

BOULDER STUDENT PROGRAMS CATALOG **2019**

VOLUME 28

FROM THE SCHOOL

Dear Student,

Welcome to the Auguste Escoffier School of Culinary Arts, in Boulder. Our name is synonymous with excellence, quality, commitment and skill in the culinary profession. In the spirit of Georges Auguste Escoffier, the French chef, restaurateur and culinary writer who popularized and updated traditional French cooking methods, our focus is on preparing students for a contemporary world of work, service to the human community, and personal growth.

At Escoffier we recognize that our students are looking for more than a well-rounded education in order to pursue success in today's competitive world. In fact, they desire a sense of accomplishment that comes through constant practice, refinement and exposure to new experiences.

At Escoffier, we have a rich history of providing excellence in teaching and student success. We have dedicated and innovative faculty, as well as knowledgeable and caring staff whose mission is to enrich the lives of the students we serve. We are committed to helping our students not only to attend school but also to graduate and succeed in their careers.

Escoffier fosters a unique multi-cultural and educational environment, encouraging students to learn and grow in the lessons they undertake in the fundamentals of classical cooking. We help provide seamless pathways to long-term career choices and it is our privilege to give students from all walks of life the opportunity to embrace their creative passion, while working alongside our dedicated professional chef instructors. We're delighted to provide an environment that encourages and supports students to pursue great things upon graduation.

Education has the power to enrich and transform lives. We are delighted that you have chosen the Auguste Escoffier School of Culinary Arts, in Boulder as the place to pursue your professional and personal goals.



Sincerely,

*Kirk T. Bachmann
Campus President*

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**AUGUSTE ESCOFFIER
SCHOOL OF CULINARY ARTS
STUDENT CATALOG
2019-2020**



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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 three primarily residential programs and two distance learning programs. Residential programs include the Culinary Arts Diploma Program that started in 1996, the Culinary Arts Associate of Occupational Studies Program that started in 2017, and the Pastry Arts Diploma Program that started in 2009. AESCA added distance learning diploma level programming first with the Culinary Arts program in 2015 and then Pastry in 2018. 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 Tracy Lorenz, President/CEO, and Heidi Phipps, Vice President of Finance & Accounting. Ownership of Triumph Higher Education Group LLC includes John Larson and Camden Partners Holdings, LLC.

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, operational awareness, humility and dependability.

The Mission Is Attained By:

- Providing individualized instruction through innovative classes;
- Offering an affordable and accessible education;
- Delivering flexible, chef/instructor-led interactive classes;
- Employing instructors that have relevant prior experience in the culinary and pastry and hospitality professions.

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. Distance learning programming is approved by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education. Auguste Escoffier School of Culinary Arts has been approved by Colorado to participate in the National Council for State Authorization Reciprocity Agreements (NC-SARA). The residential diploma programs in Culinary Arts and Pastry Arts are programmatically accredited by the American Culinary Federation Education Foundation (ACFEF).

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
<https://higherred.colorado.gov/dpos/>

PROFESSIONAL MEMBERSHIPS AND AFFILIATIONS

American Culinary Federation (ACF)

180 Center Place Way
St. Augustine, FL 32095
(800) 624-9458
www.acfcchefs.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
<https://www.worldchefs.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.coloradorerestaurant.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,
 - High School Equivalency Exam: GED, HiSet, or TASC,
 - Official College Transcript from a Completed Associate or Higher Degree Program, or
 - 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, and their spouses or dependents, employees of approved educational partners, those with high school-issued waivers where applicable (distance learning) or high school students enrolling in the residential programs.*

International Students

Auguste Escoffier School of Culinary Arts is certified by the Student Exchange Visitor Program (SEVP) to offer the M-1 visa for our residential programs. International applicants may apply for the residential Culinary Arts and Pastry Arts programs at AESCA. Applicants must meet the same admission requirements as U.S. residents. In addition, the following apply to international students:

- Students whose native language is not English are required to demonstrate English proficiency through other acceptable measures established by the institution. Please see the section on English Proficiency for details.
- Proof of graduation, certificates or diplomas must be presented for external evaluation.

All documents should be accompanied by a certified English translation and submitted to the school prior to issuing the I-20 to the student.

- A sponsor must provide an Affidavit of Financial Support verifying that funds will be available for all educational and living expenses while the student is studying in the United States. Any of the student's financial sponsors

must show evidence through bank letters or statements indicating enough money in deposit in checking, savings, or money market accounts. Students may provide this information if they are the account holders.

- Photo copies of students' passports are required. Students are responsible for maintaining legal visa status for the duration of their stay as covered by U.S. federal laws, regulations, guidelines, and updates. Students on student visas are expected to maintain full-time status throughout their academic program.

Students who do not maintain their visas may be subject to enrollment termination and serious penalties from the Department of Homeland Security. For more information regarding visas, log on to www.uscis.gov.



ADMISSIONS PROCESS

Students interested in enrolling in the institution should contact the Admissions Office to complete an application. An Admissions Representative will contact the student to explore the aptitude for success in the program. Students that enroll will be required to complete an Enrollment Agreement and are subject to fulfilling the Admissions Requirements and completing an orientation in order to fully matriculate as an active student. Enrollments may be accepted up to the date of the start if all admissions requirements can be met. Standard practice for the institution is not to accept late enrollments. The admissions process is non-discriminatory and all students follow the same process.

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.

English Proficiency

Auguste Escoffier School of Culinary Arts does not provide English-as-a-second language instruction. Students are required to speak English in classes that are taught in English. Students whose native language is not English are required to provide proof of English proficiency by one of the following:

- Demonstration of a Common European Framework Reference for Language (CERF) level of B2 or higher. Examples include:
- Test of English as a Foreign Language (TOEFL) with an Internet-Based Test (iBT) score of 65 or higher, Paper-Based Test score of 500 or higher, or Computer-Based Test (CBT) score of 173;
- International English Language Testing System (IELTS) with a level of 6 or higher;
- Cambridge English: First (FCE) grade of a C or higher or

Cambridge English: Advanced (CAE) grade of a CEFR B2 or higher;

- A grade of “C” or better in an intermediate ESL course;
- Graduation from an English-speaking secondary institution;
- Evidence of having completed 8 semester hours or 12 quarter hours with at least a “C” (70%) average at a USDE-recognized postsecondary institution in which English was the language of instruction.

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).

READMISSIONS POLICY

Any prior applicant or student who has canceled their application, completed their previous program, been withdrawn, or dismissed from the school must reapply for admission. Readmission applicants are required to meet the published Admissions Requirements and may only enter approved programs at the time of application.

A service member who had their education interrupted due to military service is exempt from this policy. The service member may return within three years after the completion of the period of that military service. A service member who is hospitalized or convalescing due to an illness or injury incurred or aggravated during the performance of service must notify the school within two years after the end of the period needed for recovery. Any service member attempting to return to school outside these two periods is subject to the current policies published by the school.

TECHNOLOGY REQUIREMENTS FOR DISTANCE LEARNING PROGRAMS:

- **Browser:**
Google Chrome or Mozilla Firefox
- **Internet Connection:**
Broadband high-speed internet
Download speed: 25 mbps (or higher)
Upload speed: 6 mbps (or higher)
Check your connection speed at:
<https://escoffier.techready.io>
Please note: If your internet speed is lower than the following recommendations, you may experience long load times and media buffering.
- **Operating System:**
Windows 7 or greater, Mac OSX or greater, Chrome OS
- **Computer Processor:**
SSE2 compatible Dual Core 2GHz or higher
- **Computer Memory:**
4 GB RAM or greater
- **Screen Resolution:**
1024 x 768 minimum
- **Accessories:**
Microphone, speaker(s), keyboard, mouse/trackpad, and device with 5+ megapixel camera

STUDENT FINANCE AND FINANCIAL AID

INSTITUTIONAL GRANTS AND SCHOLARSHIPS

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. Visit <https://www.escoffier.edu/admissions-aid/scholarships/> for a current scholarship list.

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 <https://fafsa.ed.gov>. Information is available online at <https://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 in the residential programs 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 adverse action. Actions may include removal and/or withdrawal from class where 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. A diploma will not be available until a student's account is current and official transcripts will not be issued until a student's account is paid in full.

Students eligible for VA Benefits will not be imposed any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

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 after successful completion of the Academic Year midpoint of weeks and credits. 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, with an approved academic plan, 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 four 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 four weeks of the distance education 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 academic progress requirements in all registered courses during the first four weeks of classes. Academic progress requirements include earning a grade of 60% or better in any registered course by the end of the trial period. The institutional attendance policy remains in effect throughout the trial period and any student that violates the attendance policy during the trial period will be canceled.

Students who decide not to continue after the trial period may declare their intention to cease attendance with no further financial obligation prior to the start of the fifth week of the block. Any student that cancels or is canceled 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 who do not actively communicate their intent to cease attending their program prior to the start of the fifth week of the first block of classes, at which point the trial period ends, 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.

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, unless approved by the Executive Chef. 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. Transcripts will be reviewed by the Registrar regarding transferability of credit.

Acceptance of transfer or proficiency credit is at the sole discretion of Auguste Escoffier School of Culinary Arts. Auguste Escoffier School of Culinary Arts does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution. A list of any institutions with which Auguste Escoffier School of Culinary Arts has an official written agreement will be included in the Catalog Addendum. 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 or 8 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 CREDIT HOUR

Due to the 12-week academic quarter scheduling and Satisfactory Academic Progress grading periods proposed, the campus is using the academic quarter credit hour. Clock hours are converted to quarter credit hours for all programs. The conversion is 1 quarter credit = 10 lecture hours or 20 lab hours or 30 Externship hours and is consistent with both the Colorado Department of Higher Education and ACCET conversion guidelines.

Distance learning program courses are comprised of synchronous and asynchronous instructional activities that are categorized into lecture and lab categories. The clock hours associated with each activity are based on average or expected time to complete the activity or category of activities.

The institution is using the federal financial aid clock to credit hour conversion of 25 hours: 1 quarter credit for the Pastry Arts Diploma Program as prescribed in the formula in 34 CFR Section 668.8(l)(1). The Professional Pastry Diploma Program uses a federal financial aid clock to credit hour conversion of 20 hours: 1 quarter credit as allowed by the formula articulated in 34 CFR Section 668.8(l)(2) due to the additional work required outside of the class. The following programs fall under the exception defined in 34 CFR Section 668.8(k)(1) and (2) and therefore do not use the federal financial aid clock to credit hour conversion: Culinary Arts Associate of Occupational Studies Program, Culinary Arts Diploma Program, Professional Culinary Arts Diploma Program, and the Culinary Arts and Operations Diploma Program.

The institution expects outside work (homework) in the amount of 2 hours per every hour of lecture time in each course for residential programs and in appropriate amounts in the distance learning programs to supplement the synchronous and asynchronous learning experiences as identified in each syllabus. Work outside of class is factored into the daily production grade and further evaluated in the assessment grade of the residential courses and included in many of the graded components of the distance learning courses. In any course where work outside of class is used in the conversion of clock hours to credit hours for financial aid purposes, the homework is included as a separate grading criterion in accordance with regulatory requirements and described in detail in each applicable course syllabus. In general, lecture hours, lab hours, externship hours and homework hours will be outlined in every course syllabus.

ACADEMIC ASSISTANCE

Auguste Escoffier School of Culinary Arts provides tutoring to any student needing additional assistance. These services may be provided by a student's Chef Instructor during the Instructor's posted office hours or may be scheduled with another qualified staff member. 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.

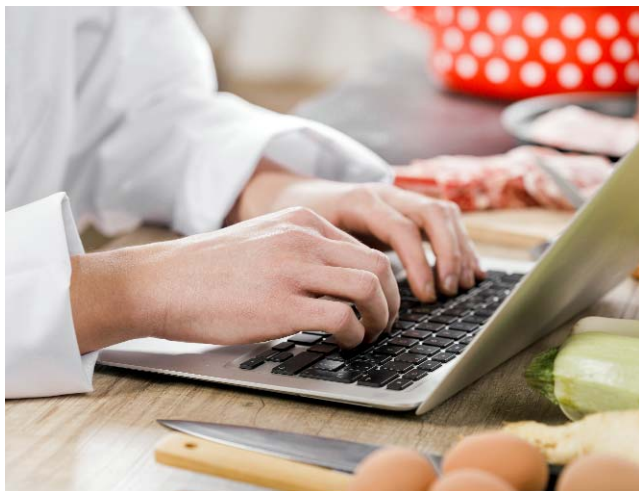
Students that fall below 80% program attendance may be placed on attendance probation until attendance percentages reach or exceed 80%. If at any point it is not possible to complete 80% of the scheduled hours, the student will be dismissed from the program. The 80% attendance rate is exclusive of the 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 seats in required courses.

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.

Students may be required to repeat courses dependent on the grade received. These are described in the **Repeated Courses** section. 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.

REPEATED COURSES

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. A student will

not be allowed to repeat prerequisite introductory courses in their programs more than 2 times without receiving approval from the Executive Chef.

The student will be responsible for paying the costs associated with repeating the course, not to exceed the per credit 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.

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 Course 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.

GRADING SCALE

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

MAKE-UP POLICY

Students are expected to meet all deadlines. Extensions may only be given at the instructor's discretion, in the event of certain unforeseen circumstances. Students must

communicate to the instructor if unforeseen circumstances arise, prior to the due date of any 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. Students who know they won't be available to complete academic activities when they're assigned should let their instructor know, and complete those assigned activities ahead of time.

For residential students, a student seeking to make up time for attendance is expected to make up objectives missed during an absence. Required documentation for make-up sessions is available in the Academics Office and will need to be signed off by the assigned instructor before getting submitted to the Registrar's Office for attendance credit. Make-up for written and practical exams or for make-up work must be made with the courses instructor.

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:

- 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.
- 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 unless otherwise approved.

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.

GRADE DISPUTE POLICY AND PROCESS

Auguste Escoffier School of Culinary Arts has an expectation of all instructors to evaluate each student's work and to assign a grade which is a fair and valid measure of the student's achievement of stated outcomes in each course. If this expectation is not fulfilled, a student may dispute a grade as long as the student is able to demonstrate that the grade assigned was a result of a clerical or tabulation error, subjectivity, other improper or arbitrary conditions.

You may dispute a grade if:

- You are able to demonstrate that the grade assigned was a result of subjectivity, other improper or arbitrary conditions, or clerical or tabulation error.

Appeal Process

Step 1:

- Contact the Chef Evaluator (IDL) to request a review and grade change. If the issue is not resolved, the student will proceed to Step 2.

Step 2 (Boulder Ground Student Step 1):

- Contact the Chef Instructor to request a review and grade change.

The above step(s) must be completed before moving to a written dispute.

Step 3: Written Dispute

Procedure for the Written Dispute:

1. Prepare and submit a written dispute within 30 calendar days after the end of the block to the Lead Chef Instructor (IDL) or Executive Chef (Ground).
2. Within 7 calendar days of receipt of the written dispute, the Grade Committee will review it and issue a determination if a hearing is needed.
3. If needed, a hearing will be scheduled within 14 calendar days after notification was provided to both parties.
4. A written decision will be sent to both parties within 3 calendar days of the hearing conclusion.

Step 4: Written Appeal of Hearing Decision

Preparing your Written Appeal of the Hearing Decision:

1. Both parties have 7 days to appeal the decision in writing to the Grade Committee. Written appeals for the Hearing

Decision must include the following components and be submitted to Executive Chef/Program Lead:

- a. Clearly state the reason for your appeal as it is related to school policy and quote your reason directly from the Student Handbook. Negative comments about the class, school, or instructor should not be included in the written appeal.
 - b. Clearly state any evidence and facts that support your appeal.
 - c. Attach copies of any documentation that you have that support your appeal. This may include, but is not limited to:
 - i. Syllabus for the course
 - ii. Assignment page outlining requirements and expectations
 - iii. Proof that the requirements were met at a level necessary to achieve the desired grade
 - iv. Demonstrable examples of clear bias, negligence, or the improper or arbitrary conditions.
2. The decision of the Written Appeal is final and will be concluded within 24 hours.

Step 5: Grade Change and Filing with Student Record

1. Once the decision on the appeal is final, the Chef Instructor will contact the Registrar's Office and attach a copy of the appeal with the final decision and any other supporting documentation attached.
2. The Registrar's Office will send a Grade Change form to the Chef Instructor with the supporting documentation attached.
3. Once the Grade Change form is completed, the Registrar's Office will process the Grade Change and upload the form to the student's record, within 5 Academic Calendar days from the conclusion of the appeal process.



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
Culinary Arts (AOS)		135 credits
Culinary Arts and Operations (Diploma)		88 credits
Professional Pastry Arts (Diploma)		78 credits
Pastry Arts (Diploma)		69 credits
Culinary Arts (Diploma) Professional Culinary Arts (Diploma)		66 credits
Credits Attempted	ROP	CGPA
0 – 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.

1. **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 table above. The cumulative GPA (CGPA) will be reviewed at every evaluation point.
2. **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.
3. **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.

Effect of Transfer Credit and Change of Program on SAP

Credit that has been transferred into the institution by the student is included in the Rate of Progress calculation. However, this credit has no effect on the grade point average requirement for SAP. Transfer credit is also considered when computing the maximum timeframe allowed for a program of study. When a student elects to change a program or enroll in an additional program or higher credential at Auguste Escoffier School of Culinary Arts, the student's earned credits and grades will be transferred into the new program as applicable, including transfer credit. Credits earned at the school in the original program of study that apply to the new program of study will be used when computing grade point average, rate of progress and maximum timeframe. Transfer credits from another institution that are applicable to the new program of study will not be calculated in the grade point average but will be considered as credits attempted and earned in the maximum timeframe and rate of progress calculations

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 Academic and Financial Aid Warning (SAP Warning) for the next academic quarter. When a student is placed on SAP Warning, that student will be notified of the reasons for the violation. The violation will be recorded in the student record. 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 and

will be sent notification of the reasons for the violation. A student may continue to receive financial aid assistance while on SAP Warning.

Appeals, Probation, and Reestablishing Eligibility

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 Academic and Financial Aid Probation (SAP Probation) and will be required to agree to and sign an academic plan that states the particular benchmarks that must be achieved to regain Satisfactory Academic Progress by the next evaluation point.

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. A student will continue to be eligible for financial aid assistance while on SAP Probation. 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.

An academic plan, if warranted by a successful appeal, will outline the measures that may be taken to regain Satisfactory Academic Progress. The plan may require a student to retake courses in a prescribed sequence, participate in advising sessions with the Executive Chef or appointed academic resource, and/or meet specific grade or progress requirements. A copy of the student's academic plan will be retained in the student record and reviewed at the midpoint and end of the evaluation period. A student, who fails to regain SAP according to the terms of their academic plan, will be ineligible for any additional financial aid and be dismissed from the institution at the end of the evaluation period.

Readmittance After Dismissal

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 will need to submit an appeal and if successful, will be placed on SAP Probation upon readmittance.

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 readmittance 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 recourse.



GRADUATION HONORS

Students that meet all requirements to complete their enrolled program are eligible to earn the following awards upon graduating:

- * Honors – 3.5 – 3.74
- * High Honors – 3.75 and above

Students achieving these honors will have the honor posted to the official transcript and may receive acknowledgment at the scheduled graduation ceremony.

Residential students may also receive additional acknowledgment for exemplary attendance of 98% or better in all scheduled program hours

PROGRAM DETAILS – RESIDENTIAL LEARNING

ASSOCIATE OF OCCUPATIONAL STUDIES DEGREE IN CULINARY ARTS – 90 QUARTER CREDITS – 1340 HOURS – 60 WEEKS

The 60-week Associate of Occupational Studies (AOS) Degree in Culinary Arts Program was developed to provide the practical, as well as theoretical foundations essential for success in the foodservice and hospitality industry. The program was developed in response to student and employer demands. Students who earn the AOS degree credential are prepared to enter the industry with skills necessary to be employed in restaurants, hotels, catering companies, and a variety of other foodservice establishments. Examples of some job titles for graduates include: Cook, Line Cook, Catering Assistant, Banquet Cook, Garde Manger, Baker, Roundsman, and Prep Cook. The various titles of “chef” generally apply to more advanced roles in a professional kitchen (for example: Sous Chef or Executive Chef). The jobs mentioned are examples of certain potential jobs, not a representation that these outcomes are more probable than others. AESCA does not guarantee employment or salary.

The competencies to be mastered in this program deliver a comprehensive knowledge of foodservice preparation, operations, and management. Students study the culinary

basics and advance to regional and world cuisine. The Farm to Table® Experience course provides an opportunity for students to work with local farmers and ranchers to discover and participate in delivering food from the farm to the customer. An industry externship is required to gain functional knowledge by working in an approved food service establishment. Culinary theory courses address specific subjects that professionals in the hospitality and foodservice industry need to succeed to their highest possible professional level.

Courses include technical writing for the hospitality industry, nutrition, math & accounting. In addition, communication, entrepreneurship and history from the culinary perspective are addressed.

The program is made up of 10 six-week blocks organized into 5 twelve-week quarters. Classes are held Monday – Friday.

Students will receive an Associate of Occupational Studies degree in Culinary Arts when the following have been met:

- Completion of the required 90 quarter credits with a minimum CGPA of 2.0
- Completion of a minimum of 80% of the 1340 scheduled hours.
- Completion of all required externship hours

QUARTER	BLOCK	COURSE NUMBER—COURSE	CLOCK HOURS				QUARTER CREDIT HOURS
			CLASSROOM (LECTURE)	KITCHEN (LAB)	EXTERNSHIP	TOTAL	
1	1	CU101 – Culinary Foundations	75	70	0	145	11
	2	*CE135 – Restaurant Operations	100	0	0	100	10
2	3	*GE110 – Business & Professional Communications	50	0	0	50	5
		*GE140 – World History & Culture from the Culinary Perspective	50	0	0	50	5
	4	CU122 – Culinary Arts and Patisserie	45	100	0	145	9
3	5	*GE130 – Foodservice Math and Accounting	50	0	0	50	5
		*GE120 – Technical Writing for the Hospitality Industry	50	0	0	50	5
	6	CU132 – World Cuisines	45	100	0	145	9
4	7	*GE150 – The Science of Nutrition	50	0	0	50	5
		*CE160 – Culinary Entrepreneurship	50	0	0	50	5
	8	CU220 – Farm to Table® Experience	35	110	0	145	9
5	9	CU290 – Culinary Industry Externship I	9	0	171	180	6
	10	CU295 – Culinary Industry Externship II	9	0	171	180	6
PROGRAM TOTALS			618	380	342	1340	90

*Denotes General Education or Core Lecture

PROGRAM DETAILS – RESIDENTIAL LEARNING

DIPLOMA IN CULINARY ARTS – 44 QUARTER CREDITS – 760 HOURS – 30 WEEKS

The 30-week Diploma in Culinary Arts 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 sanitation, hotel and restaurant safety, and public health rules for handling food.

The program is made up of five 6-week blocks over two and a half quarters. Classes are held Monday – Friday.

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

- Completion of the required 44 quarter credit hours,
- Completion of 171 hours of industry externship, and
- Achieve an enrollment cumulative grade point average of 2.0

QUARTER	BLOCK	COURSE NUMBER—COURSE	CLOCK HOURS				QUARTER CREDIT HOURS
			CLASSROOM (LECTURE)	KITCHEN (LAB)	EXTERNSHIP	TOTAL	
1	1	CU101 – Culinary Foundations	75	70	0	145	11
	2	CU122 – Culinary Arts and Patisserie	45	100	0	145	9
2	3	CU132 – World Cuisines	45	100	0	145	9
	4	CU220 – Farm to Table® Experience	35	110	0	145	9
3 (6 weeks)	5	CU290 – Culinary Industry Externship I	9	0	171	180	6
PROGRAM TOTALS			209	380	171	760	44



PROGRAM DETAILS – RESIDENTIAL LEARNING

DIPLOMA IN PASTRY ARTS – 46 QUARTER CREDITS – 903 CLOCK HOURS – 32 WEEKS

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	BLOCK	COURSE NUMBER—COURSE	CLOCK HOURS				QUARTER CREDIT HOURS
			CLASSROOM (LECTURE)	KITCHEN (LAB)	EXTERNSHIP	TOTAL	
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

PROGRAM DETAILS – DISTANCE LEARNING

DIPLOMA IN CULINARY ARTS AND OPERATIONS – 59 QUARTER CREDITS – 890 CLOCK HOURS – 60 WEEKS

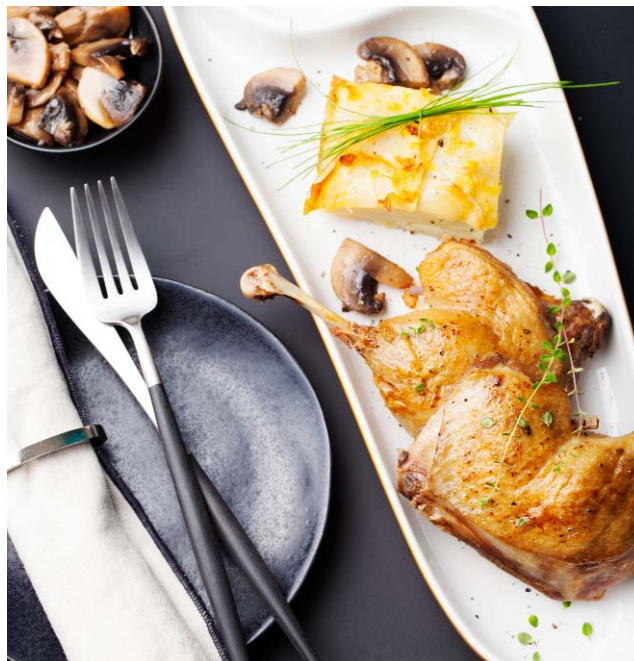
The diploma program in Culinary Arts and Operations gives students the skills and experience they need to enter the hospitality industry. Students are qualified to pursue positions in restaurants, dinner clubs, country clubs, resorts, hotels, catering companies, delis and other foodservice establishments.

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 over 54 weeks and a six-week externship. 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 Diploma in Culinary Arts and Operations when the following have been met:

- Completion of 59 quarter credit hours
- Completion of all required externship hours
- A minimum cumulative grade point average of 2.0



QUARTER (12 WEEKS EACH)	BLOCK (6 WEEKS EACH)	COURSE NUMBER—COURSE	CLOCK HOURS				QUARTER CREDIT HOURS
			CLASSROOM (LECTURE)	KITCHEN (LAB)	EXTERNSHIP	TOTAL	
1	1 & 2	CA101 – Culinary Foundations	75	70	0	145	11
	2	CE129 – Foodservice Management	40	0	0	40	4
2	3	CE167 – Purchasing and Cost Control	30	0	0	30	3
	3 & 4	CU122 – Culinary Arts and Patisserie	45	100	0	145	9
3	5 & 6	CU132 – World Cuisines	45	100	0	145	9
4	7 & 8	CU222 – The Farm to Table Kitchen	35	110	0	145	9
	8	CE187 – Menu Design and Management	30	0	0	30	3
5	9	CE160 – Culinary Entrepreneurship	50	0	0	50	5
	10	CU292 – Culinary Industry Externship I	10	0	150	160	6
PROGRAM TOTALS			360	380	150	890	59

PROGRAM DETAILS – DISTANCE LEARNING

DIPLOMA PROGRAM IN PROFESSIONAL PASTRY ARTS – 52 QUARTER CREDITS – 745 HOURS – 54 WEEKS

The Diploma in Professional Pastry Arts Program gives students the skills and experience they need to enter the hospitality industry. Students are qualified to pursue entry-to-mid-level jobs as bakers, pastry cooks, or assistant pastry chefs in hotels, restaurants, bakeries, country clubs, and other foodservice establishments.

Students learn essential skills for working in the foodservice industry. Auguste Escoffier School of Culinary Arts emphasizes not only baking but also professional skills. Hands-on practical assignments in the curriculum allow students to practice a wide variety of classical and modern baking and pastry methods and techniques that help prepare students for entry-level positions in a professional kitchen. In addition, students learn the theory behind these techniques that promotes a deeper understanding of the science of baking and patisserie. From this understanding, students learn to bake a variety of items or prepare desserts without directions, recipes, or rote procedures. As students hone their skills, they develop their palate and learn how to understand taste and comprehensively analyze flavors. The professional skills covered in the curriculum include menu

planning, sourcing, sustainability, management, employee training, safety and sanitation, and food cost control. This part of the curriculum offers students an introduction to business skills required to maintain a profitable foodservice establishment.

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 6 distance learning lessons. Courses are accessed through the Online Campus learning management system and offer both weekly synchronous activities scheduled with instructors and asynchronous lessons that can be completed as a student's weekly schedule allows. The program concludes with an externship in a foodservice establishment that allows students to gain valuable hands-on experience in a professional kitchen environment.

Students will be awarded the credential of Diploma in the Professional Pastry Arts Program when the following graduation requirements have been met:

- Completion of 52 quarter credit hours
- Completion of 150 externship hours
- A minimum cumulative grade point average of 2.0

QUARTER (12 WEEKS EACH)	BLOCK (6 WEEKS EACH)	COURSE NUMBER—COURSE	CLOCK HOURS				QUARTER CREDIT HOURS
			CLASSROOM (LECTURE)	KITCHEN (LAB)	EXTERNSHIP	TOTAL	
1	1	CE115 – Introduction to Computers and Online Learning	10	0	0	10	1
	1 & 2	BK101 – Pastry and Baking 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	BK161 – Artisan Baking	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	BK201 – Contemporary Pastry Arts	45	40	0	85	6
	6	CE225 – Entrepreneurship	30	0	0	30	3
4	7	BK141 – Confectionery and Frozen Desserts	45	40	0	85	6
	7	BK121 – Patisserie	45	40	0	85	6
N/A	7 (6 weeks)	EX201 – Industry Externship for Pastry Arts	10	0	150	160	6
PROGRAM TOTALS			395	200	150	745	52



COURSE DESCRIPTIONS

The course numbering system consists of a two-letter prefix that designates either the program of study or general education followed by three numbers all indicative of an undergraduate course.

BK = Pastry Arts CE = Culinary Education
 CU = Culinary Arts E = Externship

BK101 – PASTRY AND BAKING CONCEPTS AND FOUNDATIONS

The course begins with concentrating on food safety, sanitation, and proper knife skills in the professional kitchen. The importance of proper hygiene, food handling and storage, cleaning, pest control, and HACCP in a foodservice operation is explored. Students will learn baking math, using baker's percentages to accurately determine batch sizes for recipes. Students will become familiar with ingredient function and to identify quality indicators. Students will demonstrate an understanding of the fundamental techniques of baking and pastry in some of the key products of a professional bakeshop: cookies, pies, tarts, quick breads, stirred and baked custards, and pate a choux..

Theory (Lecture) Hours: 45; Lab Hours: 40;

Total Contact Hours: 85;

Total Quarter Credit Hours: 6

Prerequisite: None

BK121 – PATISSERIE

In the Patisserie course, students will delve into cake mixing methods for American and European-style cakes and tortes. Students will demonstrate understanding advanced piping techniques, using a variety of icings, frostings, and glazes. Students will progress from basic layer cake assembly and buttercream frosting and décor, to tiered fondant cake assembly and gum paste decorations. Throughout the course, students will focus on the significance of timelines in the bakeshop for custom cake design and production.

Theory (Lecture) Hours: 45; Lab Hours: 40;

Total Contact Hours: 85;

Total Quarter Credit Hours: 6

Prerequisite: BK101

BK141 – CONFISERIE AND FROZEN DESSERTS

In this course, students will focus on comprehension of proper techniques in melting, tempering and storing chocolate, as well as creating tempered chocolate truffles and garnishes. Students will then move on to sugar cookery and confections, exploring a variety of fruit desserts and petit fours. The course wraps up with lessons on frozen desserts, including semi-freddo and sorbets.

Theory (Lecture) Hours: 45; Lab Hours: 40;

Total Contact Hours: 85;

Total Quarter Credit Hours: 6

Prerequisite: BK101

BK161 – ARTISAN BAKING

The Artisan Bread course provides the framework for understanding the principles of fermentation as necessary for the production of a variety of doughs and specialty breads. After demonstrating an understanding of the stages of dough production, students will dive into the differences between lean and enriched yeast doughs, using both direct and indirect fermentation methods. Students will also demonstrate understanding of laminated doughs and puff pastry.

Theory (Lecture) Hours: 45; Lab Hours: 40;

Total Contact Hours: 85;

Total Quarter Credit Hours: 6

Prerequisite: BK101

BK201 – CONTEMPORARY PASTRY ARTS

The Contemporary Pastry Arts class highlights modern considerations in the baking and pastry industry. Students will demonstrate understanding of gluten-free and vegan baking, using appropriate ingredient substitutions. Contemporary dessert composition and plating techniques are key components of this course, to include a variety of dessert sauces and garnishes, as the students show an understanding of creating formal plated desserts. Farm to Table principles, local-based baking and the differentiation between organic and natural ingredients are also explored.

Theory (Lecture) Hours: 45; Lab Hours: 40;

Total Contact Hours: 85;

Total Quarter Credit Hours: 6

Prerequisite: BK101

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 online communications (email, forums, and related methods), submitting assignments online, how to use internet browsers, and navigating the campus portal. Students establish positive learning habits, including time management, active learning, and self-motivation.

Theory (Lecture) Hours: 10; Total Contact Hours: 10;

Total Quarter Credit Hours: 1

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; Total Contact Hours: 30;

Total Quarter Credit Hours: 3

Prerequisite: None

CE129 – FOODSERVICE 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: 40; Total Contact Hours: 40;

Total Quarter Credit Hours: 4

Prerequisite: None

CE135 – RESTAURANT OPERATIONS

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

This course explores different types of menus (including both food menus and beverage menus) and their applications. Aspects of menu planning and design, ranging from visual design to price analysis to making use of available resources are covered.

The menu is both a financial tool and a communication tool, and students learn about its uses as both. Students are introduced 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. This course covers such topics as business planning, pricing, credit management, government regulation, and legal concerns. Business ethics and the crucial role and importance of management and leadership are also covered. For the final project for this course, the student will complete and present a business plan for a foodservice operation.

Theory (Lecture) Hours: 100; Total Contact Hours: 100;

Total Quarter Credit Hours: 10

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; Total Contact Hours: 30;

Total Quarter Credit Hours: 3

Prerequisite: None

CE160 – CULINARY ENTREPRENEURSHIP

This course is a culmination course in entrepreneurship. This course covers such topics as business planning, pricing, credit management, government regulation, legal concerns. Business ethics and the crucial role and importance of management and leadership are also covered. For the final

project for this course, the student will complete and present a business plan for a food service operation.

Theory (Lecture) Hours: 50; Total Contact Hours: 50;

Total Quarter Credit Hours: 5

Prerequisite: CE127, CE167, and CE187 or CE135

CE165 – FOOD AND BEVERAGE COST CONTROL OR CE167 – PURCHASING AND COST CONTROL

Three out of five foodservice operations 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 purchasing, receiving, inventory management and menu pricing. 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 storeroom operations, inventory, portion control, as purchased and edible portions, ingredient conversions, and recipe costing.

Theory (Lecture) Hours: 30; Total Contact Hours: 30;

Total Quarter Credit Hours: 3

Prerequisite: None

CE185 – MANAGEMENT BY MENU OR CE187 – MENU DESIGN AND MANAGEMENT

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; Total Contact Hours: 30;

Total Quarter Credit Hours: 3

Prerequisite: None

CE225 – ENTREPRENEURSHIP

CE225 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; Total Contact Hours: 30;

Total Quarter Credit Hours: 3

Prerequisite: None

CU101 – CULINARY FOUNDATIONS

The Culinary Foundations 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. Students taking the residential delivery of the course are administered the ServSafe exam.

Additionally, the historical background of the culinary arts profession is 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.

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

Theory (Lecture) Hours: 75; Lab Hours: 70;

Total Contact Hours: 145;

Total Quarter Credit Hours: 11

Prerequisite: None

CU122 – CULINARY ARTS AND PATISSERIE

In the Culinary Arts and Patisserie course, students build upon the foundations taught in Culinary Foundations. The course begins with an overview of breakfast cookery including classical American breakfast items such as egg cookery, quick breads, muffins, biscuits and breakfast meats.

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 also 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.

Theory (Lecture) Hours: 45; Lab Hours: 100;

Total Contact Hours: 145;

Total Quarter Credit Hours: 9

Prerequisite: CU101

CU132 – WORLD CUISINES

In this course, students will take an in-depth look at a variety of cuisines from around the world. Students will take a global journey by studying the classical cuisines of France and Italy, and exploring a variety of regional cuisines from Europe, the Middle East, 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. 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: 100;

Total Contact Hours: 145

Total Quarter Credit Hours: 9

Prerequisite: CU101



CU220 – FARM TO TABLE® EXPERIENCE OR CU222 – THE FARM TO TABLE KITCHEN

This course provides the students with a hands-on experience on a working farm/ranch or vineyard/ orchard. The Instructor conducts the lecture and lab activities to coincide with the harvested item(s) for a catered event executed by the students on-site. Students in the residential delivery of the course, under the direction of a Farmer/Rancher collect or 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: 35; Lab Hours: 110;

Total Contact Hours: 145;

Total Quarter Credit Hours: 9

Prerequisite: CU101



CU290 – CULINARY INDUSTRY EXTERNSHIP I

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.

**Theory (Lecture) Hours: 9; Externship Hours: 171;
Total Contact Hours: 180**

Total Quarter Credit Hours: 6

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

CU292 – CULINARY INDUSTRY EXTERNSHIP I

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.

**Theory (Lecture) Hours: 10; Externship Hours: 150;
Total Contact Hours: 160**

Total Quarter Credit Hours: 6

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

CU295 – CULINARY INDUSTRY EXTERNSHIP II

This course provides additional opportunities for real life experiences in an operational restaurant or related business and builds on the skills and techniques covered in previous courses.

**Theory (Lecture) Hours: 9; Externship Hours: 171;
Total Contact Hours: 180**

Total Quarter Credit Hours: 6

Prerequisite: CU601 and a CGPA of 2.0 or higher unless permission is granted by the Executive Chef.

EX201 – INDUSTRY EXTERNSHIP FOR PASTRY ARTS

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

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

GE110 – BUSINESS & PROFESSIONAL COMMUNICATIONS

The Business & Professional Communications course emphasizes the principles and practical application of effective professional communication behaviors within professional, business, and organizational contexts. In addition to identifying the importance of effective communication skills to the hospitality industry, communication styles and effective listening methods are addressed.

Students will create and present oral presentations including cooking demonstrations, and special occasion speaking. Listening skills, verbal and nonverbal communication, conflict resolution, cultural differences in communication, and debate techniques are also covered.

Theory (Lecture) Hours: 50;

Total Quarter Credit Hours: 5

Prerequisite: none

GE120 – TECHNICAL WRITING FOR THE HOSPITALITY INDUSTRY

Technical Writing for the Hospitality Industry, prepares students to write in the hospitality and foodservice professions. In a professional setting, writing provides readers information they need in a format they can understand.

Unlike most academic writing, in which students demonstrate their learning to a professor who already knows the subject, in technical communication the writer is the expert, and the readers are the learners. In the hospitality and foodservice industries, students and professionals write a variety of documents for supervisors, colleagues, and customers such as explaining a problem or

product, preparing a proposal, or illustrating a project. This course teaches students to adapt their writing to different audiences and purposes.

This course outlines strategies for making subjects clear to readers who need to understand them. To communicate effectively with an audience, writing must meet rigorous editing standards, in addition to writing in a clear, concise style and presenting information logically.

Classroom (Lecture) Hours: 50;

Total Quarter Credit Hours: 5

Prerequisite: none

GE130 – FOODSERVICE MATH & ACCOUNTING

Foodservice Math & Accounting introduces students to managerial accounting concepts and explains their applications to specific operations within the hospitality industry. Emphasis is placed on how to administer accounting procedures to minimize costs and maintain a full range of customer services.

After summary of the fundamentals of culinary math, an overview of basic business accounting transactions is covered including asset/liability accounts such as accounts receivable and payable, ledgers, balance sheets, payroll and financial statements.

Classroom (Lecture) Hours: 50;

Total Quarter Credit Hours: 5

GE140 – WORLD HISTORY & CULTURE FROM THE CULINARY PERSPECTIVE

Throughout history, food has done more than just provide nourishment. From prehistoric times to the present day, food and the pursuit of it has had a transformative role in human history. Food has impacted societal organization, industrial development, military conflict, and economic expansion. As epicure and gastronome, Jean-Anthelme Brillat-Savarin stated, "Gastronomy governs the whole of human man." In addition, food also serves a role in the cultural development of religion, economics, and politics. This course examines the role of food and its contribution and influence over history, culture, religion, economics, and politics. Food customs and attitudes are also explored, as well as, the social awareness selected food patterns and customs.

Classroom (Lecture) Hours: 50

Total Quarter Credit Hours: 5

Prerequisite: none

GE150 – THE SCIENCE OF NUTRITION

In the Science of Nutrition course, the basic principles of nutrition are investigated. Emphasis is placed on the nutrients, food sources, and their utilization in the body for growth and health throughout life. Contemporary and global nutritional issues are also discussed.

Classroom (Lecture) Hours: 50

Total Quarter Credit Hours: 5

Prerequisite: none

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: 11

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. Auguste Escoffier School of Culinary Arts bans the possession of weapons at any campus location.

Students who are dismissed for a code of conduct violation have the opportunity to submit a letter of appeal within seven calendar days from the date the student is notified of the violation.

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 should 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:

<https://www.copyright.gov/circs/circ01.pdf>.

DRUG AND ALCOHOL PREVENTION

A detailed drug and alcohol policy is provided in the Student Online Campus and available on the institutional website.

- 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://www.colorado.gov/pacific/cdhs/behavioral-health>.

FACILITIES, SUPPLIES AND EQUIPMENT

Residential courses are offered in Boulder at the main campus building at 637 S. Broadway Street – Suite H and surrounding suites. Some shared and distance learning services are provided out of an Administrative Center at 150 N. Martingale Road - Suite 300 in Schaumburg, IL.

Residential facilities consist of five professional kitchens equipped with such equipment but not limited to: 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 times 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 and instructors are prohibited from using these social networking platforms to communicate in any way that would be perceived as unprofessional or for interactions that are outside what is considered normal and customary for completion of course requirements.

HOUSING

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

KITCHEN CLEANLINESS, SAFETY AND SANITATION

- 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.
- Students must wash hands thoroughly at the beginning of class and as often as needed.
- All students must follow ServSafe guidelines for food safety and sanitation.
Tasting is done with a clean spoon.

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. Thirty (30) days after graduation, the student that has chosen to be self-employed will be contacted and required to sign a 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. The programs are approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board. A student may file complaints with the Division of Private Occupational Schools, Colorado Department of Higher Education online at <https://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 in the Program.

Illinois residents 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.

The School is accredited by Accrediting Council for Continuing Education and Training (ACCET). If, after exercising the school's student complaint procedure, the problem(s) have not been resolved, the student has the right to submit a written complaint to ACCET, Chair, Complaint Review Committee, 1722 N Street, NW, Washington, DC 20036. Telephone: (202) 955-1118 Email: complaints@accet.org

STUDENT ONLINE CAMPUS

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

TEAMWORK AND KITCHEN HIERARCHY

Certain lessons in the residential programs are 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.





637 South Broadway, Suite H Boulder, CO 80305

Residential: 877-249-0305 303-494-7988

Online: 866-470-6904

www.escoffier.edu

For more information about our completion rates
and other important consumer information,
please visit <https://www.escoffier.edu/consumer-information/>.