-07I | Poultry Fabrication and Cooking Techniques – Intermediate |
| LA-08I | Condiments – Intermediate |
| LA-09I | Fresh Sausage Production |
| LA-11P | Nutrition Certification – Professional |
| LA-12B | Wine Basics – Beginner |
| LA-12A | Wine Appreciation – Advanced |
| LA-13A | Wine Viticulture and Varietals - Advanced |
| LA-14A | Wine Styles and Production – Advanced |
| LA-15B | Healthy Cooking – Beginner |
| LA-16A | Dining Room Service – Advanced |
| LA-17B | Yeast Bread Primer – Beginner |
| LA-18A | Distilled Spirits Appreciation – Advanced |
| LA-19B | Mise en place & Knife Skills – Beginner |
| LA-21A | Fruit and Vegetable Carving – Advanced |
| LA-22B | Kitchen Basics Boot Camp - Beginner |
| LA-23I | Contemporary Salads - Intermediate |
| LA-24I | Seasonal Vegetable Showcase – Intermediate |
| LA-25B | Quick Breads – Beginner |

Addendum – Appendix C
Effective: 04-2012

| | |
|--------|--|
| LA-26B | Contemporary Pork Cookery – Beginner |
| LA-27B | Mexican Cuisine Basics – Beginner |
| LA-28B | Thai Cuisine Basics – Beginner |
| LA-29B | Indian Cuisine Basics – Beginner |
| LA-30P | FACS Culinary Boot Camp - Professional |
| IC-100 | Ice Carving Fundamentals |
| WB-100 | Beer and Food Pairing |
| WW-101 | Introduction to the World of Wines |

Course Descriptions

BB-100: Artisan Bread Primer **Non-Accredited Course**

This course offers an introduction to artisan bread and the techniques of bread making that can be reproduced at home and in the restaurant. The students will gain a clear and insightful understanding of grains and flours as they apply to bread making. The student will make breads using straight dough, starters and preferments. A myriad of artisan bread and crackers will be produced, ending with a display of all products made during the 3 day course. The Course Length is 24 hours over one week.

BC-101: Fundamentals of Cake Sculpting and Design **Non-Accredited Course**

With the rise in interest of artistic special occasion cakes, cake sculpting is a very valuable asset for every cake decorator. This class will teach the fundamentals necessary to successfully design, plan, and execute impressively artistic cakes. The student will have the opportunity to work with several decorating mediums, frostings, and cakes to acquire experience necessary to produce their own designs. The Course Length is 16 hours over one week.

CB-115: Catering Fundamentals **Non-Accredited Course**

Catering is a profitable and diverse segment of the culinary field. The course will cover the fundamentals of both on-site and off-site catering. The course will begin by discussing different types of catering and the different considerations for each. Students will become knowledgeable in bulk advance food preparation, food safety, menu development, and catering organization. Development and execution of both large and small catering events will be covered as well as pricing structures, staffing needs, and business strategies for such events. Students will gain hands on experience designing and building buffets and will examine and discuss current culinary trends. The Course Length is 32 hours over three weeks.

Addendum – Appendix C
Effective: 04-2012

CB-121: Sushi Fundamentals **Non-Accredited Course**

The beginning of this course will review the history and traditions of sushi in Japanese cuisine and culture. Students will experience both the art and craft of sushi making through fundamental techniques, recipes, and procedures. After learning to make the perfect sushi rice, students will get hands on practice making sushi, nigiri, sashimi and contemporary rolls. The Course Length is 32 hours over three weeks.

CC-100: Chocolate Confectionary Basics **Non-Accredited Course**

This course is an introduction to basic chocolate confectionary. The science of chocolate's fat crystallization will lead to several tempering techniques. The student will then learn a variety of fillings including ganache as well as methods to properly produce and finish truffles. Safe handling, storage, and displaying these confections will conclude the class. The Course Length is 16 hours over one week.

CF-101: Serve Safe Management **Non-Accredited Course**

The initial emphasis of the course will be on food safety. Students will gain a thorough understanding of the cause of food-borne illness and other food related dangers as well as the precautions, procedures, and safety practices necessary to greatly reduce the risk of harm. Students will gain the knowledge needed to ensure serving wholesome food by examining and understanding the cycle of food from its origin through the processes of ordering and receiving, storage, processing, preparation and cooking and, finally, to the actual serving of the food. Students must pass the National Restaurant Association ServSafe examination. The Course Length is 20 hours over one week.

IC-100: Ice Carving Fundamentals **Non-Accredited Course**

Ice carving is one of the many classic skills of the culinary world commonly neglected. As a creative and very lucrative tool, ice carving should be in every chef's repertoire. Students will learn the fundamental skills and techniques to create beautiful pieces. The class will be a combination of classroom instruction and demonstration from experienced professionals prior to actual hands-on carving opportunities. The Course Length is 8 hours over one week.

LA-02B: Stocks and Sauces - Beginner **Non-Accredited Course**

This class offers an introduction to stocks and sauce making techniques and concepts. The course will focus on the five "Mother Sauces", basic stocks, and equipment and ingredients essential to sauce making. The course length is 12 hours over one week.

Addendum – Appendix C
Effective: 04-2012

LA-02I: Sauces: Butter, Stock and Pan Sauces - Intermediate **Non-Accredited Course**

This class offers an in depth look at sauce making techniques and concepts. With an emphasis on modern methods and techniques, we will explore how to produce butter sauces, stock-based, and integral pan sauces. The course length is 8 hours over one week.

LA-02A Sauces: Glaces, Essences and Purees - Advanced **Non-Accredited Course**

This class offers an in depth look at sauce making techniques and concepts. With a focus on modern methods and techniques, we will explore how to produce and use glaces, essences, purees, and liaisons in sauce making. The course length is 8 hours over one week.

LA-03B: Stir Fry Cookery - Beginner **Non-Accredited Course**

This class is designed to teach the fundamental skills required to make and understand how to produce simple stir-fry dishes. Students will learn how to operate, maintain and clean a professional wok. After learning the fundamentals of a wok, students will have hands-on practice prepping and preparing some classic stir fry recipes. The course length is 4 hours over one week.

LA-04B: Sushi - Beginner **Non-Accredited Course**

A class designed for those without much experience working with sushi. Your instructor will guide you through the basic steps of cooking rice, preparing vegetables and slicing the appropriate seafood. Students will then have the opportunity to practice simple sushi techniques. The course length is 4 hours over one week.

LA-04I: Sushi - Intermediate **Non-Accredited Course**

For those who want to expand their knowledge of sushi, this class will allow students to practice advanced techniques and procedures of making sushi. Students will learn about the history of sushi and experience the art of sushi making. Your instructor will offer many different demonstrations and students will have an opportunity to practice various sushi techniques. The course length is 4 hours over one week.

LA-05B: Cake Decorating - Beginner **Non-Accredited Course**

This class offers an introduction to basic cake decorating skills and techniques. Students will learn about the essentials for baking cakes, constructing multi-layer cakes, how to use simple butter cream and royal icing, tools and supplies needed for simple projects, and a variety of basic piping techniques. The course length is 8 hours over one week.

Addendum – Appendix C
Effective: 04-2012

LA-06I: Pig Fabrication - Intermediate **Non-Accredited Course**

This class offers an introduction to whole pig fabrication. Students will start in the lecture room for a brief overview of safety and sanitation rules followed by a lecture on pig bone and muscle structure, history of the pig and pig species. Students will be paired in groups and each group will fabricate one whole pig. Students will fabricate the pig into major primal and sub-primal cuts. From there, those cuts will be broke down into serving specs and prepped for sausage production. The course length is 8 hours over one week.

LA-07I: Poultry Fabrication and Cooking Techniques – Intermediate **Non-Accredited Course**

The focus of this class will be on the understanding of the anatomy and appreciation of poultry in its whole form. Also, the techniques involved with basic butchery, marinating, brining, stock making and cooking techniques of different types of poultry will be discussed and practiced. Students will gain knowledge on utilizing Game Hen, Chicken, Duck and Turkey in their many forms. The course length is 8 hours over one week.

LA-08I: Condiments - Intermediate **Non-Accredited Course**

This class offers an introduction to Condiment production. Students will learn safe food handling procedures and apply these techniques in the kitchen. Students will produce a variety of condiments including, mustard, pickles, chutney, salsa's, infused oils and infused vinegar. The course length is 12 hours over one week.

LA-09I: Fresh Sausage Production - Intermediate **Non-Accredited Course**

This class offers an introduction to basic fresh sausage production. There will be an emphasis on safe food handling and proper storage of ground meat and fresh sausages. Students will learn grinding and mixing techniques, common sausage seasonings, and fabricated cuts used in sausage making, types of casings, bulk sausage and stuffing techniques. During the class students will produce various types of fresh sausages including, bratwurst, chorizo, sweet Italian sausage, and country style breakfast sausage. Students will practice safety and sanitation guidelines. The course length is 8 hours over one week.

LA-11P: Nutrition Certification - Professional **Non-Accredited Course**

This course will explore the concept of Nutrition as it applies to the culinary field. Emphasis will be placed on certification through the National Restaurant Association Education Foundation Managefirst program. Attention to current trends, scientific developments, and cultural diets, will lead discussion on the application of nutrition in cookery. This course is 16 hours/1 week in length.

Addendum – Appendix C
Effective: 04-2012

LA-12B: Wine Basics - Beginner **Non-Accredited Course**

This course provides the student with a basic understanding of the fundamentals of wine selection and service. The student will gain a practical knowledge of tasting procedures and learning how to properly serve wine. Students will also learn the current trends in food pairings. This course is 8 hours/1 week in length.

LA-12A: Wine Appreciation - Advanced **Non-Accredited Course**

This course provides the student with a more focused understanding of wine selection, service and appreciation. The student will learn proper wine tasting, service and etiquette, food and health, purchasing and storage and finally, suggestive selling techniques. This course is 6 hours/1 week in length.

LA13A: Wine Viticulture and Varietals - Advanced **Non-Accredited Course**

This course offers a comprehensive look into wine viticulture and varietals. This class is intended for those with moderate wine knowledge and those in the industry looking to improve their wine skills. Grape varietal focus will be on “The Big Six” and some additional discussion on lesser known varietals. Students will examine different viticulture techniques and practices. This course is 6 hours/1 week in length.

LA-14A: Wine Styles and Production - Advanced **Non-Accredited Course**

This course offers an in depth look into wine styles and production techniques. Students will gain knowledge of the 3 wine styles (still, sparkling and fortified) and how they are produced. The course will also focus on major growing areas of the fortified and sparkling wines. This course is 6 hours/1 week in length.

LA-15B: Healthy Cooking - Beginner **Non-Accredited Course**

This class will teach students how to stay current with Doctor and Health Professionals recommendations to eat healthier. Students will learn how to cutback on the amount of salt and fat used in cooking, utilize and properly cook vegetables and experiment with unique whole grains that offer a wide variety of health benefits. In this class students will also discuss the various reasons why we as human beings should pay more attention to the way we eat. This course is 6 hours/ 1 week in length.

LA-16A: Dining Room Service - Advanced **Non-Accredited Course**

This class provides hands on training and practice in upscale dining fundamentals. The student will experience fine-dining service standards and techniques, commonly accepted principles of dining. Additionally the students will be exposed to wine service fundamentals, tableside food preparation and service etiquette. This course is 8 hours/1 week in length.

L'Ecole Culinaire - St. Louis
Appendix C Addendum

Addendum – Appendix C
Effective: 04-2012

LA-17B: Yeast Bread Primer - Beginner **Non-Accredited Course**

This course offers an introduction to yeast bread and the techniques of bread making that can be reproduced at home and in the restaurant. The students will gain a clear understanding of grains and flours as they apply to bread making as well as different types of yeast and the functions of yeast. The student will make breads using straight dough, starters and pre-ferments. A myriad of yeast breads will be produced, ending with a display of all products made during the class. This course is 8 hours/1 week in length.

LA-18A: Distilled Spirits Appreciation – Advanced **Non-Accredited Course**

This course offers an in depth look into the appreciation of distilled beverage alcohol. This course is intended for those with moderate beverage knowledge and those in the industry looking to enhance their knowledge of the major categories of spirits. The student will learn basic principles and history of distilling, defining characteristics of the seven main spirit classes, and comparative tastings of examples from each class. This course is 6 hours/1 week in length.

LA-19B: Mise en place & Knife Skills - Beginner **Non-Accredited Course**

This course explores the importance of basic kitchen organization in both theory and practice. Special emphasis is placed on both classic and practical knife cuts. A variety of common and unusual products will be discussed with conversation focusing on appropriate usage. This course is 6 hours/1 week in length.

LA-21A: Fruit and Vegetable Carving - Advanced **Non-Accredited Course**

This course offers hands-on instruction and experience in creating edible art from fruits and vegetables. This course is designed for industry professionals or the advanced home cook who want to expand their garnishing and presentation skills. Students will learn creative ways to spruce up salads and fruit for presentations. This class will focus on the techniques for cutting and carving flowers, baskets, etc. from fresh fruits and vegetables and assembling them into attractive centerpieces and displays. Previous instruction or a moderate level of experience with commercial cutlery is recommended. This course is 6 hours/1 week in length.

LA-22B: Kitchen Basics Boot Camp - Beginner **Non-Accredited Course**

This course is intended to provide basic kitchen knowledge that is essential for one to feel comfortable in the home kitchen. Students will learn basic kitchen fundamentals including knife skills, mise en place, simple cooking techniques, and culinary timing. This course will cover a vast array of topics which will in

L'Ecole Culinaire – St. Louis
Appendix C Addendum

Addendum – Appendix C

Effective: 04-2012

turn give students an understanding of how to be successful in the kitchen. This course is 14 hours/1 week in length.

LA-23I: Contemporary Salads - Intermediate **Non-Accredited Course**

This course offers an introduction to contemporary salad techniques. Students will gain knowledge of Garde Manger skills including: vinaigrettes, emulsifications, flavored crackers, protein cookery, knife cuts, lettuce identification and contemporary plating techniques. This course is 6 hours/1 week in length.

LA-24I: Seasonal Vegetable Showcase - Intermediate **Non-Accredited Course**

This course offers the vegetarian and non-vegetarian student a new perspective on the use of seasonal vegetables. Experience touching, cooking and tasting a multitude of vegetables, fruits, legumes, and grains and learn how vegetables can bring a kaleidoscopic assortment of flavors, textures, colors to the center of the plate at restaurant and home. This course is 6 hours/1 week in length

LA-25B: Quick Breads – Beginner **Non-Accredited Course**

This course is designed to give the students a thorough working knowledge of how to create pleasing quick breads. During this class we will explore the functions of the ingredients, the mixing methods, and the leavening techniques used in quick bread production. This course is 6 hours/1 week in length.

LA-26B: Contemporary Pork Cookery – Beginner **Non-Accredited Course**

This course offers an introduction to pork cookery. Students will gain hands on knowledge of recipes and procedures for contemporary pork cookery. The student will identify and recognize utilization techniques for sub-primal cuts of pork. In addition, students will prepare appropriate accompaniments and practice contemporary plating procedures. This course is 10 hours/1 week in length.

LA-27B: Mexican Cuisine Basics - Beginner **Non-Accredited Course**

This class is a basic introduction to one of the world's great cuisines. Mexico has a well-known repertoire of dishes to explore, so join this culinary journey and discover the ingredients, techniques, equipment, and recipes that make up Mexican cuisine; learn to produce a typical Mexican meal. This course is 6 hours/1 week in length.

LA-28B: Thai Cuisine Basics – Beginner **Non-Accredited Course**

This class is a basic introduction to one of the world's great cuisines. Thailand has a well-known repertoire of dishes to explore, so join this culinary journey and discover the ingredients, techniques, flavor profiles, equipment, and recipes that make up modern Thai cuisine; from traditional curries, noodles and more. This course is 6 hours/1 week in length.

Addendum – Appendix C

Effective: 04-2012

LA-29B: Indian Cuisine Basics - Beginner **Non-Accredited Course**

This class will take an in depth look at the principals of Indian cooking. Students will explore the way ingredients, spices, seasonings, and spice blends are prepared and used in Indian cuisine with a focus on meal structure and menu planning. Students will then produce a menu incorporating the lessons learned. This course is 6 hours/1 week in length.

LA-30P: FACS Culinary Boot Camp - Professional **Non-Accredited Course**

This course will educate family and consumer science teachers (FACS) on topics that include nutrition and wellness, menu planning, and food preparation at the secondary level. Eight-five of the FACS Culinary Arts competencies areas will be reviewed. This course is 35 hours/1 week in length.

WB-100: Beer and Food Pairing **Non-Accredited Course**

This course will explore the many different flavors as well as varieties of beer. Beer offers a unique opportunity for pairing with all types of food; from spicy to savory to sweet. This course will begin by reviewing the history, production, and types of beer. The discussion of each category will be accompanied by tastings and analyzing different pairings. The Course Length is 16 hours over four weeks.

WW-101: Introduction to the World of Wines **Non-Accredited Course**

For the food service professional or wine enthusiast, the course will offer a great introduction to the world of enology. Wines sales are a great contribution to a successful restaurant and its servers. For the avid entertainer, wine knowledge will not only impress but also expand ones palate. The course will begin by reviewing wine production, professional tasting techniques, and common varietals. Old world and new world wines will also be discussed each paired with a tasting of these wines. Students will increase their knowledge and confidence in selecting, serving, storing, and food pairing. The Course Length is 16 hours over four weeks.

Addendum – Appendix C
Effective: 04-2012

Tuition & Fees

| Program Name | Award | Hours | Tuition | *Books/ Supplies /Fees | Tax | Total |
|---|---------------------------|-------|---------|------------------------------|-----|---------|
| Artisan Bread Primer | Certificate of Completion | 24 | \$450 | \$0 | \$0 | \$450 |
| Fundamentals of Cake Sculpting and Design | Certificate of Completion | 16 | \$300 | \$0 | \$0 | \$300 |
| Catering Fundamentals | Certificate of Completion | 32 | \$1,000 | \$0 | \$0 | \$1,000 |
| Sushi Fundamentals | Certificate of Completion | 32 | \$1,000 | \$0 | \$0 | \$1,000 |
| Chocolate Confectionary Basics | Certificate of Completion | 16 | \$300 | \$0 | \$0 | \$300 |
| Serve Safe Management | Certificate of Completion | 20 | \$600 | \$0 | \$0 | \$600 |
| Ice Carving Fundamentals | Certificate of Completion | 8 | \$250 | \$0 | \$0 | \$250 |
| Stocks and Sauces - Beginner | Certificate of Completion | 12 | \$240 | \$0 | \$0 | \$240 |
| Sauces: Butter, Stock and Pan Sauces – Intermediate | Certificate of Completion | 8 | \$160 | \$0 | \$0 | \$160 |
| Sauces: Glaces, Essences and Purees - Advanced | Certificate of Completion | 8 | \$160 | \$0 | \$0 | \$160 |
| Stir Fry Cookery – Beginner | Certificate of Completion | 4 | \$100 | \$0 | \$0 | \$100 |
| Sushi – Beginner | Certificate of Completion | 4 | \$100 | \$0 | \$0 | \$100 |
| Sushi – Intermediate | Certificate of Completion | 4 | \$100 | \$0 | \$0 | \$100 |

Addendum – Appendix C
Effective: 04-2012

| | | | | | | |
|---|---------------------------|----|-------|-----|-----|-------|
| Cake Decorating – Beginner | Certificate of Completion | 8 | \$160 | \$0 | \$0 | \$160 |
| Pig Fabrication – Intermediate | Certificate of Completion | 8 | \$160 | \$0 | \$0 | \$160 |
| Poultry Fabrication and Cooking Techniques – Intermediate | Certificate of Completion | 8 | \$160 | \$0 | \$0 | \$160 |
| Condiments – Intermediate | Certificate of Completion | 12 | \$240 | \$0 | \$0 | \$240 |
| Fresh Sausage Production | Certificate of Completion | 8 | \$160 | \$0 | \$0 | \$160 |
| Nutrition Certification – Professional | Certificate of Completion | 16 | \$350 | \$0 | \$0 | \$350 |
| Wine Basics – Beginner | Certificate of Completion | 8 | \$180 | \$0 | \$0 | \$180 |
| Wine Appreciation – Advanced | Certificate of Completion | 6 | \$160 | \$0 | \$0 | \$160 |
| Wine Viticulture and Varietals - Advanced | Certificate of Completion | 6 | \$160 | \$0 | \$0 | \$160 |
| Wine Styles and Production – Advanced | Certificate of Completion | 6 | \$160 | \$0 | \$0 | \$160 |
| Healthy Cooking – Beginner | Certificate of Completion | 6 | \$140 | \$0 | \$0 | \$140 |
| Dining Room Service – Advanced | Certificate of Completion | 8 | \$100 | \$0 | \$0 | \$100 |
| Yeast Bread Primer – Beginner | Certificate of Completion | 8 | \$180 | \$0 | \$0 | \$180 |
| Distilled Spirits Appreciation – Advanced | Certificate of Completion | 6 | \$180 | \$0 | \$0 | \$180 |

Addendum – Appendix C
Effective: 04-2012

| | | | | | | |
|--|---------------------------|----|-------|-----|-----|-------|
| Mise en place & Knife Skills – Beginner | Certificate of Completion | 6 | \$100 | \$0 | \$0 | \$100 |
| Fruit and Vegetable Carving – Advanced | Certificate of Completion | 6 | \$140 | \$0 | \$0 | \$140 |
| Kitchen Basics Boot Camp | Certificate of Completion | 14 | \$300 | \$0 | \$0 | \$300 |
| Contemporary Salads - Intermediate | Certificate of Completion | 6 | \$140 | \$0 | \$0 | \$140 |
| Seasonal Vegetable Showcase – Intermediate | Certificate of Completion | 6 | \$140 | \$0 | \$0 | \$140 |
| Quick Breads – Beginner | Certificate of Completion | 6 | \$140 | \$0 | \$0 | \$140 |
| Contemporary Pork Cookery – Beginner | Certificate of Completion | 10 | \$200 | \$0 | \$0 | \$200 |
| Mexican Cuisine Basics – Beginner | Certificate of Completion | 6 | \$140 | \$0 | \$0 | \$140 |
| Thai Cuisine Basics – Beginner | Certificate of Completion | 6 | \$140 | \$0 | \$0 | \$140 |
| Indian Cuisine Basics – Beginner | Certificate of Completion | 6 | \$140 | \$0 | \$0 | \$140 |
| FACS Culinary Boot Camp - Professional | Certificate of Completion | 35 | \$700 | \$0 | \$0 | \$700 |
| Beer and Food Pairings | Certificate of Completion | 16 | \$300 | \$0 | \$0 | \$300 |
| Introduction to the World of Wines | Certificate of Completion | 16 | \$500 | \$0 | \$0 | \$500 |

* The amounts in the above fee chart for books and supplies are estimates and are subject to change. Actual amounts will differ. The Total amount does not include the cost of the outside party fees.

Addendum – Appendix C
Effective: 04-2012

Additional information relating to the Academy may be obtained through its website at <http://www.lecoleacademy.com/>, or by calling 314-264-1999.

Program Offerings

Culinary & Restaurant Management **AOS**

The objective of this program is to provide students with a culinary foundation and prepare them for entry level employment in the field of culinary management. Graduates of this program will have a working knowledge of the duties of a line cook, short order cook and a kitchen assistant, as well as management and administration of the business, marketing and human resource management. Students enrolling into this program must have a current ServSafe certification.

This program consists of 70 weeks, 98.5 quarter credit hours of cookery and culinary management theory, associated lab work, and general education coursework.

| Course # | Course Title | QCH |
|----------|---|-----|
| BUS-215 | Human Resource Management | 4.5 |
| CF-100 | Practical Fundamentals | 3.0 |
| CF-102 | Kitchen Safety and Sanitation | 2.0 |
| CF-103 | Culinary Math and Food Costing | 2.0 |
| CF-104 | Stocks, Soups and Sauces | 3.0 |
| CF-105 | Principles of Cooking | 3.0 |
| CF-106 | Applied Culinary Skills Development 1 | 2.0 |
| CF-110 | Meat and Poultry Fabrication | 3.0 |
| CF-111 | Dry Cooking Methods | 4.0 |
| CF-112 | Moist and Combination Cooking Methods | 3.0 |
| CF-113 | Fish and Shellfish Fabrication and Cooking | 3.0 |
| CF-116 | Applied Culinary Skills Development 2 | 2.0 |
| CF-120 | Garde Manger | 5.0 |
| CF-125 | International Cuisine | 4.0 |
| CF-126 | Applied Culinary Skills Development 3 | 2.0 |
| CF-130 | American Regional Cuisine | 4.0 |
| CF-135 | Fundamentals of Baking | 5.0 |
| CF-140 | Menu Development, Buffet Planning and Service | 3.0 |

| | | |
|--|---|-----|
| CF-150 | Cookery | 5.0 |
| CF-205 | Food Service Management and Administration | 4.5 |
| CF-210 | Food Service Marketing and Public Relations | 4.5 |
| CF-220 | Cost Control, Purchasing and Receiving | 4.5 |
| GE-120 | English Composition | 4.5 |
| GE-150 | Professional Communications | 4.5 |
| GE-205 | College Algebra | 4.5 |
| Students Must Select 2 of the Following Electives | | |
| CF-216 | Customer Service and Dining Room Management | 4.5 |
| CF-218 | Nutrition and Healthy Cooking | 4.5 |
| CF-226 | Beverage Development and Service | 4.5 |
| CF-228 | Contemporary Cuisine and Plate Design | 4.5 |
| Total Quarter Credit Hours needed for Graduation 98.5 | | |

Course Descriptions

BUS-215: Human Resource Management 4.5 Quarter Credit Hours

This course focuses on human resource management skills used by business managers in day-to-day operations. While focusing on the different aspects of human resource management and practices, problem solving and critical thinking skills are applied. Students will also learn successful techniques for recruiting, interviewing, securing, and training employees.

CF-100: Practical Fundamentals 3 Quarter Credit Hours

This course will provide the student with an understanding of the practical fundamentals of kitchen work. The primary topics of this class include knife skills, classic and common knife cuts, large equipment and common kitchen small wares identification and proper use. Emphasis will be placed on maintaining a neat, clean, and orderly work station and kitchen. Professionalism and a sense of urgency vital to success in the culinary field will be introduced and stressed.

CF-102: Kitchen Safety and Sanitation 2 Quarter Credit Hours

This course will provide the student with an understanding of kitchen safety and sanitation. The primary topics of this class include the National

Addendum – Program Offerings & Course Descriptions

Effective: 05-2012

Restaurant Association ServSafe food safety curriculum and safe kitchen practices. Proper cleaning practices will be discussed as well as proper use and storage of common kitchen chemicals.

CF-103: Culinary Math and Food Costing **2 Quarter Credit Hours**

This course will provide the student with an understanding of the fundamentals of culinary math and cost control. The primary goal of this class is for students to acquire the basic math skills necessary for success in the food service profession. Topics include basic math fundamentals, calculator use, math essentials in food preparation, recipe conversion, recipe costing, accounting, and introduction to food cost management.

CF-104: Stocks, Sauces and Soups **3 Quarter Credit Hours**

This course will provide the student with an understanding of the fundamentals of proper stock, sauce, and soup making. The primary topics of this class include the identification, selection, and use of basic ingredients used in stock production and the utilization of stocks in proper sauce and soup production. Emphasis will be placed on proper flavoring and seasoning of the “Mother Sauces” and an introduction to basic applications.

CF-105: Principles of Cooking **3 Quarter Credit Hours**

This course will provide the student with an understanding of the fundamental principles of cooking. The primary topics of this class will include the identification, selection, and use of basic ingredients used in cookery. Basic application of cooking methods in breakfast cookery will strengthen the students overall grasp of the culinary field. Emphasis on product identification and utilization will lay the groundwork for further study. An introduction to flavoring will also be presented through the use of basic recipes.

CF-106: Applied Culinary Skills Development 1 **2 Quarter Credit Hours**

This course provides students with real world experience under faculty supervision. Throughout every phase, students will be assigned to work in various culinary and food service settings. The skills needed to perform in this real world environment reinforce those taught in the classroom. Student's duties will draw from the spectrum of competencies emphasized in class and may include food preparation, assembly and cooking, front of the house and retail counter service, venue set up and break down, line cooking, cleaning and customer service. Students will be assigned various tasks with different levels of difficulty. Assignments will be based on the student's attendance, attitude and aptitude. Assignment determination will be made by the faculty and staff of L'Ecole Culinaire according to the results of skills assessments. Class times will vary throughout the phase and can be scheduled at any time between Mondays at 6 a.m. and Sundays at 10pm.

L'Ecole Culinaire – St. Louis
Program Offerings and Course Descriptions Addendum

Addendum – Program Offerings & Course Descriptions

Effective: 05-2012

CF-110: Meat and Poultry Fabrication **3 Quarter Credit Hours**

Meat and Poultry Fabrication will incorporate both theoretical and practical learning experiences to reinforce the foundation of culinary skills that students acquire during their earlier phases of study. This course will help students learn to get the most value out of various protein sources and choose the right cut for the right cooking method. Students will be introduced to a basic knowledge of muscle structure, how animals are fabricated into Primal Cuts, how Primal Cuts are fabricated into Sub-Primal Cuts, and how Sub-Primal Cuts are further fabricated into the cuts served to customers. Students will learn about yield percentages and how to use all of the trim for additional value.

Prerequisite: CF-100, CF-102

CF-111: Dry Cooking Methods **4 Quarter Credit Hours**

This course will provide the student with an understanding of the fundamentals of dry heat cooking methods. The primary topics of this class include the identification, selection, and use of the basic ingredients applicable for dry cooking methods. Students will learn the proper use of professional cooking tools and equipment and gain understanding of the basic principles of dry heat cooking including sautéing, frying, roasting, grilling and broiling. Additionally students will learn to recognize and correct common faults and failures in many dry cooking methods. This course is designed to ensure that the student has mastered the ability to understand the basic cooking methods necessary for success in the food service profession.

Prerequisite: CF-100, CF-102

CF-112: Moist and Combination Cooking Methods **3 Quarter Credit Hours**

This course will provide the student with an understanding of the fundamentals of moist heat and combination cooking methods. The primary topics of this class include the identification, selection, and use of the basic ingredients applicable for moist cooking methods. Students will learn the proper use of professional cooking tools and equipment and develop an understanding of the basic principles of moist heat cooking including braising, stewing, poaching, shallow poaching, and simmering. Additionally students will learn to recognize and correct common faults and failures in many moist cooking methods. This course is designed to ensure that the student has mastered the ability to understand the basic cooking methods necessary for success in the food service profession.

Prerequisite: CF-100, CF-102

L'Ecole Culinaire – St. Louis
Program Offerings and Course Descriptions Addendum

Addendum – Program Offerings & Course Descriptions

Effective: 05-2012

CF-113: Fish and Shellfish Fabrication and Cooking **3 Quarter Credit Hours**

Fish and Shellfish Fabrication and Cooking incorporates both theoretical and practical learning experiences to reinforce the foundation of culinary skills that students acquire during their earlier phases of study. Students will apply proper storage, fabrication, preparation, and presentation techniques to the production of seafood. Students will receive whole fish and shellfish and then fabricate these items into more readily usable forms. Students will hone their primary cooking techniques by applying them to various fish and shellfish. Students will prepare plated entrees, including appropriate accompaniments of starches, vegetables, and sauces.

Prerequisite: CF-100, CF-102

CF-116: Applied Culinary Skills Development 2 **2 Quarter Credit Hours**

This course provides students with real world experience under faculty supervision. Throughout every phase, students will be assigned to work in various culinary and food service settings. The skills needed to perform in this real world environment reinforce those taught in the classroom. Student's duties will draw from the spectrum of competencies emphasized in class and may include food preparation, assembly and cooking, front of the house and retail counter service, venue set up and break down, line cooking, cleaning and customer service. Students will be assigned to various tasks with different levels of difficulty. Assignments will be based on the student's attendance, attitude and aptitude. Assignment determination will be made by the faculty and staff of L'Ecole Culinaire according to the results of skills assessments. Class times will vary throughout the phase and can be scheduled at any time between Mondays at 6 a.m. and Sundays at 10pm.

CF-120: Garde Manger **5 Quarter Credit Hours**

Garde Manger is the study and practice of cold food production and cold food art. During class, students will produce salads and salad dressings, condiments (such as ketchup, Worcestershire and Mayonnaise) various intermezzos and other cold items (such as soups). Additionally, students will practice techniques for the production of a diverse variety of hors d'oeuvres. Students will practice the art of buffet presentation and will produce a cold food platter using the techniques associated with meat and fruit platters.

Prerequisite: CF-100, CF-102

CF-125: International Cuisine **4 Quarter Credit Hours**

This class will provide the student with an introduction to the prominent cuisines of the world while accentuating their fundamental knowledge of culinary principles and techniques. This course is designed to incorporate a variety of theoretical and practical learning experiences that will reinforce

Addendum – Program Offerings & Course Descriptions

Effective: 05-2012

and utilize earlier lessons. Students will study how cuisines have developed and how they have been influenced by such factors as climate, resources, culture, religion and fuel. Emphasis will be placed on the understanding of advanced culinary principles as they apply to the specific methods and techniques encountered in the cuisines studied. An important element of this course is that students gain familiarity with an increasingly wide scope of ingredients and an understanding of their applications. International menu development and production will be highlighted. Practical applications of various cuisines in the modern hospitality industry will be explored along with an emphasis on understanding and producing standardized recipes. The student will attain a firm grasp of the concepts of flavor building, balance, sweetness (not sugar, but in the oriental sense meaning clean and pure), texture and harmony. Exotic and unusual foods will be introduced and students will be encouraged to develop an understanding of why and how certain cuisines have evolved. The student will be exposed to many new foods, spices, herbs and cooking ingredients not typically found in an American kitchen. In addition to specific knowledge of foreign foods and learning some unique skills and preparations, the exposure provides a better understanding of what makes good food good.

Prerequisite: CF-100, CF-102

CF-126: Applied Culinary Skills Development 3 **2 Quarter Credit Hours**

This course provides students with real world experience under faculty supervision. Throughout every phase, students will be assigned to work in various culinary and food service settings. The skills needed to perform in this real world environment reinforce those taught in the classroom. Student's duties will draw from the spectrum of competencies emphasized in class and may include food preparation, assembly and cooking, front of the house and retail counter service, venue set up and break down, line cooking, cleaning and customer service. Students will be assigned to various tasks with different levels of difficulty. Assignments will be based on the student's attendance, attitude and aptitude. Assignment determination will be made by the faculty and staff of L'Ecole Culinaire according to the results of skills assessments. Class times will vary throughout the phase and can be scheduled at any time between Mondays at 6 a.m. and Sundays at 10pm.

CF-130: American Regional Cuisine **4 Quarter Credit Hours**

This class will provide the student with an introduction to the prominent cuisines of the United States while accentuating their fundamental knowledge of culinary principles and techniques. It is designed to incorporate a variety of theoretical and practical learning experiences that will reinforce and utilize earlier lessons. Students will study how cuisines have developed and how they have been influenced by such factors as immigration, climate, resources, culture and religion. Emphasis will be

Addendum – Program Offerings & Course Descriptions

Effective: 05-2012

placed on the understanding of advanced culinary principles as they apply to the specific methods and techniques encountered in the cuisines studied. Students will focus on the major regional cuisines of New England, the Mid-Atlantic coast or Low Country, the Southeast, the Floridean, the Southwest, the Pacific Northwest and California along with Cajun and Creole cuisine. Practical applications of various cuisines in the modern hospitality industry will be explored along with an emphasis on understanding and producing standardized recipes. The student will attain a firm grasp of the concepts of flavor building, balance, sweetness, texture and harmony.

Prerequisite: CF-100, CF-102

CF-135: Fundamentals of Baking **5 Quarter Credit Hours**

This course will provide the student with an understanding of the fundamentals of baking science. The primary topics of this class will include the identification, selection, and use of the basic ingredients used in baking and pastry arts. The student will learn the proper use of professional baking tools and equipment. Understanding, using, and manipulating baker's formulas along with weight and volume measurements will be introduced and stressed. Students will understand the basic principles of baking including: the production of breads, quick breads, muffins, scones, biscuits, cookies, brownies, icings, pies and tarts. Additionally students will learn to recognize and correct the common faults and the failures in many baked products.

Prerequisite: CF-100, CF-102

CF-140: Menu Development, Buffet Planning and Service **3 Quarter Credit Hours**

Students will study menu design and development and learn the basics of sourcing ingredients, writing menu descriptions based on target markets and the psychology behind pricing menu items. Students will also learn the importance of controlling profit through menu engineering and cost based pricing. This class will introduce basic marketing concepts and discuss the role of the menu in the marketing mix. Additionally students will learn the basic principles and techniques of large volume cooking including buffets, banquets and catering.

Prerequisite: CF-100, CF-102

CF-150: Cookery **5 Quarter Credit Hours**

Students will create, present, and critique modern foodservice meals using the school's simulated restaurant kitchen line and dining area. Students will apply the standards and techniques for fine table service in a full-service restaurant, the methods of delivering customer service, and the strategies for building a customer base. Working in teams, students will be responsible for all the management functions necessary for the meal that they serve,

L'Ecole Culinaire – St. Louis

Program Offerings and Course Descriptions Addendum

Addendum – Program Offerings & Course Descriptions

Effective: 05-2012

including menu design, ordering, sales, employee scheduling, event planning, and meal execution. Throughout the phase students will rotate through a variety of job functions, including line cook, server, dishwasher, chef, and general manager.

Prerequisite: CF-100, CF-102

CF-205: Food Service Management and Administration **4.5 Quarter Credit Hours**

This course will provide an introduction to the fundamental concepts involved in management. Students will develop an understanding of marketing, finance, human resources, accounting, management principles, leadership principles, and food service law and ethics. In this course, students will learn the importance of labor laws and ethical decision making as managers in a restaurant environment. This course will explore the importance of leadership in all levels of an organization and will discuss strategies for becoming a leader and motivating others to lead.

CF-210: Food Service Marketing and Public Relations **4.5 Quarter Credit Hours**

In this course students will learn the basics of marketing. The evolution of marketing, the importance of strategy in marketing, and the development of a marketing plan will be explored. Students will apply learned theory in practical ways to develop the key concepts of strategic marketing in the restaurant industry. The students will learn how to utilize research to strengthen public relations and how to assess the return on investment. In addition, this course will teach students how to manage the media using public relations to control a crisis situation. Relationships with the media and alternate coalitions will also be explored.

CF-216: Customer Service and Dining Room Management **4.5 Quarter Credit Hours**

This course will provide the student with an understanding of quality customer service. The primary topics of this class will include the impact of customer service, the management of customer service, discerning differing customer service expectations, obtaining useful customer feedback, and communication and suggestive selling. This course focuses on the techniques and performance standards necessary to offer professional service in the culinary industry. The historical context of service is explored as well as the various types of service that exist in food service operations. In addition, students will learn how education, training, and a professional attitude will yield success from a management perspective. Students will further learn what a manager's role is in providing successful service in the food service industry.

Prerequisite: CF-140

L'Ecole Culinaire – St. Louis

Program Offerings and Course Descriptions Addendum

CF-218: Nutrition and Healthy Cooking **4.5 Quarter Credit Hours**

This course combines a study of nutritional theory with the healthy preparation of contemporary cuisine. Students will focus in lecture on the study of nutrients, calories, fats, carbohydrates, proteins, vitamins, and minerals. Students will explore other topics such as ideal body weight management, nutritional food guide recommendations for U.S. and other cultures, how to analyze the nutrient value of particular menus, and the creation of menus that meet specific nutrient guidelines. Ongoing work in the food laboratory will provide each student with the opportunity to learn and practice food preparation that meets these nutritious guidelines. Students will be challenged to prepare food using set recipes utilizing the techniques of healthy cooking.

Prerequisite: CF-100, CF-102

CF-220: Cost Control, Purchasing and Receiving **4.5 Quarter Credit Hours**

This course serves as an introduction to accounting and finance for the food service manager. Basic accounting skills including credits and debits, cash flow, pricing, budgeting, payroll, cash and revenue control, income statements and balance sheets will be taught. This course also emphasizes the concepts of sales and cost control through the exploration of purchasing, receiving, storing, issuing and production in a food service environment. Students will learn to monitor costs, analyze menus, and control sales. The course will also expose students to factors that affect labor costs and teach the students how to mitigate these costs.

Prerequisite: CF-103

CF-226: Beverage Development and Service **4.5 Quarter Credit Hours**

This course will teach students the practical knowledge they need to serve alcohol responsibly. Students will learn the manager's responsibilities in relation to alcohol service and successful bar operations. This course will use practical discussions on topics ranging from product and equipment knowledge to trend analysis and mixology to teach the importance of bar management in the culinary industry. Additionally, there is a basic review of wine, beer and spirits in this course.

Prerequisite: CF-140

CF-228: Contemporary Cuisine and Plate Design **4.5 Quarter Credit Hours**

This course will explore current and future trends of the culinary world. Principles of seasonal, regional, fusion and creative cooking will be practiced in lab as well as discussion. Students will apply these ideas by designing menus to meet contemporary tastes and aesthetics. Principles of design will be applied to plate compositions as well as the management of consistency

and quality.

Prerequisite: CF-100, CF-102

GE-120: English Composition **4.5 Quarter Credit Hours**

This course is designed to meet the writing needs of a wide variety of students in the following ways: 1) prepare students who will continue in college to write acceptable college-level expository essays, 2) provide career students with a strong base for technical and business writing, 3) familiarize all students with the kinds of writing skills that will be valuable in their everyday experience, 4) provide students with some awareness of the way language functions and affects their lives. To help reach these goals, the course will focus on the elements of clear writing, well-organized expository essays, the necessary critical thinking that must always precede expository writing, analytical reading, and, when necessary, a review of the principles of grammar.

GE-150: Professional Communications **4.5 Quarter Credit Hours**

This course will focus on the communication skills essential when talking with one person, in a group, or in front of an audience. This course is designed to enable students to communicate appropriately and effectively in a professional setting. This course provides an introduction to principles of professional writing, effective language use, and how to use oral and written communication skills effectively. The students will learn to express themselves clearly using speaking, listening, and writing skills.

GE-205: College Algebra **4.5 Quarter Credit Hours**

This college algebra course focuses on algebraic concepts essential for success in the workplace and other courses. Using practical examples and applications, students practice fundamental operations with number systems, formulas, algebraic expressions and linear equations. This course also explores problems involving factoring, inequalities, exponents, radicals, functions, quadratic equations and graphs.

Prerequisite: GE 114

The following Tuition & Fees are to be included in Appendix A:

Appendix A - Tuition & Fees

| Program | Degree | Weeks | Tuition | Reg. Fee | Lab/ Tech Fee | *Books & Supplies | Total |
|--|--------|-------|----------|----------|---------------------|----------------------|----------|
| Culinary & Restaurant Management | AOS | 70 | \$30,535 | \$100 | \$2,955 | \$3,600 | \$37,090 |

* Books and Supplies include the cost of uniforms, toolkits, and other items which are a mandatory part of the program, and applicable sales tax. The amounts in the above fee chart for Books and Supplies are estimates and are subject to change.



LECOLECULINAIRE.COM
1.866.LECOLECHEF