

# 2009-2010

## L'École Culinaire Memphis

### Course Catalog

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## Volume II:

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

**Victoria Talley**  
Campus Director

L'École Culinaire is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.



## A Message from the President

Dear L'École Culinaire Students,

It is the primary goal of L'École Culinaire to provide our students with a productive, interactive, academic learning environment. Our facility houses industry standard learning tools which provide our students the ability to achieve their academic goals.

The L'École Culinaire staff is dedicated to assisting our students with their educational careers by providing friendly, knowledgeable guidance. Making the decision to return to school is a life changing decision which will positively impact one's personal and professional life.

It is our hope that L'École Culinaire offers you the skills, knowledge and guidance that you seek as you transition into your chosen career path.

Possessing an education is a lifetime investment which will hopefully assist you in achieving the goals that you have set for yourself.

We welcome you to L'École Culinaire and hope your learning experience is one that is both fulfilling and rewarding to your personal growth.

Sincerely,

Pamela Bell  
President  
L'École Culinaire

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# About L'École Culinaire

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## Our Philosophy

The student is our primary concern at L'École Culinaire. We are student-centered and committed to giving full attention and effort to the development of our students' skills.

Our focus on the student affects every aspect of the educational program. Recruitment, admissions, training, and career services policies are designed to develop a student's abilities, attitude, and interests so that he/she becomes a skilled and successful employee.

Our training goal is to provide the basic skills and understanding of common techniques and procedures required for employability. Higher-level technical skills are also offered to qualified students.

Our program is dedicated to achieving maximum development of each student's skills and personal potential so that he/she is qualified to begin employment in a trade or vocation. The skills and work attitudes taught at L'École Culinaire are of practical use to the student in his/her chosen career and ensure successful adjustment to the work environment. Our requirements for graduation are demanding.

## History of L'École Culinaire

Vatterott College was established in 1969 in St. Louis, Missouri. The original name was Urban Technical Centers, Inc., and subsequent changes included Vatterott & Sullivan Educational Center and Vatterott Educational Centers. The institution changed its name to Vatterott College in 1989 when Associate degree (specialized) granting authority was issued by the Accrediting Commission of NATTS (National Association of Trade and Technical Schools).

In January 1985, the institution opened its new facility in St. Ann, Missouri, and in 1990, Vatterott College had the honor of being named the 'Best Institution in Missouri' by the Missouri Association of Private Career Schools.

Vatterott College expanded to Springfield, Joplin, and Independence, Missouri, in April 1991 as a result of a teach-out of students attending Draughon Business College. In August 1991, Vatterott College was authorized to establish branch campuses at these locations.

In May 1995, Vatterott College expanded to Quincy, Illinois, as a result of the purchase of the former Quincy Technical Schools.

In June 1996, the Business and Banking Institutes with locations in Omaha, Nebraska, and Des Moines, Iowa, were purchased. Programs were added and the institutions were relocated under the name Vatterott College. In the same year, an additional location of the St. Ann campus opened in Sunset Hills, Missouri. Vatterott College expanded into the following cities as a result of various teach-out agreements: St. Joseph, Missouri, in March 1995; Tulsa, Oklahoma, in 1997; Memphis, Tennessee, in 1999; Wichita, Kansas, in 1999; and Cleveland, Ohio in 2001. In 1997, a branch location of the Quincy campus was opened in Oklahoma City, Oklahoma.

In December 1999, Vatterott College expanded in Omaha, Nebraska by purchasing the former Universal Technology Institute. In January 2000, a satellite campus was established in O'Fallon, Missouri. In September 2001, Vatterott College purchased the former Omaha College of Health Careers in Omaha, Nebraska, and established a branch campus. The St. Joseph campus changed affiliation in 2003 and continues operations as a branch campus of the Des Moines, Iowa main institution.

Wellspring Capital Partners purchased all Vatterott College locations in January 2003 and named the holding company as Vatterott Educational Centers, Inc.

The O'Fallon satellite location was approved as a branch campus of the St. Ann main institution in 2004. L'École Culinaire was approved as a branch campus of the Des Moines, Iowa main institution in 2004.

L'École Culinaire is a co-educational, non-denominational school. Wellspring Capital Partners is the owner of 92% of the stock with the remainder held by certain financial investors and management.

Vatterott College operations expanded into Texas in 2004, purchasing Court Reporting Institute of Dallas. The Court Reporting Institute of Houston was approved as branch campus of the Dallas main campus in 2004.

In January 2007, Vatterott Education Center located in Dallas, Texas was approved as a branch campus of the Quincy main institution.

In May 2008, Vatterott Career College Appling Farms, Tennessee was approved as a branch campus of Des Moines main institution.

In November 2008, L'École Culinaire, Cordova, Tennessee, was approved as a branch campus of the Quincy main institution.

## Accreditation, Authorization, and Approvals

L'École Culinaire is accredited by the Accrediting Commission of Career Schools and Colleges of Technology (ACCSCT), in Arlington, Virginia. The Commission is listed by the U.S. Office of Education as a nationally recognized accrediting agency under the provision of Chapter 33, Title 38, U.S. Code and subsequent legislation. The primary purpose of the Commission is to establish and maintain high educational standards and ethical business practices among its accredited institutions.

L'École Culinaire is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

## Certifications

Certified to operate by the Tennessee Higher Education Commission

## Memberships

Career College Association

Better Business Bureau Memphis

Memphis Regional Chamber of Commerce

## Campus Location

Campus Location

L'École Culinaire

1245 North Germantown Parkway

Cordova, TN 38016

Administrative Offices

1245 North Germantown Parkway

Cordova, TN 38016

(901) 754-7115

(901) 754-7022

## Campus Facilities

L'École Culinaire – Memphis, TN, Branch Campus of Quincy, IL campus.

The facilities at 1245 N. Germantown Parkway contain approximately 30,000 square feet devoted to classroom and lab/kitchen facilities for training in Culinary Essentials, and Culinary Arts. Classrooms contain computers needed for instruction and lab/kitchen areas contain student work stations with stoves, ovens, sinks, warming units, and all other supplies and equipment needed for training in the culinary arts. Library-resource materials are available to students during normal school operation hours. Maximum class size is 30 students. Enrollment capacity: 200 students per session.

Theory classes are limited in size to a 30:1 student/teacher ratio and labs are limited to a 25:1 ratio.

# Admissions Information

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## Admissions Policy

Students should apply for admission as soon as possible in order to be accepted for a specific program of study and start date. All applicants are required to complete a personal interview with an admissions representative, either in person or by telephone, depending upon the distance from the institution. Parents and/or significant others are encouraged to attend. This gives applicants and their families an opportunity to see and learn about the institution's equipment and facilities and to ask questions relating to the institution's curriculum and career objectives. Personal interviews also enable institution administrators to determine whether an applicant is a strong candidate for enrollment into the program.

Applicants must have a High School Diploma or General Education Diploma (GED).

The following items must be completed at the time of registration:

- Application for Admission
- Enrollment Agreement (if applicant is under 18 years of age, it must also be signed by parent or guardian)
- Request for high school or GED transcript (and college transcripts, where applicable)
- Financial aid forms (if applicant wishes to apply for financial aid)
- Payment of registration fee (non-refundable unless applicant is denied admission or cancels application within three business days of the institution's receipt of the application and fee)
- Applicants with home school diplomas are required to present evidence to validate the credential. In the event the home school diploma cannot be verified by the state authority, the applicant is required to complete the GED and provide copy of transcript

The institution reserves the right to reject applicants if the items listed above are not successfully completed.

## Re-Entering Students

Students who have previously attended the institution will be subject to the same admission requirements and procedures as new applicants, with the exception of the registration fee. The registration fee will be waived for all students who re-enter less than a year after leaving the institution. All re-entering students must complete a new Enrollment Agreement and are charged the rate of tuition in effect at the time of re-entry.

## Non-Degree Non-Program Students

It is the policy of L'École Culinaire to permit non-degree non-program students to enroll in no more than two terms of course study. A non-degree non-program student is defined as a student that has not selected a degree or program of study. Federal financial aid is not available to non-degree non-program students. Prerequisites may be required.

## Institution Calendar

New classes begin every ten weeks. For a particular course, please contact the institution for the exact start dates or refer to the calendar insert which outlines each new ten week start.

Classes are not held on the following holidays: New Year's Day, Martin Luther King's Birthday, Good Friday, Memorial Day, Fourth of July, Labor Day, Veterans Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve.

## Tuition/Fees Policies

1. Tuition may either be paid in full upon enrollment or complete payment must be accounted for on the Information Sheet for Student Tuition Financing (Tuition Proposal).
2. All tuition payments are to be made in accordance with the terms of the Enrollment Agreement/Retail Installment Contract. Special circumstances that may warrant other payment terms are granted only at the discretion of the institution.
3. Any student delinquent in the payment of any sum owed to the institution may be suspended from the institution, at the institution's sole discretion, until the institution receives payment of all such delinquent sums, or the student makes arrangements to pay such delinquent sums. Arrangements to pay must be accepted by the institution.
4. In the event of withdrawal by the student, tuition refunds will be made according to the terms of the Enrollment Agreement.
5. If a student repeats any portion of the program, the student must pay tuition and fees applicable to such portion of the program and execute a written addendum to the Enrollment Agreement with the institution, specifying the terms of the repeat.

See Catalog Addendum for current tuition and fees.

## Add/Drop Period

Add/Drop Period is fourteen (14) calendar days from the first date of the term. Students who fail to attend classes during the add/drop period will be withdrawn and issued a W.

## Financial Information

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It is the goal of L'École Culinaire to assist every eligible student in procuring financial aid to enable the student to attend the institution. The institution participates in various federal and state student financial assistance programs. The financial aid programs are designed to provide assistance to students who are currently enrolled or accepted for enrollment, but whose financial resources are inadequate to meet the full cost of their education.

The primary responsibility for meeting the costs of education rests with the individual student and their families. All financial aid is awarded on the basis of need, regardless of sex, age, race, color, religion, creed or national origin. Need is defined as the difference between the cost of education for one academic year and the amount a student's family can be reasonably expected to contribute to this cost of education for the same period.

## Consumer Information

Most of the information dissemination activities required by the Higher Education Amendments of 1986 have been satisfied within this catalog. However, student finance personnel are available, in accordance with federal regulations, to discuss consumer information in more detail with current and prospective students.

## Financial Aid Eligibility

In order to be eligible for financial aid, a student must:

- Be enrolled as a regular student in an eligible program of study on at least a half-time basis (With the exception of Pell and FSEOG.);
- Have a high school diploma or the equivalent;
- Students who display the ability to benefit (ATB) from L'École Culinaire training programs may be eligible to participate in an independently administered test, see campus Director of Education to inquire (Texas students only);
- Be a U.S. citizen or national, or an eligible non-citizen. Verification of eligible non-citizen status may be required;

- ❑ Have financial need (except for some loan programs) as determined by a need analysis system approved by the Department of Education;
- ❑ Maintain satisfactory academic progress;
- ❑ Provide required documentation for the verification process and determination of dependency status;
- ❑ Have a valid Social Security Number;
- ❑ Not have borrowed in excess of the annual aggregate loan limits for the Title IV financial aid programs;
- ❑ Be registered for the Selective Service, if required;
- ❑ Sign an updated Statement of Educational Purpose\Certification Statement on refunds and default.

## Application

To apply for financial aid, a student must complete a standard application such as the Free Application for Federal Student Aid (FAFSA). The application must be completed with extreme care and accuracy. Our Student Financial Aid Department is available to assist students in the completion of this form and to answer any questions.

The FAFSA is used to determine eligibility for all types of financial aid programs. Once processed, the application will produce an Expected Family Contribution (EFC) which determines eligibility. Financial aid from federal programs is not guaranteed from one year to the next; therefore it is necessary for each student to reapply every year.

## Need and Cost of Attendance

Once the application is completed, the information will be used in a formula established by the Congress, that calculates need and helps determine eligibility. When combined with other aid and resources, a student's aid package may not exceed the cost of attendance.

## Satisfactory Academic Progress

Students must meet the standards of satisfactory academic progress in order to remain eligible to continue receiving financial assistance as well as to remain eligible to continue as a regular student of the institution.

Satisfactory academic progress for purposes of continuing eligibility for federal financial assistance is determined by applying the CGPA requirements, progression towards completion requirements, maximum completion time restrictions, probation provisions, suspension and dismissal procedures, and appeals procedures as outlined in the Academic Information section of this catalog.

## Federal Pell Grant

This grant program is designed to assist needy undergraduate students who desire to continue their education beyond high school. Every student is entitled to apply for a Federal Pell Grant. Eligibility is determined by a standard U.S. Department of Education formula, which uses family size, income and resources to determine need. The actual amount of the award is based upon the cost of attendance, enrollment status, and the amount of money appropriated by Congress to fund the program. The Federal Pell Grant makes it possible to provide a foundation of financial aid to help defray the cost of a postsecondary education. Unlike loans, the Federal Pell Grant does not usually have to be paid back.

## Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is a grant program for undergraduate students with exceptional need with priority given to students with Federal Pell Grant eligibility. Students who are unable to continue their education without additional assistance may qualify for this program. The federal government allocates FSEOG funds to participating institutions. This is a limited pool of funds and the institution will determine to whom and how much it will award based on federal guidelines. Often, due to limited funding, grants are awarded on a first-come, first-served basis.

## Academic Competitiveness Grant (ACG)

The ACG grant is available to students who have completed a rigorous program of study during high school. To be eligible, the student must be enrolled in a degree program and be eligible to receive the Pell grant. Other eligibility requirements may apply. Contact the financial aid office for details.

## Federal Stafford Student Loans

Federal Stafford loans, available through the Federal Family Education Loan Program (FFELP), are low-interest loans that are made to the student by a lender, such as a bank, credit union, or savings and loan association. The loan must be used to pay for direct and/or indirect educational expenses. Subsidized loans are need based while unsubsidized loans are not. Repayment begins six months after the student graduates, withdraws from the institution, or attends below half-time enrollment status.

## Federal Parent Loan for Undergraduate Students (PLUS)

The Federal PLUS loan, another FFELP loan program, is available to parents of dependent undergraduate students. These loans are not based on need but when combined with other resources, cannot exceed the student's cost of education. A credit check is required and either or both parents may borrow through this program. Repayment begins within 60 days of final disbursement of the loan within a loan period.

## Private Loans

Various lending institutions offer loans to help cover the gap between the cost of education and the amount of financial aid the student has been awarded. Interest rates and fees vary by program and may be determined by the applicant's credit history. Students are encouraged to apply with a co-borrower to secure the best terms and loan approval.

## Scholarships

Make-the-Grade Scholarship – L'École Culinaire offers the Make-the-Grade Scholarship to any high school graduate who enrolls at L'École Culinaire within one year of high school graduation. The Make-the-Grade scholarship is a tuition remission scholarship that allows the student a \$25 tuition credit for every semester grade of A and \$20 for every semester grade of B that he/she received in high school, with a limit of \$1,000. Contact the Admissions Department for a scholarship application.

Imagine America Scholarship – L'École Culinaire participates in the Imagine America Scholarship program sponsored by the Career College Foundation. This program awards three \$1,000 scholarships (no actual monetary value; tuition remission only) to every high school in the United States, to be awarded by the high school to students attending a career institution. Students must contact their high school guidance counselor for more information on selection criteria and to apply for this scholarship. Students may also find out more information about the Imagine America scholarship at [www.petersons.com/cca/](http://www.petersons.com/cca/)

Imagine America Military Award Program (MAP) – This program has been established by the Career College Foundation to help military personnel pursue postsecondary career education, recognizing the important contribution of our nation's armed services. The \$1,000 award (no actual monetary value; tuition remission only) is available to any active duty and honorably discharged or retired veteran of a United States military service branch for attendance at a participating career institution. Each campus is limited in the number of annual awards. Students may find out more information about the Imagine America Military Award Program at [www.petersons.com/cca/](http://www.petersons.com/cca/)

L'École Culinaire Top-Student Scholarship - The Top-Student Scholarship is an institutional scholarship available in terms 1-8 to all L'École Culinaire students that meet certain requirements.

## Scholarship Requirements

In order to qualify for the scholarship, candidates must meet all of the following criteria:

1. Complete the term with at least 95% attendance of scheduled days for the term.
2. Have a cumulative GPA of at least a 2.5 at the end of the term.
3. Have a term GPA of at least a 3.0.
4. Be enrolled as a full time student in term 1, 2, 3, 4, 5, 6, 7 or 8 of the culinary degree or diploma program.

Qualification for the scholarship is for the term most recently completed and may be earned each eligible term of the program based on the criteria above. Please contact the Director of Education for further information.

## Tennessee Student Assistance Award

L'École Culinaire students attending the Memphis campus are eligible to apply for the Tennessee Student Assistance Award. The purpose of the program is to provide non-repayable financial assistance to financially needy undergraduate students who are residents of Tennessee and are enrolled, or accepted for enrollment, at a public or an eligible non-public post secondary educational institution in Tennessee. Students must be enrolled at least half-time. Based on funding, first priority is given to U.S. citizens.

Maximum award amounts are determined by the TSAC Board of Directors prior to the beginning of the fall term. No student will receive an award greater than the amount of tuition and mandatory fees assessed by the institution attended.

A student's eligibility is determined in the same manner as is eligibility for a Federal Pell Grant. Students must have their Free Application for Federal Student Aid (FAFSA) processed by the federal processor by May 1 for the upcoming fall term.

## Other Financial Resources

There are other potential resources you should consider for financing your education. Scholarship aid is often available from high school organizations, church groups, and social, civic, and fraternal organizations with which you or your parents may be affiliated. Many companies provide scholarship aid for children of employees, while others provide tuition assistance to students who work for them part-time or full-time.

Veterans Educational Benefits – L'École Culinaire is approved for the training of veterans and veterans' children in accordance with the rules and regulations administered by the State Approving Agency of the United States Department of Veterans Affairs. Representatives of the Department of Veterans Affairs, the individual State Approving Agencies, and the Financial Aid Office, are available to advise you on eligibility for veterans' educational benefits.

Be sure to contact the financial aid office regarding filing of proper forms to plan your benefits well in advance of the start date for the class in which you desire to enroll.

The Department of Veterans Affairs may pay monthly educational allowances to qualified students to help defray the cost of tuition and living expenses. For further information, contact the Department of Veterans Affairs, the State Approving Agency, or a financial aid officer at L'École Culinaire. PLEASE NOTE: STUDENTS ARE RESPONSIBLE FOR THEIR TUITION PAYMENTS, NOT THE DEPARTMENT OF VETERANS AFFAIRS.

NOTE: All L'École Culinaire locations may not be eligible for Veterans Educational Benefits by the Department of Veterans Affairs. Please check with the School Director for the State Approving Agency representative in your area.

Government Sponsored Programs – L'École Culinaire accepts qualified students eligible to participate in various state- administered programs. Contact the School Director for details.

Company Tuition Reimbursement – L'École Culinaire may be approved as a training facility in your area. It is recommended that you check with the Human Resources office of your particular employer for reimbursement policies.

## Entrance and Exit Interview/Loan Counseling

The Department of Education requires that any student receiving a Federal Family Educational Loan be notified concerning their loans. The institution counsels each student regarding loan indebtedness and gives each student an entrance test and mails an exit interview regarding the loan to make sure the student understands the amount borrowed and the student's rights and responsibilities regarding repayment.

The student must report to the Student Finance Office prior to withdrawal or graduation for loan counseling. The purpose of this session is to inform the student of their tentative total loans received while in attendance at the institution, refunds that may be made, and to provide the student with an estimated payment amount. If the student is unable to meet with the Student Finance Office, an exit interview will be mailed.

## Order of Return of SFA Program Funds

Title IV funds credited to outstanding loan balances for the payment period or period of enrollment for which a return of funds is required must be returned in the following order;

- Unsubsidized Stafford Loan Program;
- Subsidized Stafford Loan Program;
- Unsubsidized Direct Stafford loans (other than PLUS loans);
- Subsidized Direct Stafford loans;
- Federal Perkins Loan Program;
- Federal PLUS loans;
- Federal Direct PLUS loans;

If funds remain after repaying all loan amounts, those remaining funds must be credited in the following order:

- Federal Pell Grants for the payment period for which a return of funds is required;
- Academic Competitiveness Grants for which a return of funds is required;

- National Smart Grants for which a return of funds is required;
- Federal Supplemental Educational Opportunity;
- Grant (FSEOG) for which a return of funds is required;
- Other assistance under this Title for which a return of funds is required.

Refunds to any of the Title IV or State programs will be paid within 45 days or the timeframe established by the appropriate regulatory authority, whichever is shorter.

## Refund Policy

After the last day of the add/drop period for each term, as defined in the school catalog, no refunds or adjustments will be made to tuition for STUDENTs withdrawing from individual classes but otherwise still enrolled. Refunds are made for STUDENTs who withdraw or are withdrawn from the COLLEGE prior to the completion of their program. Refunds will be based on the current tuition charge incurred by the STUDENT at the time of withdrawal, not the amount the STUDENT has actually paid. Tuition and fees attributable to any future periods of enrollment that have not yet been charged will not be assessed. Any books, equipment, and/or uniforms that have been issued are nonrefundable. When a STUDENT withdraws from the COLLEGE, he/she must complete a STUDENT withdrawal form with the Registrar or Director of Education.

It is understood that any terms extended to any STUDENT are for convenience in paying the tuition and fees and are not in any way to be considered as payment(s) for periods of time. By accepting applications, the COLLEGE has assumed the obligation of furnishing a complete program, instructors, equipment, laboratories, classrooms and other facilities necessary for teaching those programs at the stated offered tuition cost for the program and with the understanding that refunds will be made per academic term only as follows:

- A. Refund to STUDENT attending the COLLEGE for the first time and for the first academic term:  
The COLLEGE shall refund unearned tuition, fee, room and board, and other charges as set forth in state or federal regulations, if applicable. In the absence of state or federal regulations, the

COLLEGE shall make a pro rata refund of tuition, fees and other charges as defined below.

1. A pro rata refund is a refund of not less than their portion of the tuition, fees and other charges assessed the STUDENT by the institution equal to the portion of the period of enrollment for which the STUDENT has been charged that remains on the last day of attendance by the STUDENT. (Total number of weeks comprising the period of enrollment for which the STUDENT has been charged into the number weeks remaining in that period as of the last recorded day of attendance by the STUDENT.) The refund will be rounded down and to the nearest 10% of that period, less an unpaid charge owed by the STUDENT for the period of enrollment for which the STUDENT has been charged, less an administrative fee not to exceed \$100.00.
  2. For a STUDENT terminating training after completing more than 60% of the period enrollment, the COLLEGE may retain the entire contract price of the period of enrollment, including an administrative fee not to exceed \$100.00.
- B. Refund subsequent periods or non first-time STUDENT:  
The COLLEGE shall refund unearned tuition and fees as set forth in applicable state or federal regulations to a STUDENT attending an institution for second and subsequent enrollment periods. Refunds will be calculated based upon the last day of attendance. In the absence of state or federal regulations, the COLLEGE shall make a refund of tuition and fees and other charges as set forth below:
1. During the first week of classes, the COLLEGE shall refund at least 90% of tuition; thereafter,
  2. During the first 25% of the period of financial obligation, the COLLEGE shall refund at least 55% of tuition; thereafter,
  3. During the second 25% of the period of financial obligation, the COLLEGE shall refund at least 30% of tuition.
  4. In case of withdrawal after this period, the COLLEGE may commit the STUDENT to the entire obligation.

- C. Refunds will be made within 30 days after the COLLEGE determines the STUDENT has withdrawn.
- D. A STUDENT who withdraws from the COLLEGE as a result of the STUDENT being called into active duty in a military service of the United States may elect one of the following options for each program in which the STUDENT is enrolled:
  1. A full refund of any tuition and refundable fees for the academic term in which the STUDENT is enrolled at the time of withdrawal. No refund will be given for any academic term the STUDENT has completed.
  2. A grade of incomplete with the designation “withdrawn-military” for the courses in the program in which the STUDENT is enrolled at the time of withdrawal and the right to re-enroll in those courses, or substantially equivalent courses if those courses are no longer available, not later than the first anniversary of the date the STUDENT is discharged from active military duty without payment of additional tuition and fees other than any previously unpaid balance of the original tuition, fees and charges for books for the courses.
  3. The assignment of an appropriate final grade or credit for the courses in which the STUDENT is enrolled at the time of withdrawal, but only if the instructor or instructors of the courses determine that the STUDENT has: Satisfactorily completed at least 90 percent

## Return of Title IV Funds

A recipient of Federal Title IV\* financial aid who withdraws or is dismissed from school during a payment period (or term) in which the student began attendance will have the amount of Title IV Funds he/she did not earn calculated according to a pro-rata formula in federal regulations. For example if the student completed 30% of the payment period (or term), the student earns 30% of the assistance they were scheduled to receive for that payment period. Once the student has completed more than 60% of the payment period (or term), all of the assistance scheduled for that period is earned.

The formula is the number of calendar days the recipient has been enrolled for the payment period up to the day the student withdrew divided by the total number of calendar days in the payment period (or term). That percentage is multiplied by the amount of the recipient's Title IV financial aid awarded for that payment period to determine the amount of Title IV financial aid that has been earned. The amount of Title IV financial aid that has not been earned for the payment period, and which must be returned, is the complement of the amount earned. The amount of the Title IV earned and the amount of Title IV not earned will be calculated based on the amount of Title IV financial aid that was disbursed or could have been disbursed for the payment period upon which the calculation was based.

If the recipient did not receive all of the funds that were earned, the student may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes federal student loan funds, the school must get the borrower's permission before it can disburse. The student may choose to decline some or all of the loan funds. The school is authorized to use all or a portion of the post-withdrawal grant funds for tuition, fees, books and supplies and contracted room and board charges. To apply remaining post-withdrawal grant funds to other school related charges, the school must obtain permission. However, it may be in the student's best interest to allow the school to keep the funds to reduce the debt to the school.

There are some Title IV funds that recipients were scheduled to receive that cannot be disbursed as post-withdrawal disbursements because of other eligibility requirements. For example, if the student is a first-time first-year undergraduate student and has not completed at least the first 30 calendar days of the program prior to withdrawal, no FFEL or Direct loan funds can be disbursed.

If the student receives (or the school or parent receives on the student's behalf) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of:

1. the student's institutional charges multiplied by the unearned percentage of the funds, or
2. the entire amount of excess funds.

The school must return this amount even if it did not keep this amount of Title IV program funds. If the school is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that the student must return, the student (or parent for a PLUS loan) repay in accordance with the terms of the promissory note. That is, the borrower(s) make scheduled payments to the holder of the loan over a period of time.

Any unearned grant funds that the student must return is called an overpayment. The maximum amount of grant overpayment that the student must repay is half of the grant funds received or scheduled to be received by the student.

The requirements of Title IV program funds when the student withdraws are separate from any refund policy that the school may have. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also charge the student for any Title IV program funds that the student was required to return. See the college's Tuition Refund Policy and instructions regarding the requirements and procedures for official withdrawal from school elsewhere in this catalog.

For answers about Title IV program funds, one can call the Federal Student Aid Information Center at 1-800-4 FedAid (1-800-433-2143). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

*\*Title IV programs are Federal Pell Grants, Academic Competitiveness Grants, National SMART grants, Stafford Loans, PLUS loans and Federal Supplemental Educational Opportunity Grants (FSEOG).*

## Withdrawal Date/Policy

The withdrawal date used to determine when the student is no longer enrolled at L'École Culinaire is:

The date the student began the official withdrawal process, either by submitting an official withdrawal form to the Registrar or Director of Education or by verbally communicating the student's intent to the Registrar or Director of Education, and ceasing to attend classes or other institution activities. A student who submits a completed official withdrawal form or verbally communicates his/her intent but who continues to attend classes or other institution activities will not be considered to have officially withdrawn from the institution.

If a student does not complete the official withdrawal process, the institution will determine the student's withdrawal date based upon federal regulations and institutional records.

For Federal student loan reporting purposes, the student's last date of attendance will be reported as the effective date of withdrawal for those who do not complete the official withdrawal process and will be the date the student began the official withdrawal process for those students who complete the official withdrawal process.

Please note that the above policy may result in a reduction in institution charges that is less than the amount of Title IV financial aid that must be returned. Therefore, the student may have an outstanding balance due the institution that is greater than that which was owed prior to withdrawal.

## Academic Information

### Grading System

Letter Code	Numerical Percentage	Description	Included in Credits/Clock Hours Earned	Included in Credits/Clock Hours Attempted	Included in CGPA	Quality Points
A	90 – 100	Outstanding	Yes	Yes	Yes	4.00
B	80 – 89	Above Average	Yes	Yes	Yes	3.00
C	70 – 79	Average	Yes	Yes	Yes	2.00
D	60 – 69	Below Average	Yes	Yes	Yes	1.00
F	0 – 59	Failing	Yes	Yes	Yes	0.00
W	N/A	Withdrawn	No	Yes	No	N/A
WF	N/A	Withdrawn/Failure	No	Yes	No	N/A
TC	N/A	Transfer	Yes	Yes	No	N/A
TO	N/A	Test-Out	Yes	Yes	No	N/A
AU	N/A	Audit	No	No	No	N/A

### Application of Grades and Credits

The chart above describes the impact of each grade on a student's academic progress. For calculating rate of progress grades of F (failure), W (withdrawn), WF (withdrawal/failure) and I (incomplete) are counted as hours attempted, but are not counted as hours successfully completed. A grade of W will not be awarded after the student has completed the second week of the term. Withdrawal after the second week of the term will result in the student receiving a grade of WF.

The student must repeat any required course in which a grade of F, W or WF is received. Students will only be allowed to repeat courses in which they received a grade of D or below.

In the case of D or F, the better of the two grades is calculated into the CGPA. The lower grade will include a double asterisk “\*\*” indicating that the course has been repeated. Both original and repeated credits will be counted as attempted credits in rate of progress calculations.

TC and TO credits are included in the maximum time in which to complete and the rate of progress calculations but are not counted in the CGPA calculation.

To receive an incomplete (I), the student must petition, by the last week of the term, for an extension to complete the required course work. The student must be satisfactorily passing the course at the time of petition. Incomplete grades that are not completed within fourteen calendar days after the end of the term will be converted to a grade of F and will affect the students CGPA.

## Grading Policy

The course grade earned by a student and assigned by the instructor will be based on an evaluation of the student's mastery of the objectives of the course. The instructors' grading policy will be published in the course syllabus and approved by the Director of Education or designee in advance of the first day of class. A student is responsible for all work missed during an absence and must contact the faculty member for allowed make-up work.

## Grade Point Averages

A student's grade point average (GPA) is computed by dividing the total number of quality points earned by the total number of credit/clock hours for which grades were awarded. The grade points are calculated by multiplying the quality points for the grade earned for each course by the number of credit/clock hours associated with the course. The term grade point average applies to work in a given term.

A student's overall academic average is stated in a cumulative grade point average (CGPA), which is based on all grades and credits/clock hours earned in the declared program of study to date.

Grade reports are available to students at the completion of each term. Grades are based on the quality of work as shown by written tests, laboratory work, term papers, and projects as indicated on the course syllabus.

Both the term GPA and CGPA only include courses that are required for graduation in the student's current program of study. CGPAs help determine whether a student is meeting the standards of academic progress, eligibility for graduation and academic honors. The GPA may range from 0.00 through 4.0.

## Failing Grade

A student who receives a failing grade (F) in a required course must repeat the course and receive a passing grade or receive transfer credit for the course in order to graduate. A course for which an "F" is awarded is included in the term GPA and CGPA. When the student repeats the course with a passing grade or receives transfer credit, the CGPA will be adjusted accordingly. The failure grade will remain on the transcript.

## Incomplete Grade

An incomplete grade "I" signifies that not all the required coursework was completed during the term of enrollment. The "I" grade is not calculated into the term GPA or CGPA at the time it is awarded.

Instructors submitting "I" grades must receive approval from the Director of Education or designee and documentation of the "I" grade must be placed in the student's academic file. All required coursework must be complete and submitted within two weeks after the end of the term. If course requirements are not satisfied by the deadline, the "I" is converted to an "F." An "I" grade may be assigned only when all of the following conditions are met:

- The student has been making satisfactory progress in the course, as determined by the instructor;
- The student is unable to complete some coursework because of unusual circumstances that are deemed acceptable by the instructor; and
- The student presents these reasons in writing, with any required documentation prior to the last day of the term.

## Independent Studies Course Work

Under certain circumstances some courses may be taught as an independent study course. Students will be required to complete all learning objectives, assignments and exams as outlined on the course syllabi and lesson plans. The student will meet with the assigned instructor at scheduled times throughout the course.

## Audit Grade

A student must declare the intention to audit a course during the add/drop period as specified in the institution catalog. Tuition is charged for audited courses; however, financial aid is not applicable.

Evaluation of work and class participation is optional, but class attendance is required. A student must inform the faculty member of the audit status. The designator “AU” is placed on the student’s transcript regardless of whether or not the student completed the course.

## Withdrawal Grade

A student enrolled in courses after the add/drop deadline who wishes to withdraw must apply through the Director of Education or designee. If the withdrawal occurs within the deadline as stated in the Application of Grades and Credits, the course remains on the transcript and is designated with a “W.” A course withdrawal after the deadline receives a designator of “WF”.

## Transfer Credit

L'École Culinaire will evaluate the student’s previous education, training and work experience to determine if any subjects or training activities in the student’s program may be waived and thereby reduce the amount of training or education required for the student to reach the educational objective. Credits earned at a post secondary accredited institution may be accepted on the basis of a valid transcript provided by the student. Only grades of “C” 2.0 GPA or higher will be eligible for transfer. Credit will be awarded where appropriate. L'École will notify the student and appropriate agencies (i.e. Veterans Administration, Voc. Rehab etc.) upon

completion of evaluation and determination of outcome. Transfer credits must be earned in courses that are similar in nature to the course offered by L'École. Credits that were earned more than five (5) years prior to the current year will not be considered for transfer. At a minimum, 50% of the credits required must be completed at the Vatterott.

It is the responsibility of the student to request an official transcript be mailed to L'École Culinaire in order for transfer credit to be considered. Any fees associated with transcript requests are the responsibility of the student. All transfer of credit requests must be evaluated and approved within the first week of training. Any credit, advanced placement or credit for experiential learning transferred in that reduces the length of the program will reduce the cost of the total program.

The amount of credit will be based on the current tuition and fee schedule at the time of transfer. Transfer credits will appear as a TC on the student’s transcript.

Decisions concerning the acceptance of credits by an institution other than the granting institution are made at the sole discretion of the receiving institution. No representation is made whatsoever concerning the transferability of any credits to any institution.

## Internal Proficiency Credit Test Out

Students are responsible for requesting proficiency examinations. Such a request should be granted if an examination is available and the Director of Education or designee has reason to believe the student’s experience or training warrants such an evaluation. The Director of Education is responsible for developing local proficiency examinations, for examination procedures that ensure the integrity of the examination process. The student shows competency by satisfactorily (minimum of 70%) completing the institution-developed proficiency test. The testing fee is \$100.00 per term and is non-refundable.

A student who receives proficiency credit for test out course or courses is awarded a grade of “TO”. The course is noted on the transcript with a grade of “TO” and is not used in the grade point average or rate of progress, but calculated in the timeframe measurement.

Proficiency examination requests will not be honored for students in the following categories:

- ❑ Student is currently enrolled in the course beyond the add/drop deadline;
- ❑ Student was previously enrolled in the course for which the exam is being requested; and
- ❑ Student previously failed the proficiency exam for that course.

Any student requesting a proficiency exam, who does not have credit for the prerequisite course, must obtain approval from the Director of Education or designee. If the proficiency credit is granted, the student must still earn credit for the prerequisite course through proficiency credit, transfer credit or successful completion of the course. All tests and supporting documentation must be retained in the student's academic file.

## External Proficiency Credit

Proficiency credit for certain undergraduate courses may be granted to students who achieve acceptable scores on specific nationally recognized examinations such as College Level Examination Program (CLEP), Advanced Placement (AP), and Defense Activity for Non-Traditional Education Support (DANTES) program. The American Council on Education (ACE) recommendations should be used when awarding CLEP or DANTES credit.

Credit for AP coursework is based solely upon the student's performance on the national examination administered by the College Board and not upon the student's performance in the AP course. A score of three (3) or better on the examination is required for AP credit acceptance.

## Professional Training/Certification Credit

Proficiency credit for certain courses may be granted to students who hold current specific industry-recognized professional certification.

Such certifications may be reviewed by the Director of Education or designee for proficiency credit. Where available, the ACE College Credit Recommendation Service should be used to assess such certifications or training. Evaluations and supporting documentation should be retained in the student's academic file.

## Standards of Satisfactory Academic Progress

All students must maintain satisfactory academic progress in order to remain enrolled. Additionally, satisfactory academic progress must be maintained in order to remain eligible to continue receiving federal financial assistance. Satisfactory academic progress is determined by measuring the student's cumulative grade point average (CGPA) and the student's rate of progress toward completion of the academic program. These are outlined below.

## CGPA Requirements

Students must meet minimum CGPA requirements at specific points during their enrollment in order to be considered making satisfactory academic progress. These requirements are noted in the tables below. These will be reviewed at the end of each grading period after grades have been posted to determine if the student's CGPA is in compliance. Once a student reaches a review point, they must maintain the minimum CGPA for that level at the end of each grading period until such time as they reach the next level of review.

## Certificate/Diploma Program Quarter Credits

Quarter Credits	Minimum CGPA Required
0 – 15	1.0
16 – 30	1.5
31 credits – graduation or maximum allowable credits reached	2.0

## Associate's Degree Program Quarter Credits

Quarter Credits	Minimum CGPA Required
0 – 15	1.0
16 – 45	1.5
46 credits – graduation or maximum allowable credits reached	2.0

## Rate of Progress Towards Completion Requirements

In addition to the CGPA requirements, a student must successfully complete at least 67% of the credits or clock hours attempted each grading period in order to be considered to be making satisfactory academic progress. Credits or clock hours attempted are defined as those credits or clock hours for which students are enrolled in the term and have incurred a financial obligation. As with the determination of CGPA, the completion requirements will be reviewed at the end of each term after grades have been posted to determine if the student is progressing satisfactorily.

## Maximum Time in Which to Complete

A student is not allowed to attempt more than 1.5 times, or 150%, of the number of credits or clock hours in their program of study.

The requirements for rate of progress are to ensure that students are progressing at a rate at which they will complete their programs within the maximum time frame. The maximum allowable attempted credits are noted in the table below.

## Program Maximum Allowable Credits

Culinary Essentials, Diploma – 147 QCH

Culinary Arts, AOS – 216 QCH

## How Transfer Credits/Change of Program Affect Satisfactory Academic Progress (SAP)

Credit that has been transferred into the institution by the student has no effect on the percentage of completion calculation in the SAP, nor does it have any effect on the grade point average requirement for the SAP. Transfer credit is considered when computing the maximum timeframe allowed for a program of study. For example, a student transfers from institution A to institution B. The student is able to transfer 30 credits earned at institution A into a program at institution B. The program requires 180 credits to graduate. Thus, the maximum time frame for this student's new program at institution B will be one and half times (150%)  $\times 180 = 270$  credits. The 30 transfer hours will be added to the attempted and earned hours when the time frame is being calculated.

When a student elects to change a program at L'École Culinaire (this does not include moving from a diploma to an Associate's degree or an Associate's degree to a Bachelor's degree in the same program) the student's earned credits and grades will be transferred into the new program as applicable, including transfer credit. Credits earned at the institution in the original program of study will be used when computing grade point average, rate of progress and maximum time frame. Transfer credits from another institution that are applicable to the new program of study will not be calculated in the grade point average or rate of progress, but will be considered as credits attempted and earned in the time frame calculation. For example, a student transfers from program A to program B, the student is able to transfer 30 external credits and 10 credits earned in program A into program B.

Program B requires 180 credits to graduate. Thus, the maximum time frame for this student's new program will be one and half times (150%)  $\times 180 = 270$  credits. The 30 external transfer hours will be added to the attempted and earned hours when the time frame is being calculated and the 10 credits earned in program A will be included in the grade point average, rate of progress and the time frame calculations.

## Academic Probation

At the end of each term after grades have been posted, each student's CGPA and rate of progress is reviewed to determine whether the student is meeting the aforementioned requirements.

Students will be placed on Probation the first term in which the CGPA or the rate of progress falls below the values specified in the CGPA requirements section of this catalog. At the end of the next term, the student will be removed from Probation and returned to regular status if they meet or exceed the minimum standards or will remain on Probation if they continue to fall below the specified values.

Students on Probation will be evaluated at the end of their second term of monitoring. A student who raises their CGPA and rate of progress at or above the minimum[s] will be removed from Probation and returned to regular status. If a student does not meet the minimum CGPA or rate of progress requirements at the time of evaluation, the student will be dismissed from the institution.

If at any point it can be determined that it is mathematically impossible for the student to meet the minimum requirements, the student also must be dismissed from the institution. The institution also reserves the right to place a student on or remove them from academic monitoring based on their academic performance, notwithstanding these published standards.

Notification of academic dismissal will be in writing. The Conduct Policy section of this catalog describes other circumstances that could lead to student dismissal for non-academic reasons.

As a dismissed student, a tuition refund may be due in accordance with the institution's stated refund policy.

During the periods of Probation, students are considered to be making satisfactory academic progress and remain eligible for financial aid.

Students on Probation must participate in academic advising as deemed necessary by the institution as a condition of their academic monitoring. Students who fail to comply with these requirements may be subject to dismissal even though their CGPA or rate of progress may be above the dismissal levels.

## Appeal to Grade Challenge & Course Work Appeals

A student who has been academically dismissed may appeal the determination if special or mitigating circumstances exist. Any appeal must be in writing and must be submitted to the Academic Review Committee within ten days of receiving notification of his/her dismissal.

The student should explain what type of circumstances contributed to the academic problem and what plans the student has made to eliminate those potential problems in the future. The decision of the Committee is final and may not be further appealed.

## Reinstatement

A student who has been academically dismissed may apply for reinstatement to the institution by submitting a written request to the Director of Education. The request should be in the form of a letter explaining the reasons why the student should be readmitted. A student may be required to wait at least one grading period before they are eligible for reinstatement and financial aid. The decision regarding readmission will be based upon factors such as grades, attendance, student account balance, conduct, and the student's commitment to complete the program.

Dismissed students who are readmitted will sign a new Enrollment Agreement, will be charged tuition consistent with the existing published rate, and will be eligible for federal financial aid.

## Graduation Requirements

In order to graduate, a student must have earned a minimum of a 2.0 CGPA and must have successfully completed all required credits within the maximum credits that may be attempted. Students must also be current on all financial obligations in order to receive final transcripts.

## Completers

A completer is a student who is no longer enrolled in the institution and who has either completed the time allowed or attempted the maximum allowable number of credits for the program of study but did not accomplish one of the following graduation requirements:

1. Achieve a minimum GPA of 2.0
2. Complete required competencies and/or Externship
3. Satisfy non-academic requirements (e.g., outstanding financial obligations)

## Academic Honors

A graduate who has a minimum cumulative grade point average (CGPA) of 3.30 is eligible for one of the following recognitions:

- Director's List: 4.0 Cumulative GPA
- Dean's List: 3.6 – 3.99 Cumulative GPA
- Honors: 3.3 – 3.59 Cumulative GPA

## Externships or Other Formal Experiential Learning Activities

All externships and other formal experiential learning activities will be registered in the student system. Attendance or participation is to be tracked and posted at least once a week and final grades will be recorded at the end of the enrollment period. Students who are unable to complete their externship or other formal experiential learning activity by the end of the add/drop period of the subsequent term will be awarded a grade of "F." A student who receives an "F" may be re-enrolled in the externship or experiential learning activity course for the subsequent term.

For externships or other experiential learning activities that occur at the end of the student's curriculum and that are required for graduation, the graduation date will coincide with the last day of the term in which the

student completes all program requirements, unless the student completes such requirements during the add/drop period, in which case the graduation date may be back dated to the last date of the previous term.

## Leave of Absence Policy

The institution permits students to request a leave of absence (LOA) as long as the leaves do not exceed a total of 180 days during any 12-month period and as long as there are documented, legitimate extenuating circumstances that require the student to interrupt their education. Extenuating circumstances include: Medical (including pregnancy), Family Care (including unexpected loss of childcare and medical care of family), Military Obligations and Jury Duty.

In order for the student to be granted an approved LOA, the student must submit a completed, signed and dated Leave of Absence Request Form along with supporting documentation to the School Director. In addition, the student must have completed his/her most recent term and received academic grades (A-F) for that term.

For those students completing the externship portion of their program, students may request a leave of absence at any time, providing they can return to the externship and complete all requirements.

A leave of absence may only be taken in week 10 for the future term or week 1 of the current term.

## Re-admission Following a Leave of Absence

Upon return from a leave, the student will be required to repeat the term and receive final grades for the courses from which the student took leave when the courses are next offered in normal sequence for students in the class into which the student has reentered. The student will not be charged any fee for the repeat of courses from which the student took leave or for reentry from the leave of absence.

The date a student returns to class is normally scheduled for the beginning of the term.

## Failure to Return from a Leave of Absence

A student who fails to return from a LOA on or before the date indicated in the written request will be terminated from the program, and the institution will invoke the cancellation/refund policy.

As required by federal statute and regulations, the student's last date of attendance prior to the return from approved LOA will be used in order to determine the amount of funds the institution earned and make any refunds that may be required under federal, state or institutional policy.

Students who have received federal student loans must be made aware that failure to return from an approved LOA, depending on the length of the LOA, may have an adverse effect on the student's loan repayment schedules.

Federal loan programs provide students with a "grace period" that delays the students' obligation to begin repaying their loan debt for six months (180 days) from the last date of attendance. If a student takes a lengthy LOA and fails to return to the institution after the conclusion, some or all of the grace period may be exhausted – forcing the borrower to begin making repayments immediately.

## Effects of Leave of Absence on Satisfactory Academic Progress

Students who are contemplating a leave of absence should be cautioned that one or more factors may affect their eligibility to graduate within the maximum program completion time:

- ❑ Students returning from a leave of absence are not guaranteed that the phase/course required to maintain the normal progress in their training program will be available at the time of reentry;
- ❑ Students may have to wait for the appropriate phase/course to be offered;
- ❑ Students may be required to repeat the entire phase/ course for which they elected to withdraw prior to receiving a final grade;
- ❑ Financial aid may be affected.

## Unit of Credit, Clock/Credit Hour Conversion

The quarter credit hour is the unit of academic measurement used by L'École Culinaire. A minimum of 10 lecture hours at a minimum of 50 minutes each in addition to outside reading and/or preparation; 20 laboratory hours; or 30 externship hours; or an appropriate combination of all three constitutes one quarter hour of credit. Thirty-six quarter credit hours equal one academic year.

## Make-Up Work

L'École Culinaire is committed to caring for its students. Our policy on graduation clearly defines the criteria for graduation. Strict enforcement of these requirements is the norm, but since we are committed to the individual needs of our students, there are exceptions.

L'École Culinaire may allow the student, at the discretion of the Director of Education, to perform independent student projects, to make up missed days (only up to 50%), or make up missed work. The guiding principle will be the academic progress of the student. If a student, by extra attendance or extra work, can make up his/her work, then the student will remain academically sound and maintain satisfactory progress. The Director of Education has the responsibility to determine the outcome of these exceptional situations.

### Attendance Requirements

Class attendance, preparation, and participation are integral components to a student's academic success. Students are strongly encouraged to attend every class session and to spend an appropriate amount of time outside of class reviewing and preparing for each class session. Failure to attend class may result in reduced participation, comprehension, and/or involvement with group projects, which may have an impact upon a student's overall course performance.

A student who is absent from all classes for two consecutive weeks (8 class days) may be automatically withdrawn from the institution unless there are acceptable mitigating circumstances.

A student may also be withdrawn from a course if absences exceed 30% of the total scheduled hours for a course. Students may be placed on attendance probation and receive a written notification when their total number of absences reaches 20% of total scheduled course hours. Students who withdraw or are removed from a course will receive a grade of W or WF based upon their time of withdrawal/removal; these grades count toward the evaluation of a student's satisfactory academic progress but will not affect the student's cumulative grade point average.

### Students Receiving Veterans Benefits

Students receiving Veterans benefits are required to maintain an 80% attendance rate in each course.

### Term

A term is defined as a consecutive ten-week period of continued instruction.

## Student Information & Services

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L'École Culinaire offers students a variety of success-oriented services as well as activities for the benefit of students and the community.

L'École Culinaire endorses an open-door policy with respect to students and staff. Students have the right to request an appointment with any member of L'École Culinaire's staff regardless of the person's title or function. Office hours for L'École Culinaire personnel are available from the receptionist.

### Career Services

During the admissions interview, prospective students are advised of the many career paths that are available to them upon graduation. Admissions Representatives assist students in assessing their talents and discuss the motivation necessary to achieve their career goals.

It must be stressed that L'École Culinaire cannot and will not guarantee you a job, and the ultimate responsibility for securing employment is with the student. Although the school cannot guarantee employment, Career Services is available to assist students with part-time employment while they pursue their studies, as well as, training related employment upon completion of their education. Career Services acts as the liaison between students and employers by promoting L'École Culinaire to prospective employers. Both students and employers benefit by the referral of qualified employees from L'École Culinaire.

Even though the ultimate responsibility for securing appropriate employment is with the student, Career Services support students throughout their education. However, the placement process intensifies as students near graduation. Career Services helps students with updating resumes, fine tuning of interviewing skills, and professional networking techniques. Information regarding employment opportunities with both local and nationally recognized organizations is provided to qualified graduates. Students may interview both on and off campus depending on the preference of the employer.

Agencies and institutions that accept our students for internship/externship placement and potential employers may conduct a criminal and/or personal background check. Students with criminal records that

include felonies or misdemeanors (including those that are drug-related) or personal background issues, such as bankruptcy, might not be accepted by these agencies for internship/externship or employment following completion of the program.

Some agencies and employers may require candidates to submit to a drug test. Some programs may require additional education, licensure and/or certification for employment in certain positions.

Those decisions are outside of the control of L'École Culinaire.

## Academic Assistance

Students seek help and advice during their education for many reasons. At L'École Culinaire, the student is the primary priority. Every effort is made to develop a relationship with the student body so individuals feel comfortable in requesting and receiving assistance.

The Director of Education is responsible for providing academic assistance and should be consulted when assistance is desired. Referrals to outside agencies may be provided as needed. The administrative staff and the faculty are also available for advising assistance.

## Faculty

The faculty members are the keystone of L'École Culinaire's teaching success. Each member of the faculty has industry or professional experience in addition to appropriate academic credentials.

The faculty members lend an outstanding level of professionalism to the classroom and are recognized by their academic and industry peers. Through the guidance of the faculty, theoretical, practical and creative applications are addressed in the curricula and reinforced by interaction with professionals in the industries.

Faculty members are dedicated to academic achievement, to professional education, to individual attention, and to the preparation of students for their chosen careers. In essence, faculty members practice what they teach. It is through personal attention that students can reach their potential, and it is the dedicated faculty who provide the individual guidance necessary to assure every student that his/her time in class is well spent.

## Housing

L'École Culinaire does not provide on-campus housing, but does assist students in locating suitable housing off campus. Students should contact the Admissions Department for further information.

## Learning Resource System

L'École Culinaire's Library/Learning Resource System provides materials to support the mission and curriculum and assist each student to attain his/her educational goals. Students and faculty have full access to a collection of books, videos, CD-ROMs, and subscriptions to culinary, hospitality and industry magazines, newsletters and other publications. Library hours are Monday through Thursday, 8:00 a.m. to 8:00 p.m. and Friday, 8:00 a.m. to 12:00 p.m. Students will be notified of library closings for holidays or severe weather.

The reference library is also equipped with computers for student use, providing students access to the culinary software program MasterCook. Students have access to the Internet, word processing programs, spreadsheets and printing capabilities.

## Orientation

Prior to beginning classes at L'École Culinaire, all new students attend an orientation program. Student orientation facilitates a successful transition from everyday pace into the institution schedule.

New students are required to attend regardless of their prior institution experience. During orientation, students are acquainted with the campus, the administrative staff, the faculty and their peers.

## Course Schedules

Applicants and currently enrolled students receive course schedules before the beginning of each term. Tuition payments are due at that time. Schedules cannot be processed until financial obligations are fulfilled. Students who fail to attend the first class session may be withdrawn from the course.

## Hours of Operation

L'École Culinaire administrative offices are open from 8:00am to 8:00pm Monday through Thursday, 8:00am to 6:00pm Friday, and 9:00am to 1:00pm on Saturday.

## Accommodations for Individuals with Disabilities

L'École Culinaire is committed to making its facilities and services available to persons with disabilities, and individuals with disabilities are encouraged to apply for enrollment. L'École Culinaire will provide reasonable accommodations for students with disabilities, including auxiliary aids and services as long as services do not fundamentally alter the nature of the relevant program or service provided by L'École Culinaire. A student requesting an accommodation for a disability must contact the Director of Education and complete the "Student Application for Auxiliary Aids or Academic Adjustments" form requesting academic adjustments and/or auxiliary aids. To ensure that accommodations are provided in a timely fashion, L'École Culinaire strongly encourages students to submit all requests for accommodation immediately after enrollment and prior to the first day of classes, or otherwise as soon as possible.

To request an auxiliary aid or service, please contact the Director of Education at L'École Culinaire, 1245 North Germantown Parkway, Cordova, TN 38016 or by phone at (901) 754-7115.

## What is a disability?

An individual is considered to have a disability if he or she:

- Has a physical or mental impairment that substantially limits one or more major life activities; or
- Has a record of such an impairment; or
- Is regarded as having such an impairment.

A qualified individual with a disability is defined as an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity.

## What is a reasonable accommodation?

A reasonable accommodation is any modification or adjustment to the learning environment that makes it possible for a qualified individual with a disability to participate in the academic program.

## What is the process to request accommodations?

The Director of Education is the designated institution employee who is responsible for the coordination of efforts to ensure appropriate academic adjustments and/or auxiliary aids are provided consistently to the student population. Students seeking reasonable accommodations will complete the "Student Application for Auxiliary Aids or Academic Adjustments" application. Upon receipt of the completed application and supporting documentation, the Director of Education will arrange an interview with the student to discuss their specific needs.

The student may elect to include a parent, guardian or other designated agent in the interview session that may validate the nature of the academic adjustment or auxiliary aids needed under the reasonable accommodations provision.

The institution may engage an independent evaluation administrator to provide a professional opinion to determine the appropriate accommodations are provided for the student. After careful consideration, the Director of Education will provide the necessary guidance to the faculty members, authorize and requisition additional resources as needed to accommodate the student needs. Periodically, reviews will be conducted by the Director of Education to ensure that the adjustments and/or aids are appropriate. A student seeking accommodations may appeal the decision of the Director of Education to the Campus Director as outlined in the grievance process listed in this section.

## What is the grievance or complaint process?

Should a student have a grievance or complaint concerning any aspect of his or her recruitment, enrollment, attendance, education, or career services assistance, the student should first contact the faculty or staff member to whom the grievance or complaint refers. If a solution satisfactory to the student is not reached with the faculty or staff member, the student may submit his or her grievance or complaint in writing to the Director of Education, clearly describing the grievance or complaint. The Director of Education will review the grievance or complaint, seek resolution and notify the student of the remedy within 10 days. In the event the student is not satisfied with the resolution provided by the Director of Education, the student must appeal to the Campus Director in writing within 10 days of receiving the decision of the Director of Education.

The Campus Director will review the pertinent facts and evidence presented. Within 10 days of receipt of the student appeal, the Campus Director will formulate a resolution. A student may appeal to the Chairperson of the ADA Committee, Vatterott Educational Centers, Inc as the final entity seeking a favorable resolution to reported grievance or complaint.

At any time, a student may also contact the following agencies concerning any grievance of complaint about the institution: United States of Department of Education, Office of Civil Rights, City of Memphis, Office of Contact Compliance, 100 N. Main, Suite 2145, Memphis, TN 38103, phone number 901-576-6210; ACCSCT (Accrediting Commission of Career Schools and Colleges of Technology), 2101 Wilson Boulevard, Arlington, VA 22201, phone number 703-247-4212; State of Tennessee Higher Education Commission, Parkway Towers, Suite 1900, Nashville, TN 37243-0830, phone 615-741-3605.

## Campus Security

L'École Culinaire publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement and access to campus facilities. The annual security report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations, and on the public property surrounding the campus. The annual security report is published each year by October 1 and contains statistics for the three most recent calendar years. The annual security report is provided to all current students and employees. A copy of the most recent annual security report may be obtained from the Financial Aid office during regular business hours.

L'École Culinaire will report to the campus community concerning the occurrence of any crime includable in the annual security report that is reported to campus security or local police and that is considered to be a threat to students or employees.

L'École Culinaire reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare.

## Drug-Free Environment

As a matter of policy, L'École Culinaire prohibits the unlawful manufacture, possession, use, sale, dispensation, or distribution of controlled substances and the possession or use of alcohol by students and employees on its property and at any institution activity.

Any violation of these policies will result in appropriate disciplinary action up to and including expulsion in the case of students and termination in the case of employees, even for a first offense.

Violations of the law will also be referred to the appropriate law enforcement authorities. Students or employees may also be referred to abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program. Information on the institution's drug-free awareness program and drug and alcohol abuse prevention program may be obtained from the Financial Aid Office.

## Student Records Access and Release

L'École Culinaire has established a policy for the release of and access to records containing information about a student.

1. Each student enrolled at L'École Culinaire shall have the right to inspect and review the contents of his/her education records, including grades, records of attendance and other information. Students are not entitled to inspect and review financial records of their parents. Parental access to a student's records will be allowed without prior consent if the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1986.
2. A student's education records are defined as files, materials, or documents, including those in electronic format that contain information directly related to the student and are maintained by the institution, except as provided by law. Access to a student's education records is afforded to institution officials who have a legitimate educational interest in the records, such as for purposes of recording grades, attendance, advising, and determining financial aid eligibility.
3. Students may request a review of their education records by submitting a written request to the Campus Director. The review will be allowed during regular institution hours under appropriate supervision. Students may also obtain copies of their education records for a nominal charge.
4. Students may request that the institution amend any of their education records, if they believe the record contains information that is inaccurate, misleading or in violation of their privacy rights. The request for change must be made in writing and delivered to the Registrar or Director of Education, with the reason for the requested change stated fully. Grades, course tests, and evaluations can be challenged only on the grounds that they are improperly recorded. The instructor or staff member involved will review the request, if necessary meet with the student, and then determine whether to retain, change, or delete the disputed data. If a student requests a further review, the Campus Director will conduct a hearing, giving the student an opportunity to present evidence relevant to the disputed issues. The student will be notified of the Director's decision, which will

be the final decision of the institution. Copies of student challenges and any written explanations regarding the contents of the student's record will be retained as part of the student's permanent record.

5. Directory information is information on a student that the institution may release to third parties without the consent of the student. L'École Culinaire has defined directory information as the student's name, address (es), telephone number(s), e-mail address, birth date and place, programs undertaken, dates of attendance, honors and awards, and credentials awarded. If a student does not want some or all of his or her directory information to be released to third parties without the student's consent, the student must present such a request in writing to the Campus Director within 10 days after the date of the student's initial enrollment or by such later date as the institution may specify.
6. The written consent of the student is required before personally identifiable information from education records of that student may be released to a third party, except for those disclosures referenced above, disclosures to accrediting commissions and government agencies, and other disclosures permitted by law.
7. A student who believes that L'École Culinaire has violated his or her rights concerning the release of or access to his or her records may file a complaint with the U.S. Department of Education.

## Non-Discrimination

The institution admits students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law.

## Unlawful Harassment Policy

L'École Culinaire is committed to the policy that all members of the institution's community, including its faculty, students, and staff, have the right to be free from sexual harassment by any other member of the institution's community. Should a student feel that he/she has been sexually harassed; the student should immediately inform the Campus Director and/or the Director of Education.

Sexual harassment refers to, among other things, sexual conduct that is unwelcome, offensive, or undesirable to the recipient, including unwanted sexual advances.

All students and employees must be allowed to work and study in an environment free from unsolicited and unwelcome sexual overtures and advances. Unlawful sexual harassment will not be tolerated.

## Catalog Appendix

See the catalog addendum for current information related to the institution calendar, tuition and fees, listing of faculty, and other updates.

## Changes

This catalog is current as of the time of publication. From time to time, it may be necessary or desirable for L'École Culinaire to make changes to this catalog due to the requirements and standards of the institution's accrediting body, state licensing agency or U.S. Department of Education, or due to market conditions, employer needs or other reasons. L'École Culinaire reserves the right to make changes at any time to any provision of this catalog, including the amount of tuition and fees, academic programs and courses, institution policies and procedures, faculty and administrative staff, the institution calendar and other dates, and other provisions.

L'École Culinaire also reserves the right to make changes in equipment and instructional materials, to modify curriculum and, when size and curriculum permit, to combine classes.

## Conduct Policy

All students are expected to respect the rights of others and are held responsible for conforming to the laws of the national, state and local government, and for conducting themselves in a manner consistent with the best interests of the institution and of the student body.

L'École Culinaire reserves the right to dismiss a student for any of the following reasons: failure to maintain satisfactory academic progress, failure to pay institution fees and/or tuition by applicable deadlines,

disruptive behavior, posing a danger to the health or welfare of students or other members of the L'École Culinaire community, or failure to comply with the policies and procedures of the L'École Culinaire catalog.

Any unpaid balance for tuition, fees and supplies becomes due and payable immediately upon a student's dismissal from the institution. The institution will also determine if any Title IV funds need to be returned (see Financial Information section of this catalog).

## Rules, Regulations, and Expectations

The institution has certain rules and regulations that must be followed. Students attending the institution are preparing for employment and are required to conduct themselves while in the institution in the same manner as they would when working for an employer. While at L'École Culinaire, you are expected to dress in accord with the skill for which you are training. A uniform may be required for your program of study. Prospective employers unexpectedly visit L'École Culinaire to recruit potential employees. A student's appearance is generally the first and most lasting impression on these visitors.

An attempt is made to keep regulations to a minimum. They are established only when they contribute to the welfare and safety of the student body. Cooperation of all students is expected. All instructors have the authority, in a teacher/student relationship, to enforce all institution rules and regulations.

- ❑ Students may operate equipment only during institution hours, unless after-hours permission has been given by the instructor and they are supervised.
- ❑ Ensure learning and lab areas are neat and free of any trash.
- ❑ No fighting, horseplay, profanity, or cheating.
- ❑ No alcohol or drugs before, during, or after classes; violators are subject to suspension and termination.
- ❑ Do not tamper with other students' projects or equipment.
- ❑ No personal incoming calls. The courtesy telephone is to be used at break time only.

- ❑ Cellular phones, beepers, and pagers are a distraction during class and lab time and therefore must be kept in the off position. Calls may be made during break times only.
- ❑ Personal business must be handled after institution hours.
- ❑ Carelessness in safety will not be tolerated.
- ❑ Smoking is allowed only in designated areas.
- ❑ All students are expected to attend every class in which they are enrolled.
- ❑ Promptness and preparation are expected. Students are expected to be on time for every class. A student is considered tardy if he/she is 15 minutes late for class. A student may be suspended and, if the pattern is not corrected, expelled if continued tardiness impairs the instructor's ability to teach or any student's ability to learn.
- ❑ Professional attitude and professional appearance are expected. All students are encouraged to reflect the proper image of their future careers by dressing appropriately and maintaining personal hygiene. Torn and provocative clothes are not permissible. The following items of clothing are also unacceptable: hats (unless approved by instructors), tank tops, tube tops, halters, and shirts with abusive or offensive language. Any students enrolled in a program that requires a uniform must wear the uniform to class every day.
- ❑ Unacceptable behavior will not be tolerated. Unacceptable behavior is any action which hinders an instructor's ability to teach or a student's ability to learn or any action which would endanger other students or staff.

L'École Culinaire reserves the right to dismiss or suspend any student who is guilty of the above or whose conduct is detrimental to the classroom environment, well-being of fellow students or faculty, or appearance of institutional facilities.

A student dismissed for misconduct can be readmitted only by permission of the Campus Director.

### Safety

All safety rules and procedures are to be followed without exception.

All machinery and equipment are provided with proper safety devices, which are to be used whenever the machinery and equipment are operated. The instructor is to be notified immediately of any accident, fire, or personal injury.

### Photographs

While not all photographs in this publication were taken at L'École Culinaire, they do accurately represent the general type and quality of equipment and facilities found at L'École Culinaire.

### Institution Policies

Students are expected to be familiar with the information presented in this institution catalog, in any supplements and addenda to the catalog, and with all institution policies. By enrolling at L'École Culinaire, students agree to accept and abide by the terms stated in this catalog and all institution policies.

If there is any conflict between any statement in this catalog and the enrollment agreement signed by the student, the provision in the enrollment agreement supersedes and is binding.

### Statement of Ownership

L'École Culinaire is owned by Vatterott Educational Centers, Inc., principal offices located at 8580 Evans Ave, Berkeley, Missouri. The corporate officer of Vatterott Educational Centers, INC is Pamela Bell, President.

## Student Grievance Policy

Should a student have a grievance or complaint concerning any aspect of his or her recruitment, enrollment, attendance, education, or career services assistance, the student should first contact the faculty or staff member to whom the grievance or complaint refers. If a solution satisfactory to the student is not reached with the faculty or staff member, the student may submit his or her grievance or complaint in writing to the appropriate Program Director or the Director of Education, clearly describing the grievance or complaint. If a solution satisfactory to the student cannot be found, the student may seek a review by the Campus Director. The student must appeal to the Campus Director in writing within 10 days of receiving the decision of the Director of Education or Program Director.

L'École Culinaire has implemented the following procedures for handling student grievances or complaints:

1. Grievances or complaints referencing an individual instructor or staff member should first be discussed with the individual involved. Grievances or complaints referencing a policy or class should first be discussed with the individual enforcing that policy or the class instructor.
2. Should one-on-one discussion fail to result in a satisfactory resolution, a written grievance or complaint may be submitted to the Director of Education.
3. If the Director of Education fails to take action satisfactory to the student, the student may submit a written statement to the President of L'École Culinaire, who will review the matter and render a decision.
4. The student also may contact the Tennessee Higher Education Commission, Nashville, TN 37243-0380, phone 615-741-5293.
5. The student may also file a complaint directly with the The Department of Education at any time. The student may contact the United States Department of Education, Office of Civil Rights, City of Memphis, Office of Contact Compliance, 100 N. Main, Suite 2145, Memphis, TN 38103, phone number 901-576-6210.

6. At any time, the student may also file a complaint with the institution's accrediting agency. Any complaint must be in written form.

Institutions accredited by the Accrediting Commission of Career Schools and Colleges of Technology must have a procedure and operational plan for handling student complaints. If a student does not feel that the institution has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written format, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the institution for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges of Technology  
2101 Wilson Blvd. / Suite 302  
Arlington, VA 22201  
(703) 247-4212

A copy of the Commission's Complaint Form is available at the institution and may be obtained by contacting the Campus Director.

## Transfer of Credit to Other Institutions

L'École Culinaire does not imply or guarantee that credits completed at L'École Culinaire will be accepted by or transferable to any other college, university, or institution, and it should not be assumed that any credits for any courses described in this catalog can be transferred to another institution. Each institution has its own policies governing the acceptance of credit from other institutions such as L'École Culinaire. Students seeking to transfer credits earned at L'École Culinaire to another institution should contact the other institution to which they seek admission to inquire as to that institution's policies on credit transfer.

### Student Portal

The student portal is a secure website that allows a student access to his or her information including schedule, grades, account balance and activity, school events, school contact information, and much more.

L'École Culinaire is excited to offer this capability, making it easy for our students to be in touch with us and enhance their college experience. Upon acceptance to L'École Culinaire, students will be issued a student number that can be used to gain access to the student portal. An email will be sent to each student describing how to register and begin using the student portal upon enrollment.

### Student Records Access

Students may request a review of their education records by submitting a written request to the School Director. The review will be allowed during regular school hours under appropriate supervision.

### Transcript Request Policy

A student wishing to request an official school transcript must complete the Transcript Request Form located in the Registrar's Office. After the completion of the form and the payment of a \$5.00 fee, the Registrar's Office will process the request within two calendar weeks.

## Appendix A

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### L'École Culinaire: Program Offerings

#### **Diploma**

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Culinary Essentials

#### **Associate of Occupational Studies A.O.S.**

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Culinary Arts

L'École Culinaire only offers those specific programs of study listed above and expressly discussed in the curriculum section of this catalog.

Program Offerings

**Culinary Essentials**

**Diploma**

The objective of this program is to prepare students to perform the tasks necessary for the successful operation of the brigade, line operation, or baking/pastry bench in a foodservice-related industry. Students will be prepared for entry-level employment as: assistants, apprentices, station chefs, line cooks, short-order cooks, or as institutional cooks. Students will be prepared to perform entry-level tasks as captains or headwaiters in front of the house operations. Students will also be prepared to perform entry-level tasks at the baker's bench as a boulanger. Students will be prepared to assist with supply, inventory and waste control.

Curriculum:

This program consists of 60 weeks, 92 quarter credit hours of cookery theory and associated lab work and 6 quarter credit hours of applied general education for the culinary arts, totaling 98 quarter credit hours. During the student's first phase, he/she will be required to complete an NRA Food Safety and Sanitation course and will be required to take the certifying examination. The student will also be required to receive the first in a series of two Hepatitis A Inoculations.

Course #	Course Title	QCH
CUL-101	Fundamentals of Cookery	16
CUL-102	Fundamentals of Baking	16
CUL-103	Baking and Pastry Development, Purchasing, Financial and Facilities Management	16
CUL-104	Culinary Skills Development	16
CUL-110	Advanced Quantity Food Preparation, Charcuterie, and Garde Manger	14
CUL-111	International Cuisine and Beverage Study	14
AGE-110	Business and Professional Presentations for the Food Service Professional	3
AGE-111	Analysis and Development of Applied Technical Writing for the Food Service Professional	3
<b>Total Number of Quarter Credit Hours Required for Graduation 98</b>		

**Culinary Arts**

**Associate of Occupational Studies A.O.S.**

The objective of this program is to prepare students to perform the tasks necessary for entry-level management in culinary applications for the food service industry. Building on the skills developed in the diploma program, students will develop professionalism. Students will develop their own culinary techniques through extensive lab exposure for excellence in food production, creativity, marketing, cost analysis, sanitation and nutrition as well as assisting with customer service.

Curriculum:

This program consists of 90 weeks, 130 quarter credit hours of cookery theory and associated lab work and 14 quarter credit hours of applied general education for the culinary arts, totaling 144 quarter credit hours. During the student's first phase, he/she will be required to complete an NRA Food Safety and Sanitation course and will be required to take the certifying examination. The student will also be required to receive the first in a series of two Hepatitis A Inoculations.

Course #	Course Title	QCH
CUL-101	Fundamentals of Cookery	16
CUL-102	Fundamentals of Baking	16
CUL-103	Baking and Pastry Development, Purchasing, Financial and Facilities Management	16
CUL-104	Culinary Skills Development	16
CUL-110	Advanced Quantity Food Prep, Charcuterie and Garde Manger	14
CUL-111	International Cuisine and Beverage Study	14
CUL-203	Contemporary, Artistic and Healthful Cuisine	13
CUL-210	Management: Kitchens, Front of the House, and Client Relationships	13
CUL-EXT2	Externship	12
AGE-110	Business and Professional Presentations for the Food Service Professional	3
AGE-111	Analysis and Development of Applied Technical Writing for the Food Service Professional	3
AGE-203	Communication in Interviewing for the Food Service Professional	4
AGE-210	Customer Service	4
<b>Total Number of Quarter Credit Hours Required for Graduation 144</b>		

## Course Descriptions

### **AGE-110: Business and Professional Presentations for the Food Service Professional**

**3 Quarter Credit Hours**

This course is designed to equip students with the techniques involved in developing effective communication and presentation skills in relationships with vendors, staff, guests, and media. Through speeches and discussions, students will develop the oral communication, critical thinking, and presentation skills required in everyday business situations.

### **AGE-111: Analysis and Development of Applied Technical Writing for the Food Service Professional**

**3 Quarter Credit Hours**

This course serves as an introduction to basic writing principles. Popular and special writing cases are approached as strategic models, and are addressed through a comprehensive process regimen of television and editing techniques. The course provides the student with the necessary analytical, organizational, and descriptive skills for the popular message mediums of today's technologies.

### **AGE-203: Communication in Interviewing for the Food Service Professional**

**4 Quarter Credit Hours**

This course covers skills in forming questions, gathering information, building rapport, developing listening skills, and maintaining effective interaction during the critical interviewing process. There will be an emphasis placed on the perspective of the interviewer and interviewee. This course demonstrates the research and preparation required prior to the interview, as well as effective communication during the interview process. Students will perform role playing scenarios in class to practice interviewing skills.

### **AGE-210: Customer Service**

**4 Quarter Credit Hours**

This course is designed to assist students in developing specific customer service skills in their field of training in the food service industry. Students will capture the dynamics of today's business realities and see the benefits of effective communication when applied to customers in the workplace. The student will learn how to put the customer first, every day, in every interaction, building an effective customer base.

### **CUL-101: Fundamentals of Cookery**

**16 Quarter Credit Hours**

The initial emphasis of the course will be on food safety. Students will gain a thorough understanding of the cause of food-borne illness and other food related dangers as well as the precautions, procedures, and safety practices necessary to greatly reduce the risk of harm. Students will gain the knowledge needed to ensure serving wholesome food by examining and understanding the cycle of food from its origin through the processes of ordering and receiving, storage, processing, preparation and cooking and, finally, to the actual serving of the food. Students must take the National Restaurant Association ServSafe examination.

The course will provide the student with an understanding of the fundamentals of food preparation and cookery. It is designed to incorporate a variety of theoretical learning experiences as well as practical ones that will reinforce and utilize the theoretical ones. The primary topics of this course will include, but not be limited to the identification, selection and use of food ingredients, proper use of all types of commercial kitchen equipment with particular emphasis on understanding knife care and usage, understanding, using and manipulating recipes along with weight and volume measurements, and basic principles of cookery including heat transfer and the effects of heat on various food components. This knowledge will then be applied and related to the understanding of production methods for stocks, broths, classical and modern sauces, and soups. Additional topics of study for the class will include an exploration of the food product categories, "dairy" and "fruits", sandwich making, an introduction to salads and salad dressings, and brunch and breakfast cookery.

Identification and Use of Food Ingredients

Basic Knife Cuts

Food Safety and Sanitation

Stock Preparation

Soup Preparation

Workplace Organization and Mise en Place

Care and Sharpening of Knives

Sauce Preparation

**CUL-102: Fundamentals of Baking**      **16 Quarter Credit Hours**

This course will provide the student with an understanding of the fundamentals of baking science. The primary topics of this class will include the identification, selection, and use of the basic ingredients used in baking and pastry arts. The student will learn the proper use of professional baking tools and equipment. Understanding, using, and manipulating baker's formulas along with weight and volume measurements will be introduced and stressed. Understanding basic principles of baking including the production of breads, quick breads, muffins, scones, biscuits, cookies, brownies, icings, pies and tarts, puff-pastry dough, croissant and Danish dough, and their fillings will be introduced. Additionally students will learn to recognize and correct the common faults and the failures in many baked products. Part of the course is designed to ensure that the student has mastered the ability to understand and solve the basic math problems necessary for success in their career in the food service profession. Topics include a review of basic math fundamentals, calculator use, math essentials in food preparation, and math for food service record keeping, accounting, and management. Students will manipulate recipes and carry out conversions to make usage predictions.

- |  |                              |
|--|------------------------------|
| Baker's Tools & Equipment                    | Weight, Measures and Metrics |
| Product Knowledge                            | Mise en Place for Baking     |
| Yield Percentages, Ratios, Cost Calculations |                              |
| Specialty Ingredients and Uses               | Baking Chemistry             |
| Fermentation                                 |                              |

**CUL-103: Baking and Pastry Development, Purchasing, Financial and Facilities Management**      **16 Quarter Credit Hours**

The course will emphasize both the practice of the purchasing and distribution functions of the hospitality field and the continued development of strong foundations in the baking and pastry arts. In the baking and pastry component, students will practice making breads, artesian breads, enriched yeast-raised products, pastry dough, cakes, and restaurant style plated desserts. The purchasing component will directly expose the students to effective buying and distribution procedures through the actual operation of the school storeroom. Students will order, receive, store, package, and distribute products.

The purchasing component of the course will provide the student with the knowledge and experience necessary to perform the task of product procurement for a small to medium-sized restaurant operation. Students will also use this experience to demonstrate their understanding of basic cost control strategies in the foodservice industry. Students will calculate and manipulate cost ratios, break-even points, and menu pricing, as well as practice techniques to reduce inventory shrinkage in the form of waste, theft, spoilage, and improper usage of inventory. In addition, students will create and interpret food and beverage financial statements.

- Operational Cost Control and Accounting
- Modern Cakes: Butter, Sponge, Genoise
- Food Cost Percentages and Yield Percentages
- Plated Desserts
- Study Commercial Kitchen Equipment
- Chocolate and Sugar Confections
- Cost Ratios, Break-even Point and Menu Pricing
- Baking Ingredients and Starters for Artisan Breads

**CUL-104: Culinary Skills Development**      **16 Quarter Credit Hours**

This course will incorporate both theoretical and practical learning experiences to reinforce the foundation of culinary skills that students acquired during their earlier phases of study. Students will hone their skills with the four primary cooking techniques of sautéing, grilling, braising, and roasting by preparing plated presentations. Students will apply proper storage, fabrication, preparation, and presentation techniques to the production of food items. The course focuses student preparation on key food types. Students will improve their cooking skills by working with beef, veal, lamb, pork, poultry, game, fish, and shellfish. Students will prepare plated entrees, including appropriate accompaniments of starches, vegetables, and sauces. Students will prepare a variety of potatoes, grains, pastas, and vegetable dishes as well as practice traditional sauce-making techniques.

- |                              |                               |
|------------------------------|-------------------------------|
| Meat and Seafood Fabrication | Quantity Production and Speed |
| Broiling and Grilling        | Deep-frying and Sautéing      |
| Roasting                     | Simmering and Boiling         |
| Braising and Stewing         | Poaching and Steaming         |

**CUL-110: Advanced Quantity Food Prep,  
Charcuterie and Garde Manger** **14 Quarter Credit Hours**

Garde Manger is the study and practice of cold food production and cold food art. Students will practice techniques for the production of a diverse variety of hors d'oeuvres. During class, students will produce salads and salad dressings, condiments such as ketchup and Worcestershire sauce, vegetable and ice sculptures, various intermezzos, and other cold items. Charcuterie is the study and practice of advanced and artistic butchering. Topics covered will include the making of sausages of all kinds, hot and cold smoked fish, and the production of smoked and/or cured meats such as salami, andouille, and ham. Additionally, students will practice techniques for the production of a diverse variety of hors d'oeuvres, pâtés, terrines, ballotines, and galantines. Students will practice the art of buffet presentation and will produce a cold food platter design using the techniques of working with aspic. Students will also learn how to calculate order, store, prepare, and serve food in large quantities for banquets and corporate events.

Hors D'oeuvres and Appetizers	Planning the On-Site Banquet
Sausage Making	Controlling Banquet Profit Margins
Ice and Vegetable Sculpture	
Large-Quantity Food Preparation Techniques	
Pates and Terrines	High-Volume Kitchen Service

**CUL-111: International  
Cuisine and Beverage Study** **14 Quarter Credit Hours**

This class will provide the student with an introduction to the prominent cuisines of the world while accentuating their fundamental knowledge of culinary principles and techniques. It is designed to incorporate a variety of theoretical learning experiences and practical learning experiences that will reinforce and utilize the theoretical ones. Students will study how cuisines have developed and how they have been influenced by such factors as climate, resources, culture, religion and fuel.

Emphasis will be placed on the understanding of advanced culinary principles as they apply to the specific methods and techniques encountered in the cuisines studied. An important element of the course is that students gain familiarity with an increasingly wide scope of ingredients along with an understanding of their applications. International menu development and production will be highlighted. Practical applications of various cuisines in the modern hospitality industry will be explored along with an emphasis on

understanding and producing standardized recipes. Some of the cuisines studied are those of the British Isles, Scandinavia, Russia and Eastern Europe, the Middle East, the Mediterranean, South America, oriental cuisines including the various regions of China, Japan, Vietnam, Korea and the Philippines, India, and the European cuisines including the regions, Italy, and Spain along with Portugal. The student will attain a firm grasp of the concepts of flavor building, balance, sweetness (not sugar, but in the oriental sense meaning clean and pure), texture and harmony. Exotic and unusual foods will be introduced and students will be encouraged to develop an understanding of why and how certain cuisines have evolved. The student will be exposed to many new foods, spices, herbs and cooking ingredients not typically found in an American kitchen. In addition to specific knowledge of foreign foods and learning some unique skills and preparations, the exposure provides a better understanding of what makes good food good. Students will also learn the necessary information to safely serve alcoholic beverages and to avoid liability for negligence in the safe service of alcoholic beverages. Considerable emphasis will be placed on the study of beverage management with a particular emphasis on the understanding, tasting and evaluating of wines. Students will gain a high level of knowledge about the many varieties and styles of wines produced and the ability to interpret and understand wine labels from major growing regions. Of particular importance to professional culinarians is the ability to pair foods with wines and other beverages and of how these pairings may influence the taste of the wine, the taste of the food or the overall enjoyment of a meal or dining experience. Students will have an opportunity to taste and evaluate a specific wine or wines along with the cuisine from the same region of the world.

During the lecture component of CUL 111, significant class time will focus on information pertaining to common beverages served in modern foodservice establishments and used as ingredients by professional culinarians. Students will discuss how various beverages are made, how to serve them or utilize them in food preparation, and how to make successful food and beverage menu pairings. Management and control of beverage service and safety will also be addressed.

Introduction to Wine History	Pairing Wine with Flavors and Food
Buying, Storing, and Serving Alcoholic Beverages	
French Cuisine	Northern European Cuisines
Scandinavian Cuisines	Asian Cuisines
Mediterranean Cuisines	

**CUL-203: Contemporary, Artistic and Healthful Cuisine**

**13 Quarter Credit Hours**

This course combines a study of nutritional theory with the practical preparation of contemporary and artistic cuisine. Students will focus in lecture on the study of nutrients, calories, fats, carbohydrates, proteins, vitamins, and minerals. Students will explore other topics such as ideal body weight management, nutritional food guide recommendations for U.S. and other cultures, how to analyze the nutrient value of particular menus, and the creation of menus that meet specific nutrient guidelines.

Ongoing work in the food laboratory will provide each student with the opportunity to learn and practice food preparation that meets these nutritious guidelines with a creative and contemporary flair. Students will be challenged to prepare food using set recipes from the textbooks as well as create food presentations utilizing the techniques of healthy cooking. Students will actively complete oral and written evaluations of many of their food preparations and keep these evaluations for submission as part of their final class project.

- New American Cuisine
- Creative and Healthy Meal Planning
- Fusion Techniques
- Development of Personal Style and Technique
- Art of Plate Presentation
- Nutrient and Diet Recommendations
- Nutritional Composition of Food
- Developing Healthy Cooking Techniques

**CUL-210: Management: Kitchens, Front of the House, and Client Relationships**

**13 Quarter Credit Hours**

Students will create, present, and critique modern foodservice meals using the school's simulated restaurant kitchen line and dining area. Students will apply the standards and techniques for fine table service in a full-service restaurant, the methods of delivering customer service, and the strategies for building a customer base. Working in teams, students will be responsible for all the management functions necessary for the meal that they serve, including menu design, ordering, sales, employee scheduling, event planning, and meal execution. Throughout the phase students will rotate through a variety of job functions, including line cook, server, dishwasher, chef, and general manager.

- Table Service Protocol
- Meal Planning for Various Industry Applications
- Building a Customer Base
- Menu and Recipe Development
- Concepts of Ordering, Pricing, and Storing Inventory
- Planning for Profit
- Collecting and Accounting for Funds
- Managing Personnel for Efficient Production

\* This class will only be offered from 10:00am to 4:00pm and from 5:00pm to 11:00pm, regardless of the student's class time leading up to this phase. Students' need to make a commitment to a phase time prior to the phase starting.

**CUL-EXT2: Externship**

**12 Quarter Credit Hours**

The students will complete practical applications of their skills in a real foodservice environment. They will demonstrate the knowledge, aptitude, and skill proficiency obtained in the classroom and lab. This is the final required course for completion of the program. Externship for eligible candidates consists of ten weeks. The candidate is required to work up to 40 hours per week at an assigned site until the required number of clock hours has been achieved. This will vary slightly according to the specific program the student is completing and the actual number of hours a particular site may have available to the student. By the end of the ten week phase, the students must complete 360 externship hours. Specific requirements for the externship, as well as the pre- and post-externship, will be provided by the externship coordinator. The externship site will determine the work hours. These must be the regular workday hours for the site, and work will occur on Saturdays, Sundays and evenings as required by the externship site.

Students must have received the second in a series of Hepatitis A Inoculations before starting the externship.

Academic Calendar

Start Date	60 Week Complete Date	90 Week Complete Date
2/16/09	4/08/10	11/04/10
4/27/09	6/17/10	1/31/11
7/06/09	8/26/10	3/24/11
9/14/09	11/19/10	6/2/11
11/23/09	1/13/11	8/11/11
2/1/2010	3/24/2011	10/20/2011
4/12/2010	6/2/2011	12/29/2011
6/21/2010	8/11/2011	3/8/2012
8/30/2010	10/20/2011	5/17/2012
11/8/2010	12/29/2011	7/26/2012

### Day and Evening Class Schedule

#### **Morning Classes**

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Monday through Thursday

6:30 a.m. to 12:30 p.m. and 10:00 a.m. to 4:00 p.m.

#### **Afternoon Classes**

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Monday through Thursday

1:30 p.m. to 7:30 p.m.

#### **Evening Classes**

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Monday through Thursday

5:00 p.m. to 11:00 p.m.

Class hours are subject to change or vary based on student needs

## Appendix C

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### Advisory Committees

L'École Culinaire utilizes Program Advisory Committees for each program or each group of related programs. The majority of each Program Advisory Committee is made up of employers representing the major occupation or occupations for which training is provided. At least two regularly scheduled meetings are conducted annually and at least one of these is held at the school.

The duties of the Program Advisory Committee include, but are not limited to:

- A. Reviewing, at least annually, the established curricula of the program and comment as to its objectives, content, and length, and the adequacy of the facility and equipment.
- B. Reviewing and commenting on each new program including the appropriateness of curriculum, objectives, content and length, prior to Accreditation recognition.
- C. Reviewing and commenting at least annually on student completion, placement, and where required, state licensing and examination outcomes of each program.

### Campus Advisory Committee

Chef John Bragg, Circa by John Bragg

Peter Donovan, The University Club

Tony Drane, Harrah's Entertainment, Inc.

Chef Brett Duffee, Equestria Restaurant

Barbara Farmer, Jarrett's Restaurant

Chef Lisa P. Gordon, Kirby Pines Estates

Chef José Guitierrez, Encore Restaurant

Glenda Hastings, Napa Café

Chef Greg Hughes, Compass International / Baptist Memorial Hospital

Tristan Jackson, Adam's Produce

Chef Erling Jensen, Erling Jensen Restaurant

Chef Wally Joe, Brushmark Restaurant

## Appendix C - Advisory Committee

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Chef Bill Kloos, Fleming Prime Steakhouse & Wine Bar

Chef Keith Kortokrax, Methodist Le Bonheur Germantown Hospital

Chef Miles McMath, St. Jude Children's Research Hospital

W. Donald Sally, Hollywood Casino

Chef Rick Saviori, Ciao Bella

Sharon L. Turco, General Education Representative

Jay Uiberall, Alfred's / Dyer's / Ubee's Restaurant

## Appendix D

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### School Administration and Faculty

#### Administrative Staff

Victoria Talley, Campus Director

Thomas Gadberry, Director of Education

Patrick O'Daniel, Learning Resource Center Manager

Ramla Osman, Admissions Coordinator

Denise Morse, Admissions Coordinator

Rodrick Allen, IT Support

#### Faculty

Chef Tony Hedger, Program Director & Instructor

Chef Bernie Murff, Instructor

Chef Rick Farmer, Instructor

Chef Luahn Thomas, Instructor

Chef Andrew Saunders, Instructor

## Appendix E

### Tuition & Fees

Program Name	Degree	Weeks	Tuition	Technology fees	Registration fee	Lab fees	Total
Culinary Essentials	Diploma	60	\$22,200	\$300	\$100	\$2,700	\$25,500
Culinary Arts	AOS	90	\$32,400	\$450	\$100	\$3,700	\$36,900

Please note that books, supplies, and uniforms are not included in the above prices. As a convenience to students these items may be purchased from L'École Culinaire. Prices of these items are subject to change and will include the applicable sales tax.



# Addendum 05-23-2009

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## Student Grievance Policy

Should a student have a grievance or complaint concerning any aspect of his or her recruitment, enrollment, attendance, education, or career services assistance, the student should first contact the faculty or staff member to whom the grievance or complaint refers.

If a solution satisfactory to the student is not reached with the faculty or staff member, the student may submit his or her grievance or complaint in writing to the Director of Education, clearly describing the grievance or complaint.

The Director of Education will review the grievance or complaint, seek resolution and notify the student of the remedy within 10 days. In the event the student is not satisfied with the resolution provided by the Director of Education, the student must appeal to the institution's Director in writing within 10 days of receiving the decision of the Director of Education.

The institution's Director will review the pertinent facts and evidence presented. Within 10 days of receipt of the student appeal, the institution's Director will formulate a resolution.

Students who wish to contest the Director's resolution may submit a written appeal to the Chief Administrator, Vatterott Educational Centers, Inc as the final entity seeking a favorable resolution to reported grievance or complaint.

At any time, the student may contact the Vatterott Educational Centers, Inc. Student Affairs division for additional support via email at [studentaffairs-lm@lecoleculinaire.edu](mailto:studentaffairs-lm@lecoleculinaire.edu).

Schools accredited by the Accrediting Commission of Career Schools and Colleges of Technology must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges of Technology  
2101 Wilson Blvd. / Suite 202  
Arlington, VA 22201  
(703) 247-4212

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the school director or director of education.

Students may also contact the following agencies concerning any grievance or complaint about the institution: Office of the Ombudsman, United States Department of Education, Toll-free phone: (877) 557-2575.

Any grievances not resolved on the institutional level may be forwarded to the Tennessee Higher Education Commission, Nashville, TN 37243-0830, phone 615-741-5293.