A Friendly Note about this Document

The Professional Programs Catalog provides prospective students with details and information about Auguste Escoffier School of Culinary Arts and the Professional Programs specifically.

This document is required by our accrediting agency, ACCET. The language used throughout Professional Programs Catalog can seem somewhat formal, but we've tried to make it as “user-friendly” as possible.

We hope the Professional Programs Catalog demonstrates how seriously we take your culinary education. We promise to fulfill the policies we have written, and to keep our association with you cheerful, encouraging, one-on-one, and a great learning experience. Policies and procedures are subject to change at any time at the discretion of the Campus Director, consistent with the Mission, Philosophy and Objectives of Auguste Escoffier School of Culinary Arts.

Please read carefully and don’t hesitate to ask us if you have any questions. We look forward to welcoming you to Auguste Escoffier School of Culinary Arts.

Thank you.
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Professional Programs Overview

General Overview and History of Auguste Escoffier School of Culinary Arts (AESCA)

The Cooking School of the Rockies, founded in September 1991, changed its name to Culinary School of the Rockies in 2003, and in 2011, the name was changed to Auguste Escoffier School of Culinary Arts. The School has grown substantially and now features three Programs, two of which are the Professional Programs—Culinary Arts, which began in January 1996, and Pastry Arts, which began in January 2009. In addition, AESCA offers Classes for the Home Cook including: Cooking and Baking Techniques, Hands-on Workshops, Culinary Skills Course, and other special events, and Corporate Kitchen® (corporate team building).

Both Professional Programs are intensive hands-on experiences. Our highly trained faculty is dedicated to providing a thorough, excellent culinary education. We offer two distinct choices:

Culinary Arts—Culinary Arts is broad-based, comprehensive and includes a Farm To Table® Experience and Industry Externship. Complete curriculum and Program description are located in Culinary Arts Program Details.

Pastry Arts—Pastry Arts is comprehensive and hands-on covering the fundamental techniques of pastry and baking. Complete curriculum and Program description are located in Pastry Arts Program Details.

Owners

Auguste Escoffier School of Culinary Arts is owned by Triumph CSR Acquisition, LLC a Colorado Corporation. The Auguste Escoffier School of Culinary Arts is part of the Triumph Higher Education Group, LLC.

Institutional Mission, Philosophy and Objectives

Auguste Escoffier School of Culinary Arts empowers students to achieve their potential in the culinary and pastry arts through small class sizes and individual, modernized instruction in the techniques developed by King of Chefs, Auguste Escoffier. Students are trained to understand where their food comes from and to develop respect for local resources and sustainable practices. Graduates enter the workforce with a balance of practical skills, humility and dependability.

Professional Programs have the following objectives:

• Teach students the foundation of culinary techniques in classic French cuisine and pastry so they can pursue a career in the culinary arts.

• Enable students to develop the skills and confidence to cook or bake without recipes.

• Help students achieve their goals by providing individualized attention and allowing for differences in learning styles and educational background.

• Introduce students to palate development and sensory awareness, enhancing their ability to critically evaluate food.

Accreditation and Professional Memberships

Auguste Escoffier School of Culinary Arts is accredited by The Accrediting Council for Continuing Education and Training (ACCET), located in Washington D.C. ACCET is listed by the U.S. Department of Education as a nationally recognized accrediting agency. Auguste Escoffier School of Culinary Arts is approved and regulated by the Colorado Department of Higher Education, Division of Private Occupational Schools. Auguste Escoffier School of Culinary Arts is also eligible to participate in the Title IV federal funds. These agencies noted above and our Professional Memberships may be contacted directly using the following information.

Accrediting Council for Continuing Education and Training
1722 N. Street N.W.
Washington, D.C.  20036
202.955.1113
www.accet.org

Colorado Department of Higher Education Division of Private Occupational Schools
1560 Broadway, Suite 1600
Denver, CO  80202
303.866.2723
www.highered.colorado.gov/DPOS/students/default.html
U.S. Department of Education  
Division of Federal Student Aid—  
Denver Case Management Team  
1244 Speer Blvd., Suite 201  
Denver, CO 80204-3518  
303-844-3677  
www.studentaid.ed.gov

American Culinary Federation (ACF)  
180 Center Place Way  
St. Augustine, FL 32095  
(800) 624-9458  
www.acfchefs.org

Colorado ACF  
7150 Montview Blvd.  
Denver, CO 80220  
(303) 256-9405  
www.acfcoloradochefs.org

World Association of Chef's Societies (WACS)  
Rue de Seminaire 94550  
Chevilly-Larue, France  
Tel: + 33 (0)1 44 17 32 94  
Fax: + 33 (0)1 70 44 84 18  
www.wacs2000.org

National Restaurant Association (NRA)  
1200 17th Street, NW  
Washington, DC 20036  
(202) 331-5900  
www.restaurant.org

National Restaurant Association  
Educational Foundation (NRAEF)  
175 West Jackson Boulevard, Suite 1500  
Chicago, IL 60604-2814  
(800) 765-2122  
www.nraef.org

Colorado Restaurant Association  
430 E. 7th Ave  
Denver, CO 80203-3605  
(303) 830-2972  
www.coloradorestaurant.com

Key Administrative Staff and Faculty

Kirk T. Bachmann    Campus President
Vivienne Nolan      Director of Admissions
Nicole Peitz        Director of Student Management
Allison Jaeger      Director of Student Finance/ Business Office Manager
Pamela Palmer       Director of Career Services
Pat Hagan           Registrar/Compliance Manager
Graham Mitchell     Executive Chef
Steven Nalls        Lead Chef Educator
Michael Scott       Lead Chef Educator
Jean Claude Cavalera Chef Educator
Amy DeWitt          Chef Educator
Shawn Edmonds       Chef Educator
Jonathan Knight     Chef Educator
Marcello Marino     Chef Educator
Kyle Marston        Chef Educator
Kelly Newlon        Chef Educator
John Percarpio      Chef Educator
Janet Rorschach     Chef Educator
Carlos Ruiz         Chef Educator
Bob Scherner        Chef Educator
Ashlea Tobeck       Chef Educator
Dan Widmann         Chef Educator

Non-Discrimination Policy

Auguste Escoffier School of Culinary Arts does not discriminate on the basis of race, national origin, age, sex, sexual preference, or disability in the admissions process. In the case of mental or physical disability, each application is assessed on a case-by-case basis, taking into account the physical and mental demands of cooking and baking.
Admissions Requirements

- Completed Application with application fee. Application fee may be waived, on a case-by-case basis, for applicants with financial need as demonstrated by evidence of receiving public assistance. High-school-provided waivers are also accepted.
- Proof of High School Completion or Equivalent—
  - High School Diploma
  - GED
  - State Approved Home School Certificate
  - College Transcript for successfully completed Associate, Bachelor or higher degree
- Minimum age of 18 or 16 with guardian consent.
- Copy of current resumé
- Personal essay (as described on the application)
- One letter of reference from non-family members such as teacher, employer or other objective individual regarding the applicant’s ability to successfully complete the Program.
- A copy of a valid driver’s license or picture I.D.
- Signed Enrollment Agreement
- Signed FERPA release form.

Maximum Number of Students

The School provides small class sizes averaging 16 students to 1 Chef Educator.

Institutional Grants

From time to time, grants may become available. Grant awards may be based on need and merit and are awarded at the sole discretion of Auguste Escoffier School of Culinary Arts and the donor.

Financing

Federal Student Aid is available for students that qualify. Students may qualify for financial aid assistance as individuals or with their parents. Students must complete the Free Application for Federal Student Aid available at www.fafsa.ed.gov. Information is available online at www.studentaid.ed.gov. AESCA is committed to assisting students with student financial aid assistance and loans.

Application Fee

An application fee is required for each Program. Information may be found in the Program Details page(s).

Methods of Payment

Students may pay tuition and fees by cash, check, money order, Visa, MasterCard, or approved financing sources. Fees may be assessed on late payments.

Policy for Collecting Unpaid Tuition or Fees

The institution provides a 5% discount when tuition is paid in full, in advance of the first day of class. If a student fails to complete their program, the discount is eliminated.

Students are expected to keep their accounts in good standing. Students who do not keep their accounts in good standing may be subject to in-house collections. Collection activity may include removal from class, and payment or acceptable arrangements may be required before a student is permitted to return. Severely delinquent accounts may be referred to an outside collection agency, and may also be reported to the credit bureau. Transcripts and diplômes will not be issued until the student’s account is paid in full.

Policy Relating to Federal Student Aid

First disbursements of Federal Pell Grant funds are scheduled during the first week after the start. First disbursements of Federal Student Loans are scheduled for thirty (30) days after the start date. Second disbursements are scheduled for the Program mid-point based on completed classroom contact hours. Students must be in good standing in both attendance and academics in order to receive subsequent disbursements. In the event a student is not in good standing at the mid-point, the subsequent disbursements will not be disbursed until minimum requirements are met. Subsequent disbursements for students who are no longer enrolled in a Program are subject to the appropriate refund calculations as stated below in the Refund Policy.
Refund Policy

The School will calculate a Student’s institutional tuition refund using two policies—the Colorado Commission on Higher Education and ACCET Document 31, to determine which is the most favorable to the student. Both refund policies refer solely to the tuition and fees. Equipment, books, and supplies packages are not refundable.

General Guidelines:

• The Supply and Equipment Package charge is separate from the tuition. The Supply and Equipment package expense is non-refundable after student has taken possession.
• There is a full refund of all tuition expenses paid to date by the Student if Auguste Escoffier School of Culinary Arts does not admit the Student, or if the School for any reason discontinues service.
• Within three days after execution of the Enrollment Agreement by the Student, the Student has the absolute right to cancel and receive full refund of all tuition paid to date by the Student.
• If the Student cancels or is terminated after the three-day period but prior to the start of classes, the Student will receive a refund of all tuition paid, less a $100.00 administrative fee.

Colorado Commission on Higher Education Tuition Refund Policy:

a. If a student never attends class (no-show) or cancels prior to the class start date, all refunds will be made within thirty (30) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.

b. If the Student cancels or is terminated after classes begin, the following Colorado Commission on Higher Education mandated refund regulations apply. The regulations state that the length of the “Program” is defined as the total number of contact hours of the Program. This number is stated in Clock (Contact) Hours section of each Program Details page(s). The tuition refund is calculated by determining the ratio (percentage) of the contact hours the student has completed through the termination date (last day student attends classes), to the total number of contact hours of the Program, less a termination fee of $100.00;

c. If the Student terminates training within the first ten percent (10%) of the Program, the Student shall be entitled to a refund of ninety percent (90%) of the tuition;
d. If the Student terminates training after ten percent (10%) but within the first twenty-five percent (25%) of the Program, the Student shall be entitled to a refund of seventy-five percent (75%) of the tuition;
e. If the Student terminates training after twenty-five (25%) but within the first fifty percent (50%) of the Program, the Student shall be entitled to a refund of fifty percent (50%) of the tuition;
f. If the Student terminates training after fifty percent (50%) but within the first seventy-five percent (75%) of the Program, the Student shall be entitled to a refund of twenty-five percent (25%) of the tuition;
g. If the Student completes seventy-five percent (75%) of the training and has entered the final twenty-five percent (25%) of the training, the Student shall not be entitled to any refund and shall be obligated for the full tuition;
h. The Date of Determination is the date the student gives written or verbal notice of withdrawal to the School or the date the School terminates the student, by applying the School’s attendance, conduct, or Satisfactory Academic Progress policy. An itemized refund letter and a check from the School will be mailed to the Student within thirty (30) days of the Date of Determination.

ACCET Document 31 Tuition Refund Policy:

a. Refund Due Dates:

1. If an applicant never attends class (no-show) or cancels the contract prior to the class start date, all refunds due will be made within thirty (30) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.

2. For an enrolled student, the refund due will be calculated using the last day of attendance (LDA) and be paid within thirty (30) calendar days from the documented Date of Determination. The Date of Determination is the date the student gives written or verbal notice of withdrawal to the School or the date the School terminates the student, by applying the School’s attendance, conduct, or Satisfactory Academic Progress policy.
b. Rejection and Cancellation before the start of class:

1. If the School rejects an applicant for enrollment, a full refund of all tuition monies paid will be made to the applicant.
2. If the School cancels a Program subsequent to a student’s enrollment, the School will refund all monies paid by the Student.
3. If a student cancels prior to the start of classes, no administrative fee will be charged.

C. Withdrawal or Termination After Start of Class:

For Programs of study that are greater than or equal to 300 clock hours in length, the following policy applies:

1. During the first week of classes, tuition charges withheld will not exceed 10 percent (10%) of stated tuition up to a maximum of $1,000. When determining the number of weeks completed by the student, the School will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.

2. After the first week and through fifty percent (50%) of the period of training and financial obligation, tuition charges retained will not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed.

3. After fifty percent (50%) of the period of financial obligation is completed, the institution may retain the full tuition.

Refund Policy Relating to Title IV Funds:

- Federal law specifies how the School must determine the amount of Title IV Program assistance the student has earned when the student withdraws or is terminated. The Title IV Programs covered by this law are: Federal Pell Grants, Direct Loans and Direct PLUS loans and Federal Supplemental Educational Opportunity Grants.
- A specific federal formula is used to determine the amount of Title IV Program assistance earned, when a student withdraws or is terminated during a payment period or period of enrollment. If less assistance was received than earned, you may be able to receive those additional funds. If you received more assistance than earned, the excess funds must be returned to the appropriate fund sources by the School and/or you.

- If a student does not receive all of the funds earned, they may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the School must receive the student’s permission before disbursement. The student may choose to decline some or all of the loan funds, to avoid incurring additional debt. The School may automatically use all of a portion of your post-withdrawal disbursement of grant funds for tuition and fees. The School needs the student’s permission to use the post-withdrawal grant disbursement for all other School charges. If the student does not grant their permission, the funds will be offered to the student, and the student will be responsible for unpaid debt to the School.

- Some Title IV funds that are scheduled cannot be disbursed after a student withdraws. A first-time, first-year undergraduate student who has not completed 30 days of a Program before withdrawal, will not receive any loan funds that they would have received had they remained enrolled past the 30th day.

- Unearned Title IV funds, as determined by the federal refund calculation, must be returned.

- Any loan funds that are required to be returned must be paid in accordance with the terms of the promissory note.

- Any amounts of unearned grant funds previously disbursed are called an overpayment. Should an overpayment result, the student must make arrangements with the School or the Department of Education to return the unearned grant funds.

- The requirements for Title IV Program funds are separate from the above outlined AESCA refund policies. Therefore, the student may still owe funds to the School to cover unpaid institutional charges. The School may also charge for any Title IV Program funds that the School was required to return.
Policy Regarding Postponement of Start Date

If a course is not commenced, the student will be entitled to an appropriate refund of prepaid tuition and fees, determined in accordance with the School’s refund policy and all applicable laws and rules concerning the Private Occupational Act of 1981.

Student Attendance and Tardiness

- **Overview:** Attendance is mandatory. Each student is a critical member of a culinary team with daily production responsibilities. The curriculum structure for each Program builds on the learning and hands-on experience of the prior session. We expect that students will give first priority to coursework and arrange their personal and work schedules accordingly.

**Attendance Policy:**

- Attendance is taken daily and a record is maintained for each student.
- Students are required to attend 90% of the scheduled Program hours. When students fall below 90%, he/she will be placed on Attendance Warning. If at any point it is not possible to complete 90% of the scheduled hours, he/she will be dismissed from the Program.
- Students may be withdrawn from a program after missing 5 consecutive class days without notifying the school.
- Students will receive a grade of zero for any missed graded assignments occurring during their absence.

**Tardiness Policy:**

- Students are expected to be in class in proper uniform and ready to proceed when class is scheduled to begin. If a student arrives after the class start time or is not in complete uniform, they are considered late.
- Chronic tardiness will be reflected in a student’s grade.

**Notification:**

Students are expected to inform staff as soon as possible regarding any tardiness or absence. Students are expected to inform Chef Educators prior to any planned absence.
End of Day Dismissal:
All students must stay until the kitchen is clean to the satisfaction of the Chef Educator(s) at the end of the day.

Leave of Absence Policy:
A Leave of Absence is a temporary interruption in a student’s attendance during which the student is considered to be continuously enrolled.

A student who wants to request a Leave of Absence must submit a request in writing to the Registrar in advance of the beginning date of the leave, unless unforeseen circumstances render that impossible. Such a student must submit the request on the Request for a Leave of Absence form available from the Registrar’s office. The student must sign and date this form and specify the reason for the leave. Submitting the request does not guarantee approval.

Leaves of absence are limited to a total of 180 calendar days for a student. Multiple leaves of absence may be permitted provided the total of the leaves does not exceed this limit. The student must attest that he or she understands the procedures and implications for returning or failing to return to his or her course of study.

A student enrolled under an F-1 or M-1 visa may be considered for multiple leaves of absence for a maximum total period in accordance with: (a) the written Leave of Absence policy of the institution; (b) the regulations of the Department of Homeland Security; and (c) sound educational and professional practice.

The Auguste Escoffier School of Culinary Arts will not assess the student additional charges as a result of the Leave of Absence.

A student who is on a Leave of Absence must secure approval from the Registrar regarding the date of the student’s return to classes. The Registrar will consider the needs of the student and the availability of open student slots in the culinary labs.

The failure of a student to return as scheduled without written notification and approval will result in dismissal.

A student who is on a Leave of Absence will not be eligible to receive federal funding while on leave.

Prior to requesting a Leave of Absence students are strongly encouraged to schedule an appointment with the Student Finance Office for review and discussion of federal funding responsibilities.

Course Repetition
A student may be permitted to repeat a course with the written approval of the Lead Chef Educator and/or Registrar.

Practical Examination Make-up Policy
Make-up for written and practical exams is allowed only in the instance of injury, illness or family tragedy and documentation must be supplied to request a make-up of a practical or written exam. For missed practical or written exams, the student must apply through the Chef Educator and Executive Chef to schedule a make-up for the missed exam. The practical must be completed during a regularly scheduled make-up day. The highest letter grade that can be earned for make-up practical or written examinations is a B, 80-89%.

Missing Assignments
Missing assignments are recorded when they occur and monitored closely until the assignment is handed in. For assignments not handed in on time, the policy is to deduct 10 points if it is not handed in at the assigned time and 5 points on each subsequent overdue day until the grade arrives at zero. When this happens, the grade for that assignment is entered as zero in the Program transcript. If all assignments for the Program are not turned in (complete and as originally assigned) on the date the class graduates, there is a grace period of two weeks, after that grace period, no diplôme will be awarded to that student.

SATISFACTORY ACADEMIC PROGRESS POLICY
Grading Periods
Academic Programs at the Auguste Escoffier School of Culinary Arts are divided into grading periods as follows:

<table>
<thead>
<tr>
<th>Program</th>
<th>Length of Academic Year (wks)</th>
<th>Evaluation Period</th>
<th>Evaluation Period</th>
<th>Evaluation Period</th>
<th>Evaluation Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Culinary Arts-AY1</td>
<td>30</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Culinary Arts-AY2</td>
<td>10</td>
<td>6</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Pastry Arts</td>
<td>32</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
</tr>
</tbody>
</table>
A student’s academic performance is evaluated at the end of each grading period. For each grading period a student is assigned a grade based on the school’s 100-point scale. A student whose average grade at the end of any grading period is less than 70 is considered to be failing and is placed on warning. A student receives a final grade for the Program—which is an average of the grades for the grading periods. In order to graduate, a student must receive at least a grade of 70 for the Program.

Grades are defined as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Included in Hours Earned</th>
<th>Included in Hours Attempted</th>
</tr>
</thead>
<tbody>
<tr>
<td>95 – 100</td>
<td>Honors</td>
<td>Y</td>
</tr>
<tr>
<td>90 – 89</td>
<td>A</td>
<td>Y</td>
</tr>
<tr>
<td>80 – 79</td>
<td>B</td>
<td>Y</td>
</tr>
<tr>
<td>&lt;70</td>
<td>F</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>I</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>W</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>R</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>Transfer</td>
<td>Y</td>
</tr>
</tbody>
</table>

**Incomplete ("I")**

A grade of Incomplete may be assigned for a course when circumstances beyond a student’s control—such as death of a close relative, illness, injury, or family emergency—prevent the student from completing the coursework on time.

A student who wishes to receive a grade of Incomplete for a course must petition the Chef Educator in writing at least seven calendar days prior to the end of the course. The student must be achieving at least a grade of 70 in a course in order to apply and be considered for an Incomplete.

If a grade of Incomplete is assigned for a course, the student must complete the coursework within seven calendar days following the end of the grading period. If the student fails to complete the coursework within this timeframe, the Incomplete grade will be automatically converted to a failing grade.

**Withdrawn ("W")**

Students withdrawing from a course by the end of the first week will have the course removed from their transcript. Students who officially withdraw after the end of the first week and before the end of the third week of the grading period will receive a “W” on their transcripts. Students who have completed more than three weeks of the grading period will not be eligible to receive a W grade but will receive whatever grade earned in the class.

**Course Repetition ("R")**

A student may be permitted to repeat a course only with the written approval of the Lead Chef Educator. When a student repeats a course, the grades for both appear on the student’s transcript. However, only the grade earned for the repeated course is factored into the student’s grade average.

**Transfer of Clock Hours**

Contact hours transferred in from another institution, in accordance with the transfer policy at the Auguste Escoffier School of Culinary Arts, will count towards the calculation of Satisfactory Academic Progress. Such transferred-in contact hours will count as contact hours attempted and earned, and the grades will be factored into the cumulative grade average.

**Make-up Work**

A student may be permitted to make up missed practical and/or written quizzes if the absence is validated and at the discretion of the Lead Chef Educator. A student may be required to make up lab work as part of this process.

**Satisfactory Academic Progress Requirements**

A student must achieve Satisfactory Academic Progress toward completing their Programs of study at the Auguste Escoffier School of Culinary Arts. This involves meeting each of three measures of academic progress. A student is evaluated on all three measures at the end of each grading period. A student who fails to meet these measures at the end of any grading period is subject to warning, probation, and/or dismissal.

**Measures of Progress**

1. **Grades** – A student must maintain a cumulative grade average of 70 at the end of each grading period in the Program.
2. **Pace towards Graduation** – A student must complete with a passing grade at least 90% of the contact hours attempted cumulatively in the Program, as measured at the end of each grading period.
3. **Maximum Timeframe for Graduation** – A student may attempt a maximum of 150% of the total number of clock hours required in the Program. A student who exceeds this maximum without successfully completing all coursework will be dismissed from school. Furthermore, a student whose progress to date will not enable him or her to graduate from the Program within this maximum timeframe will be dismissed from school.

**Warning**

A student who does not meet one or more of the measures at the end of a grading period is placed on warning and notified in writing. When placed on warning, a student must improve his or her academic performance so as to be removed from warning by the end of the next grading period.

A student placed on warning must meet with his or her Chef Educator during the first week of the next grading period. At this meeting, the student and the Chef Educator will together create a plan for improving the student’s academic performance stating particular benchmarks that must be achieved. A student may continue to receive Student Financial aid assistance while on warning.

A student who fails to be removed from warning by the end of the next grading period will be dismissed from school.

**Appeals and Probation**

A student who is dismissed from school for failing to make Satisfactory Academic Progress may appeal the decision by submitting an Appeal Letter to the Campus Director. The letter must describe the extenuating circumstances that caused the student to be unable to make Satisfactory Academic Progress and must be accompanied by documentation of the circumstances. Such circumstances are limited to the death of a close relative, illness, injury, and/or family emergency. The letter must also describe what will change in the student’s situation and explain how the student will be able to make Satisfactory Academic Progress if allowed to continue in the Program. Such a letter must be submitted within seven (7) calendar days of receiving the dismissal letter.

A Progress Review Committee appointed by the Campus Director will act upon the student’s appeal within two (2) school days of the filing of the appeal. If the appeal is successful, the student will be placed on probation and will be required, to agree to and sign a Plan for Improving Academic Performance—a plan which states what the student will do which will enable him or her to regain Satisfactory Academic Progress by the end of the next grading period. A student may appeal dismissal only once.

A student may continue to receive Student Financial aid assistance for one payment period while on probation.

If a student’s lack of Satisfactory Academic Progress affects his or her Student Financial aid assistance eligibility, the school’s Student Finance staff will notify the student of the effects by the second day of the next grading period.

**Re-admittance**

A student who is dismissed from school must sit out for at least one grading period—unless the student successfully appeals the dismissal and is placed on probation or is following an academic plan. Before registering for classes, such a student must meet with his or her Chef Educator to complete a Plan for Improving Academic Performance. Upon re-admittance to classes and as a condition of the academic plan, the student must regain Satisfactory Academic Progress by the end of the first grading period—in terms of meeting all three measures of progress. A student who fails to regain Satisfactory Academic Progress under this condition will be dismissed from school without the recourse of again being re-admitted.

A student may continue to receive Student Financial aid assistance when following the guidelines set forth in the academic plan.

**Student Finance Considerations**

A student who fails to make Satisfactory Academic Progress after one payment period will be placed on warning status by the school and be permitted to continue to receive Student Financial aid assistance. However, such a student may continue to receive Student Financial aid assistance only for one grading period unless the student successfully regains Satisfactory Academic Progress by the end of that grading period.

A student who fails to make Satisfactory Academic Progress after a period on warning and successfully appeals will have their Student Financial aid assistance reinstated and be placed on probation. Such a student may continue to receive Student Financial aid assistance while on warning.

A student who does not meet one or more of the measures at the end of a grading period is placed on warning and notified in writing. When placed on warning, a student must improve his or her academic performance so as to be removed from warning by the end of the next grading period.

A student placed on warning must meet with his or her Chef Educator during the first week of the next grading period. At this meeting, the student and the Chef Educator will together create a plan for improving the student’s academic performance stating particular benchmarks that must be achieved. A student may continue to receive Student Financial aid assistance while on warning.

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A student who fails to make Satisfactory Academic Progress after a period on warning and successfully appeals will have their Student Financial aid assistance reinstated and be placed on probation. Such a student may continue to receive Student Financial aid assistance while on warning.
Financial aid assistance for only one grading period unless the student successfully regains Satisfactory Academic Progress by the end of that grading period.

A student following an approved academic plan will continue to be eligible for Student Financial aid assistance as long as all of the conditions of the plan are met by the student.

Other Considerations

Students with a course Incomplete, a course Withdrawal, or a course Repetition are eligible to continue to receive Student Finance if the following conditions are met:

- The student is otherwise making satisfactory academic progress, which may include being on probation.
- The time needed to make up and complete the coursework is within the Program’s maximum timeframe for completion.

A student who withdraws from the school may apply for re-admittance to the Program. Acceptance for re-admittance includes a probationary period of one grading period. A student on such a probationary period is eligible for Student Financial aid assistance. At the end of this probationary period, a Progress Review Committee appointed by the Campus Director will decide whether to allow the student to continue on a full-time basis.

Excused Absence

A student may request approval for an excused absence. Approval is at the discretion of the Institution.

Code of Conduct

Culinary Arts and Pastry Arts are professional Programs, and like any job, students are expected to treat one another, the staff and guests in a professional manner with courtesy and respect at all times.

In addition, the following conduct is impermissible and may be grounds for immediate dismissal without the procedural rights outlined in the Appeals and Probation guidelines, including but not limited to: cheating, plagiarism, theft, carrying weapons, drug dealing or drug use and/or intoxication during class and/or public events, intimidation or disrespect of any staff member or fellow student(s), inappropriate sexual conduct, or other inappropriate behavior.

Fraternization between any faculty or staff of AESCA and current students outside of the classroom and apart from School-sponsored activities must be kept to a minimum. When travel is required for School events, faculty, staff, and students must maintain a professional relationship at all times. Chef Educators are required to maintain a professional leadership role with students at all times, and students are requested to respect that requirement.

School Closings

Auguste Escoffier School of Culinary Arts rarely closes School for any reason, including weather. In the event the school closes for any reason, it will be announced on local radio, television, and on the school’s answering service.

Remedial Training

Auguste Escoffier School of Culinary Arts provides up to two hours per week of free tutoring to any student on academic warning or probation. Students who need additional assistance should consult with Admissions and Placement for resources concerning tutoring and additional instruction. Students are responsible for arranging tutoring sessions with AESCA tutors.

Program Changes

Auguste Escoffier School of Culinary Arts reserves the right to cancel any Program not meeting enrollment standards, to change curriculum, to change or substitute Chef Educators, to consolidate classes in session, or to adjust cohort size at any time. Policies and procedures are subject to change at any time at the discretion of the Campus Director, consistent with the Institutional Mission, Philosophy and Objectives of Auguste Escoffier School of Culinary Arts.

Student Complaint Procedures

- If a student has a grievance or complaint concerning the Program, faculty, staff, or operations of the School, the student must submit a signed and dated written statement to the Campus Director. This statement becomes a permanent part of the student’s file.
• The Campus Director will meet with the student as soon as possible, preferably within seven (7) days from the date of the statement.
• The Campus Director then completes a Complaint Report, which becomes a permanent part of the student’s file, within seven (7) days following the meeting with the student.
• Action, if necessary, will be taken as soon as possible, or within ten (10) days of the date of the meeting with the student. The student will be notified in writing of any action and that notice becomes a permanent part of the student’s file.
• Students have the right to contact the Division of Private Occupational Schools for complaint resolution. A person claiming pecuniary loss as a result of a deceptive trade or sales practice by AESCA or its agents shall first exhaust all complaint and appeals processes available at AESCA. If the person’s complaint is not resolved to the person’s satisfaction, the person may file with the DPOS Board a written complaint against AESCA or its agents. Complaints may be filed online at highered.colorado.gov/dpos or by calling 303.866.2723. There is a two-year limitation of Division action on student complaints.
• Students have the right to complain directly to ACCET. The process for submitting a complaint is posted on the classroom wall.

Copyright Infringement Policy
It is the policy of Auguste Escoffier School of Culinary Arts to comply with all copyright laws and to not exceed the bounds of permissible copying under the fair use doctrine. All faculty, staff and students are expected to comply with this policy, with state and federal law, and with the terms of applicable contracts and license agreement(s) in reproducing copyrighted materials. Civil and/or criminal charges are associated with the unauthorized use/distribution of copyrighted materials. Additional information can be found at: http://www.copyright.gov/circs/circ1.pdf

Placement Assistance and Placement Disclaimer
• Although placement assistance is provided to students while in School and after graduation, Auguste Escoffier School of Culinary Arts does not guarantee employment.

• Self-employment may be a student’s vocational objective. If this is the objective, the student must sign a statement upon graduation acknowledging that they are seeking self-employment and they expect that it will fulfill their vocational and remunerative objectives. Thirty (30) days after graduation, the student will be contacted and required to sign a second statement stating that self-employment continues to fulfill their vocational and remunerative objectives and provide proof that they are receiving business.
• There will be other similar written statements to sign if the student is seeking temporary or part-time employment, or they decide to waive placement assistance.
• The student is required to have an exit interview regarding career plans with Admissions and Career Services during the last two weeks of the Program, to outline the processes and procedures of placement.

Staff Availability and Communication
An integral part of the Chef Educator’s roles and responsibilities is to be able to communicate effectively and in a timely way. If an issue about the Program arises, please discuss it immediately with the Chef Educator(s). The Chef Educator(s) are always willing to listen to student concerns and suggestions. In addition to being available as your Chef Educator(s) during class, Chef Educator(s) are also available outside of class hours by appointment. Please note that students must deal with personal issues with other students outside of class. The Campus Director, Admissions and Placement Director, and all other staff are available by appointment Monday through Friday.

The Campus Director of the School oversees all Programs, courses and students. Please consult with the Campus Director for any problem, issue or complaint concerning:
• AESCA
• AESCA’s policies
• Any AESCA staff member
• Curriculum
• Any other concern, suggestion or idea for improvement.
Student Files

Students may access their files Monday through Friday, 9:00 a.m. to 5:00 p.m., through the Registrar’s Office. Students can review their file under the Registrar’s supervision. Student files are not allowed to leave the premises.

Family Education Rights and Privacy Act (FERPA)

FERPA is a Federal law that protects the privacy of student education records. This consent form provides procedures for the appropriate consent for the release of educational information about a student. The consent of the student is required for AESCA to release education information to parents, guardians, spouses or any other individual designated on the form by the student. Students have the right to review their record, and may request any information they believe to be inaccurate or misleading be amended.

Facilities, Supplies and Equipment

Our facilities consist of seven professional kitchens; each equipped with gas convection ovens, gas ranges, gas grills, reach-in refrigerators and freezers. Additional equipment includes salamander, standing mixer, deep fryers, pasta machines, blenders, meat slicer, ice cream machines, food processors, mixers, emersion blenders, meat grinder, blowtorches, butane burners and various kitchen utensils. It is the responsibility of each student to help maintain the cleanliness, organization and proper working condition of all equipment.

Uniform and Dress

AESCA students must uphold a professional image at all times, both on campus and at off campus events. With this in mind, the following standards are strictly adhered to:

- Student uniforms must be cleaned and pressed and in accordance with standards for each Program. The student must wear their complete AESCA issued uniform in class every day: jacket; apron, skull cap and chef pants, and choice of socks, closed-toe black, non-skid sole shoes (no sneakers), and a white undershirt (no logos or prints). An instant read thermometer, permanent black marker, and pen must be in the pocket on the left arm of the chef jacket. Students must carry a spiral bound notebook in their pocket.
- No piercings, earring or facial jewelry of any kind will be allowed at any time.
- A solid wedding band may be worn on one finger.
- No jewelry on the wrists will be permitted. This includes watches, bracelets or wrist bands of any sort.
- Fingernails must be short and clean with no fingernail polish.
- Students with facial hair and existing beards must keep them closely cropped and well groomed. Otherwise, students must come to class with a clean-shaven face. Clean shaven is defined as follows: beards must be kept trimmed, neat and no longer than 1 inch. 5 o’clock shadows in any form are not considered a beard.
- In order to prevent hair from contaminating food products, all hair longer than shoulder length must be pulled back and restrained under the skull cap. No ponytails or pigtails.
- School issued black skull caps must be worn during all food production. No other head covers, scarves or bandannas are permitted.
- Students must practice good personal hygiene (daily bathing, shampooing, and unscented deodorant).
- Perfumes, aftershaves with cologne and highly scented deodorants are not permitted.
- Students not in the proper uniform at the time the class begins are considered late for that day’s attendance grade. Students may be asked to leave the classroom, and return dressed in proper uniform or may be sent home and receive an absence for the day.

Health, Safety and Sanitation

- All students must follow ServSafe guidelines for food safety and sanitation.
- Students must keep themselves, their workstation and the kitchen in spotless order at all times.
- Students must wash hands thoroughly at the beginning of class and as often as needed.
- Tasting is done with a clean spoon.
Kitchen Cleanliness and Safety

- Students are responsible for organizing and keeping the kitchen clean daily and throughout the Program.
- All students clean the kitchen thoroughly at the end of the day/evening.
- All students must stay until the kitchen is clean at the end of the day/evening.
- Students must use dry oven mitts or towels when removing items from ovens.
- Students should ask for help carrying, lifting or reaching for large or heavy items.
- Students must make their presence known when working around or walking around people. This is especially important when carrying items. Students in the kitchen must announce in a loud clear voice, "Behind you" or "In front of you" or "Hot behind".
- Students must keep knives sharp and always handle with care. Students should never attempt to catch a falling knife or place knives in a sink or in the dishwashing area. Knives and personal equipment are the student's responsibility.

Medical Emergencies

Inform the Chef Educator(s) immediately. First-aid kits for minor cuts or burns are provided on Campus. Students will be shown where the first aid cabinets are on the first day of class. All cuts, abrasions and the like need to be properly bandaged and covered with a finger cot or latex glove at all times. Students are responsible for their own health insurance during the Program.

Drug and Alcohol Prevention

A detailed drug and alcohol policy is provided in the Student Online Campus.

- School policy prohibits the possession, use and sale of illegal drugs.
- School policy strictly enforces State underage drinking laws.

Students participating in illegal behavior will be dismissed from the Program and reported to authorities. We urge students needing assistance with Drug and Alcohol Abuse Prevention and Education to reach out for support from any of the agencies listed in the Drug and Alcohol Policy, or the Colorado Division of Behavioral Health at www.cdhs.state.co.us/aas. Additionally, AESCA provides free, confidential counseling at www.studentlifetools.com.

Campus Security

Auguste Escoffier School of Culinary Arts (AESCA) is committed to providing a safe environment to all of its students, faculty and staff.

- If a crime happens to you or your property, or if there is an emergency occurring on campus, contact the Campus Director or any available Chef Educator.
- AESCA will provide students, faculty and staff with a copy of the crime report from the previous calendar year by October 1st of the following year. Statistics will be gathered from the local police and compiled in the annual report. The report will show number of on campus incidents only and is divided into the following categories:

  **Criminal Homicide:**
  (A) Murder and non-negligent manslaughter
  (B) Negligent manslaughter

  **Sex offenses:**
  (A) Forcible sex offenses
  (B) Non-forcible sex offenses

  **Robbery**

  **Aggravated assault**

  **Burglary**

  **Motor vehicle theft**

  **Arson**

  **Liquor law violations:**
  (A) Arrests for liquor violations, drug law violations, and illegal weapons possession
  (B) Persons not included above who were referred for campus disciplinary action for liquor law violations, drug law violations and illegal weapons possession

  **Hate crimes**
  - We encourage accurate and prompt reporting of all crimes to the local police.
  - In addition to the required annual campus security report, AESCA will provide a timely warning to students of any occurrences of the following crimes that are reported to local police.
Smoking

All AESCA classrooms and facilities are smoke-free. There are no designated smoke breaks. Smoke away from the building. Students must dispose of their cigarettes properly. Students must always wash their hands, after smoking, when entering the kitchen and before handling food again.

Use of Cellular Telephones

AESCA students must dedicate their time on-site to learning. Cell phone use is extremely disruptive to the Chef Educators and other students. The following standards are strictly adhered to:

• No personal calls or texts are to be made or received during class, except in an emergency.
• The office staff gives urgent messages to the Chef Educator(s) who relay them to students. Please advise family and friends. During evening hours the kitchen may be reached at extension 9614.
• Cell phones are not permitted in the classroom or kitchens at any time except for Portfolio photos.
• During class phones should be off and stored in a vehicle or bag.
• Messages may be checked and phone calls made only outside of the classroom, kitchen and off-site. Preferably the only time this is done is before class, after lunch or after the Chef Educator checks out the student at the end of the day.

Consumption of Food and Beverages in Class

Students do not remove food from the premises. Should you need to eat something during class, plan ahead, bring a snack with you and consume it during appropriate times outside of the kitchen. Exceptions are made on an individual basis for students with a medical condition requiring such snacks. No glass beverage containers are permitted in the kitchen.

Visitors

With prior approval (48 hours in advance) from the Chef Educator(s) and space permitting, students may invite guests for a meal or tasting.

Housing

Students are responsible for room and board in the Boulder/metro area. Housing suggestions in the Boulder/metro area are available.
President’s Discretion
On an exceptional basis, waivers to the following policies may be granted in accordance with sound education and ethical practice and for the benefit of students, when there are compelling and well-documented mitigating circumstances: policy for collecting unpaid tuition or fees; appeals and probation; refunds (when the decision is to the financial advantage of the student).

Culinary Arts Program Details

Clock (Contact) Hours
1205

Hours of Attendance
Class hours are Monday through Friday, 7:00 a.m. to 1:00 p.m. for our morning sessions, 12 p.m. to 6 p.m. for our midday sessions and 5:00 p.m. to 11:00 p.m. for our evening sessions. (Schedule is subject to change on any given day. Students may be expected to come in earlier and/or stay later depending upon student responsibilities—e.g., Kitchen Manager, Team Chef, Bread Baker, and/or special events.)

Length of Program
40 weeks
For more information about our graduation rates, the median debt of students who completed the Program, and other important information, please visit www.escoffier.edu/disclosures.

Enrollment Periods
Auguste Escoffier School of Culinary Arts participates in open enrollment. Enrollment is based on seat availability.
Educational Objectives of the Culinary Arts Program:

- The Culinary Arts Program adopts the Institutional Philosophy and Objectives noted in the Institutional Mission, Philosophy and Objectives section of this catalog.
- Teach students to trust their own palate and other senses in tasting and evaluating food.
- Expose students to sufficient basic kitchen management skills, enable them to understand how a professional kitchen functions and respect what is involved in running a professional kitchen.
- Develop students’ knife skills and culinary equipment awareness so they will be able to work with confidence in a professional kitchen.

Educational Objectives of the Farm To Table® Experience:

Learn where food comes from, animal and vegetable, the difficulties of getting food from the land to the plate, and the intricacies and challenges of sourcing and serving seasonal food.

Learn how to develop working relationships and connections with local farmers and producers. These types of relationships and connections may be advantageously forged wherever graduates live and work.

Learn to appreciate the taste value of locally sourced ingredients and why buying and eating locally is a cultural and lasting shift, not a trend.

Learn the far-reaching benefits of localism: better and fresher ingredients, improved nutritional choices, and regenerated environment, economy, land and planet.

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**2015 Student Holiday Schedule**

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter Break</td>
<td>1/1–1/11/2015</td>
</tr>
<tr>
<td>Faculty In Service Day</td>
<td>1/19/2015</td>
</tr>
<tr>
<td>No Classes</td>
<td>4/3/2015</td>
</tr>
<tr>
<td>No classes</td>
<td>4/17/2015</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>5/25/2015</td>
</tr>
<tr>
<td>Summer Break</td>
<td>6/27–7/5/2015</td>
</tr>
<tr>
<td>Faculty In-Service Day</td>
<td>8/14/2015</td>
</tr>
<tr>
<td>Labor Day</td>
<td>9/7/2015</td>
</tr>
<tr>
<td>Faculty In-Service Day</td>
<td>11/6/2015</td>
</tr>
<tr>
<td>Thanksgiving Holiday</td>
<td>11/26–11/29/2015</td>
</tr>
<tr>
<td>Winter Holiday</td>
<td>12/19–1/10/2016</td>
</tr>
</tbody>
</table>

**Tuition and Payment Schedule**

- Application Fee ..........................................$100.00
- Tuition ...................................................$23,900.00
- Required Supplies and Equipment Package (non-refundable)............................$ 2,750.00
- **Total ...................................................$26,750.00**

*Note: Tuition and Supplies Package fees are subject to change.*

**Student Online Campus**

Students receive Policies and Procedures and syllabi on the Student Online Campus.

**Student Consumer Information**

Student Consumer Information can be found at www.escoffier.edu. Active students may also find the information on the Student Online Campus.

**Personal Property**

The School is not responsible for lost or stolen personal property.
Culinary Arts Diploma Program

The 40-week Culinary Arts Diploma Program (CA) is designed to produce competent professionals for potential employment at entry-level positions. These positions are available in restaurants, dinner clubs, country clubs, resorts, hotels, catering companies, delis and other foodservice establishments.

Students spend much of their time learning to prepare dishes through actual practice. They strengthen their talents at food preparation using classical and universal cooking methods and learn to prepare items in quantity. The Auguste Escoffier School of Culinary Arts emphasizes menu planning, portion size, quality standards, employee training, and food cost control. Purchasing, selection and storage of foods and the use of leftover food to minimize waste are also covered.

Students also study nutrition, hotel and restaurant safety, sanitation, public health rules for handling food, and supervisory and management skills. Career, personal development, and entrepreneurial skills are also studied. Students develop a business plan for a potential restaurant, bakery, pastry shop, or catering operation to underscore the financial and business aspects of starting, managing, and expanding a foodservice establishment.

The 40 week Culinary Arts Diploma Program contains 1205 clock hours, 905 contact school hours and 300 externship hours. Of the 905 school hours roughly one-third of the time is spent in the classroom studying theory and two-thirds of the time is spent in the kitchen with hands-on training. Courses are organized into 6-week class blocks. Classes are held 6 hours a day, Monday – Friday.

<table>
<thead>
<tr>
<th>COURSES</th>
<th>CL</th>
<th>KH</th>
<th>EXT</th>
<th>TOTAL Clock Hours</th>
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</thead>
<tbody>
<tr>
<td>CA 101 - Culinary Foundations</td>
<td>54</td>
<td>120</td>
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<td>CA 201 - Culinary Arts</td>
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<td>CA 301 - Regional Cuisines</td>
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<td>CA 401 - Classical Cuisines</td>
<td>54</td>
<td>120</td>
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<tr>
<td>CA 501 - Farm To Table® Experience</td>
<td>44</td>
<td>165</td>
<td>0</td>
<td>209</td>
</tr>
<tr>
<td>CA 601 - Industry Externship</td>
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<td>0</td>
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<tr>
<td>Totals</td>
<td>260</td>
<td>645</td>
<td>300</td>
<td>1205</td>
</tr>
</tbody>
</table>

CL = Classroom Hours, KH = Kitchen Hours, EXT = Externship
COURSE DESCRIPTIONS

CA 101 CULINARY FOUNDATIONS

The Culinary Foundations 6-week class begins with course work concentrating on food safety and sanitation in the professional kitchen. The class focuses on the importance of proper hygiene, food handling, food storage, cleaning, pest control and HACCP in a food service operation are explored. The national ServSafe® exam is administered as part of this course.

Additionally, the historical background of the culinary arts profession are studied and students will gain an introduction to the professional kitchen by tracing the origin of classical cuisine and gaining an overview of the development of modern foodservice. Students also start to become acquainted with tools, utensils, and equipment and discuss kitchen layout and the brigade system.

Basic cooking techniques, culinary terminology, equipment operation, the use and effect of heat, and seasoning principals are taught in this course. This course also includes fundamental knife skills, cutting techniques, and the concept of mis-en-place. Conversion methods and standard measurements, as well as yield cost analysis, portion sizing and food costing are covered.

Finally, students are introduced to the business aspects of running a restaurant, catering operation or any other type of foodservice business. Students will be introduced to the professional qualities of an executive chef, job research, range of job possibilities, resume writing, networking, and interviewing.

Classroom hours 54; Kitchen hours 120; Total contact hours 174
Prerequisite: None

CA 301 REGIONAL CUISINES

Students will explore the history and culture underlying the major European cuisines. This course encompasses the practice of replicating classical and modern dishes from a variety of regional cuisines such as France, Spain and Italy.

In addition, students will explore the history and culture underlying other gastronomic areas of the globe. Students will replicate some of the classic dishes from North, South and Western Asia. Students will also practice preparing Eastern Mediterranean as well as some North African recipes.

This 6-week course also includes foods of the Americas including current food trends and the culinary and cultural influences of Central America and the Caribbean.

Classroom hours 29; Kitchen hours 145; Total contact hours 174
Prerequisite: None

CA 401 CLASSICAL CUISINES

The focus of this 6-week course includes the production of dishes from the Father of Modern French Cuisine, Auguste Escoffier from his text, Le Guide Culinaire.

This course also includes the study of wine varieties from growing to harvesting and the important skill of matching wine with foods. Also presented will be the taste evaluations of wines and how to cook with them.

Classroom hours 54; Kitchen hours 120; Total contact hours 174
Prerequisite: None
CA 501 FARM TO TABLE® EXPERIENCE

The Farm To Table® Experience 6-week course provides the students with a hands-on experience on a working farm/ranch or vineyard/orchard. The Chef Educator conducts the lecture and lab activities to coincide with the harvested item(s) for a catered event executed by the students on-site. The students, under the direction of a Farmer/Rancher collect, harvest foods and/or proteins for the students’ lab activities.

This class also focuses on the ever growing relationship between the chef and the farm/factory/ranch. This course will result in a daily lab menu production of selected sustainable and/or organic foods. Also presented will be concepts of traditional and nontraditional farming and sourcing for vegetables, as well as the impact of land and sea animal-based food sourcing as practiced globally.

Classroom hours 44; Kitchen Hours 165; Total contact hours 209

Prerequisite: None

CA 601 INDUSTRY EXTERNSHIP

Students gain relevant experience by working in an approved foodservice establishment. Students are required to satisfy 300 working hours and complete other required assignments to fulfill their externship commitment as part of their graduation requirements.

300 hours

Prerequisite: CA 101, CA 201, CA 301, CA 401, CA 501

Grading Criteria and Policy

Student performance is evaluated at regular intervals. Students receive a weighted percentage grade on a 100-point scale for each evaluation interval. The final Program grade is an average of all evaluation intervals. The minimum passing grade point average (GPA) is 70 based on a 100-point scale.

Performance Grading Criteria

Conduct:
• Cooperation, attitude, and respect
• Participation in team and class discussions
• Cleanliness and personal sanitation
• Appropriate dress, tools and equipment

Cooking Skills and Written Assignments:
• Daily hands-on production
• Written assignments

Kitchen Management Skills:
• Teamwork skills
• Daily clean-up assignments
• Team Chef Assignments

Testing Grading Criteria

• Weekly practical quizzes
• Weekly written quizzes
• Two practical exams
• Two written exams

Student Conferences

Students meet with the Chef Educator(s) periodically to review their performance. At this time, students receive a written statement of their progress and, with assistance from the Chef Educator(s), set goals for the next grading period.
Teamwork and Kitchen Hierarchy

The Culinary Arts Program is organized so that students work in teams and in a system patterned after the one used in contemporary restaurants. Team leadership positions rotate on a weekly basis so all students are trained in kitchen management skills. Students report to the Chef Educator(s). Students are not permitted to discipline one another—a responsibility of the Chef Educator(s), or the Campus Director.

Special Events

As part of the Culinary Arts curriculum, AESCA may host restaurant/catering events to provide students with the experience of larger scale production.

Graduation Requirements

Students will receive a Diplôme in Culinary Arts when the following have been met:

1. Passing grade (75%) for ServSafe Food Protection Manager Course.
2. Completion of 90% of the 1205 scheduled hours.
3. A minimum overall grade average of 70%.

Colorado Farm To Table® Experience

The Colorado Farm To Table® Experience is a required, educational component of the Culinary Arts Program. AESCA is not liable for any cost or expenses associated with any unforeseen circumstances or conditions beyond the control of AESCA.

The Industry Externship

In the Industry Externship Students are placed behind the scenes in a restaurant or other appropriate venue/business, and have the opportunity to work alongside the chef and other members of the culinary team. Ideally, the Industry Externship marks the beginning of your professional network. Hopefully, these chefs and sous chefs will open the door for you to return for longer, post-graduate training. The types of Industry Externships available vary each year and can include restaurants, pastry shops or other culinary establishments.

Only illness that would prevent a student from working (verified by a physician) or a family emergency are excused absences. Notify the Chef Educator(s) immediately or at least within 24 hours. All students must complete all assigned Industry Externship hours in order to graduate.
Pastry Arts Program Details

Clock (Contact) Hours
903

Hours of Attendance
Class hours are Monday through Friday, 7:00 a.m. to 1:00 p.m. for our morning sessions, 12 p.m. to 6 p.m. for our midday sessions and 5:00 p.m. to 11:00 p.m. for our evening sessions. (Schedule is subject to change on any given day. Students may be expected to come in earlier and/or stay later depending upon student responsibilities—e.g., Bake Sale.

Length of Program
32 weeks

For more information about our graduation rates, the median debt of students who completed the Program, and other important information, please visit www.escoffier.edu/disclosures.

Enrollment Periods
Auguste Escoffier School of Culinary Arts participates in open enrollment. Enrollment is based on seat availability.

2015 Student Holiday Schedule

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter Break</td>
<td>1/1–1/11/2015</td>
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<tr>
<td>Faculty In Service Day</td>
<td>1/19/2015</td>
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<tr>
<td>No Classes</td>
<td>4/3/2015</td>
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<tr>
<td>No classes</td>
<td>4/17/2015</td>
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<tr>
<td>Memorial Day</td>
<td>5/25/2015</td>
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<tr>
<td>Summer Break</td>
<td>6/27–7/5/2015</td>
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<tr>
<td>Faculty In-Service Day</td>
<td>8/14/2015</td>
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<tr>
<td>Labor Day</td>
<td>9/7/2015</td>
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<tr>
<td>Faculty In-Service Day</td>
<td>11/6/2015</td>
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<tr>
<td>Thanksgiving Holiday</td>
<td>11/26–11/29/2015</td>
</tr>
<tr>
<td>Winter Holiday</td>
<td>12/19–1/10/2016</td>
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Tuition and Payment Schedule

- Application Fee...........................................$100.00
- Tuition ...................................................$19,700.00
- Required Supplies and Equipment Package (non-refundable).....................................$2,200.00
- Total ....................................................$22,000.00

Note: Tuition and Equipment and Supplies Package fees are subject to change.
Student Online Campus

Students receive Policies and Procedures and syllabi on the Student Online Campus.

Student Consumer Information

Student Consumer Information can be found at www.escoffier.edu. Active students may also find the information on the Student Online Campus.

Personal Property

The School is not responsible for lost or stolen personal property.

Educational Objectives and Curriculum Outline

• The Pastry Arts Program adopts the Institutional Philosophy and Objectives noted in the Institutional Mission, Philosophy, and Objectives section of this catalog.
• Teach students the foundations of French pastry and baking so they can pursue a career in the pastry industry.
• Enable students to develop the skills and confidence to bake with or without recipes.
• Develop students’ baking and pastry equipment awareness so they will be able to work with assurance in a professional kitchen.
• Teach the basic elements of pastry plate composition and design.

Pastry Arts Diploma Program

The Pastry Arts Diploma Program consists of 903 clock hours, 678 contact hours and 225 externship hours. It is designed to give students a solid foundation to the Pastry Arts and to prepare them for entry- to mid-level jobs as a baker, pastry assistant or assistant pastry chef in hotels, restaurants, bakeries, country clubs, etc. This is further achieved by the 225 hour externship (within the 903 total hours) required of each student.

The Pastry Arts Program is also an ideal course for non-professionals who wish to improve and extend their pastry skills and knowledge. Courses are organized into 6-week class blocks. Classes are held 6 hours a day, Monday – Friday.

The curriculum combines lectures, demonstrations, baking, and evaluation for an integrated approach to the pastry arts. Students are not required to have previous culinary experience or training, though prior experience would be very advantageous. Most of the program occurs in the kitchen.

Students will learn: Sanitation Practices, Baking Science (scaling ingredients, flour types and make-up), Nutrition basics, basic baking math, recipe conversions (recipe multiplication, baking measurements), purchasing practices (products, quantities, purveyors), yeast dough production, quick bread production, cookie dough production, pie production (cream pies, fruit pies, specialty pies), cake production (cream cakes, two-stage cakes, sponge cakes, modified sponge cakes), and plated dessert production (sauces, color assessment & contrast, dimensions and scope, mouth appeal). Students will also learn how to produce charlottes, Bavarians, custards, mousses, soufflés, meringues, frozen desserts, light desserts, holiday classics, chocolate decorations, sugar work, sauces and fillings. They will also produce wedding cakes.

This pastry arts program will prepare students for entry-level positions in restaurants, clubs, delis and bakeries.

<table>
<thead>
<tr>
<th>COURSE Number</th>
<th>COURSE</th>
<th>CL</th>
<th>KH</th>
<th>EXT</th>
<th>TOTAL Clock Hours</th>
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<td>PAP 101</td>
<td>Fundamentals of Baking and Pastry</td>
<td>44</td>
<td>130</td>
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<tr>
<td>PAP 201</td>
<td>Patisserie</td>
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<td>168</td>
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<td>PAP 301</td>
<td>Artisanal and Specialty Baking &amp; Pastries</td>
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<td>140</td>
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<td>PAP 401</td>
<td>Global and Contemporary Cuisine</td>
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<td>115</td>
<td>0</td>
<td>168</td>
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<tr>
<td>PAP 501</td>
<td>Industry Externship for Pastry Arts</td>
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<td>0</td>
<td>225</td>
<td>225</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
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<td>153</td>
<td>525</td>
<td>225</td>
<td>903</td>
</tr>
</tbody>
</table>

CL = Classroom Hours, KH = Kitchen Hours, EXT = Externship
Course Descriptions:

PAP 101 Fundamentals of Baking and Pastry

The Fundamentals of Baking and Pastry 6-week class begins with course work concentrating on food safety and sanitation in the professional kitchen. The importance of proper hygiene, food handling and storage, cleaning, pest control and HACCP in a food service operation are explored. The national ServSafe® exam is administered as part of this course.

Additionally, this course reviews mathematical fundamentals such as multiplication, division, fractions, percentages, ratios, baker’s percentage, water temperature, and other mathematical factors related to the baking industry. Students will learn of costs and projections as illustrated through yield tests and recipe pre-costs. They will also learn the details of purchasing food products, dealing with purveyors, comparing costs and receiving and storage of raw products.

The framework to understand the principles of the following cooking and baking techniques are taught: basic pastry doughs, pate a choux, fried doughs, pies and tarts, baked custards and stove top custards, cheesecakes, quick breads, scones, muffins, cookies, brownies and bars, as well as dessert sauces. Basic knife skills are also covered.

Finally, students are introduced to the entrepreneurial process and its components. Students will learn about key success factors, skills, important entrepreneurial traits, and become familiar with the resources and processes needed to successfully start and manage a new venture. Students will be responsible for completing a locavore project. Additionally the student will review the challenges and rewards of entrepreneurship as a career choice, as well as entrance strategies to accomplish such a choice.

Classroom Hours: 44; Kitchen Hours 130; Total Contact Hours – 174
Prerequisite: None

PAP 201 Patisserie

In the Patisserie course, students build upon the foundations taught in PAP 101 Fundamentals of Baking and Pastry. This course provides the context to understand the principles of the following patisserie practices: frozen desserts, meringues, souffles, sponge cake elements, cake assembly and decoration, mousses and bavarians, garnishes, and plating composition. This course also covers fruit desserts including poaching fruit, candied fruit, jams/marmalades, and pate de fruit.

In this 6-week course, students will study classical and modern gateaux and tortes and provides the framework to understand the principles of sponge and butter cakes, buttercreams, filling, icing and glazing tortes. It also includes instruction in the preparation of classic tortes, contemporary tortes, tiered cakes, rolled fondant, marzipan, modeling chocolate, and gum paste.

Classroom hours - 28; Kitchen hours - 140; Total contact hours – 168
Prerequisite: None

PAP 301 Artisanal and Specialty Baking & Pastries

The Artisanal and Specialty Baking & Pastries 6-week course provides the framework to understand the principles of the following methods and techniques: the methods of pre-fermentation, biga, and sponge, starting and maintaining a variety of sourdough starters, extended fermentation, the 10 steps of bread production, proper shaping, proofing and scoring, whole grain breads, Italian artisan breads, enriched breads, and special occasion/holiday breads, puff pastry and laminated dough.

Students will study the proper techniques in buying, storing and melting chocolate, chocolate tempering, chocolate candies, truffles and pralines, nut based candies, cooked sugar based candies and sugar art showpiece design and execution, chocolate molding, chocolate finishing techniques, chocolate decorations, amenity design & execution, chocolate showpiece design and execution.

Special dietary needs baking is also covered in this course. Students will explore the principles of gluten-free baking, diabetic-friendly baking, how to use starches and gums to mimic flour, vegan baking, dairy free baking, dairy free substitutions in baking and baking with “super foods.”

Classroom hours - 28; Kitchen hours - 140 Total contact hours – 168
Prerequisite: None
PAP 401 Global and Contemporary Cuisine

This course explores the cultural differences of desserts, as well as the history and importance of international desserts from regions such as Latin America, Spain, Portugal and Morocco, Italy, Africa, Asia, Caribbean and Germanic Countries. This course also includes instruction of molecular gastronomy and contemporary plated desserts. Students will study wine varieties. Taste evaluation of wine, cooking with wine and paring wines with desserts is also covered.

In addition, students will practice the successful production of high quality products and baked goods in a production environment. The following subjects will be covered: planning and organizing events, writing timelines, and developing seasonal menus. The course will also cover analyzing the most efficient ways to complete assigned tasks and problem solving.

Finally, this 6-week course provides the competencies to begin a career as a professional pastry chef. This course provides instruction, examples, and guidance in the following areas: personal and professional qualities of an executive chef, job research, range of job possibilities, resume writing, networking, interviewing and follow-up, mentoring, and salary negotiating.

Classroom hours - 53; Kitchen hours - 115; Total contact hours – 168

Prerequisite: None

PAP 501 INDUSTRY EXTERNSHIP FOR PASTRY ARTS

Students gain relevant experience by working in an approved foodservice establishment. Students are required to satisfy 225 working hours and complete other required assignments to fulfill their externship commitment as part of their graduation requirements.

225 hours

Prerequisite: PAP 101, PAP 201, PAP 301, PAP 401

TUITION AND FEES

Please refer to the Culinary Arts/Pastry Arts Program Details pages.

BOOKS, UNIFORMS, TOOLS, FEES

Before starting each program students will be introduced to the individual costs of these items. At orientation, students will be issued their uniforms. They will also receive a list of the books that are used in each program. On the first day of classes and/or the first day of an individual course, students will receive the appropriate books.

Culinary Arts Books - 1205 hours

Omnivore's Dilemma, Michael Pollen
ISBN-10-0143038583 . . . . . . . . . . . . . . . . . . TBD

On Food & Cooking, Harold McGee
ISBN-10-0684800012 . . . . . . . . . . . . . . . . . . TBD

On Cooking, Labenski, Hause & Martel
ISBN-10-0143038583 . . . . . . . . . . . . . . . . . . TBD

Le Guide Culinaire, Auguste Escoffier
ISBN-10-013715576X . . . . . . . . . . . . . . . . . . TBD

ServSafe Exam Answer Sheet, National Restaurant Association
ISBN-10-N/A . . . . . . . . . . . . . . . . . . . . . . . . . . TBD

ServSafe Manager, National Restaurant Association
ISBN-10-0133075680 . . . . . . . . . . . . . . . . . . TBD

Books Total . . . . . . . . . . . . . . . . . . . . . . . . . $750.00

Pastry Arts Books - 903 hours

Professional Baking, Wayne Gisslen
ISBN-10-1118083741 . . . . . . . . . . . . . . . . . . TBD

ServSafe Exam Answer Sheet, National Restaurant Association
ISBN-10-N/A . . . . . . . . . . . . . . . . . . . . . . . . . . TBD

ServSafe Manager, National Restaurant Association
ISBN-10-0133075680 . . . . . . . . . . . . . . . . . . TBD

Books Total . . . . . . . . . . . . . . . . . . . . . . . . . $225.00

Note: Book fees are subject to change.
**STUDY ABROAD**

Subject to availability, a student may participate in the *Escoffier Abroad* study abroad program in France that provides a week of academic culinary programming coupled with international experience. Students must apply and be selected to participate in the study abroad program. Applications are evaluated on the basis of the student’s academic record, the student’s maturity, and ability to be a good representative of Auguste Escoffier School of Culinary Arts. Students who receive financial aid or scholarships may be able to apply their aid package to *Escoffier Abroad*. All aid should be confirmed with the Student Finance Department.

**STUDENT-AT-LARGE**

A *Student-At-Large* is defined as a student who is not seeking a Diploma. A *Student-At-Large* may be accepted for individual courses of the Culinary Arts or the Pastry Arts Diploma Programs or accepted into the program in its entirety. As a *Student-At-Large*, that individual would not need to take the tests, be counted for attendance, or fulfill the externship hours requirements of that particular course or program. Admission as a *Student-At-Large* is provisional and evaluated by the Director of Admissions on a case-by-case basis.

The *Student-At-Large* will not receive a Diploma. In addition, they are not eligible for federal financial aid.

To begin the *Student-At-Large* process, the student is required to meet with the AESCA Representative by scheduling an appointment. The AESCA Representative will discuss the program in length. At that time, the potential student will choose his or her class of interest and a meeting will be scheduled with the Director of Admissions who is the only person, in addition to the Campus Director, who would be able to approve the *Student-At-Large* program to include the tuition cost for the potential student.

**Grading Criteria and Policy**

Student performance is evaluated at regular intervals. Students receive a weighted percentage grade on a 100-point scale for each evaluation period. The final Program grade is an average of all evaluation intervals. **The minimum passing grade point average (GPA) is 70 based on a 100-point scale.**

**Performance Grading Criteria**

**Conduct:**
- Cooperation, attitude, and respect
- Participation in team and class discussions
- Cleanliness and personal sanitation
- Appropriate dress, tools and equipment
- Daily cleanup assignments

**Baking Skills:**
- Daily hands-on production
- Homework assignments
- One written assignment

**Kitchen Management Skills:**
- Teamwork skills
- Daily cleaning assignments

**Testing Grading Criteria**
- Twelve practical quizzes and exams
- Twelve written quizzes and exams

**Student Conferences**

Students meet with the Chef Educator two times per Program to review their performance. At this time, students receive a written statement of their progress and, with assistance from the Chef Educator(s), set goals for the next grading period. At any point throughout the Program, the student may receive assistance in setting career goals.
Teamwork and Kitchen Hierarchy

The Pastry Arts Program emphasizes teamwork. The kitchen classroom is divided into teams, which will be rotated frequently depending on production schedule.

Break Policy

Students will be given a 5 to 10 minute break for every 60 minutes of instruction. Breaks may not be aggregated. During lecture classes, breaks will be scheduled approximately every 50-55 minutes. Due to the nature of lecture classes, this timing will not adversely affect sound educational practice. During lab classes, due to the nature and timing of kitchen production and in order to maintain sound and practical educational practice, timing of breaks may be “at will” since it may not always be possible for all students to break at the same time. This “at will” approach notwithstanding, every student will still be given a 5-10 minute break per hour and breaks will not be aggregated.

Graduation Requirements

Students will receive a Diplôme in Pastry Arts when the following have been met:

1. Passing grade (75%) for ServSafe Food Protection Manager Course.
2. Completion of 90% of the scheduled hours.
3. A minimum overall grade average of 70%.
For more information about the Auguste Escoffier Schools of Culinary Arts:
637 South Broadway, Suite H Boulder, CO 80305
P: 303.494.7988 • F: 303.494.7999
Toll-Free: 877.249.0305
www.escoffier.edu
www.facebook.com/escoffierschool
For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit www.escoffier.edu/disclosures.