



AUGUSTE
Escoffier
SCHOOL OF CULINARY ARTS™

AUSTIN STUDENT PROGRAMS CATALOG 2022-2023

VOLUME 26

CULINARY ARTS & PASTRY ARTS

AUGUSTE ESCOFFIER SCHOOL OF CULINARY ARTS STUDENT CATALOG 2022-2023

6020–B Dillard Circle, Austin, Texas 78752

(512) 451-5743 Office • (512) 467-9120 Facsimile • 866-552 (CHEF) 2433 Toll-Free

Faculty and Staff, Advisory Board, Tuition and Textbooks and School Calendar are contained in the “Supplement to the School Catalog” provided along with this “Student Catalog”



Auguste Escoffier School of Culinary Arts is accredited and/or approved by the following:

Texas Workforce Commission Career Schools and Colleges

Texas Higher Education Coordinating Board

Council on Occupational Education

American Culinary Federation Education Foundation for the Culinary Arts Program

PUBLICATION DATE 10/27/2022

AUGUSTE ESCOFFIER SCHOOL OF CULINARY ARTS 6020–B DILLARD CIRCLE, AUSTIN, TX
78752 TOLL FREE: 866-552-2433 P: 512-451-5743 WWW.ESCOFFIER.EDU

**AUGUSTE ESCOFFIER SCHOOL OF CULINARY ARTS
STUDENT PROGRAMS CATALOG
2022-2023**



TABLE OF CONTENTS

SCHOOL INFORMATION	7
MISSION	7
OBJECTIVES	7
HISTORY	7
FROM THE SCHOOL	7
LOCATION	7
CONTACT INFORMATION	8
HOURS OF OPERATION	8
FACULTY AND STAFF	8
CORPORATE STRUCTURE AND GOVERNANCE	8
BOARD OF DIRECTORS	8
ADVISORY BOARD	8
LICENSING, ACCREDITATIONS AND AFFILIATIONS	8
ADMISSIONS INFORMATION	9
ADMISSIONS REQUIREMENTS	9
ADMISSION OF STUDENTS WITH CRIMINAL CONVICTIONS	9
NON-DISCRIMINATION	9
NON-ENGLISH AND/OR FOREIGN DIPLOMAS	9
INTERNATIONAL STUDENTS	9
ENGLISH PROFICIENCY	10
TUITIONS AND FEES	10
BOOKS, UNIFORMS, TOOLS, FEES	10



FINANCIAL AID INFORMATION	11
STUDENT FINANCIAL AID ASSISTANCE	11
HOW FEDERAL AID IS DISBURSED?	11
FINANCIAL AID RESOURCES	11
HOW TO APPLY FOR FEDERAL STUDENT AID	11
VERIFICATION POLICY	11
COST OF ATTENDANCE (COA)	11
ENTRANCE AND EXIT STUDENT LOAN COUNSELING	11
EXIT COUNSELING	12
CANCELLATION POLICIES	12
INSTITUTIONAL REFUND POLICY	12
REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE	13
RETURN TO TITLE IV FUNDS (R2T4)	13
FINANCIAL AID OFFICIAL, UNOFFICIAL, AND POST-WITHDRAWAL POLICY	13
CONSEQUENCES FOR COMPLETE WITHDRAWAL AND FINANCIAL AID (REPAYMENT)	14
POST-WITHDRAWAL DISBURSEMENT	14
ACADEMIC & PROGRAM INFORMATION	15
ACADEMIC CALENDAR DEFINITIONS	15
UNIT OF CREDIT	15
TRANSFER OF COURSES	15
ATTENDANCE REQUIREMENTS	15
ATTENDANCE POLICY	15
TARDINESS	15
ATTENDANCE & GRADE DISPUTE POLICY	15
INCOMPLETE (I) GRADE REQUEST AND PETITION PROCESS	16
LEAVE OF ABSENCE	16
EFFECTS OF A LEAVE OF ABSENCE	16
MAKE-UP WORK POLICY	16
EXAMINATION MAKE-UP POLICY	17
STANDARD FOR SATISFACTORY ACADEMIC PROGRESS	17
MEASUREMENT PERIODS	17
THREE MEASURES OF THE STANDARD	17
FAILURE TO MEET SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS PROCESS	18
ACADEMIC PROBATION, APPEALS, AND FINANCIAL AID CONSIDERATIONS	18
OTHER CONSIDERATIONS	18
RE-ADMITTANCE	18
FAILURES AND COURSE REPEAT POLICY	19
GRADING SYSTEM	19
TRANSCRIPT REQUESTS	20
EXTERNSHIPS	20
UNIFORMS	20
GRADUATION REQUIREMENTS	20
DIPLOMA OF COMPLETION	20
PROGRAMS AND COURSE DESCRIPTIONS	21
DIPLOMA IN CULINARY ARTS	21
ASSOCIATE OF APPLIED SCIENCE DEGREE IN CULINARY ARTS	22
COURSE DESCRIPTIONS – CULINARY ARTS PROGRAMS	23
DIPLOMA IN PASTRY ARTS	26
ASSOCIATE OF APPLIED SCIENCE DEGREE IN PASTRY ARTS	27
COURSE DESCRIPTIONS – PASTRY ARTS PROGRAMS	28

GENERAL INFORMATION	33
GRIEVANCE POLICY	33
DISMISSAL DUE TO POLICY INFRACTIONS.....	33
RULES OF CONDUCT	34
CAMPUS SECURITY POLICY.....	34
SECURITY AND ACCESS TO THE AUGUSTE ESCOFFIER SCHOOL OF CULINARY ARTS FACILITY	34
REPORTING CRIMES AND OTHER EMERGENCIES	34
SAFETY SUGGESTIONS AND REPORTING PROCEDURES.....	34
STUDENTS WITH DISABILITIES POLICY	34
STUDENT CONSUMER INFORMATION	35
FEDERAL STUDENT DISCLOSURE REQUIREMENTS.....	35
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)	35
STUDENT RIGHTS UNDER FERPA	35
PROCEDURES TO INSPECT EDUCATIONAL RECORDS.....	35
DISCLOSURE OF EDUCATION RECORDS.....	36
DIRECTORY INFORMATION	36
EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT	36
CAREER SERVICES	36
ORIENTATION	37
HEALTH SERVICES.....	37
STUDENT HOUSING	37
LEARNING RESOURCES	37
TRUE AND CORRECT STATEMENT.....	38



SCHOOL INFORMATION

MISSION

To cultivate lifetime careers in food and wellness industries by offering affordable, accessible and socially minded education and training.

OBJECTIVES

The goal of the institution is to produce competent professionals for entry-level employment as cooks, chefs, pastry chefs, caterers, foodservice managers, and other entry-level positions in the foodservice industry.

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.

HISTORY

The Auguste Escoffier School of Culinary Arts, formerly known as the Culinary Academy of Austin, was founded in 1997 in an effort to provide comprehensive culinary arts training and education in the dynamic setting of an operational commercial kitchen.

In 2010, Triumph Higher Education Group, LLC acquired the School.

FROM THE SCHOOL

Welcome to the Auguste Escoffier School of Culinary Arts. Here, students will get thorough, realistic training and guidance to launch their career in the culinary arts and foodservice profession. Our instructors are dedicated to training our students in a manner that will make it possible for them to succeed in this industry.

Our students are trained with hands-on experience and instruction carried out in the kitchen/lab. With this training and our commitment to assist our students with employment in the industry, we believe that Auguste Escoffier School of Culinary Arts provides our students with the opportunity to learn the skills they need to succeed.

At the Auguste Escoffier School of Culinary Arts, our faculty and staff serve as great mentors. Our students are trained and graduate with a practical and realistic expectation of what the culinary profession requires and what potential employers are looking for in their employees.

Sincerely,

Marcus McMellon
Campus President



LOCATION

Auguste Escoffier School of Culinary Arts (AESCA) is located at 6020-B Dillard Circle, Austin, Texas, 78752. The location of AESCA offers easy access to major highways and public transportation, including the Highland-Metro Rail stop. Two single-story buildings provide 15,720 square feet of space including instructor offices, classrooms, full-scale operational culinary and pastry commercial kitchens and a resource center where students have access to computers and publications. Campus facilities also include a 4,000 square foot Agricultural Learning Center, 2,400 square feet of administrative space and a 3,300 square foot courtyard.

Auguste Escoffier School of Culinary Arts' 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 20 students, while our lecture rooms are designed to accommodate 30 students.

CONTACT INFORMATION

Auguste Escoffier School of Culinary Arts' mailing address is 6020-B Dillard Circle, Austin, Texas 78752. The telephone number for the Admissions Office and Student Finance Office is 512-451-5743 or 866-552 (CHEF) 2433. The fax number is 512-467-9120. The school website can be found at <https://www.escoffier.edu>

HOURS OF OPERATION

The Auguste Escoffier School of Culinary Arts administrative office hours are as follows:

Monday–Friday: 9:00 a.m.–6:00 p.m.

FACULTY AND STAFF

Please refer to the Supplemental Catalog provided along with this catalog.

CORPORATE STRUCTURE AND GOVERNANCE

Auguste Escoffier School of Culinary Arts is owned by Triumph CAA Acquisition, LLC, a Delaware Corporation which is a subsidiary of the Triumph Higher Education Group, LLC. The Board of Directors, in partnership with the Campus President, is responsible for the policies and financial integrity of the School.

BOARD OF DIRECTORS

Tracy Lorenz
Heidi Phipps

ADVISORY BOARD

Please refer to the "Supplemental Catalog" provided along with this catalog.

LICENSING, ACCREDITATIONS AND AFFILIATIONS

- Auguste Escoffier School of Culinary Arts is approved and regulated by the Texas Workforce Commission, Career Schools and Colleges.
- Auguste Escoffier School of Culinary Arts is authorized as an Associate of Applied Science degree-granting institution through the Texas Higher Education Coordinating Board.
- Auguste Escoffier School of Culinary Arts is nationally accredited by the Council on Occupational Education and the accrediting commission is listed by the U.S. Department of Education as a recognized accrediting agency under the provisions of Chapter 33, Title 38, U.S. Code and subsequent legislation.
- The Culinary Arts Diploma Program is programmatically accredited by the American Culinary Federation Education Foundation (ACFEF).
- The Pastry Arts Diploma program is programmatically accredited by the American Culinary Federation Education Foundation (ACFEF).
- The Associate of Applied Science Degree in Culinary Arts program is programmatically accredited by the American Culinary Federation Education Foundation (ACFEF).
- The Associate of Applied Science Degree in Pastry Arts program is programmatically accredited by the American Culinary Federation Education Foundation (ACFEF).
- School Membership
 - Texas Restaurant Association
 - Austin Chamber of Commerce
 - National Association of Student Financial Aid Administrators
 - Career Education Colleges and Universities
 - Career Colleges and Schools of Texas



ADMISSIONS INFORMATION

ADMISSIONS REQUIREMENTS:

- 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
 - State Approved Home School Certificate of Completion
 - Official College Transcript from a Completed Associate or Higher Degree Program¹; or
 - For U.S. Veterans, DD-214 which reflects High School Equivalency
- Admissions Interview
- Tour of Facility
- Record of Previous Education & Training (CSC-010)
- Receipt of Enrollment Policies (CSC-005)
- Information Release Form (FERPA); and
- Application Fee (see Supplemental Catalog for current fee) or approved Fee Waiver²

¹ Degree must be in a program that fully matriculates into a bachelors level program

² Application fee waivers are available for those Active and Honorably Discharged Military Personnel, Spouse or child of Active or Honorably Discharged personnel or high school- issued waivers where applicable.

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. A background check may be run to help with the determination.

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 meeting Admissions Requirements and the potential of the applicant to succeed in the foodservice industry or benefit from the course of study.

Non-English and/or Foreign Diplomas

Prospective students applying to Auguste Escoffier School of Culinary Arts who possess a non-English and/or foreign high school diploma (or its equivalent) will be required to provide a certified English translation or pay the expense incurred by AESCA to have it translated and evaluated 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 a n a pproved f oreign c redential evaluation agency. Foreign credentials will be evaluated to ensure they are equivalent to a US high school diploma.

INTERNATIONAL STUDENTS

International applicants may apply for the 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. This must be done prior to the institution 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. All of the student's financial sponsors must provide evidence of financial support through bank statements or other verifiable proof. 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 <https://www.uscis.gov>

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;
- 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.

TUITION AND FEES

Please refer to the Supplemental Catalog.

BOOKS, UNIFORMS, TOOLS, FEES

Please refer to the Supplemental Catalog. At orientation, students will be issued their uniforms.

Subsequently, students will receive the appropriate books and supplies as they progress through their program. A list of current course materials and supplies is available upon request. Information regarding textbooks can be found in the Catalog Supplement, should students wish to purchase textbooks from a third party.



FINANCIAL AID INFORMATION

STUDENT FINANCIAL AID ASSISTANCE

How Federal Aid Is Disbursed

Federal aid is disbursed based on payment period and under the guidelines of the U.S. Department of Education. For additional information, see the Student Finance Office.

Financial Aid Resources

AESCA offers a variety of resources to assist students as well as information regarding outside agency resources. For a complete listing of current Scholarship & Grant Awards offered by AESCA, please visit the school's website or visit the Student Finance Office.

How To Apply for Federal Student Aid

Students who will be attending and plan to apply for financial aid should do the following:

- Interview with the Student Finance Office
- Become an enrolled student in one of the following programs:
 - Diploma in Culinary Arts Program (or)
 - Associate of Applied Science in Culinary Arts Program (or)
 - Diploma in Pastry Arts Program (or)
 - Associate of Applied Science in Pastry Arts
- Apply for a SFA ID at <https://studentaid.gov/>
- Complete the Free Application for Federal Student Assistance (FAFSA) at <https://studentaid.gov/>

Early application is always encouraged in order to allow for follow up and processing.

Verification Policy

Because students sometimes make errors on their application, there is a process for verifying applications and making corrections. The Central Processing System (CPS) selects which applications are to be verified, but schools also have the authority to verify students and information as determined by the Student Finance Department. Verification refers to the process of both collecting documentation from the student and/or parents to support the information reported on the Free Application for Federal Student Aid (FAFSA) and comparing the source documentation to the information as reported. To be in compliance with the federal law, the federal government requires verification and the school must collect the documentation specified. The Department of Education requires that schools verify a student's file under the following circumstances:

1. If the student's Institutional Student Information Record (ISIR) has an asterisk next to the Estimated Family Contribution (EFC).
2. If the Student Finance Office discovers conflicting information on the student's ISIR, or has reasons to believe that the information provided by the student is not correct.

In compliance with the federal regulations, Auguste Escoffier School of Culinary Arts will not disburse or deliver any federal subsidized funds until the required verification is complete. Collecting and submitting the necessary documentation in a timely manner is the responsibility of the student, though the Student Finance Office should assist and advise the student where necessary.

Verification is complete when the student has provided all requested information in order to determine eligibility. If verification reveals errors or inconsistencies, the student may have to make corrections or update their information on their Student Aid Report (SAR).

A student must either submit all required verification documentation within 10 days of the class start date or contact the Student Finance Office for an extension to the verification deadline. The final year-end deadline for verification documentation is the earlier of 120 days after the student's last date of attendance or September 1st following the close of the pertinent award year (June 30th).

COST OF ATTENDANCE (COA)

For federal student aid purposes, a student's total cost of attending a postsecondary institution for a specified period of time is established by law. The COA includes tuition and fees; room and board (or an allowance for housing and food); an allowance for books, supplies, transportation, loan fees, and dependent care (if applicable); disability related expenses, and some miscellaneous expenses as well.

Please refer to the school website (Net Price Calculator) or the Student Finance Office for the current COA.

It is very important to note that the average expenses are estimated based on local cost of living information for use in calculating financial aid eligibility. Individual expenses will vary based on your choice of lifestyle and living arrangements.

ENTRANCE AND EXIT STUDENT LOAN COUNSELING

Federal regulations require first-time student-loan borrowers to participate in Entrance Counseling in order to receive pertinent information regarding their loan as well as the Student Borrower Rights and Responsibilities.

Entrance Counseling is completed at <https://studentaid.gov/>. Direct loan funds will not be disbursed to the student account until they have completed the Entrance Counseling Requirement.

Exit Counseling

If the student is graduating or withdrawing from the school, they should schedule an appointment to meet with the Student Finance Office to complete his or her Exit Counseling. **Exit Counseling** is completed at <https://studentaid.gov/>. Exit counseling must be completed within 30 days of a student's last date of attendance.

The topics of discussion are:

- Review information from the Entrance Counseling Guide
- Provide an average anticipated monthly repayment amount
- Review repayment options
- This website is used to calculate the student's term and interest rate: <https://studentaid.gov/>
- Discuss debt management strategies
- Review forbearance, deferment, and cancellation options
- The student is given the availability of loan information on NSLDS by using the FSAID
- Students without internet may call 1-800-4-FED-AID
- The student is given the availability of the FSA Ombudsman's office at 1-877-557-2575
- Ensure that the borrowers understand their rights and responsibilities
- Students are required to submit any name change, address change to the Student Finance Office
- A detail listing of the student's outstanding loans will be provided upon his/her request

CANCELLATION POLICIES

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

INSTITUTIONAL REFUND POLICY

Refund calculations, as described in the following Refund Policy, are based on the total scheduled clock hours in the portion of the program in which the student has been enrolled.

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions, and school

holidays will not be counted as part of the scheduled class attendance.

2. The effective date of the termination for refund purposes will be the earliest of the following:
 - a. The last day of attendance, if the student is terminated by the school;
 - b. The date of receipt of written notice from the student; or
 - c. Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than \$100 in nonrefundable administrative fees for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.
5. 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 purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as 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.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the program.

7. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - a. An enrollee is not accepted by the school;
 - b. If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - c. If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

8. A student of the school or college who withdraws from the school or as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
 - a. if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
 - b. a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
 - c. the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
 - (2) demonstrated sufficient competency of the program material to receive credit for completing the program.

A copy of the student's Military Orders must be submitted to the Registrar to complete this process.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 45 days after the effective date of termination.

RETURN TO TITLE IV FUNDS (R2T4)

Title IV funds are awarded to students under the assumption that the student will attend school for the entire period. When a student withdraws, the student may no longer be eligible for the full amount of the financial aid funds awarded and a return calculation must be performed to determine the amount of "unearned aid" and how much, if any, of the funds need to be returned. All unearned aid is determined using the U.S.E.D. Return to Title IV calculation. Unearned funds will be returned to the appropriate programs.

If the student is required to return any grant aid (Federal Pell Grant), the student is considered to be in overpayment and thus ineligible for any additional federal aid until that amount is repaid, either to the school or to the U.S. Department of Education. Any student who owes an overpayment will be notified in writing by the school within thirty days of the date of determination of withdrawal.

FINANCIAL AID OFFICIAL, UNOFFICIAL, AND POST-WITHDRAWAL POLICY

A student receiving federal financial aid (Title IV funds) may have his/her financial aid adjusted based on his/her date of official or unofficial withdrawal. Title IV consists of Federal Pell Grants, Federal Supplemental Educational Grants, Federal Work-study, Federal Direct Student Loans and Federal Direct PLUS loans.

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 that the student is no longer in attendance in all of his/her classes.

An **unofficial withdrawal** is defined as a student who violates the attendance policy or is otherwise administratively withdrawn from the campus. Auguste Escoffier School of Culinary Arts will assume the student unofficially withdrew and will calculate Return to Title IV Funds accordingly. If it is determined that the unofficial withdrawal date is earlier than the 60 percent point of the payment period, the student may owe funds to the Title IV financial aid programs and/or the institution. For a student who withdraws without notifying the school, (unofficially

withdraws or drops out), the withdrawal date is the last date of attendance.

Students have 10 days from the date Auguste Escoffier School of Culinary Arts notifies them to clarify their enrollment status. Unless the student can provide acceptable documentation that shows the student was enrolled more than 60 percent of the payment period, the student will be responsible for returning the unearned funds. Students have 45 days from the date the institution notifies them in writing to make payment arrangements. The student is responsible for payment of any institutional charges and/or Title IV funds resulting from the R2T4 calculation.

Students should meet with the Student Finance Office for a Withdrawal Evaluation before making a decision to withdraw or stop attending classes.

An official or unofficial withdrawal will result in a "W" grade being recorded on the student's academic transcript for any current courses dropped after the add/drop period.

Consequences for Complete withdrawal and Financial Aid (REPAYMENT)

A student who officially withdraws earns aid based on the number of clock or credit hours he/she was scheduled to attend. Earned aid is calculated from the beginning of the payment period until the official withdrawal date, up to the 60% point in the payment period. After the 60% point, all aid is earned.

The Return to Title IV will be performed in accordance to federal regulations.

For unofficial withdrawals the Return to Title IV Funds (R2T4) calculation will be performed according to Federal regulations by using the payment period.

The student must contact the Student Finance Office within 45 days of receiving written notification of a repayment obligation. If the student does not contact the Student Finance Office with payment, the student will be turned over to the U.S. Government for collection and will remain ineligible for federal and state aid until the college receives notice that the student has re-established his/her eligibility.

It is the intent of the Student Finance Office to inform Federal Grant recipients who may withdraw from college to seriously consider the implications of this R2T4 policy. Students who are having difficulty in their classes should seek assistance through their instructors and/or Student Services. Auguste Escoffier School of Culinary Arts is committed to student success and to helping students stay in school and reach his/her educational goals.

The last date of attendance is used for calculating the percentage used in the formula for Return to Title IV funds.

The total number of days attended in the payment period up to the last date of attendance divided by the total number of days in the payment period. If the withdrawal date is after the 60-percent point of the payment period the student has earned 100 percent of the Title IV funds.



Post-Withdrawal Disbursement

If as a result of the Return to Title IV calculation it is determined that the student did not receive all eligible funds, the student may be due a Post-Withdrawal Disbursement. The school has 30 days from the date that they determined the student withdrew to notify the student of a post-withdrawal disbursement. The student must respond within 14 days from the date that Auguste Escoffier School of Culinary Arts sends the notification to be eligible to receive the post-withdrawal disbursement. If the student does not respond to Auguste Escoffier School of Culinary Art's notice, no portion of the post-withdrawal disbursement may be disbursed.

If the post-withdrawal disbursement includes loan funds, the school must get the student's permission before it can be disbursed. The student may choose to decline some or all of the loan funds so that they don't incur additional debt.

Federal aid funds are returned in the following order, both by the school and the student:

- Unsubsidized Federal Direct Loan
- Subsidized Federal Direct Loan
- Federal Direct PLUS Loan
- Federal Pell Grant
- Other Federal Aid Programs

The required return of funds under this policy is made to the Title IV aid programs within 45 calendar days of the date of determination of withdrawal or termination with or without a student's request. Students will receive a written notice of any federal funds returned by Auguste Escoffier School of Culinary Arts, and an invoice for any balance owed to the school. Title IV funds will be returned to the appropriate source with or without a student's request.

ACADEMIC & PROGRAM INFORMATION

ACADEMIC CALENDAR DEFINITIONS:

A “block” refers to a period of 6 weeks, depending on program version, that serves as an academic evaluation period for attendance and Satisfactory Academic Progress (SAP).

UNIT OF CREDIT

The quarter credit is the unit of credit used by Auguste Escoffier School of Culinary Arts. A quarter credit is equal to 10 hours of not less than 50 minutes per hour of lecture, 20 hours of lab, or 30 hours of externship hours.

TRANSFER OF COURSES

Students interested in transferring from their current program of study to another program of study at the institution are required to meet with the Registrar to complete the required paperwork. Students who have earned credit in other Auguste Escoffier School of Culinary Arts programs may, in some cases, transfer courses applicable to the new program as determined by the Registrar.

Students interested in transferring coursework from another institution must supply an official college transcript from the institution from which they are seeking credit. Transcripts will be reviewed by the AESCA Registrar regarding transferability of credit. Considerations include, but are not limited to, the transferred course(s) having the same or more clock hours/credit hours and the content covering the same competencies. Only coursework with a grade of “C” or better will be accepted. Acceptance of transfer credit is at the sole discretion of AESCA.

Auguste Escoffier School of Culinary Arts does not guarantee the transferability of its courses or 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.

ATTENDANCE REQUIREMENTS

Attendance is an extremely important part of the programs and mandatory at the Auguste Escoffier School of Culinary Arts. Students are expected to attend all classes and to be on time. Leaving class early is not permitted and will be recorded as time absent. The minimum attendance rate of 80% is required to graduate from any program. Eligibility for financial aid, federal and institutional, is also dependent on the student’s attendance rate. Students with excessive absences are strongly recommended to meet with the Student Finance Office for

review of continued financial aid eligibility.

If a student is unable to attend class, the student is required to contact their instructor to inform the instructor of their pending absence.

Attendance will be monitored daily and at the end of each block to ensure student compliance. A student whose attendance falls below 80% during a block will be placed on Attendance Probation during the subsequent block (the probationary block). If the student’s attendance does not improve to at least 80% by the end of the student’s probationary block, the student will be dismissed from the institution.

Students who are dismissed for attendance must sit out for a minimum of one evaluation period and then may reapply for admission for the next block. An exception will be made for those students dismissed for attendance who are enrolled in an externship course; they may apply for re-admission the next available block without sitting out for one evaluation period. Students dismissed for violation of the Attendance Policy who are readmitted will return with a status of Attendance Probation and their first block will be a probationary block.

ATTENDANCE POLICY

Per Texas Administrative Code, Title 40, Section 807.241-243, Auguste Escoffier School of Culinary Arts will terminate the enrollment of a student who accumulates the lesser of the following amounts of absences:

- A student who misses more than ten (10) consecutive days of class.
- Any student who misses more than 20% of the total block hours in any program while on Attendance Probation.
- Any student who misses more than 20% of their total program hours in any program.
- Any number of days if the student fails to return as scheduled from an approved LOA (Leave of Absence).

Tardiness

The Auguste Escoffier School of Culinary Arts expects students to be on time for all classes, activities, appointments and events. Attendance is recorded in increments of minutes (present or absent). Tardiness is defined as reporting for a class late or leaving early.

Attendance & Grade Dispute Policy

Students who wish to dispute grades or attendance records must do so within certain timeframes:

- Attendance errors – within two (2) school days from the date of the class in question
- Daily grades – within two (2) school days from the date of the class in question

- Quiz or test grades, including practical exams – within five (5) school days from the date the quiz or test was given
- Assignments – five (5) school days from the date an assignment was due
- Final grades – within seven (7) calendar days of the end of the block

Such disputes should be presented to the instructor, who will have sole discretion to adjust the grade and/or attendance record(s). Disputes made after the timeframes listed may not be honored, except in situations involving illness, injury, or other extenuating circumstance which caused additional time to pass.

If a student and their instructor cannot achieve agreement on disputed grades and/or attendance, such dispute should be brought forth to the Executive Chef for review. It is the responsibility of the student to take such action within the timeframes listed above. The Executive Chef will make the final determination in such cases.

INCOMPLETE (I) GRADE REQUEST AND PETITION PROCESS

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 at least a “C” (70%–79%) grade in order to apply for an Incomplete. Arrangements must be made to complete the make-up 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 cumulative course points received.

Under Texas Education Code § 132.061(f) a student who is obligated for the full tuition may request a grade of “incomplete” at the time of withdrawal if the student withdraws for an appropriate reason unrelated to the student's academic status. A student receiving a grade of incomplete (I) may be allowed to re-enroll in the program during the 12-month period following the date the student withdraws and complete those incomplete subjects without payment of additional tuition.

LEAVE OF ABSENCE

Any gap in training is always discouraged. Certain mitigating circumstances may arise which might necessitate a student's prolonged absence from school. Any student requesting an official Leave of Absence (LOA) must submit the request in writing to the Campus President and must

include the reason for the requested LOA, an effective date, anticipated return date, and student signature. The written request must be submitted in advance of the leave of absence unless extenuating circumstances prevent the student from requesting in advance. In the case where advance request is not possible, but an LOA is reasonable, the campus must secure the request from the student as soon as the circumstances allow. The Campus President considers leaves on a case-by-case basis. Failure to return as scheduled without written notification and approval will result in dismissal. A student may submit multiple Leave of Absence requests but the total time on leave of absence may not exceed 180 days in any 12-month period. Students who are on a LOA cannot receive federal funds until they return from their LOA.

Effects of a Leave of Absence

Students who contemplate requesting a Leave of Absence should consider the following factors that may affect their eligibility to graduate within the maximum program time frame:

1. Students returning from a Leave of Absence are not guaranteed that the course required to maintain the normal progression in their training program will be available at the time of requested reentry.
2. Depending on their program, students who go on leave during a course may have to wait to return from an LOA for the course to be offered and may need to return at the point where they left off.
3. Students may be required to repeat courses from which they elect to withdraw from, prior to receiving a final grade.
4. Financial aid and/or tuition cost may be affected.
5. Students who are on a Leave of Absence will not be eligible to receive federal funding.

MAKE-UP WORK POLICY

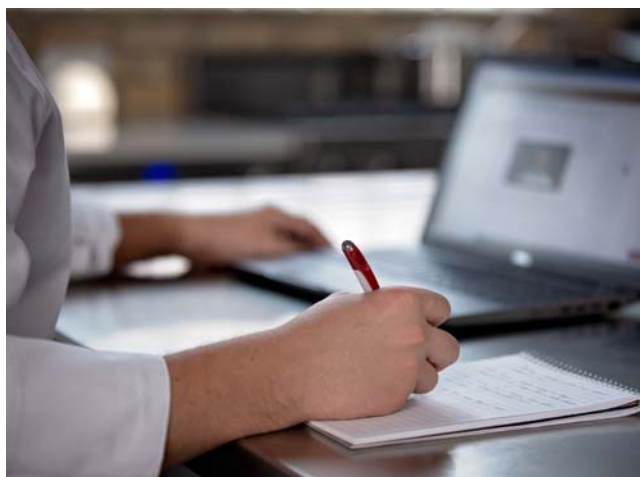
No more than 5% of the total clock hours for a program may be made up.

The highest letter grade that can be earned for any make-up work is a B, (80-89%) regardless of the circumstances and/or quality or quantity of the make-up work. Make-up work must be completed within 2 weeks from the end of a class. Any exception to this timeframe must be approved by the Campus President.

1. Make-up work/time shall be supervised by an approved instructor of Auguste Escoffier School of Culinary Arts and that instructor shall be approved for the particular subject being made-up.
2. Any make-up work resulting in additional on-campus instruction is at an additional expense to the student as

outlined in the Supplemental Catalog. Only one subject of coursework that is missed can be made up at one time.

3. For make-up work/time, the student will need to demonstrate the same level of knowledge or competence expected of a student who attended the scheduled class sessions.
4. The student must meet with the campus Executive Chef, Student Services, or Registrar for the “Make-up Form.” The form must be completed with date and time of the session(s), the duration, and the signature of the supervising instructor. The appropriate make-up fee must be paid to the business office prior to the time of the make-up lesson. Receipt will be required to permit the student to complete any make-up session.



Examination Make-up Policy

Make-up for written and practical exams is allowed only in the instance of injury, illness or family tragedy and documentation must be supplied to request a make-up of a practical or written exam. All such instances must be approved by the Executive Chef and scheduled directly with the instructor. The highest letter grade that can be earned for make-up practical or written examinations is a B, 80-89%.

STANDARD FOR SATISFACTORY ACADEMIC PROGRESS

Federal and state regulations require schools participating in state and federal financial aid programs to have a Standard of Satisfactory Academic Progress (SAP). The standard is applied to all students, regardless of financial aid status. Failure to maintain Satisfactory Academic Progress (SAP) may result in loss of any financial aid, and/or dismissal from the institution.

MEASUREMENT PERIODS

For all programs, Satisfactory Academic Progress will be reviewed by the administration at evaluation points of every

six weeks or at the end of the externship when longer than 6 weeks to correspond with the end of the academic block. The evaluation point will precede the end of the payment period.

Example: Payment Period 1 = 18 weeks

A student will have SAP evaluated twice (Week 6 and at Week 12) prior to the end of the payment period.

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 (GPA)** – In order to meet the qualitative standard for SAP, students must maintain a minimum cumulative GPA (CGPA) that corresponds to the specific point of the program noted in the tables which follow. 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, F, and I are not considered completed credits but are considered attempted credits for calculation of the rate of progress. Attempted courses include all credit hours in which a student is enrolled at the end of any add/drop period. Students who repeat a course for any reason should be aware that each time they enroll in a course it counts as an attempt, but only one attempt is considered completed. 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 Hours)** – A student may attempt a maximum of 150% of the total number of credit hours required for his/her program. A student who exceeds this maximum without successfully completing all coursework will be dismissed from school. Furthermore, a student whose progress to date will not enable him/her to graduate from the program within this maximum timeframe will be dismissed from school. Repeated courses will have an impact on the student's ability to complete their program within the required maximum time frame.

SAP Standards:

Diploma Programs: Culinary Arts and Pastry Arts		
Maximum Timeframe: 66 credits		
Credits Attempted	ROP	CGPA
0 – 11	67%	1.0
12 – max allowed credits	67%	2.0

Associate of Applied Science (AAS) Programs: Culinary Arts and Pastry Arts		
Maximum Timeframe: 135 credits		
Credits Attempted	ROP	CGPA
0 – 20	67%	1.0
21 – 40	67%	1.5
41 – max allowed credits	67%	2.0

FAILURE TO MEET SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS PROCESS

At the end of an evaluation point, Auguste Escoffier School of Culinary Arts will place a student making unsatisfactory academic progress in a program on Academic Probation and FA Warning for the next progress evaluation period. A student placed on Academic Probation and FA Warning will be advised and the date the action was taken and terms of the warning will be clearly indicated on the appropriate permanent records. When placed on Academic Probation and FA Warning, a student must improve his/her academic performance so as to be removed from these violation statuses by the next evaluation point. A student who fails to be removed from Academic Probation and FA Warning by the next evaluation point will be dismissed from the school.

ACADEMIC PROBATION, APPEALS, AND FINANCIAL AID CONSIDERATIONS

If a student is dismissed from school for failing to make overall Satisfactory Academic Progress (SAP) but has a block GPA over 2.0, they may appeal the decision by submitting an Appeal Letter to the Academic Review Committee. The appeal must describe the extenuating circumstances that caused the student to be unable to make Satisfactory Academic Progress and must be accompanied by documentation of the circumstances. Such circumstances are limited to the death of a close relative, illness, injury, or other special circumstances. The appeal must also describe what will change in the student's situation and explain how the student will be able to make Satisfactory Academic Progress if allowed to continue in the program. The appeal must be submitted within five (5) calendar days of receiving notification of the SAP violation.

The Academic Review Committee will act upon the student's appeal within five (5) school days of the filing of the appeal. Students are encouraged to continue attending class(es) until the appeal decision has been rendered. If the appeal is successful, the student will remain on Academic Probation and be placed on FA Probation and will be required to agree to and sign an academic improvement

plan—a plan that states specific steps to be taken that will enable the student to to regain SAP by the next evaluation point, if possible.

If a student whose dismissal appeal was successful fails to earn the GPA necessary to regain SAP at the next progress evaluation point or if a student's dismissal appeal was not successful, he or she will be dismissed and must sit out for a minimum of one progress evaluation block prior to being eligible to apply for reentry. If a student fails to meet the Rate of Progress standards for SAP but has met the requirements of the academic improvement plan by earning the required GPA, the student will be removed from Academic Probation but will continue on FA Probation for an additional evaluation period (block). The student must agree to and sign an academic improvement plan to ensure the student will be able to meet Satisfactory Academic Progress by the next evaluation point.

A student may continue to receive financial aid assistance while on FA Warning and may continue to receive financial aid assistance while on FA Probation as long as the appeal and/or academic plan requirements have been met. A student cannot continue to receive financial aid assistance in a program if the Maximum Timeframe has been exceeded.

This standard assesses academic progress for all courses, regardless of whether financial aid was received for all classes taken.

OTHER CONSIDERATIONS

Courses transferred in from another institution, in accordance with the transfer policy at the Auguste Escoffier School of Culinary Arts, will count towards the quantitative calculation of Satisfactory Academic Progress (SAP). Such transferred-in courses will count as credits attempted and earned. No grade(s) will be factored into the cumulative grade point average for transferred courses.

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

- The student is otherwise making Satisfactory Academic Progress, which may include being on Academic Probation while following an approved academic plan.
- The time needed to make up and complete the coursework is within the program's maximum timeframe for completion.

RE-ADMITTANCE

Satisfactory Academic Progress Dismissal: Under Title 40, Texas Administrative Code, Section 807.221- 224, students terminated for failure to meet the GPA requirements for Satisfactory Academic Progress cannot be readmitted until a minimum of one evaluation period has passed. A student

who is dismissed for failing to meet the SAP standards will be required to make a successful appeal to the institution prior to being granted re-admittance. The appeal must contain all of the information specified in the Academic Probation, Appeals, and Financial Aid Considerations section of the catalog. In addition, if a previous appeal was denied, the student must indicate what has changed since the last appeal attempt. A student will only be allowed to appeal the return to a program if the maximum timeframe has not been breached unless there are extenuating circumstances as approved by the Campus President.

Students dismissed for failing to make SAP who are seeking readmittance to the institution for a program different from the one from which the student was dismissed, must first appeal to return to the program from which the student was dismissed. Only upon a successful appeal can the student then transfer to a different program.

Upon readmittance to the institution after a successful SAP dismissal appeal, a student will be placed on Academic Probation for the first block and must follow an academic plan developed by the institution. Such an academic plan, if followed, will ensure that the student is able to meet the institution's Satisfactory Academic Progress standards by a specific point in time.

Attendance Violation: Similarly, a student administratively withdrawn for attendance policy violation may re-enter after a minimum of one block has passed. This does not circumvent the approved refund policy and/or the 150% rule and/or the minimum program attendance requirements of 80%. Upon readmittance, students may be subject to either/both Academic Probation or Attendance Probation, dependent upon their standing at exit from the institution, but are eligible for financial aid if they meet any requirements.

General: A student who withdraws from the school may apply for re-admittance to the program. Readmitted students are subject to a probationary period of one block. A student on such a probationary period is eligible for financial aid. At the end of this probationary period, a Progress Review Committee appointed by the Campus President will decide whether to allow the student to continue on a full-time basis.

FAILURES AND COURSE REPEAT POLICY

No student is permitted to graduate from the Auguste Escoffier School of Culinary Arts with a cumulative GPA less than 2.0. In addition, all courses must be passed with a grade of "D" or better. A student must repeat any course in which he/she has earned an "F." A student must maintain the 80% attendance rate during the retaken course. The student will be responsible to pay for costs associated with the course, not to exceed the credit per hour rate. More information on

the fees associated with retaking a course can be found in the Catalog Supplement.

When a student repeats a course, the grade for each attempted course will appear on the student's transcript, with the lowest grade for repeated courses marked with double asterisks. However, only the highest grade earned for a completed course is factored into the SAP qualitative standard (CGPA). Note that the original and all repeated courses will be counted as attempted credits for SAP quantitative (ROP) and timeframe standards.

GRADING SYSTEM

Students in all programs are observed and graded based on their skill demonstration in the kitchen, classroom, menu presentation, uniform and professional demeanor, by the amount and quality of participation, homework assignments, and through a series of written tests and practical exams to cover material from both classroom and kitchen material and information.

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
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

Students will receive a grade for each course. Students' grades are typically made available within 48 hours of the completion of each course. 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 by the end of the first week will have the course removed from their transcript. Students should be aware that attendance will be removed for any course completely removed from the transcript. Students who are withdrawn from their courses after the end of the first week will receive a "W" on their transcripts.

Grade reports and transcripts are available to students through the Office of the Registrar. A student's cumulative grade point average is calculated as follows: earned quality points are calculated for each course by multiplying the quality point value for the grade received for the course times the credit hour value of the course. The cumulative grade point average is calculated by dividing the total earned

quality points by the credit hours completed. The preceding grade scale chart describes how each grade impacts a student's cumulative grade point average.

TRANSCRIPT REQUESTS

Academic Transcripts are fulfilled through Parchment, a leading company in secure transcript fulfillment. Please refer to the current catalog addendum for current fees associated with requesting an academic transcript. Transcripts requests through Parchment will be processed within one business day.

To request an official transcript, please source the Parchment link in your student portal or contact the Registrar's Office. AESCA does not hold transcripts or credential documents due to a student's debt owed to the school.

EXTERNSHIPS

In keeping with the Auguste Escoffier School of Culinary Arts philosophy to provide practical culinary experience, the school requires an externship for all its programs. An externship is a training program that is part of the course of study and is taken in a commercial foodservice business as approved by the Auguste Escoffier School of Culinary Arts. As defined by Title 40 of the Texas Administrative Code, an externship is a "Practical, program-related, off-campus training under direct or indirect instructor supervision, with an outline of experiences and competencies." Pay rate and scale are determined by the place of employment.

Students are required to submit an Externship Agreement to the Career Services Office. The Externship Agreement is a contract between the externship employer and student. The Externship Agreement should be submitted by the student prior to the student starting the externship course. However, it must be received no later than with the first set of recorded hours. Copies of the Externship Agreement are available from the Career Services Office, Registrar or on the AESCA Online Campus.

Externship hours are compiled weekly. If timesheets are not received after two weeks, a student may be withdrawn from the program for lack of attendance.

A student must complete all required externship hours and requirements to receive his/her diploma.

UNIFORMS

Uniforms must be cleaned, pressed, and in good condition at all times. A complete uniform includes a school issued student chef coat, school issued pants, cap, apron, and pocket thermometer. Required black non-permeable, non-skid shoes, Sharpie marker, small note pad, and side towels must be purchased separately by the student. Students must have good personal hygiene, including short, well-kept fingernails, may not wear nail polish or cologne/perfume, and may not wear piercings/gauges or jewelry (except one plain wedding band). Facial hair must be kept to ¼" maximum at all times or a beard net must be worn in the kitchens. Hair should be neatly restrained within the cap or in a tight bun above the collar. No deviations are allowed.

GRADUATION REQUIREMENTS

To graduate, students must successfully complete all program credit hours, complete all program-required industry externship hours, attend a minimum of 80% of the scheduled clock hours in program, and hold at least a 2.0 GPA. The graduation requirements for each individual program are listed in the Program Descriptions in the following pages.

DIPLOMA OF COMPLETION

Students who complete all program requirements and meet all financial obligations will receive a diploma signifying the graduation from the degree or diploma program.



PROGRAMS AND COURSE DESCRIPTIONS

The Auguste Escoffier School of Culinary Arts offers the following academic programs:

- **Diploma in Culinary Arts**—30 weeks, 44 credits, 760 clock hours
- **Associate of Applied Science Degree in Culinary Arts**—60 weeks, 90 credits, 1340 clock hours
- **Diploma in Pastry Arts**—30 weeks, 44 credits, 760 clock hours
- **Associate of Applied Science Degree in Pastry Arts**—60 weeks, 90 credits, 1340 clock hours

The objective of each program is to produce competent professionals for employment as entry-level cooks, entry-level chefs, entry-level pastry cooks, entry-level pastry chefs, caterers, and/or foodservice managers. Each program combines lectures, demonstrations, cooking, and evaluation for an integrated approach to mastering the fundamentals that are essential to the modern chef and foodservice manager. The focus of instruction is cooking techniques along with the menu and the associated food costs. These are all crucial elements of a successful restaurant or catering operation. Each day's production reflects and emphasizes the current block of study. This process is repeated and practiced throughout the year to reinforce learning and give theory a practical application.

Two main concepts differentiate the Auguste Escoffier School of Culinary Arts from other cooking schools. First, the block curriculum allows students to enter programs on a rolling basis. At the Auguste Escoffier School of Culinary Arts, classroom exercises are repeated daily in the kitchen. Business operations are taught in conjunction with cooking skills. With this sort of educational and training experience, we try very hard to mirror the real world of the foodservice industry.

Second, students prepare beautiful and flavorful dishes that the instructors evaluate. They then are able to emphasize key points of the presentation, lesson and recipe. The food

is a tangible result of the day's work and it provides physical and mental satisfaction.

DIPLOMA IN CULINARY ARTS

The 30-week Culinary Arts Diploma Program 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 6 six-week modules. 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 at least 80% of the 760 scheduled hours,
- Completion of 180 hours of industry externship, and
- Achieve an overall grade point average of 2.0.

CULINARY DIPLOMA TEXTBOOKS

A detailed listing of textbooks required for the Culinary Arts Diploma Program may be obtained from the Online Campus portal, catalog addendum, or from an Admissions Representative during the enrollment process.

Students electing to purchase textbooks at an additional cost from the institution will sign a separate textbook purchase agreement prior to matriculating into the program.

COURSE NUMBER — COURSE DESCRIPTION	CLASSROOM CLOCK HOURS (LECTURE)	KITCHEN CLOCK HOURS (LAB)	EXTERNSHIP CLOCK HOURS	TOTAL CLOCK HOURS	QUARTER CREDIT HOURS
CU101 – Culinary Foundations	75	70	0	145	11
CU201 – Culinary Arts	45	100	0	145	9
CU301 – Regional Cuisines	45	100	0	145	9
CU501 – Farm to Table® Experience	35	110	0	145	9
CU601 – Culinary Industry Externship I	0	0	180	180	6
PROGRAM TOTALS	200	380	180	760	44

Note: Courses may be sequenced in an order different than the listing above. Sequencing is dependent upon prerequisites.

ASSOCIATE OF APPLIED SCIENCE DEGREE IN CULINARY ARTS

The 60-week Associate of Applied Science Degree (AAS) in Culinary Arts 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 AAS 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, Executive Chef). The jobs mentioned are examples of certain potential jobs, not a representation that these outcomes are more probable than others. The AECSA does not guarantee employment or salary.

The competencies mastered in this program deliver a comprehensive knowledge of foodservice preparation, operations, and management. Students study the culinary basics and advance to study foods and ingredients from

around the world. 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.

Culinary theory courses address specific subjects that professionals in the hospitality and foodservice industry need to succeed to their highest possible professional level such as restaurant operations and entrepreneurship courses. General education courses in technical writing, nutrition, mathematics, communication and history have an industry focus. The program ends with a required industry externship that allows students to gain functional knowledge by working in an approved food service establishment.

The program is made up of 10 six-week terms. Classes are held Monday – Friday.

Students will receive an Associate of Applied Science in Culinary Arts when the following have been met:

- Completion of 90 quarter credit hours,
- Completion of at least 80% of the 1340 scheduled hours,
- Completion of 360 hours of industry externship, and
- Achieve an overall grade point average of 2.0.

COURSE NUMBER – COURSE DESCRIPTION	CLASSROOM CLOCK HOURS (LECTURE)	KITCHEN CLOCK HOURS (LAB)	EXTERNSHIP CLOCK HOURS	TOTAL CLOCK HOURS	QUARTER CREDIT HOURS
CE135 – Restaurant Operations	100	0	0	100	10
CE160 – Culinary Entrepreneurship	50	0	0	50	5
CU101 – Culinary Foundations	75	70	0	145	11
CU201 – Culinary Arts	45	100	0	145	9
CU301 – Regional Cuisines	45	100	0	145	9
CU501 – Farm to Table® Experience	35	110	0	145	9
CU601 – Culinary Industry Externship I	0	0	180	180	6
CU701 – Culinary Industry Externship II	0	0	180	180	6
GE111 – Professional Communications*	50	0	0	50	5
GE121 – Technical Writing*	50	0	0	50	5
GE141 – World History & Culture*	50	0	0	50	5
GE150 – The Science of Nutrition*	50	0	0	50	5
MA130 – College Algebra*	50	0	0	50	5
PROGRAM TOTALS	600	380	360	1340	90

* Applied or General education courses

COURSE DESCRIPTIONS – CULINARY ARTS PROGRAMS

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

CE135 – RESTAURANT OPERATIONS

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

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.

Classroom (Lecture) Hours: 100;

Kitchen (Lab) Hours: 0;

Total Contact Hours: 100;

Total Quarter Credit Hours: 10

Prerequisite: none

CE160 – CULINARY ENTREPRENEURSHIP

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.

Classroom (Lecture) Hours: 50;

Kitchen (Lab) Hours: 0;

Total Contact Hours: 50;

Total Quarter Credit Hours: 5

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. The State Food Safety exam is administered as part of this course.

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

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.

Classroom (Lecture) Hours: 75;

Kitchen (Lab) Hours: 70;

Total Contact Hours: 145;

Total Quarter Credit Hours: 11

Prerequisite: None

CU201 - CULINARY ARTS

In the Culinary Arts 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.

Classroom (Lecture) Hours: 45;

Kitchen (Lab) Hours: 100;

Total Contact Hours: 145;

Total Quarter Credit Hours: 9

Prerequisite: CU101

CU301 – REGIONAL CUISINES

In this course, students will explore the history and culture underlying other gastronomic areas of the globe. Students will replicate some of the classic dishes from East, South, and Southeast Asia. Students will also practice preparing Middle Eastern as well as some North African recipes. This course also includes foods of the Americas including current food trends and the culinary and cultural influences of Central America and the Caribbean.

Classroom (Lecture) Hours: 45;

Kitchen (Lab) Hours: 100;

Total Contact Hours: 145;

Total Quarter Credit Hours: 9

Prerequisite: CU101

CU501 – FARM TO TABLE® EXPERIENCE

The Farm To Table® Experience 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. The students, 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.

Classroom (Lecture) Hours: 35;

Kitchen (Lab) Hours: 110;

Total Contact Hours: 145;

Total Quarter Credit Hours: 9

Prerequisite: CU101

CU601 – 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.

Classroom (Lecture) Hours: 0;

Externship Hours: 171;

Total Contact Hours: 180;

Total Quarter Credit Hours: 6

Prerequisite: CU101 and a CGPA of 2.0 or higher unless permission is granted by the Executive Chef.

CU701 – 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.

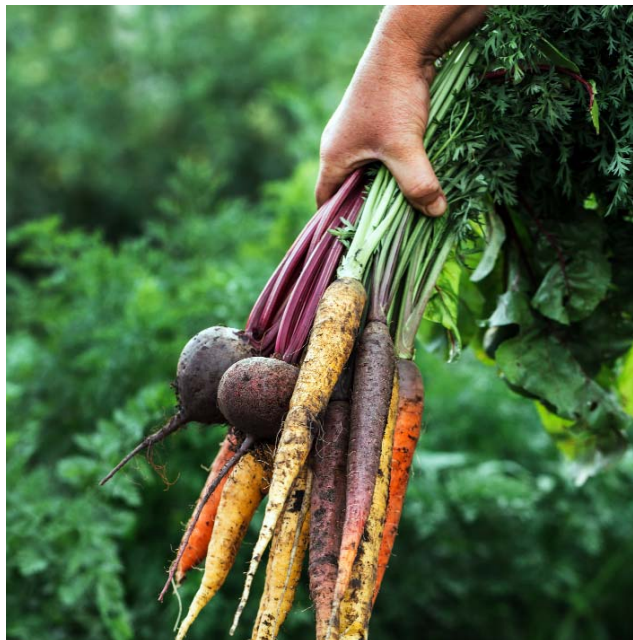
Lecture Hours: 0;

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.



*GE111 – 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.

Classroom (Lecture) Hours: 50;

Kitchen (Lab) Hours: 0;

Total Contact Hours: 50;

Total Quarter Credit Hours: 5

Prerequisite: none

***GE121 – TECHNICAL WRITING**

Technical Writing 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;

Kitchen (Lab) Hours: 0;

Total Contact Hours: 50;

Total Quarter Credit Hours: 5

Prerequisite: none

***GE141 – WORLD HISTORY & CULTURE**

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;

Kitchen (Lab) Hours: 0;

Total Contact 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;

Kitchen (Lab) Hours: 0;

Total Contact Hours: 50;

Total Quarter Credit Hours: 5

Prerequisite: none

***MA130 – COLLEGE ALGEBRA**

MA130 is an intermediate-level course in algebra. This course includes topics in equations and inequalities, graphing lines and circles, functions and their graphs, polynomial and rational functions, and exponential and logarithmic functions.

Classroom (Lecture) Hours: 50;

Kitchen (Lab) Hours: 0;

Total Contact Hours: 50;

Total Quarter Credit Hours: 5

Prerequisite: none

CULINARY AAS DEGREE TEXTBOOKS

A detailed listing of textbooks required for the Associate of Applied Science in Culinary Arts Program may be obtained from the Online Campus portal, the catalog addendum, or from an Admissions Representative during the enrollment process. Students electing to purchase textbooks at an additional cost from the institution will sign a separate textbook purchase agreement prior to matriculating into the program. Coursepacks will be accessible in the Online Campus for individual scheduled courses.



DIPLOMA IN PASTRY ARTS

The 30-week Pastry Arts Diploma Program is designed to produce competent professionals for potential employment in hotels, restaurant, bakeries, or country clubs in entry-level positions such as bakers, pastry assistants or assistant pastry chefs.

The curriculum combines lectures, demonstrations, baking, and evaluation for an integrated approach to the pastry arts. Students will be introduced to: 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).

Skill development also includes producing charlottes, Bavarians, custards, mousses, soufflés, meringues, frozen

desserts, light desserts, holiday classics, chocolate decorations, sugar work, sauces and fillings and wedding cakes.

The program is made up of five six-week blocks. Classes are held 5 hours per day, Monday – Friday.

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

- Completion of the required 44 quarter credit hours,
- Completion of at least 80% of the 760 scheduled hours
- Completion of 180 hours of industry externship, and
- Achieve a minimum CGPA of 2.0.

PASTRY DIPLOMA TEXTBOOKS

A detailed listing of textbooks required for the Pastry Arts Diploma Program may be obtained from the Online Campus portal, the catalog addendum, or from an Admissions Representative during the enrollment process. Students electing to purchase textbooks at an additional cost from the institution will sign a separate textbook purchase agreement prior to matriculating into the program.



COURSE NUMBER – COURSE DESCRIPTION	CLASSROOM CLOCK HOURS (LECTURE)	KITCHEN CLOCK HOURS (LAB)	EXTERNSHIP CLOCK HOURS	TOTAL CLOCK HOURS	QUARTER CREDIT HOURS
PA101 – Fundamentals of Baking and Pastry	75	70	0	145	11
PA201 – Patisserie	45	100	0	145	9
PA301 – Confiserie and Artisan Baking	45	100	0	145	9
PA401 – Global and Contemporary Cuisine	45	100	0	145	9
PA601 – Industry Externship for Pastry Arts	0	0	180	180	6
PROGRAM TOTALS	210	370	180	760	44

Note: Courses may be sequenced in an order different than the listing above. Sequencing is dependent upon prerequisites.

ASSOCIATE OF APPLIED SCIENCE DEGREE IN PASTRY ARTS

The 60-week Associate of Applied Science Degree (AAS) in Pastry Arts was developed to provide the practical, as well as theoretical foundations essential for success in the foodservice and hospitality industry. Students who earn the AAS degree credential are prepared to enter the industry with a solid foundation in Pastry Arts and prepared to apply for entry-level jobs as a baker, pastry assistant or assistant pastry chef in hotels, restaurant, bakeries, country clubs, and other related foodservice establishments. The jobs mentioned are examples of certain potential jobs, not a representation that these outcomes are more probable than others. AECSA does not guarantee employment or salary.

The curriculum combines lectures, demonstrations, baking, and evaluation for an integrated approach to the pastry arts. Topics include basics in sanitation, baking science, and nutrition in addition to production in dough, breads, cookies, pies, cakes, and other specialty desserts. Students in the degree program take a course in culinary techniques designed to broaden their skillset and provide cross-industry training noted by employers to be beneficial.

Additional courses include technical writing for the hospitality industry, nutrition, math & accounting. In addition, communication, entrepreneurship and history

from the culinary perspective are addressed. These theory courses cover subjects that professionals in the hospitality and foodservice industry need to succeed to their highest possible professional level. Students are required to complete 12 weeks of industry externship in order to gain functional knowledge by working in an approved food service establishment.

Students will receive an Associate of Applied Science in Pastry Arts when the following have been met:

- Completion of 90 quarter credit hours,
- Completion of at least 80% of the 1340 scheduled hours,
- Completion of 360 hours of industry externship, and
- Achieve an overall grade point average of 2.0.



COURSE NUMBER — COURSE DESCRIPTION	CLASSROOM CLOCK HOURS (LECTURE)	KITCHEN CLOCK HOURS (LAB)	EXTERNSHIP CLOCK HOURS	TOTAL CLOCK HOURS	QUARTER CREDIT HOURS
CE135 – Restaurant Operations	100	0	0	100	10
CE160 – Culinary Entrepreneurship	50	0	0	50	5
GE111 – Professional Communications*	50	0	0	50	5
GE121 – Technical Writing*	50	0	0	50	5
GE141 – World History & Culture*	50	0	0	50	5
GE150 – The Science of Nutrition*	50	0	0	50	5
MA130 – College Algebra*	50	0	0	50	5
PA101 – Fundamentals of Baking and Pastry	75	70	0	145	11
PA201 – Patisserie	45	100	0	145	9
PA301 – Confiserie and Artisan Baking	45	100	0	145	9
PA401 – Global and Contemporary Cuisine	45	100	0	145	9
PA601 – Industry Externship I	0	0	180	180	6
PA701 – Industry Externship II	0	0	180	180	6
PROGRAM TOTALS	610	370	360	1340	90

* Applied or General education courses

Note: Courses may be sequenced in an order different than the listing above. Sequencing is dependent upon prerequisites.

COURSE DESCRIPTIONS – PASTRY ARTS PROGRAMS

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

CE135 – RESTAURANT OPERATIONS

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

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.

Classroom (Lecture) Hours: 100;

Kitchen (Lab) Hours: 0;

Total Contact Hours: 100;

Total Quarter Credit Hours: 10

Prerequisite: none

CE160 – CULINARY ENTREPRENEURSHIP

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.

Classroom (Lecture) Hours: 50;

Kitchen (Lab) Hours: 0;

Total Contact Hours: 50;

Total Quarter Credit Hours: 5

Prerequisite: none

*GE111 – PROFESSIONAL COMMUNICATIONS

The 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.

Classroom (Lecture) Hours: 50;

Kitchen (Lab) Hours: 0;

Total Contact Hours: 50;

Total Quarter Credit Hours: 5

Prerequisite: none



*GE121 – TECHNICAL WRITING

Technical Writing 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;

Kitchen (Lab) Hours: 0;

Total Contact Hours: 50;

Total Quarter Credit Hours: 5

Prerequisite: none

***GE141 – WORLD HISTORY & CULTURE**

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;

Kitchen (Lab) Hours: 0;

Total Contact 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;

Kitchen (Lab) Hours: 0;

Total Contact Hours: 50;

Total Quarter Credit Hours: 5

Prerequisite: none

***MA130 – COLLEGE ALGEBRA**

MA130 is an intermediate-level course in algebra. This course includes topics in equations and inequalities, graphing lines and circles, functions and their graphs, polynomial and rational functions, and exponential and logarithmic functions.

Classroom (Lecture) Hours: 50;

Kitchen (Lab) Hours: 0;

Total Contact 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 is explored.

Additionally, this course reviews mathematical fundamentals such as multiplication, division, fractions, ratios, baker's percentage, temperatures, and other mathematical factors related to the baking industry. Students will learn costs and projections as illustrated through yield tests and recipe pre-costs. The course includes baking and pastry mixing methods and ingredient identification. The framework to understand the principles of the following cooking and baking techniques are taught: classic pastry doughs, pate a choux, fried doughs, pies and tarts, baked custards and stove top custards, quick breads, scones, muffins, cookies, brownies and bars, as well as dessert sauces. Basic knife skills are also covered.

Classroom (Lecture) Hours: 75;

Kitchen (Lab) Hours: 70;

Total Contact Hours: 145;

Total Quarter Credit Hours: 11

Prerequisite: none



PA201 PATISSERIE

The Patisserie 6-week class begins with learning the classic meringue techniques that lead into the creation of European buttercreams. Students will learn classic mixing methods and piping skills. Specialty dessert cakes and decorated special occasion cakes are a major focus of this course work concentrating on factors related to the baking industry. Frozen desserts and plating are focused in this course. The course includes hand modeling techniques using rolled fondant, gum paste, marzipan, and modeling chocolate. The framework to understand the principles and techniques in the construction of putting together a wedding cake are also covered. Pastry and baking production timelines are examined in this course. Finally, students are introduced to sugar cookery and fresh fruit dessert items. This course provides instruction, examples, and guidance in the following areas: decorating classic European cakes, rolled fondant designed cakes, hand iced specialty cakes, ice cream and sorbet, candied fruit, gum paste flowers, marzipan and modeling chocolate.

Classroom (Lecture) Hours: 45;

Kitchen (Lab) Hours: 100;

Total Contact Hours: 145;

Total Quarter Credit Hours: 9

Prerequisite: none

PA301 CONFISERIE AND ARTISAN BAKING

The Artisan Bread 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.

Classroom (Lecture) Hours: 45;

Kitchen (Lab) Hours: 100;

Total Contact Hours: 145;

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.

Classroom (Lecture) Hours: 45;

Kitchen (Lab) Hours: 100;

Total Contact Hours: 145;

Total Quarter Credit Hours: 9

Prerequisite: none



PA601 – INDUSTRY EXTERNSHIP I

Students gain relevant experience by working in an approved foodservice establishment. Students are required to satisfy 180 working hours and complete other required assignments to fulfill their externship commitment as part of their graduation requirements.

180 Externship hours;

Total Quarter Credit Hours: 6

Prerequisite: PA101 and a CGPA of 2.0 or higher unless permission is granted by the Executive Chef.

PA701 – INDUSTRY EXTERNSHIP II

Students gain relevant experience by working in an approved foodservice establishment. Students are required to satisfy 180 working hours and complete other required assignments to fulfill their externship commitment as part of their graduation requirements.

180 Externship hours;

Total Quarter Credit Hours: 6

Prerequisite: PA601 and a CGPA of 2.0 or higher unless permission is granted by the Executive Chef.

PASTRY AAS DEGREE TEXTBOOKS

A detailed listing of textbooks required for the Associate of Applied Science in Pastry Arts Program may be obtained from the Online Campus portal, the catalog addendum, or from an Admissions Representative during the enrollment process. Students electing to purchase textbooks at an additional cost from the institution will sign a separate textbook purchase agreement prior to matriculating into the program. Coursepacks will be accessible in the Online Campus for individual scheduled courses.





GENERAL INFORMATION

GRIEVANCE POLICY

Full consideration will be given to complaints and grievances which are submitted by students concerning any aspect of the Auguste Escoffier School of Culinary Arts. The complaint/grievance procedure is intended to provide a formal means for resolution of complaints.

Any complaint/grievance must follow the procedure outlined below. A student must initiate the formal complaint process no more than 10 days from the date and time of the alleged event. Any grievance filed over 10 days past the event will not be considered.

Complaints should be voiced first to the instructor if applicable, then to the Executive Chef. If a grievance is not satisfied, the student may appeal in writing to the Campus President.

Below are procedures for specific issues.

If a student has a concern regarding an instructor, he or she should detail the issue in writing for consideration by the Campus Executive Chef.

This same procedure would apply regarding:

- School supplies
- Program or Career Services procedures
- School representatives refund policy

If any of these matters still remain unresolved, the student may discuss the issue with the Campus President for further consideration. For any unresolved issues, students may file a written complaint to the Texas Workforce Commission Career Schools and Colleges, 101 East 15th Street, Room 226T, Austin, TX 78778-0001, the Texas Higher Education Coordinating Board, Office of General Counsel, P.O. Box 12788, Austin, Texas 78711-2788 or the Council on Occupational Education, 7840 Roswell Rd, Building 300, Suite 325 Atlanta, GA 30350. The telephone number to reach the Texas Workforce Commission Career Schools and Colleges is (512) 936-3100. The telephone number to reach the Council on Occupational Education is (800) 917-2081.

Information for Degree Seeking Students (AAS Program):

In accordance with the rules established by the Texas Higher Education Coordinating Board (THECB), Auguste Escoffier School of Culinary Arts is required to provide degree seeking students with information regarding filing a student complaint with the THECB. In most cases, student concerns can be addressed and resolved by following the established grievance policy outlined in this catalog. If after exhausting the institutional grievance process, a mutually satisfactory resolution cannot be determined, then students may initiate a complaint with THECB.

Information about the rules governing student complaints – Title 19 of the Texas Administrative Code, Rules 1.110-1.120 can be found at:
[http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=1&sch=E&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=1&sch=E&rl=Y)

Information about the complaint procedure and forms for filing a complaint can be found at:
www.theccb.state.tx.us/studentcomplaints

DISMISSAL DUE TO POLICY INFRACTIONS

A student will be subject to disciplinary action and may be dismissed due to school policy and conduct infractions.

Repeated failure to abide by the rules of conduct is grounds for dismissal. Students are subject to immediate dismissal for intentional damage to school property, cheating, verbal or physical abuse, theft, endangering others through disregard or neglect of safety rules, and possessing or using drugs and alcohol. Firearms are not permitted on school property.

Students may be dismissed for failure to:

- meet attendance policies
- meet the minimum standards for academic progress
- meet the minimum conduct standards of the school
- fulfill their financial obligations according to their agreement with the school

If a student is dismissed, he or she may petition the school for re-entry to the next available class start, according to the re-admittance policies.



RULES OF CONDUCT

Students are expected to:

- Maintain a professional demeanor and an orderly, clean uniform at all times.
- Report for class fit for duty and come to school free from alcohol and drugs.
- Attend all classes punctually and adhere to attendance rules.
- Prepare daily for class and lab exercises.
- Spend a minimum of 1 hour of outside classroom preparation/study time for every 3.5 hours of class time.
- Follow directions of instructors and staff.
- Be respectful to other students, faculty and staff.
- Treat the facility, equipment, and tools with care and respect.
- Keep track of their own make-up and externship hours, fill out the required forms and submit on time to appropriate school officials.

Cheating and/or plagiarism, including falsification of externship documents, may result in immediate dismissal from the Auguste Escoffier School of Culinary Arts.

Weapons of any type are prohibited on campus at any time.

CAMPUS SECURITY POLICY

Security and Access to the Auguste Escoffier School of Culinary Arts Facility

While it is the responsibility of Auguste Escoffier School of Culinary Arts to provide a safe and secure atmosphere for its students to pursue career training, common sense, and a few precautions on the part of students, is advised.

The parking area has adequate lighting in the evening. All doors where class instruction is taught are to remain open during the hours of 6:00 a.m. – 11:00 p.m. The administrative office has limited access after 6:00 p.m. Monday – Friday.

Visitors should enter and sign-in at the administrative offices entrance.

Reporting Crimes and Other Emergencies

In the instance of a crime or emergency at the School, students, faculty and staff are instructed to inform the Campus President, a Campus Security Authority, or their instructor immediately. Faculty and staff must report crime and emergency situations to the Campus President to ensure proper record keeping and follow up for each incident. Incident Report Forms should be completed and filed within 48 hours. The Campus President will maintain a log of all reported crimes occurring on campus, and the log is available for review by interested parties within 48-hour notice. However,

information from the log may be withheld if release would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to evade detection, or result in the destruction of evidence.



Important Phone Numbers

- | | |
|----------------------------|------------------|
| • Austin Police Department | 512-454-8860 |
| • Campus Emergency | 512-451-5743 |
| • Campus President | 512-451-5743 |
| • AESCA Emergency | (Off Campus) 911 |

Safety Suggestions and Reporting Procedures

A truly safe campus can only be achieved through the cooperation of all persons. Therefore, members of the School community are asked to accept responsibility for their own personal safety and security by taking simple, common sense precautions such as the following:

- Keep your vehicle locked at all times and keep valuables with you or in the trunk of your car.
- Stay alert and have your keys in hand when approaching your car. Report all suspicious or unusual behavior.

STUDENTS WITH DISABILITIES POLICY

It is important that the student notify the school of any accommodations needed as a way of assisting the student to become successful in his or her course of study. The school will endeavor within reason to supply the needed resources.

STUDENT CONSUMER INFORMATION

FEDERAL STUDENT DISCLOSURE REQUIREMENTS

Regulations promulgated by the United States Department of Education to implement changes made to the Higher Education Act of 1965 (HEA), as amended, by the Higher Education Amendments of 1998 (1998 Amendments) require the disclosure of financial assistance and institutional information to students under the student financial assistance programs under Title IV of the Higher Education Act of 1965, as amended (Title IV). The following institutional information is annually disclosed: campus crime reports, drug and alcohol policies, FERPA (Family Educational Rights and Privacy Act) Rights, Copyright Policy and Satisfactory Academic Progress Policy and Graduation Rates. These policies and information are distributed annually and available at any time upon request through the Registrar or Student Finance Office. Financial assistance programs include the Federal Pell Grant Program, the campus-based programs (Federal Perkins Loan, Federal Work-Study [FWS], and Federal Supplemental Educational Opportunity Grant [FSEOG] programs), the William D. Ford Federal Direct Loan (Direct Loan) Program, and the Leveraging Educational Assistance Partnership (LEAP) Program (formerly called the State Student Incentive Grant [SSIG] Program). Under the regulations, the Auguste Escoffier School of Culinary Arts annually distributes to all enrolled students a notice of the availability of financial assistance and institutional information required to be disclosed pursuant to the Higher Education Act amendments and pursuant to the Family Educational Rights and Privacy Act (FERPA) which governs access to student educational records maintained by educational institutions and the release of information from those records.

FAMILY EDUCATIONAL 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 AESCA is a post-secondary institution, the rights described in FERPA belong to the students at the school, 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 Campus President, Registrar or Student Finance Office.

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 school 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 why 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 U.S. 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 30 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.

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:
 - 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.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.
2. To officials of another school, upon request, in which a student seeks or intends to enroll.
3. 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.
4. In connection with a student's request for or receipt of financial aid, as necessary to determination the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. If required by a state law requiring disclosure that was adopted before November 19, 1974.
6. To organizations conducting certain studies for or on behalf of the school.
7. To accrediting organizations to carry out their functions.
8. To comply with a judicial order or a lawfully issued subpoena.
9. To appropriate parties in a health or safety emergency.
10. 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.
11. 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
- Address
- Telephone Number
- Date and Place of Birth
- Major Field of Study (Program)
- Participation in officially recognized activities
- Dates of Attendance
- Degrees
- Diplomas
- Awards Received
- Most recent previous school attended

AESCA may disclose any of those items without prior written consent, unless notified in writing to the contrary.

EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT

It is the official policy of AESCA that no person shall, on the grounds of race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity, status as a parent, marital status or political affiliation be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

The statements set forth in the catalog are for informational purposes only. The provisions of this document/publication are not to be regarded as an irrevocable contract between the student and the institution. The institution reserves the right to change any provision or requirement at any time within the student's period of attendance.

CAREER SERVICES

Students of Auguste Escoffier School of Culinary Arts are encouraged to pursue opportunities for part-time employment while they are engaged in their studies. Career assistance is available to all active students and graduates. The Career Services Office is available to meet with students and graduates to discuss employment interests and opportunities. The Career Services Office assists students with resume writing, interview skills and externship coordination. Employment and externship decisions are outside the control of Auguste Escoffier School of Culinary Arts.

Auguste Escoffier School of Culinary Arts does not guarantee employment.

ORIENTATION

Orientation is designed to introduce beginning students to campus life. Through attendance and participation, students are introduced to the School's policies and procedures, as well as having the opportunity to meet with the faculty and staff. New students are required to attend orientation prior to their first day of classes. New students are required to RSVP to the Admissions Office to confirm their attendance for orientation. On a case-by-case basis, a student who cannot attend orientation is required to attend a scheduled orientation during the first two weeks of class.

HEALTH SERVICES

First aid supplies for any minor injuries that may occur while students are in attendance are available at all times. Students who have a medical history of illness requiring special attention should notify the Student Services Coordinator prior to or at orientation. A list of resources can be obtained by visiting Student Resource Services.

This includes, but is not limited to, issues regarding balancing work, school and life, relationship and parenting concerns, stress and anxiety, legal concerns, drug counseling, financial hardship, etc.

STUDENT HOUSING

At this time AESCA does not provide on-campus student housing. Students in need of local housing information may contact their Admissions representative.

LEARNING RESOURCES

Auguste Escoffier School of Culinary Arts offers a variety of media services and learning resources for students both in the classroom and out. Classrooms are outfitted with flat-screen televisions and Apple TVs and are used to deliver the curriculum. Students can access the Resource Center during published school hours. The Resource Center has a variety of publications that can be viewed on-campus as well as access to computers and a printer.

Students on- and off-campus may also access the Online Campus student portal where they can gain access to the Library and Resource Information Network (LRIN), to access millions of publications including a collection of multiple culinary-specific reference guides and periodicals.



TRUE AND CORRECT STATEMENT

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

A handwritten signature in cursive script, reading "Marcus McMillon", written in black ink. The signature is positioned above a horizontal line.

Signature of Authorized School Official





6020-B Dillard Circle, Austin, TX 78752

Toll Free: 866-552-2433

Phone: 512-451-5743

www.escoffier.edu

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