

AUGUSTE
ESCOFFIER®
SCHOOL OF CULINARY ARTS



**Boulder—Student Professional
Programs Catalog—2016**

Rev. 6-060116

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 licensing and accrediting agencies. 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. Policies and procedures are subject to change at any time at the discretion of the Campus President, consistent with the Mission.

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.



CULINARY ARTS & PASTRY ARTS

Auguste Escoffier School of Culinary Arts STUDENT CATALOG 2016





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School Information

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 four Programs, two of which are the Residential Professional Programs—Culinary Arts, which began in January 1996, and Pastry Arts, which began in January 2009. In August 2015, AESCA added the Escoffier Online Culinary Arts Fundamentals program. 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).

Owners

Auguste Escoffier School of Culinary Arts is owned by Triumph CSR Acquisition, LLC, a Colorado Corporation which is a subsidiary of the Triumph Higher Education Group, LLC. Governing members of Triumph CSR Acquisition, LLC, are Jeremy Wheaton, President, and Kimberly Stanley, Chief Financial Officer. Ownership of Triumph Higher Education Group, LLC, includes John Larson, Tamir Hacker and 3-K Financial Corp.

Institutional Mission

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 Objectives

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.

Licensing and Accreditation

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 eligible to participate in the Federal Student Financial Assistance Programs authorized by Title IV of the Higher Education Act. The Escoffier Online Culinary Arts Fundamentals Program is approved by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education.

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



Professional Memberships and Affiliations

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

Admissions

Application Fee

An application fee is required for each Program. Information may be found in the Catalog Addendum.

Admissions Requirements

- Must be a minimum of 16 years of age
- Application for Admission
- AESCA Enrollment Agreement (inclusive of written permission of parent or guardian if under 18)
- Proof of High School Completion or Equivalent
 - High School Diploma
 - GED
 - Official College Transcript from a Completed Associate or Higher Degree Program
 - State Approved Home School Certificate of Completion
- Admissions Interview
- Application Fee (see Catalog Addendum for current fee) or approved Fee Waiver and documentation*
- FERPA Release Form

* Application fee waivers are available for students previously attending another Escoffier school or Escoffier program, Active and Honorably Discharged Military Personnel, or those with high school-issued waivers where applicable.

Admissions Policies

Admission of Students with Criminal Convictions

Employers or agencies that accept our students for externship or those that may potentially employ our graduates may conduct a criminal and/or personal background check as well as require drug testing. Students who have prior felony convictions or serious misdemeanors, including those that are drug-related, may not be able to complete the externship which is a requirement for graduation from the program and may have difficulty securing desired employment. The decisions made by employers or agencies regarding externship or employment are outside of the control of Auguste Escoffier School of Culinary Arts.

Auguste Escoffier School of Culinary Arts cannot guarantee employment or salary. The institution reserves the unqualified right and absolute discretion to refuse admission to any prospective student who has been convicted of a violent crime or state or federal felony offense and upon any other basis not prohibited by law. The institution may consider the nature and seriousness of a crime, how long it has been since the conviction, and the potential employment placements available to the prospective student upon completion of the program in the determination of whether to admit a student with a conviction.

Non-Discrimination

Auguste Escoffier School of Culinary Arts does not discriminate on the basis of: race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity, status as a parent, marital status or political affiliation in the administration of its educational or admissions policies, financial assistance programs, job placement services, or any other school sponsored program. Admission of applicants is based solely on the potential of the applicant to succeed in the foodservice industry or benefit from the course of study.

Non-English and/or Foreign Diplomas

Prospective students applying to Auguste Escoffier School of Culinary Arts who possess a non-English and/or foreign high school diploma (or its equivalent) will be required to provide a certified English translation or pay the expense incurred by AESCA to have it translated on the student's behalf. Students with foreign educational credentials from institutions outside of the United States or any US territory are required to submit authentic academic documents from all upper-secondary and postsecondary educational institutions. Foreign educational credentials will be verified through an approved foreign credential evaluation agency. Foreign credentials will be evaluated to ensure they are equivalent to a US high school diploma.

Non-Degree Seeking

A Non-Degree Seeking (NDS) Student is defined as a student who is not seeking a Certificate. A NDS Student may be accepted for individual courses of the Culinary Arts, Pastry Arts, or Escoffier Online

Culinary Arts Fundamentals Programs dependent on capacity or availability. As an NDS Student, the individual will be responsible to fulfill the requirements of the registered course or program and must meet the prerequisites for any course prior to registration. Admission as an NDS Student is provisional and evaluated by the Director of Admissions on a case-by-case basis.

Students that enroll in any NDS courses will receive an Audit ("AU") grade for any courses completed or a Withdrawal ("W") grade for any courses dropped.

An NDS Student will not receive a diploma.

Admissions Requirements for a Non-Degree Seeking:

- Application for Admission
- AESCA Enrollment Agreement (Non-Degree Seeking option selected)
- Application Fee (see Catalog Addendum for current fee)

Technology Requirements for Distance Learning Programs:

- **Internet Connection:**
Cable, DSL or Wireless
- **Operating System:**
XP, Vista, Windows 7, Mac OSX or greater
- **Computer Processor:**
CPU with SSE2 support, including Intel Pentium 4, Pentium M, Core or Atom, AMD Athlon 64 or later.
- **Computer Memory:**
512 MB RAM or greater
- **Screen Resolution:**
1024 x 768 minimum

Use Firefox, Chrome, Internet Explorer or Safari with the following settings:

- Cookies enabled
- JavaScript enabled
- Flash Player enabled

Student Finance and Financial Aid

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.

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 will provide a book and supply waiver to students who opt to pay their tuition in full in advance of their schedule start date.

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 diplomas 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.



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 who 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 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.

For more information on Satisfactory Academic Progress, please reference the Academics section.

Cancellation Policy

A full refund of all institutional charges will be made to any student who cancels the enrollment contract within 5 calendar days after the enrollment contract is signed. Refunds due to the student within this cancellation period will be returned to the student in within 30 days of the cancellation notice.

Postponement of a starting date, whether at the request of the school or the student, requires a new enrollment agreement signed by the student and the school. The agreement will indicate the new start date and whether the postponement was for the convenience of the school or the student.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline in accordance with the school's refund policy and all applicable laws and Rules concerning the Private Occupational Education Act of 1981

Distance Learning Program Trial Period

The first two weeks of any courses taken in a student's first block constitute the trial period for any distance learning programs. After signing an Enrollment Agreement and up through the first two weeks of the distance learning program, a student is considered to be conditionally enrolled. Students will be eligible to become unconditionally enrolled and matriculate to active status with the institution after meeting class attendance and academic progress requirements in all registered courses during the first two weeks of classes. Attendance requirements include posting positive attendance in the first two weeks of class by completing a minimum of 2 academic instructional activities per week during the trial period. Academic progress requirements include earning a grade of 60% or better in all registered courses by the end of the trial period.

Students who decide not to continue after the trial period may opt out with no further financial obligation prior to meeting class attendance requirements for their third week in their first block

with the institution. Any student that cancels or is cancelled during the trial period will not receive any credit or permanent transcript record of any courses started during the trial period. Refund of any prepaid tuition and fees is subject to the Institutional Refund Policy. The institution reserves the right to cancel any student not meeting attendance or academic progress requirements during the trial period.

Students will indicate their intent to continue with their program by meeting class attendance requirements in the third week of their first block at which point the trial period will end. Students completing the trial period that meet class attendance requirements for the third week or after will be financially responsible for all associated course charges.

Institutional Refund Policy:

1. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - An enrollee does not sign an enrollment agreement;
 - An enrollee is not accepted by the school;
 - A student cancels the enrollment contract within 5 calendar days of signing the enrollment contract;
 - If service is discontinued by the school and this prevents the student from completing the course or program.
2. If tuition and fees are collected in advance of entrance, and if after expiration of the 5-day cancellation privilege the student does not enter school, not more than \$50 in nonrefundable administration fees shall be retained by the school for the entire program.
3. If tuition and fees are collected in advance of entrance, and if a student conditionally enrolled in a distance learning program withdraws or is otherwise terminated during the trial period, not more than \$50 in nonrefundable administration fees shall be retained by the school for the entire program.
4. If a student enters a program and withdraws or is otherwise terminated, the school may retain not more than \$50 in nonrefundable fees for the entire program. The minimum refund of the remaining tuition will be calculated using the time-based refund schedule of the following that is most favorable to the student:

Colorado Commission on Higher Education

Student is entitled to upon withdrawal/termination*:
Within first 10% of program Refund 90% less cancellation charge
After 10% but within first 25% of program Refund 75% less cancellation charge
After 25% but within first 50% of program Refund 50% less cancellation charge
After 50% but within first 75% of program Refund 25% less cancellation charge
After 75% Refund None

* Refundable tuition is the total course tuition minus the application fee.

Accrediting Council for Continuing Education & Training (ACCET):

- a. During the first week** of classes, tuition charges withheld will not exceed 10 percent (10%) of the stated tuition up to a maximum of \$1,000.
 - b. After the first week and through fifty percent (50%) of the period of 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.
 - c. After fifty percent (50%) of the period of financial obligation is completed, the institution may retain the full tuition.
- **When determining the number of weeks completed by the student, the institution 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.
5. A student should review the definitions for an official vs. an unofficial withdrawal and follow the process for withdrawing from a program as indicated in catalog.
 6. The effective date of the termination for refund purposes will be the earliest of the following:
 - a. The date of receipt of written notice from the student or the date the institution is made aware that the student is no longer attending;

- b. Fourteen consecutive calendar days following the last date of attendance; or
 - c. The last day of attendance, if the student fails to return from an excused leave of absence.
7. Leaves of absence, suspensions, and published school holidays will not be counted as part of the scheduled class attendance. Students will receive a full refund for any future courses billed but not attended.
 8. Any student who withdraws from the program due to active duty or active service will receive a full refund for any block not completed as a result of the call to duty.
 9. Refunds for items of extra expense to the student, such as books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are opened, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as the student has not cancelled during the cancellation period, they were necessary for the portion of the program attended, and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
 10. The policy for granting credit for previous training does not impact the refund policy.
 11. All refunds will be made within 30 days from the date of termination.

Official and Unofficial Withdrawal Policy

A complete withdrawal is defined as dropping all classes for a given block. A student's **official withdrawal** date is defined as the date the Registrar receives a written signed notice, fax, or e-mail or other form of communication from the student that the student will no longer be in attendance in all of his/her classes. For an official withdrawal, the effective withdrawal date is the date the institution receives notice from the student that the student is withdrawing from all classes.

An **unofficial withdrawal** is defined as a student who violates the attendance policy, fails to return from an approved Leave of Absence, or is otherwise

administratively withdrawn from the campus. AESCA will assume the student unofficially withdrew and will calculate refunds accordingly. For an administrative or unofficial withdrawal, the effective withdrawal date is the last date of attendance.

Students should meet with a campus finance representative for a withdrawal evaluation before making a decision to withdraw or stop attending classes.

Any official or unofficial withdrawal will result in a "W" or "WF" grade being recorded on the student's academic transcript for any current courses according to the point in the block where the drop occurs.

Depending on the withdrawal date, the student may owe funds to the institution. Students will receive an invoice for any balance owed to the institution. Students have 30 days from the date the institution notifies them in writing to make payment arrangements. The student is responsible for payment of any institutional charges resulting from the refund calculation. Any refunds due to the student will be provided within 30 days of termination.

Refund Policy Relating to Title IV Funds:

- Federal law specifies how the institution 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 institution 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 institution 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 institution may automatically use all or a portion of your post withdrawal disbursement of grant funds for tuition and fees. The institution needs the student's permission to use the post-withdrawal grant disbursement for all other institutional 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 institution.

- 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 institution 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 institution to cover unpaid institutional charges. The institution may also charge for any Title IV Program funds that the institution was required to return.



Academics

Transfer/Proficiency Credits

Students interested in transferring coursework from another institution must supply an official college transcript from the institution from which they are seeking credit. Credit will only be considered from institutions accredited by an agency recognized by either the U.S. Department of Education or the Council for Higher Education Accreditation. Students interested in receiving credit for courses previously taken at an institution not accredited by a recognized agency may be eligible to receive proficiency credit for the coursework taken at that institution if it meets the following considerations. Transcripts will be reviewed by the Registrar regarding transferability of credit.

Considerations include, but are not limited to, the transferred course(s) having the same clock or credit hours and the content covering the same competencies. Transferred coursework must have been taken within the last five years. Only coursework with a grade equivalent to a “C” or better will be accepted. A student may be granted a maximum of 75% of the program credits as either transfer or proficiency credit. The remaining 25% of credits must be taken in residence at the institution.

Acceptance of transfer or proficiency credit is at the sole discretion of Auguste Escoffier School of Culinary Arts. Transfer or proficiency credit to Auguste Escoffier School of Culinary Arts is not guaranteed unless by written agreement. Students who receive transfer or proficiency credit will have the program tuition charge prorated based upon the remaining number of credits the student must earn in order to graduate. Any federal student financial aid assistance will be adjusted and may decrease due to the issuing of transfer or proficiency credit.

Auguste Escoffier School of Culinary Arts does not guarantee the transferability of its credits to any other institution. Students may request assistance with transfer of credit to other institutions in writing. School assistance may include, but is not limited to, providing guidance and providing official transcript or course outlines.

Academic Calendar and Credit Definitions

A “block” is a period of 6, 8, or 10 weeks over which a course is scheduled. Students may have 1 or more courses per block. The externship block serves as an academic evaluation period for Satisfactory Academic Progress (SAP).

An “academic quarter” is a term consisting of a consecutive grouping of courses over a 12-week period of time. The programs may be scheduled with a mix of block and quarter classes within a 12-week academic quarter. The academic quarter serves as an academic evaluation period for attendance and SAP.

Class Size and Ratios

AESCA class sizes vary from term to term, however, our student to instructor ratios are appropriate for optimal learning opportunities. Our kitchens are designed to accommodate 18–24 students. Distance learning program cohorts are limited to 30 students per section.

Policy on Clock Hour and Credit Hour

Due to the 12-week academic quarter scheduling and Satisfactory Academic Progress grading periods commonly used, the campus is using the academic quarter credit hour. The conversion is 1 quarter credit = 10 lecture hours of not less than 50 minutes per hour or 20 lab hours or 30 Externship hours and is consistent with both the Colorado Department of Higher Education and ACCET conversion guidelines.

The institution is using the federal clock to credit hour conversion of 25 hours: 1 quarter credit for the Culinary Arts and Pastry Arts diploma programs as defined by the USDE. The institution has included expectations for outside work (homework) in the amount of 2 hours per every hour of lecture time in each course. Lecture hours, lab hours, externship hours and homework hours will be outlined in every course syllabus.

Remedial Training

Auguste Escoffier School of Culinary Arts provides tutoring to any student needing additional assistance. These services are provided by a student’s Chef Instructor during the Instructor’s posted office hours. Chef Instructors post office hours on the Online Campus.

Attendance Policy

Attendance is an extremely important part of the programs and mandatory at Auguste Escoffier School of Culinary Arts. The curriculum structure for each program builds on the learning and hands-on experiences of the prior sessions. We expect that students will arrange their personal and work schedules to give proper priority to coursework. Students are expected participate in all course academic instructional activities to signify their attendance in class. For distance education courses, participation in academic instructional activities includes assignments, discussion boards, evaluations/assessments, and live sessions.

Students that fall below 80% program attendance may be placed on attendance probation until attendance percentages reach or exceed 80%. If at any point it is not possible to complete 80% of the scheduled hours, the student will be dismissed from the program. The 80% attendance rate is exclusive of the externship course as students enrolled in an externship course must complete all course hours to fulfill course and graduation requirements.

Students who do not achieve satisfactory attendance in any course may earn a failing grade on their transcripts and may be required to repeat the course. Students who have been absent from all their scheduled classes for more than 14 consecutive calendar days, not including scheduled holidays or breaks, and/or students who officially withdraw from all current courses will be administratively withdrawn from the school.

Students who are dismissed for attendance may reapply for admission for the beginning of the next block. Attendance will be monitored daily and at the end of each block to ensure students are meeting attendance requirements.

Tardiness (Residential Courses)

Auguste Escoffier School of Culinary Arts expects students to be on time and in appropriate uniform for all residential classes. Attendance is recorded in increments of minutes (present or absent). Tardiness is defined as reporting for a class late or leaving early and will be reflected on the student attendance record. Students will lose daily participation points for tardiness as defined by the individual course grading rubric. Loss of points as a result of chronic tardiness will affect a student's earned grade in any course.

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.

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 withdrawal. 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.

Grading System

Students in all programs are observed and graded based on participation and performance in lecture and practical lab courses. This may include discussion boards, assignments, quizzes and exams to cover material from readings and lectures. Specific grading criteria for each course activity will be detailed in the syllabus for each course and on the Online Campus.

Students will receive a final grade for each course. Both course activity grades and final grades will be available within 48 hours of the completion of the course or graded activity. In the event of an apparent

error in a grade, it is the student's responsibility to contact the instructor to make the appropriate correction.

Students withdrawing from a course before the end of the first week will have the course removed from their transcript. Students should be aware that any attendance and record of the course on the transcript will be removed for any course dropped during this add/drop period. Students who withdraw or are withdrawn from any course after add/drop period but prior to last week of the course will receive a "W" for any dropped course on their transcripts. Students that withdraw or are withdrawn from any courses during the last week of a course will receive a "WF" grade for any dropped course on their transcripts. "W" grades are also issued to externship students that are unable to fulfill their required hours during the externship course but who have registered for the next externship course in order to fulfill the remaining hours.

A student must repeat any course in which a W, WF, or F grade has been received. A student may repeat a course in which a "D" grade has been earned only if needed to maintain Satisfactory Academic Progress (SAP) or to meet the 2.0 GPA requirement needed to graduate. When a course where a "D" or "F" was earned is repeated, the better of the two grades is calculated into the CGPA (Cumulative Grade Point Average). The lower grade will include a double asterisk on the transcript indicating that the course has been repeated. Both original and repeated credits will be counted as attempted credits in SAP rate of progress calculations. Federal financial aid, where applicable, may only be used for one repeat of a previously passed course.

Grade reports are available to students through the Online Campus. The cumulative grade point average is calculated by dividing the total earned quality points by the credit hours completed. The chart following the **Incomplete (I) Grades** section describes how each grade impacts a student's cumulative grade point average.

Incomplete (I) Grades

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 course work on time.

The student must be able to achieve a letter grade of at least a "C" (70%-79%) or a passing "P" grade in order to request an Incomplete from the Chef Instructor. Arrangements must be made to complete the outstanding work within two weeks of the end of the course of study. If no arrangements are made, the student will receive "0" points for any outstanding work and the Incomplete (I) grade will be converted to the grade the student earned based on the work completed in the course.

Letter Grade	Description	Quality Points	Included in Credits Attempted	Included in Credits Earned	Included in CGPA
A	90-100	4	Yes	Yes	Yes
B	80-89	3	Yes	Yes	Yes
C	70-79	2	Yes	Yes	Yes
D	60-69	1	Yes	Yes	Yes
F	0-59	0	Yes	No	Yes
P	Pass	N/A	Yes	Yes	No
I	Incomplete	N/A	Yes	No	No
W	Withdrawal	N/A	Yes	No	No
WF	Withdraw-Fail	0	Yes	No	Yes
PR	Proficiency Credit	N/A	Yes	Yes	No
TC	Transfer Credit	N/A	Yes	Yes	No
AU	Audit	N/A	No	No	No
L	LOA	N/A	No	No	No



Satisfactory Academic Progress

Satisfactory Academic Progress (SAP) standards are used to measure progress toward graduation. The standards are applied to all students, regardless of status. Failure to maintain Satisfactory Academic Progress (SAP) may result in dismissal from the institution.

Measurement Periods

Student Satisfactory Academic Progress will be reviewed by the administration at evaluation points of the end of the academic quarter (12-weeks) depending on student schedule and progression. As the externship course is scheduled into a block of 6, 8, or 10 weeks depending on the program, SAP will be evaluated at the end of the externship block. Student Satisfactory Academic Progress will be evaluated at least once before the end of every payment period.

Programs		Maximum Timeframe
Diploma in Culinary Arts		99 credits
Diploma in Pastry Arts		69 credits
Certificate in Escoffier Online Culinary Arts Fundamentals		78 credits
Credits Attempted	ROP	CGPA
0 - 23	67%	1.5
24 - max allowed credits	67%	2.0

Three Measures of the Standard

There are three components of the SAP requirements that all students must meet to remain an active student.

- Qualitative Standard (CGPA)** – In order to meet the qualitative standard for SAP, students must maintain a minimum cumulative GPA (CGPA) that corresponds to the specific point of the program noted in the tables below. The cumulative GPA (CGPA) will be reviewed at every evaluation point.
- Quantitative Standard (Rate of Progress)** – A student must receive passing grades in a minimum of 67% of all courses. Courses receiving grades of W, WF, F, and I are not considered completed hours or credits but are considered attempted hours or credits for calculation of the rate of progress. The Rate of Progress (ROP) will be reviewed at the same evaluation point as the cumulative GPA.
- Time Frame Standard (Maximum Number of Credit or Clock Hours)** – A student may attempt a maximum of 150% of the total number of credit or clock hours required for his/her program. A student who exceeds this maximum without successfully completing all coursework will be dismissed from the institution. Furthermore, a student whose progress to date will not enable him/her to

graduate from the program within this maximum timeframe will be dismissed from the institution.

Number of Credit Hours Earned or Attempted

This standard requires students to successfully complete (with letter grades of A, B, C, D, or P) a minimum of 67% of the total number of credit hours attempted for each academic quarter. Attempted hours include all credit hours in which a student is enrolled at the end of the trial period or add/drop period. Letter grades of F, WF, or W will not be considered as credits successfully completed or earned but will count as credits attempted. Students who repeat a course for any reason should be aware that each time you enroll in a course it counts as an attempt, but only one attempt is considered earned. Repeated courses will have an impact on the student's ability to complete their program within the required maximum time frame.

Failure to Meet Satisfactory Academic Progress

Auguste Escoffier School of Culinary Arts shall place a student making unsatisfactory academic progress for a program at a progress evaluation period point on **SAP Warning (Probation I)** for the next academic quarter. When a student is placed on SAP Warning, that student will be notified and the date action taken and terms of the warning shall be clearly indicated on the appropriate permanent records. When placed on SAP Warning, a student must improve his/her academic performance so as to be removed from SAP Warning by the next evaluation point. A student who fails to be removed from SAP Warning by the next evaluation point will be dismissed from the institution.

Appeals and Probation

If a student is dismissed from the institution for failing to make overall Satisfactory Academic Progress, the student may appeal the decision by submitting a letter of appeal to the Executive Chef. The letter must describe the extenuating circumstances that caused the student to be unable to meet SAP 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 meet SAP if allowed to continue in the program. The appeal must be submitted within five (5) calendar days of receiving notification of the SAP violation.

A Progress Review Committee will act upon the student's appeal within five (5) school days of the filing of the appeal. Students with a pending appeal will be able to continue attending class(es) until the appeal decision has been rendered. If the appeal is successful, the student will be placed on **SAP Probation (Probation II)** and will be required to agree to and sign an academic plan that states what the student will do to regain Satisfactory Academic Progress by the next evaluation point. A student may appeal dismissal only once.

A student that fails to make overall Satisfactory Academic Progress at the next evaluation period will be dismissed unless the student is meeting the requirements set forth by the academic plan. A student that meets the academic plan will be allowed to continue for a maximum of one academic quarter. If a student continues to fail to meet SAP, the student will be dismissed. If at any point it can be determined that it is mathematically impossible for a student to meet the minimum requirements, the student will be dismissed from the school.

Academic and Financial Aid Warning

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

The academic and financial aid warning status is a message alert to the student that he or she must resolve the problems that have impacted his or her academic performance. The student is not required to take any actions to be placed on an academic and financial aid warning status. However, Auguste Escoffier School of Culinary Arts requires a student who is placed on academic and financial aid warning to meet with his or her Chef Instructor during the first week of the next payment period. At this meeting, the student and the Chef Instructor will together create an academic plan for improving the student's

academic performance stating particular benchmarks that must be achieved. A student may continue to receive financial aid assistance while on academic and financial aid warning.

Academic and Financial Aid Suspension and Dismissal

A student who fails to be removed from academic and financial aid warning by the end of the next payment period will be placed on academic financial aid suspension and may be dismissed from the school. Students placed on academic and financial aid suspension will be notified in writing.

A student who exceeds the maximum timeframe without successfully completing the program will be placed on academic and financial aid suspension and may be dismissed from the school. Furthermore, a student whose progress to date will not enable him or her to graduate from their program within the maximum timeframe will be placed on academic and financial suspension and may be dismissed from the school.

Students placed on academic and financial aid suspension will be notified in writing by the second day of the next academic evaluation period by the Student Finance staff.

Make-Up Policy for Classes, ServSafe® Exam, Repeating Course and Written/Practical Exams

A student must repeat any course in which a grade of "W", "WF", or "F" has been earned. The student will be responsible for paying the costs associated with repeating the course, not to exceed the credit per hour rate. Any retake charges associated with repeating a course will be charged according to the fees indicated in the version of the Catalog Addendum that is most current when the course is repeated.

Any retake fees must be paid to the business office at the time of retake of classes, ServSafe Exam and/or repeating a course.

Students making up work or time in classes must make up objectives missed when the student was absent.

ServSafe® - is a registered trademark of the National Restaurant Association Educational Foundation.

The Make-up Request Form is available on the online campus. Instructions are on the form. The form must be signed by the make-up Chef Instructor with a grade for the makeup and submitted to the Registrar for attendance and/or grade credit.

Makeup 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 makeup of a practical or written exam. For missed practical or written exams, the student must apply through their Chef Instructor to schedule a makeup for the missed exam. The practical must be completed during a regularly scheduled make-up day.

Extensions: Students must communicate to the instructor if unforeseen circumstances arise, prior to the due date of any assignment or academic activity, or as soon as reasonably possible. If a student fails to communicate to the instructor prior the due date, the student may not receive an extension of the due date.

For distance learning students, if a student is aware that he/she will not be available to complete academic activity when assigned, the student should let the instructor know, and may be allowed to complete academic activities ahead of the scheduled assignment date.

Requests for extensions will be handled accordingly:

- a. If a notice of a legitimate need for an extension is received a week or more in advance, the situation will be addressed on a case by case basis.
- b. If an unforeseen circumstance such as death of a family member, illness, injury, or family emergency results in a missed due date for any assignment, project, quiz, or exam, documentation to validate the circumstance may need to accompany any request for an extension.

Some academic activities may not be subject to extension of due dates due to time or other restrictions. An extension is not guaranteed and therefore students should immediately contact the instructor or campus to discuss any individual situation.

Late Work

For residential courses: For assignments not handed in on time, ten (10) points will be deducted on the day the assignment is late and five (5) points for every day thereafter until the points arrive at zero. Once the points are at zero, the assignment can no longer be submitted and zero points will be entered into the grade book.

For distance learning courses: Any work submitted after 11:59:59 PM CT on the date due is considered late. All late work must be submitted within two (2) days of the activity due date. If an assignment or project is submitted late, the maximum possible grade value will decrease to 85% of original value. No credit will be given for any assignment if it is more than two (2) days late.

No late work will be accepted for any work due in week six (6) unless it is part of an approved extension. Late work submitted after the course end date is subject to the Incomplete (I) Grades Policy.



Re-admittance

A student who is dismissed from the school for failure to meet the minimum SAP standards must sit out for at least one academic evaluation period. If the student is allowed to return to the school, the student will return on the same SAP status in effect when they withdrew. The student may submit an appeal upon re-admittance and if successful, the student is placed on academic and financial aid probation and on an academic plan.

Before registering for classes, such a student must meet with his or her Chef Instructor to complete an academic plan for improving academic performance. Upon re-admittance to classes, and as a condition of the academic plan, the student must regain SAP within the timeframe specified in the plan. A student, who fails to regain SAP according to the terms of their academic plan, will be placed back on academic and financial aid suspension and may be dismissed from school without the recourse.



Program Details

Distance Learning Program

Certificate in Escoffier Online Culinary Arts Fundamentals – 52 Quarter Credits/745 Clock Hours

Program Description—Escoffier Online Culinary Arts Fundamentals

The Certificate in Escoffier Online Culinary Arts Fundamentals gives students the skills and experience they need to enter the hospitality industry. Students are qualified to pursue positions in restaurants, dinner clubs, country clubs, resorts, hotels, catering companies, delis and other foodservice establishments.

Students learn essential skills for working in the foodservice industry; the Auguste Escoffier School of Culinary Arts emphasizes not only cooking but also professional skills. The cooking portions of the course focus on using classical and universal cooking methods and preparing items in quantity. The professional skills covered include menu planning, portion size, employee training, safety and sanitation, and food cost control.

The program is made up of six-week and twelve-week courses organized into four twelve-week terms (48 weeks) and a six-week externship. Each course offers six distance learning lessons. Courses are accessed through the Online Campus LMS and offer both weekly synchronous activities scheduled with instructors and asynchronous lessons that can be completed as a student's weekly schedule allows. The course also includes an externship in a foodservice establishment that allows students to gain valuable hands-on experience in a professional kitchen environment.

Students will be awarded a Certificate in Escoffier Online Culinary Arts Fundamentals when the following have been met:

- Completion of 52 quarter credit hours
- Completion of the 160-hour Industry Externship course
- A minimum cumulative grade point average of 2.0

QUARTER (12 WEEKS EACH)	BLOCK (6 WEEKS EACH)	COURSE NUMBER—COURSE	HOURS				QUARTER CREDIT HOURS
			CLASSROOM (LECTURE)	KITCHEN (LAB)	EXTERN	TOTAL CLOCK HOURS	
1	1	CE115 - Introduction to Computers and Online Learning	10	0	0	10	1
	1 & 2	CA102 - Culinary Concepts and Foundations	45	40	0	85	6
	2	CE125 - Culinary Careers from Entry Level to Management	30	0	0	30	3
2	3	CE185 - Management by Menu	30	0	0	30	3
	3 & 4	CA121 - Culinary Skills and Techniques	45	40	0	85	6
	4	CE165 - Food and Beverage Cost Control	30	0	0	30	3
3	5	CE155 - Facility Layout and Design	30	0	0	30	3
	5 & 6	CA141 - Culinary Baking and Pastry Arts	45	40	0	85	6
	6	CE225 - Entrepreneurship	30	0	0	30	3
4	7	CA181 - Cuisines of the World	45	40	0	85	6
	8	CA202 - Farm to Table®	45	40	0	85	6
N/A	9 (6 weeks)	EX200 - Industry Externship	10	0	150	160	6
Program Totals			395	200	150	745	52

Course Descriptions—Escoffier Online Culinary Fundamentals

CE115 - INTRODUCTION TO COMPUTERS AND ONLINE LEARNING

Introduction to Computers and Online Learning is a course that prepares students for an online learning environment. The course covers a variety of tools essential to being an active learner, as well as larger practical skills related to navigating an online environment. Topics include office suites (including Google Drive), submitting assignments online, and email etiquette. Students establish positive learning habits, including time management, active learning, and self-motivation.

Theory/Lecture hours: 10; Lab hours: 0; Total contact hours: 10;

Total Quarter Credit Hours: 1

Prerequisite: None

CA102 - CULINARY CONCEPTS AND FOUNDATIONS

This course begins with food safety and sanitation, then acquaints students with other aspects of the professional kitchen. Students learn foundational cooking techniques while cultivating their understanding of flavors. Culinary terminology, the use and effect of heat, and seasoning principles are taught in this course. Students learn about common tools, utensils, and equipment. This course also includes fundamental knife skills, cutting techniques, and the concept of mise en place.

Theory/Lecture Hours: 45; Lab Hours: 40; Total Contact Hours: 85

Total Quarter Credit Hours: 6

Prerequisite: None

CE125 - CULINARY CAREERS FROM ENTRY LEVEL TO MANAGEMENT

This course covers the different types of commercial food service operations, and how to manage each using the principles of good service. Students study the hierarchy of management in food service, and the skills needed to succeed as a manager: training employees, motivating them, disciplining them, and creating a safe and positive work environment. The course also explores how to act responsibly and make decisions that benefit the company

Theory/Lecture hours: 30; Lab hours: 0; Total contact hours: 30;

Total Quarter Credit Hours: 3

Prerequisite: None

CE185 - MANAGEMENT BY MENU

This course explores different types of menus and their applications. The course covers all aspects of menu planning and design, ranging from visual design to price analysis to making use of available resources. The menu is both a financial tool and a communication tool, and its use as both is explained. Students learn about both food and beverage menus.

Theory/Lecture hours: 30; Lab hours: 0; Total contact hours: 30;

Total Quarter Credit Hours: 3

Prerequisite: None

CA121 - CULINARY SKILLS AND TECHNIQUES

This course covers foundational cooking techniques in depth. Students learn about distinguishing qualities of various cooking methods, differing methods of transferring heat, the physical and chemical effects of each method on food, and how to choose a cooking method best suited to each situation.

Theory/Lecture hours: 45; Lab hours: 40; Total contact hours: 85;

Total Quarter Credit Hours: 6

Prerequisite: CA102

CE165 - FOOD AND BEVERAGE COST CONTROL

Three out of five restaurants fail within five years of opening, often due to money mismanagement; this course gives students the skills to not only keep their restaurant in business but also turn a profit.

This course introduces students to accounting and managing budgets, especially as it relates to the hospitality industry. Students learn how to minimize costs and maintain a full range of customer services.

The course progresses from the fundamentals of culinary math into an overview of basic business accounting transactions, including accounts receivable and payable, ledgers, balance sheets, payroll and financial statements.

Theory/Lecture hours: 30; Lab hours: 0; Total contact hours: 30;

Total Quarter Credit Hours: 3

Prerequisite: None

CE155 - FACILITY LAYOUT AND DESIGN

This course teaches students about the logistics of managing the facility of a food service operation. Students will learn how to make use of equipment and space to ensure a safe and efficient work environment. Additionally, they will learn about the different needs of spaces in the back of house areas, including the kitchen, storage areas, and breakrooms. Finally, students will learn about the design principles that create the atmosphere in the front of house areas, and the special concerns of the dining environment.

Theory/Lecture hours: 30; Lab hours: 0; Total contact hours: 30;

Total Quarter Credit Hours: 3

Prerequisite: None

CA141 - CULINARY BAKING AND PASTRY ARTS

Students will study the art and science of baking and pastry arts and learn to prepare items ranging from bakeshop staples to international restaurant quality desserts covering the theory and chemistry of the pastry arts. Cakes, tortes, icing and decorating techniques are also covered.

Theory/Lecture hours: 45; Lab hours: 40; Total contact hours: 85;

Total Quarter Credit Hours: 6

Prerequisite: CA102

CE225 - ENTREPRENEURSHIP

Entrepreneurship is a culmination course in entrepreneurship. This course covers such topics as business planning, recognizing opportunities, developing strategies, and marketing. The crucial step of financing your venture is also covered. For the final course project, the student will produce and present a complete business plan for a food service operation..

Theory/Lecture hours: 30; Lab hours: 0; Total contact hours: 30;

Total Quarter Credit Hours: 3

Prerequisites: CE125; CE165; CE185



CA181 - CUISINES OF THE WORLD

In this course, students will take an in-depth look at a variety of cuisines from around the world. Students learn about cuisines from Europe, the Middle East, Africa, Asia, and the Americas. For each region, students will learn about the history and culture of the people, key ingredients and cooking styles that characterize the cuisine, and how to produce some of the region's signature dishes. Students will also choose individual regions and conduct more in-depth research into them, creating menus based on the region's cuisine. This course will also prepare students for the workforce by teaching them how to research the dishes and flavors of a specific cuisine for any culinary venture.

Theory/Lecture hours: 45; Lab hours: 40; Total contact hours: 85;

Total Quarter Credit Hours: 6

Prerequisite: CA102

CA202 - FARM TO TABLE®

This class focuses on the ever growing relationship between the chef and the farm/factory/ranch. This course explores menu production utilizing 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.

Theory/Lecture hours: 45; Lab hours: 40; Total contact hours: 85;

Total Quarter Credit Hours: 6

Prerequisite: CA102

EX200 – INDUSTRY EXTERNSHIP

This course provides opportunities for real life experiences in an operational restaurant or related business and builds on the skills and techniques covered in previous courses. In the course, students apply the skills they've learned in practical ways to real-world situations. Students gain hands-on experience in the kitchen that mirrors their future work in the industry and develop the skills necessary for a culinary career. Immersion in a work environment also allows students to develop industry contacts and build working relationships.

Theory/Lecture hours: 10; Externship hours: 150; Total contact hours: 160

Total Quarter Credit Hours: 6

Prerequisites: Completion of all other program courses with a 2.0 or higher GPA unless permission is granted by the Executive Chef



Residential Program

Diploma in Culinary Arts – 66 Quarter Credits/1205 Clock Hours

Program Description - Culinary Arts

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 66 quarter credits and 1205 clock hours

including 905 contact school hours and 300 externship hours. Of the on-campus 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 (30 weeks) and a 10-week externship. Classes are held 6 hours a day, Monday – Friday.

Students will be awarded a Diploma in Culinary Arts when the following have been met

- Completion of 66 quarter credit hours
- Completion of the 300-hour Industry Externship course
- A minimum cumulative grade point average of 2.0

Program Objectives:

- 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.

QUARTER (12 WEEKS EACH)	BLOCK (6 WEEKS EACH)	COURSE NUMBER—COURSE	HOURS				QUARTER CREDIT HOURS
			CLASSROOM (LECTURE)	KITCHEN (LAB)	EXTERN	TOTAL CLOCK HOURS	
1	1	CA101 - Culinary Foundations	54	120	0	174	11
	2	CA201 - Culinary Arts	79	95	0	174	12
2	3	CA301 - Regional Cuisines	29	145	0	174	10
	4	CA401 - Classical Cuisines	54	120	0	174	11
N/A	5 (6 weeks)	CA501 - Farm to Table® Experience	44	165	0	209	12
N/A	6 (10 weeks)	CA601 - Industry Externship	0	0	300	300	10
Program Totals			260	645	300	1205	66

Course Descriptions - Culinary Arts

CA101 – 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.

Theory/Lecture Hours: 54; Lab Hours: 120; Total Contact Hours: 174

Total Quarter Credit Hours: 11

Prerequisite: None

CA201 – CULINARY ARTS

In the Culinary Arts course, students build upon the foundations taught in CA101 Culinary Foundations.

The course begins with an overview of breakfast cookery including classical American breakfast items including egg cookery, quick breads, muffins, biscuits and breakfast meats are covered.

Students will study the art and science of baking and pastry arts and learn to prepare items ranging

from bakeshop staples to international restaurant quality desserts covering the theory and chemistry of the pastry arts. Cakes, tortes, icing and decorating techniques are also covered.

Charcuterie and Garde Manger are covered in this course. Classic charcuterie includes items such as pâtés and terrines, and garde manger will cover buffet presentations and the preparation of hot and cold hors d'oeuvres.

This 6-week class will also explore the entrepreneurial process. Key success factors, skills, entrepreneurial traits, and resources needed to successfully start and manage a culinary business venture will be covered.

Theory/Lecture Hours: 79; Lab Hours: 95; Total Contact Hours: 174

Total Quarter Credit Hours: 12

Prerequisite: None

CA301 – 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.

Theory/Lecture Hours: 29; Lab Hours: 145; Total Contact Hours: 174

Total Quarter Credit Hours: 10

Prerequisite: None

CA401 – 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.

Theory/Lecture Hours: 54; Lab Hours: 120; Total Contact Hours: 174

Total Quarter Credit Hours: 11

Prerequisite: None

CA501 – 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 Instructor 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.

Theory/Lecture Hours: 44; Lab Hours: 165; Total Contact Hours: 209

Total Quarter Credit Hours: 12

Prerequisite: None

CA601 – 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.

Externship Hours/Total Contact Hours: 300

Total Quarter Credit Hours: 10

Prerequisite: CA101, CA201, CA301, CA401, and CA501



Residential Program

Diploma in Pastry Arts – 46 Quarter Credits/903 Clock Hours

Program Description - Pastry Arts

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, restaurant, 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 (24 weeks) and an 8-week externship. 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.

Students will be awarded a Diploma in Pastry Arts when the following have been met

- Completion of 46 quarter credit hours
- Completion of the 225-hour Industry Externship course
- A minimum cumulative grade point average of 2.0

Program Objectives:

- 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.

QUARTER (12 WEEKS EACH)	BLOCK (6 WEEKS EACH)	COURSE NUMBER—COURSE	HOURS				QUARTER CREDIT HOURS
			CLASSROOM (LECTURE)	KITCHEN (LAB)	EXTERN	TOTAL CLOCK HOURS	
1	1	PA101 - Fundamentals of Baking and Pastry	44	130	0	174	10
	2	PA201 - Patisserie	28	140	0	168	9
2	3	PA301 - Artisanal and Specialty Baking & Pastries	28	140	0	168	9
	4	PA401 - Global and Contemporary Cuisine	53	115	0	168	11
N/A	5 (8 weeks)	PA501 - Industry Externship for Pastry Arts	0	0	225	225	7
Program Totals			153	525	225	903	46

Course Descriptions - Pastry Arts

PA101 – 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.

Theory/Lecture Hours: 44; Lab Hours: 130; Total Contact Hours: 174

Total Quarter Credit Hours: 10

Prerequisite: None



PA201 – PATISSERIE

In the Patisserie course, students build upon the foundations taught in Fundamentals of

Baking and Pastry. This course provides the context to understand the principles of the following patisserie practices: frozen desserts, meringues, soufflés, 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.

Theory/Lecture Hours: 28; Lab Hours: 140; Total Contact Hours: 168

Total Quarter Credit Hours: 9

Prerequisite: None

PA301 – 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.”

Theory/Lecture Hours: 28; Lab Hours: 140; Total Contact Hours: 168

Total Quarter Credit Hours: 9

Prerequisite: None

PA401 – 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.

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 followup, mentoring, and salary negotiating.

Theory/Lecture Hours: 53; Lab Hours: 115; Total Contact Hours: 168

Total Quarter Credit Hours: 10

Prerequisite: None

PA501 – 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.

Externship/Total Contact Hours: 225

Total Quarter Credit Hours: 7

Prerequisite: PA101, PA201, PA301, and PA401



General Information

Campus Security

Auguste Escoffier School of Culinary Arts (AESCA) is committed to providing a safe environment to all of its students, faculty and staff. Individuals identified as Campus Security Authorities are noted in the Catalog Addendum.

- If a crime happens to you or your property, or if there is an emergency occurring on campus, contact the Campus President, Campus Security Authority (CSA), or any available Chef Instructor.
- 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 as part of the Annual Security Report. 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 agencies and are considered to represent a serious or continuing threat to students and staff. As soon as the School becomes aware of the crimes, students and staff will be notified immediately. These crimes are: criminal homicide, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, hate crimes including crimes involving bodily injury reported to local police agencies that shows evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity or disability, arrests for violations of liquor and drug law violations and illegal weapons possession, and persons not arrested but referred for disciplinary action for liquor, drug and weapons law violations.
- If a student wishes to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics, contact the Campus President or a designated Campus Security Authority.
- Access to the building is only given to students during normal class hours. Any students seeking access outside normal class hours must be accompanied by an AESCA employee or AESCA provided tutor. Maintenance is done in-house; therefore, no outside entity has access to the building at any time.
- AESCA encourages students and employees to be responsible for their own security and the security of others. If a student has concerns about walking from the building to their car after dark, they may either walk in groups or contact the Chef Instructor(s) to arrange for someone to accompany them to their car.
- AESCA provides some information on security and prevention of crimes on the Online Campus portal. If students wish to learn more about personal security or prevention of crimes, contact the Boulder Police Department—Crime Prevention Division.
- AESCA does not have any off-campus locations and therefore all monitoring and recording of any criminal activity is conducted at the campus location of 637 South Broadway, Suite H, Boulder, CO 80305.

Code of Conduct

All programs offered at AESCA 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.

Computers, Internet and Related Equipment

School property, such as printers, copiers, computers and all production tools, are to be used for the AESCA educational purposes only. Students who use school property inappropriately will face appropriate disciplinary action, up to and including termination. Students shall not use school systems to knowingly violate any city state or federal laws.

- Computer games and personal software may not be installed on school equipment.
- School equipment shall not be used to create or store personal information or projects.
- School equipment shall not be used to store or display images depicting violence, sexually explicit material or are racially offensive material.
- Software installed on school computers must be properly licensed and installed at the direction of the computer systems supervisor.
- Students are not permitted to download any software (free or otherwise) without express permission from the computer systems supervisor.

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.

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>.

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 Department of Human Services - Office of Behavioral Health and the website is: <https://sites.google.com/a/state.co.us/cdhs-behavioral-health/>. Additionally, AESCA makes available free, confidential counseling services through WellConnect, by Student Resource Services at 1-866-640-4777.

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.



Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student's educational records. Because Auguste Escoffier School of Culinary Arts (AESCA) is a post-secondary institution, the rights described in FERPA belong to the students at the institution, rather than the parents. The term "student" as used in the following FERPA policy applies to currently enrolled and former AESCA students who were accepted, began attending classes, and either graduated, withdrew or did not graduate. Questions about FERPA or FERPA rights should be addressed to the Registrar.

Student Rights under FERPA

Students have the right to inspect and review their educational records according to the following procedures:

- Request amendment of their educational records - Students may ask the institution to amend a record that they believe is inaccurate or misleading. They may submit a written request for amendment of their record(s) to the Registrar, specifying when they believe the record is inaccurate or misleading. The Registrar will notify the student of the decision made on the request for amendment.
- Consent to disclosure of their educational records—the exceptions to disclosure of student records only with written consent are noted below.
- File a complaint with the US Department of Education-Individuals who have questions about FERPA or who wish to file a complaint should contact:

**Family Policy Compliance Office
U.S. Department of Education 400 Maryland Avenue,
SW Washington, D.C. 20202-5920**

Procedures to Inspect Educational Records

Students should submit to the Registrar, a written request, which identifies as precisely as possible the record or records he or she wishes to inspect. The Registrar will make the needed arrangements for access as promptly as possible and notify the student in writing of the item(s) and place where the records may be inspected. Access will be given in 45 calendar days or less from the receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the records that relate to him or her.

Refusal to Provide Copies

AESCA reserves the right to deny official transcripts or copies of records not required to be made available by the FERPA in the following situation: the student has an unpaid financial obligation to AESCA.

Disclosure of Education Records

AESCA will disclose information from a student's education records only with the written consent of the students, **EXCEPT:**

1. To school officials who have a legitimate educational interest in the records. A school official is defined as:
 - a. A person employed by AESCA in an administrative, supervisory, academic or research, or support staff position.
 - b. A person employed by or under contract to AESCA to perform a special task, such as an attorney, auditory or financial aid consultant.
2. A school official has a legitimate educational interest if the official is:
 - a. Performing a task that is specified in his or her position description or by a contract agreement.
 - b. Performing a task related to a student's education.
 - c. Performing a task related to the discipline of a student.
 - d. Providing a service or benefit relating to the student or student's family such as health care, counseling, job placement or financial aid.

3. To officials of another school, upon request, in which a student seeks or intends to enroll.
4. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities in conjunction with an audit, review or evaluation of compliance with education programs.
5. In connection with a student's request for or receipt of financial aid, as necessary to the determination of the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
6. If required by a state, law requiring disclosure that was adopted before November 19, 1974.
7. To organizations conducting certain studies for or on behalf of the school.
8. To accrediting organizations to carry out their functions.
9. To comply with a judicial order or a lawfully issued subpoena.
10. To appropriate parties in a health or safety emergency.
11. The records of a disciplinary proceeding conducted by AESCA against an alleged perpetrator of a violent crime will be disclosed to the alleged victim of that crime without the written consent of the alleged perpetrator.
12. To parties requesting directory information, if a student has not provided a written request for the non-disclosure of such information.

Directory Information

AESCA designates the following items as Directory Information:

- Student name
- Local, permanent, and email addresses
- Telephone Number
- Date and Place of Birth
- Major Field of Study (Program)
- Participation in Officially Recognized Activities
- Dates of Attendance
- Expected Graduation Date
- Enrollment Status
- Degrees, Awards, and Honors Received
- Most recent previous school attended

AESCA may disclose any of those items without prior written consent, unless notified in writing to the contrary by the tenth calendar date following a student's program start date.

Fraternization Policy

The relationship between a Chef Instructor and student should be one of professional cooperation and respect.

It is the policy of the AESCA to prohibit any type of close personal relationship between a Chef Instructor and a student that may reasonably be perceived as unprofessional, including but not limited to the perception of a dating relationship.

AESCA administration has defined social media to include "social networking platforms such as Facebook, Twitter and other collaborative sites, interpersonal sites such as photosharing websites, publishing websites, audio/video websites, and other interactive platforms designed for users to collaborate." Students are prohibited from using these social networking platforms to communicate with Chef Instructors.

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.

Housing

Students are responsible for room and board in the Boulder/metro area. Housing suggestions in the Boulder/metro area are available.



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 Instructor(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.

Personal Property

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

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.
- 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 Career Services during the last two weeks of the Program, to outline the processes and procedures of placement.

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).

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 Instructors, 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 President, consistent with the Institutional Mission, Philosophy and Objectives of Auguste Escoffier School of Culinary Arts.

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.

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.

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.

Staff Availability and Communication

An integral part of the Chef Instructor'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 Instructor(s). The Chef Instructor(s) are always willing to listen to student concerns and suggestions. In addition to being available as your Chef Instructor(s) during class, Chef Instructor(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 President and all other staff are available by appointment Monday through Friday.

The Campus President of the School oversees all Programs, courses and students. Please consult with the Campus President 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 Consumer Information

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

Student Grievance Procedure

Grievances are initially handled in an informal and confidential manner. Feedback, inquiries, or concerns should first be directed, by letter, to the

Campus President. Either the Campus President or Executive Chef will meet with the student as soon as possible, preferably within seven (7) days from the date of the letter. Action, if necessary, will be taken as soon as possible, or within ten (10) days of the date of the meeting with the student.

If a complaint has not been satisfied by AESCA, the Student may file complaints with the Division of Private Occupational Schools (DPOS), Colorado Department of Higher Education located at 1560 Broadway, Suite 1600, Denver, CO 80202. Complaints may also be filed online with the DPOS at www.highered.colorado.gov/dpos. The phone number is 303-862-3001. However, the Department will not consider any claim filed more than two years after the date the Student discontinues training at AESCA. A person claiming pecuniary loss as a result of a deceptive trade or sales practice by the AESCA or its agents shall first exhaust all complaint and appeals processes available at the AESCA. If the Student's complaint is not resolved to the Student's satisfaction, the person may file with the DPOS Board a written complaint against AESCA or its agents.

If after exercising AESCA's student grievance procedure, the problem(s) have not been resolved, the student has the right to submit a written complaint to Accrediting Council for Continuing Education and Training (ACCET), Chair, Complaint Review Committee, 1722 N Street, NW, Washington, DC 20036. Telephone: 202-955-1113 Email: complaints@accet.org.

Illinois residents enrolled in the Escoffier Online Culinary Arts Fundamentals Program may register complaints in writing with the Board of Higher Education at the following address:

Illinois Board of Higher Education
Division of Private Business and Vocational Schools
431 East Adams, Second Floor
Springfield, Illinois 62701-1404

Information regarding reporting complaints may be obtained through the IBHE website (www.ibhe.org) or by calling (217) 782-2551.

Student Online Campus

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

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 Instructor(s). Students are not permitted to discipline one another—a responsibility of the Chef Instructor(s), or the Campus President.

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. Students are responsible for securing their 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 visible 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.

Use of Cellular Telephones

AESCA students must dedicate their time on-site to learning. Cell phone use is extremely disruptive to the Chef Instructors 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 Instructor(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 Instructor checks out the student at the end of the day.

Visitors

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





AUGUSTE
ESCOFFIER
 SCHOOL OF CULINARY ARTS

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.

