



AUGUSTE
Escoffier
SCHOOL OF CULINARY ARTS™

BOULDER STUDENT PROGRAMS CATALOG **2022-2023**

VOLUME 30

FROM THE SCHOOL

Dear Student,

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

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

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

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

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



Sincerely,

*Kirk T. Bachmann
Campus President -Provost*

PUBLICATION DATE 11/14/2022

**AUGUSTE ESCOFFIER SCHOOL OF CULINARY ARTS 637 SOUTH BROADWAY, SUITE H, BOULDER, CO 80305
RESIDENTIAL: 877-249-0305 303-494-7988 ONLINE: 866-470-6904 WWW.ESCOFFIER.EDU**

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



TABLE OF CONTENTS

| | |
|--|-----------|
| SCHOOL INFORMATION | 7 |
| General Overview and History of Auguste Escoffier School of Culinary Arts (AESCA)..... | 7 |
| Owners | 7 |
| Institutional Mission..... | 7 |
| The Mission Is Attained By..... | 7 |
| Professional Objectives | 7 |
| Licensing and Accreditation | 7 |
| Professional Memberships and Affiliations..... | 8 |
| ADMISSIONS | 8 |
| Application Fee..... | 8 |
| Admissions Requirements | 8 |
| International Students..... | 8 |
| Admissions Process..... | 9 |
| Admissions Policies | 9 |
| Admission of Students with Criminal Convictions..... | 9 |
| Non-Discrimination | 9 |
| English Proficiency | 9 |
| Non-English and/or Foreign Diplomas | 10 |
| Admissions Requirements for A Non-Degree Seeking..... | 10 |
| Academic Accommodations for Students with Disabilities..... | 10 |
| Readmissions Policy | 10 |
| Technology Requirements for Distance Learning Programs | 10 |
| STUDENT FINANCE AND FINANCIAL AID | 11 |
| Veteran Administration Benefits | 11 |
| Institutional Grants and Scholarships | 11 |
| Financing | 11 |
| Methods of Payment..... | 11 |
| Policy for Collecting Unpaid Tuition or Fees | 11 |
| Policy Relating to Federal Student Aid | 11 |
| Student Tuition Recovery Fund (STRF) Disclosures | 11 |
| Student Finance Considerations | 12 |
| Cancellation Policy | 12 |
| Distance Learning Program Trial Period..... | 13 |
| Institutional Refund Policy..... | 13 |
| Official and Unofficial Withdrawal Policy..... | 14 |
| Refund Policy Relating to Title IV Funds | 14 |
| VA Refund/Overpayments | 15 |

TABLE OF CONTENTS (CONTINUED)

| | |
|--|-----------|
| ACADEMICS | 15 |
| Transfer/Proficiency Credits..... | 15 |
| Veteran Administration Benefits – Transfer Credits..... | 15 |
| Academic Calendar and Credit Definitions..... | 16 |
| Class Size and Ratios..... | 16 |
| Policy on Credit Hour..... | 16 |
| Academic Assistance..... | 16 |
| Attendance Policy..... | 16 |
| Tardiness (Residential Courses)..... | 17 |
| Tardiness (Distance Learning)..... | 17 |
| Leave of Absence Policy..... | 17 |
| Grading System..... | 17 |
| Repeated Courses..... | 18 |
| Incomplete (I) Grades..... | 18 |
| Grading Scale..... | 18 |
| Make-up Policy..... | 18 |
| Late Work..... | 18 |
| Grade Dispute Policy and Process..... | 19 |
| Satisfactory Academic Progress..... | 20 |
| Measurement Periods..... | 20 |
| Three Measures of the Standard..... | 20 |
| Number of Credit Hours Earned or Attempted..... | 21 |
| Effect of Transfer Credit and Change of Program on SAP..... | 21 |
| Failure to Meet Satisfactory Academic Progress..... | 21 |
| Appeals, Probation, and Reestablishing Eligibility..... | 21 |
| Readmittance After Dismissal..... | 22 |
| Graduation Honors..... | 22 |
| Transcripts..... | 22 |
| PROGRAM DETAILS – RESIDENTIAL LEARNING | 23 |
| Associate of Occupational Studies in Baking and Pastry..... | 23 |
| Associate of Occupational Studies in Culinary Arts..... | 24 |
| Diploma in Culinary Arts..... | 25 |
| Diploma in Pastry Arts..... | 26 |
| Diploma in Plant-Based Cuisine..... | 27 |
| PROGRAM DETAILS – DISTANCE LEARNING | 28 |
| Associate of Occupational Studies in Baking and Pastry..... | 28 |
| Associate of Occupational Studies in Culinary Arts..... | 29 |
| Associate of Occupational Science in Food Entrepreneurship..... | 30 |
| Associate of Occupational Studies in Hospitality and Restaurant Operations Management..... | 31 |
| Associate of Occupational Studies in Holistic Nutrition and Wellness..... | 32 |
| Associate of Occupational Studies in Plant-Based Culinary Arts..... | 34 |
| Diploma in Culinary Arts and Operations..... | 36 |
| Diploma in Food Entrepreneurship..... | 37 |
| Diploma in Holistic Nutrition and Wellness..... | 38 |
| Diploma in Plant-Based Culinary Arts..... | 39 |
| Diploma in Professional Pastry Arts..... | 40 |
| STAND ALONE COURSES | 41 |

TABLE OF CONTENTS (CONTINUED)

| | |
|--|-----------|
| COURSE DESCRIPTIONS | 42 |
| GENERAL INFORMATION | 56 |
| Campus Security | 56 |
| Code of Conduct | 57 |
| Computers, Internet and Related Equipment | 57 |
| Consumption of Food and Beverages in Class..... | 57 |
| Copyright Infringement Policy | 57 |
| Drug and Alcohol Prevention | 57 |
| Facilities, Supplies and Equipment..... | 58 |
| Family Education Rights and Privacy ACT (FERPA)..... | 58 |
| Student Rights under FERPA..... | 58 |
| Procedures to Inspect Educational Records..... | 58 |
| Refusal to Provide Copies..... | 58 |
| Disclosure of Education Records | 58 |
| Directory Information | 59 |
| Fraternization Policy | 59 |
| Housing..... | 59 |
| Kitchen Cleanliness, Safety and Sanitation | 59 |
| Medical Emergencies..... | 60 |
| Personal Property..... | 60 |
| Placement Assistance and Placement Disclaimer | 60 |
| President’s Discretion | 60 |
| Program Changes | 60 |
| School Closings | 60 |
| Smoking..... | 60 |
| Parking..... | 61 |
| Special Events..... | 61 |
| Staff Availability and Communication | 61 |
| Student Consumer Information..... | 61 |
| Student Grievance Procedure..... | 61 |
| Student Online Campus | 61 |
| Teamwork and Kitchen Hierarchy..... | 61 |
| Uniform and Dress | 61 |
| Recording Classroom and Lab Activities | 62 |
| Use of Cellular Telephones | 62 |



SCHOOL INFORMATION

GENERAL OVERVIEW AND HISTORY OF AUGUSTE ESCOFFIER SCHOOL OF CULINARY ARTS (AESCA)

The Cooking School of the Rockies, founded in September 1991, changed its name to Culinary School of the Rockies in 2003. In 2011, the name was changed to Auguste Escoffier School of Culinary Arts. The School has grown substantially and now features four primarily residential program areas and five distance education program areas. The Diploma in Culinary Arts program started in 1996, followed by the Diploma in Pastry Arts in 2009. The Associate of Occupational Studies in Culinary Arts started in 2017, followed by the Associate of Occupational Studies Food and Beverage Operations program in 2020. In 2021, the name of the Associate of Occupational Studies in Food and Beverage program was changed to the Associate of Occupational Studies in Hospitality and Restaurant Operations Management. The Associate of Occupational Studies in Plant-Based Culinary Arts, the Diploma in Plant-Based Culinary Arts, and Diploma in Plant-Based Cuisine programs were added in 2021 as residential program offerings. In addition, the Associate of Occupational Studies program in Holistic Nutrition and Wellness, Diploma in Holistic Nutrition and Wellness, and Diploma in Holistic Nutrition and Approaches to Wellness programs were also added in 2021 as distance learning offerings. The Food Entrepreneurship programs were added to distance learning offerings in 2022. AESCA offers classes for the Home Cook including: Cooking and Baking Techniques, Hands-on Workshops, Culinary Skills Course, other Special events, and Corporate Kitchen (corporate team building).

OWNERS

Auguste Escoffier School of Culinary Arts is owned by Triumph CSR Acquisition, LLC, a Colorado Corporation which is a subsidiary of the Triumph Higher Education Group, LLC. Governing members of Triumph CSR Acquisition, LLC, are Tracy Lorenz, President/CEO, and Heidi Phipps, Vice President of Finance & Accounting. Ownership of Triumph Higher Education Group LLC includes John Larson and Camden Partners Holdings, LLC.

INSTITUTIONAL MISSION

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

The Mission Is Attained By:

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

PROFESSIONAL OBJECTIVES

Professional Programs have the following objectives:

- Teach students the foundation of culinary techniques in classic French cuisine and pastry so they can pursue a career in the culinary arts;
- Enable students to develop the skills and confidence to cook or bake without recipes;
- Help students achieve their goals by providing individualized attention and allowing for differences in learning styles and educational background;
- Introduce students to palate development and sensory awareness, enhancing their ability to critically evaluate food.

LICENSING AND ACCREDITATION

Auguste Escoffier School of Culinary Arts is approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board. Auguste Escoffier School of Culinary Arts is accredited by The Accrediting Council for Continuing Education and Training (ACCET), located in Washington D.C. ACCET is listed by the U.S. Department of Education as a nationally recognized accrediting agency. Auguste Escoffier School of Culinary Arts is eligible to participate in the Federal Student Financial Assistance Programs authorized by Title IV of the Higher Education Act. Auguste Escoffier School of Culinary Arts has been approved by Colorado to participate in the National Council for State Authorization Reciprocity Agreements (NC-SARA). The residential diploma programs in Culinary Arts and Pastry Arts and the Associate Degree in Culinary Arts are programmatically accredited by the American Culinary Federation Education Foundation (ACFEF). Auguste Escoffier School of Culinary Arts is approved by the Colorado Office of Veterans Education and Training for the administration of VA Education benefits to those eligible.

Accrediting Council for Continuing Education and Training

1722 N. Street N.W.
Washington, D.C. 20036
202.955.1113
www.accet.org

Colorado Department of Higher Education Private Occupational School Board

1600 Broadway #2200
Denver, CO 80202
303-862-3001
<https://higher.ed.colorado.gov/dpos/>

PROFESSIONAL MEMBERSHIPS AND AFFILIATIONS

American Culinary Federation (ACF)

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

Colorado ACF

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

World Association of Chef's Societies (WACS)

Rue de Seminaire 94550
Chevilly-Larue, France
Tel: + 33 (0)1 44 17 32 94
Fax: + 33 (0)1 70 44 84 18
<https://www.worldchefs.org/>

National Restaurant Association (NRA)

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

National Restaurant Association Educational Foundation (NRAEF)

175 West Jackson Boulevard, Suite 1500
Chicago, IL 60604-2814
(800) 765-2122
www.nraef.org

Colorado Restaurant Association

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

ADMISSIONS

APPLICATION FEE

An application fee required for a program is disclosed in the Catalog Addendum.

ADMISSIONS REQUIREMENTS

- Must be a minimum of 16 years of age;
- Application for Admission;
- AESCA Enrollment Agreement (inclusive of written permission of parent or guardian if under 18);
- Proof of High School Graduation or Equivalent must be obtained through one of the following examples:
 - High School Diploma or Transcript,
 - High School Equivalency Exam: GED, HSED, HiSet, or TASC,
 - Documentation demonstrating that the student has passed a state-authorized examination that the state recognizes as the equivalent of a high school diploma,
 - Official College Transcript from a Completed Associate or Higher Degree Program from an accredited institution,
 - 60 completed college semester credits or 90 completed college quarter credits from one accredited institution,
 - State Recognized Home School Certificate of Completion.
 - For U.S. Veterans, DD-214 which indicates High School Equivalency,
- Admissions Interview;
- Application Fee (see Catalog Addendum for current fee) or approved Fee Waiver and documentation*.

**Application fee waivers are available for students previously attending another Escoffier school or Escoffier program, Active and Honorably Discharged Military Personnel, their spouse and children (acceptable military documentation includes but not limited to: DD214, VA Certificate of Eligibility (COE), membership card in the American Legion or Veterans of Foreign Wars – excluding auxiliary member, LES/Leave and Earnings Statement, a letter from Commanding Officer for active-duty members only, or other official documentation indicating Honorable Discharge or Active Duty status), employees of approved educational partners, those with high school-issued waivers where applicable (distance learning) or high school students enrolling in programs requiring an application fee.*

All documents submitted to the institution become records of Escoffier and original documents cannot be returned to the sender or sent to a third party.

International Students

Auguste Escoffier School of Culinary Arts is certified by the Student Exchange Visitor Program (SEVP) to offer the M-1 visa for our residential programs. International applicants may apply for the residential Culinary Arts and Pastry Arts

programs at AESCA. Applicants must meet the same admission requirements as U.S. residents. In addition, the following apply to international students:

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

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

- A sponsor must provide an Affidavit of Financial Support verifying that funds will be available for all educational and living expenses while the student is studying in the United States. All of the student's financial sponsors must show evidence through bank letters or statements indicating enough money in deposit in checking, savings, or money market accounts. Students may provide this information if they are the account holders.
- Photo copies of students' passports are required. Students are responsible for maintaining legal visa status for the duration of their stay as covered by U.S. federal laws, regulations, guidelines, and updates. Students on student visas are expected to maintain full-time status throughout their academic program.

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



ADMISSIONS PROCESS

Students interested in enrolling in the institution should contact the Admissions Office to complete an application.

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

ADMISSIONS POLICIES

Admission of Students with Criminal Convictions

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

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

Non-Discrimination

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

English Proficiency

Auguste Escoffier School of Culinary Arts does not provide

English-as-a-second language instruction. Students are required to speak English in classes that are taught in English. International 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 (CEFR) level of B2 or higher. Examples include:
- Test of English as a Foreign Language (TOEFL) with an Internet-Based Test (iBT) score of 65 or higher, Paper-Based Test score of 500 or higher, or Computer-Based Test (CBT) score of 173;
International English Language Testing System (IELTS) with a level of 6 or higher;
- Cambridge English: First (FCE) grade of a C or higher or Cambridge English: Advanced (CAE) grade of a CEFR B2 or higher;
- A grade of “C” or better in an intermediate ESL course;
- Graduation from an English-speaking secondary institution;
- Evidence of having completed 8 semester hours or 12 quarter hours with at least a “C” (70%) average at a USDE-recognized postsecondary institution in which English was the language of instruction.

Non-English and/or Foreign Diplomas

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



ACADEMIC ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Auguste Escoffier School of Culinary Arts is committed to full compliance with both the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act regarding equal opportunities for students with disabilities. Students with a diagnosed disability that would like to request accommodations for that disability must self-disclose their need for accommodations to the designated ADA Coordinator listed in the school catalog addendum, at 224-212-1248 or at studentservices@escoffier.edu

The ADA Coordinator will work with the student to review the process and required documentation necessary to request reasonable accommodations. Students requesting accommodations with AESCA are required to provide current documentation of the qualified disability. Should reasonable accommodations be approved, they will be implemented after an agreement plan has been established and signed by the student and ADA Coordinator.

READMISSIONS POLICY

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

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

TECHNOLOGY REQUIREMENTS FOR DISTANCE LEARNING PROGRAMS:

Our programs require the following:

- Desktop or laptop computer
- Broadband high-speed internet
- Access to a smartphone, tablet, or other device with the ability to take photos.
- Google Chrome browser (recommended)

STUDENT FINANCE AND FINANCIAL AID

VETERAN ADMINISTRATION BENEFITS

Auguste Escoffier School of Culinary Arts is approved by the Colorado Office of Veterans Education and Training for the administration of VA Education benefits to those eligible. Veteran Administration Benefits may be available to qualifying students enrolled in approved programs offered through our Boulder campus (including the Online/Distance Learning programs). Eligible Veterans, their spouses, and children, may qualify to participate in the Montgomery GI Bill® (MGIB)—Chapter 30, Post-9/11 GI Bill®—Chapter 33, Dependents Educational Assistance (DEA)—Chapter 35, Montgomery GI Bill®—Selected Reserve (MGIB-SR)—Chapter 1606, or Reserves Educational Assistance Program (REAP)—Chapter 1607. Our Financial Aid staff is trained to assist students through the process of applying to secure potential benefits.

*The Department of Veterans Affairs and Department of Defense are the determining bodies of benefit eligibility.

INSTITUTIONAL GRANTS AND SCHOLARSHIPS

From time to time, grants may become available. Grant awards may be based on need and merit and are awarded at the sole discretion of Auguste Escoffier School of Culinary Arts and the donor. Visit <https://www.escoffier.edu/admissions-aid/scholarships/> for a current list of available scholarships.

FINANCING

Federal Student Aid is available for students who apply and qualify. Students may qualify for financial aid assistance as individuals or with their parents. Students must complete the Free Application for Federal Student Aid available at <https://studentaid.gov/h/apply-for-aid/fafsa> Information is available online at <https://studentaid.ed.gov>. AESCA is committed to assisting students with student financial aid assistance and loans.

METHODS OF PAYMENT

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

POLICY FOR COLLECTING UNPAID TUITION OR FEES

Tuition and fees are charged per payment period as specified in the student's financial plan.

Students are expected to keep their accounts in good standing. Students who do not keep their accounts in good standing may be subject to adverse action. Actions may include removal and/or withdrawal from class where payment or acceptable arrangements may be required before a student is permitted to

return. Severely delinquent accounts may be referred to an outside collection agency, and may also be reported to the credit bureau.

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

POLICY RELATING TO FEDERAL STUDENT AID

First disbursements of Federal Pell Grant funds are scheduled during the first week after the start or trial period.

First time borrowers disbursements of Federal Student Loans are scheduled for thirty (30) days after the start date. Second disbursements are scheduled after successful completion of the Academic Year midpoint of weeks and credits. Students must be in good standing in both attendance and academics in order to receive subsequent disbursements. In the event a student is not in good standing at the mid-point, the subsequent disbursements will not be disbursed until minimum requirements are met. Subsequent disbursements for students who are no longer enrolled in a Program are subject to the appropriate refund calculations as stated below in the Refund Policy.

STUDENT TUITION RECOVERY FUND (STRF) DISCLOSURES

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an Invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

STUDENT FINANCE CONSIDERATIONS

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

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

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

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

CANCELLATION POLICY

A full refund of all institutional charges will be made to any student who cancels the enrollment contract within 5 calendar days after the enrollment contract is signed, the school rejects the application, an international student's visa application is rejected, program cancellation by the school or the student never attends class. Refunds due to the student within this cancellation period will be returned to the student within 30 days of the cancellation notice.

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

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

Distance Learning Program Trial Period

The first three weeks of any courses taken in a student's first session constitute the trial period for any distance learning programs. After signing an Enrollment Agreement and up through the first three weeks of the distance education program, a student is considered to be conditionally enrolled. Students will be eligible to become unconditionally enrolled and matriculate to active status with the institution after meeting academic progress requirements in all registered courses during the first three weeks of classes. Academic progress requirements include earning a grade of 60% or better in any registered course by the end of the trial period. The institutional attendance policy remains in effect throughout the trial period and any student that violates the attendance policy during the trial period will be canceled.

Students who decide not to continue after the trial period may declare their intention to cease attendance with no further financial obligation prior to the start of the fourth week of the session. Any student that cancels or is canceled during the trial period will not receive any credit or permanent transcript record of any courses started during the trial period. Refund of any prepaid tuition and fees is subject to the Institutional Refund Policy. The institution reserves the right to cancel any student not meeting attendance or academic progress requirements during the trial period.

Students who do not actively communicate their intent to cease attending their program prior to the start of the fourth week of the first session of classes, at which point the trial period ends, will be financially responsible for all associated course charges. The Distance Learning Program Trial Period does not apply to active students transferring programs and previously active students re-enrolling, less than 180 days, into a distance education program.

INSTITUTIONAL REFUND POLICY:

1. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - An enrollee does not sign an enrollment agreement;
 - An enrollee is not accepted by the school;
 - A student cancels the enrollment contract within 5 calendar days of signing the enrollment contract;
 - If service is discontinued by the school and this prevents the student from completing the course or program.
2. If tuition and fees are collected in advance of entrance, and if after expiration of the 5-day cancellation privilege the student does not enter school, not more than \$50 in nonrefundable administration fees shall be retained by the school for the entire program.
3. If tuition and fees are collected in advance of entrance, and if a student conditionally enrolled in a distance

learning program withdraws or is otherwise terminated during the trial period, not more than \$50 in nonrefundable administration fees shall be retained by the school for the entire program.

4. If a student enters a program and withdraws or is otherwise terminated, the school may retain not more than \$50 in nonrefundable fees for the entire program. The minimum refund of the remaining tuition will be calculated using the time-based refund schedule of the following that is most favorable to the student:

Colorado Commission on Higher Education

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

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

Accrediting Council for Continuing Education & Training (ACCET):

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

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

Official and Unofficial Withdrawal Policy

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

An ***unofficial withdrawal*** is defined as a student who violates the attendance policy, fails to return from an approved Leave of Absence, or is otherwise administratively withdrawn from the campus. For an administrative or unofficial withdrawal, the effective withdrawal date is the last date of attendance, If applicable, AESCA will calculate refunds accordingly..

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

Any official or unofficial withdrawal will result in a "W" or "WF" grade being recorded on the student's academic

transcript for any current courses according to the point in the session where the drop occurs.

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

Refund Policy Relating to Title IV Funds:

- Federal law specifies how the institution must determine the amount of Title IV Program assistance the student has earned when the student withdraws or is terminated. The Title IV Programs covered by this law are: Federal Pell Grants, Direct Loans and Direct PLUS loans and Federal Supplemental Educational Opportunity Grants.
- A specific federal formula is used to determine the amount of Title IV Program assistance earned, when a student withdraws or is terminated during a payment period or period of enrollment. If less assistance was received than earned, you may be able to receive those additional funds. If you received more assistance than earned, the excess funds must be returned to the appropriate fund sources by the institution and/or the student.
- If a student does not receive all of the funds earned, they may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the institution must receive the student's permission before disbursement. The student may choose to decline some or all of the loan funds, to avoid incurring additional debt. The institution may automatically use all or a portion of your post withdrawal disbursement of grant funds for tuition and fees. The institution needs the student's permission to use the post-withdrawal grant disbursement for all other institutional charges. If the student does not grant their permission, the funds will be offered to the student, and the student will be responsible for unpaid debt to the institution.
- Some Title IV funds that are scheduled cannot be disbursed after a student withdraws. A first-time, first-year undergraduate student who has not completed 30 days of a Program before withdrawal, will not receive any loan funds that they would have received had they remained enrolled past the 30th day.
- Unearned Title IV funds, as determined by the federal refund calculation, must be returned within 45 days in compliance with Federal policy..
- Any loan funds that are required to be returned must be paid in accordance with the terms of the promissory note.

- Any amounts of unearned grant funds previously disbursed are called an overpayment. Should an overpayment result, the student must make arrangements with the institution or the Department of Education to return the unearned grant funds.
- The requirements for Title IV Program funds are separate from the above outlined AESCA refund policies. Therefore, the student may still owe funds to the institution to cover unpaid institutional charges. The institution may also charge for any Title IV Program funds that the institution was required to return.

VA REFUND/DEBT/OVERPAYMENTS

If the student/Veteran withdraws from their class or program the School Certifying Official will Amend, Adjust or Terminate the certification based on the nature of the withdrawal. In some cases, this will result in a debt to the school. If the VA has determined a school debt the VA's Debt Management Center will issue a Notice of Indebtedness to the school. The Student Accounts Department will process all debt repayments to the VA within 30 days of receipt of notice.

*The school does have the option to dispute debts. Disputes must be completed within 30 days of Notice of Indebtedness.

ACADEMICS

TRANSFER/PROFICIENCY CREDITS

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

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

Acceptance of transfer or proficiency credit is at the sole discretion of Auguste Escoffier School of Culinary Arts. Auguste Escoffier School of Culinary Arts does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution. A list of any institutions with which Auguste Escoffier School of Culinary Arts has an official written agreement will be included in the Catalog Addendum. Students who receive transfer or proficiency credit will have the program tuition charge prorated based upon the remaining number of credits the student must earn in order to graduate. Any federal student financial aid assistance will be adjusted and may decrease due to the issuing of transfer or proficiency credit.

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

The school does not charge a fee for the evaluation of transcripts to identify any potential transfer credits.

Students have the right to appeal the determination of transfer credit awards. A written appeal stating reason for the transfer credit must be submitted to the Executive Chef, Senior Lead Chef Instructor, or Registrar within 10 days after receiving notification of the transfer credit determination.

VETERAN ADMINISTRATION BENEFITS – TRANSFER CREDITS

The evaluation of previous postsecondary education and training is mandatory and required for VA beneficiaries. For students utilizing Veterans benefits who are approved for transfer credit as a result of this evaluation, the institution will grant appropriate credit, reduce the program length proportionately, notify the student and Veterans Affairs in writing of this decision, and adjust invoicing of the VA accordingly.

ACADEMIC CALENDAR AND CREDIT DEFINITIONS

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

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

CLASS SIZE AND RATIOS

AESCA class sizes vary from term to term, however, our student to instructor ratios are appropriate for optimal learning opportunities. Our kitchens are designed to accommodate 18–20 students. Distance learning program cohorts are typically 40 students per section.

POLICY ON CREDIT HOUR

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

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

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

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

general, lecture hours, lab hours, externship hours and homework hours will be outlined in every course syllabus.



ACADEMIC ASSISTANCE

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

ATTENDANCE POLICY

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

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

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

Students who are withdrawn for attendance may reapply for

admission for the beginning of the next session. Attendance will be monitored daily and at the end of each session to ensure students are meeting attendance requirements.

Tardiness (Residential Courses)

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

Tardiness (Distance Learning)

Distance education courses attendance is tracked by participation in academic instructional activities which include assignments, discussion boards, evaluations/assessments, live sessions, and externship hours. Tardiness is not tracked for students participating in distance learning programs.

LEAVE OF ABSENCE POLICY

A Leave of Absence is a temporary interruption in a student's attendance during which the student is considered to be continuously enrolled. A student who wants to request a Leave of Absence must submit a request in writing to the Registrar in advance of the beginning date of the leave, unless unforeseen circumstances render that impossible.

Such a student must submit the request on the Request for a Leave of Absence form available from the Registrar's office. The student must sign and date this form and specify the reason for the leave. Submitting the request does not guarantee approval. Leaves of absence are limited to a total of 180 calendar days for a student. Multiple leaves of absence may be permitted provided the total of the leaves does not exceed this limit.

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

A student who is on a Leave of Absence must secure approval from the Registrar regarding the date of the student's return to classes. The Registrar will consider the needs of the student and the availability of open seats in required courses.

The failure of a student to return as scheduled without written notification and approval will result in an unofficial withdrawal. A student who is on a Leave of Absence will not be eligible to receive federal funding while on leave. Prior to requesting a Leave of Absence students are strongly encouraged to schedule an appointment with the Student Finance Office for review and discussion of federal funding responsibilities.

GRADING SYSTEM

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

Students will receive a final grade for each course. Both course activity grades and final grades will be available within 48 hours of the completion of the course or graded activity. In the event of an apparent error in a grade, it is the student's responsibility to contact the instructor to make the appropriate correction.

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

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

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

REPEATED COURSES

A student must repeat any course in which a W, WF, or F grade has been received. A student may repeat a course in which a “D” grade has been earned only if needed to maintain Satisfactory Academic Progress (SAP) or to meet the 2.0 GPA requirement needed to graduate. A student will not be allowed to repeat prerequisite introductory courses in their programs more than 2 times without receiving approval from the Executive Chef.

The student will be responsible for paying the costs associated with repeating the course, not to exceed the per credit hour rate. Any retake charges associated with repeating a course will be charged according to the fees indicated in the version of the Catalog Addendum that is most current when the course is repeated.

INCOMPLETE (I) GRADES

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

The student must be able to achieve a letter grade of at least a “C” (70%-79%) or a passing “P” grade in order to request an Incomplete from the Lead Instructor. The request for an Incomplete must be made by the student before the end of the term. Arrangements must be made to complete the outstanding work within 14 days of the start of the subsequent term. If no arrangements are made, the student will receive “0” points for any outstanding work and the Incomplete (I) grade will be converted to the grade the student earned based on the work completed in the course.

GRADING SCALE

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

MAKE-UP POLICY

Students are expected to meet all deadlines. Extensions may only be given at the instructor’s discretion, in the event of certain unforeseen circumstances. Students must communicate to the instructor if unforeseen circumstances arise, prior to the due date of any academic activity, or as soon as reasonably possible. If a student fails to communicate to the instructor prior the due date, the student may not receive an extension. Students who know they won’t be available to complete academic activities when they’re assigned should let their instructor know, and complete those assigned activities ahead of time.

For residential students, a student is expected to make up objectives missed during an absence. Required documentation for make-up sessions is available in the Online Campus and will need to be signed off by the assigned instructor before getting submitted to the Registrar’s Office for academic credit. Make-up for written and practical exams or for make-up work must be made with the courses instructor. Make-up work will not be accepted during the last week of class unless arrangements have been made with the Chef Instructor.

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

Requests for extensions will be handled accordingly:

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

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

LATE WORK

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



For distance learning courses: Any work submitted after 11:59:59 PM CT on the date due is considered late. All late work must be submitted within two (2) days of the activity due date. If an assignment or project is submitted late, the maximum possible grade value may decrease to 90% of original value.

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

GRADE DISPUTE POLICY AND PROCESS

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

You may dispute a grade if:

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

Appeal Process

Step 1:

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

Step 2:

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

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

Step 3: Written Dispute

Procedure for the Written Dispute:

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

Step 4: Written Appeal of Hearing Decision

Preparing your Written Appeal of the Hearing Decision:

- Both parties have 7 days to appeal the decision in writing to the Grade Committee. Written appeals for the Hearing Decision must include the following components and be submitted to Executive Chef/Program Lead:
 - Clearly state the reason for your appeal as it is related to school policy and quote your reason directly from the Student Handbook. Negative comments about the class, school, or instructor should not be included in the written appeal.
 - Clearly state any evidence and facts that support your appeal.
 - Attach copies of any documentation that you have that support your appeal. This may include, but is not limited to:
 - Syllabus for the course
 - Assignment page outlining requirements and expectations
 - Proof that the requirements were met at a level necessary to achieve the desired grade
 - Demonstrable examples of clear bias, negligence, or the improper or arbitrary conditions.
- The decision of the Written Appeal is final and will be concluded within 24 hours.

Step 5: Grade Change and Filing with Student Record

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

SATISFACTORY ACADEMIC PROGRESS

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

Measurement Periods

Student Satisfactory Academic Progress will be reviewed by the administration at evaluation points of the end of the academic term (12-weeks) depending on student schedule and progression. As the externship course is scheduled into

a session of 6 weeks SAP will be evaluated at the end of the externship session. Student Satisfactory Academic Progress will be evaluated at least once before the end of every payment period.

| Programs | Credits | Maximum Timeframe |
|---------------------------------|---------|-------------------|
| All Associate (AOS) | 90 | 135 credits |
| Diplomas: | | |
| Culinary Arts and Operations | 59 | 88 credits |
| Holistic Nutrition and Wellness | 59 | 88 credits |
| Food Entrepreneurship | 59 | 88 credits |
| Professional Pastry Arts | 59 | 88 credits |
| Plant-Based Cuisine | 59 | 88 credits |
| Plant-Based Culinary Arts | 59 | 88 credits |
| Professional Pastry Arts | 52 | 78 credits |
| Pastry Arts | 46 | 69 credits |
| Culinary Arts | 44 | 66 credits |
| Pastry Arts | 44 | 66 credits |

| All Programs | | |
|--|-----------------------|---------------------------|
| Evaluation Period | Required Minimum CGPA | Required Rate of Progress |
| First 12 weeks | 1.50 | 60% |
| Second 12 Weeks and every evaluation point after | 2.00 | 66.67% |

Three Measures of the Standard

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

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

Maximum Time Frame (MTF) will be reviewed at every evaluation point.

Number of Credit Hours Earned or Attempted

Attempted hours include all credit hours in which a student is enrolled at the end of the trial period or add/drop period. Letter grades of F, WF, or W will not be considered as credits successfully completed or earned but will count as credits attempted. Students who repeat a course for any reason should be aware that each time you enroll in a course it counts as an attempt, but only one attempt is considered earned. Repeated courses will have an impact on the student's ability to complete their program within the required maximum time frame.



Effect of Transfer Credit and Change of Program on SAP

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

Failure to Meet Satisfactory Academic Progress

Auguste Escoffier School of Culinary Arts shall place a student making unsatisfactory academic progress for a program at a progress evaluation period point on Academic and Financial

Aid Warning (SAP Warning) for the next academic term. When a student is placed on SAP Warning, that student will be notified of the reasons for the violation. The violation will be recorded on the student record. When placed on SAP Warning, a student must improve their academic performance to be removed from SAP Warning by the next evaluation point. A student who fails to be removed from SAP Warning by the next evaluation point will be placed on SAP Probation and is required to submit an appeal to continue. If the student does not appeal, they will be dismissed from the institution and will be sent notification of the reasons for the violation. A student may continue to receive financial aid assistance while on SAP Warning.

Appeals, Probation, and Reestablishing Eligibility

If a student is placed on probation for failing to make overall Satisfactory Academic Progress, the student may appeal the decision by submitting a letter of appeal to the Progress Review Committee. The letter must describe in detail the extenuating circumstances that caused the student to be unable to meet SAP. Such circumstances include but are not limited to:

- the death of a close relative,
- illness,
- injury,
- and/or family emergency.

The letter must also describe what will change in the student's situation and explain how the student will be able to meet SAP if allowed to continue in the program. The appeal must be submitted within five (5) calendar days of receiving notification of the SAP violation. Students may only appeal once per term.

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

A student on probation who fails to make overall Satisfactory Academic Progress at the next evaluation period will be dismissed unless the student is meeting the requirements set forth by the academic plan. A student who meets the academic plan will be allowed to continue for a maximum of one academic term. A student will continue to be eligible for financial aid assistance while on SAP Probation. If at any point, it can be determined that it is mathematically impossible for a student to meet the minimum requirements, the student will be dismissed from the school.



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

Readmittance After Dismissal

A student who is dismissed from the school for failure to meet the minimum SAP standards must sit out for at least one academic evaluation period. A student can appeal to return in the first term after the evaluation period. If successful, the student will be placed on SAP Probation upon readmittance.

Upon readmittance to classes, and as a condition of the academic plan, the student must regain SAP within the timeframe specified in the plan. A student, who fails to regain SAP according to the terms of their academic plan, will be placed back on academic and financial aid suspension and may be dismissed from school without recourse.

GRADUATION HONORS

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

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

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

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

TRANSCRIPTS

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. Transcript 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.

PROGRAM DETAILS – RESIDENTIAL LEARNING

ASSOCIATE OF OCCUPATIONAL STUDIES IN BAKING AND PASTRY – 90 QUARTER CREDITS – 1340 CLOCK HOURS – 60 WEEKS

Program Description – Baking and Pastry

The Associate of Occupational Studies in Baking and Pastry program was developed to provide the practical, as well as theoretical foundations essential for success in the foodservice and hospitality industry. Students who earn the AOS 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, restaurants, 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. AESCA 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 be awarded an Associate of Occupational Studies in Baking and Pastry when the following have been met:

- Completion of 90 quarter credit hours;
- Completion of a minimum of 80% of the 1340 scheduled hours;
- Completion of the two 180-hour Industry Externship courses;
- A minimum cumulative grade point average of 2.0.

Program Objectives:

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

| TERM (12 WEEKS) | SESSION (6 WEEKS) | COURSE NUMBER—COURSE | CLOCK HOURS | | | | QUARTER CREDIT HOURS |
|-----------------------|----------------------|--|------------------------|------------------|------------|-------------|----------------------------|
| | | | CLASSROOM (LECTURE) | KITCHEN (LAB) | EXTERNSHIP | TOTAL | |
| 1 | 1 & 2 | PA102 – Fundamentals of Baking and Pastry | 50 | 100 | 0 | 150 | 10 |
| | 1 | *CE187 – Menu Design and Management | 30 | 0 | 0 | 30 | 3 |
| | 2 | GE110 – Business and Professional Communications | 50 | 0 | 0 | 50 | 5 |
| 2 | 3 & 4 | PA120 – Patisserie | 40 | 100 | 0 | 140 | 9 |
| | 3 | GE130 – Foodservice Math & Accounting | 50 | 0 | 0 | 50 | 5 |
| | 4 | *CE167 – Food and Beverage Cost Control | 30 | 0 | 0 | 30 | 3 |
| 3 | 5 & 6 | PA130 – Confiserie and Artisan Baking | 40 | 100 | 0 | 140 | 9 |
| | 5 | GE140 – World History and Culture from the Culinary Perspective | 50 | 0 | 0 | 50 | 5 |
| | 6 | *CE129 – Foodservice Management | 40 | 0 | 0 | 40 | 4 |
| | 6 | GE120 – Technical Writing for the Hospitality Industry | 50 | 0 | 0 | 50 | 5 |
| 4 | 7 & 8 | PA220 – Global and Contemporary Cuisine | 50 | 100 | 0 | 150 | 10 |
| | 7 | GE150 – The Science of Nutrition | 50 | 0 | 0 | 50 | 5 |
| | 8 | CE161 – Building Your Own Business | 50 | 0 | 0 | 50 | 5 |
| 5 | 9 | PA290 – Pastry Industry Externship I | 0 | 0 | 180 | 180 | 6 |
| | 10 | PA296 – Pastry Industry Externship II | 0 | 0 | 180 | 180 | 6 |
| PROGRAM TOTALS | | | 580 | 400 | 360 | 1340 | 90 |

*CE135 Restaurant Operations equates to: CE187, CE167, and CE129

PROGRAM DETAILS – RESIDENTIAL LEARNING

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

Program Description - Culinary Arts

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

The competencies to be mastered in this program deliver a comprehensive knowledge of foodservice preparation, operations, and management. Students study the culinary basics and advance to regional and world cuisine. The Farm to Table® Experience course provides an opportunity for students to work with local farmers and ranchers to discover and participate in delivering food from the farm to the customer. An industry externship is required to gain functional knowledge by working in an approved food service establishment. Culinary

theory courses address specific subjects that professionals in the hospitality and foodservice industry need to succeed to their highest possible professional level.

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

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

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

- Completion of the required 90 quarter credits;
- Minimum completion of 80% of the 1340 scheduled hours;
- Completion of all required externship hours;
- A minimum cumulative grade point average of 2.0.

Program Objectives:

- Teach students the foundation of culinary techniques in cuisine and pastry in order to pursue a career in the culinary arts.
- Enable students to develop the skills and confidence to cook or bake without recipes.
- Introduce students to palate development and sensory awareness, enhancing their ability to critically evaluate food.
- Prepare students to be culinary professionals by teaching skills related to the foodservice industry.
- Provide students the critical thinking skills required to progress professionally.

| TERM (12 WEEKS) | SESSION (6 WEEKS) | COURSE NUMBER—COURSE | CLOCK HOURS | | | | QUARTER CREDIT HOURS |
|-----------------------|----------------------|---|------------------------|------------------|------------|-------------|----------------------------|
| | | | CLASSROOM (LECTURE) | KITCHEN (LAB) | EXTERNSHIP | TOTAL | |
| 1 | 1 | CE135 – Restaurant Operations | 100 | 0 | 0 | 100 | 10 |
| | 2 | CU101 – Culinary Foundations | 75 | 70 | 0 | 145 | 11 |
| 2 | 3 | GE110 – Business and Professional Communications | 50 | 0 | 0 | 50 | 5 |
| | | GE140 – World History and Culture from the Culinary Perspective | 50 | 0 | 0 | 50 | 5 |
| | 4 | CU122 – Culinary Arts and Patisserie | 45 | 100 | 0 | 145 | 9 |
| 3 | 5 | GE130 – Foodservice Math & Accounting | 50 | 0 | 0 | 50 | 5 |
| | | GE120 – Technical Writing for the Hospitality Industry | 50 | 0 | 0 | 50 | 5 |
| | 6 | CU132 – World Cuisines | 45 | 100 | 0 | 145 | 9 |
| 4 | 7 | GE150 – The Science of Nutrition | 50 | 0 | 0 | 50 | 5 |
| | | CE160 – Culinary Entrepreneurship | 50 | 0 | 0 | 50 | 5 |
| | 8 | CU220 – Farm to Table® Experience | 35 | 110 | 0 | 145 | 9 |
| 5 | 9 | CU290 – Culinary Industry Externship I | 9 | 0 | 171 | 180 | 6 |
| | 10 | CU295 – Culinary Industry Externship II | 9 | 0 | 171 | 180 | 6 |
| PROGRAM TOTALS | | | 618 | 380 | 342 | 1340 | 90 |

PROGRAM DETAILS – RESIDENTIAL LEARNING

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

Program Description - Culinary Arts

The 30-week Diploma in Culinary Arts is designed to produce competent professionals for potential employment at entry-level positions. These positions are available in restaurants, dinner clubs, country clubs, resorts, hotels, catering companies, delis and other foodservice establishments.

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

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

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

- Completion of 44 quarter credit hours;
- Minimum completion of 80% of the 760 scheduled hours;
- Completion of all required externship hours;
- A minimum cumulative grade point average of 2.0.

Program Objectives:

- Teach students the foundation of culinary techniques in cuisine and pastry in order to pursue a career in the culinary arts.
- Enable students to develop the skills and confidence to cook or bake without recipes.
- Introduce students to palate development and sensory awareness, enhancing their ability to critically evaluate food.

| TERM (12 WEEKS) | SESSION (6 WEEKS) | COURSE NUMBER—COURSE | CLOCK HOURS | | | | QUARTER CREDIT HOURS |
|-----------------------|----------------------|--|------------------------|------------------|------------|------------|----------------------------|
| | | | CLASSROOM (LECTURE) | KITCHEN (LAB) | EXTERNSHIP | TOTAL | |
| 1 | 1 | CU101 – Culinary Foundations | 75 | 70 | 0 | 145 | 11 |
| | 2 | CU122 – Culinary Arts and Patisserie | 45 | 100 | 0 | 145 | 9 |
| 2 | 3 | CU132 – World Cuisines | 45 | 100 | 0 | 145 | 9 |
| | 4 | CU220 – Farm to Table® Experience | 35 | 110 | 0 | 145 | 9 |
| 3 (6 weeks) | 5 | CU290 – Culinary Industry Externship I | 9 | 0 | 171 | 180 | 6 |
| PROGRAM TOTALS | | | 209 | 380 | 171 | 760 | 44 |



PROGRAM DETAILS – RESIDENTIAL LEARNING

DIPLOMA IN PASTRY ARTS – 44 QUARTER CREDITS – 760 CLOCK HOURS – 30 WEEKS

Program Description – Pastry Arts

The Pastry Arts Diploma Program consists of 760 clock hours, 580 contact hours and 180 externship hours. It is designed to give students a solid foundation to the Pastry Arts and to prepare them for entry- to mid-level jobs as a baker, pastry assistant or assistant pastry chef in hotels, restaurants, bakeries, country clubs, etc. This is further achieved by the 180-hour externship (within the 760 total hours) required of each student. The curriculum combines lectures, demonstrations, baking, and evaluation for an integrated approach to the pastry arts. Students are not required to have previous culinary experience or training, though prior experience would be very advantageous. Most of the program occurs in the kitchen. Students will learn: Sanitation Practices, Baking Science (scaling ingredients, flour types and make-up), Nutrition basics, basic baking math, recipe conversions (recipe multiplication, baking measurements), purchasing practices (products, quantities, purveyors), yeast dough production, quick bread production, cookie dough production, pie production (cream pies, fruit pies, specialty pies), cake production (cream cakes, two-stage cakes, sponge cakes, modified sponge cakes), and plated dessert production (sauces, color assessment & contrast, dimensions and scope, mouth appeal). Students will also learn how to produce charlottes, Bavarians, custards, mousses, soufflés, meringues, frozen desserts, light desserts, holiday classics, chocolate decorations, sugar work, sauces and fillings. They will also produce wedding cakes.

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

- Completion of 44 quarter credit hours;
- Completion of a minimum of 80% of the 760 scheduled hours;
- Completion of the 180-hour Pastry Industry Externship I course;
- A minimum cumulative grade point average of 2.0.

Program Objectives:

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



| TERM (12 WEEKS) | SESSION (6 WEEKS) | COURSE NUMBER—COURSE | CLOCK HOURS | | | | QUARTER CREDIT HOURS |
|-----------------------|----------------------|---|------------------------|------------------|------------|------------|----------------------------|
| | | | CLASSROOM (LECTURE) | KITCHEN (LAB) | EXTERNSHIP | TOTAL | |
| 1 | 1 | PA102 – Fundamentals of Baking and Pastry | 50 | 100 | 0 | 150 | 10 |
| | 2 | PA120 – Patisserie | 40 | 100 | 0 | 140 | 9 |
| 2 | 3 | PA130 – Confiserie and Artisan Baking | 40 | 100 | 0 | 140 | 9 |
| | 4 | PA220 – Global and Contemporary Cuisine | 50 | 100 | 0 | 150 | 10 |
| 3 | 5 | PA290 – Pastry Industry Externship I | 0 | 0 | 180 | 180 | 6 |
| PROGRAM TOTALS | | | 180 | 400 | 180 | 760 | 44 |

PROGRAM DETAILS – RESIDENTIAL LEARNING

DIPLOMA IN PLANT-BASED CUISINE – 59 QUARTER CREDITS – 880 CLOCK HOURS – 42 WEEKS

Program Description – Plant-Based Cuisine

As people, and by extension the foodservice industry, search for more nutritious, inclusive, and delicious dining options, there is a growing demand for plant-based cooking education. Novices and experienced chefs alike will enjoy learning the fundamentals of plant-based cooking, the tools, and basic ingredients to have on hand in the plant-based kitchen, meal composition, seasonal menu planning, cultural plant-based cuisine, food safety, allergen awareness, and traditional ingredient substitutions. The program will show students how to leverage vegetables, fruits, nuts, legumes, whole grains, and plant proteins to create plant-based food that is relevant and leads the way in today's food culture.

This program is made up of nine plant-based courses over 36 weeks and a six-week externship along with two industry focused courses to provide students with a well-rounded education. In total, the program takes 42 weeks to complete. The Plant-Based Cuisine program offers courses through

interactive residential delivery methods which include a variety of learning opportunities for students through lecture and lab activities.

Students will be awarded a Plant-Based Cuisine Diploma when the following have been met:

- Completion of 59 quarter credit hours;
- Completion of the 160-hour Industry Externship course;
- A minimum cumulative grade point average of 2.0.

Program Objectives:

- Demonstrate professionalism in all aspects of the foodservice industry including, but not limited to, food safety and sanitation, hygiene, care and use of tools, effective communication, and respect for the uniform.
- Use culinary and pastry tools, techniques, and ingredients to craft plant-based food that is inclusive, creative, and relevant in today's food culture.
- Support the importance of Farm to Table® principles with a focus on nutritional benefits, sustainability, ethics, and biodiversity.
- Apply business principles in the management of commercial foodservice operations.

| TERM (12 WEEKS) | SESSION (6 WEEKS) | COURSE NUMBER—COURSE | CLOCK HOURS | | | | QUARTER CREDIT HOURS |
|--------------------|----------------------|---|------------------------|------------------|------------|------------|----------------------------|
| | | | CLASSROOM (LECTURE) | KITCHEN (LAB) | EXTERNSHIP | TOTAL | |
| 1 | 1 | CE135 – Restaurant Operations | 100 | 0 | 0 | 100 | 10 |
| | 2 | PB101 – Plant-Based Culinary Foundations I | 20 | 40 | 0 | 60 | 4 |
| | 2 | PB102 – Plant-Based Culinary Foundations II | 20 | 40 | 0 | 60 | 4 |
| 2 | 3 | PB103 – Plant-Based Culinary Foundations III | 25 | 50 | 0 | 75 | 5 |
| | 3 | PB130 – Plant-Based Approaches to Wellness | 20 | 40 | 0 | 60 | 4 |
| | 4 | PB111 – Foundations of Plant-Based Pastry I | 20 | 40 | 0 | 60 | 4 |
| | 4 | PB112 – Foundations of Plant-Based Pastry II | 25 | 50 | 0 | 75 | 5 |
| 3 | 5 | PB141 – Cultural Influences I | 20 | 40 | 0 | 60 | 4 |
| | 5 | PB120 – Seasonal Plant-Based Cuisine | 20 | 40 | 0 | 60 | 4 |
| | 6 | PB142 – Cultural Influences II | 20 | 40 | 0 | 60 | 4 |
| | 6 | CE190 – Entrepreneurship | 50 | 0 | 0 | 50 | 5 |
| 4 | 7 | EX101 – Externship I | 10 | 0 | 150 | 160 | 6 |
| | | PROGRAM TOTALS | 350 | 380 | 150 | 880 | 59 |

PROGRAM DETAILS – DISTANCE LEARNING

ASSOCIATE OF OCCUPATIONAL STUDIES IN BAKING AND PASTRY – 90 QUARTER CREDITS – 1340 CLOCK HOURS – 60 WEEKS

Program Description – Baking and Pastry

The Associate of Occupational Studies in Baking and Pastry Program was developed to provide the practical, as well as theoretical foundations essential for success in the foodservice and hospitality industry. Students who earn the AOS 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, restaurants, 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. AESCA 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 be awarded an Associate of Occupational Studies in Baking and Pastry when the following have been met:

- Completion of 90 quarter credit hours;
- Minimum completion of 80% of the 1340 scheduled hours;
- Completion of the two 180-hour Industry Externship courses;
- A minimum cumulative grade point average of 2.0.

Program Objectives:

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

| TERM (12 WEEKS) | SESSION (6 WEEKS) | COURSE NUMBER—COURSE | CLOCK HOURS | | | | QUARTER CREDIT HOURS |
|-----------------------|----------------------|---|------------------------|------------------|------------|-------------|----------------------------|
| | | | CLASSROOM (LECTURE) | KITCHEN (LAB) | EXTERNSHIP | TOTAL | |
| 1 | 1 & 2 | PA102 – Fundamentals of Baking and Pastry | 50 | 100 | 0 | 150 | 10 |
| | 1 | CE187 – Menu Design and Management | 30 | 0 | 0 | 30 | 3 |
| | 2 | GE110 – Business and Professional Communications | 50 | 0 | 0 | 50 | 5 |
| 2 | 3 & 4 | PA120 – Patisserie | 40 | 100 | 0 | 140 | 9 |
| | 3 | GE130 – Foodservice Math & Accounting | 50 | 0 | 0 | 50 | 5 |
| | 4 | CE167 – Food and Beverage Cost Control | 30 | 0 | 0 | 30 | 3 |
| 3 | 5 & 6 | PA130 – Confiserie and Artisan Baking | 40 | 100 | 0 | 140 | 9 |
| | 5 | GE140 – World History and Culture from the Culinary Perspective | 50 | 0 | 0 | 50 | 5 |
| | 6 | CE129 – Foodservice Management | 40 | 0 | 0 | 40 | 4 |
| | 6 | GE120 – Technical Writing for the Hospitality Industry | 50 | 0 | 0 | 50 | 5 |
| 4 | 7 & 8 | PA220 – Global and Contemporary Cuisine | 50 | 100 | 0 | 150 | 10 |
| | 7 | GE150 – The Science of Nutrition | 50 | 0 | 0 | 50 | 5 |
| | 8 | CE161 – Building Your Own Business | 50 | 0 | 0 | 50 | 5 |
| 5 | 9 | PA290 – Pastry Industry Externship I | 0 | 0 | 180 | 180 | 6 |
| | 10 | PA296 – Pastry Industry Externship II | 0 | 0 | 180 | 180 | 6 |
| PROGRAM TOTALS | | | 580 | 400 | 360 | 1340 | 90 |

PROGRAM DETAILS – DISTANCE LEARNING

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

**Time to complete may be extended due to Distance Education course sequencing.*

Program Description – Culinary Arts

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

The competencies to be mastered in this program deliver a comprehensive knowledge of foodservice preparation, operations, and management. Students study the culinary basics and advance to regional and world cuisine. The Farm to Table® Experience course provides an opportunity for students to work with local farmers and ranchers to discover and participate in delivering food from the farm to the customer.

An industry externship is required to gain functional knowledge by working in an approved food service establishment. Culinary theory courses address specific subjects that professionals in the hospitality and foodservice industry need to succeed to their highest possible professional level.

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

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

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

- Completion of the required 90 quarter credit hours;
- A minimum cumulative grade point average of 2.0;
- Completion of a minimum of 80% of the 1340 scheduled hours;
- Completion of all required externship hours.

Program Objectives:

- Teach students the foundation of culinary techniques in cuisine and pastry in order to pursue a career in the culinary arts.
- Enable students to develop the skills and confidence to cook or bake without recipes.
- Introduce students to palate development and sensory awareness, enhancing their ability to critically evaluate food.
- Prepare students to be culinary professionals by teaching skills related to the foodservice industry.
- Provide students the critical thinking skills required to progress professionally.

| TERM (12 WEEKS) | SESSION (6 WEEKS) | COURSE NUMBER—COURSE | CLOCK HOURS | | | | QUARTER CREDIT HOURS |
|-----------------------|----------------------|---|------------------------|------------------|------------|-------------|----------------------------|
| | | | CLASSROOM (LECTURE) | KITCHEN (LAB) | EXTERNSHIP | TOTAL | |
| 1 | 1 | CU101 – Culinary Foundations | 75 | 70 | 0 | 145 | 11 |
| | 2 | CE135 – Restaurant Operations | 100 | 0 | 0 | 100 | 10 |
| 2 | 3 | GE110 – Business and Professional Communications | 50 | 0 | 0 | 50 | 5 |
| | | GE140 – World History and Culture from the Culinary Perspective | 50 | 0 | 0 | 50 | 5 |
| | 4 | CU122 – Culinary Arts and Patisserie | 45 | 100 | 0 | 145 | 9 |
| 3 | 5 | GE130 – Foodservice Math & Accounting | 50 | 0 | 0 | 50 | 5 |
| | | GE120 – Technical Writing for the Hospitality Industry | 50 | 0 | 0 | 50 | 5 |
| | 6 | CU132 – World Cuisines | 45 | 100 | 0 | 145 | 9 |
| 4 | 7 | GE150 – The Science of Nutrition | 50 | 0 | 0 | 50 | 5 |
| | | CE160 – Culinary Entrepreneurship | 50 | 0 | 0 | 50 | 5 |
| | 8 | CU220 – Farm to Table® Experience | 35 | 110 | 0 | 145 | 9 |
| 5 | 9 | CU290 – Culinary Industry Externship I | 9 | 0 | 171 | 180 | 6 |
| | 10 | CU295 – Culinary Industry Externship II | 9 | 0 | 171 | 180 | 6 |
| PROGRAM TOTALS | | | 618 | 380 | 342 | 1340 | 90 |

PROGRAM DETAILS – DISTANCE LEARNING

ASSOCIATE OF OCCUPATIONAL STUDIES IN FOOD ENTREPRENEURSHIP – 90 QUARTER CREDITS – 1260 CLOCK HOURS – 84 WEEKS

Program Description

As small foodservice businesses have expanded in the aftermath of pandemic-related closures and employee furloughs, an opportunity exists to educate cooks and future chefs in the arena of Entrepreneurship. Auguste Escoffier School of Culinary Arts proposes a Food Entrepreneurship program that builds a skill set designed for a culinarian who wishes to be successful in management and in small business. The Food Entrepreneurship program instructs students on how to leverage culinary foundations along with core business essentials and specialized emphasis on marketing and promotion.

The Associate of Occupational Studies in Food Entrepreneurship includes all courses (or their equivalents) from the Food Entrepreneurship diploma program. In addition, this degree includes a suite of general education courses that add depth to students' overall learning experience preparing them for the foodservice industry. The associate degree also includes an additional externship experience enabling students to further their industry knowledge.

Students will be awarded an Associate of Occupational Studies in Food Entrepreneurship when the following have been met:

- Completion of 90 quarter credit hours;
- Completion of two 160-hour Industry Externship courses;
- A minimum cumulative grade point average of 2.0

Program Objectives:

- Acquire foundational knowledge to pursue careers as restaurant cooks, personal cooks and chefs, caterers, food truck owners, and more.
- Explore core business essentials such as cost control, supervision, and menu design in addition to culinary techniques.
- Examine marketing concepts and promotion through the lens of social media content creation, food writing for blogs, food styling, and photography.
- Apply business principles in the management of operations and private practice.
- Use foodservice accounting and mathematical concepts in business operations.
- Discuss the role of food and its contribution and influence over history, culture, religion, economics, and politics.
- Apply psychological principles to the workplace.

| TERM (12 WEEKS) | SESSION (6 WEEKS) | COURSE NUMBER—COURSE | CLOCK HOURS | | | | QUARTER CREDIT HOURS |
|-----------------------|----------------------|---|------------------------|------------------|------------|-------------|----------------------------|
| | | | CLASSROOM (LECTURE) | KITCHEN (LAB) | EXTERNSHIP | TOTAL | |
| 1 | 1 | CU102 – Culinary Foundations I | 30 | 40 | 0 | 70 | 5 |
| | 2 | CE129 – Foodservice Management | 40 | 0 | 0 | 40 | 4 |
| | 2 | CU103 – Culinary Foundations II | 20 | 60 | 0 | 80 | 5 |
| 2 | 3 | EN140 – Food Styling and Photography | 20 | 40 | 0 | 60 | 4 |
| | 4 | CU110 – Doughs and Leaveners | 25 | 30 | 0 | 55 | 4 |
| | 4 | EN180 – Social Media Content Development | 20 | 40 | 0 | 60 | 4 |
| 3 | 5 | CE167 – Purchasing & Cost Control | 30 | 0 | 0 | 30 | 3 |
| | 6 | CU140 – Western European Cuisines | 20 | 40 | 0 | 60 | 4 |
| | 6 | CE187 – Menu Design and Management | 30 | 0 | 0 | 30 | 3 |
| 4 | 7 | EN170 – Food Blogging and Recipe Development | 20 | 40 | 0 | 60 | 4 |
| | 8 | CU180 – American Regional Cuisine | 25 | 30 | 0 | 55 | 4 |
| | 8 | EN160 – Hospitality Marketing | 40 | 0 | 0 | 40 | 4 |
| 5 | 9 | CE160 – Culinary Entrepreneurship | 50 | 0 | 0 | 50 | 5 |
| | 9 | GE140 – World History and Culture from the Culinary Perspective | 50 | 0 | 0 | 50 | 5 |
| | 10 | GE120 – Technical Writing for the Hospitality Industry | 50 | 0 | 0 | 50 | 5 |
| | 10 | GE150 – The Science of Nutrition | 50 | 0 | 0 | 50 | 5 |
| 6 | 11 | GE110 – Business & Professional Communications | 50 | 0 | 0 | 50 | 5 |
| | 12 | GE130 – Foodservice Math & Accounting | 50 | 0 | 0 | 50 | 5 |
| 7 | 13 | EX101 – Externship I | 10 | 0 | 150 | 160 | 6 |
| | 14 | EX202 – Externship II | 10 | 0 | 150 | 160 | 6 |
| PROGRAM TOTALS | | | 640 | 320 | 300 | 1260 | 90 |

PROGRAM DETAILS – DISTANCE LEARNING

ASSOCIATE OF OCCUPATIONAL STUDIES IN HOSPITALITY AND RESTAURANT OPERATIONS MANAGEMENT – 90 QUARTER CREDITS – 1020 HOURS – 60 WEEKS

Program Description – Food and Beverage Operations

The Associate of Occupational Studies in Hospitality and Restaurant Operations Management program was developed to provide students with the understanding of the hospitality industry from a business perspective. Students start with professionalism and entry level management while building on that knowledge to learn the skills necessary to successfully manage operational aspects of a successful hospitality operation.

The curriculum combines lectures, laboratory and an externship for an integrated approach to the food and beverage operations industry. Topics include leadership, human resource management, event management, purchasing, cost control, menu management and entrepreneurship. Students in the degree program take a course in culinary foundations designed to provide an introduction to the professional kitchen as they become acquainted with tools, utensils, and equipment and discuss kitchen layout.

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 a 6 week industry externship in order to gain functional knowledge by working in an approved food service establishment.

Students will be awarded an Associate of Occupational Studies in Hospitality and Restaurant Operations Management when the following have been met:

- Completion of 90 quarter credit hours;
- Completion of the 160-hour Industry Externship course;
- A minimum cumulative grade point average of 2.0.

Program Objectives:

- Understand the skill sets required for supervisory/management positions.
- Analyze relevant operations data and make sound decisions for a profitable operation.
- Plan and provide professional service with high levels of attention to detail in guest experience.
- Train and coach line level employees in operations.
- Understand available business technologies and provide consultation based on an operation's needs.
- Understand and develop the operation as a concept.

| TERM (12 WEEKS) | SESSION (6 WEEKS) | COURSE NUMBER—COURSE | CLOCK HOURS | | | | QUARTER CREDIT HOURS |
|-----------------------|----------------------|--|------------------------|------------------|------------|-------------|----------------------------|
| | | | CLASSROOM (LECTURE) | KITCHEN (LAB) | EXTERNSHIP | TOTAL | |
| 1 | 1 | OP110 – Professionalism and Service Standards | 50 | 0 | 0 | 50 | 5 |
| | 1 | GE110 – Business and Professional Communications | 50 | 0 | 0 | 50 | 5 |
| | 2 | CE187 – Menu Design and Management | 30 | 0 | 0 | 30 | 3 |
| | 2 | GE150 – The Science of Nutrition | 50 | 0 | 0 | 50 | 5 |
| 2 | 3 | OP180 – Catering and Event Operations | 50 | 0 | 0 | 50 | 5 |
| | 3 | GE170 – Introduction to Psychology in the Workplace | 50 | 0 | 0 | 50 | 5 |
| | 4 | OP130 – Foundations in Human Resources | 50 | 0 | 0 | 50 | 5 |
| | 4 | GE140 – World History and Culture from the Culinary Perspective | 50 | 0 | 0 | 50 | 5 |
| 3 | 5 | OP210 – Leadership and Development | 50 | 0 | 0 | 50 | 5 |
| | 5 | GE130 – Foodservice Math & Accounting | 50 | 0 | 0 | 50 | 5 |
| | 6 | OP140 – Cost Control | 50 | 0 | 0 | 50 | 5 |
| 4 | 7 | OP120 – Purchasing | 50 | 0 | 0 | 50 | 5 |
| | 7 | OP150 – Beverage Service Operations | 50 | 0 | 0 | 50 | 5 |
| | 7 | OP170 – Facilities Operations and Compliance | 50 | 0 | 0 | 50 | 5 |
| | 8 | OP200 – Operations Technology and Innovation | 50 | 0 | 0 | 50 | 5 |
| 5 | 9 | CU100 – Culinary Foundations I | 40 | 40 | 0 | 80 | 6 |
| | 9 | CE161 – Building Your Own Business | 50 | 0 | 0 | 50 | 5 |
| | 10 | OP290 – Externship | 10 | 0 | 150 | 160 | 6 |
| PROGRAM TOTALS | | | 830 | 40 | 150 | 1020 | 90 |

PROGRAM DETAILS – DISTANCE LEARNING

ASSOCIATE OF OCCUPATIONAL STUDIES IN HOLISTIC NUTRITION AND WELLNESS – 90 QUARTER CREDITS – 1230 CLOCK HOURS – 84 WEEKS

Program Description

An expanding market of health-influenced menus and restaurants demands a supply of professionals with industry-ready skills in nutrition and wellness, underscored by a solid foundation in the culinary arts. The Holistic Nutrition and Wellness program helps students build a skill set unlike traditional programs which focus on either nutritional science or technical cooking skills. The program instructs students how to leverage a foundation of culinary skills with additional instruction in nutrition, wellness and coaching as the means to support restaurant guests or personal chef clientele aiming for a positive relationship with food and diet as well as an improvement to their overall health and well-being.

The Associate of Occupational Studies in Holistic Nutrition and Wellness includes all courses (or their equivalents) from the Holistic Nutrition and Wellness diploma programs. In addition, this degree includes a suite of general education courses that add depth to students' overall learning experience preparing them for the foodservice industry. The associate degree also includes an additional externship experience enabling students to further their industry knowledge.

Students will be awarded a **Holistic Nutrition and Approaches to Wellness Diploma** when the following have been met:

- Completion of 90 quarter credit hours;
- Completion of two 160-hour Industry Externship courses;
- A minimum cumulative grade point average of 2.0

Program Objectives:

- Acquire foundational knowledge to pursue careers in healthy food preparation, personal chef for hire and food wellness coaching with nutritionally balanced menus.
- Explore food consumption and diet through the lens of human nutrition as a science and nutritional vs. traditional cooking techniques.
- Examine specialized diets, wellness concepts including mindfulness and holistic approaches as well as the business skills needed to be successful in practice.
- Apply business principles in the management of operations and private practice.
- Use managerial accounting and cost control methods in business operations.
- Discuss the role of food and its contribution and influence over history, culture, religion, economics, and politics.
- Apply psychological principles to the workplace.
- This program is not intended as a certification preparation program or course.





| TERM (12 WEEKS) | SESSION (6 WEEKS) | COURSE NUMBER—COURSE | CLOCK HOURS | | | | QUARTER CREDIT HOURS |
|-----------------------|----------------------|--|------------------------|------------------|------------|-------------|----------------------------|
| | | | CLASSROOM (LECTURE) | KITCHEN (LAB) | EXTERNSHIP | TOTAL | |
| 1 | 1 | CU102 – Culinary Foundations I | 30 | 40 | 0 | 70 | 5 |
| | 2 | CU103 – Culinary Foundations II | 20 | 60 | 0 | 80 | 5 |
| | 2 | HW130 – Holistic Nutrition | 40 | 0 | 0 | 40 | 4 |
| 2 | 3 | HW105 – Fundamentals of Healthy Baking | 30 | 40 | 0 | 70 | 5 |
| | 4 | CE167 – Purchasing and Cost Control | 30 | 0 | 0 | 30 | 3 |
| | 4 | CE130 – Menu Design | 40 | 0 | 0 | 40 | 4 |
| 3 | 5 | HW155 – Nutritional Cooking and Special Diets I | 20 | 60 | 0 | 80 | 5 |
| | 6 | HW160 – Nutritional Cooking and Special Diets II | 20 | 40 | 0 | 60 | 4 |
| | 6 | HW170 – Exploring Wellness Concepts I | 40 | 0 | 0 | 40 | 4 |
| 4 | 7 | HW175 – Exploring Wellness Concepts II | 40 | 20 | 0 | 60 | 5 |
| | 7 | HW180 – Coaching Techniques and Practices | 40 | 0 | 0 | 40 | 4 |
| | 8 | CE190 – Entrepreneurship | 50 | 0 | 0 | 50 | 5 |
| 5 | 9 | GE140 – World History and Culture from the Culinary Perspective | 50 | 0 | 0 | 50 | 5 |
| | 10 | GE130 – Foodservice Math and Accounting | 50 | 0 | 0 | 50 | 5 |
| 6 | 11 | GE170 – Introduction to Psychology in the Workplace | 50 | 0 | 0 | 50 | 5 |
| | 11 | GE110 – Business and Professional Communications | 50 | 0 | 0 | 50 | 5 |
| | 12 | GE185 – Advanced Holistic Nutrition | 50 | 0 | 0 | 50 | 5 |
| 7 | 12 | EX201 – Externship I | 10 | 0 | 150 | 160 | 6 |
| | 13 | EX202 – Externship II | 10 | 0 | 150 | 160 | 6 |
| PROGRAM TOTALS | | | 670 | 260 | 300 | 1230 | 90 |

*CE135 Restaurant Operations equates to: CE130, CE167, and CE180

PROGRAM DETAILS – DISTANCE LEARNING

ASSOCIATE OF OCCUPATIONAL STUDIES IN PLANT-BASED CULINARY ARTS – 90 QUARTER CREDITS – 1290 CLOCK HOURS – 84 WEEKS

Program Description – Plant-Based Culinary Arts

Auguste Escoffier School of Culinary Arts' Plant-Based program takes a holistic approach to plant-based cooking. Novices and experienced chefs alike will enjoy learning the fundamentals of plant-based cooking, the tools and basic ingredients to have on hand in the plant-based kitchen, meal composition, seasonal menu planning, cultural plant-based cuisine, food safety, allergen awareness, and traditional ingredient substitutions. The program will show students how to leverage vegetables, fruits, nuts, legumes, whole grains, and plant proteins to create plant-based food that is relevant and leads the way in today's food culture.

The Associate of Occupational Studies in Plant-Based Culinary Arts includes all courses (or their equivalents) from the Plant-Based diploma programs. In addition, this degree includes a suite of general education courses that add depth to students' overall learning experience preparing them for the foodservice industry. The associate degree also includes an additional externship experience enabling students to further their industry knowledge.

Students will be awarded an Associate of Occupational Studies in Plant-Based Cuisine when the following have been met:

- Completion of 90 quarter credit hours;
- Completion of two 160-hour Externship courses; and
- A minimum cumulative grade point average of 2.0.

Program Objectives:

- Demonstrate professionalism in all aspects of the foodservice industry including, but not limited to, food safety and sanitation, hygiene, care and use of tools, effective communication, and respect for the uniform.
- Use culinary and pastry tools, techniques, and ingredients to craft plant-based food that is inclusive, creative, and relevant in today's food culture.
- Support the importance of Farm to Table® principles with a focus on nutritional benefits, sustainability, ethics and biodiversity.
- Apply business principles in the management of commercial foodservice operations.
- Use managerial accounting and cost control methods in business operations.
- Discuss the role of food and its contribution and influence over history, culture, religion, economics, and politics.
- Apply psychological principles to the workplace.





| TERM (12 WEEKS) | SESSION (6 WEEKS) | COURSE NUMBER—COURSE | CLOCK HOURS | | | | QUARTER CREDIT HOURS |
|-----------------------|----------------------|--|------------------------|------------------|------------|-------------|----------------------------|
| | | | CLASSROOM (LECTURE) | KITCHEN (LAB) | EXTERNSHIP | TOTAL | |
| 1 | 1 | PB101 – Plant-Based Culinary Foundations I | 20 | 40 | 0 | 60 | 4 |
| | 2 | PB102 – Plant-Based Culinary Foundations II | 20 | 40 | 0 | 60 | 4 |
| | 2 | *CE130 – Menu Design | 40 | 0 | 0 | 40 | 4 |
| 2 | 3 | PB103 – Plant-Based Culinary Foundations III | 25 | 50 | 0 | 75 | 5 |
| | 4 | PB111 – Foundations of Plant-Based Pastry I | 20 | 40 | 0 | 60 | 4 |
| | 4 | *CE167 – Purchasing and Cost Control | 30 | 0 | 0 | 30 | 3 |
| 3 | 5 | PB112 – Foundations of Plant-Based Pastry II | 20 | 40 | 0 | 60 | 5 |
| | 6 | PB120 – Seasonal Plant-Based Cuisine | 20 | 40 | 0 | 60 | 4 |
| | 6 | *CE180 – Foodservice Management | 30 | 0 | 0 | 30 | 3 |
| 4 | 7 | PB130 – Plant-Based Approaches to Wellness | 20 | 40 | 0 | 60 | 4 |
| | 8 | PB141 – Cultural Influences I | 20 | 40 | 0 | 60 | 4 |
| | 8 | CE190 – Entrepreneurship | 50 | 0 | 0 | 50 | 5 |
| 5 | 9 | PB142 – Cultural Influences II | 20 | 40 | 0 | 60 | 4 |
| | 10 | GE110 – Business and Professional Communications | 50 | 0 | 0 | 50 | 5 |
| 6 | 11 | GE140 – World History and Culture from the Culinary Perspective | 50 | 0 | 0 | 50 | 5 |
| | 11 | GE150 – The Science of Nutrition | 50 | 0 | 0 | 50 | 5 |
| | 12 | GE130 – Foodservice Math and Accounting | 50 | 0 | 0 | 50 | 5 |
| | 12 | GE170 – Introduction to Psychology in the Workplace | 50 | 0 | 0 | 50 | 5 |
| 7 | 13 | EX101 – Externship I | 10 | 0 | 150 | 160 | 6 |
| | 14 | EX202 – Externship II | 10 | 0 | 150 | 160 | 6 |
| PROGRAM TOTALS | | | 610 | 380 | 300 | 1290 | 90 |

**CE135 Restaurant Operations equates to: CE130, CE167, and CE180*

PROGRAM DETAILS – DISTANCE LEARNING

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

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

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

The program is made up of six-week and twelve-week courses over 54 weeks and a six-week externship. Courses are accessed through the Online Campus LMS and offer both weekly synchronous activities scheduled with instructors and asynchronous lessons that can be completed as a student's weekly schedule allows. The course also includes an externship in a foodservice establishment that allows students to gain valuable hands-on experience in a professional kitchen environment.

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

- Completion of 59 quarter credit hours;
- Minimum completion of 80% of the 890 scheduled hours;
- Completion of all required externship hours;
- A minimum cumulative grade point average of 2.0.

Program Objectives:

- Teach students the foundation of culinary techniques in cuisine and pastry in order to pursue a career in the culinary arts.
- Enable students to develop the skills and confidence to cook or bake without recipes.
- Introduce students to palate development and sensory awareness, enhancing their ability to critically evaluate food.
- Prepare students to be culinary professionals by teaching skills related to the foodservice industry.
- Provide students the foundational business skills required to maintain a profitable food service establishment.



| TERM (12 WEEKS) | SESSION (6 WEEKS) | COURSE NUMBER—COURSE | CLOCK HOURS | | | | QUARTER CREDIT HOURS |
|-----------------------|----------------------|---|------------------------|------------------|------------|------------|----------------------------|
| | | | CLASSROOM (LECTURE) | KITCHEN (LAB) | EXTERNSHIP | TOTAL | |
| 1 | 1 & 2 | CU101 – Culinary Foundations | 75 | 70 | 0 | 145 | 11 |
| | 2 | CE129 – Foodservice Management | 40 | 0 | 0 | 40 | 4 |
| 2 | 3 | CE167 – Purchasing and Cost Control | 30 | 0 | 0 | 30 | 3 |
| | 3 & 4 | CU122 – Culinary Arts and Patisserie | 45 | 100 | 0 | 145 | 9 |
| 3 | 5 & 6 | CU132 – World Cuisines | 45 | 100 | 0 | 145 | 9 |
| 4 | 7 & 8 | CU222 – The Farm to Table Kitchen | 35 | 110 | 0 | 145 | 9 |
| | 8 | CE187 – Menu Design and Management | 30 | 0 | 0 | 30 | 3 |
| 5 | 9 | CE160 – Culinary Entrepreneurship | 50 | 0 | 0 | 50 | 5 |
| | 10 | CU292 – Culinary Industry Externship I | 10 | 0 | 150 | 160 | 6 |
| PROGRAM TOTALS | | | 360 | 380 | 150 | 890 | 59 |

PROGRAM DETAILS – DISTANCE LEARNING

DIPLOMA IN FOOD ENTREPRENEURSHIP – 59 QUARTER CREDITS – 850 CLOCK HOURS – 60 WEEKS

Program Description

As small foodservice businesses have expanded in the aftermath of pandemic-related closures and employee furloughs, an opportunity exists to educate cooks and future chefs in the arena of Entrepreneurship. Auguste Escoffier School of Culinary Arts proposes a Food Entrepreneurship program that builds a skill set designed for a culinarian who wishes to be successful in management and in small business. The Food Entrepreneurship program instructs students on how to leverage culinary foundations along with core business essentials and specialized emphasis on marketing and promotion.

Program Outcomes

The goals of the Food Entrepreneurship Diploma Program are to prepare students to:

1. Acquire foundational knowledge to pursue careers as restaurant cooks, personal cooks and chefs, caterers, food truck owners, and more.

2. Explore core business essentials such as cost control, supervision, and menu design in addition to culinary techniques.
3. Examine marketing concepts and promotion through the lens of social media content creation, food writing for blogs, food styling, and photography.
4. Apply business principles in the management of operations and private practice.

Food Entrepreneurship Diploma Program (Distance Education)

This program is made up of five (5) culinary courses, four (4) marketing-focused courses, four (4) Industry-focused core courses, and one (1) six-week-long externship. The program is intended to be completed over five 12-week long terms or in 60 weeks total. The Food Entrepreneurship program includes a variety of learning activities through lectures and laboratory sessions.

Students will be awarded a Food Entrepreneurship Diploma when the following have been met:

- Completion of 59 quarter credit hours
- Completion of the 160-hour Industry Externship course
- A minimum cumulative grade point average of 2.0

| TERM (12 WEEKS) | SESSION (6 WEEKS) | COURSE NUMBER—COURSE | CLOCK HOURS | | | | QUARTER CREDIT HOURS |
|-----------------------|----------------------|--|------------------------|------------------|------------|------------|----------------------------|
| | | | CLASSROOM (LECTURE) | KITCHEN (LAB) | EXTERNSHIP | TOTAL | |
| 1 | 1 | CU102 – Culinary Foundations I | 30 | 40 | 0 | 70 | 5 |
| | 2 | CE129 – Foodservice Management | 40 | 0 | 0 | 40 | 4 |
| | 2 | CU103 – Culinary Foundations II | 20 | 60 | 0 | 80 | 5 |
| 2 | 3 | EN140 – Food Styling and Photography | 20 | 40 | 0 | 60 | 4 |
| | 4 | CU110 – Doughs and Leaveners | 25 | 30 | 0 | 55 | 4 |
| | 4 | EN180 – Social Media Content Development | 20 | 40 | 0 | 60 | 4 |
| 3 | 5 | CE167 – Purchasing & Cost Control | 30 | 0 | 0 | 30 | 3 |
| | 6 | CU140 – Western European Cuisines | 20 | 40 | 0 | 60 | 4 |
| | 6 | CE187 – Menu Design and Management | 30 | 0 | 0 | 30 | 3 |
| 4 | 7 | EN170 – Food Blogging and Recipe Development | 20 | 40 | 0 | 60 | 4 |
| | 8 | CU180 – American Regional Cuisine | 25 | 30 | 0 | 55 | 4 |
| | 8 | EN160 – Hospitality Marketing | 40 | 0 | 0 | 40 | 4 |
| 5 | 9 | CE160 – Culinary Entrepreneurship | 50 | 0 | 0 | 50 | 5 |
| | 10 | EX101 – Externship I | 10 | 0 | 150 | 160 | 6 |
| PROGRAM TOTALS | | | 380 | 320 | 150 | 850 | 59 |

PROGRAM DETAILS – DISTANCE LEARNING

DIPLOMA IN HOLISTIC NUTRITION AND WELLNESS – 59 QUARTER CREDITS – 820 CLOCK HOURS – 60 WEEKS

Program Description

An expanding market of health-influenced menus and restaurants demands a supply of professionals with industry-ready skills in nutrition and wellness, underscored by a solid foundation in the culinary arts. The Holistic Nutrition and Wellness program helps students build a skill set unlike traditional programs which focus on either nutritional science or technical cooking skills. The program instructs students how to leverage a foundation of culinary skills with additional instruction in nutrition, wellness and coaching as the means to support restaurant guests or personal chef clientele aiming for a positive relationship with food and diet as well as an improvement to their overall health and well-being. This program is made up of seven (7) holistic nutrition and wellness courses, five (5) industry focused core courses and one (1) six-week long externship. The program is intended to be completed over five 12-week terms or in 60 weeks total. The Holistic Nutrition and

Wellness program includes a variety of learning activities through lecture and laboratory sessions.

Students will be awarded a Diploma in Holistic Nutrition and Wellness when the following have been met:

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

Program Objectives:

- Acquire foundational knowledge to pursue careers in healthy food preparation, personal chef for hire and food wellness coaching with nutritionally balanced menus.
- Explore food consumption and diet through the lens of human nutrition as a science and nutritional vs. traditional cooking techniques.
- Examine specialized diets, wellness concepts including mindfulness and holistic approaches as well as the business skills needed to be successful in practice.
- Apply business principles in the management of operations and private practice.
- This program is not intended as a certification preparation program or course.

| TERM (12 WEEKS) | SESSION (6 WEEKS) | COURSE NUMBER—COURSE | CLOCK HOURS | | | | QUARTER CREDIT HOURS |
|-----------------------|----------------------|---|------------------------|------------------|------------|------------|----------------------------|
| | | | CLASSROOM (LECTURE) | KITCHEN (LAB) | EXTERNSHIP | TOTAL | |
| 1 | 1 | CU102 – Culinary Foundations I | 30 | 40 | 0 | 70 | 5 |
| | 2 | CU103 – Culinary Foundations II | 20 | 60 | 0 | 80 | 5 |
| | 2 | HW130 – Holistic Nutrition | 40 | 0 | 0 | 40 | 4 |
| 2 | 3 | HW105 – Fundamentals of Healthy Baking | 30 | 40 | 0 | 70 | 5 |
| | 3 | CE167 – Purchasing and Cost Control | 30 | 0 | 0 | 30 | 3 |
| | 4 | CE130 – Menu Design | 40 | 0 | 0 | 40 | 4 |
| 3 | 4 | HW155 – Nutritional Cooking and Special Diets I | 20 | 60 | 0 | 80 | 5 |
| | 5 | HW160 – Nutritional Cooking and Special Diets II | 20 | 40 | 0 | 60 | 4 |
| | 5 | HW170 – Exploring Wellness Concepts I | 40 | 0 | 0 | 40 | 4 |
| 4 | 6 | HW175 – Exploring Wellness Concepts II | 40 | 20 | 0 | 60 | 5 |
| | 6 | HW180 – Coaching Techniques and Practices | 40 | 0 | 0 | 40 | 4 |
| 4 | 7 | CE190 – Entrepreneurship | 50 | 0 | 0 | 50 | 5 |
| | 6 | EX101 – Externship I | 20 | 0 | 150 | 160 | 6 |
| PROGRAM TOTALS | | | 410 | 260 | 150 | 820 | 59 |

PROGRAM DETAILS – DISTANCE LEARNING

DIPLOMA IN PLANT-BASED CULINARY ARTS – 59 QUARTER CREDITS – 880 CLOCK HOURS – 60 WEEKS

Program Description – Plant-Based Culinary Arts

As people, and by extension the foodservice industry, search for more nutritious, inclusive, and delicious dining options, there is a growing demand for plant-based cooking education. Novices and experienced chefs alike will enjoy learning the fundamentals of plant-based cooking, the tools, and basic ingredients to have on hand in the plant-based kitchen, meal composition, seasonal menu planning, cultural plant-based cuisine, food safety, allergen awareness, and traditional ingredient substitutions. The program will show students how to leverage vegetables, fruits, nuts, legumes, whole grains, and plant proteins to create plant-based food that is relevant and leads the way in today's food culture.

This program is made up of nine, six-week plant-based courses over 54 weeks and a six-week externship along with four industry focused courses to provide students with a well-rounded education. In total, the program takes 60 weeks to complete. The Plant-Based Culinary Arts program

offers online courses through interactive distance learning delivery methods which include a variety of learning opportunities for students through lecture and lab activities.

Students will be awarded a Plant-Based Culinary Arts Diploma when the following have been met:

- Completion of 59 quarter credit hours;
- Completion of the 160-hour Industry Externship course;
- A minimum cumulative grade point average of 2.0.

Program Objectives:

- Demonstrate professionalism in all aspects of the foodservice industry including, but not limited to, food safety and sanitation, hygiene, care and use of tools, effective communication, and respect for the uniform.
- Use culinary and pastry tools, techniques, and ingredients to craft plant-based food that is inclusive, creative, and relevant in today's food culture.
- Support the importance of Farm to Table® principles with a focus on nutritional benefits, Sustainability, ethics, and biodiversity.
- Apply business principles in the management of commercial foodservice operations.

| TERM (12 WEEKS) | SESSION (6 WEEKS) | COURSE NUMBER—COURSE | CLOCK HOURS | | | | QUARTER CREDIT HOURS |
|-----------------------|----------------------|---|------------------------|------------------|------------|------------|----------------------------|
| | | | CLASSROOM (LECTURE) | KITCHEN (LAB) | EXTERNSHIP | TOTAL | |
| 1 | 1 | PB101 – Plant-Based Culinary Foundations I | 20 | 40 | 0 | 60 | 4 |
| | 2 | PB102 – Plant-Based Culinary Foundations II | 20 | 40 | 0 | 60 | 4 |
| | 2 | CE130 – Menu Design | 40 | 0 | 0 | 40 | 4 |
| 2 | 3 | PB103 – Plant-Based Culinary Foundations III | 25 | 50 | 0 | 75 | 5 |
| | 4 | PB111 – Foundations of Plant-Based Pastry I | 20 | 40 | 0 | 60 | 4 |
| | 4 | CE167 – Purchasing and Cost Control | 30 | 0 | 0 | 30 | 3 |
| 3 | 5 | PB112 – Foundations of Plant-Based Pastry II | 25 | 50 | 0 | 75 | 5 |
| | 6 | PB120 – Seasonal Plant-Based Cuisine | 20 | 40 | 0 | 60 | 4 |
| | 6 | CE180 – Foodservice Management | 30 | 0 | 0 | 30 | 3 |
| 4 | 7 | PB130 – Plant-Based Approaches to Wellness | 20 | 40 | 0 | 60 | 4 |
| | 8 | PB141 – Cultural Influences I | 20 | 40 | 0 | 60 | 4 |
| | 8 | CE190 – Entrepreneurship | 50 | 0 | 0 | 50 | 5 |
| 5 | 9 | PB142 – Cultural Influences II | 20 | 40 | 0 | 60 | 4 |
| | 10 | EX101 – Externship I | 10 | 0 | 150 | 160 | 6 |
| PROGRAM TOTALS | | | 350 | 380 | 150 | 880 | 59 |

PROGRAM DETAILS – DISTANCE LEARNING

DIPLOMA IN PROFESSIONAL PASTRY ARTS – 59 QUARTER CREDITS – 910 CLOCK HOURS – 60 WEEKS

Program Description – Professional Pastry Arts

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

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

The program is made up of courses organized into four twelve-week terms and a six-week externship. Each course offers 6 distance learning lessons. Courses are accessed through the Online Campus learning management system and offer both weekly synchronous activities scheduled with instructors and asynchronous lessons that can be completed as a student's weekly schedule allows. The program concludes with an externship in a foodservice establishment that allows students to gain valuable hands-on experience in a professional kitchen environment.

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

- Completion of 59 quarter credit hours;
- Completion of a minimum of 80% of the 910 scheduled hours;
- Completion of the 160-hour Industry Externship course;
- A minimum cumulative grade point average of 2.0.

Program Objectives:

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

| TERM (12 WEEKS) | SESSION (6 WEEKS) | COURSE NUMBER—COURSE | CLOCK HOURS | | | | QUARTER CREDIT HOURS |
|-----------------------|----------------------|--|------------------------|------------------|------------|------------|----------------------------|
| | | | CLASSROOM (LECTURE) | KITCHEN (LAB) | EXTERNSHIP | TOTAL | |
| 1 | 1 | PA103 – Fundamentals of Baking and Pastry I | 20 | 60 | 0 | 80 | 5 |
| | 2 | PA105 – Fundamentals of Baking and Pastry II | 20 | 60 | 0 | 80 | 5 |
| | 2 | CE187 – Menu Design and Management | 30 | 0 | 0 | 30 | 3 |
| 2 | 3 | PA221 – Contemporary Pastry Arts | 20 | 60 | 0 | 80 | 5 |
| | 4 | PA222 – Global Pastry Arts | 20 | 60 | 0 | 80 | 5 |
| | 4 | CE167 – Food and Beverage Cost Control | 30 | 0 | 0 | 30 | 3 |
| 3 | 5 | PA132 – Foundations of Bread I | 15 | 30 | 0 | 45 | 3 |
| | 6 | PA135 – Foundations of Bread II | 15 | 30 | 0 | 45 | 3 |
| | 6 | CE129 – Foodservice Management | 40 | 0 | 0 | 40 | 4 |
| 4 | 7 | PA137 – Confiserie | 20 | 30 | 0 | 50 | 3 |
| | 8 | PA125 – Cake Design and Decorating | 40 | 100 | 0 | 140 | 9 |
| 5 | 9 | CE161 – Building Your Own Business | 50 | 0 | 0 | 50 | 5 |
| | 10 | PA292 – Pastry Industry Externship I | 10 | 0 | 150 | 160 | 6 |
| PROGRAM TOTALS | | | 330 | 430 | 150 | 910 | 59 |

STAND ALONE COURSES

The following courses are approved for Stand Alone Course enrollment:

PLANT-BASED STAND-ALONE COURSES*

| COURSE NUMBER—COURSE | CLOCK HOURS | | |
|--|---------------------|---------------|-------------------|
| | CLASSROOM (LECTURE) | KITCHEN (LAB) | TOTAL CLOCK HOURS |
| PB111 – Foundations of Plant-Based Pastry I | 20 | 40 | 60 |
| PB112 – Foundations of Plant-Based Pastry II | 25 | 50 | 75 |
| PB120 – Seasonal Plant-Based Cuisine | 20 | 40 | 60 |
| PB130 – Plant-Based Approaches to Wellness | 20 | 40 | 60 |
| PB141 – Cultural Influences I | 20 | 40 | 60 |
| PB142 – Cultural Influences II | 20 | 40 | 60 |

HOLISTIC NUTRITION AND WELLNESS STAND-ALONE COURSES*

| COURSE NUMBER—COURSE | CLOCK HOURS | | |
|--|---------------------|---------------|-------------------|
| | CLASSROOM (LECTURE) | KITCHEN (LAB) | TOTAL CLOCK HOURS |
| HW155 – Nutritional Cooking and Special Diets I | 20 | 60 | 80 |
| HW160 – Nutritional Cooking and Special Diets II | 20 | 40 | 60 |
| HW180 – Coaching Techniques and Practices | 40 | 0 | 40 |
| GE185 – Advanced Holistic Nutrition | 50 | 0 | 50 |

*Additional Course information including descriptions and objectives can be found in the school catalog.

**A course of instruction is a stand-alone course that meets for an extended period of time and provides instruction that may or may not be related to a program of study but is either not part of the sequence or can be taken independent of the full sequence as a stand-alone option. A Course of Instruction may directly prepare students for a certificate or other completion credential or it can stand alone as an optional preparation or, in the case of students requiring make-up work, a prerequisite for a program. A stand-alone course might lead to a credential to be used toward preparing individuals for a trade, occupation, vocation, profession; or it might improve, enhance or add to skills and abilities related to occupational/career opportunities.*





COURSE DESCRIPTIONS

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

| | |
|-------------------------|--------------------|
| GE = General Education | PB = Plant-Based |
| CE = Culinary Education | OP = Operations |
| E = Externship | CU = Culinary Arts |
| HW=Holistic Nutrition | PA = Pastry Arts |

CE129 – FOODSERVICE MANAGEMENT

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

Theory (Lecture) Hours: 40; Total Contact Hours: 40;

Total Quarter Credit Hours: 4

Prerequisite: None

CE130 – MENU DESIGN

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

Lecture/Class Hours: 40; Total Hours: 40

Total Quarter Credit Hours: 4

Prerequisite: None

CE135 – RESTAURANT OPERATIONS

Three out of five restaurants fail within five years of opening, often due to money mismanagement; this residential program course gives students the skills to not only keep their restaurant in business but also turn a profit. In this course, students study the hierarchy of management in food service, and the skills needed to succeed as a manager: training employees, motivating them, disciplining them, and creating a safe and positive work environment.

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

The menu is both a financial tool and a communication tool, and students learn about its uses as both. Students are introduced to accounting and managing budgets, especially as it relates to the hospitality industry. Students learn how to minimize costs and maintain a full range of customer services. This course covers such topics as business planning, pricing, credit management, government regulation, and legal concerns. Business ethics and the crucial role and importance of management and leadership are also covered. For the final project for this course, the student will complete and present a business plan for a foodservice operation.

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

Total Quarter Credit Hours: 10

Prerequisite: None



CE160 – CULINARY ENTREPRENEURSHIP

This course is a culmination course in entrepreneurship. This course covers such topics as business planning, pricing, credit management, government regulation, legal concerns. Business ethics and the crucial role and importance of management and leadership are also covered. For the final project for this course, the student will complete and present a business plan for a food service operation.

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

Total Quarter Credit Hours: 5

Prerequisites: CE167, and CE187 or CE135

CE161 – BUILDING YOUR OWN BUSINESS

This course covers such topics as business planning, pricing, credit management, government regulation, legal concerns, and business ethics. Students learn how to manage and how to lead. For the final project for this course, the student will complete and present a business plan for a food service operation.

Lecture/Class Hours: 50

Total Quarter Credit Hours: 5

Prerequisite: None

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

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

This course introduces students to purchasing, receiving, inventory management and menu pricing. Students learn how to minimize costs and maintain a full range of customer services.

The course progresses from the fundamentals of culinary math into an overview of storeroom operations, inventory, portion control, as purchased and edible portions, ingredient conversions, and recipe costing.

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

Total Quarter Credit Hours: 3

Prerequisite: None

CE180 – FOODSERVICE MANAGEMENT

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

Lecture/Class Hours: 30

Total Hours: 30

Total Quarter Credit Hours: 3

Prerequisite: None



CE187 – MENU DESIGN AND MANAGEMENT

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

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

Total Quarter Credit Hours: 3

Prerequisite: None

CE190 – ENTREPRENEURSHIP

This course is a culmination course in 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.

Lecture/Class Hours: 50

Total Hours: 50

Total Quarter Credit Hours: 5

Prerequisites: CE130, CE167, and CE180 or HW180; or CE135

CU100 – CULINARY FOUNDATIONS I

The Culinary Foundations class begins with course work concentrating on food safety and sanitation in the professional kitchen. The class focuses on the importance of proper hygiene, food handling, food storage, cleaning, pest control and HACCP in a food service operation are explored.

Students will gain an introduction to the professional kitchen as they 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.

Lecture/Class Hours: 40; Lab Hours: 40; Total Hours: 80

Total Quarter Credit Hours: 6

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.

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

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

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

Total Contact Hours: 145;

Total Quarter Credit Hours: 11

Prerequisite: None

CU102 – CULINARY FOUNDATIONS I

This course begins with food safety and sanitation in the professional kitchen including proper hygiene, food handling, food storage, cleaning, pest control and HACCP in a food service operation. Students become acquainted with tools, utensils, and equipment in professional foodservice and discuss kitchen layout. Fundamental knife skills, cutting techniques and mise en place are covered. Production of stocks, sauces and soups are also included with an introduction to starch and grain cookery.

Theory (Lecture) Hours: 30; Lab Hours: 40;

Total Contact Hours: 70; Total Quarter Credit Hours: 5

Prerequisite: None

CU103 – CULINARY FOUNDATIONS II

Essential dry- and moist-heat cooking methods and techniques, seasoning, culinary terminology and equipment operation are taught in this course. Conversion methods and standard measurements, as well as yield cost analysis, portion sizing and food costing are covered.

Theory (Lecture) Hours: 20; Lab Hours: 60;

Total Contact Hours: 80; Total Quarter Credit Hours: 5

Prerequisite: CU 102



CU110 – DOUGHS AND LEAVENERS

This course covers ingredient function, leavening agents and mixing methods related to doughs with an emphasis on understanding bakeshop techniques to produce savory results. Production of quick-doughs and batters, flatbreads, yeast-raised-doughs, various formations and related accompaniments.

Lecture/Class Hours: 25; Lab Hours: 30; Total Hours: 55

Total Quarter Credit Hours: 4

Prerequisite: None

CU122 – CULINARY ARTS AND PATISSERIE

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

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

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

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

Total Contact Hours: 145;

Total Quarter Credit Hours: 9

Prerequisite: CU101

CU132 – WORLD CUISINES

In this course, students will take an in-depth look at a variety of cuisines from around the world. Students will take a global journey by studying the classical cuisines of France and Italy, and exploring a variety of regional cuisines from Europe, the Middle East, Asia, and the Americas. For each region, students will learn about the history and culture of the people, key ingredients and cooking styles that characterize the cuisine, and how to produce some of the region's signature dishes. This course will also prepare students for the workforce by teaching them how to research the dishes and flavors of a specific cuisine for any culinary venture.

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

Total Contact Hours: 145

Total Quarter Credit Hours: 9

Prerequisite: CU101

CU14 – WESTERN EUROPEAN CUISINES

Students have the opportunity to gain an understanding of Western European cuisines by exploring history, traditional and indigenous ingredients, flavor components and cooking techniques. Application of classical and contemporary cooking techniques, plate design, and application of proper sanitation techniques.

Lecture/Class Hours: 20; Lab Hours: 40; Total Hours: 60

Total Quarter Credit Hours: 4

Prerequisite: None

CU180 – AMERICAN REGIONAL CUISINE

Students have the opportunity to gain an understanding of American Regional cuisine by exploring history, traditional and indigenous ingredients, flavor components and cooking techniques. Application of classical and contemporary cooking techniques, plate design, and application of proper sanitation techniques.

Lecture/Class Hours: 25; Lab Hours: 30; Total Hours: 55

Total Quarter Credit Hours: 4

Prerequisite: None

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

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

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

Theory (Lecture) Hours: 35; Lab Hours: 110;

Total Contact Hours: 145;

Total Quarter Credit Hours: 9

Prerequisite: CU101

CU290 – CULINARY INDUSTRY EXTERNSHIP I

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

Externship courses are specific to the area of program concentration and must be completed for each concentration in which a student is enrolled. Externship must be completed for each new program enrollment.

Theory (Lecture) Hours: 9; Externship Hours: 171;

Total Contact Hours: 180

Total Quarter Credit Hours: 6

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

CU292 – CULINARY INDUSTRY EXTERNSHIP I

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

Externship courses are specific to the area of program concentration and must be completed for each concentration in which a student is enrolled. Externship must be completed for each new program enrollment.

Theory (Lecture) Hours: 10; Externship Hours: 150;

Total Contact Hours: 160

Total Quarter Credit Hours: 6

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

CU295 – CULINARY INDUSTRY EXTERNSHIP II

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

Externship courses are specific to the area of program concentration and must be completed for each concentration in which a student is enrolled. Externship must be completed for each new program enrollment.

Theory (Lecture) Hours: 9; Externship Hours: 171;

Total Contact Hours: 180

Total Quarter Credit Hours: 6

Prerequisites: CU290 and a CGPA of 2.0 or higher unless permission is granted by the Executive Chef

EN140 – FOOD STYLING AND PHOTOGRAPHY

Students have the opportunity to learn professional photography techniques using the camera that is always close by—their smartphone! Beginning with an introduction to photography, the course explores how food styling and photography props, lighting, and overall composition can make your food come alive in social media.

Lecture/Class Hours: 20; Lab Hours: 40; Total Hours: 60

Total Quarter Credit Hours: 4

Prerequisite: None

EN160 – HOSPITALITY MARKETING

This course identifies marketing orientation as a management philosophy that guides the design and delivery of guest services in the organization. It explores marketing themes unique to hospitality businesses along with established general marketing principles. Helps students become better at understanding, predicting, and influencing consumer behavior through theoretical knowledge and applied strategies.

Lecture/Class hours: 40; Lab hours: 0; Total hours: 40

Total Quarter Credit Hours: 4

Prerequisite: None

EN170 – FOOD BLOGGING AND RECIPE DEVELOPMENT

This course gives students an introduction to creating a food blog to serve a niche market and discusses methods to enhance the success of the blog through sharing recipes specific to the business. The course focuses on keywords, search engine optimization, revenue generation, and creating blog posts to combine the techniques covered in class.

Lecture/Class hours: 20; Lab hours: 40

Total hours: 60

Total Quarter Credit Hours: 4

Prerequisite: None

EN180 – SOCIAL MEDIA CONTENT DEVELOPMENT

Students have the opportunity to explore the world of content creation as part of the overall promotional strategy. The course focuses on creating content goals, understanding relevant platforms, and target audiences. Students then create a publishing schedule and discuss amendments to the schedule and calendar based on performance analytics.

Lecture/Class hour: 20; Lab hours: 40

Total hours: 60

Total Quarter Credit Hours: 4

Prerequisite: None

EX101 – EXTERNSHIP I

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

Externship courses are specific to the area of program concentration and must be completed for each concentration in which a student is enrolled. Externship must be completed for each new program enrollment.

Externship Hours: 150; Lecture/Class Hours: 10

Total Hours: 160

Total Quarter Credit Hours: 6

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

EX202 – 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.

Externship courses are specific to the area of program concentration and must be completed for each concentration in which a student is enrolled. Externship must be completed for each new program enrollment.

Externship Hours: 150; Lecture/Class Hours: 10

Total Hours: 160

Total Quarter Credit Hours: 6

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

GE110 – BUSINESS AND PROFESSIONAL COMMUNICATIONS

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

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

Theory (Lecture) Hours: 50;

Total Quarter Credit Hours: 5

Prerequisite: None

GE120 – TECHNICAL WRITING FOR THE HOSPITALITY INDUSTRY

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

Unlike most academic writing, in which students demonstrate their learning to a professor who already knows the subject, in technical communication the writer is the expert, and the readers are the learners. In the hospitality and foodservice industries, students and professionals write a variety of documents for supervisors, colleagues, and customers such as explaining a problem or product, preparing a proposal, or illustrating a project. This course teaches students to adapt their writing to different audiences and purposes.

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

Classroom (Lecture) Hours: 50;

Total Quarter Credit Hours: 5

Prerequisite: None

GE130 – FOODSERVICE MATH & ACCOUNTING

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

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

Classroom (Lecture) Hours: 50;

Total Quarter Credit Hours: 5

Prerequisite: None

GE140 – WORLD HISTORY AND CULTURE FROM THE CULINARY PERSPECTIVE

Throughout history, food has done more than just provide nourishment. From prehistoric times to the present day, food and the pursuit of it has had a transformative role in human history. Food has impacted societal organization, industrial development, military conflict, and economic expansion. As

epicure and gastronome, Jean-Anthelme Brillat-Savarin stated, “Gastronomy governs the whole of human man.” In addition, food also serves a role in the cultural development of religion, economics, and politics. This course examines the role of food and its contribution and influence over history, culture, religion, economics, and politics. Food customs and attitudes are also explored, as well as, the social awareness selected food patterns and customs.

Classroom (Lecture) Hours: 50

Total Quarter Credit Hours: 5

Prerequisite: None

GE150 – THE SCIENCE OF NUTRITION

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

Classroom (Lecture) Hours: 50

Total Quarter Credit Hours: 5

Prerequisite: None

GE170 – INTRODUCTION TO PSYCHOLOGY IN THE WORKPLACE

The goals of psychology are to describe, explain, predict, and influence behavior and mental processes. With these goals in mind, students will study the scientific process and learn to explain psychological phenomena. They will learn about how those phenomena fit into major psychological theories, and how to practically apply the ideas of psychology.

Lecture/Class Hours: 50; Total Hours: 50

Total Quarter Credit Hours: 5

Prerequisite: None

GE185 ADVANCED HOLISTIC NUTRITION

This course establishes a foundation for managing a client’s metabolic and wellness needs through nutrition, hydration, sleep, exercise, stress management, and environmental considerations. The course culminates in a personal assessment of these contributors to overall wellness and a case study that takes all of these realms into account and brings them into balance.

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

Total Quarter Credit Hours: 5

Prerequisite: None

HW105 – FUNDAMENTALS OF HEALTHY BAKING

This course introduces the student to proper scaling and measuring in the bakeshop, formula conversion, ingredient function and identification, mixing methods and substitutions for nutritionally based recipes that rival the classics.

Theory (Lecture) Hours: 30

Lab Hours: 40; Total Contact Hours: 70

Total Quarter Credit Hours: 5

Prerequisite: None

HW130 - HOLISTIC NUTRITION

This course covers the basic principles of human nutrition, emphasizing nutrients, food sources, and their role in growth, development, maintenance, and general health. Contemporary and global nutritional issues are also discussed.

Theory (Lecture) Hours: 40; Total Contact Hours: 40

Total Quarter Credit Hours: 4

Prerequisite: None

HW155 – NUTRITIONAL COOKING AND SPECIAL DIETS I

This course focuses on adjustment of classical cooking methods and techniques to obtain more nutritious foods as part of the overall diet. Emphasis is placed on the characteristics, functions, and food sources of the major nutrients and other important nutritional compounds and how to maximize nutrient retention in food preparation and storage.

Theory (Lecture) Hours: 20

Lab Hours: 60 Total Contact Hours: 80

Total Quarter Credit Hours: 5

Prerequisite: None

HW160 – NUTRITIONAL COOKING AND SPECIAL DIETS II

This course expands on the knowledge gained in HW155 to focus specifically on modification of classical cooking techniques to achieve nutritionally sound menus which focus on addressing disease prevention and/or supporting health in those with certain diagnoses.

Theory (Lecture) Hours: 20; Lab Hours: 40, Total Contact Hours: 60

Total Quarter Credit Hours: 4

Prerequisites: HW155 Nutritional Cooking and Special Diets I or Executive Chef Approval

HW170 EXPLORING WELLNESS CONCEPTS I

This course explores wellness related concepts and how these practices contribute to the whole being. Emphasis is placed on the theory of each concept, discussing real world examples and identifying opportunities for coaching within appropriate scenarios. Finally, students will look at their behaviors in the context of trying to live to be over 100 years old and make recommendations to themselves to help achieve a long, pleasant aging experience.

Theory (Lecture) Hours: 40; Total Contact Hours: 40

Total Quarter Credit Hours: 4

Prerequisite: None

HW175 EXPLORING WELLNESS CONCEPTS II

This course builds upon the topics discussed in HW 170 and explores additional topics related to wellness including sleep, stress management, mindfulness, meditation, herbology and Eastern healing. The course culminates with a client-based case study incorporating multiple concepts learned in the course.

Theory (Lecture) Hours: 40; Lab Hours: 20; Total Contact Hours: 60

Total Quarter Credit Hours: 5

Prerequisite: HW170 Exploring Wellness Concepts I

HW180 COACHING TECHNIQUES AND PRACTICES

This course utilizes psychology-based concepts to help students prepare for roles as health coaches. Emphasis is based on transformative learning and the interpersonal influence of the coach to help clients meet goals that previously were out of reach.

Theory (Lecture) Hours: 40; Total Contact Hours: 40

Total Quarter Credit Hours: 4

Prerequisite: None

OP110 – PROFESSIONALISM AND SERVICE STANDARDS

In this course, students learn the basics of professional conduct. Students develop their understanding of hygiene, guest service, and communication standards in order to act in a professional manner, not only in a hospitality setting but in any industry or situation.

Lecture/Class Hours: 50

Total Quarter Credit Hours: 5

Prerequisite: None

OP120 – PURCHASING

This course covers the process of purchasing, receiving, and storing. Students learn procedures and strategies for ensuring a smooth, efficient, and sanitary experience of inventory management.

Lecture/Class Hours: 50

Total Quarter Credit Hours: 5

Prerequisite: None

OP130 – FOUNDATIONS IN HUMAN RESOURCES

This course teaches students to look at their career and others' through a human resources lens. The course covers the employee 'life cycle:' recruiting, onboarding and training, compensation, and performance evaluation.

Lecture/Class Hours: 50

Total Quarter Credit Hours: 5

Prerequisite: None

OP140 – COST CONTROL

This course focuses on the financial side of restaurant operations: managing inventory, creating sales forecasts, and managing food and labor costs. Students learn how to respond to real-world scenarios to minimize costs and maximize profits

Lecture/Class Hours: 50

Total Quarter Credit Hours: 5

Prerequisite: None

OP150 – BEVERAGE SERVICE OPERATIONS

In this course, students learn how to manage beverage operations in a legal and profitable environment. The course covers laws and regulations regarding beverage operations, as well as budgeting, menu planning, and inventory control.

Lecture/Class Hours: 50

Total Quarter Credit Hours: 5

Prerequisite: None

OP170 – FACILITIES OPERATIONS AND COMPLIANCE

This course focuses on the physical space of a food and beverage operation. Students learn about local, state, and federal government regulations for food and beverage spaces; emergency plans; and familiarize themselves with building and equipment maintenance.

Lecture/Class Hours: 50

Total Quarter Credit Hours: 5

Prerequisite: None

OP180 – CATERING AND EVENT OPERATIONS

In this course, students learn the procedures for preparing an event to client specifications, with an emphasis on organizing and planning. Students learn how to create project plans, forecast needs, and learn strategies for coordinating multiple departments.

Lecture/Class Hours: 50

Total Quarter Credit Hours: 5

Prerequisite: None

OP200 – OPERATIONS TECHNOLOGY AND INNOVATION

This course focuses on automation using hospitality technologies. Students discuss the pros and cons of automating various tasks and the money-saving capabilities of various technologies, with an emphasis on information management.

Lecture/Class Hours: 50

Total Quarter Credit Hours: 5

Prerequisite: None

OP210 – LEADERSHIP AND DEVELOPMENT

This course prepares students for a leadership role. Students learn how to effectively motivate and coach employees on an individual basis, as well as how to plan and drive organizational change.

Lecture/Class Hours: 50

Total Quarter Credit Hours: 5

Prerequisite: None

OP290 – EXTERNSHIP

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

Externship courses are specific to the area of program concentration and must be completed for each concentration in which a student is enrolled. Externship must be completed for each new program enrollment.

Externship Hours: 150 Hours over 6 weeks; Lecture Hours: 10

Total Hours: 160 Hours

Total Quarter Credit Hours: 6

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



PA102 – FUNDAMENTALS OF BAKING AND PASTRY

The Fundamentals of Baking and Pastry 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.

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, pâte à 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.

Lecture/Class Hours: 50; Lab Hours: 100; Total Hours: 150

Total Quarter Credit Hours: 10

Prerequisite: None

PA103 – FUNDAMENTALS OF BAKING AND PASTRY I

In this course, students will learn the basics of professional bakeshop work: mise en place, baking math (measuring and converting recipes), and safety and sanitation. Students will then practice the fundamental techniques of pastry and baking, learning multiple methods for creating cookies and doughs.

Lecture/Class Hours: 20; Lab Hours: 60; Total Hours: 80

Total Quarter Credit Hours: 5

Prerequisite: None

PA105 – FUNDAMENTALS OF BAKING AND PASTRY II

In this course, students build on what they've learned in the previous course. They expand their understanding of the bakeshop, baking a variety of pies and tartlets as well as preparing custards (stove-top and baked), dessert sauces, and pâte à choux.

Lecture/Class Hours: 20; Lab Hours: 60; Total Hours – 80

Total Quarter Credit Hours: 5

Prerequisite: PA103

PA120 – PATISSERIE

Pâtisserie 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.

Lecture/Class Hours: 40; Lab Hours: 100; Total Hours: 140

Total Quarter Credit Hours: 9

Prerequisite: None

PA125 – CAKE DESIGN AND DECORATING

In the Pâtisserie course, students will delve into more complex pastries. Cakes are the main focus of this course, and students will learn about the classic mixing methods used to create a wide variety of American and European cakes and tortes. Students will also learn about various styles of cake decoration, progressing from basic icings, frostings, and cake assembly to intermediate decorating techniques and fine line piping. Throughout the course, students will develop their ability to bake on schedule, following a production timeline like those in a professional bakeshop.

Lecture/Class Hours: 40; Lab Hours: 100; Total Hours: 140

Total Quarter Credit Hours: 9

Prerequisite: PA103

PA130 – CONFISERIE AND ARTISAN BAKING

Artisan Bread 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 and execution, chocolate showpiece design and execution.

Lecture/Class Hours: 40; Lab Hours: 100; Total Hours: 140

Total Quarter Credit Hours: 9

Prerequisite: None

PA132 – FOUNDATIONS OF BREAD I

In this course, students learn the basics of baking breads and dough products. Students will use starters and levains, calculate optimal temperature, and work with various doughs and pre-ferments to create multiple different varieties of bread. Students will also continue to develop their ability to follow a production timeline.

Lecture/Class Hours: 15; Lab Hours: 30; Total Hours: 45

Total Quarter Credit Hours: 3

Prerequisite: PA103

PA135 – FOUNDATIONS OF BREAD II

This course expands the student's knowledge of bread into enriched breads. Students will use more advanced methods to create yeasted doughs, laminated doughs, sweet doughs, and puff pastry, and use dough shaping in more complex ways.

Lecture/Class Hours: 15; Lab Hours: 30; Total Hours: 45

Total Quarter Credit Hours: 3

Prerequisite: PA103

PA137 – CONFISERIE

In this course, students will learn about products that, while not necessarily pastry items or baked goods, are important dessert staples and essential knowledge for the bakeshop. Students begin with the proper techniques in storing, melting, and tempering chocolate, as well as creating chocolate decorations. Students will then move on to sugar cookery and confections, explore a variety of fruit desserts and petit fours, and end the course with lessons on frozen desserts, including ice cream and gelato.

Lecture/Class Hours: 20; Lab Hours: 30; Total Hours: 50

Total Quarter Credit Hours: 3

Prerequisite: PA103



PA220 – GLOBAL AND CONTEMPORARY CUISINE

This course highlights modern considerations in the baking industry. Trends in diets and eating habits are constantly changing, and being able to stay on top of them is a key industry skill. Students also learn about cutting-edge trends in dessert composition and contemporary plating techniques, and how to stay current with those. In addition, the course explores different regions' desserts, as well as their cultural significance and the historical influences that produced them.

Lecture/Class Hours: 50; Lab Hours: 100; Total Hours – 150

Total Quarter Credit Hours: 10

Prerequisite: None

PA221 – CONTEMPORARY PASTRY ARTS

This course highlights modern considerations in the baking industry. Trends in diets and eating habits are constantly changing, and being able to stay on top of them is a key industry skill. Students learn about cutting-edge trends in dessert composition and contemporary plating techniques, and how to stay current with those.

Lecture/Class Hours: 20; Lab Hours: 60; Total Hours: 80

Total Quarter Credit Hours: 5

Prerequisite: PA103



PA222 – GLOBAL PASTRY ARTS

This course explores the geographical and cultural influences on desserts from around the world. Students will learn about the desserts of multiple regions of the world, identifying common ingredients and their key flavors, then practicing the production techniques found in the countries of each region. Each week, students will navigate the assigned regions through readings, discussions, and practical assignments.

Lecture/Class Hours: 20; Lab Hours: 60; Total Hours: 80

Total Quarter Credit Hours: 5

Prerequisite: PA103

PA290 – PASTRY 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. In the course, students apply the skills they've learned in practical ways to real-world situations. Students gain hands-on experience in the kitchen that mirrors their future work in the industry and develop the skills necessary for a culinary career. Immersion in a work environment also allows students to develop industry contacts and build working relationships.

Externship Hours: 180 Hours over 6 Weeks

Total Quarter Credit Hours: 6

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

PA292 – PASTRY 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. In the course, students apply the skills they've learned in practical ways to real-world situations. Students gain hands-on experience in the kitchen that mirrors their future work in the industry and develop the skills necessary for a culinary career. Immersion in a work environment also allows students to develop industry contacts and build working relationships.

Externship Hours: 150 Hours over 6 Weeks ; Lecture Hours: 10

Total Quarter Credit Hours: 6

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

PA296 – PASTRY INDUSTRY EXTERNSHIP II

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

Externship Hours: 180 Hours over 6 Weeks

Total Quarter Credit Hours: 6

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

PB101 – PLANT-BASED CULINARY FOUNDATIONS I

In this course, students will be introduced to food safety and sanitation practices in order to prevent foodborne illnesses. They will also be presented with information about food allergens, levels of severity, and measures a chef can take to keep guests safe and included. Additionally, this course will introduce students to the professional plant-based kitchen by familiarizing them with not only traditional culinary tools, utensils, and equipment but also those unique to the plant-based kitchen. They will practice knife safety, cutting techniques, standard measurements and conversions, and basic cooking techniques. But perhaps most importantly, students will classify foods into their food groups to understand basic recipe structures and begin modifying traditional recipes with plant-based substitutions. These concepts will be echoed throughout the entirety of the program.

Lecture/Class Hours: 20; Lab Hours: 40; Total Hours: 60

Total Quarter Credit Hours: 4

Prerequisite: None

PB102 – PLANT-BASED CULINARY FOUNDATIONS II

In this course, students will continue their plant-based education with the creation of stocks and soups, which will be leveraged in future plant-based dishes. Students will also prepare a variety of legumes and grains that introduce new techniques and flavors to their culinary palate.

Lecture/Class Hours: 20; Lab Hours: 40; Total Hours: 60

Total Quarter Credit Hours: 4

Prerequisite: PB101 Plant-Based Culinary Foundations I

PB103 – PLANT-BASED CULINARY FOUNDATIONS III

In the final foundations course, students will apply skills and knowledge gained in prior foundations to the preparation of stews. Students will also prepare a variety of plant-based proteins using the appropriate techniques for each. Finally, students will combine all their fundamental culinary skills and apply them to the theory of meal composition. They will design and prepare balanced dishes focusing on meal composition, flavor profiles, and depth of flavor.

Lecture/Class Hours: 25; Lab Hours: 50; Total Hours: 75

Total Quarter Credit Hours: 5

Prerequisite: PB102 Plant-Based Culinary Foundations II

PB111 – FOUNDATIONS OF PLANT-BASED PASTRY I

In this course, students will be presented with ways to create plant-based frozen desserts as well as techniques to prevent them from freezing solid or becoming gritty in the freezer. They will also prepare fruit based and raw desserts, cookies, bars, and confections using a variety of ingredients such as cream-based sauces, puddings, fillings, nuts, and seeds to name a few. Additionally, students will be introduced to techniques for replacing traditional baking ingredients with plant-based alternatives and how to build flavor in their plant-based pastry dishes.

Lecture/Class Hours: 20; Lab Hours: 40; Total Hours: 60

Total Quarter Credit Hours: 4

Prerequisite: None



PB112 – FOUNDATIONS OF PLANT-BASED PASTRY II

Students will expand upon content learned in Foundations of Plant-Based Pastry I. They will continue their awareness of flavor balance as they use ingredients like fruit purees, for example, to enhance the taste and texture of their plant-based desserts. Students will prepare a variety of plant-based pastries such as cakes, breads, muffins, breakfast foods, truffles, ganache and more. They will also work with yeast allowing them an opportunity to practice folding, rolling, twisting, and cutting dough as they create classic forms that are enriched by seasonings and toppings. Finally, students will modify recipes to accommodate gluten-free diets.

Lecture/Class Hours: 25; Lab Hours: 50; Total Hours: 75

Total Quarter Credit Hours: 5

Prerequisite: PB111 Foundations of Plant-Based Pastry I *or approval of executive chef/senior lead chef

PB120 – SEASONAL PLANT-BASED CUISINE

This course explores seasonal plant-based cooking using ingredients available during spring, early summer, mid-summer, late summer, fall, and winter. Students will explore ways to find and select seasonally fresh vegetables at supermarkets, farmer's markets, and the like and how to optimally cook them for the best dining results. Students will also be introduced to the benefits of Farm to Table® cooking and the importance of sustainability practices as they relate to culinary outcomes.

Lecture/Class Hours: 20; Lab Hours: 40; Total Hours: 60

Total Quarter Credit Hours: 4

Prerequisite: PB103 Plant-Based Culinary Foundations III *or approval of executive chef/senior lead chef

PB130 - PLANT-BASED APPROACHES TO WELLNESS

In Plant-Based Approaches to Wellness, students will examine philosophies of wellness unique to plant-based eating such as, Whole Food Plant-Based, Raw, Ayurveda, and Macro. Students will also look at trending diets and how to prepare dishes within a plant-based culinary framework. Moreover, they will explore various ingredient substitutions to accommodate allergy restrictions.

Lecture/Class Hours: 20; Lab Hours: 40; Total Hours: 60

Total Quarter Credit Hours: 4

Prerequisite: PB103, Plant-Based Culinary Foundations III *or approval of executive chef/senior lead chef

PB141 – CULTURAL INFLUENCES I

Students will begin their culinary journey around the world in this Cultural Influences I course. They will be exposed to the traditions, customs, and ingredients unique to specific countries such as Japan, Italy, Greece, India, France, and Vietnam. Students will apply the skills that they have cultivated throughout this program to prepare culturally authentic PB dishes.

Lecture/Class Hours: 20; Lab Hours: 40; Total Hours: 60

Total Quarter Credit Hours: 4

Prerequisite: PB103 Plant-Based Culinary Foundations III *or approval of executive chef/senior lead chef

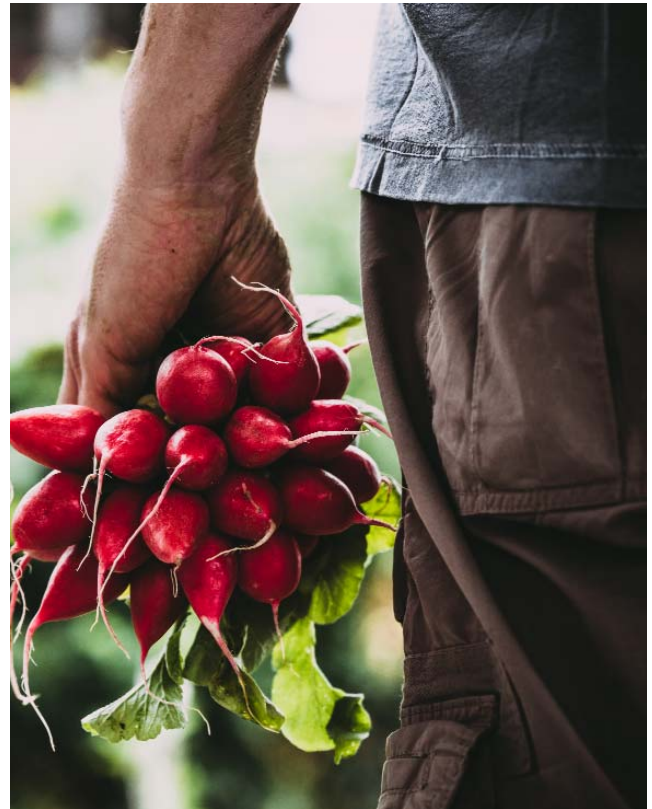
PB142 – CULTURAL INFLUENCES II

Students will continue their cultural culinary journey in Cultural Influences II. They will be exposed to the traditions, customs, and ingredients unique to specific countries such as Lebanon, the United States, Thailand, Spain, Mexico, and Morocco. Students will apply the skills that they have cultivated throughout this program to prepare culturally authentic plant-based dishes.

Lecture/Class Hours: 20; Lab Hours: 40; Total Hours: 60

Total Quarter Credit Hours: 4

Prerequisite: PB103 Plant-Based Culinary Foundations III *or approval of executive chef/senior lead chef



GENERAL INFORMATION

CAMPUS SECURITY

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

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

Criminal Homicide:

- (A) Murder and non-negligent manslaughter
- (B) Negligent manslaughter

Sex offenses:

- (A) Forcible sex offenses
- (B) Non-forcible sex offenses

Robbery

Aggravated assault

Burglary

Motor vehicle theft

Arson

Liquor Law Violations:

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

Hate crimes

- We encourage accurate and prompt reporting of all crimes to the local police.
- In addition to the required annual campus security report, AESCA will provide a timely warning to students of any occurrences of the following crimes that are reported to local police agencies and are considered to represent a serious or continuing threat to students and staff. As soon as the School becomes aware of the crimes, students and staff will be notified immediately. These

crimes are: criminal homicide, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, hate crimes including crimes involving bodily injury reported to local police agencies that shows evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity or disability, arrests for violations of liquor and drug law violations and illegal weapons possession, and persons not arrested but referred for disciplinary action for liquor, drug and weapons law violations.

- If a student wishes to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics, contact the Campus President or a designated Campus Security Authority.
- Access to the building is only given to students during normal class hours. Any students seeking access outside normal class hours must be accompanied by an AESCA employee or AESCA provided tutor. Maintenance is done in-house; therefore, no outside entity has access to the building at any time.
- AESCA encourages students and employees to be responsible for their own security and the security of others. If a student has concerns about walking from the building to their car after dark, they may either walk in groups or contact the Chef Instructor(s) to arrange for someone to accompany them to their car.
- AESCA provides some information on security and prevention of crimes on the Online Campus portal. If students wish to learn more about personal security or prevention of crimes, contact the Boulder Police Department—Crime Prevention Division.
- AESCA does not have any off-campus locations and therefore all monitoring and recording of any criminal activity is conducted at the campus location of 637 South Broadway, Suite H, Boulder, CO 80305.

The Campus Security Report can be found at: www.escoffier.edu/consumer-information/



CODE OF CONDUCT

All programs offered at AESCA are professional programs, and like any job, students, prospective students, and graduates are expected to treat one another, the staff, faculty, and guests in a professional manner with courtesy and respect at all times.

The following conduct is impermissible including but not limited to:

- cheating
- plagiarism
- repeated use of profanity
- theft
- carrying or possession of weapons at any campus location
- drug dealing or drug use and/or intoxication during class and/or public events
- intimidation or disrespect of any AESCA employee, fellow student(s), or guests
- inappropriate sexual conduct
- fraternization with AESCA employees
- bullying
- hazing
- harassment
- Unauthorized recording and/or publishing of classroom and lab activities
- other inappropriate or unprofessional conduct, statements or behavior occurring on campus, in the distance learning environment, or in the public sphere of print and digital media and social networks

Code of Conduct violations may be grounds for disciplinary action including and up to immediate dismissal, denial of enrollment, or denial of student services.

Individuals who have been subject to a Code of Conduct violation will be notified in writing by the appropriate department and will have the opportunity to submit a letter of appeal within seven calendar days from the date the individual is notified of the violation. Appeals must be submitted in writing and received by the Ombudsman's office, via email (ombudsman@escoffier.edu), within the time specified above. Prior violations will be reviewed and considered for students seeking to re-enroll at AESCA.

Public or private action while representing Auguste Escoffier School of Culinary Arts that does not align with our Equality Statement may also result in code of conduct violations up to and including dismissal from the school.

COMPUTERS, INTERNET AND RELATED EQUIPMENT

School property, such as printers, copiers, computers and

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

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

CONSUMPTION OF FOOD AND BEVERAGES IN CLASS

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

COPYRIGHT INFRINGEMENT POLICY

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

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

DRUG AND ALCOHOL PREVENTION

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

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

Students participating in illegal behavior will be dismissed from the Program and reported to authorities. We urge students needing assistance with Drug and Alcohol Abuse Prevention and Education to reach out for support from any of the agencies listed in the Drug and Alcohol Policy, or the Colorado Department of Human Services – Office of Behavioral Health and the website is: <https://www.colorado.gov/pacific/cdhs/behavioral-health>.

FACILITIES, SUPPLIES AND EQUIPMENT

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

Residential facilities consist of four professional kitchens equipped with such equipment but not limited to: gas convection ovens, gas ranges, gas grills, reach-in refrigerators and freezers. Additional equipment includes salamander, standing mixer, deep fryers, pasta machines, blenders, meat slicer, ice cream machines, food processors, mixers, emersion blenders, meat grinder, blowtorches, butane burners and various kitchen utensils. It is the responsibility of each student to help maintain the cleanliness, organization and proper working condition of all equipment.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

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

Student Rights under FERPA

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

- Request amendment of their educational records – Students may ask the institution to amend a record that they believe is inaccurate or misleading. They may submit a written request for amendment of their record(s) to the Registrar, specifying when they believe the record is inaccurate or misleading. The Registrar will notify the student of the decision made on the request for amendment.

- Consent to disclosure of their educational records—the exceptions to disclosure of student records only with written consent are noted below.
- File a complaint with the US Department of Education-Individuals who have questions about FERPA or who wish to file a complaint should contact:

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

Procedures to Inspect Educational Records

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

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

Refusal to Provide Copies

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

Disclosure of Education Records

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

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

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

Directory Information

AESCA designates the following items as Directory Information:

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

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

FRATERNIZATION POLICY

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

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

AESCA administration has defined social media to include "social networking platforms such as Facebook, Twitter and other collaborative sites, interpersonal sites such as photosharing websites, publishing websites, audio/video websites, and other interactive platforms designed for users to collaborate." Students and instructors are prohibited from using these social networking platforms to communicate in any way that would be perceived as unprofessional or for interactions that are outside what is considered normal and customary for completion of course requirements.

HOUSING

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



KITCHEN CLEANLINESS, SAFETY AND SANITATION

- Students are responsible for organizing and keeping the kitchen clean daily and throughout the Program.
- All students clean the kitchen thoroughly at the end of the day/evening.
- All students must stay until the kitchen is clean at the end of the day/evening.
- Students must use dry oven mitts or towels when removing items from ovens.
- Students should ask for help carrying, lifting or reaching for large or heavy items.

- Students must make their presence known when working around or walking around people. This is especially important when carrying items. Students in the kitchen must announce in a loud clear voice, “Behind you” or “Corner” or “Hot coming through.”
- Students must keep knives sharp and always handle with care. Students should never attempt to catch a falling knife or place knives in a sink or in the dishwashing area. Knives and personal equipment are the student’s responsibility.
- Students must wash hands thoroughly at the beginning of class and as often as needed.
- All students must follow State Food Safety guidelines for food safety and sanitation.
- Tasting is done with a clean spoon.
- Students are required to handle Ready to Eat Foods with provided gloves, and serve food with appropriate utensils.

MEDICAL EMERGENCIES

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



PERSONAL PROPERTY

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

PLACEMENT ASSISTANCE AND PLACEMENT DISCLAIMER

- Although placement assistance is provided to students while in School and after graduation, Auguste Escoffier School of Culinary Arts does not guarantee employment.
- Self-employment may be a student’s vocational objective. Thirty (30) days after graduation, the student that has chosen to be self-employed will be contacted and required to sign a statement stating that self-employment continues to fulfill their vocational and remunerative objectives.
- There will be other similar written statements to sign if the student is seeking temporary or part-time employment, or they decide to waive placement assistance.
- The student may have an exit interview regarding career plans with Career Services during the last two weeks of the Program, to outline the processes and procedures of placement.

PRESIDENT’S DISCRETION

On an exceptional basis, waivers to the following policies may be granted in accordance with sound education and ethical practice and for the benefit of students, when there are compelling and well-documented mitigating circumstances: policy for collecting unpaid tuition or fees; appeals and probation; refunds (when the decision is to the financial advantage of the student).

PROGRAM CHANGES

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

SCHOOL CLOSINGS

Auguste Escoffier School of Culinary Arts rarely closes School for any reason, including weather. In the event the school closes for any reason, it will be announced on Online Campus, and communicated to students from their instructors.

SMOKING

All AESCA classrooms and facilities are smoke-free. There are no designated smoke breaks. Smoke in designated areas

away from the building. Students must dispose of their cigarettes properly. Students must always wash their hands, after smoking, when entering the kitchen and before handling food again.

PARKING

Students and guests are required to park in spaces designated with green lines.

SPECIAL EVENTS

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

STAFF AVAILABILITY AND COMMUNICATION

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

The Campus President of the School oversees all Programs, courses and students. Please consult with the Campus President for any problem, issue or complaint concerning:

- AESCA
- AESCA's policies
- Any AESCA staff member
- Curriculum
- Any other concern, suggestion or idea for improvement.

STUDENT CONSUMER INFORMATION

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

STUDENT GRIEVANCE PROCEDURE

Grievances are initially handled in an informal and confidential manner. Feedback, inquiries, or concerns should first be directed, by letter, to the Campus President. The programs are approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board. Attempting to resolve any issue with the School first is strongly encouraged.

Complaints may be filed by a student or guardian at any time online with the Division of Private Occupational Schools (DPOS) within two years from the student's last date of attendance or at any time prior to the commencement of training at <http://higher.ed.colorado.gov/dpos>, 303-862-3001. The Division of Private Occupational Schools, Colorado Department of Higher Education is located at 1560 Broadway, Suite 1600, Denver, CO 80202. However, the Department will not consider any claim filed more than two years after the date the student discontinues training in the Program.

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

Student complaints relating to consumer protection laws offered under the terms and conditions of the State Authorization Reciprocity Agreement (SARA), must first be filed with the institution to seek resolution. The full policy can be found here: <https://nc-sara.org/student-complaints>

The student should begin the complaint process with the institution and if resolution is not found, the student would contact the institution's home state SARA Portal Entity—the Colorado Department of Higher Education.

STUDENT ONLINE CAMPUS

Students receive Policies and Procedures and syllabi on the learning management system.

TEAMWORK AND KITCHEN HIERARCHY

Certain lessons in the residential programs are organized so that students work in teams and in a system patterned after the one used in contemporary restaurants. Team leadership positions rotate on a weekly basis so all students are trained in kitchen management skills. Students report to the Chef Instructor(s). Students are not permitted to discipline one another—a responsibility of the Chef Instructor(s), or the Campus President.

UNIFORM AND DRESS

AESCA strives to uphold a professional image for students, both on campus and at off campus events. With this in mind, please keep the following standards as guidelines:

- Student uniforms must be cleaned and in accordance with standards for each Program. The student must wear their complete AESCA issued uniform in class every day:

jacket; and chef pants. Skull Caps and Aprons must be worn for all lab classes, except while outside or going to the restroom. Students are responsible for securing their choice of socks, closed-toe, non-skid sole oil resistant shoes (no sneakers), and a plain undershirt (no logos or prints). A thermometer, permanent black marker, and pen must be in the pocket on the left arm of the chef jacket. Students must carry a spiral bound notebook in their pocket.

- No visible piercings, earring or facial jewelry of any kind will be allowed at any time. If a piercing cannot be removed, it must be covered with a bandaid or face mask.
- A solid wedding band may be worn on one finger.
- No jewelry on the wrists will be permitted. This includes watches, bracelets or wristbands of any sort.
- Fingernails must be short and clean with no fingernail polish. False nails are not permitted.
- No false eyelashes or excessive facial makeup or glitter are permitted.
- Students with facial hair and existing beards must keep them closely cropped and well groomed. Otherwise, students must come to class with a clean-shaven face. Clean shaven is defined as follows: beards must be kept trimmed, neat and no longer than 1 inch. 5 o'clock shadows in any form are not considered a beard. Beard nets will be provided and required for neatly trimmed facial hair over 1" in length.
- In order to prevent hair from contaminating food products, all hair longer than shoulder length must be pulled back and restrained under the skull cap. No ponytails or pigtails. If securing hair under the skull cap is not feasible, the student must wear a hair net.
- School issued black skull caps must be worn during all food production. No other head covers, scarves or bandannas or visible hoods are permitted.
- Students must practice good personal hygiene (daily bathing, shampooing, and unscented deodorant).
- Perfumes, aftershaves with cologne and highly scented deodorants are not permitted.
- Students not in the proper uniform at the time the class begins may be subject to point deductions for the daily grade. Students may be asked to leave the classroom, and return dressed in proper uniform. Distance learning students will be reminded of policy upon submission of their work, and asked to adhere to policy in future submissions.

RECORDING CLASSROOM AND LAB ACTIVITIES

Auguste Escoffier School of Culinary Arts prohibits the recording of classroom, lab, academic, and school-related activities without prior written approval from campus leadership or the ADA Coordinator.

A recording is defined as a video, audio replication, or photographic image recorded on devices including, but not limited to, cell phones, video recorders audio recorders, digital cameras, computers, tablets, or other devices that record images or sound. Recordings, in full or in part, are prohibited from being shared in any online format, or social media, cannot be published and or shared on any type of platform, and cannot be reproduced, transferred, distributed, or displayed in any public or commercial manner.

Violation of this policy will include disciplinary action up to and including dismissal from the program.

USE OF CELLULAR TELEPHONES

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

- No personal calls or texts are to be made or received during class, except in an emergency.
- The office staff gives urgent messages to the Chef Instructor(s) who relay them to students. Please advise family and friends.
- Cell phones are not permitted in the classroom or kitchens at any time except for portfolio photos.
- During class phones should be off and stored in a vehicle or bag. No video or audio recordings allowed at any time.
- Messages may be checked and phone calls made only outside of the classroom, kitchen and on breaks.



637 South Broadway, Suite H Boulder, CO 80305

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

Online: 877-452-5489

www.escoffier.edu

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