



L'ÉCOLE  
CULINAIRE  
MEMPHIS



2011-2012 CAMPUS-CATALOG





L'ÉCOLE  
CULINAIRE

M E M P H I S

# 2011-2012 COURSE CATALOG

VOLUME V

1245 North Germantown Parkway

Cordova, TN 38016

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## VOLUME V:

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

Bonnie Delashmit

Campus Director

L'Ecole Culinaire is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

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## 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.

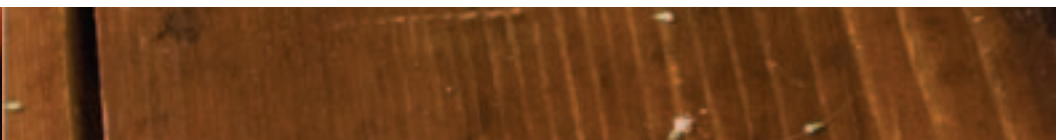
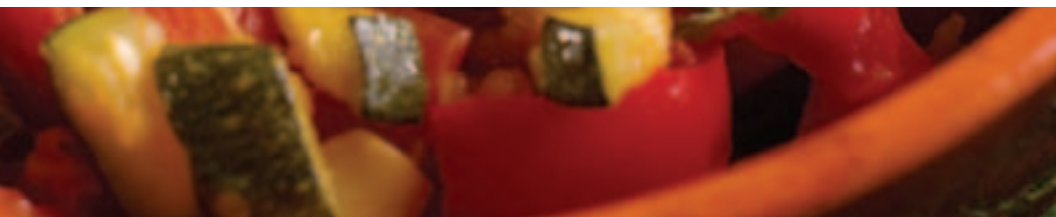


ABOUT L'ÉCOLE CULINAIRE .....	7
ADMISSIONS INFORMATION .....	10
FINANCIAL INFORMATION .....	14
ACADEMIC INFORMATION .....	28
STUDENT INFORMATION & SERVICES .....	47
PROGRAM OFFERINGS .....	59
COURSE DESCRIPTIONS .....	64
ACADEMIC CALENDAR & SCHEDULE .....	73
ADVISORY COMMITTEES .....	74
APPENDIX A – SCHOOL ADMINISTRATION & FACULTY .....	76
APPENDIX B – NON-ACCREDITED COURSES .....	86
APPENDIX C – TUITION & FEES .....	90





ABOUT L'ÉCOLE CULINAIRE



# ABOUT L'ÉCOLE CULINAIRE

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## 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 March 18, 2008, Vatterott College – Quincy campus submitted the Application for a Branch Part I and on October 2, 2008, the Application for a Branch Part II for the establishment of a branch location, L'École Culinaire, located in Cordova, Tennessee. On November 26, 2008, the Accrediting Commission for the Career Schools and Colleges granted initial recognition accreditation for L'École Culinaire and approved the application for Approval of a Degree program for the Associate of Occupational Studies in Culinary Arts. Additionally, the Commission approved the New Program Application for the Culinary Essentials (diploma) program.

Classes began on December 8, 2008.

## 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 Schools and Colleges is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

L'École Culinaire is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

## **CAMPUS LOCATION**

L'Ecole Culinaire  
1245 North Germantown Parkway  
Cordova, TN 38016  
(901) 754-7115

Administrative Offices  
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Cordova, TN 38016  
(901) 754-7115

## **CAMPUS FACILITIES**

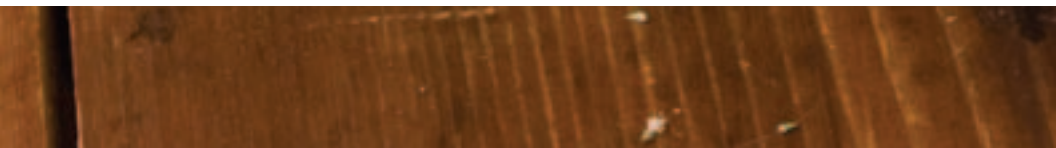
L'Ecole Culinaire Memphis

Branch of Main Campus, Vatterott College - Quincy, Illinois

The facilities at 1245 N. Germantown Parkway, Memphis, Tennessee, contain approximately 30,000 square feet devoted to classroom and lab/kitchen facilities. Classrooms contain computers needed for instruction and lab/kitchen areas contain student work stations with stoves, ovens, sinks, warming units, and all other supplies and equipment needed for training in the culinary arts. Library resource materials are available to students beyond normal school hours. Maximum class size is 30 students. Enrollment Capacity: 200 students per session. 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

## ADMISSIONS INFORMATION

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 STUDENTS

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.

Federal financial aid is not available to non degree non program students.

Prerequisites and/or refresher courses may be required.

### INSTITUTION 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.

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/FEES 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 the 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 Catalog Addendum for current tuition and fees.

### **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.

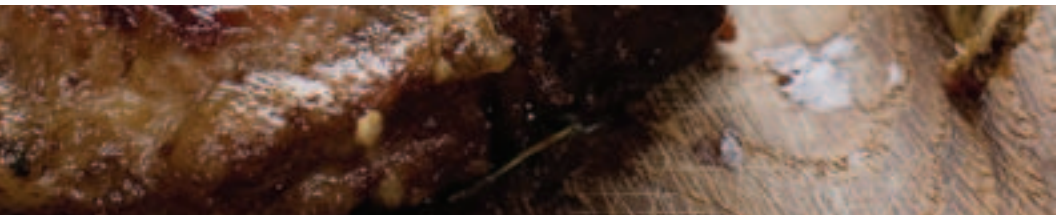
A student is not eligible for financial aid for any course in which no attendance has been recorded.

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;
- 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

## FINANCIAL INFORMATION

- 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](http://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.

## **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 Inc. 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

## FINANCIAL INFORMATION

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

## 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.

## FINANCIAL INFORMATION

### **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

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

## FEDERAL 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.

## FINANCIAL INFORMATION

### TENNESSEE STUDENT ASSISTANCE AWARD

L'École Culinaire students attending the Memphis campus are eligible to apply for the Tennessee Student Assistance Award. The purpose of the program is to provide non-repayable financial assistance to financially needy undergraduate students who are residents of Tennessee and are enrolled, or accepted for enrollment, at a public or an eligible non-public post secondary educational institution in Tennessee. Students must be enrolled at least half-time. Based on funding, first priority is given to U.S. citizens.

Maximum award amounts are determined by the TSAC Board of Directors prior to the beginning of the fall term. No student will receive an award greater than the amount of tuition and mandatory fees assessed by the institution attended.

A student's eligibility is determined in the same manner as is eligibility for a Federal Pell Grant. Students must have their Free Application for Federal Student Aid (FAFSA) processed by the federal processor by May 1 for the upcoming fall term.

### 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.

**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;

## FINANCIAL INFORMATION

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):

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 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](http://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.

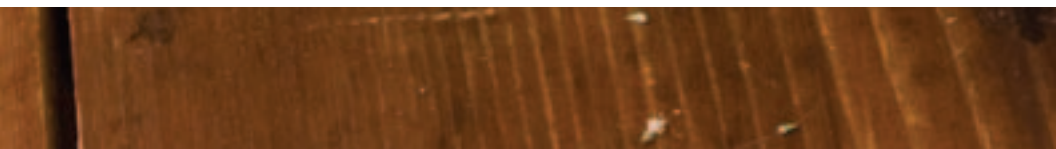
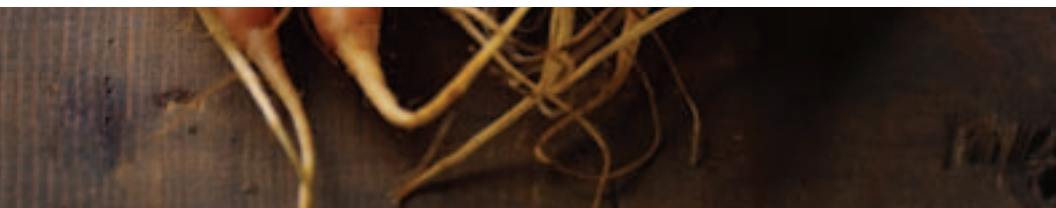
**Students who choose to withdraw or are withdrawn from the Institution may be required to sit out a minimum of 10 weeks before being allowed to re-enroll. Documentation of changes in personal circumstances that resulted withdrawal must be presented for re-enrollment.**

## 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 SYSTEM

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.

## ACADEMIC INFORMATION

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 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. 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.

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

## ACADEMIC INFORMATION

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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 credits or clock hours attempted each grading period 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.

### 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%

### ASSOCIATE'S DEGREE PROGRAM QUARTER CREDITS

Quarter Credits	Minimum CGPA Required	Minimum rate of progress
0 – 16	1.0	33%
17 – 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 Fundamentals, Diploma – 87 QCH

Culinary Essentials, Diploma – 147 QCH

Culinary Arts, AOS – 216 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%) x 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 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

## ACADEMIC INFORMATION

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.

### **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 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 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.

### 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.

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

## **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.

## **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 be charged for tuition and fees as applicable to the reentry 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

## ACADEMIC INFORMATION

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 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.

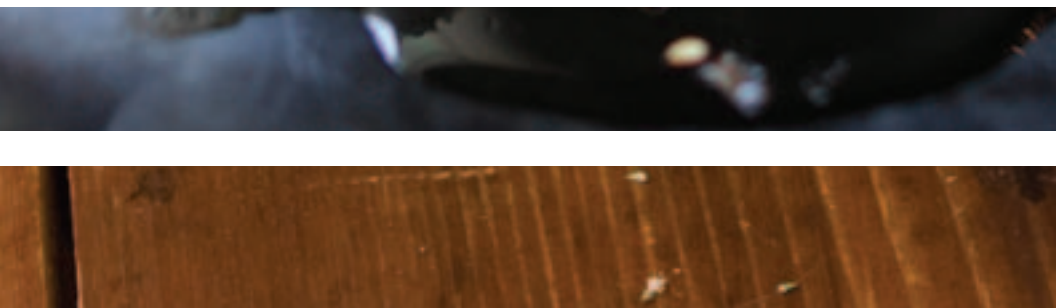
**PROGRAM TRANSFERS**

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 L'École Culinaire 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.

## STUDENT INFORMATION & SERVICES

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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.

## STUDENT INFORMATION & SERVICES

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.

## STUDENT INFORMATION & SERVICES

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

## STUDENT INFORMATION & SERVICES

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.
- 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.

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**

## STUDENT INFORMATION & SERVICES

**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 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@vatterott.edu](mailto:studentaffairs@vatterott.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**

**2101 Wilson Blvd. / Suite 302**

**Arlington, VA 22201**

**(703) 247-4212**

[www.accsc.org](http://www.accsc.org)

## STUDENT INFORMATION & SERVICES

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.

Any grievances not resolved on the institutional level may be forwarded to the Tennessee Higher Education Commission, Nashville, TN 37243-0830, phone 615-741-5293.

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.

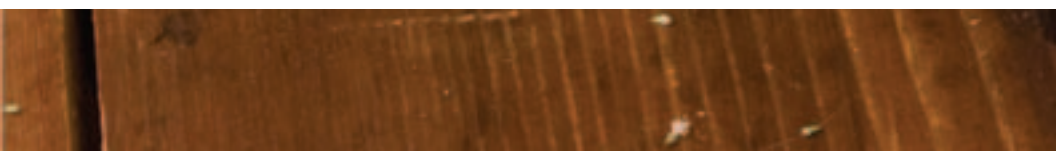
L'École Culinaire is excited to offer this capability, making it easy for our students to be in touch with us and enhance their college experience. Upon acceptance to L'École Culinaire, students will be issued a student number that can be used to gain access to the student portal. An email will be sent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

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## L'ÉCOLE CULINAIRE: PROGRAM OFFERINGS

### DIPLOMA

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- Culinary Essentials
- Culinary Fundamentals

### ASSOCIATE OF OCCUPATIONAL STUDIES A.O.S.

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- Culinary Arts

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

Other L'École Culinaire campuses only offer those specific programs of study specified in their respective current catalog.

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

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.

Curriculum:

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.

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. Instruction is designed for entry every 10 weeks.

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
<b>Total Number of Quarter Credit Hours Required for Graduation 98</b>		

## 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
CF 140	Menu Development, Buffet Planning and Service	3.0
CF 150	Cookery	5.0
<b>Total Number of Quarter Credit Hours Required for Graduation 58</b>		

## CULINARY ARTS

## ASSOCIATE OF OCCUPATIONAL STUDIES A.O.S.

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.

### Curriculum:

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.

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. Instruction is designed for entry every 10 weeks.

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
<b>Choose one:</b>		
CUL-EXT2	Externship	12
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
<b>Total Number of Quarter Credit Hours Required for Graduation 144</b>		

# COURSE DESCRIPTIONS

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## **AAGE-110: BUSINESS AND PROFESSIONAL PRESENTATIONS FOR THE FOOD SERVICE PROFESSIONAL** **3 QUARTER CREDIT HOURS**

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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**

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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**

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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**

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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.

## **CF 100 – PRACTICAL FUNDAMENTALS** **3 QUARTER CREDIT HOURS**

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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**

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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**

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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**

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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.

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### 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.

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### 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'École 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.

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### 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

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### 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

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### 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

## COURSE DESCRIPTIONS

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### 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'École 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 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,

## COURSE DESCRIPTIONS

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'École 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. 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

### 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.

## COURSE DESCRIPTIONS

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	Basic Knife Cuts
Food Safety and Sanitation	Stock Preparation
Soup Preparation	Workplace Organization and Mise en Place
Care and Sharpening of Knives	Sauce 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	Weight, Measures and Metrics
Product Knowledge	Mise en Place for Baking
Yield Percentages, Ratios, Cost Calculations	Specialty Ingredients and Uses
Baking Chemistry	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, artisan 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 and Menu Pricing	
Baking Ingredients and 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, CHARCUTERIE AND GARDE MANGER**

**14 QUARTER CREDIT HOURS**

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

**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

## COURSE DESCRIPTIONS

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.

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### 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.

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### CUL-EXT4: EXTERNSHIP WITH TRIP

#### **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.

## COURSE DESCRIPTIONS

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### ENG 099: INTRODUCTION TO WRITING

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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.

### MA 099: BASIC COLLEGE MATHEMATICS

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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 & SCHEDULE

## ACADEMIC CALENDAR

Start Date	60 Weeks	90 Weeks
1/17/2011	3/11/2012	10/7/2012
3/28/2011	5/20/2012	12/16/2012
6/6/2011	7/29/2012	2/24/2013
8/15/2011	10/7/2012	5/5/2013
10/24/2011	12/16/2012	7/14/2013

## CLASS SCHEDULE

### MORNING CLASSES

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Monday through Thursday

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

### AFTERNOON CLASSES

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Monday through Thursday

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

### EVENING CLASSES

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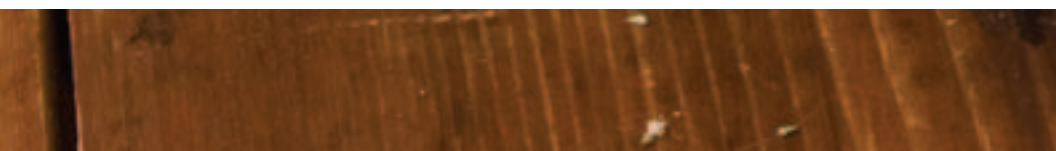
Monday through Thursday

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

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



## ADVISORY COMMITTEES



# 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.

## CAMPUS ADVISORY COMMITTEE

Chef John Bragg, Circa by John Bragg

Chef Brett Duffee, Equestria Restaurant

Barbara Farmer, Jarrett's Restaurant

Chef José Guitierrez, Encore Restaurant

Glenda Hastings, Napa Café

Tristan Jackson, Adam's Produce

Chef Erling Jensen, Erling Jensen Restaurant

Chef Wally Joe, Brushmark Restaurant

Chef Bill Kloos, Fleming Prime Steakhouse & Wine Bar

Chef Keith Kortokrax, Methodist Le Bonheur Germantown Hospital

Chef Miles McMath, St. Jude Children's Research Hospital

W. Donald Sally, Hollywood Casino

Chef Rick Saviore, Ciao Bella

Sharon L. Turco, General Education Representative

Jay Uiberall, Alfred's / Dyer's / Ubee's Restaurant

Keven Bowie, Harrah's Entertainment

Colleen DePete, River Oaks Restaurant

Lance Hall, Morrison Healthcare Food Services

Jonathan Henderson, Equestria Restaurant and Lounge

## ADVISORY COMMITTEES

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Bryan Holloway, Morrison Healthcare Food Services

David LaPorte, FedEx Forum

Gaelin D. Neely, Neely's Bar-B-Que, Inc.

Chef Edward Nowakowski, Wilson Conference Center Group, LLC

James O'Brien, Wilson Hotel Management Company, Inc.

Melissa Peterson, Edible Memphis Magazine

Chef James T. Snuggs, Horse Shoe Casino and Hotel

APPENDIX A  
SCHOOL ADMINISTRATION & FACULTY

# ADMINISTRATIVE STAFF

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Bonnie Delashmit, Campus Director

TBA, Director of Education

Dale Wrenn, Director of Admissions

Candace Fultz, Director of Financial Aid

Nina Townes, Financial Aid Coordinator

Jonelle Demery, Financial Aid Coordinator

TBA, Career Services Coordinator

Jarren Miller, Education Coordinator

Christen Hill, Education Coordinator

Brandee Masterson, Registrar

Sandra Russell, Accountant

Tammy Hudson, Accountant

Alexa Webber, Receptionist

Mindy Patterson, Receptionist

Lynn Armstrong, Purchasing Coordinator

Stephanie Tate, Retention Coordinator

Patrick O'Daniel, Learning Resource Center Coordinator

Rich Mason, IT Coordinator

# FACULTY

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## CHEF EMMETT BELL III, CEC, CDM – CULINARY INSTRUCTOR

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Chef Emmett Bell's culinary career started in 1986 when he worked his way up through Palm Court restaurant in Memphis TN. Due to his extraordinary talents; he ended up quickly promoted to Sous Chef. Chef Bell then went to Johnson and Wales University and graduated magna cum laude in 1990. He then came home to Memphis and worked at the Summit Club for the next eight years. In 1998, Chef Bell took the job of executive chef at Calvary Church where he worked for eight years. In 2006 he was hired by Morrison's as the executive chef at LeBonHeur Children's Hospital where he has been for the last three years before I started my dream job of teaching at L'Ecole Culinare.

## MARTHA BRAHM – ADJUNCT PASTRY INSTRUCTOR

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Chef Martha Brahm is a graduate of the Culinary Institute of America, Hyde Park, NY and received her Bachelor of Sustainable Economics and Sociology from the University of Memphis, Cum Laud; and received a Masters of Divinity, Summa Cum Laud from Memphis Theological Seminary. Her work experience includes Chase Park Plaza Hotel, St Louis, Casa Blanca Inn, Scottsdale, AZ; Flamingo Hilton, Las Vegas, NV; La Tourelle Restaurant, Memphis; Brooks Art Museum Brushmark Restaurant; Fascinating Foods Catering; French Bakery of Hawaii, Kailua-Kona, Hawaii. She was Senior Pastor for Prescott Church, Memphis and Hampton Memorial Methodist Church, Millington, TN. She currently also operates as a private chef and caterer.

## CHEF DEREK BUCHANAN – PASTRY INSTRUCTOR

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Chef Buchanan is a graduate of the New England Culinary Institute where he earned an associates' degree in culinary arts. After two culinary internships, he turned his focus toward baking and pastry. He spent the next few years on the west coast perfecting his craft. He finally settled in Napa Valley, California working for the acclaimed Chef Thomas Keller at his Bouchon Bakery. He returns to Memphis after a ten year absence to teach at L'Ecole Culinare.

## CHEF JORDAN BUCHANAN – CULINARY INSTRUCTOR

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Chef Jordan Buchanan has been an instructor at L'Ecole Culinare for almost a year teaching the Fundamentals of Cookery. Chef Buchanan graduated Magna Cum Laude from Le Cordon Bleu in 2006. He then paid his dues in high volume restaurants in Orlando and Tampa Florida, eventually becoming the Sous Chef at Timpano Chop house in Hyde Park Tampa. Chef Buchanan worked in Napa Valley under Chef Todd Humphreys and staged at various restaurants in the area. Prior to instructing, he was the Sous Chef for three years at Café Society under Cullen Kent, in midtown Memphis, which happened to be one of the most educating experiences in his culinary career. He is in love with food. Cooking is his sport and passion.

## CHEF CLAIRE CONDON – PASTRY INSTRUCTOR

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Claire Condon began her career at a very early age creating wedding and specialty cakes. During and after obtaining her AOS in Baking and Pastry Arts from the Culinary Institute of America, Claire worked as a manager at several bakeries in upstate New York. During this time she also worked at the four diamond, five star Inn at Little Washington, outside of Washington DC. She then attended Cornell University where she received her BS in Hotel Administration, focusing on Food and Beverage Management. Shortly after, Claire worked in San Francisco as an event planner for non-profit groups such as the SPCA, California Academy of Science, and the San Francisco Museum and Historical Society. She then decided to move to L'Ecole Culinare Memphis where she has combined her two passions: Food and Education.

## FACULTY

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### CHEF MATTHEW CRONE – CULINARY INSTRUCTOR

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Local Memphian Matthew Crone found his love for cooking at a young age. He began his professional career at age sixteen in the kitchen of one of Memphis' finest restaurants under the direction of an extremely knowledgeable award-winning Chef. After eight years of training in Memphis he traveled to the north of Spain to begin a two year cooking sabbatical. He took a Stagier position at a Michelin rated, three-star restaurant on the border of France where he remained for over a year. After leaving Spain, Matthew traveled the French countryside for nearly a year working and learning French culture, cuisine and techniques. He graduated from New England Culinary Institute in Essex, VT. While living in Oregon he was Executive Chef at the Viewpoint Inn, Columbia River Gorge. Upon returning to Memphis he worked at Interim Restaurant and the Sole Restaurant at the Westin Hotel

### CHEF CHARLIE DONELSON – ADJUNCT CULINARY INSTRUCTOR

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Chef Charlie Donelson is a graduate of Le Cordon Bleu College, Atlanta where he received an Associate's Degree in Culinary Arts with National Dean's List recognition. He also received a degree in Electrical Engineering from Tennessee State University, Nashville. He was owner and operator of Champions Catering and was Executive Sous Chef for Aramark's operation at Turner Field and the Atlanta Braves. His culinary experience coupled with his experience as an owner/operator provides a broad base of knowledge to enrich the student learning experience.

### CHEF RICK FARMER – CULINARY INSTRUCTOR

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Chef Rick Farmer developed an interest in the culinary arts at a young age. While in high school, he was hired by a small bar/restaurant as a part-time line cook. Soon, he was promoted to kitchen manager, a post he held until graduation. After high school, He moved to Nashville, and helped create two other restaurants with a small group of friends. Rick was in Nashville for three years, until he moved to San Francisco, while working in San Francisco; he met the owner of Memphis, a restaurant in New York. Soon thereafter, Rick moved to New York and worked as grill chef and Sous Chef at various restaurants. Chef Farmer eventually moved to Europe where he held positions ranging from pot washer to Banquet Chef. While on holiday break in Memphis, he met his wife, and business partner, Barbara. Soon, they married, and Rick continued his culinary career in Memphis. He taught classes at Memphis Culinary Academy and was a culinary instructor for two years. Then in August 1994, in the space that had originally been La Patisserie Bistro, Rick and Barbara opened Jarrett's, named for their son. Jarrett's and Chef Farmer have been honored by the James Beard Society and Chef Farmer is very active in many local and national charities such as The March of Dimes, The National and Local Food Bank, LeBonHeur Children's Hospital, St. Jude Children's Research Hospital, The Memphis Zoological Society, and many others. Chef Farmer was hired on staff at L'Ecole Culinaire in February 2009 and has taught CUL 101,104,110 and 210 classes ever since.

### CHEF JOHN FERRARO – CULINARY INSTRUCTOR

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Chef John Ferraro grew up in a suburb of Boston MA where he began working in the food industry at a young age. It was after returning home from the Marine Corps, when John moved to Denver CO and began studying culinary arts at Johnson & Wales University. In 2004 he moved to Cincinnati OH to study under Master Chef John Kinsella at The Midwest Culinary Institute at Cincinnati State College. While there he took on jobs at some of the best restaurants in the city including Jimmy D's Prime Steakhouse and Restaurant HUGO. After completing his studies, Chef Ferraro moved to Memphis and helped open Sole Restaurant & Raw Bar where he worked as Chef de Cuisine. John then took on the Executive Chef position at The Crowne Plaza Hotel, where he worked until he began his tenure as a chef instructor at L'Ecole Culinaire in 2010.

### CHEF KIMBERLY GAUGER, C.E.C – CULINARY INSTRUCTOR

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A Philadelphia native, Chef Kimberly Gauger attended The Culinary Institute of America in Hyde Park, New York. She graduated in 2003 with her Bachelor of Professional Studies in Culinary Arts Management. Upon graduation she moved back to Philadelphia and served as Executive Sous Chef at the Philadelphia Country Club. In 2005, she moved to

Memphis, Tennessee and served in a wide range of venues from fine table dining to healthcare foodservice. She is now enjoying passing along the culinary tradition to students at L'École Culinaire in Memphis.

#### CHEF JAMES GENTRY – CULINARY INSTRUCTOR

Chef James Gentry is a graduate of Johnson & Wales where he graduated Sigma cum Laude with an AAS degree in Culinary Arts and also attended the University of Memphis. His work experiences include Chef de Cuisine for the Magnolia Grille and LB's Restaurant in Tunica, MS and Executive Chef for Erling Jensen restaurant in Memphis. In Charleston, SC he was Sous Chef for Andalucia. Chef Gentry currently owns and operates Paradox Cuisine, an exclusive specialty catering firm.

#### GAIL D. GORDON – ADJUNCT AGE INSTRUCTOR

Gail Gordon received her Master of Business Administration from the University of Phoenix, Memphis, TN; a Bachelors of Arts in Communication from Louisiana Tech University, Ruston, LA; and an Associate of Science in Biology from Southern University, Shreveport, LA. Her work experiences include being a recruiter with Belhaven College and Priority Placement Services; an account executive with Caring Hands Private Duty Nursing, LLC; and she presently serves as pianist and Associate Director of Music Ministries for the Whitestone Baptist Church, Memphis, TN.

#### CHEF JULIE HOLLIS – ADJUNCT CULINARY INSTRUCTOR AND MANAGER, PRESENTATION ROOM

Chef Julie D. Hollis studied classic culinary arts and graduated from the French Culinary Institute in July 2002. From there, she became a private chef for a local, prestigious family. She also continued on to manage private catering events and provide groups with menus and decor specifically designed for their functions. She then began to explore the world of fine dining and it peaked her interest in enology. During this time, she became the event coordinator in a historical building at a new downtown Memphis restaurant. After the restaurant's closing, she delved deeper into wine and spirits by bartending and managing at a classic Midtown restaurant. She is now preparing to take the Certified Specialist of Wine exam. Currently, she is an instructor and the manager of L'École Culinaire's restaurant, The Presentation Room.

#### CHEF THOMAS HUGHES – CULINARY INSTRUCTOR

After graduating from high school in upstate New York, Tom attended Paul Smith's College where he received his A.A.S. in culinary arts. Tom worked in the Boston area for a year and a half, completing his externship for school and being part of an opening crew in a new restaurant after that time. Mid-way through 2000, he moved back to upstate N.Y. and closer to home where he worked at the Sagamore Hotel for nearly two years. After that experience in many different restaurants the hotel had to offer, Tom joined some acquaintances at Sea Pines Resort, in Hilton Head Island, S.C. where he worked as a banquet chef for one year. After that year, Tom followed his executive chef, Jim Chapman, to Gold Strike Casino and Resort in Tunica, Ms where he was chef de cuisine over one of the casino's restaurants.

After the experience in larger resorts and the casino, Tom turned his focus to smaller establishments, beginning with Bonne Terre, a bed and breakfast in northern Ms. Then he jumped at an opportunity in Ct. to open a wine bar within The Griswold Inn, a country inn that has been in continuous operation since 1776. Tom was chef de cuisine over the wine bar before moving to the very prestigious Copper Beech Inn, Ct. Tom supervised the kitchen serving a French Brasserie and a dining room that had the reputation as one of the best in the state. Tom is now a chef instructor at L'École Culinaire, passing along all that he's learned from his previous experiences.

## FACULTY

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### CHEF JOHN KIRK, C.E.C. – CHEF INSTRUCTOR

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Award winning Chef Johnny Kirk earned a degree in Psychology from the University of Mississippi, Kirk worked for Ajax Kitchen in Oxford, MS. From Oxford, Kirk headed to Charleston SC, where he received an Associate's Degree from Johnson and Wales University. Back in the mid-south, Kirk's first job was with renowned Master Chef Jose Guiterrez working the fish station at Chez Phillippe. Kirk also worked at other esteemed Memphis institutions such as Ronnie Grisanti's and McEwen's on Monroe as Sous and Executive Chef respectively. In 2004, Kirk opened his own fine dining restaurant Stella, in downtown Memphis. During Stella's five-year run, both the restaurant and Kirk received many accolades including Best Restaurant and Best Chef. Kirk has also been featured in such national publications as Southern Living and Wine Spectator. In 2006, Kirk was honored by the James Beard Foundation and named a "Rising Star" of American Cuisine.

### CHEF BENNETT LEBOWITZ - ASSOCIATE CULINARY PROGRAM DIRECTOR

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As a Louisiana native and graduate of the Culinary Institute of America, Chef Lebowitz has worked in the industry since 1995. Chef Lebowitz started his culinary career in a private dining club under a Sicilian born chef, where he was taught the classics of Italian cuisine. After graduating from culinary school, Chef Lebowitz lived in cities like St. John, USVI, Philadelphia, Memphis, Columbus, OH and New York. He was able to work and manage in many different facets of the food industry to gain a well rounded knowledge. After 15 years in the industry Chef Lebowitz had an opportunity to lend his experiences to the future generations of culinarians. As Associate Program Director, Chef Lebowitz has the ability to work one-on-one with the students and chefs alike to create a unique learning environment at L'Ecole Culinare.

### CHEF SPENCER MCMILLIN – CULINARY INSTRUCTOR

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Chef Spencer McMillin grew up in New England. He studied with French Master Chef Jose Guiterrez before becoming his Sous Chef in 1994. After leaving Chez Philippe in 1995, he ran many successful restaurant kitchens including: Café Samovar, E.J.'s Brasserie and The Crescent Club. In 2006, Chef McMillin decided to share his culinary knowledge with the general public and became an Instructor at Viking Cooking School in Memphis, Tn.

### CHEF SHAWN MITCHELL – ADJUNCT CULINARY INSTRUCTOR

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Chef Shawn Mitchell was born in San Diego California. He graduated with High Honors from The Art Institute of California, San Diego in 2005. In San Diego, he worked at Café Chloe with Top Chef Alumni Ash Fulk and JRDN Restaurant at The Tower 23 Hotel. After moving to Memphis at the end of 2005, Chef Mitchell has been the Sous Chef at Capriccio Grill in The Peabody Hotel, River Oaks Restaurant and Currents at The River Inn Hotel. He also ran the dining room at Bosco's Squared. Chef Mitchell has been at L'Ecole Culinare since January of 2010.

### CHEF BERNIE MURFF – CULINARY INSTRUCTOR

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Chef Bernie Murff has been in the restaurant industry since high school. While attending the University of Mississippi he continued working in restaurants and after graduating with a Bachelor's degree in Banking and Finance he shelved his degree and opened a restaurant in Oxford, Mississippi. After five successful years, Chef Murff sold the restaurant and moved to Charleston, South Carolina. While there he attended Johnson & Wales University and received an Associate's Degree in Culinary Arts. Chef Murff graduated in the top of his class and was awarded membership in the Silver Key Honor Society. After returning to Memphis, Chef Murff worked for several local restaurants, as well as, larger contract food service providers. Most recently, Chef Murff has focused on Culinary Instruction.

### CHEF RACHEL MULLEN – EXTERNSHIP COORDINATOR

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Rachel Mullen attended Christian Brothers University where she received the Lasallian Academic Award during the years of 2003 through 2006. She graduated in 2006 from Christian Brothers University with a Bachelor of Science Degree in Business Administration

with a Concentration in Management. During her time at Christian Brothers, she worked at Texas de Brazil in a Front of the House position from 2004–2005. She then worked as a Stagger at Jarrett's Restaurant in Memphis, TN from 2006 to 2007. When she completed her time at Jarrett's, she attended The Culinary Institute of America. She graduated from the CIA in 2008 with an Associate of Occupational Studies Degree in Baking and Pastry Arts. She worked as a Pastry Extern at the Ritz Carlton Lodge at Reynolds Plantation from 2007 to 2008. Rachel moved back to Memphis and began working at L'Ecole Culinaire in November 2009. Rachel has held several positions at L'Ecole Culinaire including AGE Instructor and Retention Specialist. She is currently the Externship Coordinator at L'Ecole Culinaire in Memphis.

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#### CHEF WILLIAM "BILL" MULLINS – CULINARY INSTRUCTOR

Chef Bill Mullins, a 1996 Bachelors graduate of Mississippi State University and a 2003 Associates honors graduate of the Culinary Institute of America, has worked in professional kitchens from remote Alaska to the metropolitan East Coast for more than ten years, working in every facet of the restaurant industry, from fine dining to quick casual, and serving in rolls extending from Sous chef to Corporate Chef. Chef Mullins joined L'Ecole Culinaire as a Chef Instructor in November of 2009.

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#### CHEF JERRI MYERS - CULINARY INSTRUCTOR

Chef Myers has been in the culinary field for over 20 years starting with her own catering business. Chef Myers comes from Viking Cooking School as the Lead Cooking Instructor where she also represented the school on many local television appearances and speaking engagements. For thirteen years she was Chef and managing partner at a Corporate Private Hunting Club and Retreat in Arkansas serving celebrities and politicians. Because of her love of cooking and travel, she enjoyed an invitation to be a guest chef at Harrods in London, England and also Guest Chef at Ritz Paris in Paris, France. She is currently the TV Chef for a National television show, AdventureBound Outdoors and has published and sold a wild game instructional cookbook DVD, "Wild Cookin' with Chef Jerri Myers". She resides in Memphis, TN with her husband and has three children that live in Memphis, TN.

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#### CHEF PAULA NAUMCHEFF – AGE INSTRUCTOR

Chef Naumcheff's earliest culinary training began as a child when she was mentored by her chef grandfather. He emigrated from Macedonia to the United States and owned restaurants in Ann Arbor, Michigan and West Palm Beach, Florida for over four decades. Ms. Naumcheff spent the first fifteen years of her professional career in executive sales and training after she obtained her Bachelor's Degree in Finance from the University of Memphis. She completed a culinary arts class at The Ritz Cuisine de Patisserie in Paris, France. This experience inspired her to pursue her culinary career full time. She attended Memphis Culinary Academy in 2005, and then created The European Oven Catering Company. She was executive chef and owner of Sweet Bistro from 2007–2009. Sweet Bistro garnered several local awards including Memphis Magazine Reader's Poll Best of Memphis Dessert and Martini Bar. Chef Naumcheff is now an instructor at L'Ecole Culinaire in Memphis, Tennessee.

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#### CHEF KEVIN RAINS – CULINARY INSTRUCTOR

Chef Kevin Rains studied his craft at the Colorado Institute of Art, where he graduated with honors in Culinary Arts. He is certified Chef of Wine Art and is a member of The Wine Guild, American Culinary Federation and Chaîne des Rotisseurs. Chef Rains apprenticed at Denver, Colorado's number 1 restaurant, Strings, for two years under the guidance of Chef Noel Cunningham. One of the founders of Share our Strength, Chef Rains was also Banquet Chef and Garde Manger at the renowned Ritz-Inverness Hotel in South Denver. After moving to Memphis, Chef Rains became the Chef at E.J.'s Brasserie in Cordova, TN with direction from Chef Erling Jensen. He then accepted the Executive Chef position for five years at Equestria in Germantown, TN. Chef Rains left Equestria to open his first restaurant Roustica. Roustica was located in the Evergreen Historical District.

## FACULTY

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### CHEF ANDREW SAUNDERS – PASTRY INSTRUCTOR

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Chef Andrew Saunders is a graduate of Sullivan University with an AOS in Culinary Arts and with a professional baking diploma. Chef Saunders experience includes headline cook, Sous Chef and most recently he was the executive chef of Gate Gourmet International at the Memphis International Airport. He has worked in all areas of the kitchen but specializes in kitchen organization and premium customer care. Since coming to L'École Culinare, Chef Saunders has been elected by the students as chef instructor of the phase and selected by the staff as instructor of the year.

### CHEF MARC SILVERBERG CEC, CFBE- CULINARY INSTRUCTOR

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Chef Marc Silverberg started my career by attending and graduating the Philadelphia Restaurant School in 1977. Chef Silverberg then attended the Culinary Institute of America School of continuing education and finishing in 1978. Upon graduation Chef Silverberg went to work in Atlantic City N.J. where he spent a total of 8 years. Bally's Park Place Casino for 2 years and Tropicana Hotel and Casino for 6 years. His first Executive Chef position in 1988 was for Holiday Inn Executive Conference Center and Holiday Inn University where he spent 6 years. Chef Silverberg then went to work in Tunica Ms. for Hollywood Casino for 10 years, starting as executive chef and ended his tenure as V.P. of F&B. Chef Silverberg served as Director of F&B for Sam's Town Hotel and Casino for 3 years.

Chef Silverberg is a Certified as an Executive Chef from the American Culinary Federation and is certified as a Certified Food and Beverage Executive from the American Hotel and Lodging Assoc.

### CHEF MARK SIMPSON – PASTRY INSTRUCTOR

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Chef Simpson is a graduate of The Culinary Institute of America. His travels have taken him up and down the East Coast with stops in Florida, Virginia, Washington DC and South Carolina. His experience has been varied from a Pastry Chef at a restaurant, to a country club, and running a successful pastry shop. He holds several trophies for pastry, loves being able to teach. He currently resides in Memphis with his wife and 3 children.

### CHEF BEN SMITH - CULINARY INSTRUCTOR

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Chef Ben Smith is a 1986 graduate of the Culinary Institute of America. Since then he has served stints in numerous restaurants and resorts including Stars Restaurant in San Francisco, The Lodge at Koele in Lanai, Hawaii, and Chesleigh Homestead in Sofala, NSW, Australia. In July of 1998 he opened Tsunami, his own restaurant in the Cooper-Young neighborhood in Memphis; TN. Tsunami was named Best New Restaurant by Memphis Magazine in 1999. It has been voted Best Seafood every year since opening by the Memphis Magazine Best of Memphis poll. Tsunami was the first restaurant in Memphis to be certified "Green" by Project Green Fork, of which he is a board member and former president. Chef Smith has been invited to cook at the prestigious James Beard House twice. In 2005 Chef Smith published The Tsunami Restaurant Cookbook. On the merit of the book he was invited to take part in the Book and the Cook festival in Philadelphia in March of 2006. In 2010 Chef Smith was named Restaurateur of the Year by the Memphis Restaurant Association. Chef Smith has been a Chef Instructor at L'École Culinare Memphis since January, 2010.

### CHEF NATHANIEL C. STEWART – PASTRY CULINARY INSTRUCTOR

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Chef Nathaniel C. Stewart, Baking and Pastry Chef Instructor Chef Stewart has worked in the food industry for 12 years and attended the Culinary Institute of America for his degree in Baking & Pastry Arts, '03. Most notably, Chef Stewart worked at the prestigious, French restaurant Le Bec Fin. This restaurant has held a 25 year, non- consecutive 5 star rating from Mobil Restaurant Guide. In Chef Stewart tenure at Le Bec Fin, he climbed his way to the title of Assistant Pastry Chef and worked under Philippe Parc, an M.O.F. '91 in Sugar Art. Chef Stewart has worked in some of the finest restaurants in the country from Aquavit in Manhattan to the Farallon Restaurant in San Francisco. These accomplishments make Chef Stewart a quality Chef Instructor and his talents should help any student further their culinary goals.

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**CHEF LUAHN THOMAS – CULINARY PROGRAM DIRECTOR**

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Chef Luahn Smith Thomas began at L'Ecole Culinaire – Memphis as a chef instructor, was promoted to Associate Program Director and is now our Culinary Program Director. Chef Thomas comes to us from Viking Cooking School in Memphis, TN where she was a chef instructor. She was the corporate executive chef for International Paper Global Headquarters in Memphis, TN where she concentrated on orchestrating international events for the company's top executives. Her work executive chef experience includes Sodexo – Campus Services, Mississippi Boulevard Christian Church, Memphis City Schools, and the Waldorf=Astoria Hotel. Chef Thomas was graduated from the Culinary Institute of America, Hyde Park, NY earning high pass honors and was awarded the prestigious Love to Learn and Steven Bronzo Endowed Scholarships for culinary academic excellence. She holds a Bachelor of Arts in English Literature from Marquette University, Milwaukee, WI.

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**FRANCES D. WRIGHT – ADJUNCT PASTRY INSTRUCTOR**

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Chef Frances Wright is a graduate of The French Pastry School, Chicago, IL and attended LeMoyne-Owen College. Her experience reflects a broad base of business acumen working with Memphis Light, Gas & Water, FedEx Corporation, and the White Eagle Country Club, Naperville, IL. Her commitment to culinary education is reflected in her work with Common Threads of Chicago, a non-profit organization designed to teach inner city school children the art of cooking as well as numerous other candy, cake and pastry school programs. She is also currently the owner of Sweet Cakes and Pastries providing cakes and pastries for private customers and restaurants in Memphis.

## APPENDIX B NON-ACCREDITED COURSES

# NON-ACCREDITED COURSES

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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  
Sushi Fundamentals

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## **CF 101: SERVE SAFE MANAGEMENT**                      **NON-ACCREDITED CULINARY CERTIFICATE 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.

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## **WB 100: BEER AND FOOD PAIRING**                      **NON-ACCREDITED CULINARY CERTIFICATE 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.

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## **WW 101: INTRODUCTION TO THE WORLD OF WINES**                      **NON-ACCREDITED CULINARY CERTIFICATE 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.

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## **IC 100: ICE CARVING FUNDAMENTALS**                      **NON-ACCREDITED CULINARY CERTIFICATE 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

## NON-ACCREDITED COURSES

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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 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.

### CC100:CHOCOLATE CONFECTIONARY BASICS NON-ACCREDITED CULINARY CERTIFICATE 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.

### BC 101: FUNDAMENTALS OF CAKE SCULPTING AND DESIGN NON-ACCREDITED CULINARY CERTIFICATE 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 121: SUSHI FUNDAMENTALS NON-ACCREDITED CULINARY CERTIFICATE 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.

## NON-ACCREDITED COURSES

Program Name	Degree	Hours	Tuition	Books/ Supplies	Tax	Total
Serve Safe Management	Non-Accredited Courses	20	\$600	\$100	\$10	\$710
Introduction to the World of Wines	Non-Accredited Courses	16	\$500	\$85	\$10	\$595
Ice Carving Fundamentals	Non-Accredited Courses	8	\$250	\$85	\$10	\$345
Artisan Bread Primer	Non-Accredited Courses	24	\$750	\$110	\$15	\$875
Chocolate Confectionary Basics	Non-Accredited Courses	16	\$500	\$110	\$15	\$625
Fundamentals of Cake Sculpting and Design	Non-Accredited Courses	16	\$500	\$110	\$15	\$625
Sushi Fundamentals	Non-Accredited Courses	32	\$1000	\$85	\$10	\$1,095
Beer and Food Pairings	Non-Accredited Courses	16	\$500	\$75	\$10	\$585

\*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.

## APPENDIX C TUITION & FEES

# TUITION & FEES

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Program	Degree	Weeks	Tuition	Reg. Fee	Lab/ Tech Fee	Books & Supplies	Total Cost
Culinary Fundamentals	Diploma	40	\$16,900	\$100	\$2,700	\$1,500	\$21,200
Culinary Essentials	Diploma	60	\$24,000	\$100	\$2,700	\$2,400	\$29,200
Culinary Arts	AOS	90	\$36,000	\$100	\$4,050	\$3,000	\$43,150

\*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.



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**

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### **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.

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

## Academic Information

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### 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 B  
Effective: 03-2012

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

## Appendix B - Non-Accredited Courses

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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'Ecole 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'Ecole Culinaire.

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  
Sushi Fundamentals  
Nutrition and Dietary Management

### Enrollment, Cancellation & Refund Policy

Cancellations, which occur prior to the beginning of a program, should be made in writing to the Registrar or the Director of Education. Withdrawals, which occur after the beginning of a program, should be made by submitting an official withdrawal form to the Registrar or Director of Education. Refunds for cancellations or withdrawals will be made to students in accordance with the following policy:

- REGISTRANTS cancelling their Registration Agreement within three (3) business days of its execution, exclusive of Saturday, Sunday, and holidays (the "Cancellation Period") will receive a full refund of all monies paid to COLLEGE.
- REGISTRANTS cancelling or withdrawing at any time subsequent to the Cancellation Period but prior to the start of the program for which they are registered will receive a refund of the total program cost, less an administrative fee equaling the lesser of (1) 25% of the total program cost

L'Ecole Culinaire – Memphis  
Appendix B Addendum

Addendum – Appendix B  
Effective: 03-2012

- or (2) \$100.
- REGISTRANTS withdrawing after the program begins, but prior to the expiration of 10% of the program's scheduled hours, will receive a tuition refund of 75% of the program cost, less an administrative fee of \$100.
- REGISTRANTS withdrawing after the expiration of 10%, and up to the program midpoint (50%) shall receive a tuition refund of 25% of the total program cost, less an administrative fee of \$100.
- REGISTRANTS withdrawing at or after the program midpoint (50%) of the scheduled hours will receive no refund.
- Refunds will be made within 30 days after COLLEGE determines REGISTRANT has cancelled or withdrawn.

Any student who cancels or withdraws from COLLEGE as a result of being called into active duty in a military service of the United States will receive a refund of any tuition and refundable fees for the program in which the student is enrolled at the time of withdrawal. No refund will be given for any program the student has completed.

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#### **CF-101: Serve Safe Management**

**20 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 food safety 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.

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#### **WB-100: Beer and Food Pairing**

**16 Hours**

This course will explore many different flavors and 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 tasting and analyzing different pairings.

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#### **WW-101: Introduction to the World of Wines**

**16 Hours**

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

L'Ecole Culinaire – Memphis  
Appendix B Addendum

Addendum – Appendix B  
Effective: 03-2012

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 and tasted. Students will increase their knowledge and confidence in selecting, serving, storing, and pairing wines with food. The Course Length is 16 hours over four weeks.

**IC-100: Ice Carving Fundamentals** **8 Hours**

Ice carving is one of the many classic skills of the culinary world commonly neglected. As a creative and lucrative tool, ice carving should be in every chef's repertoire. Students will learn the fundamental skills and techniques necessary 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** **24 Hours**

This course offers an introduction to artisan bread and the techniques of bread making that can be reproduced at home and in the restaurant. 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 created during the 3 day course. The Course Length is 24 hours over one week.

**CC-100: Chocolate Confectionary Basics** **16 Hours**

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** **16 Hours**

With the rise in interest of artistic special occasion cakes, cake sculpting is a valuable asset for every cake decorator. This class will teach the fundamentals necessary to successfully design, plan, and execute impressively artistic cakes. Students 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-121: Sushi Fundamentals** **32 Hours**

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

Addendum – Appendix B  
Effective: 03-2012

sushi, nigiri, sashimi and contemporary rolls. The Course Length is 32 hours over three weeks.

**Nutrition and Dietary Management - Program Outline**

**Nutrition and Dietary Management** **Non-Accredited Program**

The Nutrition and Dietary Management program is a brief program offering students with a culinary education or experience in the foodservice industry, a chance to focus on a knowledge set directed to nutrition and dietary management. Four classes are offered, Sanitation and Food Safety, Foodservice Management, Human Resource Management and Nutrition & Practical Application.

Course Number	Course Title	Hours
LA-11	Sanitation and Food Safety	25
LA-22	Food Service Management	50
LA-33	Human Resource Management	20
LA-44	Nutrition and Practical Applications	45
LA-55	Externship	150
<b>Total</b>		<b>290</b>

**Nutrition and Dietary Management - Program Course Descriptions**

**LA-11: Sanitation and Food Safety** **25 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 food safety 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. The primary topics of this course include, but are not limited to the purchasing, receiving, storage, and distribution of food supplies and equipment following established sanitation and quality standards. Using HACCP guidelines, students will learn the protection of food in all phases of

## Addendum – Appendix B

Effective: 03-2012

preparation, holding, service, and cooking. Students will learn to manage physical facilities to ensure compliance with safety and sanitation regulations, conduct routine maintenance inspections of equipment, and organize work flow and use of equipment.

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### **LA-22: Food Service Management** **50 Hours**

This course is a survey of the foodservice industry collectively, its components, and the management of foodservice organizations. Students will be introduced to the foodservice industry through an examination of the size and scope of the industry and learn to read and interpret an organizational chart. Students will gain an understanding of how to determine client/resident preferences and help clients/residents choose foods from selective menus. Students will learn how to evaluate a meal service system, prepare standardized recipes, and forecast needed amounts of food. Lab work will include recommended cooking procedure, receiving, storing, and distribution of food, supplies, and equipment, as well as determining inventory amounts. Students will be able to verify quality, investigate safety and productivity, and recommend equipment as well as maintain a departmental budget and implement cost effective procedures. Students will also learn how to coordinate and manage departmental and revenue generating services.

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### **LA-33: Human Resource Management** **20 Hours**

This course is an overall survey of the functions of a human resources department. Students will study and analyze management responsibilities including but not limited to: the interpretation of state and federal employment laws, determining personnel needs, writing performance standards, conducting performance reviews, determining employee schedules, and using methods to empower staff. Students will learn ways to manage change and diversity, appreciation of recruitment responsibilities, and how to interview employees. Students who complete this course will be able to conduct department meetings, meet goals and priorities for a department, and implement required changes. Students will display personal professionalism, present work procedures and plans, and manage staff development.

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### **LA-44: Nutrition and Practical Applications** **45 hours**

The scope of this course is a survey of nutrition and applying techniques to feeding specific populations. The student will review information like basic nutrition, nutrition through the life cycle, calculating nutrient intake, meal planning and working on a team with dietitians and healthcare professionals. Students will learn how to evaluate a meal service system, modify menus and standardized recipes to reflect the dietary requirements or desires of guests.

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### **LA-55: Externship** **45 hours**

Students will apply their skills, knowledge, and aptitude proficiency to a real foodservice environment. This externship consists of 150 hours in a position under

## Addendum – Appendix B

Effective: 03-2012

a Certified Dietary Manager or Registered Dietician. The externship site will determine the work hours for the student. These hours must be during the regular work day hours for the site. Work may occur on Saturdays, Sundays, and evenings as required by the externship site.

Addendum – Appendix B  
Effective: 03-2012

Addendum – Appendix B  
Effective: 03-2012

**Tuition & Fees**

Program Name	Award	Hours	Tuition	*Books & Supplies	Total
Serve Safe Management	Certificate of Completion	20	\$600	\$110	\$710
Introduction to the World of Wines	Certificate of Completion	16	\$500	\$95	\$595
Ice Carving Fundamentals	Certificate of Completion	8	\$250	\$95	\$345
Artisan Bread Primer	Certificate of Completion	24	\$750	\$125	\$875
Chocolate Confectionary Basics	Certificate of Completion	16	\$500	\$125	\$625
Fundamentals of Cake Sculpting and Design	Certificate of Completion	16	\$500	\$125	\$625
Sushi Fundamentals	Certificate of Completion	32	\$1000	\$95	\$1,095
Beer and Food Pairings	Certificate of Completion	16	\$500	\$85	\$585
Nutrition and Dietary Management	Certificate of Completion	290	\$2,100	\$350	\$2,450

\* 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.



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