



Le Cordon Bleu College of Culinary Arts

Catalog 2011-2012



LE CORDON BLEU
COLLEGE OF CULINARY ARTS

Portland, OR

Le Cordon Bleu

Great Cities, Great Dreams, Great Opportunities.

Portland Main Campus

600 SW 10th Avenue, Suite 500
Portland, OR 97205-2740
(503) 223-2245 / (888) 848-3202

Atlanta Branch Location

Le Cordon Bleu College of Culinary Arts
1957 Lakeside Parkway, Suite 515
Tucker, GA 30084
(770) 938-4711

Minneapolis/St. Paul Branch Location

Le Cordon Bleu College of Culinary Arts
1315 Mendota Heights Road
Mendota Heights, MN 55120
(651) 675-4700

Be Part of the Exciting Culinary and Hospitality World

At Le Cordon Bleu College of Culinary Arts, we are committed to intensive Le Cordon Bleu Culinary Arts and Pâtisserie & Baking programs that are comprehensive yet short enough to allow students to quickly enter the vibrant hospitality industry.

Le Cordon Bleu College of Culinary Arts operates under the corporate laws of Oregon and the regulations of Oregon's Office of Degree Authorization.

This school is a business corporation authorized by the State of Oregon to offer and confer the academic degrees described herein, following a determination that the state academic standards will be satisfied under OAR 583-030.

Inquiries concerning the standards or school compliance may be directed to: Oregon Student Assistance Commission Office of Degree Authorization 1500 Valley River Drive, Suite 100 Eugene, OR 97401 (541) 687-7452

This school is licensed under Chapter 28C.10RCW and is authorized to advertise and recruit for the following programs:

Le Cordon Bleu Culinary Arts Certificate and Le Cordon Bleu Pâtisserie and Baking Certificate. Inquiries or complaints from State of Washington residents regarding this or any other private vocational school may be made to:

Workforce Training and Education Coordinating Board
128 Tenth Avenue SW
P.O. Box 43105
Olympia, Washington 98504-3105
(360) 753-5673

This catalog is current as of the time of publication. From time to time, it may be necessary or desirable for Le Cordon Bleu College of Culinary Arts to make changes to this catalog due to the requirements and standards of the school's accrediting body, state licensing agency or U.S. Department of Education, or due to market conditions, employer needs or other reasons.

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, school policies and procedures, faculty and administrative staff, the school calendar and other dates, and other provisions. Changes will not negatively affect currently enrolled students.

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, they do accurately represent the general type of quality of equipment and facilities found at Le Cordon Bleu College of Culinary Arts.

Le Cordon Bleu cannot guarantee employment or salary.

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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 five 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. Throughout your training, you will have opportunities to learn the skills you need effectively and efficiently, so that when you complete the program, you will 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 are very proud of that commitment. I hope you'll 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.



Julia Brooks

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 five continents, including seventeen campuses throughout the United States, each with students and alumni from culturally diverse backgrounds. Le Cordon Bleu in 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 certificate awarded by Le Cordon Bleu in North America.



About Le Cordon Bleu College of Culinary Arts

Mission Statement and Goals

Le Cordon Bleu College of Culinary Arts 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.

History

Le Cordon Bleu College of Culinary Arts, formerly the Western Culinary Institute, was established in 1983 to meet the growing demand for professionally trained culinarians.

Le Cordon Bleu College of Culinary Arts proudly became a part of Career Education Corporation (CEC) in October 1996. CEC is dedicated to building a network of career schools and universities that are characterized by the quality of their curricula and their ability to assist graduates in obtaining employment within their chosen fields.

In early 1999, a truly unique agreement was reached between Le Cordon Bleu, Paris, France and Career Education Corporation. The Le Cordon Bleu Culinary program started its first students at Le Cordon Bleu College of Culinary Arts in January 2000. The Pâtisserie and Baking program started its first students in October of 2003.

The quality hands-on training at Le Cordon Bleu College of Culinary Arts has attracted students from all over the United States and many foreign countries. The intensive Le Cordon Bleu Culinary and Pâtisserie and Baking programs are rigorous, but highly rewarding.

Educational Philosophy

The purpose of Le Cordon Bleu College of Culinary Arts is to provide basic training in established Le Cordon Bleu cuisine and pastry baking proficiencies.

The core curricula at Le Cordon Bleu College of Culinary Arts is hands-on teaching of cuisine and pastry skills as well as the theoretical knowledge that must underlie competency in these related fields. Le Cordon Bleu College of Culinary Arts

endeavors to expose students to the different styles and variety of equipment and to prepare them for entry-level positions in the foodservice or hospitality industry.

The programs at Le Cordon Bleu College of Culinary Arts offer students the opportunity to:

- Learn and effectively practice technical skills in food preparation and service.
- Become familiar with purchasing and inventory controls, buffet work, plate presentation, and basic principles of kitchen management.
- Understand the principles of food identification, sanitation, nutrition and food/beverage composition.
- Gain appreciation for the history, evolution and international diversity of the dynamic hospitality industry.
- Develop the personal sense of professionalism necessary for a successful career in the foodservice and hospitality industries.
- Acquire the attributes of a professional entry-level cook or baker. These qualities include stamina, dexterity, hand-eye coordination, teamwork, timing and the artistry of food presentation and service.

With this comprehensive training, Le Cordon Bleu College of Culinary Arts graduates should be able to function in a variety of foodservice organizations that focus on cuisine or baking and pastry.

Students graduating from the Certificate in Le Cordon Bleu Culinary Arts program will have received training for entry-level positions such as Prep Cook, Catering Cook, and Line Cook. Students completing the Certificate in Le Cordon Bleu Pâtisserie and Baking program will have received training for entry-level positions such as

Le Cordon Bleu

Cake Decorator, Assistant Pastry Cook, Baker, and Pastry Cook.

The success or satisfaction of an individual student is not guaranteed and is dependent upon abilities and the application of personal efforts to the requirements of Le Cordon Bleu College of Culinary Arts. Career advancement assistance for a specific industry position may be enhanced by the education received, but will depend on an individual's abilities, attitude, and prior relevant experience.

Faculty

The 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 industry.

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

Accreditation

Accreditation by a nationally recognized agency provides assurance that a school is well established and recognized as a quality institution, has adequate facilities and equipment, maintains recognized and approved courses of study and employs competent, qualified faculty.

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.

The Associate degree in Culinary Arts is accredited by the American Culinary Federation Education Foundation Accrediting Commission (ACFEFAC).

Affiliations & Memberships

- Accrediting Council for Independent Colleges and Schools.
- Oregon Restaurant and Lodging Association.

Le Cordon Bleu College of Culinary Arts does business as an autonomous educational operation, with support and oversight provided by the parent corporation, Career Education Corporation (CEC).

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1500 Valley River Drive, Suite 100
Eugene, OR 97401
(541) 687-7452.

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Le Cordon Bleu Culinary Arts Certificate and Le Cordon Bleu Pâtisserie and Baking Certificate.

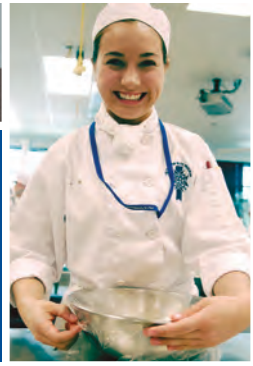
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Workforce Training and Education Coordinating Board

128 Tenth Avenue SW
P.O. Box 43105
Olympia, Washington 98504-3105
(360) 753-5673

This catalog contains a summary of the policies, rules, and procedures of the college at the time of publication. Le Cordon Bleu College of Culinary Arts reserves the right to change any provision of this catalog at any time.

Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format.



Statement of Ownership

Le Cordon Bleu College of Culinary Arts is incorporated and is owned by Western Culinary Institute, Ltd., which 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

Gary E. McCullough
President and Chief Executive Officer

Michael J. Graham
Executive Vice President and
Chief Financial Officer

CEC Board of Directors

Steven Lesnik, Chairman
Dennis H. Chookaszian
David W. Devonshire
Patrick W. Gross
Greg L. Jackson
Thomas B. Lally
Gary E. McCullough
Leslie T. Thornton

Shareholders

Major shareholders owning 10% or more of the corporate stock include:
Blum Capital Partners LP

Administration

Julia Brooks, President
Matt Kuerbis, Executive Chef
Kimberly Velasquez, Admissions
Katie Stone, Business Operations Manager
Marsha Parmer, Director of Career Services
Sharon Tani, Regional Librarian

Le Cordon Bleu

Certificate in Le Cordon Bleu Culinary Arts

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

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

Program Outline

Course Code	Course Title	Lecture Hours	Lab Hours	Externship Hours	Credits
LCBC105	Food Safety and Sanitation	30	0	0	3
LCBC110	Culinary Foundations I	30	20	0	4
LCBC122	Culinary Foundations II	51	49	0	7
LCBC132	Culinary Foundations III	51	49	0	7
LCBC152	Baking and Pastry	51	49	0	7
LCBC212	Cuisine Across Cultures	61.5	38.5	0	8
LCBC222	Catering and Buffets	51	49	0	7
LCBC250	Externship I	0	0	180	6
LCBC255	Externship II	0	0	180	6
Total Required for Graduation		325.5	254.5	360	55

Program Outline

Time: 12 months instruction

Contact Hours: 940

Quarter Credits: 55

Upon completion of the program, the graduate should have the skills needed to begin his/her career 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.



Certificate in Le Cordon Bleu Pâtisserie and Baking

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.

Possible Outcomes

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

Program Outline

Time: 12 months instruction
 Contact Hours: 940
 Quarter Credits: 55

Upon completion of the program, the graduate should have the skills needed to begin his/her career 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.

Program Outline

Course Code	Course Title	Lecture Hours	Lab Hours	Externship Hours	Credits
LCBC105	Food Safety and Sanitation	30	0	0	3
LCBC110	Culinary Foundations I	30	20	0	4
LCBK102	Introduction to Pâtisserie and Baking Techniques	51	49	0	7
LCBK112	Baking Principles and Viennoiserie	51	49	0	7
LCBK122	International Pâtisserie, Cake Formula, and Assembly	51	49	0	7
LCBK212	Advanced Pâtisserie Techniques	61.5	38.5	0	8
LCBK222	Centerpieces and Cake Decoration Techniques	51	49	0	7
LCBK250	Externship I	0	0	180	6
LCBK255	Externship II	0	0	180	6
Total Required for Graduation		325.5	254.5	360	55

Le Cordon Bleu

Course Descriptions

Course Numbering System

Le Cordon Bleu College of Culinary Arts uses a course numbering system that consists of a four-letter prefix followed by three numbers and indicates both the area of study and general freshman or sophomore level of the course.

Courses numbered 100-199 are generally taken during a student's first academic year. Courses numbered 200-299 are generally taken during a student's second academic year. Although the course number indicates the general level of study, courses may be completed out of sequence with a student's current study level, upon approval from the Executive Chef.

The unit of credit is the Quarter Credit hour.

Note: The institution reserves the right to reschedule any course that is selected by fewer than ten students. Due to course scheduling and student demand, not all courses are available or offered every module.

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 and LCBC110

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 culminate 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 taught Le Cordon Bleu techniques become more familiar.

LCBC152 – Baking and Pastry

(51/49/0)

7 Credits

Prerequisites: LCBC105 and LCBC110

This course covers the fundamentals of baking and pastry arts, which include terminology, technology, equipment, measurement, and recipe costing and analysis. Different classical mixing methods along with standard recipe adherence principles, bakery sanitation and product storage are 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

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 menu development and business aspects of a catering operation. Students will have an opportunity to combine taught 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 Patisserie and Baking Techniques

(51/49/0)

7 Credits

Prerequisite: None

The course introduces the fundamental concepts, skills and techniques of basic baking. Special emphasis placed on the study of ingredient functions, product identification, and weights and measures as applied to baking. Students will have the

Le Cordon Bleu

opportunity to apply basic baking techniques in the preparation of cookies, cakes, muffins, tarts, basic custards and petit fours. Traditional meringues, butter creams and Génoise sponge will be included.

LCBK112 – Baking Principles and Viennoiserie

(51149/0)

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

(51149/0)

7 Credits

Prerequisites: LCBK112

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

Prerequisite: LCBK122

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. Students will also have the opportunity to produce a variety of candies, Bon Bons and brittles. The culmination of the course includes the creation of a basic chocolate centerpiece.

LCBK222 – Centerpiece and Cake Decoration Techniques

(51149/0)

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.

LCBK250 – 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 further develop and refine their skills with 180 hours of progressive industry experience along side school approved food service professionals.

LCBK255 – 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:

- 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 high school diploma or recognized equivalent. A copy of this documentation must be provided by the start date.*
- Payment of application fee or approved fee waiver form (non-refundable unless applicant is denied admission or cancels application within three days of the school's receipt of the application and fee).**
- Interview with an admissions representative.
- Complete Student Disclosure Form.
- Financial Aid Forms (if applicant wishes to apply for financial aid).
- Pass the Wonderlic Exam.

*As evidenced by one of the following: high school diploma, high school transcripts, DD214, GED transcript, or GED certificate. Le Cordon Bleu College of Culinary Arts does not accept modified diplomas.

**Application Fee Waiver Forms are approved by the President for students who have either:

1. Previously paid an application fee at Le Cordon Bleu College of Culinary Arts that was not refunded; or
2. Student has previously paid an application fee within the past two years to another Le Cordon Bleu campus in America that is equal to or higher than the amount at Le Cordon Bleu College of Culinary Arts that was not refunded by another Le Cordon Bleu campus across the country.

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.

Please speak with an Admissions Representative for complete details.

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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 Portland 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.

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 or higher 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.

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 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 school 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 school will be subject to the same admission requirements and procedures as new applicants. All re-entering students must complete a new Enrollment Agreement and are charged the rate of tuition and fees in effect at the time of re-entry.



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, a student 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 school Website (Chefs.edu/Portland) 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 by 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.

Le Cordon Bleu College of Culinary provides:

- 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 uses family size, income and resources to determine need. The actual amount of the award is based upon the cost of attendance, enrollment status, and the amount of money appropriated by Congress to fund the program. The Federal Pell Grant makes it possible to provide a foundation of financial aid to help defray the cost of a postsecondary education. Unlike loans, the Federal Pell Grant does not usually have to be paid back.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is a grant program for undergraduate students with exceptional need with priority given to students with Federal Pell Grant eligibility. The federal government allocates FSEOG funds to participating schools. This is a limited pool of funds and the school 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.

State Student Scholarships/Grants

For information concerning available scholarships and grants in their State of residence, students can contact the Federal Student Aid Information center at (800) 4FEDAID. For a detailed list of available private scholarships, students should contact the Tuition Planning Department.

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 Certificate program, Le Cordon Bleu Pâtisserie and Baking Certificate program. Grants may range from \$82 to \$15,046. 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, \$603,619 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 school, 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 school. 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

Various lending institutions offer loans to help cover the gap between the cost of education and the amount of federal 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.

Other Alternate Sources of Funding

Vocational Rehabilitation, United States Bureau of Indian Affairs, Private Industry Council (PIC) and Job Training Partnership Act (JTPA). See your Tuition Planner for more information.



Veterans Benefits

Programs at Le Cordon Bleu College of Culinary Arts are approved by the applicable State Approving Agency for the use of veterans benefits. 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 [(888) 442-4551], or go to <http://www.gibill.va.gov>. Eligible students must maintain satisfactory academic progress and all eligibility requirements to continue receiving Veterans' Educational Benefits. For the purposes of VA, this information extends to the Portland location only, not its branches.

Scholarships

Le Cordon Bleu Scholarships

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

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 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 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 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 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 foodservice industry?" Students must have exhausted all federal and state funding and have an outstanding tuition balance. For 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 2011, a maximum of four first-year scholarships at each applicable institution will be awarded totaling \$2,000 in Foundations Scholarships.

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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 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 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 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 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 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 2011, a maximum of 20 first-year scholarships at each applicable institution will be awarded totaling \$20,000 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 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 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 Scholarship Competitions

Show us your culinary potential, passion, and drive by competing in our kitchens — you may be awarded one of our scholarships.

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 (Including cost of tuition, books, uniform and a knife kit)
- Second Place: \$7,500
- Third Place: \$5,000

Le Cordon Bleu does not 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 (Including 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 (Including cost of tuition, books, uniform and a knife kit)
- Second Place: \$7,500
- Third Place: \$5,000

Le Cordon Bleu

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.

Refund Policy

The refund schedule is applicable both to the student and Le Cordon Bleu College of Culinary Arts. Upon withdrawal, the student is obligated to meet tuition costs for services rendered within the time limits provided in the text of the policy.

Le Cordon Bleu College of Culinary Arts is obligated, upon student withdrawal, to meet refund payments for services not received by the student as provided in the text of the policy. Le Cordon Bleu College of Culinary Arts is required by Oregon and Washington law to use and print the policy below:

1. If an applicant is not accepted, all monies paid by the applicant will be refunded.
2. An applicant or student may terminate enrollment by giving written notice to the school.
3. If termination occurs within five (5) business days of enrollment and prior to student attendance, all monies paid shall be refunded less any direct charges for books and supplies not returned or returnable to Le Cordon Bleu College of Culinary Arts. If termination occurs after five (5) business days of enrollment and prior to student attendance all monies paid shall be refunded with the exception of the application fee and less any direct charges for books and supplies not returned or returnable to Le Cordon Bleu College of Culinary Arts.

4. Students who have not visited the school can withdraw without penalty within three (3) days of:

- a) Regularly scheduled orientation, or
- b) a tour of the facilities and equipment.

5. In the event that a student shall terminate his/her attendance prior to his/her scheduled completion date, the student shall in no case be obligated for more tuition payments than listed in this section. The policy shall apply to all terminations, for any reason, by either party. In all cases the refund will be calculated from the last date of attendance.

6. Le Cordon Bleu College of Culinary Arts reserves the right to cancel or reschedule a starting class if the number of students enrolled is deemed insufficient. Le Cordon Bleu College of Culinary Arts will consider such cancellation a rejection and all monies paid by the student will be refunded.

7. If termination occurs more than five (5) business days after enrollment or after student attendance, the student who withdraws from the program is only obligated for the weeks attended within a payment period. A payment period at Le Cordon Bleu College of Culinary Arts is approximately 15 weeks in length (except for a final billing period that represents the remainder of the program and may be significantly shorter). The student will be refunded the pro-rata share of the tuition charged for the payment period based on the full weeks not attended within the payment period.

If Le Cordon Bleu College of Culinary Arts discontinues instruction after a student enters training, including circumstances where Le Cordon Bleu College of Culinary Arts changes its location, the student must

be notified in writing of such an event and is entitled to a pro-rata refund of all tuition and fees paid unless comparable training is arranged for by Le Cordon Bleu College of Culinary Arts and agreed upon, in writing, by the student. A written request for such a refund must be made within 90 days from the date the program was discontinued and the refund must be paid within 30 days after receipt of such a request.

The withdrawal date is used to determine when the student is no longer enrolled at Le Cordon Bleu College of Culinary Arts. A written statement will be provided showing allowable charges and total payments along with any monies due to the student that will be refunded within 30 days from the student's Withdrawal Date.

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.

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, students are 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 is the date indicated in written communication by the student to the Executive Chef or designee. 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 where the student does not complete the official withdrawal process.

Please note: 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.

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Academic Information

Unit of Credit Credit Definition

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 – Degree and Fully Transferable Non-degree Programs

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 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, practical, studio work, and other academic work leading to the award of credit hours.

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 50 students.

The average student to teacher ratio is 24:1.

Transfer of Credit to Other Schools

Transfer of credit is always at the discretion of the school and generally depends on comparability of curricula and may depend on comparability of accreditation.

Le Cordon Bleu College of Culinary Arts does not imply, promise or guarantee transferability of credits earned to any other school and it should not be assumed that any credits for any courses described in this catalog automatically transfer 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

Transfer of credit is always at the discretion of the school and generally depends on comparability of curricula and may depend on comparability of accreditation. 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 module 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 college. Students transferring from another Le Cordon Bleu College or Institute across 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 college.

Attendance Policy

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

See course syllabi for make-up information or speak to course instructor.

Grading System

Grade reports are available to students online through the Student Portal after five calendar days from the scheduled completion date of each course. Grades will remain available for viewing to all students who are in good standing. Course grades are based on the quality of work as shown by written tests, laboratory work, term papers, homework, projects, and other areas 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 chart on the following page describes the impact of each grade on a student's academic progress. For calculating rate of progress (see below), grades of 'F' (failure), 'W' (withdrawn), '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 Associate 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 who officially drops after the third course 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'.

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Grading Chart

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

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 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 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 eight (8) days after the beginning of the next session will be converted to an 'F' and will affect the student's CGPA. Le Cordon Bleu College of Culinary Arts reserves the right to extend the time needed to fulfill the incomplete.

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

Grade Appeal

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 posting of the grade explaining the reasons for the dispute to the Executive Chef or designee who will

investigate the dispute and recommend a decision. The Executive Chef or designee will issue the student a final decision within five (5) business days.

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 (SAP)

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 remain eligible to continue receiving federal financial assistance. Satisfactory academic progress is determined by measuring the student's cumulative grade point average (CGPA) and the student's rate of progress toward completion of the academic program at the end of each six-week module. 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.

Certificate Programs

Quarter Hours

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

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.

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. The maximum allowable attempted credits are noted in the table below.

Program	Maximum Allowable Credits
Certificate Le Cordon Bleu Pâtisserie and Baking	82
Certificate Le Cordon Bleu Culinary Arts	82

How Transfer Credits/Change of Program Affect SAP

Credit that has been transferred into the institution by the student is included in the Rate of Progress calculation; however 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

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.

Warning and Probation Periods

At the end of each grading period 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.

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- 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 Executive Chef 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 Executive Chef 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.

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.

Participation in the graduation ceremony does not constitute graduation from Le Cordon Bleu College of Culinary Arts and must be approved by the Director of Career Services or designee.

Academic Honors

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

High Honors

3.75 – 4.00 GPA

Honors

3.50 – 3.74 GPA

Graduation Documents

Le Cordon Bleu Certificate in Culinary Arts

Le Cordon Bleu Certificate in Pâtisserie and Baking

Le Cordon Bleu Diplôme



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 or designee 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 resume writing, interviewing skills 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 Executive Chef or President. Changes will not negatively affect currently enrolled students.

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

The 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. to 7:00 p.m. Monday through Thursday and 8:00 a.m. to 5:00 p.m. on Fridays unless posted otherwise.

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, Director of Career Services, 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.

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 directors of the administrative departments explain the ways in which they assist students and clarify students’ rights and responsibilities.

Student Portal

The Student Portal is a secure Website that allows a student access to his or her information including schedule, grades, account balance and activity, school events, school contact information, student handbook and much more. Le Cordon Bleu College of Culinary Arts offers this capability so that it is 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.

Advice and Guidance

All faculty members are interested in students as individuals. They want every student to succeed and with the student’s cooperation, will help them achieve academic success.

Each student will be assigned an advisor from a member of the academic team. Students in need of specific advice and guidance should check with their designated Advisor to be referred to the appropriate resource person. The student advisor, Executive Chef or designee provides academic advising and the Career Services staff offer career services assistance. The Business Office Manager and student finance representative provide services related to financial advising. Students desiring assistance or referral information about drug prevention assistance or other related resources should contact the Executive Chef. See later in this



catalog for more information related to the school's policy on drug prevention.

Student Dress

It is the philosophy of Le Cordon Bleu College of Culinary Arts that enrollment at Le Cordon Bleu College of Culinary Arts is similar to employment in the industry and that student conduct, attitude and dress should be the same as those desired by future employers. Please refer to the Student Handbook online for specific dress code information.

The Le Cordon Bleu College of Culinary Arts Student Handbook can be found on the Student Portal.

Housing and Transportation

Le Cordon Bleu College of Culinary Arts can assist students in locating housing options for those who request it. Once enrolled, students may complete a questionnaire to determine specific housing needs. Le Cordon Bleu College of Culinary Arts makes no promises or guarantees related to housing.

Student Record Retention

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

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. Transcripts should be requested with a signed statement submitted via fax or hard copy to the Associate Registrar.

Transcript Process and Fees:

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.

The first copy is free then fees are as follows:

\$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.

Student Activities

Le Cordon Bleu College of Culinary Arts encourages participation by its students in various school activities to develop leadership qualities and confidence.

Lockers

Day-use lockers are available to students on a first-come-first-serve basis for the purpose of storing their non-valuable personal effects. Le Cordon Bleu College of Culinary Arts is not responsible for any items lost or stolen from these lockers. Lockers may be searched by school administration for cause. Items must be removed daily. Items remaining will be considered abandoned.

Externship

The successful completion of an externship is a graduation requirement for all programs. Externships may be paid or non-paid. While performing an externship, the student is required to follow the Le Cordon Bleu College of Culinary Arts student conduct code and the policies and procedures of the host property. The externship allows students immediate access to career opportunities in the culinary and hospitality fields. The goal of this progressive training is to gain industry experience in a professional setting. This provides students with the opportunity to develop timing and efficiency in an industry-paced environment while integrating newly acquired knowledge and skills.

Please note: The granting of an externship position is subject to the approval of the host property.

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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 President's office during regular business hours.

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 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 (including theft), 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, 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 in 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 school activity. The only exception is authorized wine tasting within the classroom. Further information on the school'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 school's drug-free awareness program and drug- and alcohol-abuse prevention program may be obtained from the President's office.

Facility

Le Cordon Bleu College of Culinary Arts' main campus is situated in the heart of downtown Portland in the historic Galleria Building, located at 600 SW 10th Avenue, Suite 500. Le Cordon Bleu College of Culinary Arts is centrally located and offers immediate access to a public transportation system.

Within the main campus' approximately 39,023 square feet are nine kitchen classrooms (which include two demonstration labs) and four lecture rooms. Kitchen labs are equipped with food preparation equipment like that found in the industry.

A wide range of small wares are provided for the students' use in practicing a variety of culinary and baking and pastry skills and techniques. The programs are supported by food storage facilities that reflect those found in the industry.

Le Cordon Bleu

Branches

Atlanta Branch Location

Le Cordon Bleu
College of Culinary Arts
1957 Lakeside Parkway, Suite 515
Tucker, GA 30084
(770) 938-4711

Minneapolis/St. Paul Branch Location

Le Cordon Bleu
College of Culinary Arts
1315 Mendota Heights Road
Mendota Heights, MN 55120
(651) 675-4700

Hours of Operation

Hours of Operation, Instructional Hours, and Class Scheduling

Le Cordon Bleu College of Culinary Arts' hours of operation are 9:00 a.m. to 8:00 p.m., Monday through Thursday and 9:00 a.m. to 5:00 p.m. on Friday, unless posted otherwise. Instructional Hours of operation are from 6:00 a.m. to 10:35 p.m., Monday through Friday.

An instructional hour is defined as each scheduled 50-minute period.

All student schedules are issued at the discretion of Le Cordon Bleu College of Culinary Arts. Student work schedules must be made around assigned class hours. Courses are normally scheduled to begin at six-week intervals. Le Cordon Bleu College of Culinary Arts reserves the right to change, delete or schedule additional courses whenever necessary. To accommodate the changing industry environment, Le Cordon Bleu College of Culinary Arts also reserves the right to alter or substitute courses whenever necessary. Changes will not negatively affect currently enrolled students.

School Closing Information

Scheduled school closings can be found in the academic calendar. In the event of a weather-related closing, students will be notified via a global alert system that contacts their email and phone numbers provided to the school.

Class Hours

Classes generally meet Monday through Friday between 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. The exact start and end time depends on the specific course(s) in a module. Registration is conducted on a rolling basis.

Schedule of Course Offerings

The Executive Chef or designee is responsible for developing schedules of course offerings each module and making them available to all necessary parties. Not all courses may be offered every module. Last-minute changes to schedules are to be avoided whenever possible, but may be necessary to accommodate staffing and class size. The Executive Chef 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.

In all programs, individual class times may be subject to change.

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.

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:

ADA (Americans with Disabilities Act)
Coordinator

Le Cordon Bleu College of Culinary Arts
600 SW 10th Avenue, Suite 500
Portland, OR 97205

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' grievance procedures.

Responsibility for Personal Property

Le Cordon Bleu College of Culinary Arts assumes no responsibility for loss or damage to personal property through fire, theft, or other causes.



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.

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 or the class instructor.

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 Vice President of Academic Affairs.

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.

Le Cordon Bleu

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 other 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 school 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, at:
750 First Street, NE, Suite 980
Washington, D.C. 20002-4241
(202) 336-6780

The student may also file a complaint with:
the **Oregon Office of Degree Authorization**
Oregon Student Assistance Commission
1500 Valley River Drive, #100
Eugene, OR 97401
(541) 687-7452

Leave of Absence

An approved Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the limited time period during a program when a student is not in 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:

- 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 a 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.

Notification of Rights under FERPA with respect to Student Records

The Family Educational Rights and Privacy Act (FERPA) affords 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 identifying the record(s) the student wishes to review to the Associate 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 Executive Chef, 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 Associate 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

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

600 SW 10th Avenue, Suite 500 | Portland, OR 97205

Phone: 503.223.2245 | Toll Free: 888.848.3202 | Fax: 503.223.5554

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Holiday Schedule

January 2011 – January 2012

11/24/11 - 11/25/11..... Thanksgiving Holiday
12/17/11 - 01/08/12..... Winter Holiday

January 2012 – January 2013

01/16/12 Martin Luther King Day
02/17/12 In-Service/School Holiday
03/29/12 In-Service/School Holiday
03/30/12 In-Service/School Holiday
03/31/12 - 04/08/12..... Spring Holiday
05/17/12 In-Service/School Holiday
05/18/12 In-Service/School Holiday
05/28/12 Memorial Day
06/29/12 In-Service/School Holiday
06/30/12 - 07/08/12..... Summer Holiday
08/16/12 In-Service/School Holiday
08/17/12 In-Service/School Holiday
09/03/12 Labor Day
09/28/12 In-Service/School Holiday
11/08/12 In-Service/School Holiday
11/09/12 In-Service/School Holiday
11/22/12 - 11/23/12..... Thanksgiving Holiday
12/22/12 - 01/06/13..... Winter Holiday

Academic Calendar

Certificate Program in
Le Cordon Bleu Culinary Arts

Certificate Program in
Le Cordon Bleu Pâtisserie and Baking

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

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



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Staff and Faculty

Administrative Staff

President

Julia Brooks

Executive Chef

Matt Kuerbis

Business Operations Manager

Katie Stone

Director of Career Services

Marsha Parmer

Associate Registrar

John Eliassen

Faculty

Lead Chef Instructors**Ron Costa, CC**

Instructor – Culinary Arts Courses

Diploma, Culinary Arts – Le Cordon Bleu College of Culinary Arts

DJ Wendeborn

Instructor – Culinary Arts Courses

Associate of Occupational Studies, Culinary Arts - Le Cordon Bleu College of Culinary Arts



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Instructors

Daisy Bactad

Associate Instructor – Culinary Arts and Pâtisserie & Baking Courses
Diploma, Culinary Arts – Le Cordon Bleu College of Culinary Arts

Luke Becker

Instructor - Culinary Arts Courses
Associate Applied Science Degree, Culinary Arts – Boise State University

David Bell

Instructor – Culinary Arts Courses
Associate of Occupational Studies, Hospitality Restaurant Management- Le Cordon Bleu College of Culinary Arts

Andrea Bowers

Instructor – Pâtisserie & Baking Courses
Diploma, Culinary Arts – California Culinary Academy

Jorge Castaneda

Instructor – Culinary Arts Courses
Associate, Culinary Arts - Johnson & Wales

Sadie Damon

Instructor – Pâtisserie & Baking Courses
Associate of Occupational Studies, Baking & Pastry Arts – Culinary Institute of America

June Davies

Instructor – Culinary Arts Courses
Certificate, Food Service, City & Guilds of London Institute
Certificate, Wine, Spirits & Liqueurs, Wine & Spirits Education Trust Limited
Certificate, French Language, Institut Catholique de Paris

Kay Eliassen

Instructor – General Education Courses
Bachelor of Arts – International Relations, University of Oregon

Paul Folkestad

Instructor – Culinary Arts and General Education Courses
Bachelor of Arts, Journalism – University of Oregon
Diploma, Culinary Arts - Le Cordon Bleu College of Culinary Arts

Kelvin Gurr

Instructor – Culinary Arts Instructor
Associate of Applied Science Degree, Culinary Arts – Boise State University

Gene Hansen

Instructor – Culinary Arts
Bachelor of Arts, University of Iowa

Morris, John

Instructor – Pâtisserie & Baking Courses
Certificate, Basic Cooking for the Catering Industry, City & Guilds of London Institute

Dan Mulrooney

Instructor – Culinary Arts Courses
Industry Experience

Emma Nowell

Instructor – Pâtisserie & Baking Courses
Associate of Occupational Studies, Culinary Arts – New England Culinary Institute

Franz Popperl

Instructor – Culinary Arts Courses



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Certificate, Cooking – Lower Austria Chamber of
Commerce and Industry

Erica Stephensen

Instructor – Pâtisserie & Baking Courses

Diploma, Culinary Arts – Le Cordon Bleu College of
Culinary Arts

Susie Wilcox

Instructor – Culinary Arts Courses

Associate of Applied Science, Culinary Arts - Oakland
Community College

Dianne Winter

Instructor – Culinary Arts Courses

Diploma, Culinary Arts – Le Cordon Bleu College of
Culinary Arts

Anjali Wynkoop

Instructor – Culinary Arts and Pâtisserie & Baking
Courses

Associate of Occupational Studies Degree, Culinary
Arts – Le Cordon Bleu College of Culinary Arts



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Tuition and Fees

Arrangements for payment of tuition and program fees must be made on or before entering classes. For those students needing assistance financing their training program, please contact Le Cordon Bleu College of Culinary Arts and request a financial aid packet.

An Enrollment Fee of \$50 must accompany the Application for Admission and the Enrollment Agreement. The Application and Enrollment Agreement cannot be processed without this fee.

Financial obligations and refund policies are described in the Enrollment Agreement and the school catalog.

*Program Fee includes textbooks, handouts, uniforms, hats, aprons, towels, and a professional knife kit.

Housing and living expenses, as well as miscellaneous incidentals, are the student's responsibility.

Retake fees will be \$50.00 per credit for externship coursework and \$300.00 per credit for all other courses.

Financial Aid is available for those who qualify.

Certificate in Le Cordon Bleu Culinary Arts Program

Tuition	\$19,200.00
Application Fee (non-refundable)	\$50.00
Program Fee*	\$300.00
Total Cost	\$19,550.00

Certificate in Le Cordon Bleu Pâtisserie and Baking Program

Tuition	\$19,200.00
Application Fee (non-refundable)	\$50.00
Program Fee*	\$300.00
Total Cost	\$19,550.00



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

The executive officers of CEC are:

Steven 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 Lesnik, Chairman

Leslie T. Thornton, Lead Independent Director

Dennis H. Chookaszian

David W. Devonshire

Patrick W. Gross

Greg L. Jackson

Thomas B. Lally

Page 27 - The following text replaces the Satisfactory Academic Progress Standards:

Standards of Satisfactory Academic Progress

All students must maintain satisfactory academic progress in order to remain in attendance at Le Cordon Bleu College of Culinary Arts. 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 toward completion of the academic program at the end of each six-week module. Both the CGPA and ROP standards must be met in order to be considered as making progress. These standards are outlined below.



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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. Only those credits required in the student's program of study are used in the CGPA calculation. 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 Toward Completion Requirements

In addition to the CGPA requirements, a student must maintain the minimum rate of progress 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 rate of progress 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

Associate Programs

Quarter Hours

Credits	ROP	CGPA
0-15	50%	1.6
16-30	55%	1.75
31-45	60%	1.9
46+	66.67%	2.0



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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 and Change of Program Affect SAP

Credit that has been transferred into the institution by the student is included in the Rate of Progress calculation; however 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 Le Cordon Bleu College of Culinary Arts the student's attempted and earned credits and grades will be transferred into the new program as applicable, including transfer credit. Credits attempted and 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 six-week module 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 grading period in which the CGPA or the rate of progress falls below the values specified in the tables above. At the end of the next grading period, 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 next grading period. 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 unless the student is meeting the conditions of their academic plan.

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.



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Notification of academic dismissal will be in writing. The Code of Conduct Policy or Grievance 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 rate of progress may be above the dismissal levels.

Warning and Probationary Periods for Students Not Receiving Financial Aid

At the end of each six-week module 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 Warning immediately after the first grading period in which the CGPA or the rate of progress falls below the values specified in the tables above. At the end of the next grading period, 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 next grading period. 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 rate of progress requirements are not met at the time of evaluation, the student will be placed on Dismissal Status and will be dismissed from school unless the student is meeting the conditions of their academic plan.

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 or Grievance 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 rate of progress 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 Executive Chef within 5 business 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 Executive Chef is final and may not be further appealed.

For the appeal of non-academic dismissals, please refer to the Code of Conduct or Grievance Policy within this catalog.



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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.

Page 15 - Proof of High School Graduation – The following text replaces the current POG language:

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 no later than the student's start date. Students who fail to provide a valid proof of high school graduation will be subject to cancellation.

Effective January 2012:

Page 18 – Financial Aid Information - The following text will replace the Institutional Scholarships and Grants information:

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 Certificate program, Le Cordon Bleu Pâtisserie and Baking Certificate program. Grants may range from \$82 to \$15,046. 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, \$373,176 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



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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.



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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



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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.

Effective February 2012:

Page 21 – Financial Aid Information - The following text will replace the Scholarships for Pro Start Students information:

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.



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Effective April 9, 2012

The following language replaces page 25 - 26 of the 2011-2012 catalog:

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



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student's CGPA accordingly. Le Cordon Bleu College of Culinary Arts 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.



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