



Le Cordon Bleu College of Culinary Arts

Catalog 2011-2012



LE CORDON BLEU
COLLEGE OF CULINARY ARTS

Atlanta, GA

Le Cordon Bleu

Great Cities, Great Dreams, Great Opportunities.

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Le Cordon Bleu College of Culinary Arts 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, college policies and procedures, faculty and administrative staff, the college calendar and other dates, and other provisions.

Le Cordon Bleu College of Culinary Arts also reserves the right to make changes in equipment and instructional materials, to modify curriculum and to combine or cancel classes.

Photographs

While not all photographs in this publication were taken at Le Cordon Bleu College of Culinary Arts in Atlanta, they do accurately represent the general type and quality of equipment and facilities found at Le Cordon Bleu College of Culinary Arts.

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Table of Contents

Message from our Master Chef	4	Financial Aid Information	17	Appeal	28
Message from the Office of the President	5	Financial Assistance	17	Reinstatement	28
History of Le Cordon Bleu	6	How to Apply	17	Leave of Absence	28
About Le Cordon Bleu College of Culinary Arts	7	Disbursement of Title IV Credit Balance (Books)	17	Graduation Requirements	29
Mission Statement and Goals	7	Financial Aid Programs	18	Student Services Information	30
Integrity Statement	7	Loans	18	Academic Assistance	30
History	8	Other Programs	18	Career Services	30
Faculty	8	Institutional Scholarships	19	Background Checks	30
Accreditation and Affiliations	9	Cancellation Policy	22	Plans to Improve Academic Programs	30
Statement of Ownership	9	Refund Policy	22	Cybrary/Library Information	31
Program Offerings	10	State of Georgia Refund Policy	22	Student Services	31
Certificate in Le Cordon Bleu Culinary Arts	10	Return of Title IV Funds	22	Housing and Transportation	31
Certificate in Le Cordon Bleu Pâtisserie and Baking	11	Withdrawal Date	23	Student Orientation	31
Course Descriptions	12	Academic Information	24	Student Portal	31
Admissions Information	15	Unit of Credit	24	Student Record Retention	31
Admissions Policy	15	Definition of a Credit Hour	24	Transcripts	32
Proof of High School Graduation	15	Transfer of Credit to Other Schools	24	Uniform Policy	32
Wonderlic® Exam	15	Transfer of Credit to Le Cordon Bleu College of Culinary Arts	24	General Information	33
Criminal Conviction Policy	16	Residency	25	Campus Security	33
English Proficiency	16	Attendance	25	Conduct Policy	33
Non-Discrimination	16	Make-up Policy	25	Code of Conduct	33
Re-Entering Students	16	Grading System	25	Drug-Free Environment	34
		Application of Grades and Credits	25	Facility	34
		Course Repeats	25	Class Hours	35
		Grading Chart	26	Hours of Operation	35
		National Proficiency Exams	26	Schedule of Course Offerings	35
		Auditing a Course	27	School Closing Information	35
		Add/Drop Period	27	Class Size	35
		Standards of Satisfactory Academic Progress	27	Grievance Policy	35
		CGPA Requirements	27	General	36
		Rate of Progress Toward Completion Requirements	27	Notification of Rights under FERPA with respect to Student Records	37
		SAP Tables	27	Reasonable Accommodations Policy – Individuals with Disabilities	37
		Maximum Time in Which to Complete	27	School Policies	38
		How Transfer Credits/Change of Program Affect SAP	27	Termination Policy	38
		Warning and Probationary Periods	28	Unlawful Harassment Policy	38
				Catalog Addendum	38

Le Cordon Bleu

Message from our Master Chef



It's a new decade and a new opportunity to nourish the creative passions of our students. At Le Cordon Bleu, we recognize that our students need more than a well-rounded education in order to pursue success in today's competitive world. They desire the sense of accomplishment that comes through constant practice, refinement and exposure to new experiences.

Our schools are affiliated with Le Cordon Bleu international schools located across 5 continents, including the original Le Cordon Bleu School in Paris. Le Cordon Bleu is dedicated to preserving and passing on the mastery and appreciation of the culinary arts. Each year, over 20,000 students who attend one of the Le Cordon Bleu family of schools worldwide receive hands-on training and unrivalled experiences in culinary arts, pâtisserie and baking arts, and hospitality and restaurant management. Our philosophy of pursuing excellence is one that remains strong. Whether you plan to move on to restaurants, hotels or other venues in the hospitality and foodservice industry, Le Cordon Bleu will encourage you to strive for your best, so that you can follow your passion towards achieving whatever you set out to do.

Le Cordon Bleu fosters a unique multi-cultural and educational environment, encouraging you to learn and grow in the lessons you undertake in the fundamentals of classical cooking. It is our privilege to be able to give students from all walks of life the opportunity to overcome your toughest challenges and embrace your creative passion, while working alongside our dedicated professional chefs. We're delighted to provide an environment that encourages students with unparalleled facilities and with a focus on your ability to pursue great things upon graduation.

We invite you to share our knowledge and look forward to working with you as you challenge yourself and explore where your passion can take you.

Chef Edward G. Leonard, CMC, AAC
Corporate Executive Chef
Le Cordon Bleu



Message from the Office of the President

Imagine yourself working in the culinary or hospitality industry; an industry characterized by passion, creativity, drive and determination.

Now, don't just imagine it. Make it a reality at Le Cordon Bleu College of Culinary Arts, where we combine the classic culinary curriculum of Le Cordon Bleu with modern American technology and training.

At Le Cordon Bleu, you will train in our facility with experienced and supportive chef instructors, faculty, and staff. Our broad and challenging hands-on curriculum draws on Le Cordon Bleu's century-old tradition of immersion in the culinary and hospitality world, and instruction that emphasizes demonstration followed by practical application. By studying this curriculum, you will have the opportunity to learn the skills you need effectively and efficiently so that when you complete the program, you'll be prepared to pursue a career in the culinary or hospitality industries. You will find that our dedicated Career Services department will be an invaluable aid for your search to find career opportunities.

To put it simply, our only purpose is to help you reach your career goals. We are a student-centered institution, and we're very proud of that commitment. I hope you will join us at Le Cordon Bleu College of Culinary Arts. Together, we can work toward fulfilling your goal of joining the culinary or hospitality industry.

Glenn R. Mack

President

Le Cordon Bleu College of Culinary Arts



Le Cordon Bleu

History of Le Cordon Bleu

Few institutions of any kind possess the prestigious reputation of Le Cordon Bleu. This internationally renowned culinary arts school is synonymous with expertise, innovation, tradition, and refinement – qualities that are meticulously nurtured by Le Cordon Bleu.

The Rich Heritage of Le Cordon Bleu

The name “Cordon Bleu” [meaning Blue Ribbon] is rich with history and heritage. It has been synonymous with excellence since 1578, when King Henry III created the “L’Ordre des Chevaliers du Saint Esprit” [The Order of the Holy Spirit]. It was the most exclusive order in France until 1789. Because the members, royalty included, were awarded with the Cross of the Holy Spirit, which hung from a blue ribbon, they were called “Cordon Bleus”. The sumptuous banquets which accompanied their award ceremonies became legendary.

In 1895, Marthe Distel, a French journalist, founded a weekly culinary publication entitled “La Cuisinière Cordon Bleu,” which was published over the next seventy years and became the basis and reference for what is now perhaps one of the largest recipe collections in the world. It contributed to the codification of French Cuisine and in essence established some of the guiding principles of Le Cordon Bleu: informative demonstrations, hands-on teaching by experienced instructors, fine ingredients, and foundational techniques.

Following the popularity of the publication, the first Le Cordon Bleu school officially opened its doors as a culinary school in Paris in 1895. The first Cordon Bleu cooking class was held on January 14, 1896, in the Palais Royal. From the beginning, celebrated Chefs of the time came to teach at Le Cordon Bleu in Paris, including the legendary Chef Henri-Paul Pellaprat.

The cooking classes were an immediate success. The reputation of the school spread rapidly worldwide. Students in the United States have been able to participate locally in Le Cordon Bleu-inspired cooking courses since 1998, and share in this rich heritage.

Today, there are 30 Le Cordon Bleu schools worldwide, spanning 5 continents, including 17 campuses throughout the United States, each with students and alumni from culturally diverse backgrounds. Le Cordon Bleu in the United States ushers in a new educational era in culinary arts, pâtisserie and baking, and hospitality and restaurant management that combines classical European techniques with contemporary American technology and training. As a result, students are afforded opportunities to acquire the knowledge and skills necessary for the culinary, pastry and baking, and hospitality world.

As a testament to their accomplishment, graduates will receive a coveted Le Cordon Bleu Diplôme, in addition to the specialized degree, diploma or certificate awarded by Le Cordon Bleu.



About Le Cordon Bleu College of Culinary Arts

Mission Statement and Goals

Le Cordon Bleu is an institution of higher learning for students who share a passion for the culinary and hospitality arts. We are dedicated to providing quality career education that integrates the classic culinary curriculum of Le Cordon Bleu in combination with modern technology and innovation in global cuisine.

Ours is a creative and supportive community guided by knowledgeable chef instructors, faculty and staff; a community where you can immerse yourself in the culinary or hospitality arts in order to develop skills by watching chef demonstrations, and then performing the same tasks yourself. You will have the opportunity to spend time in industry-equipped kitchens working alongside chef instructors and learning the skills necessary to explore your passion and pursue your goal of a career in the culinary or hospitality industry. We will introduce you to various techniques and expose you to the preparation of international cuisine throughout your training. The theoretical foundation and technical skills you can learn can be applied to the preparation of many cuisines.

To help you achieve your goal of a career in the culinary or hospitality industry, we offer a dedicated Career Services department to assist you and support you in your career aspirations.

Integrity Statement

Le Cordon Bleu College of Culinary Arts strives to promote and instill values of integrity in our daily conduct with students, as well as supporting interactions that can continuously improve the quality of education. The ideals of honesty, respect, trust, responsibility, and fairness are at the core of our educational mission – preparing students for professional opportunities and

career success. All employees and students must lead by example and support integrity on the college premises.

- **Honesty** is the foundation value in education, which includes producing quality academic work, engaging in truthful conversations and actions, and when necessary, challenging dishonesty and accepting its consequences.
- **Respect** is the standard that underpins our entire operation. This means respect for each individual's unique ideas and opinions, respect for the college, and respect for physical property.
- **Trust** is fostered by clear expectations, fair and accurate evaluation, and belief in the mission of Le Cordon Bleu.
- **Responsibility** to uphold the highest standards of academic performance and industry professionalism is the quest of every individual in the college.
- **Fairness** and equality are enforced through recognition of excellence as well as measured progressive responses to unacceptable conduct.

The college, by adhering to these fundamental principles, shall prepare students for responsible citizenship in their daily lives and professionalism in the culinary and hospitality industries.

Academic integrity is a basic guiding principle for all educational activities at Le Cordon Bleu College of Culinary Arts, and all members of the community are expected to adhere to this principle. Specifically, academic integrity is the pursuit of educational activity in an open, honest, and responsible manner. It includes a commitment not to engage in or tolerate acts of falsification, misrepresentation, or deception. Such acts violate the fundamental

Le Cordon Bleu

ethical principles of Le Cordon Bleu College of Culinary Arts community and the Culinarian's Code and undermine the efforts of others.

Additional details, expectations and consequences are included in the Student and Employee Handbooks.

History

Le Cordon Bleu College of Culinary Arts in Atlanta is a branch campus of Le Cordon Bleu College of Culinary Arts in Portland, Oregon. The Atlanta campus of Le Cordon Bleu College of Culinary Arts was established in April 2003 to bring the Le Cordon Bleu Culinary Arts program to the Atlanta area. In July 2006, Le Cordon Bleu College of Culinary Arts earned accreditation of its Le Cordon Bleu Culinary Arts program by the American Culinary Federation Foundation Accrediting Commission.

Le Cordon Bleu College of Culinary Arts' association with Le Cordon Bleu represents a union of one of the finest in European and North American culinary arts training programs available today, providing the opportunity to experience a comprehensive, challenging and hands-on education.

Faculty

Our faculty members are the keystone of Le Cordon Bleu College of Culinary Arts quality. Members of the faculty bring industry or professional experience to the classroom. Through our faculty's guidance and instruction, you will be introduced to theoretical, practical and creative applications that will help you succeed in the culinary or hospitality industries.

Le Cordon Bleu College of Culinary Arts faculty members are dedicated to academic achievement, professional education, individual attention, and to helping you prepare for your chosen career and reach your potential. In essence, they practice what they teach. A listing of our faculty may be found in the addendum to this catalog.



Accreditation and Affiliations

Le Cordon Bleu College of Culinary Arts is accredited by the Accrediting Council for Independent Colleges and Schools to award certificates.

Accrediting Council for Independent Colleges and Schools
750 First Street, NE Suite 980
Washington, DC 20002-4241
(202) 336-6780

The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.

Programmatic Accreditation

Associate of Occupational Science Degree in Le Cordon Bleu Culinary Arts: Accredited Program, American Culinary Federation Foundation, Inc. Accrediting Commission.

State Authorization

The Le Cordon Bleu College of Culinary Arts is authorized by:

Nonpublic Postsecondary Education Commission (NPEC)
2082 East Exchange Place
Suite 220
Tucker, GA 30084
(770) 414-3300

to operate in Georgia and is approved by the U.S. Department of Education to participate in Title IV financial aid programs.

Institutional Affiliations

Le Cordon Bleu College of Culinary Arts in Atlanta is affiliated with the American Culinary Federation, Career College Association, DeKalb County Chamber of Commerce, Better Business Bureau, and American Association of Collegiate Registrars and Admission Officers (AACRAO).

Statement of Ownership

Le Cordon Bleu College of Culinary Arts is wholly owned by Career Education Corporation (CEC). CEC is a Delaware corporation with principal offices located at: 231 North Martingale Road Schaumburg, IL 60173-2007

CEC Executive Officers

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President and Chief Executive Officer

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Le Cordon Bleu

Program Offerings

Certificate in Le Cordon Bleu Culinary Arts

940 Clock Hours
55 Quarter Credits

Program Description

The Certificate in Le Cordon Bleu Culinary Arts is designed to prepare students with the skills appropriate for basic positions in professional food preparation. Students begin their program with classes in basic and fundamental concepts of the culinary profession and build to more advanced topics as the program progresses. The program features lecture and laboratory formats. The program concludes with an externship experience that gives students a chance to practice skills taught throughout the course of their studies.

Program outcomes include:

- Demonstrate professional-level cooking techniques.
- Demonstrate sanitation principles as they apply to the professional kitchen.
- Demonstrate professionalism appropriate to the culinary and hospitality industries.

The program consists of 55 quarter credits, 940 contact hours, and 12 months of instruction.

Upon completion of the program, graduates should have the skills needed to begin their careers in the culinary and/or hospitality industries at an entry level.

Examples of some job titles for graduates include Cook, Line Cook, Catering Assistant, Banquet Cook, and Prep Cook. The various titles of “chef” generally apply to more advanced roles in a professional kitchen (for example, Sous Chef, Executive Chef).

Graduates should not expect to become chefs upon graduation but are encouraged to work toward becoming a chef through the course of their careers. The jobs mentioned are examples of certain potential jobs, not a representation that these outcomes are more probable than others. Le Cordon Bleu College of Culinary Arts cannot guarantee employment or salary.

Core Curriculum Requirements

Course Title	Course Code	Quarter Credits
LCBC105	Food Safety and Sanitation	3
LCBC110	Culinary Foundations I	4
LCBC122	Culinary Foundations II	7
LCBC132	Culinary Foundations III	7
LCBC152	Baking and Pastry	7
LCBC212	Cuisine Across Cultures	8
LCBC222	Catering and Buffets	7
LCBC250	Externship I	6
LCBC255	Externship II	6
Total Quarter Credits Required for Graduation		55



Certificate in Le Cordon Bleu Pâtisserie and Baking

940 Clock Hours
55 Quarter Credits

Program Description

Le Cordon Bleu College of Culinary Arts offers an intensive program for those interested in a professional baking career. The program includes hands-on teaching of fundamental baking skills and the theoretical knowledge that forms basic competency in the field. The Certificate in Le Cordon Bleu Pâtisserie and Baking offers a comprehensive course of study in the fundamentals, and exposes students to the different styles of the school's chef instructors, a wide variety of industry-current equipment, and various facets of the foodservice industries.

Program outcomes include:

- Demonstrate professional-level pâtisserie and baking techniques.
- Demonstrate sanitation principles as they apply to the professional kitchen.
- Demonstrate professionalism appropriate to the hospitality industry.

The program consists of 55 quarter credits, 940 contact hours, and 12 months of instruction.

Upon completion of the program, graduates should have the skills needed to begin their careers in the culinary and/or hospitality industries at an entry level.

Examples of some job titles for graduates include Pastry Assistant, Bakery Assistant, Baker, Assistant Pastry Cook, Pastry Cook, Bread Baker and Cake Decorator. The various titles of "pastry chef" generally apply to more advanced roles in a professional kitchen (for example Pastry Sous Chef, Executive Pastry Chef).

Graduates should not expect to become chefs upon graduation but are encouraged to work toward becoming a chef through the course of their careers.

The jobs mentioned are examples of certain potential jobs, not a representation that these outcomes are more probable than others. Le Cordon Bleu College of Culinary Arts cannot guarantee employment or salary.

Core Curriculum Requirements

Course Title	Course Code	Quarter Credits
LCBC105	Food Safety and Sanitation	3
LCBC110	Culinary Foundations I	4
LCBK102	Introduction to Pâtisserie and Baking Techniques	7
LCBK112	Baking Principles and Viennoiserie	7
LCBK122	International Pâtisserie, Cake Formula, and Assembly	7
LCBK212	Advanced Pâtisserie Techniques	8
LCBK222	Centerpiece and Cake Decoration Techniques	7
LCBC250	Externship I	6
LCBC255	Externship II	6

Total Quarter Credits Required for Graduation 55

Le Cordon Bleu

Course Descriptions

Course Numbering System

The figures in parentheses () after each title indicate the number of clock hours for lecture/lab/externship respectively. Please note the prerequisite(s) for certain courses.

LCBC105 – Food Safety and Sanitation (30/0/0)

3 Credits

Prerequisite: None

This course covers the principles of safe food handling, the three types of hazards, and the most common causes of food-borne illness. A focus is placed on standards for safe food handling throughout the industry and the principles for managing sanitation in a foodservice operation. The course introduces students to the seven principles of HACCP and familiarizes students with the functions of various governing bodies that service this aspect of the industry. Students discuss how to handle food safely from acquisition to service and are shown areas of opportunity to prevent food-borne illness throughout the flow of food. Students will take the ServSafe Food Safety nationally accredited food safety exam for certification. This exam is sponsored by the National Restaurant Association Education Foundation and administered at the school level.

LCBC110 – Culinary Foundations I (30/20/0)

4 Credits

Prerequisite: None

In this introductory course to the culinary arts, students will have the opportunity to learn basic principles guiding professional introductory cooking techniques. Lecture topics will include the history of the foodservice industry, culinary terminology, standards of professionalism, organization of working kitchens and volume food preparation. Key components of the course include discussion of chef tools, commercial equipment and its intended uses. Basic food science principles, recipe use, menu genres, introduction to the elements of taste and flavor also drive daily

lessons. The foundation for Le Cordon Bleu stocks and sauces are introduced in this class. The course also covers introduction to commercial kitchen cleaning and builds understanding for clean facilities as students complete their food safety and sanitation course.

LCBC122 – Culinary Foundations II (51/49/0)

7 Credits

Prerequisites: LCBC105, LCB110

This hands-on course builds on the techniques and principles presented in Culinary Foundations I. Students will have the opportunity to apply introductory-level culinary techniques as a component of a Le Cordon Bleu culinary education. Classical knife cuts and French classical cuisine terminology is built upon in this hands-on course. Proper use of commercial equipment and understanding of measurement, formulas, and recipe adherence complete a solid foundation for furthering basic competencies. Foundations include stocks, mother sauces, soups, vegetables, grains, and egg cookery, speed and accuracy. As with the entire Le Cordon Bleu curriculum desired sanitation, professionalism, and respect for the craft continue to enhance the student's educational experience.



LCBC132 – Culinary Foundations III (51/49/0)

7 Credits

Prerequisite: LCBC122

This course builds on the techniques and principles demonstrated in previous courses. Students will have the opportunity to develop skills in the identification, butchery, and fabrication used in cooking of a variety of meat and seafood products. Small sauce production, from the classical Le Cordon Bleu techniques taught earlier is enhanced in this stage of further advanced culinary training. Charcuterie methods including curing, smoking, forcemeats, and sausage production are introduced and practiced. Students will have the opportunity to apply introductory plating techniques utilized in the foodservice industry and may begin to realize their own style as the Le Cordon Bleu techniques become more familiar.

LCBC152 – Baking and Pastry (51/49/0)

7 Credits

Prerequisites: LCBC105, LCBC110

This course covers the fundamentals of baking and pastry arts, which include terminology, technology, equipment, measurement, and formula conversions. Different classical mixing methods along with standard recipe adherence principles, bakery sanitation and product storage is discussed. Students have the opportunity to produce a variety of rich, lean and laminated doughs, cakes, icings, cookies, tarts, quick breads, stirred and baked custards, frozen desserts, chocolates, candies and plated desserts. Industry applications are emphasized as described by both classical Le Cordon Bleu cuisine techniques and customer demand in the modern-day bakery.

LCBC212 – Cuisine Across Cultures (61.5/38.5/0)

8 Credits

Prerequisite: LCBC132 or Approval of Executive Chef

This hands-on lab course traces common global ingredients used in many regional dishes. It combines lecture, demonstration, production, and presentation as a means to explore other cultures through the understanding of global culinary heritages. The attitudes and tastes of the more global and knowledgeable customer sets a greater expectation of balance in a professional culinarian's repertoire. Students examine food in the context of culture, geography, history and what influences cuisines have had on each other.

LCBC222 – Catering and Buffets (51/49/0)

7 Credits

Prerequisite: LCBC132

Classical and contemporary garde manger techniques are emphasized in this course. Students prepare and serve food in a variety of settings. This hands-on production course covers three major areas in buffet and catering operations: business, preparation, and execution. The course approaches these operations in the areas of catering, theme parties, weddings, holidays, and special events. Additional topics include cyclical menu development and business aspects of a catering operation. Students will have an opportunity to combine kitchen skills with a sense of business and creativity. This course also provides an opportunity for students to find their own style and further their depth of knowledge regarding how to transition what they see in the kitchen and what the customer sees in delivery of the final product.

LCBC250 – Externship I (0/0/180)

6 Credits

Prerequisites: All other required program courses must be completed prior to taking either of the externship courses unless permission is granted by the Executive Chef
The externship is the final applied component of the Le Cordon Bleu culinary program. The students will have the opportunity to develop and refine their culinary skills further with 180 hours of progressive industry experience alongside school-approved foodservice professionals.

LCBC255 – Externship II (0/0/180)

6 Credits

Prerequisites: All other required program courses must be completed prior to taking either of the externship courses unless permission is granted by the Executive Chef
This second course is required of all certificate-seeking culinary arts students. The students will have the opportunity to develop and refine their culinary skills further during this additional 180 hours of progressive industry experience alongside school-approved foodservice professionals. Students may stay with the same site chosen for LCBC250, or they may explore an additional site.

LCBK102 – Introduction to Pâtisserie and Baking Techniques (51/49/0)

7 Credits

Prerequisite: None

The course introduces the fundamental concepts, skills and techniques of basic baking. Special emphasis is placed on the study of ingredient functions, product identification, and weights and measures as applied to baking. Students will have the opportunity to apply basic baking techniques in the preparation of cookies, cakes, muffins, tarts basic custards and petit

Le Cordon Bleu

fours. Traditional meringues, butter creams and Gênoise sponge will be included.

LCBK112 – Baking Principles and Viennoiserie (51/49/0)

7 Credits

Prerequisite: LCBK102

Students will have the opportunity to develop the knowledge, skills and techniques required for the production and presentation of basic yeast products. Emphasis on the application of ingredient functions, product identification and recipe interpretation occurs throughout the module. Students will have the opportunity to apply their acquired understanding of basic baking concepts and techniques to the preparation of breads, enriched doughs and various artisan breads. Focus will also be given to phyllo dough, sweet dough, and Brioche; with emphasis on the method and production of Danish and croissant dough. Consistency of product, timing of production, and recipe development will be included.

LCBK122 – International Pâtisserie, Cake Formula, and Assembly (51/49/0)

7 Credits

Prerequisite: LCBK102

Students will explore pâte à choux, stirred and baked custards, Bavarians and mousses. The fundamental production of classical European desserts, crêpes, soufflé, sabayon and frozen desserts are included. Students will also have the opportunity to develop the skills and understanding of creamed, two-stage, and foamed cake methods. The student will have the opportunity to gain practical experience in the production, assembly, finish and decoration of cakes with various fillings and icings.

LCBK212 – Advanced Pâtisserie Techniques (61.5/38.5/0)

8 Credits

Prerequisites: LCBK112, LCBK122

Students will have the opportunity to develop the knowledge, skills and techniques required for the production and presentation of basic yeast products. Emphasis on the application of ingredient functions, product identification and recipe interpretation occurs throughout the module. Students will have the opportunity to apply their acquired understanding of basic baking concepts and techniques to the preparation of breads, enriched doughs and various artisan breads. Focus will also be given to phyllo dough, sweet dough, and Brioche; with emphasis on the method and production of Danish and croissant dough. Consistency of product, timing of production, and recipe development will be included.

LCBK222 – Centerpiece and Cake Decoration Techniques (51/49/0)

7 Credits

Prerequisite: LCBK212

The course introduces students to the relevant concepts, procedures and techniques necessary to produce elaborate celebration cakes. The student will have the opportunity to develop skills in decorations made with pastillage, chocolate, gum paste, cooked sugar, nougatine and marzipan. Students will practice piping and décor appropriate to the production and decoration of wedding cakes.

LCBK 250 – Externship I (0/0/180)

6 Credits

Prerequisites: All other required program courses must be completed prior to taking either of the externship courses unless permission is granted by the Executive Chef

The externship is the final applied component of the Le Cordon Bleu Pâtisserie and Baking program. The student will have the opportunity to develop and refine their skills further with 180 hours of progressive industry experience alongside school-approved foodservice professionals.

LCBK 255 – Externship II (0/0/180)

6 Credits

Prerequisites: All other required program courses must be completed prior to taking either of the externship courses unless permission is granted by the Executive Chef

This second course is required of all Pâtisserie and Baking students. The students will have the opportunity to develop and refine their skills further during this additional 180 hours of progressive industry experience alongside school-approved foodservice professionals. Students may stay with the same site chosen for LCBK250, or they may explore an additional site.



Admissions Information

Admissions Policy

Students should apply for admission as soon as possible in order to be accepted for a specific program 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 school. Parents and/or significant others are encouraged to attend. This gives applicants and their families an opportunity to see and learn about the school's equipment and facilities and to ask questions relating to the school's curriculum and career objectives. Personal interviews also enable school administrators to determine whether an applicant is a strong candidate for enrollment into the program.

In addition, each applicant must:

- Complete an Application form.
- Execute all enrollment documents including the Application form and Enrollment Agreement (if applicant is under 18 years of age, the Enrollment Agreement must also be signed by a parent or guardian).
- Possess a standard high school diploma or recognized equivalent, or completion of a home education program pursuant to the requirements of the state of residence.
- Sign a request for high school or GED transcript (and official college transcripts, where applicable).
- Pass the Wonderlic Exam.
- Financial aid forms (if applicant wishes to apply for financial aid).
- Payment of application fee (non-refundable unless applicant is denied admission or cancels application within three (3) days of the school's receipt of the Application and fee).
- Interview Acknowledgement Form.

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

Applicants are expected to show a high degree of motivation and ambition. It is important that they understand the demands of this career: the physical, intellectual, and artistic requirements needed for success. A positive attitude, love of cooking, and energetic approach are viewed as additional requirements.

Proof of High School Graduation

Le Cordon Bleu College of Culinary Arts requires each candidate to furnish proof of high school graduation, a General Educational Development Certificate (GED), or its equivalent no later than the student's start date. Any documents from countries outside the United States of America will be evaluated by a third-party. In these cases, the documents must be received by Le Cordon Bleu College of Culinary Arts no later than 3 weeks before the start date.

Wonderlic® Exam

Applicants applying to Le Cordon Bleu College of Culinary Arts must take the Wonderlic® Scholastic Level Exam (SLE). Students applying from outside the Atlanta region who are not available for immediate onsite testing may be required to take the Wonderlic SLE Quick test.

In all cases, the full SLE must be completed. In addition, in order to be eligible for acceptance, applicants must achieve the following minimum scores prior to starting a program:

Le Cordon Bleu Certificate Programs: 12

Applicants are to take the SLE following the completion of their enrollment. Applicants have the opportunity to retake the exam an additional three times if necessary.

Le Cordon Bleu

A second attempt can be made a minimum of thirty (30) minutes after the first attempt.

A third attempt can be made a minimum of thirty (30) days after the first attempt.

A fourth and final attempt can be made a minimum of one (1) calendar year after the first attempt.

Those applying to a certificate program, who have earned an Associate degree from an accredited institution recognized by the U.S. Department of Education, and have provided official copies of their transcripts, will be exempt from taking the Wonderlic® exam.

Those applying to an Associate degree program, who have earned a Bachelor's degree from an accredited institution recognized by the U.S. Department of Education, and have provided official copies of transcripts, will be exempt from taking the Wonderlic® exam.

Criminal Conviction Policy

In an effort to maintain a safe educational and working environment for students and staff, Le Cordon Bleu College of Culinary Arts does not accept applicants who are known to have certain types of criminal convictions in their backgrounds. Admitted students who are discovered to have misrepresented their criminal conviction history to Le Cordon Bleu College of Culinary Arts are subject to immediate dismissal. Similarly, students who commit certain types of crimes while enrolled are subject to immediate dismissal. As such, students convicted of any criminal offense while enrolled must report that conviction to the school within ten (10) days of receiving the conviction. Students who fail to report a criminal conviction while enrolled are subject to immediate dismissal.

Le Cordon Bleu College of Culinary Arts reserves the right to conduct criminal background checks on applicants and students in circumstances deemed appropriate by Le Cordon Bleu College of Culinary Arts.

English Proficiency

Students whose native language is not English, and are enrolling in an English-speaking program, are required to provide proof of English proficiency by one of the following

- Test of English as a Foreign Language (TOEFL) with an Internet-Based Test (iBT) score of 61 or higher, Paper-Based Test score of 500 or higher, or Computer-Based Test (CBT) score of 173.
- Advance Placement International English Language (APIEL) with a score of 173 or higher.
- International English Language Testing System (IELTS) with a level of 6 or higher.
- A grade of 'C' or better in an intermediate ESL course.
- Graduation from an English-speaking secondary institution.
- Evidence of having completed 12 semester hours or 18 quarter hours with at least a 'C' (70%) average at a postsecondary institution in which English was the language of instruction.

Non-Discrimination

The college 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.

Re-Entering Students

Students who have previously attended the college will be subject to the same admission requirements and procedures as new applicants, with the exception of the application fee for all students who re-enter less than a year after leaving the college. A student who re-enters less than a year after leaving the college is charged the rate of tuition and fees in effect at the time of his/her original enrollment. A student who re-enters more than a year after leaving the college must fill out a new Enrollment Agreement and will be charged the current rate of tuition and fees at the time of re-entry, including a new enrollment fee. Previous students returning after an absence of over a year may also be subject to a re-entry interview and evaluation.



Financial Aid Information

Financial Assistance

Financial Aid is available for those who qualify. Le Cordon Bleu College of Culinary Arts participates in a variety of financial aid programs for the benefit of students. Students must meet the eligibility requirements of these programs in order to participate. Le Cordon Bleu College of Culinary Arts administers its financial aid programs in accordance with prevailing federal and state laws and its own institutional policies. Students are responsible for providing all requested documentation in a timely manner. Failure to do so could jeopardize the student's financial aid eligibility. In order to remain eligible for financial aid, students must maintain satisfactory academic progress as defined in this catalog.

It is recommended that students apply for financial aid as early as possible in order to allow sufficient time for application processing. Financial aid must be approved, and all necessary documentation completed, before the aid can be applied toward tuition and fees. Financial aid is awarded on an award-year basis; therefore, depending on the length of the program it may be necessary to re-apply for aid for each award year. Students may have to apply for financial aid more than once during the calendar year, depending on their date of enrollment. Students who need additional information and guidance should contact the Financial Aid Office.

How to Apply

Students who want to apply for federal aid (and state aid, if applicable) must complete a Free Application for Federal Student Aid (FAFSA) each year. This application is available online at the Le Cordon Bleu College of Culinary Arts website (<http://www.Chefs.edu/Atlanta>) or at

<http://fafsa.ed.gov>. The FAFSA applications are processed through the Department of Education and all information is confidential. Students must be accepted at Le Cordon Bleu College of Culinary Arts before financial aid packages can be estimated and processed.

Disbursement of Title IV Credit Balance (Books)

Regulations require that certain Pell Grant eligible students be provided by the 7th day of classes a means to obtain or purchase required books and supplies. This provision is available only to students who have submitted all required Title IV financial aid paperwork at least 10 days before the beginning of classes and who are anticipated to have a credit balance, and is subject to certain other conditions. The amount advanced (or books provided) to eligible students for such purchases is the lesser of: the standard estimated book costs used in the school's Cost of Attendance, or the student's anticipated Title IV credit balance for the term (excluding Stafford Loans for first-year, first-time borrowers). Determination of delivery of books or of the credit balance is determined by the school.

Students may opt out of using the way the school has chosen to fulfill this requirement, simply not accepting the books or credit balance. However, keep in mind that opting out does not require the school to provide the student with an alternative delivery method.

Books and supplies are billed to the student's account each payment period. Books, kits, and uniforms are provided by the second day of class to registered students who have submitted all required financial aid paperwork.

Le Cordon Bleu

Financial Aid Programs

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 federal formula, which takes into consideration 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. The federal government allocates FSEOG funds to participating colleges. This is a limited pool of funds and the college will determine to whom and how much it will award based on federal guidelines. Often, due to limited funding, FSEOG award resources are exhausted early in the year.

BLEU Grant

Le Cordon Bleu College of Culinary Arts offers institutional grants to students who have exhausted all federal, state, and private grants or scholarships, have an outstanding tuition balance and are enrolled in the following programs: Le Cordon Bleu Culinary Arts (21 Month AOS and Certificate programs), Le Cordon Bleu Pâtisserie and Baking (21 Month AOS and Certificate Programs). Grants may range

from \$799 to \$9,784. Students will be considered for the grant upon completion of the admissions application process and the financial aid application process, with no separate grant application required. The college makes available a limited amount of money each year for such grants. Once it is determined that available funding is exhausted, grants will not be awarded to otherwise eligible students. For 2011, \$868,451 has been budgeted for institutional grants.

Loans

Federal Student and Parent Loans

The Department's major form of self-help aid includes loans to students and parents through the William D. Ford Federal Direct Loan (Direct Loan) Program. Direct Loans include Federal Stafford, Federal Parent-PLUS, Federal Grad-PLUS and Federal Consolidation Loans and are available through the U.S. Government.

Federal Direct Stafford

Federal Direct Stafford loans are low-interest loans that are made to the student. The loan must be used to pay for direct (tuition and fees, books and supplies) and indirect (room, board, transportation and personal expenses) education-related expenses. Subsidized loans are based on need while unsubsidized loans are not. Repayment begins six months after the student graduates, withdraws from college, or falls below half-time enrollment status.

Federal Direct Parent-PLUS

The William D. Ford Federal Direct Parent-PLUS loan 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 on the parent borrower 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. However, parents may request a deferment of payments while the student is attending at least half time.

Other Programs

Federal Work Study (FWS)

FWS is a financial aid program designed to assist students in meeting the cost of their education by working part-time while attending college. Positions may either be on campus, off campus, or community-service related. A candidate must demonstrate financial need to be awarded FWS. The number of positions available may be limited depending upon the institution's annual funding allocation from the federal government.

Private Loans

Some lending institutions offer loans to help cover the gap between the cost of education and the amount of federal aid eligibility. A co-signer may be required to meet the program's credit criteria. Interest rates are variable and are typically based on the prime rate or the Treasury Bill rate. Contact the specific lender for more information.

Veterans' Educational Benefits

Le Cordon Bleu College of Culinary Arts is approved by the applicable State Approving Agency for Veterans Affairs and participates in many Veterans' Educational Benefit programs. Students interested in Veterans' Educational Benefits should contact either the campus certifying official or the Financial Aid Department. Veterans who are unsure of their benefit eligibility or have additional eligibility questions should contact the Veterans Administration at (800) 827-1000, or (888) GI Bill-1 [(888) 442-4551], or go to <http://www.gibill.va.gov/>.



Eligible students must maintain satisfactory academic progress and all applicable eligibility requirements to continue receiving Veterans' Educational Benefits.

Institutional Scholarships

Le Cordon Bleu Scholarships

All applicants of the following scholarships must be attending full time at the college.

Le Cordon Bleu Alumni Referral Scholarship

Le Cordon Bleu offers Alumni Referral Scholarships to students who submit a letter of recommendation from an alumnus of the institution. Applicants must have exhausted all federal and state funding and have an outstanding tuition balance. Each start date, a maximum of three students at each applicable institution will be offered \$500 scholarships for their first academic year. Students will be considered for the Le Cordon Bleu Alumni Referral Scholarship once they have completed the admissions application process, have a valid Institutional Student Information Record (ISIR) on file, and have submitted both the Le Cordon Bleu Alumni Referral Scholarship application and their recommendation letter. Applications are due by the end of the add/drop period for each start date; awards will be based on financial need as well as quality of recommendation. Scholarship recipients must continue to satisfy the college's stated Standards of Academic Progress (SAP) as defined in the college's catalog to remain eligible for the scholarship. Scholarship applications will be evaluated as they are received. Once the maximum number of scholarships is awarded for the start and/or for the year, no additional scholarships will be awarded for that start or year. For 2011, a maximum of 20 first-year scholarships will be awarded at each applicable institution totaling \$10,000 in Le Cordon Bleu Alumni Referral Scholarships.

Le Cordon Bleu Best of the Best Scholarship

Le Cordon Bleu offers Best of the Best Scholarships to students who graduate high school or college with a GPA of 3.5 or higher. Students must have exhausted all federal and state funding and have an outstanding tuition balance. Each start date, a maximum of three students at each applicable institution will be offered up to \$5,000 scholarships for their first academic year. Students will be considered for the Best of the Best Scholarship once they have completed the admissions application process, have a valid Institutional Student Information Record (ISIR) on file, and have submitted the Best of the Best Scholarship application and their high school/college transcript. Applications are due by the end of the add/drop period for each start date; awards will be based on financial need as well as academic achievement. Scholarship recipients must continue to satisfy the college's stated Standards of Academic Progress (SAP) as defined in the school's catalog and maintain a GPA of 3.2 to remain eligible for the scholarship. Scholarship applications will be evaluated as they are received. Once the maximum number of scholarships is awarded for the start and/or for the year, no additional scholarships will be awarded for that start or year. For 2011, a maximum of 20 first-year scholarships at each applicable institution will be awarded totaling \$100,000 in Le Cordon Bleu Best of the Best Scholarships.

Le Cordon Bleu Foundations Scholarship

Le Cordon Bleu offers Foundations Scholarships to students who complete a 500-700 word-processed essay on the topic of, "What drives your passion for the food-service industry?" Students must have exhausted all federal and state funding and have an outstanding tuition balance. For

both the Winter and the Spring start dates, a maximum of two students will be offered \$2,000 scholarships for their first academic year. Students will be considered for the Foundations Scholarship once they have completed the admissions application process, have a valid Institutional Student Information Record (ISIR) on file, and have submitted both the Foundations Scholarship application and the required essay. Applications are due by the end of the add/drop period for each start date and awards will be based on financial need as well as quality of essay. Scholarship recipients must continue to satisfy the school's stated Standards of Academic Progress (SAP) as defined in the school's catalog to remain eligible for the scholarship. Le Cordon Bleu makes available a limited amount of money each year for such scholarships. Once the available funding is exhausted, scholarships will not be awarded to otherwise eligible students. For 2011, a maximum of four first-year scholarships will be awarded totaling \$8,000 in Foundations Scholarships.

Le Cordon Bleu Member Scholarship

Le Cordon Bleu offers Member Scholarships to students who are members in a national student organization (SkillsUSA, ProStart, FCCLA). Students must have exhausted all federal and state funding and have an outstanding tuition balance. In 2011, a maximum of two students at each applicable institution will be offered \$4,000 scholarships for their first academic year. Students will be considered for the Member Scholarship once they have completed the admissions application process, have a valid Institutional Student Information Record (ISIR) on file, and have submitted the Member Scholarship application and supporting documentation of membership. Applications are due by the

Le Cordon Bleu

end of the add/drop period for each start date; awards will be based on financial need as well as membership. Member Scholarships cannot be combined with any other National Student Organization Competition Scholarship. Scholarship recipients must continue to satisfy the college's stated Standards of Academic Progress (SAP) as defined in the college's catalog to remain eligible for the scholarship. Scholarship applications will be evaluated as they are received. Once the maximum number of scholarships is awarded for the start and/or for the year, no additional scholarships will be awarded for that start or year. For 2011, a maximum of two scholarships at each applicable institution will be awarded totaling \$8,000 in Le Cordon Bleu Member Scholarships.

Le Cordon Bleu Officer Scholarship

Le Cordon Bleu offers Officer Scholarships to students who are members in a national student organization and are also an officer of SkillsUSA or FCCLA. Students must have exhausted all federal and state funding and have an outstanding tuition balance. In 2011, a maximum of two students at each applicable institution will be offered \$500 scholarships for their first academic year. Students will be considered for the Officer Scholarship once they have completed the admissions application process, have a valid Institutional Student Information Record (ISIR) on file, and have submitted the Officer Scholarship application and supporting documentation of membership. Applications are due by the end of the add/drop period for each start date; awards will be based on financial need as well as membership. Officer Scholarship cannot be combined with any other National Student Organization Competition Scholarship. Scholarship recipients must continue to satisfy the college's stated Standards of

Academic Progress (SAP) as defined in the college's catalog to remain eligible for the scholarship. Scholarship applications will be evaluated as they are received. Once the maximum number of scholarships is awarded for the start and/or for the year, no additional scholarships will be awarded for that start or year. For 2011, a maximum of two scholarships at each applicable institution will be awarded totaling \$1,000 in Le Cordon Bleu Officer Scholarships.

Le Cordon Bleu SAT/ACT Accomplishment Scholarship

Le Cordon Bleu offers SAT/ACT Accomplishment Scholarships to students with SAT scores of 550 or better in Math and 550 or better in Critical Reading or ACT scores of 20 or better in Math and 20 or better in English. Students must have exhausted all federal and state funding and have an outstanding tuition balance. Each start date, a maximum of three students will be offered \$2,000 scholarships for their first academic year. Students will be considered for the SAT/ACT Accomplishment Scholarship once they have completed the admissions application process, have a valid Institutional Student Information Record (ISIR) on file, and have submitted the Scholarship application and the required official SAT/ACT transcripts. Applications are due by the end of the add/drop period for each start date; awards will be based on financial need as well as SAT/ACT scores. Scholarship recipients must continue to satisfy the school's stated Standards of Academic Progress (SAP) as defined in the school's catalog to remain eligible for the scholarship. Scholarship applications will be evaluated as they are received. Once the maximum number of scholarships is awarded for the start and/or for the year, no additional scholarships will be awarded for

that start or year. For 2011, a maximum of 20 first-year scholarships will be awarded totaling \$40,000 in SAT/ACT Scholarships.

Le Cordon Bleu Student Leader Scholarship

Le Cordon Bleu offers Student Leader Scholarships to students who graduate high school or college with a GPA of 3.2 or higher. Applicants must have exhausted all federal and state funding and have an outstanding tuition balance. Each start date, a maximum of three students at each applicable institution will be offered \$1,000 scholarships for the student's first academic year. Students will be considered for the Student Leader Scholarship once they have completed the admissions application process, have a valid Institutional Student Information Record (ISIR) on file, and have submitted both the Student Leader Scholarship application and their high school/college transcript. Applications are due by the end of the add/drop period for each start date; awards will be based on financial need as well as academic achievement. Scholarship recipients must continue to satisfy the college's stated Standards of Academic Progress (SAP) as defined in the college's catalog and maintain a GPA of 3.2 to remain eligible for the scholarship. Scholarship applications will be evaluated as they are received. Once the maximum number of scholarships is awarded for the start and/or for the year, no additional scholarships will be awarded for that start or year. For 2011, a maximum of 20 first-year scholarships will be awarded at each applicable institution totaling \$20,000 in Le Cordon Bleu Student Leader Scholarships.



Le Cordon Bleu Urban Leader Scholarships

Le Cordon Bleu offers Urban Leader Scholarships to students who graduated high school or college with a GPA of 3.0 or higher, who live in the larger urban city areas* and whose parents received no postsecondary academic training. Students must have exhausted all federal and state funding and have an outstanding tuition balance. Each start date, a maximum of three students at each applicable institution will be offered \$1,000 scholarships for their first academic year. Students will be considered for the Urban Leader Scholarship once they have completed the admissions application process, have a valid Institutional Student Information Record (ISIR) on file, and have submitted the Scholarship application and supporting documents. Applications are due by the end of the add/drop period for each start date; awards will be based on financial need as well as academic achievement and commitment to service and leadership. Scholarship recipients must continue to satisfy the school's stated Standards of Academic Progress (SAP) as defined in the school's catalog and maintain a GPA of 3.0 to remain eligible for the scholarship. Scholarship applications will be evaluated as they are received. Once the maximum number of scholarships is awarded for the start and/or for the year, no additional scholarships will be awarded for that start or year. For 2011, a maximum of 20 first-year scholarships at each applicable institution will be awarded totaling \$20,000 in Urban Leader Scholarships.

**Contact the financial aid office to inquire about the urban city areas.*

Le Cordon Bleu Scholarships for ProStart students

These scholarships are awarded at state and national competitions. Student(s) who earn the scholarship may attend the Le Cordon Bleu campus of their choice even if the competition was hosted at another Le Cordon Bleu campus across the country. All five team members are awarded a scholarship in a predetermined amount.

At the state level, the scholarship awarded is:

- First Place: \$5,000
- Second Place: \$3,500
- Third Place: \$1,500

At the national competition, the scholarship award is:

- First Place: Full Tuition Scholarship (covering the cost of tuition, books, uniforms and a knife kit)
- Second Place: \$7,800
- Third Place: \$5,000

Le Cordon Bleu cannot provide scholarships for competitors who finish fourth or fifth despite some ProStart recognition at that level. Also, note that ProStart students who do not compete are not eligible for these scholarships. There is no application beyond meeting the eligibility requirements

Scholarships for Family, Career and Community Leaders of America (FCCLA) Students

These scholarships are awarded at the national competition. Le Cordon Bleu does not provide scholarships to FCCLA students competing at the state level. Student(s) who earn the scholarship may attend the Le Cordon Bleu campus of their choice even if the competition was hosted at another Le Cordon Bleu campus across

the country. In addition, the FCCLA has a three-person team limit and all three team members are awarded a scholarship in a predetermined amount.

National competitors will be awarded:

- First Place: Full Tuition Scholarship (covering the cost of tuition, books, uniform and a knife kit)
- Second Place: \$7,500
- Third Place: \$5,000

Scholarships for SkillsUSA Students

These scholarships are awarded at the national competition. Student(s) who earn the scholarship may attend the Le Cordon Bleu campus of their choice even if the competition was hosted at another Le Cordon Bleu campus across the country. In addition, SkillsUSA has a one-person team limit.

National competitors will be awarded:

- First Place: Full Tuition Scholarship (covering the cost of tuition, books, uniform and a knife kit)
- Second Place: \$7,500
- Third Place: \$5,000

SkillsUSA also provides single competitor events for high school and postsecondary competitors. Le Cordon Bleu recognizes both age groups, as well as both culinary and commercial baking students, in determining scholarship awards.

Le Cordon Bleu

Cancellation Policy

A student who cancels this Agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after signing the Agreement will receive a refund of all monies paid.

Students who have not visited the college facility prior to enrollment will have the opportunity to withdraw without penalty within 72 hours following attendance at a regularly scheduled orientation or following a tour of the college facilities and inspection of equipment. A student who cancels after 72 hours but prior to the student's first day of class attendance will receive a refund of all monies paid, except for the non-refundable application fee. If this Agreement is not accepted by college or if college cancels this Agreement prior to the first day of class attendance, all monies, including the application fee, will be refunded. All requests for cancellation by the student must be made in writing and mailed or hand delivered to the Director of Admissions:

Le Cordon Bleu College of Culinary Arts
1927 Lakeside Parkway
Tucker, GA 30084

Refund Policy

After the last day of the add/drop period for each term, as stated on the academic calendar, no refunds or adjustments will be made to a student who drops individual classes but is otherwise enrolled at the college. Refunds are made for a student who withdraws or is withdrawn from the college prior to the completion of his/her program and is based on the tuition billed for the term in which the Student withdraws, according to the schedule set forth below. Refunds will be based on the total charge incurred by the student at the time of withdrawal, not the amount the student has actually paid. Tuition and fees

attributable to any term beyond the term of withdrawal will be refunded in full. Any books, equipment, and/or uniforms that have been issued are non-refundable. When a student withdraws from the institution, he/she must complete a student withdrawal form with the Executive Chef. The date from which refunds will be determined is the last date of recorded attendance. Refunds will be made within 30 calendar days of the notification of an official withdrawal or date of determination of withdrawal by the institution. Students must understand that if they withdraw or are withdrawn prior to the end of the term, they are subject to the Return of Title IV Funds policy noted below which may increase their balance due to the college. If there is a balance due to the college after all Title IV funds have been returned, this balance will be due immediately, unless a cash-payment agreement for this balance has been approved by the college. Credit balances due to the student of less than \$5 (after all refunds have been made) will not be refunded to the student/lender unless requested by the student.

If Withdrawal Occurs:	Amount of Tuition to be Refunded
Prior to start of classes through week one of the payment period	100%
In the second week of the payment period	50%
In the third week of the payment period	25%
In the fourth week of the payment period	0%

Books, Supplies and Fees

There are no refunds on books and/or supplies provided to the student, or fees charged for any student who starts classes

at the college and then later withdraws. In addition, there are no refunds on books and/or supplies provided to the student, or fees charged for any student who starts classes at the college and is later dismissed, due to lack of attendance, in accordance with the college's attendance policy.

State of Georgia Refund Policy

In the event that a student withdraws or is dismissed from all classes during the payment period, refunds of tuition and fees will be calculated according to the following schedule:

- For a student completing no more than 5% of the payment period, the college will refund 95% of the tuition and fees.
- For a student completing more than 5%, but no more than 10% of the payment period, the college will refund 90% of the tuition and fees.
- For a student completing more than 10%, but no more than 25% of the payment period, the college will refund 75% of the tuition and fees.
- For a student completing more than 25%, but no more than 50% of the payment period, the college will refund 50% of the tuition and fees.
- There will be no refund after a student has completed more than 50% of the payment period.

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 period of enrollment in which the student began attendance will have the amount of Title IV funds they did not earn calculated according to federal regulations. This calculation will be based on the student's last date of attendance and the date the school determines that the student has withdrawn from school (see withdrawal



policy), or the date of dismissal for a student who is dismissed by the institution.

The period of time in which Title IV financial aid is earned for a payment period or period of enrollment is the number of calendar days the student has been enrolled for the payment period or period of enrollment up to the day the student withdrew, divided by the total calendar days in the payment period or period of enrollment. The percentage is multiplied by the amount of Title IV financial aid for the payment period or period of enrollment for which the Title IV financial aid was awarded to determine the amount of Title IV financial aid earned. The amount of Title IV financial aid that has not been earned for the payment period or period of enrollment, and must be returned, is the complement of the amount earned. The amount of Title IV financial aid earned and the amount of the Title IV financial aid not earned will be calculated based on the amount of Title IV financial aid that was disbursed for the payment period or period of enrollment upon which the calculation was based. A student will have earned 100% of the Title IV financial aid disbursed for the payment period or period of enrollment if the student withdrew after completing more than 60% of the payment period or period of enrollment.

For R2T4 purposes in a term-based program with modules, a student is considered to have withdrawn if they do not complete all of the days they were scheduled to complete in the payment period or period of enrollment. The R2T4 calculation is required for all students who have ceased attendance; other than those on an approved LOA, or those who have attested to an expected return to a future module within the same term.

Exception: *In order NOT to be considered withdrawn, the school must obtain a written confirmation from the student stating the student's intention of return to a future module within the same term. The fact that the student is scheduled to attend the next module will NOT be acceptable.*

Schools are required to determine Title IV funds that must be refunded based upon the percentage of the payment period completed prior to withdrawing. Title IV funds must be returned to the program based upon a tuition refund or if the student received an overpayment based upon costs not incurred but for which Title IV was received.

Once the amount of Title IV financial aid that was not earned has been calculated, federal regulations require that the school return Title IV funds disbursed for the payment period or period of enrollment and used for institutional costs in the following order:

1. Stafford Loans:
 - a) Unsubsidized Federal Direct Stafford Loans
 - b) Subsidized Federal Direct Stafford Loans
 - c) Federal Direct PLUS loans received on behalf of the student
2. Federal Pell Grants
3. Federal SEOG
4. Other grant or loan assistance authorized by Title IV of the HEA

If the amount of unearned Title IV financial aid disbursed exceeds the amount that is returned by the school, then the student (or parent, if a Federal Parent-PLUS Loan) must return or repay, as appropriate, the remaining grant and loan funds. The student (or parent, if a Federal

Parent-PLUS Loan) will be notified of the amount that must be returned or paid back, as appropriate.

Withdrawal Date

The withdrawal date used to determine when the student is no longer enrolled at Le Cordon Bleu College of Culinary Arts in Atlanta is the date indicated in written communication by the student to the Registrar's Office. If a student does not submit written notification, the school 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 both official withdrawals and those who do not complete the official withdrawal process.

Please note that the above policy may result in a reduction in school 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 to the school that is greater than that which was owed prior to withdrawal.

Le Cordon Bleu

Academic Information

Unit of Credit

The Quarter Credit hour is the unit of academic measurement used by Le Cordon Bleu College of Culinary Arts. A minimum of 10 lecture hours of not less than 50 minutes each plus outside reading and/or preparation; 20 laboratory hours; or 30 externship hours; or an appropriate combination of all three constitutes one quarter credit hour.

Definition of a Credit Hour

The institution awards Quarter Credit hours to reflect the successful completion of pre-determined course learning objectives and requirements. A Quarter Credit hour represents an institutionally established equivalency of work or learning corresponding to intended learning outcomes and verified by evidence of student achievement. The institution has established equivalencies that reasonably approximate expected learning outcomes resulting from the following time commitments:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately 10-12 weeks, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Transfer of Credit to Other Schools

Le Cordon Bleu College of Culinary Arts does not imply or guarantee that credits completed at Le Cordon Bleu College of Culinary Arts 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 Le Cordon Bleu College of Culinary Arts. Students seeking to transfer credits earned at Le Cordon Bleu College of Culinary Arts to another institution should contact the other institution to which they seek admission to inquire as to that institution's policies on credit transfer.

Transfer of Credit to Le Cordon Bleu College of Culinary Arts

Students who previously attended an accredited college or university recognized by the U.S. Department of Education may be granted transfer credit, at the sole discretion of Le Cordon Bleu College of Culinary Arts. Courses taken at the previous institution must be determined by Le Cordon Bleu College of Culinary Arts to be sufficiently equivalent to courses offered at Le Cordon Bleu College of Culinary Arts. In addition, Le Cordon Bleu College of Culinary Arts must determine that those courses are applicable to their program of study at Le Cordon Bleu College of Culinary Arts. Only courses in which the student earned a grade of 'C' or above will be considered for transfer. Students seeking to transfer credit are responsible for having official transcripts forwarded to Le Cordon Bleu College of Culinary Arts for review. Students may also be required to submit a school catalog. Students must petition for transfer credit



with the Associate Registrar as soon as possible after admission. It is recommended that all prior coursework be submitted prior to matriculation, but no later than the end of registration for the student's first block of study.

Students who receive transfer credit will have the program tuition charge pro-rated based upon the remaining number of credits the student must earn in order to graduate. The Business Office will make the appropriate tuition adjustment.

Residency

Students are required to earn a minimum of 50 percent of their credits in residence at the Le Cordon Bleu College of Culinary Arts. Students transferring from another Le Cordon Bleu College or Institute around the country may be allowed to carry in more program credits at the discretion of the Executive Chef, but would be required to earn a minimum of 25 percent of their credits in residence at the Le Cordon Bleu College of Culinary Arts.

Attendance

Regular classroom attendance is not only an essential ingredient for academic achievement, but is also a fundamental building block for success in the hospitality industry after graduation. As part of the course requirements, students must attend at least 80 percent of the scheduled time for each course in order to achieve satisfactory attendance. Students in any of the externship courses are required to complete all scheduled hours and record attendance throughout the scheduled course to achieve satisfactory attendance. Students who do not achieve satisfactory attendance may earn a failing grade on their transcripts and may be required to repeat the course. Absences will include tardiness or early departures. Students who are not in

attendance for any portion of a class will accrue time absent calculated in percentage increments of 25, 50, or 100 percent of the class period as reflected on each daily roster. Students who have been absent from all their scheduled classes for more than 21 consecutive calendar days, not including scheduled college holidays or breaks, and/or students who officially withdraw from all current courses will be administratively withdrawn from the college.

Make-up Policy

If a student is absent due to unforeseen circumstances such as illness, death in family, military obligation, or other extenuating circumstances, the student may be eligible for a make-up session. The chef instructor and academic department will review the circumstances and may approve make-up opportunities. The make-up process must be completed immediately upon the student returning to school. If the student is absent during the last week of class, and proper documentation is given and approved, then the student may have the opportunity to make up the work without retaking and paying for the entire course. The class must be made up the next time the course is offered, usually within three to six weeks, or the grade will revert to an 'F.' Once the work is made-up, a grade change will be completed.

Grading System

Grade reports are available to students online through the Student Portal at the completion of each term. Course 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. Earned quality points are calculated for each course by multiplying the quality point value for the grade received

for the course times the credit hour value of the course. For example, a 4.0 credit course with a grade of 'B' would earn 12.0 quality points [credit value of course (4) times quality point value of 'B' (3)]. The Cumulative Grade Point Average (CGPA) is calculated by dividing the total earned quality points by the total credits completed.

Application of Grades and Credits

The grade chart on the following page describes the impact of each grade on the student's academic progress. For calculating rate of progress, grades of 'F' (failure), 'W' (withdrawn), and 'WF' (withdrawn/failure) are counted as hours attempted, but are not counted as hours successfully completed. Students who wish to withdraw from a course at any time need to fill out a Course Withdrawal Form available in the Registrar's Office. Where the student officially drops a course before the third class meeting, there will be no record of the course on their transcript. A 'W' will be awarded to a student who officially drops after the third class meeting has commenced and before the last week of the course. Official withdrawal at any point during the last week of the course will result in the student receiving a 'WF'.

Course Repeats

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 'D' or below. In the case of a 'D' or 'F', the better of the two grades received 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. Federal financial aid may only be used for one repeat of a previously passed course.

Le Cordon Bleu

Grading Chart

Letter Code	Description	Included in Credits Earned	Included in Credits Attempted	Included in CGPA	Included in Quality Points
A	A	Yes	Yes	Yes	4.00
B	B	Yes	Yes	Yes	3.00
C	C	Yes	Yes	Yes	2.00
D	D	Yes	Yes	Yes	1.00
F	F	No	Yes	Yes	0.00
I	Incomplete	No	Yes	No	n/a
W	Withdrawn	No	Yes	No	n/a
WF	Withdrawn Failure	No	Yes	Yes	0.00
AU	Audit	No	No	No	n/a
P	Pass	Yes	Yes	No	n/a
PD	Pass Developmental	Yes	Yes	No	n/a
FD	Fail Developmental	No	Yes	No	n/a
TC	Transfer	Yes	Yes	No	n/a
PR	Proficiency Credit	Yes	Yes	No	n/a
AR	High School Articulation Credit	Yes	Yes	No	n/a
L	Leave of Absence	No	No	No	n/a

A fee will be charged to repeat a class. (see addendum for details).

To receive an incomplete ('I'), the student must petition to the Executive Chef, before the last day of the course, for an extension to complete the required coursework. The student must be able to pass the course with the completed work. Incomplete grades that are not completed within 8 business days after the beginning of the next session will be converted to an 'F' and will affect the student's CGPA accordingly. Le Cordon Bleu College of Culinary Arts reserves the right to extend the time needed to fulfill the incomplete.

Students who disagree with a grade they have received should contact the instructor if they wish to discuss their concern. If the student is unable to resolve the dispute with

the instructor, he or she should write a letter of appeal no later than seven (7) days following the end of the course explaining the reasons for the dispute to the Executive Chef who will investigate the dispute and recommend a decision. The Executive Chef will issue the student a final decision within five (5) business days.

'TC', 'PR', and 'AR' credits are included in the maximum time in which to complete but are not counted in the CGPA and the rate of progress calculation.

National Proficiency Exams

Proficiency credit, recorded as 'PR' on the transcript, for certain courses may be granted to students who achieve acceptable scores on specific nationally recognized exams such as CLEP, Advanced Placement (AP), and DANTES. The American Council

on Education (ACE) recommendations are 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. A score of three (3) or better on the AP examination is required for proficiency credit.

Proficiency credit for certain courses may be granted to students who hold current specific industry-recognized professional certification. Such certifications will be evaluated by the Executive Chef or designee for proficiency credit. Students are responsible for having official documentation of certification exam results forwarded to Le Cordon Bleu College of Culinary Arts for evaluation. Evaluations and supporting documentation will be retained in the student's academic file.



Auditing a Course

If space permits, a graduate may audit any course within his/her program of study. Graduates auditing courses are expected to fully participate in the course and class attendance is required. Tuition for auditing a course is waived for graduates of the college. Students may be required to purchase tools, textbooks, uniforms, etc. for the audited course. Financial aid is not applicable. Courses students audit will be reflected with an 'AU' grade on the transcript.

Add/Drop Period

Within the add/drop period students are allowed to make modifications to their schedules without incurring any academic or financial penalty. The add/drop period of each module is three (3) days.

Standards of Satisfactory Academic Progress

All students must maintain satisfactory academic progress in order to remain enrolled at the school. Additionally, satisfactory academic progress must be maintained in order to maintain eligibility to receive 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 at the end of each grading period which consists of every 6 weeks. These are outlined below.

CGPA Requirements

Students must meet minimum CGPA requirements at specific points throughout the program 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 the student reaches a

review point, the minimum CGPA for that level must be maintained until the next level of review.

Rate of Progress Toward Completion Requirements

In addition to the CGPA requirements, a student must maintain the minimum rate of progress percentage requirement in order to be considered to be making satisfactory academic progress. Credits attempted are defined as those credits required in the students program of study including credits that were transferred from other approved institutions and proficiency credits earned. As with the determination of CGPA, the completion requirements will be reviewed at the end of each grading period after grades have been posted to determine if the student is progressing satisfactorily.

SAP Tables Certificate Programs

Quarter Hours Credits	ROP	CGPA
0-26	60%	1.5
27+	66.67%	2.0

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 in his/her program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum timeframe.

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

Credits that have been transferred into the institution by the student are included in the Rate of Progress calculation; however, they have no effect on the grade point average requirement for SAP. Transfer credit is also considered when computing

the maximum timeframe allowed for a program of study. 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 timeframe for this student's new program at institution B will be one and a half times (150%) x 180 = 270 credits. The 30 transfer hours will be added to the attempted and earned hours when the maximum timeframe and rate of progress is being calculated.

When a student elects to change a program at Le Cordon Bleu College of Culinary Arts the student's earned credits and grades will be transferred into the new program as applicable, including transfer credit. Credits earned at the school in the original program of study that apply to the new program of study will be used when computing grade point average, rate of progress and maximum timeframe. Transfer credits from another institution that are applicable to the new program of study will not be calculated in the grade point average but will be considered as credits attempted and earned in the maximum timeframe and rate of progress calculations. 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 timeframe for this student's new program will be one and half times (150%) x 180 = 270 credits. The 30 external transfer hours will be added to the attempted and earned hours when the maximum timeframe and rate of progress are being calculated. The 10 credits earned in program A will be included in the grade point average calculation as well as the maximum timeframe and rate of progress calculation.

Le Cordon Bleu

Warning and Probationary Periods

At the end of each six (6) weeks after grades have been posted, each student's CGPA and rate of progress is reviewed to determine whether the student is meeting the above requirements.

- A student will be placed on FA (Financial Aid) Warning immediately after the first term in which the CGPA or the rate of progress falls below the values specified in the tables above. At the end of the next term, the student will be removed from FA Warning and returned to SAP Met Status if the minimum standards are met or exceeded. A student who continues to fall below the specified values will be placed on FA Probation. The student will be required to appeal in order to maintain eligibility for federal financial assistance.
- A student who successfully appeals and is on FA Probation will be evaluated at the end of the second term of monitoring. A student who meets or exceeds the minimum standards will be removed from FA Probation and returned to a SAP Met status. If the minimum CGPA and rate of progress requirements are not met at the time of evaluation; the student will be placed on FA Dismissal Status and will be dismissed from school.

If at any point it can be determined that it is mathematically impossible for a student to meet the minimum requirements, the student will be dismissed from the school.

Notification of academic dismissal will be in writing. The Code of Conduct Policy section of this catalog describes other circumstances that could lead to student dismissal for non-academic reasons. A tuition refund may be due in accordance with the institution's stated refund policy.

During the period of FA Warning, a student is considered to be making satisfactory academic progress and remains eligible for financial aid. A student is also considered to be making satisfactory academic progress and remains eligible for financial aid during the FA probation period if an appeal is accepted by the institution.

A student on FA Warning and FA Probation must participate in academic advising as deemed necessary by the institution as a condition of academic monitoring. A student who fails to comply with these requirements may be subject to dismissal even though his/her CGPA or rate of progress may be above the dismissal levels.

Appeal

A student who has been placed on FA Probation 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 five (5) days of receiving notification of his/her dismissal. The student must explain what type of circumstances contributed to the academic problem and what action is being implemented to overcome the mitigating circumstance in the future. The decision of the Appeals Committee is final and may not be further appealed.

For the appeal of non-academic dismissals, please refer to the grievance policy within this catalog.

Reinstatement

A student who was previously academically dismissed may apply for reinstatement to the institution by submitting a written appeal to the Executive Chef. The appeal should be in the form of a letter explaining the reasons why the student should be

readmitted. 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 to apply for federal financial aid.

Leave of Absence

An approved Leave of Absence (LOA) is a temporary interruption in a student's education for a specific period of time in an ongoing program when a student is not in academic attendance.

Leave of Absence Conditions

The following conditions may be considered:

- Medical (including pregnancy).
- Family Care (childcare issues, loss of family member or unexpected medical care of family).
- Military Duty.
- Jury Duty.

The following requirements apply:

A student may be granted a Leave of Absence (LOA) if:

- A LOA request is submitted in writing which includes the reason for the request prior to the leave of absence. If unforeseen circumstances prevent the student from providing a prior written request, the institution may grant the student's request if the institution documents its decision and collects the written request within 21 days of the student's last date of attendance.
- The total time requested off must not exceed 180 days (cumulative) in any consecutive 12-month period.



Failure to return from an approved leave of absence may have an impact on loan repayment, including exhaustion of some or all of the grace period. The Financial Aid Office will provide an explanation of the possible impact on loan repayment if an approval for an LOA is issued. Students receiving an LOA may not receive further financial aid disbursements until returning to active status.

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 official final transcripts and/or certificate. The Certificate in Le Cordon Bleu Pâtisserie and Baking and Certificate in Le Cordon Bleu Culinary Arts programs' method of instruction will be English.

Academic Honors

Academic honors are a formal recognition of academic achievement in a particular academic progress period (herein identified as "block") or upon graduation from an undergraduate program of study. Graduation honor status is noted on the student's transcript.

Block Honors

A student achieving a block grade point average (GPA) of 3.5 – 4.0 is recognized by the institution as receiving honors. To be eligible for honors status, a student must be enrolled in classes applicable toward graduation at least on a half-time basis. Non-degree seeking students are not eligible for academic honors. The following indicates the various block honors categories and their requirements:

President's List 4.00	Block GPA
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Honor Roll 3.50 – 3.99	Block GPA
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Graduation Honors

A graduate from an Associate, Diploma or Certificate program who has a cumulative grade point average (CGPA) of at least 3.50 is eligible to graduate "with Honors":

High Honors 3.75 – 4.00	Cumulative GPA
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Honors 3.50 – 3.74	Cumulative GPA
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Graduation Documents

- Certificate in Le Cordon Bleu Culinary Arts
- Certificate in Le Cordon Bleu Pâtisserie and Baking
- Le Cordon Bleu Diplôme in Culinary Arts

Le Cordon Bleu

Student Services Information

Academic Assistance

Students seek help and advice during their education for many reasons. At Le Cordon Bleu College of Culinary Arts, the student comes first. Every effort is made to develop a relationship with the student body so individuals feel comfortable in requesting and receiving assistance. The Executive Chef is responsible for providing academic assistance and should be consulted when assistance is desired. Referrals to outside agencies may also be provided as needed. The administrative staff and the faculty are also available for advising assistance.

Career Services

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

Students enrolled in Le Cordon Bleu College of Culinary Arts have many opportunities for part-time employment while they pursue their studies. It is important to note that this assistance is available to all students who make satisfactory academic progress. The Director of Career Services is the liaison between students and employers, serving the students by promoting Le Cordon Bleu College of Culinary Arts to prospective employers. These employers are assisted by the referral of qualified student employees from Le Cordon Bleu College of Culinary Arts.

The graduate placement assistance process intensifies as students near graduation. The Director of Career Services assists students with interviewing tips and professional networking techniques. Students may interview both on and off campus, until they

have secured an appropriate position.

Externship is an important part of the learning experience, and as the last official class a student takes, the culmination of many months of study. Students are encouraged to explore extern opportunities early and take an active part in the search for employment.

Background Checks

Agencies and institutions that accept our students for internship/externship 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 placement 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 some positions. Employment and internship decisions are outside the control of Le Cordon Bleu College of Culinary Arts.

Le Cordon Bleu College of Culinary Arts cannot guarantee employment or salary.

Plans to Improve Academic Programs

Le Cordon Bleu College of Culinary Arts reviews its academic programs on a regular basis to ensure relevancy with current employment requirements and market needs. As deemed appropriate, Le Cordon Bleu College of Culinary Arts may change, amend, alter or modify program offerings and schedules to reflect this feedback. If you have questions about this process or any plan to improve academic programs, contact the Education Department.



Cybrary/Library Information

Cybrary

The Cybrary is an Internet-accessible information center committed to facilitating the lifelong learning and achievement of the Career Education Corporation community. This “virtual library” contains a collection of full-text journals, books, and reference materials, links to Websites relevant to each curricular area, instructional guides for using electronic library resources and much more.

The “virtual” collection is carefully selected to support students as they advance through their programs of study and include quality, full-text, peer-reviewed articles from scholarly journals and full-text electronic books. Instructional materials for students and faculty are designed to enhance information literacy skills.

A full-time librarian located at corporate headquarters manages the Cybrary. The librarians at the various CEC colleges participate in selecting the electronic resources and Website links, and help prepare the instructional materials that are on the Website.

Students at all CEC colleges have access to the Cybrary from their campus location and from home, if they have an Internet service provider. Access to the Cybrary is password controlled. Students must use their Student Portal ID to access the Cybrary.

Library/Resource Center

Le Cordon Bleu College of Culinary Arts maintains a Library and Resource Center (“LRC”) at the Le Cordon Bleu College of Culinary Arts in Atlanta campus which contains computers for students to access the Cybrary. The LRC is available to all students in full uniform during posted hours.

Le Cordon Bleu College of Culinary Arts campus library provides materials to support the college’s mission and curriculum and assists each student to attain his/her educational goals. The electronic collection includes books, an assortment of current periodicals, and videos. The library, which provides academic assistance to students, is open from 8:00 a.m. - 9:00 p.m. unless posted otherwise.

The Regional Librarian is Debra Bacon.

Student Services

Le Cordon Bleu College of Culinary Arts welcomes students to discuss any issues or concerns with any member of the faculty or staff. Students are encouraged to discuss academic as well as job-related concerns with both the Executive Chef and/or faculty. Le Cordon Bleu College of Culinary Arts staff is also available on a daily basis to assist students with financial aid, employment assistance, and academic advisement. Students are welcome on the campus any time during office hours to take advantage of the variety of services provided by Le Cordon Bleu College of Culinary Arts. Le Cordon Bleu College of Culinary Arts encourages students to network with graduates as well as instructors and peers in their classes, thus enhancing their networking opportunities in the industry.

Housing and Transportation

Le Cordon Bleu College of Culinary Arts does not provide on-campus housing, but does assist students with information on area housing.

Student Orientation

Prior to beginning classes at Le Cordon Bleu College of Culinary Arts, all new students attend an orientation program. Orientation facilitates a successful transition into Le Cordon Bleu College of Culinary Arts. New students are required to attend regardless of their prior college experience. At orientation, students are acquainted with the campus, the administrative staff, the faculty and their peers. The department directors explain the ways in which they assist students and clarify students’ rights and responsibilities. Student Handbooks are distributed and explained at this session.

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, college events, college contact information, and much more. Le Cordon Bleu College of Culinary Arts offers this capability so that it’s easy for our students to be in touch with us and enhance their college experience. Upon acceptance to Le Cordon Bleu College of Culinary Arts, students will be issued a Student Number that can be used to gain access to the student portal.

Student Record Retention

Le Cordon Bleu College of Culinary Arts maintains student records for a minimum of five (5) years. Le Cordon Bleu College of Culinary Arts student transcripts are retained indefinitely.

Le Cordon Bleu

Transcripts

An official transcript is maintained for each student. The transcript provides a complete record of all course grades and credits earned. Le Cordon Bleu College of Culinary Arts will supply official transcripts to whomever the student or graduate designates.

Transcript requests are fulfilled through Docufide, a leading company in secure transcripts. A Transcript Fee is assessed regardless of transcript hold status. If you have an outstanding balance preventing release of your transcript, we will not be able to issue your official transcript.

\$5 – Transcript (electronic or paper) requested electronically through Docufide.

\$10 – Transcripts ordered through the campus.

\$30 – Overnight/U.S. Mail delivery.

Additional information on the electronic transcript service can be found on the student portal.

Uniform Policy

The uniform policy can be found in the Le Cordon Bleu College of Culinary Arts Student Handbook. The Le Cordon Bleu College of Culinary Arts Student Handbook is distributed to students upon admission to the college.



General Information

Campus Security

Le Cordon Bleu College of Culinary Arts 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 Associate Registrar's office during regular business hours.

In addition to the annual security report, Le Cordon Bleu College of Culinary Arts maintains a crime log recording all reported crimes. The crime log is available for public inspection during regular business hours at the Facility Manager's office. Le Cordon Bleu College of Culinary Arts 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.

Le Cordon Bleu College of Culinary Arts reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare.

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 governments, and for conducting themselves in a manner consistent with the best interests of Le Cordon Bleu College of Culinary Arts and of the student body.

Code of Conduct

Students, staff, faculty and guests follow a Code of Conduct adhering to a socially responsible and ethical approach to the educational mission of the institution. Rights of students are protected through the Grievance Process, which is addressed within this section, but responsibilities are addressed within the Code of Conduct Policy. The following is a set of guiding principles for behavior which is based on the values of honesty, respect, responsibility, fairness and trust (Center For Academic Integrity, 1999). It is a commitment that the members of the community will treat everyone with these characteristics promoting the highest standards of a safe and healthy environment. Individuals will not conduct themselves in any manner that might damage the reputation of, or otherwise harm the organization. Access to school premises is reserved for currently enrolled students, guests of the institution or approved visitors. Rules of Conduct include the following actions by officers of the institution:

- a) Oversee behavior.
- b) Investigate violations.
- c) Manage judgment through administrative agreement and sanctions.

Attendance at this institution is a privilege, not a right; therefore, students whose behavior may be detrimental to other members of the community may be officially warned, sanctioned through an

Le Cordon Bleu

informed process, suspended and/or dismissed from the institution. Behavior that infringes upon rights, safety, or privileges, or which impedes the educational process or the institution's right to conduct its business is prohibited. Such infractions include but are not limited to the following:

Respect

- Deliberate disruptive, profane or disrespectful words, actions, violence or physical interference with the rights of faculty, staff, other students or with any institutional facilities, externship site, or with any authorized function being carried out on the premises or at any institution-sponsored event or activity.
- Harassment of any member of the community based on race, national origin, ethnicity, color, creed, gender, sexual orientation, disposition, age, religion, marital or veteran status, genetic predisposition or carrier status, or any other basis protected by applicable local, state or federal laws.
- Engagement in self-initiated physical violence, bodily harm, or injury towards any member of the community or willful participation in a physical altercation.

Responsibility

- Failure to comply with the reasonable direction or lawful requests of officials (including, but not limited to faculty, administrators, and security personnel) or law enforcement officers acting in the performance of their duties or obey directives or orders expressed by such officials to cease and desist from any inappropriate act.

Honesty

- Students are expected to demonstrate academic integrity by completing their own work assignments and assessments. Submission of work from another person,

using unauthorized notes, having someone else take an examination in a student's place, forging supervisor signatures while on externship, copying from another or a published document without citing sources or submitting the same paper to multiple courses without the knowledge of all the instructors involved constitute violations of academic honesty. Plagiarism is any stealing of intellectual content and is not affected by intentionality.

Trust

- Students, staff and faculty trust that individuals will voluntarily follow the Code of Conduct as well as adhere to expectations voiced by the institution. Student expectations are provided during student orientation, faculty and staff expectations are provided during faculty and staff orientations as well as provided on individual job descriptions. The standards of the institution are established by the residing state as well as the accreditation agency and the expectation is that the entire community trusts in them and adheres to them as part of both the Code of Conduct and the integrity of the institution.

Fairness

- Students, faculty and staff will be treated fairly based on their role within the organization. Should an exception be granted for any person in any circumstance, that exception will be well documented with both the rationale and all supporting evidence.

Drug-Free Environment

As a matter of policy, Le Cordon Bleu College of Culinary Arts 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 college activity. The only exception is authorized wine tasting within the classroom. Further information on the college's policies can be found in the Student Handbook. Any violation of these policies will result in appropriate disciplinary actions 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 college's drug-free awareness program and drug- and alcohol-abuse prevention program may be obtained from the Executive Chef.

Facility

The educational facility and administrative offices of Le Cordon Bleu College of Culinary Arts are located in a convenient suburban setting just minutes from downtown Atlanta. The campus location is adjacent to major thoroughfares and is accessible from all parts of the metro area. Affordable housing, public transportation and nearby shopping malls allow the students to live, commute and work nearby. The Atlanta campus occupies over 60,000 square feet in a freestanding facility. Students will find at this beautiful campus setting:

- Classrooms designed to facilitate learning, which consist of lecture rooms and instructional kitchens. Small classes encourage student/faculty interaction and students receive individual attention to help them reach their potential.



- Computer lab equipped with personal computers used for instruction.
- A library which houses books, periodicals, pamphlets, articles, and CD-ROM support materials geared to supplement the program, plus well-rounded support for the general education courses. The Internet, Cybrary, various indexes and catalogs are available through computer use in the library.
- Admissions, academic and administrative staff offices.

Class Hours

Although individual student schedules may vary, day classes meet Monday through Friday from 6:00 a.m. to 10:00 a.m., 10:00 a.m. to 2:00 p.m., 2:00 p.m. to 6:00 p.m., and 6:00 p.m. to 10:00 p.m.

Hours of Operation

Le Cordon Bleu College of Culinary Arts administrative offices are open from 8:00 a.m. to 8:00 p.m., Monday through Thursday, 8:00 a.m. to 7:00 p.m. on Friday, and 9:00 a.m. to 3:00 p.m. on Saturday. Office hours are subject to change.

Schedule of Course Offerings

The chief academic officer or designee is responsible for developing schedules of course offerings each block and making them available to all necessary parties. Not all courses may be offered every module/block. Last minute changes to schedules are to be avoided whenever possible, but may be necessary to accommodate staffing and class size. The chief academic officer or designee is responsible for making the final decision to add, cancel, combine or split courses based on enrollment, academic effectiveness and other factors. Students will be given prompt notification of schedule changes.

School Closing Information

In the event that inclement weather (or other reasons deemed appropriate by the college) may necessitate school closure, students may be required to make up the missed hours at a later date. However, there may be times when this is not feasible. In this instance, a refund will not be granted. All school closures or emergency announcements will be recorded on the College's Emergency Hotline, (770) 723-3504, and posted on the front page of the Student Portal.

Class Size

The skills needed for a particular program are reinforced with relevant instruction. Le Cordon Bleu College of Culinary Arts instructors provide supervision and guidance, which promotes confidence and support.

Laboratory Classes – Students attend laboratory classes for their program with class sizes not to exceed 40 students.

Lecture Classes – Students attend lecture classes for their program with class sizes not to exceed 40 students.

Grievance Policy

Internal Grievance Policy

Many student complaints can be resolved through discussion with the appropriate instructor or staff member and the use of this grievance procedure, and we encourage students to make contact at the first indication of a problem or concern.

This section describes the steps the student should follow so that the problem can be fully and fairly investigated and addressed. The student will not be bound by any resolution unless the student agrees to accept it. If the student does not accept a proposed conclusion or resolution, then the student may pursue the matter

in arbitration as provided for in the student's Enrollment Agreement. However, the student must pursue his or her claim through this grievance procedure first.

Please note: This grievance procedure is intended for problems concerning a student's recruitment, enrollment, attendance, education, financial aid assistance, or career service assistance, or the educational process or other school matters. It does not apply to student complaints or grievances regarding grades or sexual harassment, which are addressed in other sections of this catalog.

Le Cordon Bleu College of Culinary Arts and the student agree to participate in good faith in this grievance procedure. We will receive all information submitted by the student concerning a grievance in strict confidence and we and the student agree to maintain confidentiality in the grievance procedures. No reprisals of any kind will be taken by any party of interest or by any member of the Le Cordon Bleu College of Culinary Arts administration against any party involved. We will investigate all complaints or grievances fully and promptly. So long as the student pursues this grievance procedure to its conclusion, the period during which the student is pursuing this process will not count toward any statute of limitations relating to the student's claims.

Step 1 – Grievances or complaints involving an individual instructor or staff member should first be discussed with the individual involved. Grievances or complaints involving a policy or class should first be discussed with the individual enforcing that policy, the class instructor, or the Associate Dean. Alternatively, the student may submit the complaint to the campus Director of Student Services.

Le Cordon Bleu

Step 2 – If the matter is not resolved to the student’s satisfaction in Step 1, the student may submit a written, dated and signed statement of the grievance or complaint and a description of the actions that have taken place thus far to the next level of authority directly or through the Director of Education.

Step 3 – If the matter is not resolved to the student’s satisfaction in Step 2, the student’s next step is to submit a written, dated and signed statement to the campus President. Within five (5) days of the President’s receipt of the written statement, the President will arrange for a preliminary meeting with the student to discuss the grievance, and the President will thereafter conduct an investigation, including providing the student with a full and fair opportunity to present evidence relevant to the matter. The President will render his/her decision in writing within ten (10) business days after concluding his/her investigation, setting out the President’s findings, conclusions, and reasoning. The President’s decision will be final. The student’s written complaint, together with the President’s decision, will become a permanent part of the files of the parties involved.

General

This grievance procedure is designed to address problems promptly and without undue delay. In order to achieve that, the student must initiate Step 1 within ten (10) business days of the incident or circumstance(s) giving rise to the complaint, and must initiate each Step within ten (10) business days after receiving a response or if more than twenty (20) business days have passed with no response. If the student fails to take any of the steps in this procedure within the required timeframes, then the student will be deemed to have accepted the resolution last proposed by Le Cordon Bleu College of Culinary Arts. If the college fails to act within the timeframes described in this procedure, then the student may elect to forgo any further steps in the grievance procedure and choose to go directly to arbitration as provided in the student’s Enrollment Agreement. The time periods set forth in these procedures can be extended by mutual consent of Le Cordon Bleu College of Culinary Arts and the student.

The student may also contact:
Accrediting Council for Independent
Colleges and Schools
750 First Street, NE, Suite 980
Washington, D.C. 20002-4241
(202) 336-6780

A copy of the Council’s Complaint Form is available at the college and may be obtained by contacting the President of the college.

The student may also contact the American Culinary Federation. Their address is:
American Culinary Federation
180 Center Place Way
St. Augustine, FL 32905
(904) 824-4468 or (800) 624-9458

The student may also file a complaint, directly with the Georgia Nonpublic Postsecondary Education Commission at any time. The student may contact the Nonpublic Postsecondary Education Commission for further details at:
2082 East Exchange Place
Suite 220
Tucker, GA, 30084
(770) 414-3300



Notification of Rights under FERPA with respect to Student Records

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their educational records.

1. Students enrolled at Le Cordon Bleu College of Culinary Arts shall have the right to inspect and review the contents of their education records within 45 days of the day the institution receives the request for access. Students may request to review their education records by submitting a written request indentifying the record(s) the student wishes to review to the Registrar. The institution will arrange for access and notify the student of the time and place where the records may be inspected.
2. Parental access to a student’s record will be allowed by Le Cordon Bleu College of Culinary Arts without prior consent if:
 - a) the student has violated a law or the institution’s rules or policies governing alcohol or substance abuse, if the student is under 21 years old; or
 - b) the information is needed to protect the health or safety of the student or other individuals in an emergency.
3. 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 school officials who have a legitimate educational interest in the records. A school official is defined as a person employed or engaged by the institution in an administrative, supervisory, academic or support staff position (including law enforcement unit and health staff); a person or company

(including its employees) with whom the school has contracted (such as an attorney, auditor, consultant or collection agent); a trustee serving on a governing board; or a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility or commitment to the school.

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, and must identify the part of the record the student wants changed and the reason for the requested change stated fully.
5. Directory information is student information that the institution may release to third parties without the consent of the student. Le Cordon Bleu College of Culinary Arts has defined directory information as the student’s name, address(es), telephone number(s), email address, birth date and place, program undertaken, dates of attendance, honors and awards, photographs and credential awarded. If a student does not want 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 Registrar within 45 days of the student’s enrollment or by such later date as the institution may specify. Under no circumstance may the student use the right to opt out to prevent the institution from disclosing that student’s name, electronic identifier,

or institutional email address in a class in which the student is enrolled.

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, unless the disclosure is otherwise allowed under an express FERPA exception to disclosure or is required by law.
7. A student who believes that Le Cordon Bleu College of Culinary Arts has violated his or her rights concerning the release of or access to his or her records has the right to file a complaint with the U.S. Department of Education. The name and address of the office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Reasonable Accommodations Policy – Individuals with Disabilities

Le Cordon Bleu College of Culinary Arts does not discriminate against individuals on the basis of physical or mental disability and is fully committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with a disability, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided by Le Cordon Bleu College of Culinary Arts. To request an auxiliary aid or service please contact:

Director of Regulatory Operations or the Executive Chef
1927 Lakeside Parkway
Tucker, GA 30084

Le Cordon Bleu

Individuals requesting an auxiliary aid or service will need to complete an Application for Auxiliary Aid. To enable Le Cordon Bleu College of Culinary Arts to provide an auxiliary aid or service in a timely manner, Le Cordon Bleu College of Culinary Arts requests that individuals complete and submit the Application for Auxiliary Aid six weeks before the first day of classes, or as soon as practicable. Disagreements regarding an appropriate auxiliary aid and alleged violations of this policy may be raised pursuant to Le Cordon Bleu College of Culinary Arts's grievance procedures.

School Policies

Students are expected to be familiar with the information presented in this school catalog, in any supplements and addenda to the catalog, and with all school policies. By enrolling in Le Cordon Bleu College of Culinary Arts, students agree to accept and abide by the terms stated in this catalog and all school 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 controls and is binding.

Termination Policy

The Le Cordon Bleu College of Culinary Arts reserves the right to dismiss a student for any of the following reasons: failure to maintain satisfactory academic progress, failure to pay school fees and/or tuition by applicable deadlines, disruptive behavior, posing a danger to the health or welfare of students or other members of the Le Cordon Bleu College of Culinary Arts community, or failure to comply with the policies and procedures of the Le Cordon Bleu College of Culinary Arts. Any unpaid balance for tuition, fees and supplies becomes due and payable immediately upon a student's dismissal

from the school. The institution will also determine if any Title IV funds need to be returned (see Financial Aid Information section of this catalog).

Unlawful Harassment Policy

Le Cordon Bleu College of Culinary Arts is committed to the policy that all members of the school's community, including its faculty, students, and staff, have the right to be free from sexual harassment by any other member of the school's community. Should a student feel that he/she has been sexually harassed; the student should immediately inform the President and/or the Executive Chef.

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 Addendum

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



Le Cordon Bleu. Learn The Way.



LE CORDON BLEU
COLLEGE OF CULINARY ARTS

1927 Lakeside Parkway | Tucker, GA 30084

Phone: 866.315.CHEF [2433] | Fax: 770.938.4571

Chefs.edu/Atlanta

Academic Calendar

*Certificate Program in Le Cordon Bleu
Culinary Arts*

*Certificate Program in Le Cordon Bleu
Patisserie and Baking*

Start Date	Anticipated Completion Date
01/03/11	09/23/11
02/14/11	11/04/11
04/04/11	12/16/11
05/16/11	02/17/12
07/05/11	06/29/12
08/15/11	08/17//12
09/26/11	09/28/12
11/07/11	11/9/12
01/09/2012	12/21/12
02/20/2012	02/15/13
04/09/2012	03/29/13
05/21/2012	05/17/13
07/09/2012	06/28/13
08/20/2012	08/16/13
10/01/2012	09/27/13
11/12/2012	11/08/13

*Note: All programs may not be offered on
all dates listed above.*

Holiday Schedule

January 2012 – January 2013

Date(s)	Holiday
01/16/12	Martin Luther King Day
03/29/12 – 04/08/12	Spring Holiday
05/28/12	Memorial Day
06/29/12 – 07/08/12	Summer Holiday
09/03/12	Labor Day
11/22/12 - 11/23/12	Thanksgiving Holiday
12/22/12 - 01/06/13	Winter Holiday

Tuition and Fees

Pricing effective on October 17th, 2011.

Certificate in Le Cordon Bleu Culinary Arts

Tuition	\$19,200.00
*Application Fee	\$50.00
Student Services Fees	\$00.00
**Textbooks, and Supplies (plus tax)	\$300.00
Estimated Total Cost	\$19,550.00

Certificate in Le Cordon Bleu Patisserie and Baking

Tuition	\$19,200.00
*Application Fee	\$50.00
Student Services Fees	\$00.00
**Textbooks, and Supplies (plus tax)	\$300.00
Estimated Total Cost	\$19,550.00

* Mandatory fees for which student financial aid cannot be used.

**Fees include textbooks, uniforms, lab fees, and tool kits.

Retake Fees: Retake fees for any class will be \$200 per credit for lab and lecture courses and \$50 per credit for externships

Effective for students who complete an Enrollment Agreement as of **October 27, 2011**, there are no refunds on books and/or supplies provided to the student, or fees charged for any student who starts classes at the College and then later withdrawals. In addition, there are no refunds on books and/or supplies provided to the student, or fees charged for any student who starts classes at the College and then is later dismissed for any reason.

Financial Aid is available for those who qualify

Staff and Faculty

Administrative Staff

Campus President
Dr. Glenn R. Mack

Director of Admissions
Cristian Liuba

Executive Chef
Creighton Schroeder

Director of Career Services
Cybil Talley

Business Office Manager
Christopher Weinert

Associate Registrar
Renee Wilson

Chef Instructors/Faculty

Cristian Adasme, CEC
A.A., Culinary Arts – Art Institute of Atlanta

Guy Anderson
B.B.A., Business Administration – Campbell University
A.O.S., Culinary Arts – The Culinary Institute of America

Scott Bruce
ACFEI Culinary Apprenticeship

Michael Chornyak
A.O.S., Culinary Arts – The Culinary Institute of America

April Cullen, CWPC
M.B.A., Environmental & Social Sustainability, CTU
B.S., Food Service Management Johnson & Wales University
A.A.S., Baking and Pastry – Johnson & Wales University

Kristina Dahl
B.S., Hospitality Administration – Georgia State University
A.A.S., Culinary Arts – Johnson & Wales

Stephen Deihl, FMP
A.O.S., Culinary Arts – The Culinary Institute of America

Albert DiFonzo
B.S., Hospitality Administration – Florida International University
A.O.S., Culinary Arts – Culinary Institute of America

Robert Faver
M.Ed., Counseling/Psychology – State University of West Georgia

Ed.S., Counseling/Psychology – State University of West Georgia
B.A., English/Education – State University of West Georgia

Lisa Fernandez
A.A., Culinary Arts – Art Institute of Atlanta

Lori Flynn
B.S., Food Service Management – Johnson & Wales University
A.O.S., Pastry Arts – Johnson & Wales University

Gretchen George, CEPC
Associate in Specialized Tech Degree – Pennsylvania Institute of Culinary Arts

Sean Glenn
Piedmont Virginia Community College

Tonya Greene
M.Ed., Education – Central Michigan University
B.A., History – Fayetteville State University

Jae Gruber, FMP
B.A., Operations Mgt – Ashford University
A.A., Culinary Arts – Art Institute of Atlanta
A.A.S., – Hotel Mgt. – Gwinnett Technical College

Harry Haff, CEC, CCA
M.A., Music – Juilliard
B.A., Education – Montclair State College
A.O.S., Culinary Arts – Culinary Institute of America

Dan Harrar
Baccalaureat of Restaurant & Hotel Mgt, Brevet D'études Professionnelles, Cuisine Classique – Professional Institute of Technology, Nice, France; Brevet D'études Professionnelles, Service de restaurant et

gestion d'hôtel – Professional Institute of
Technology, Paris

Russell T. Hays
A.A., Culinary Arts – Art Institute of
Atlanta

Patrick Irwin
Culinary Technology – Faulkner School of
Culinary Arts

John Kanadu, CEC, CCE

Todd Kazenske, CEPC, AAC
A.B.S., Business – McIntosh College

Alan Knight
A.O.S., Culinary Arts – Johnson & Wales
University

Jeff Mekolites, CEC
B.S., Culinary Arts – Johnson & Wales
University
A.S., Culinary Arts – Johnson & Wales
University

Gina Melita, CEC
B.A., Culinary Management – Le Cordon
Bleu
A.O.S., Culinary Arts – Culinary Institute of
America

Joseph Petraglia, A.O.S. – Johnson & Wales
University

Amy Ponzoli
B.A., Culinary Management – Le Cordon
Bleu
A.O.S., Culinary Arts – Johnson & Wales
University

Kyle Reynolds, FMP
A.O.S., Culinary Arts – Johnson & Wales
University

Creighton Schroeder, CCC, CCE

B.A., Org Psychology & Development –
AIU
A.O.S., Culinary Arts – Culinary Institute of
America

Nagib Sued, CEC
A.A., Culinary Arts – Art Institute of
Atlanta

Catherine Taylor
A.S., Business – Academy of Lille, France

Cecelia Taylor
M.B.A., Information Systems – Keller
Graduate School of Management
B.A., Mathematics – Illinois State
University

Kenji Terawaki
B.A., Food and Beverage Administration –
INACAP, Santiago, Chile

Christopher Thompson
A.O.S., Culinary Arts – California Culinary
Academy

Benny Vega
A.O.S., Culinary Arts – Johnson & Wales
University

Marcus Volk
A.O.S., Culinary Arts – California Culinary
Academy

Steve Wattrick
B.A., Hotel Restaurant and Institutional
Management – Michigan State University

Marshall Welsh
B.A., Advertising – University of Georgia

Faculty Key

A.A. Associate of Arts
A.A.B. Associate of Applied Business
A.A.C. American Academy of Chefs
A.C.E. Approved Certification Examiner
A.O.S. Associate of Occupational Studies
A.S. Associate of Science
A.S.B. Associate of Specialized Business
A.S.T. Associate in Specialized
Technology

B.A. Bachelor of Arts
B.S. Bachelor of Science
C.C. Certified Cook
C.C.C. Certified Chef de Cuisine
C.C.E. Certified Culinary Educator
C.E.C. Certified Executive Chef

C.E.P.C. Certified Executive Pastry Chef
C.H.E. Certified Hospitality Educator
C.S. Certified Sommelier
C.S.C. Certified Sous Chef
C.W.P.C. Certified Working Pastry Chef
F.M.P. Foodservice Management
Professional
M.A. Master of Arts
M.A.T. Master of Arts in Teaching
M.B.A. Master in Business Administration
M.Ed. Master of Education
M.F.A. Master of Fine Arts
M.L.S. Master in Library Science
M.M. Master of Music
M.S. Master of Science

Revisions to the 2011-2012 Catalog:

Effective January 2012

Page 9– Statement of Ownership – Please replace the Executive Officers of CEC and Members of the CEC Board of Directors language that is currently in the catalog with the following:

The executive officers of CEC are:

Steven H. Lesnik, President and Chief Executive Officer

Michael J. Graham, Executive Vice President and Chief Financial Officer

Members of the CEC Board of Directors are:

Steven H. Lesnik, Chairman

Leslie T. Thornton, Lead Independent Director

Dennis H. Chookaszian

David W. Devonshire

Patrick W. Gross

Greg L. Jackson

Thomas B. Lally

Statement of Ownership

Le Cordon Bleu College of Culinary Arts, Tucker, Georgia is owned by **le Cordon Bleu North America, Inc.**, a Delaware Corporation, which is wholly owned by Career Education (CEC). CEC is a Delaware corporation with principal offices located at 231 North martingale Road, Schaumburg, IL 60173.

Page 15 - Proof of High School Graduation – Please replace the current POG language in the catalog with the following:

Le Cordon Bleu College of Culinary Arts requires each candidate to furnish proof of high school graduation, a General Educational Development Certificate (GED), or its equivalent, or other acceptable proof of graduation, including a conferred College degree from a valid institution providing secondary education, or equivalent of such graduation, no later than the student's start date. Any documents from countries outside the United States of America will be evaluated by a third-party. In these cases, the documents must be received by Le Cordon Bleu College of Culinary Arts by the student's start date. Students who fail to provide a valid proof of high school graduation will be subject to cancellation

Page 17 – Financial Aid Information

Institutional Scholarships and Grants

ProStart High School Scholarship

Le Cordon Bleu offers the ProStart High School Scholarship to high school graduates who have successfully completed Level 1 (Junior Year, High school) and Level 2 (Senior Year, High school) of the ProStart curriculum. A onetime scholarship will be applied to the student's account based on the value of Culinary Foundations I. The value of the scholarship will be credited to the student's account prior to the student starting classes at Le Cordon Bleu. In the event of a student failing Culinary Foundations I the student is responsible for the cost of retaking the class. Each start date, eligible students will be offered a \$1,397 scholarship which is the equivalent cost of Culinary Foundation I in the 2012 academic year. The deadline for application is the day prior to the start of classes each term. Once it is determined that available funding is exhausted, scholarships

will not be awarded to otherwise eligible students. For 2012, \$139,700 has been budgeted for high school scholarships.

BLEU Grant

Le Cordon Bleu College of Culinary Arts offers institutional grants to students who have exhausted all federal, state, and private loans, grants or scholarships, have an outstanding tuition balance and are enrolled in the following programs: Le Cordon Bleu Culinary Arts (21 Month AOS and Certificate programs), Le Cordon Bleu Pâtisserie and Baking (21 Month AOS and Certificate Programs). Grants may range from \$200 to \$6288. Students will be considered for the grant upon completion of the admissions application process and the financial aid application process, with no separate grant application required. The College makes available a limited amount of money each year for such grants. Once it is determined that available funding is exhausted, grants will not be awarded to otherwise eligible students. For 2012, \$1,028,948 has been budgeted for institutional grants.

Le Cordon Bleu (LCB) Scholarships

All applicants of the following scholarships must be enrolled full-time.

Alumni Referral Scholarship

Le Cordon Bleu offers Alumni Referral Scholarships to students who submit a letter of recommendation from an alumnus of the institution. Applicants must have exhausted all federal and state funding and have an outstanding tuition balance. Each start date, a maximum of three students at each applicable institution will be offered \$500 scholarships for their first academic year. Students will be considered for the Le Cordon Bleu Alumni Referral Scholarship once they have completed the admissions application process, have a valid Institutional Student Information Record (ISIR) on file, and have submitted both the Le Cordon Bleu Alumni Referral Scholarship application and their recommendation letter. Applications are due by the end of the add/drop period for each start date; awards will be based on financial need as well as quality of recommendation. Scholarship recipients must continue to satisfy the school's stated Standards of Academic Progress (SAP) as defined in the school's catalog to remain eligible for the scholarship. Scholarship applications will be evaluated as they are received. Once the maximum number of scholarships is awarded for the start and/or for the year, no additional scholarships will be awarded for that start or year. For 2012, a maximum of 20 first-year scholarships will be awarded at each applicable institution totaling \$10,000 in Le Cordon Bleu Alumni Referral Scholarships.

Best of the Best Scholarship

Le Cordon Bleu offers Best of the Best Scholarships to students who graduate high school or college with a GPA of 3.5 or higher. Students must have exhausted all federal and state funding and have an outstanding tuition balance. Each start date, a maximum of three students at each applicable institution will be offered up to \$2,500 scholarships for their first academic year. Students will be considered for the Best of the Best Scholarship once they have completed the admissions application process, have a valid Institutional Student Information Record (ISIR) on file, and have submitted the Best of the Best Scholarship application and their high school/college transcript. Applications are due by the end of the add/drop period for each start date; awards will be based on financial need as well as academic achievement. Scholarship recipients must continue to satisfy the school's stated Standards of Academic Progress (SAP) as defined in the school's catalog and maintain a GPA of 3.2 to remain eligible for the scholarship. Scholarship applications will be evaluated as they are received. Once the maximum number of scholarships is awarded for the start and/or for the year, no additional scholarships will be awarded for that start or year. For 2012, a maximum of 10 first-year scholarships at each applicable institution will be awarded totaling \$25,000 in Le Cordon Bleu Best of the Best Scholarships.

Foundations Scholarship

Le Cordon Bleu offers Foundations Scholarships to students who complete a 500-700 word-processed essay on the topic of, "What drives your passion for the food-service industry?" Students must have exhausted all federal and state funding and have an outstanding tuition balance. In both the April and the November start date, a maximum of two students at each applicable institution will be offered \$500 scholarships for their first academic year. Students will be considered for the Foundations Scholarship once they have completed the admissions application process, have a valid Institutional Student Information Record (ISIR) on file, and have submitted both the Foundations Scholarship application and the required essay. Applications are due by the end of the add/drop period for each start date and awards will be based on financial need as well as quality of essay. Scholarship recipients must continue to satisfy the school's stated Standards of Academic Progress (SAP) as defined in the school's catalog to remain eligible for the scholarship. Le Cordon Bleu makes available a limited amount of money each year for such scholarships. Once the available funding is exhausted, scholarships will not be awarded to otherwise eligible students. For 2012, a maximum of four first-year scholarships at each applicable institution will be awarded totaling \$2,000 in Le Cordon Bleu Foundations Scholarships.

Member Scholarship

Le Cordon Bleu offers Member Scholarships to students who are members in a national student organization (SkillsUSA, ProStart, FCCLA). Students must have exhausted all federal and state funding and have an outstanding tuition balance. In 2012, a maximum of two students at each applicable institution will be offered up to \$2,000 scholarships for their first academic year. Students will be considered for the Member Scholarship once they have completed the admissions application process, have a valid Institutional Student Information Record (ISIR) on file, and have submitted the Member Scholarship application and supporting documentation of membership. Applications are due by the end of the add/drop period for each start date; awards will be based on financial need as well as membership. Member Scholarships cannot be combined with any other National Student Organization Competition Scholarship. Scholarship recipients must continue to satisfy the school's stated Standards of Academic Progress (SAP) as defined in the school's catalog to remain eligible for the scholarship. Scholarship applications will be evaluated as they are received. Once the maximum number of scholarships is awarded for the start and/or for the year, no additional scholarships will be awarded for that start or year. For 2012, a maximum of two scholarships at each applicable institution will be awarded totaling \$4,000 in Le Cordon Bleu Member Scholarships.

Officer Scholarship

Le Cordon Bleu offers Officer Scholarships to students who are members in a national student organization and are also an officer of SkillsUSA or FCCLA. Students must have exhausted all federal and state funding and have an outstanding tuition balance. In 2012, a maximum of two students at each applicable institution will be offered \$500 scholarships for their first academic year. Students will be considered for the Officer Scholarship once they have completed the admissions application process, have a valid Institutional Student Information Record (ISIR) on file, and have submitted the Officer Scholarship application and supporting documentation of membership. Applications are due by the end of the add/drop period for each start date; awards will be based on financial need as well as membership. Officer Scholarship cannot be combined with any other National Student Organization Competition Scholarship. Scholarship recipients must continue to satisfy the school's stated Standards of Academic Progress (SAP) as defined in the school's catalog to remain eligible for the scholarship. Scholarship applications will be evaluated as they are received. Once the maximum number of scholarships is awarded for the start and/or for the year, no additional scholarships will be awarded for that start or year. For 2012, a maximum of two scholarships at each applicable institution will be awarded totaling \$1,000 in Le Cordon Bleu Officer Scholarships.

SAT/ACT Accomplishment Scholarship

Le Cordon Bleu offers SAT/ACT Accomplishment Scholarships to students with SAT scores of 550 or better in Math and 550 or better in Critical Reading or ACT scores of 20 or better in Math and 20 or better in English. Students must have exhausted all federal and state funding and have an outstanding tuition balance. Each start date, a maximum of three students at each applicable institution will be offered \$1,000 scholarships for their first academic year. Students will be considered for the SAT/ACT Accomplishment Scholarship once they have completed the admissions application process, have a valid Institutional Student Information Record (ISIR) on file, and have submitted the Scholarship application and the required official SAT/ACT transcripts. Applications are due by the end of the add/drop period for each start date; awards will be based on financial need as well as SAT/ACT scores. Scholarship recipients must continue to satisfy the school's stated Standards of Academic Progress (SAP) as defined in the school's catalog to remain eligible for the scholarship. Scholarship applications will be evaluated as they are received. Once the maximum number of scholarships is awarded for the start and/or for the year, no additional scholarships will be awarded for that start or year. For 2012, a maximum of 10 first year scholarships at each applicable institution will be awarded totaling \$10,000 in Le Cordon Bleu SAT/ACT Scholarships.

Student Leader Scholarship

Le Cordon Bleu offers Student Leader Scholarships to students who graduate high school or college with a GPA of 3.2 or higher. Applicants must have exhausted all federal and state funding and have an outstanding tuition balance. Each start date, a maximum of three students at each applicable institution will be offered \$1,000 scholarships for the student's first academic year. Students will be considered for the Student Leader Scholarship once they have completed the admissions application process, have a valid Institutional Student Information Record (ISIR) on file, and have submitted both the Student Leader Scholarship application and their high school/college transcript. Applications are due by the end of the add/drop period for each start date; awards will be based on financial need as well as academic achievement. Scholarship recipients must continue to satisfy the school's stated Standards of Academic Progress (SAP) as defined in the school's catalog and maintain a GPA of 3.2 to remain eligible for the scholarship. Scholarship applications will be evaluated as they are received. Once the maximum number of scholarships is awarded for the start and/or for the year, no additional scholarships will be awarded for that start or year. For 2012, a maximum of 10 first-year scholarships will be awarded at each applicable institution totaling \$10,000 in Le Cordon Bleu Student Leader Scholarships.

Urban Leader Scholarships

Le Cordon Bleu offers Urban Leader Scholarships to students who graduated high school or college with a GPA of 3.0 or higher, who live in the larger urban city areas* and whose parents received no postsecondary academic training. Students must have exhausted all federal and state funding and have an outstanding tuition balance. Each start date, a maximum of three students at each applicable institution will be offered \$1,000 scholarships for their first academic year. Students will be considered for the Urban Leader Scholarship once they have completed the admissions application process, have a valid Institutional Student Information Record (ISIR) on file, and have submitted the Scholarship application and supporting documents. Applications are due by the end of the add/drop period for each start date; awards will be based on financial need as well as academic achievement and commitment to service and leadership. Scholarship recipients must continue to satisfy the school's stated Standards of Academic Progress (SAP) as defined in the school's catalog and maintain a GPA of 3.0 to remain eligible for the scholarship. Scholarship applications will be evaluated as they are received. Once the maximum number of scholarships is awarded for the start and/or for the year, no additional scholarships will be awarded for that start or year. For 2012, a maximum of 10 first-year scholarships at each applicable institution will be awarded totaling \$10,000 in Le Cordon Bleu Urban Leader Scholarships. *Contact the financial aid office to inquire about the urban city areas.

The following text replaces the Satisfactory Academic Progress Standards found on page 27 of the catalog.

Standards of Satisfactory Academic Progress (SAP)

All students must maintain satisfactory academic progress in order to remain in attendance at LCB Atlanta. Additionally, students receiving federal financial aid assistance must meet the satisfactory academic progress requirements in order to maintain eligibility to receive these funds. Satisfactory academic progress is determined by measuring the student's cumulative grade point average (CGPA) and the student's rate of progress (ROP) toward completion of the academic program at the end of each grading period which consists of every 6 weeks. Both the CGPA and ROP standards must be met in order to be considered as making satisfactory academic progress. These standards are outlined below.

Cumulative Grade Point Average (CGPA) Requirements

Students must meet minimum CGPA requirements at specific points throughout the program in order to be considered making satisfactory academic progress. These requirements are noted in the tables below. The CGPA will be reviewed at the end of each grading period after grades have been posted to determine if the student is meeting the minimum standard. Once the student reaches a new threshold, the minimum CGPA for that level must be maintained until the next level of review.

Rate of Progress (ROP) Toward Completion Requirements

In addition to the CGPA requirements, a student must maintain the minimum ROP in order to be considered to be making satisfactory academic progress. The rate of progress percentage is calculated by dividing the credits earned by the credits attempted. Only those credits required in the students program of study, including credits that were transferred from other approved institutions, and proficiency credits earned, are used in the ROP calculation. As with the determination of CGPA, the completion requirements will be reviewed at the end of each grading period after grades have been posted to determine if the student is progressing satisfactorily.

Certificate Programs		
Quarter Hours		
Credits	ROP	CGPA
0-26	60%	1.5
27+	66.67%	2.0

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 in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum timeframe.

How Transfer Credit/Change of Program Affect SAP

Credit that has been transferred into the institution by the student is included in the ROP calculation; however it has no effect on the grade point average requirement for SAP. Transfer credit is also considered when computing the maximum timeframe allowed for a program of study. 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 timeframe for this student's new program at institution B will be one and a half times (150%) x 180 = 270 credits. The 30 transfer hours will be included in the attempted and earned hours when the maximum timeframe and rate of progress is being calculated.

When a student elects to change a program at LCB Atlanta the student's earned credits and grades will be transferred into the new program as applicable, including transfer credit. Credits earned at the school in the original program of study that apply to the new program of study will be used when computing grade point average, rate of progress and maximum timeframe. Transfer credits from another institution that are applicable

to the new program of study will not be calculated in the grade point average but will be considered as credits attempted and earned in the maximum timeframe and rate of progress calculations. 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%) x 180 = 270 credits. The 30 external transfer hours will be included in the attempted and earned hours when the maximum timeframe and rate of progress are being calculated. The 10 credits earned in program A will be included in the grade point average calculation as well as the maximum timeframe and rate of progress calculation.

Warning and Probationary Periods for Students Receiving Financial Aid

At the end of each 6 weeks after grades have been posted, each student's CGPA and ROP is reviewed to determine whether the student is meeting the above requirements.

- A student will be placed on FA (Financial Aid) Warning immediately after the first term in which the CGPA or the ROP falls below the values specified in the tables above. At the end of the next term, the student will be removed from FA Warning and returned to SAP Met Status if the minimum standards are met or exceeded. A student who continues to fall below the specified values will be placed on FA Probation. The student will be required to successfully appeal in order to maintain eligibility for federal financial assistance. (see Appeals section below)
- A student who successfully appeals and is on FA Probation will be evaluated at the end of the second term of monitoring. A student who meets or exceeds the minimum standards will be removed from FA Probation and returned to a SAP Met status. If the minimum CGPA and ROP requirements are not met at the time of evaluation, the student will be placed on FA Dismissal Status and will be dismissed from school.

If at any point it can be determined that it is mathematically impossible for a student to meet the minimum requirements, the student will be dismissed from the school.

Notification of academic dismissal will be in writing. The Code of Conduct Policy section of this catalog describes other circumstances that could lead to student dismissal for non-academic reasons. A tuition refund may be due in accordance with the institution's stated refund policy.

During the period of FA Warning, a student is considered to be making satisfactory academic progress and remains eligible for financial aid. A student is also considered to be making satisfactory academic progress and remains eligible for financial aid during the FA probation period if an appeal is accepted by the institution.

A student on FA Warning and FA Probation must participate in academic advising as deemed necessary by the institution as a condition of academic monitoring. A student who fails to comply with these requirements may be subject to dismissal even though their CGPA or ROP may be above the dismissal levels.

Warning and Probationary Periods for Students Not Receiving Financial Aid

At the end of each 6 weeks after grades have been posted, each student's CGPA and ROP is reviewed to determine whether the student is meeting the above requirements.

- A student will be placed on Warning immediately after the first term in which the CGPA or the ROP falls below the values specified in the tables above. At the end of the next term, the student will be removed from Warning and returned to SAP Met Status if the minimum standards are met or exceeded. A student who continues to fall below the specified values will be placed on Probation. The student will be required to successfully appeal in order to remain in attendance at the institution. (see Appeals section below)

- A student who successfully appeals and is on Probation will be evaluated at the end of the second term of monitoring. A student who meets or exceeds the minimum standards will be removed from Probation and returned to a SAP Met status. If the minimum CGPA and ROP requirements are not met at the time of evaluation, the student will be placed on Dismissal Status and will be dismissed from school.

If at any point it can be determined that it is mathematically impossible for a student to meet the minimum requirements, the student will be dismissed from the school.

Notification of academic dismissal will be in writing. The Code of Conduct Policy section of this catalog describes other circumstances that could lead to student dismissal for non-academic reasons. A tuition refund may be due in accordance with the institution's stated refund policy.

A student on Warning or Probation must participate in academic advising as deemed necessary by the institution as a condition of academic monitoring. A student who fails to comply with these requirements may be subject to dismissal even though their CGPA or ROP may be above the dismissal levels.

Appeal

A student who has been placed on Probation or FA Probation 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 five (5) days of receiving notification of his/her dismissal. The student must explain what type of circumstances contributed to the academic problem and what action is being implemented to overcome the mitigating circumstance in the future. The decision of the Appeals Committee is final and may not be further appealed.

For the appeal of non-academic dismissals, please refer to the grievance policy within this catalog.

Reinstatement

A student who was previously academically dismissed may apply for reinstatement to the institution by submitting a written appeal to the Executive Chef. The appeal should be in the form of a letter explaining the reasons why the student should be readmitted. 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. Students who are interested in applying for federal financial aid may do so at this time.

On page 14 of the catalog the course description for LCBK212 should read as follows:

LCBK 212 – Advanced Patisserie Techniques

8 credits

Prerequisites: LCBK 122

This course focuses on concepts, procedures and techniques to produce plated desserts. The course emphasizes the preparation and assembly of finished desserts, tempering chocolate, sauce preparation, and garnishes. The course will also include buffet preparation methods that incorporate menu design, cost controls and layout.

The following language replaces page 26 of the 2011-2012 catalog:

Application of Grades and Credits Policy Change

Grade Scale

Letter Code	Description	Included in Credits Earned	Included in Credits Attempted	Included in CGPA	Quality Points
A	A	Yes	Yes	Yes	4.00
B	B	Yes	Yes	Yes	3.00
C	C	Yes	Yes	Yes	2.00
D	D	Yes	Yes	Yes	1.00
F	F	No	Yes	Yes	0.00
I	Incomplete	No	Yes	No	n/a
W	Withdrawn	No	Yes	No	n/a
AU	Audit	No	No	No	n/a
P	Pass	Yes	Yes	No	n/a
TC	Transfer	Yes	Yes	No	n/a
PR	Proficiency Credit	Yes	Yes	No	n/a
L	Leave of Absence	No	No	No	n/a

Application of Grades and Credits

The grade chart in the 2011-2012 catalog describes the impact of each grade on the student's academic progress. For calculating rate of progress, grades of 'F' (failure) and, 'W' (withdrawn) are counted as hours attempted, but are not counted as hours successfully completed. Students who wish to withdraw from a course at any time need to fill out a Course Withdrawal Form available in the Registrar's office. Courses the student officially drops before the third course meeting will have no record of the course on their transcript. A 'W' will be awarded to a student that officially drops or is administratively dropped before the course ends.

The student must repeat any required course in which a grade of F or W is received. Students will only be allowed to repeat courses in which they received a D or below. In the case of a 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. Federal financial aid may only be used for one repeat of a previously passed course.

A fee will be charged to repeat a class (see addendum for details).

To receive an incomplete (I), the student must petition to the Academic Office, before the last day of the course, for an extension to complete the required coursework. The student must be able to pass the course with the completed work. Incomplete grades that are not completed within 14 calendar days after the end of the course will be converted to an 'F' and will affect the student's CGPA accordingly. Le Cordon Bleu College of Culinary Arts and California Culinary Academy reserve the right to extend the time needed to fulfill the incomplete.

Students who disagree with a grade they have received should contact the instructor if they wish to discuss their concern. If the student is unable to resolve the dispute with instructor, he or she should write a letter of appeal no later than seven (7) days following the end of the course explaining the reasons for the dispute to the Department Chair/Executive Chef who will investigate the dispute and recommend a decision. The Department Chair/Executive Chef will issue the student a final decision within five (5) business days.