



**California Culinary Academy
Le Cordon Bleu Program**

Catalog 2011-2012



California Culinary Academy
Le Cordon Bleu Program
San Francisco

San Francisco, CA

California Culinary Academy

Le Cordon Bleu Program

Great Cities, Great Dreams, Great Opportunities.

This catalog is current as of the time of publication. From time to time, it may be necessary or desirable for California Culinary Academy (CCA) 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. California Culinary Academy 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.

California Culinary Academy 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 California Culinary Academy, they do accurately represent the general type and quality of equipment and facilities found at California Culinary Academy.

California Culinary Academy does not guarantee employment or salary.

Le Cordon Bleu® and the Le Cordon Bleu logo are registered trademarks of Career Education Corporation.

© 2011 California Culinary Academy



Table of Contents

Message from the Master Chef	4	Financial Aid Information	19	Student Services Information	32
Message from the Office of the President	5	Financial Assistance	19	Academic Assistance	32
Le Cordon Bleu — an International Passport Since 1895	6	How to Apply	19	Career Services	32
About California Culinary Academy	7	Financial Aid Programs	19	Externships	32
Mission Statement and Goals	7	Cancellation Policy	24	International Externship Locations	32
History	7	Refund Policy	24	Background Checks	33
Faculty	7	Return of Title IV Funds	25	Plans to Improve Academic Programs	33
Accreditation, and Affiliations	7	Withdrawal Date	25	CECybrary and Campus Library	33
Statement of Ownership	8	Academic Information	26	Student Services	33
Program Offerings	9	Unit of Credit	26	Housing and Transportation	33
Associate of Occupational Studies Degree in Le Cordon Bleu Culinary Arts	9	Transfer of Credit to Other Schools	26	Student Orientation	33
Certificate in Le Cordon Bleu Culinary Arts	10	Transfer of Credit to California Culinary Academy	26	Student Portal	34
Certificate in Le Cordon Bleu Pâtisserie and Baking	11	Residency	27	Student Record Retention	34
Course Descriptions	12	Attendance	27	Transcripts	34
Admissions Information	17	Make-up Policy	27	Uniform Policy	34
Admissions Policy	17	Grading System	27	Student Clubs	34
Admissions Procedures for International Students	18	Grading Chart	27	Special Services and Educational Opportunities	34
Non-Discrimination	18	Application of Grades and Credits	28	General Information	35
Re-Entering Students	18	Proficiency Credit	28	Campus Security	35
		Articulation Agreement	29	Conduct Policy	35
		Auditing a Course	29	Code of Conduct	35
		Overloads	29	Drug-Free Environment	36
		Standards of Satisfactory Academic Progress (SAP)	29	Facility	36
		CGPA Requirements	29	Class Hours	36
		Rate of Progress Toward Completion Requirements	30	Hours of Operation	36
		Maximum Time in Which to Complete	30	Schedule of Course Offerings	37
		How to Transfer Credits/Change of Program Affect SAP	30	School Closing Information	37
		Probation	30	Class Size	37
		SAP Appeal	31	Grievance Policy	37
		Reinstatement	31	General	37
		Graduation Requirements	31	Leave of Absence	38
		Academic Honors	31	Notification of Rights under FERPA with respect to Student Records	38
		Graduation Honors	31	Reasonable Accommodations Policy – Individuals with Disabilities	39
		Graduation Documents	31	School Performance Fact Sheet	39
				School Policies	40
				Termination Policy	40
				Unlawful Harassment Policy	40
				Catalog Addendum	42

California Culinary Academy

Le Cordon Bleu Program

Message from the Master Chef



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

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

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

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

Edward G. Leonard CMC, AAC
Vice President, Le Cordon Bleu
Executive Chef, Technique Restaurant



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 California Culinary Academy where we combine the classic culinary curriculum of Le Cordon Bleu with modern American technology and training.

You will train in our facility with experienced and supportive chef instructors, faculty, and staff. Our broad and challenging hands-on curriculum draws on Le Cordon Bleu's century-old tradition of immersion in the culinary and hospitality world, and instruction that emphasizes demonstration followed by practical application. By studying this curriculum, you will have the opportunity to learn the skills you need effectively and efficiently so that when you complete the program, you will be prepared to pursue a career in the culinary or hospitality industry. 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 California Culinary Academy. Together, we can work toward fulfilling your goal of joining the culinary or hospitality industry.

Peter Lee
President
California Culinary Academy



California Culinary Academy

Le Cordon Bleu Program

Le Cordon Bleu — an International Passport Since 1895

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

The name “Cordon Bleu” dates back to King Henry III and the Order of the Holy Spirit he founded in 1578. Their meetings became legendary for lavish banquets – and members, who wore medallions suspended on blue ribbons, were called Cordon Bleus. The name became synonymous with expertise and innovation.

The original Le Cordon Bleu cooking school opened in Paris in 1895. There are now 30 Le Cordon Bleu schools worldwide with students and alumni from culturally diverse backgrounds. Guiding principles established by the original school are still followed: informative demonstrations, hands-on teaching by experienced instructors, fine ingredients, and foundational techniques.

Today, Le Cordon Bleu 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 in the culinary, pastry and baking, and hospitality world.

In recognition of their accomplishment, graduates receive the coveted Le Cordon Bleu Diplôme, in addition to their specialized degree, certificate or diploma.



About California Culinary Academy

Mission Statement and Goals

California Culinary Academy 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 to which you will be exposed 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

At California Culinary Academy, we've been creating culinary excellence for over 30 years. One of the West's first culinary arts schools, we've been committed to providing high standards of culinary and pâtisserie arts training since 1977. Our Le Cordon Bleu culinary programs are designed to help students pursue their passions and prepare for professional careers in the culinary, pâtisserie and baking, and restaurant industry.

Faculty

Our faculty members are the keystone of California Culinary Academy's 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.

California Culinary Academy's 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

ACCSC – Main Campus

California Culinary Academy is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

Accrediting Commission of Career Schools and Colleges

2101 Wilson Blvd., Suite 302
Arlington, VA 22201
(703) 247-4212

The Accrediting Commission of Career Schools and Colleges is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

The Associate of Occupational Studies Degree (AOS) in Le Cordon Bleu Culinary Arts is accredited by the American Culinary Federation Foundation Accrediting Commission (ACFFAC).

Bureau for Private Postsecondary Education

What You Should Know About Our State Re-Approval

Although this institution was approved to operate by the former Bureau for Private Postsecondary and Vocational Education, our pending application for re-approval to operate has not yet been reviewed by the Bureau for Private Postsecondary Education.

For more information, call the Bureau for Private Postsecondary Education at (916) 574-7720, or toll-free at (888) 370-7589, or visit its Website at www.bppe.ca.gov.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
www.bppe.ca.gov
(916) 574-7720
or toll-free at (888) 370-7589
or fax (916) 263-1897

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet which must be

California Culinary Academy

Le Cordon Bleu Program

provided to you prior to signing an enrollment agreement. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Website, www.bppe.ca.gov.

Recognitions

United States Department of Education

California Culinary Academy is recognized by The United States Department of Education (USDOE).

Veterans Education Assistance Programs and Department of Homeland Security

CCA programs are approved for veterans training under the G.I. Bill of Rights and Veterans Education Assistance Programs (VEAP) and for international students under the rules and regulations of Department of Homeland Security (DHS).

Statement of Ownership

California Culinary Academy, LLC (d/b/a California Culinary Academy) is a Delaware limited liability company, 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

Edward A. Snyder

Leslie T. Thornton



Program Offerings

Associate of Occupational Studies Degree in Le Cordon Bleu Culinary Arts

The Associate of Occupational Studies Degree in Le Cordon Bleu Culinary Arts program is a 1550 contact-hour, 101 quarter-credit culinary arts training program and may be completed in 60 or 84 weeks, excluding holidays and breaks. The program consists of culinary laboratory courses, academic and general education courses, and concludes with a final exam and externship.

Program outcomes include:

- Demonstrate professional-level cooking techniques.
- Demonstrate sanitation principles as they apply to the professional kitchen.
- Demonstrate professionalism appropriate to the culinary and hospitality industry.
- Apply basic management principles to the demands of a hospitality business.
- Exhibit college-level reasoning skills.

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, Garde Manger, Baker, Roundsman and Prep Cook. The various titles of “chef” generally apply to more advanced roles in a professional kitchen (for example, Sous Chef, Executive Chef). 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. California Culinary Academy does not guarantee employment or salary.

While enrolled at CCA, each student is assigned to instructional groups of approximately 36 students. These groups are scheduled for all prescribed coursework and may be combined to form classes. Lecture classes will not exceed 72 students and production (hands on) will not exceed 36 students.

Core Curriculum Requirements

Course Code	Course Title	Quarter Credits
LCBC100	College Success and Career Portfolio	1.0
LCBC105	Food Safety and Sanitation	3.0
LCBC110	Culinary Foundations I	4.0
LCBC120	Culinary Foundations II	6.0
LCBC125	Cost Control and Purchasing	3.0
LCBC130	Culinary Foundations III	6.0
LCBC135	Nutrition	3.0
LCBC150	Baking and Pastry	6.0
LCBC160	Catering and Buffets	6.0
LCBC210	Cuisine Across Cultures	6.0
LCBC215	Hospitality Supervision and Entrepreneurship	5.0
LCBC225	Wine and Beverage	3.0
LCBC230	Contemporary Cuisine	4.0
LCBC240	Restaurant Rotation	8.0
LCBC250	Externship I	6.0
LCBC255	Externship II	6.0
Total Required Core Curriculum Credits		76.0

General Education Requirements

GEN113	Fundamentals of Oral Communication	5
GEN123	Hospitality Math	5
GEN133	Written Communication	5
GEN153	Software Applications	2.5
GEN163	Food Science	2.5
GEN173	Food Anthropology	5
Total Required General Education Credits		25.0
Total Credits Required for Graduation		101.0

California Culinary Academy

Le Cordon Bleu Program

Certificate in Le Cordon Bleu Culinary Arts

The Certificate in Le Cordon Bleu Culinary Arts is a 660 contact-hour, 37 quarter-credit program and may be completed in 36 weeks. This program is designed to prepare students with the skills appropriate for entry-level 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 externship experience that gives students a chance to practice skills they have been taught.

Program outcomes include:

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

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. California Culinary Academy does not guarantee employment or salary.

While enrolled at CCA, each student is assigned to instructional groups of approximately 36 students. These groups are scheduled for all prescribed coursework and may be combined to form classes. Lecture classes will not exceed 72 students and production (hands on) will not exceed 36 students.

Core Curriculum Requirements

Course Code	Course Title	Quarter Credits
LCBC105	Food Safety and Sanitation	3.0
LCBC110	Culinary Foundations I	4.0
LCBC120	Culinary Foundations II	6.0
LCBC130	Culinary Foundations III	6.0
LCBC150	Baking and Pastry	6.0
LCBC210	Cuisine Across Cultures	6.0
LCBC250	Externship I	6.0
Total Required Core Curriculum Credits		37.0
Total Credits Required for Graduation		37.0



Certificate in Le Cordon Bleu Pâtisserie and Baking

The Certificate in Le Cordon Bleu Pâtisserie and Baking program is an 805 contact-hour, 46 quarter-credit program and may be completed in 36 weeks. This program is designed to prepare students with the skills appropriate for entry-level positions in pâtisserie and baking. Students begin their program with classes in basic and fundamental concepts of pâtisserie and baking techniques and build to more advanced topics as the program progresses. The program features lecture and laboratory formats. The program concludes with one or more capstone experiences that give students a chance to practice skills taught throughout the course of their studies.

Program outcomes include:

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

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. California Culinary Academy does not guarantee employment or salary.

While enrolled at CCA, each student is assigned to instructional groups of approximately 36 students. These groups are scheduled for all prescribed coursework and may be combined to form classes. Lecture classes will not exceed 72 students and production (hands on) will not exceed 36 students.

Core Curriculum Requirements

Course Code	Course Title	Quarter Credits
LCBC100	College Success and Career Portfolio	1.0
LCBC105	Food Safety and Sanitation	3.0
PBK100	Introduction to Pâtisserie and Baking	4.0
PBK111	Introduction to Baking Principles and Ingredient Functions	4.0
PBK121	Viennoiserie and Laminated Doughs	4.0
PBK131	Basic Pâtisserie Techniques	4.0
PBK141	International Pâtisserie Custard, Fillings and Cream	4.0
PBK151	Introduction to Cake Formulas and Assembly Techniques	4.0
PBK161	Centerpiece and Cake Decoration Techniques	4.0
PBK171	Advanced Pâtisserie Techniques	4.0
PBK181	Advanced Techniques Modules	4.0
PBK201	Externship I for Pâtisserie and Baking	6.0
Total Required Core Curriculum Credits		46.0

California Culinary Academy

Le Cordon Bleu Program

Course Descriptions

Course Numbering System

California Culinary Academy uses a course numbering system that consists of a three- or 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 or designee. 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 term.

GEN113 – Fundamentals of Oral Communication

5 Credits

Prerequisite: None

This course is an introduction on the basic principles, methods and theories of oral communications. The student will practice speaking and listening skills that can help promote professional career opportunities and workplace relationships in the culinary and hospitality industry.

GEN123 – Hospitality Math

5 Credits

Prerequisite: None

This course introduces students to the basic math principles used in the hospitality industry. The course will explore math's application to recipe costing, yield testing, food, beverage and labor costing, and weights and measurements. This course is designed to prepare students for LCBC125 – Cost Control and Purchasing.

GEN133 – Written Communication

5 Credits

Prerequisite: None

This course emphasizes clear and effective writing, concentrating on basic grammar, spelling, sentence structure, and punctuation. Students will be exposed to the effective use of reference tools and generally acceptable methods of referencing sources. Students will have the opportunity to practice these skills through written exercises and assignments that represent activities in the hospitality industry.

GEN153 – Software Applications

2 Credits

Prerequisite: None

This hands-on course introduces computer software applications to the student. The curriculum includes word processing, spreadsheets, visual presentation software and email programs.

GEN163 – Food Science

2.5 Credits

Prerequisites: None

This course examines basic ingredients, properties, consistencies and compositions in the preparation of food products. Students will discuss chemical reactions and changes to food during the cooking process. Food chemistry and the effects of heat transfer during cooking are emphasized.

GEN173 – Food Anthropology

5 Credits

Prerequisite: None

This course explores the relationship between people and the foods they eat, the movement of foods and cooking techniques around the globe, and the impact of mealtime on communities. Through lecture, group discussion, and various outside-of-class assignments, the student will be presented with alternate perspectives on the history and daily impact of food on individuals and societies around the globe.

LCBC100 – College Success and Career Portfolio

1 Credit

Prerequisite: None

This college success class combines insight specific to both student success habits and gaining entry into the foodservice profession. The compilation of documents for inclusion in either print-based or digital portfolios is the capstone project in this Le Cordon Bleu course. Resume cover letter and reference page development for



employment-seeking presentation encompasses student outcomes. Strategies for note taking, reading for comprehension and test taking are explored. Interviewing skills, stress management, time management and personal finance management are discussed.

LCBC105 – Food Safety and Sanitation

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 be required to 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

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 and commercial equipment and its intended uses. Basic food science principles, recipe use, menu genres and 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.

LCBC120 – Culinary Foundations II

6 Credit

Prerequisites: LCBC105, 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, 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.

LCBC125 – Cost Control and Purchasing

3 Credits

Prerequisite: GEN123

This course provides students with an understanding of cost control and purchasing as it applies to managing a professional foodservice operation. Lectures focus on the design and implementation of cost control measures and effective purchasing procedures. The budget on both a daily basis and a per-event basis will be analyzed. Students will be exposed to a base understanding of profit and loss statements and how to track cost as it relates to the flow of food in various styles of industry establishments. Le Cordon Bleu curriculum components will include analysis of the benefits of fabrication versus value-added product purchasing and will encompass the student's individual industry goals with simulated business modeling exercises.

LCBC130 – Culinary Foundations III

6 Credits

Prerequisites: LCBC105, LCBC110, LCBC120

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 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.

California Culinary Academy

Le Cordon Bleu Program

LCBC135 – Nutrition

3 Credits

Prerequisite: None

This course is an introductory course in the study of the principles of human nutritional needs. Current dietary guidelines, the function of nutrients, and dietary fads will be discussed. Students will examine menus and recipes for modifications to optimizing nutritional content and balance the current trends in nutritional study with classical Le Cordon Bleu cuisine techniques. Emphasis will be placed on the relationship between diet, health, disease and how a food science foundation can benefit not only immune-challenged populations, but average healthy populations as well.

LCBC150 – Baking and Pastry

6 Credits

Prerequisites: LCBC105, LCBC110

This course covers the fundamentals of baking and pastry arts, which include terminology, technology, equipment, measurement, and formula conversions. Different classical mixing methods along with standard recipe-adherence principles, bakery sanitation and product storage 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/or plated desserts. Industry applications are emphasized as described by both classical Le Cordon Bleu cuisine techniques and customer demand in the modern-day bakery.

LCBC160 – Catering and Buffets

6 Credits

Prerequisites: LCBC105, LCBC110

Introducing classical and contemporary garde manger techniques are emphasized in this course. Students prepare and serve food in a variety of settings. This hands-on production course covers three major areas in buffet and catering operations: business, preparation, and execution. The course approaches these operations in the areas of catering, theme parties, weddings, holidays, and special events. Additional topics include cyclical menu development and business aspects of a catering operation. Students will have an opportunity to combine learned 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.

LCBC210 – Cuisine Across Cultures

6 Credits

Prerequisite: LCBC130 or Executive Chef or designee consent

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 the influences cuisines have had on each other.

LCBC215 – Hospitality Supervision and Entrepreneurship

5 Credits

Prerequisite: None

This course provides fundamental principles in business plan development with areas concentrating on hospitality financials, menu mechanics, staff training, and development of employees. The course also addresses current legal issues that employers face, how to schedule full- and part-time employees for staff retention and maximum scheduling efficiency, and the benefits of fixed, and variable cost management throughout the foodservice industry. Students in this course will have an opportunity through research to better understand the demands of managing people in today's diverse workforce.

LCBC225 – Wine and Beverage

3 Credits

Prerequisite: None

This course provides the student with the foundations necessary to understand and appreciate beverage alcohol service, a major profit center for the industry. Exploration into the various types of beverage service is emphasized. Focuses include wine, mixed drinks, coffees and teas, specialty beverages and how a beverage type can identify an establishment. Students are instructed in the art of wine evaluation, food pairing, and the basic understanding of the geography and history of wine. Other key components of the course include discussions on the processes involved in wine and spirit making including distillation, pasteurization, and wood aging. The course shows the importance of responsible alcohol service and the management of the responsibility that stems from operating a foodservice establishment which operates with a liquor license.



LCBC230 – Contemporary Cuisine

4 Credits

Prerequisite: LCBC130 or Executive Chef or designee consent

This course will focus on the evolution of cuisine from classical methods to contemporary methods. The student will have the opportunity to broaden his/her sensory development and use critical thinking to formulate his/her own conclusions about flavor profiling. This course will also involve the exploration of culinary trends such as use of local ingredients, food preservation, and alternative diets through recipe design. Honing the technical skills and creative interpretation of plate presentation are among the applications highlighted in this course. Upon completion of this course, the student should be able to create and execute a nutritionally balanced menu that targets a particular customer profile with an emphasis on flavor, balance, and harmony, while honoring the classical techniques even if using a more modern-day delivery presentation.

LCBC240 – Restaurant Rotation

8 Credits

Prerequisites: LCBC130, LCBC150, LCBC160, or Executive Chef or designee consent

In this final on-campus course, students are expected to apply the skills taught throughout the curriculum. Students will be exposed to both front-of-the-house and back-of-the-house functions and discussion will focus on how both areas balances a professionally-run foodservice establishment. Students will complete their final skill-based practical exam during the course. Students may have the opportunity to demonstrate an understanding of restaurant service functions and professionalism at catered functions, by working in-school restaurant

shifts or through participation in a simulated restaurant experience. Other activities that may be demonstrated or reviewed include tableside cooking, wine service presentation, cheese service presentation, or tableside salesmanship of coffees, teas and after-dinner liquors.

LCBC250 – Externship I

6 Credits

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

The externship is the final applied component of the Le Cordon Bleu culinary program. The student will have the opportunity to develop and refine their culinary skills further with 180 hours of progressive industry experience alongside school-approved foodservice professionals. For more detailed information regarding externships, see the Academic Information section of this catalog.

LCBC255 – Externship II

6 Credits

Prerequisite: LCBC250

This second course is required of all degree-seeking culinary arts students. The student 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. For more detailed information regarding externships, see the Academic Information section of this catalog.

PBK100 – Introduction to Pâtisserie and Baking

4 Credits

Prerequisite: None

This course introduces the fundamental concepts, skills, and techniques of basic pastry and baking methods. Emphasis will be placed on ingredient functions, product identification, and weights and measures. Students have the opportunity to apply these principles in the preparation of basic doughs, pies, tarts, and cakes.

PBK111 – Introduction to Baking Principles and Ingredient Functions

4 Credits

Prerequisites: PBK100, LCBC105

This course introduces the fundamentals of bread baking, baking science, and the vocabulary of bread. The difference between direct and indirect methods, techniques for improving lean breads, such as *pâte fermentée*, sponge, and pre-fermented techniques are discussed. Natural fermentation techniques, science of wild yeast fermentation, methodology for building loaves in stages, and principles of making wild yeast or sourdough bread are presented. Students have the opportunity to prepare long-rising wet doughs (*rustics*), flatbreads, focaccias, yeasted rye and whole-grain breads, pizza doughs, French pastry bases, and American doughs.

California Culinary Academy

Le Cordon Bleu Program

PBK121 – Viennoiserie and Laminated Doughs

4 Credits

Prerequisite: PBK111

The principles of Viennoiserie, rich and sweet doughs, braiding and knotting for rolls, long-rising wet doughs (rustics), flatbreads, focaccias, yeasted rye and whole-grain breads, and pizza doughs are expanded. Students have the opportunity to prepare a variety of products using these principles.

PBK131 – Basic Pâtisserie Techniques

4 Credits

Prerequisites: PBK100, LCBC105

Students have the opportunity to prepare a variety of cookie formulas and advanced non-yeasted doughs. Principles of planning, preparation, and mise en place in production of dessert buffets, mirror presentations, table designs, plated desserts, and balanced dessert menus are discussed and applied. Portioning, garnishing, color harmony, composition, and decoration of plated desserts for tableside and banquets are emphasized.

PBK141 – International Pâtisserie Custard, Fillings and Cream

4 Credits

Prerequisite: PBK131

Students have the opportunity to prepare a variety of French pastries, hot dessert soufflés, custards, dessert sauces, ice creams, sherbets, sorbets, and still-frozen desserts. Principles of planning, preparation, and mise en place in production of dessert buffets, mirror presentations, table designs, plated desserts, and balanced dessert menus are discussed and applied. Portioning, garnishing, color harmony, composition, and decoration of plated desserts for tableside and banquets are emphasized.

PBK151 – Introduction to Cake Formulas and Assembly Techniques

4 Credits

Prerequisites: PBK100, LCBC105

This course introduces students to the history of cakes and the ingredients, proportions, consistencies, and chemical reactions in cake and icing preparation. Principles of cake preparation, finishing, and decorating are presented and applied to a variety of different types of cake.

PBK161 – Centerpiece and Cake Decoration Techniques

4 Credits

Prerequisite: PBK151

This course covers advanced principles of cake preparation, finishing, and decorating. Students prepare special occasion cakes with particular emphasis on wedding cakes.

PBK171 – Advanced Pâtisserie Techniques

4 Credits

Prerequisites: PBK100, LCBC105

This is an introduction to basic chocolate and candy work. Students have the opportunity to prepare chocolates, caramels, toffees, nougats, Turkish delight, jellied candies, and starch-cast candies. Also introduced is the preparation of media for simple showpieces including marzipan, chocolate, plastique, nougatine, pastillage, and cocoa painting.

PBK181 – Advanced Techniques Modules

4 Credits

Prerequisite: PBK171

Principles of preparation for sugar show work including pulled flowers, ribbons and bows, blown fruit, figurines, and sugar casting are presented. Students have the opportunity to prepare showpieces such as candy boxes with ribbons, bows, and chocolate filigree.

PBK201 – Externship I for Pâtisserie and Baking

6 Credits

Prerequisite: All other required program courses must be completed prior to taking the externship courses unless permission is granted by the Executive Chef or designee

The externship is the final applied component of the Le Cordon Bleu Pâtisserie and Baking program. The student will have the opportunity to develop and refine their culinary skills further with 180 hours of progressive industry experience alongside school-approved foodservice professionals. For more detailed information regarding externships, see the Academic Information section of this catalog.



Admissions Information

Admissions Policy

Students should apply for admission as soon as possible in order to be accepted for a specific program and start date.

All applicants are required to complete a personal interview with an admissions representative, either in person or by telephone, depending upon the distance from the school. Parents and/or significant others are encouraged to attend. This gives applicants and their families an opportunity to see and learn about the school's equipment and facilities and to ask questions relating to the school's curriculum and career objectives. Personal interviews also enable school administrators to determine whether an applicant is a strong candidate for enrollment into the program.

In addition, each applicant must:

- Complete an Application form.
- Execute all enrollment documents including the Application form and Enrollment Agreement (if applicant is under 18 years of age, the Enrollment Agreement must also be signed by a parent or guardian).
- Possess a standard high school diploma or recognized equivalent, or completion of a home education program pursuant to the requirements of the state of residence.
- Sign a request for high school or GED transcript (and official college transcripts, where applicable).*
- Complete financial aid forms (if applicant wishes to apply for financial aid).

- Pay application fee (non-refundable unless applicant is denied admission or cancels application within three (3) days of the school's receipt of the application and fee).
- Receive a passing score for the Wonderlic Scholastic Level Exam.**

*Proof of High School Graduation

California Culinary Academy 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 California Culinary Academy no later than two (2) weeks before the start date.

**Wonderlic

Prior to entering into an agreement with California Culinary Academy, all students must take and pass the Wonderlic Scholastic Level Exam. The minimum scores are as follows:

- Associate of Occupational Studies (AOS) Degree in Le Cordon Bleu Culinary Arts: 14
- Certificate in Le Cordon Bleu Culinary Arts: 12
- Certificate in Le Cordon Bleu Pâtisserie and Baking: 12

If on the first attempt an applicant does not pass the entrance examination and misses a passing score by only 1 point, he/she may retake the test immediately. If on the first attempt the applicant does not pass the entrance examination and misses a passing score by more than 1 point, he/she must wait twenty-four hours before another attempt is made. If the applicant does not pass a second time, he/she must wait twenty-four (24) hours before another

California Culinary Academy

Le Cordon Bleu Program

attempt is made. If the applicant does not pass on the third attempt, he/she must wait seven (7) days before another attempt can be made to pass the test. If an applicant does not pass a fourth time, he/she must wait thirty (30) days before another attempt can be made to pass the test. If an applicant does not pass a fifth time, he/she must wait one full year (365 calendar days) before another attempt can be made to pass the test.

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

Criminal Conviction Policy

In an effort to maintain a safe educational and working environment for students and staff, California Culinary Academy 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 California Culinary Academy 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. California Culinary Academy reserves the right to conduct criminal background checks on applicants and students in circumstances deemed appropriate by California Culinary Academy.

Admissions Procedures for International Students

International students are encouraged to apply for admission. All applicants must meet the same admission requirements as U.S. citizens. All documents should be accompanied by an English translation and evaluation. Students whose native language is not English will be required to take the Test of English as a Foreign Language (TOEFL) or demonstrate English proficiency through other measures established by the school. An affidavit of financial support should be submitted. Detailed information will be provided through our Admissions office. The school is authorized under Federal law to enroll nonimmigrant students. No English language services are provided by the school. Instruction is conducted in English. Limited assistance is offered by the school with regard to applying for an M-1 visa and charges incurred related to this process are the responsibility of the applicant.

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, with the exception of the application fee for all students who re-enter less than a year after leaving the school. 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.

A re-entering student must:

- Request permission to re-enter (may include the need to appeal).
- Have Executive Chef or designee approval.
- Have Student Accounts approval.
- Re-enter in a different evaluation period than the one in which he or she withdrew.
- Return only when space is available in the program.

Students who transfer from or to another Le Cordon Bleu school across the country must have Student Accounts approval. All past due balances must be paid before entering a new Le Cordon Bleu school. All CEC loans must be in good standing.



Financial Aid Information

Financial Assistance

Financial aid is available for those who qualify. California Culinary Academy 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. California Culinary Academy administers its financial aid programs in accordance with prevailing federal and state laws and its own institutional policies. Students are responsible for providing all requested documentation in a timely manner. Failure to do so could jeopardize the student's financial aid eligibility. In order to remain eligible for financial aid, students must maintain satisfactory academic progress as defined in this catalog.

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

How to Apply

Students who want to apply for federal aid (and state aid, if applicable) must complete a Free Application for Federal Student Aid (FAFSA) each year.

This application is available online at California Culinary Academy's Website (www.chefs.edu/San-Francisco) 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 California Culinary Academy before financial aid packages can be estimated and processed.

Financial Aid Programs

Grants

Federal Pell Grant

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

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is a grant program for undergraduate students with exceptional need, with priority given to students with Federal Pell Grant eligibility. The federal government allocates FSEOG funds to participating 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.

Academic Competitiveness Grant (ACG)

The ACG Grant will no longer be available after July 1, 2011.

The Academic Competitiveness Grant (ACG) is available to students who have successfully completed a rigorous High School program (as defined by the Secretary of Education). The ACG provides funding for the first and second academic year of undergraduate study. Students must be enrolled at least half time, be U.S citizens (or eligible non-citizens) and receiving a Federal Pell Grant during the award year. Second- year students must also have a cumulative grade point average (CGPA) of at least 3.0 on a 4.0 scale.

State Grant Cal Grant

Cal Grant awards are state-funded monetary grants given to students to help pay for college expenses. The awards do not have to be paid back. California Culinary Academy participates in Cal Grant A, B, and C.

The Cal Grant program is administered by the California Student Aid Commission. State aid for the most part is reserved for California resident students with financial need as determined by the information contained on their Free Application for Federal Student Aid (FAFSA). In addition, the Cal Grant programs require academic qualification as derived from the Student Aid Commission Grade Point Average (GPA) Verification Form. Both the FAFSA and GPA Verification must be submitted by March 2 of each year.

California Culinary Academy

Le Cordon Bleu Program

Chafee Grant

The California Chafee Grant Program gives free money to foster youth and former foster youth to use for vocational school training or college courses.

BLEU Grant

California Culinary Academy offers institutional grants to students who have exhausted all federal, state, and private grants or scholarships, have an outstanding tuition balance and are enrolled in the following programs: Le Cordon Bleu Culinary Arts (21 Month AOS and Certificate programs), Le Cordon Bleu Pâtisserie and Baking Certificate program. Grants may range from \$526 to \$12,896. 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. CCA 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, \$1,233,613 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.

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

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

Veterans' Educational Benefits

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



Yellow Ribbon Grant

In accordance with the VA-Yellow Ribbon Program, a provision of the Post-9/11 Veterans Educational Assistance Act of 2008, California Culinary Academy has established a Yellow Ribbon Grant. Eligibility and amounts are determined on an annual basis and are subject to change.

To be eligible for the grant, a candidate must be accepted for admission to California Culinary Academy, be eligible for Chapter 33 Post-9/11 veterans benefits at the 100% rate, as determined by the Department of Veterans Affairs, complete the appropriate California Culinary Academy attestation form and allow for the verification of their Chapter 33 Post-9/11 eligibility via a DD-214 Member-4, Certificate of Eligibility or comparable government document. The conditions are as follows:

- Candidates must be either an eligible Veteran or a Dependent of an eligible Veteran who meets the Chapter 33 Post-9/11 GI Bill Transferability requirements (www.gibill.va.gov).
- Candidates must apply and be accepted for admission to California Culinary Academy to be eligible.
- The Yellow Ribbon Grants are applied as a credit to the student's account and no cash payments will be awarded to the student.
- The Yellow Ribbon Grant is used exclusively towards prior or current program charges
- The Yellow Ribbon grant is awarded for each period in the program that the student is determined eligible and where the grant is needed.
- The Yellow Ribbon Grant is non-transferrable and non-substitutable

and cannot be combined with any other institutional grant at California Culinary Academy.

California Culinary Academy is committed to assisting military students in determining the best options available to them. To receive additional information on Veterans' Educational Benefits eligibility, please contact the Veterans Administration at (800) 827-1000 or (888) GI Bill-1 [(888) 442-4551]. You may also visit the VA website at <http://www.gibill.va.gov>.

Institutional Scholarships

Le Cordon Bleu Scholarships

All applicants for the following scholarships must be attending full time.

Alumni Referral Scholarship

Le Cordon Bleu offers Alumni Referral Scholarships to students who submit a letter of recommendation from an alumnus of the institution. Applicants must have exhausted all federal and state funding and have an outstanding tuition balance. Each start date, a maximum of three students at each applicable institution will be offered \$500 scholarships for their first academic year. Students will be considered for the Le Cordon Bleu Alumni Referral Scholarship once they have completed the admissions application process, have a valid Institutional Student Information Record (ISIR) on file, and have submitted both the Le Cordon Bleu Alumni Referral Scholarship application, and their recommendation letter. Applications are due by the end of the add/drop period for each start date; awards will be based on financial need as well as quality of recommendation. Scholarship recipients must continue to satisfy the school's stated Standards of Academic Progress (SAP) as defined in the school's catalog to remain eligible for the scholarship. Scholarship applications will

be evaluated as they are received. Once the maximum number of scholarships is awarded for the start and/or for the year, no additional scholarships will be awarded for that start or year. For 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.

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 twenty (20) first-year scholarships will be awarded at each applicable institution totaling \$20,000 in Le Cordon Bleu Student Leader Scholarships.

California Culinary Academy

Le Cordon Bleu Program

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.

SAT/ACT Accomplishment Scholarship

Le Cordon Bleu offers SAT/ACT Accomplishment Scholarships to students who provide 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.

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?" Student must have exhausted all federal and state funding and have an outstanding tuition balance. For both the Spring and Fall 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.

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.

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 a \$4,000 scholarship 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 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.

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 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. Officer Scholarship cannot be combined with any other NSO Competition Scholarship.

Le Cordon Bleu 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 in North America. 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

Le Cordon Bleu Scholarships for SkillsUSA Students

These scholarships follow 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 in North America. 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

California Culinary Academy

Le Cordon Bleu Program

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.

Cancellation Policy

A student has the right to cancel their Enrollment Agreement, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. If this Agreement is not accepted by the California Culinary Academy or if the school cancels this Agreement prior to the first day of class attendance, all monies, excluding the application fee, will be refunded. All requests for cancellation by the student must be made in writing and mailed or hand delivered to the Director of Admissions at 350 Rhode Island Street, San Francisco, CA 94103. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by this Agreement. For written notice sent by mail to the mailing address given above, the postmark date shall be used to determine the cancellation date. Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided. All monies paid by an applicant (including the application fee) must be refunded if requested within three days after signing an enrollment agreement and making an initial payment.

Refund Policy

You have the right to withdraw from CCA at any time. Refunds are made for a student who withdraws or is withdrawn from CCA prior to the completion of his/her program and is based on the tuition billed for the block in which the student withdraws. Refunds will be based on the total charge incurred by the student at the time of withdrawal, not the amount the student has actually paid. The refund shall be the amount the student paid for instruction multiplied by a fraction, the numerator of which is the number of hours attended and the denominator of which is the total number of hours of instruction for which the student has paid. Tuition and fees attributable to any block beyond the block of withdrawal will be refunded in full. Only new, unused toolkits, books, equipment and/or uniforms returned within five days following the notification of an official withdrawal or date of determination of withdrawal (whichever is later) are refundable. Certain supplies and equipment (including but not limited to shoes, cravates, and commis caps) cannot be returned for clearly recognized health and sanitary reasons. Because these items cannot be returned, CCA will not issue a refund for these items once they have been purchased and received by a student. When a student withdraws from CCA; he/she must complete a student withdrawal form with the Registrar's Office. The date from which refunds will be determined is the last date of recorded attendance. Refunds will be made within 30 calendar days of the notification of an official withdrawal or date of determination of withdrawal by CCA. The student understands that if he/she withdraws or is withdrawn prior to the end of the block he/she is subject to the Return of Title IV Funds policy noted below which may increase the balance due

to CCA. If there is a balance due to CCA after all Title IV funds have been returned, this balance will be due immediately, unless a cash-payment agreement for this balance has been approved by CCA. Credit balances due to the student of less than \$5 (after all refunds have been made) will not be refunded to the student/lender unless requested by the student.

Refund of Books and Supplies: If, at the time of withdrawal, the student has paid for books and supplies but has not yet received them, he/she will receive a full refund for those books and supplies. However, if he/she has paid for books and supplies and received them, the amount of books and supplies refunded will depend on whether or not the items are returned in a timely fashion. Only new, unused toolkits, books equipment and/or uniforms returned within five days following the notification of an official withdrawal or date of determination of withdrawal (whichever is later) are refundable. Otherwise, CCA will retain an amount equal to the charge for books and supplies not returned. Please note, students will be liable for the amount, if any, by which the documented cost for the books and supplies exceeds the amount of their tuition refund. Certain supplies and equipment (including but not limited to shoes, cravates, and commis caps) cannot be returned for clearly recognized health and sanitary reasons. Because these items cannot be returned, CCA will not issue a refund for these items once they have been purchased and received by a student.

For the purpose of determining a refund, a student shall be deemed to have withdrawn from CCA when any of the following occurs:

1. The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.



2. The school terminates the student's enrollment for failure to maintain satisfactory academic progress; failure to abide by the rules and regulations of the institution and/or failure to meet financial obligations to the school.
3. The student incurs fifteen (15) consecutive absences without an approved Leave of Absence. In this case, the date of withdrawal shall be deemed the last date of recorded attendance.
4. The student fails to return from a leave of absence.

If any portion of the student's tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining amount of refund will first be used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received. Any remaining amount will be paid to the student.

Refunds to Loan and Grant Sources:

Refunds to loan and grant sources may create a balance due from the student to CCA. If the student receives financial aid and/or Veterans' Educational Benefits, he/she will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student is eligible for a loan guaranteed by the federal or state government and defaults on the loan, both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which he/she is entitled to reduce the balance owed on the loan.
2. The student may not be eligible for any other federal aid at another institution or other government assistance until the loan is repaid.

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 he/she 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.

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. 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. ACG.
4. Federal SEOG.
5. 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 California Culinary Academy is the date indicated in written communication by the student to the Registrar's Office. If a student does not submit written notification, the school will determine the student's withdrawal date based upon federal regulations and institutional records.

For federal student loan reporting purposes, the student's last date of attendance will be reported as the effective date of withdrawal for both official withdrawals and those where the student does not complete the official withdrawal process.

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

California Culinary Academy

Le Cordon Bleu Program

Academic Information

Unit of Credit

The Quarter-Credit hour is the unit of academic measurement used by California Culinary Academy. A minimum of 10 (ten) 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.

Transfer of Credit to Other Schools

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:

The transferability of credits you earn at California Culinary Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in Le Cordon Bleu Culinary Arts or the certificate you earn in Le Cordon Bleu Pâtisserie and Baking, or Le Cordon Bleu Culinary Arts, is also at the complete discretion of the institution to which you may seek to transfer. If the degree or certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending California Culinary Academy to determine if your credits, degree, or certificate will transfer.

California Culinary Academy does not imply or guarantee that credits completed at California Culinary Academy will be accepted by or transferable to any other college, university, or institution, and it should not be assumed that any credits for any courses described in this catalog can be

transferred to another institution. Each institution has its own policies governing the acceptance of credit from other institutions such as California Culinary Academy. Students seeking to transfer credits earned at California Culinary Academy 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 California Culinary Academy

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 California Culinary Academy. Courses taken at the previous institution must be determined by California Culinary Academy to be sufficiently equivalent to courses offered at California Culinary Academy. In addition, California Culinary Academy must determine that those courses are applicable to their program of study at California Culinary Academy. 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 California Culinary Academy for review. Students may also be required to submit a school catalog. Students must petition for transfer credit with the Executive Chef or designee as soon as possible after admission. It is recommended that all prior coursework be submitted prior to matriculation, but no later than the end of registration for the student's first block of study.

Students who receive transfer credit will have the program tuition charge prorated 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 California Culinary Academy. Students transferring from another Le Cordon Bleu College or Institute may be allowed to carry in more program credits at the discretion of the Executive Chef or designee, but would be required to earn a minimum of 25 percent of their credits in residence at CCA.

Attendance

Regular classroom attendance is not only an essential ingredient for academic achievement, but is also a fundamental building block for success in the hospitality industry after graduation. As part of the course requirements, students must attend at least 80 percent of the scheduled time for each course in order to achieve satisfactory

attendance. Students in any of the externship courses are required to complete all scheduled hours and record attendance throughout the scheduled course to achieve satisfactory attendance. Students who do not achieve satisfactory attendance may earn a failing grade on their transcripts and may be required to repeat the course. Absences will include tardiness or early departures. Students who are not in attendance for any portion of a class will accrue time absent calculated in percentage increments of 25, 50, or 100 percent of the class period as reflected on each daily roster. Students who have been absent from all their scheduled classes for more than 21 consecutive calendar days, not including scheduled school holidays or breaks, and/or students who officially withdraw from all current courses will be administratively withdrawn from the school.

Make-up Policy

A student may be allowed to make up missed assignments in a course for excused absences only. All requests for make-up assignments must be directed to the course instructor. Upon approval, the course instructor will arrange for the student to make up the missed class assignments. The instructor may arrange for classes to be made up in another section of the same course. Make-up assignments must cover the material missed during the absence. The Executive Chef and the instructor confirm availability and will inform the student of the days and times for the make-up sessions.

Grading System

Grade reports are available to students online through the Student Portal at the completion of each term, module, or quarter. Course grades are based on the

Grading Chart

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
WF	Withdrawn-Failure	No	Yes	Yes	0.00
AU	Audit	No	No	No	N/A
P	Pass	Yes	Yes	No	N/A
TC	Transfer	Yes	Yes	No	N/A
AR	High School Articulation Credit	Yes	Yes	No	N/A
PR	Proficiency Credit	Yes	Yes	No	N/A
L	Leave of Absence	No	No	No	N/A

California Culinary Academy

Le Cordon Bleu Program

quality of work as shown by written tests, laboratory work, term papers, and projects as indicated on the course syllabus. Earned quality points are calculated for each course by multiplying the quality point value for the grade received for the course times the credit hour value of the course. For example, a 4.0 credit course with a grade of 'B' would earn 12.0 quality points [credit value of course (4) times quality point value of 'B' (3)]. The Cumulative Grade Point Average (CGPA) is calculated by dividing the total earned quality points by the total credits completed.

Application of Grades and Credits

The grade chart on the previous page describes the impact of each grade on the student's academic progress. For calculating rate of progress, grades of 'F' (failure), 'W' (withdrawn), and 'WF' (withdrawn/failure) are counted as hours attempted, but are not counted as hours successfully completed. Students who wish to withdraw from a course at any time need to fill out a Course Withdrawal Form available in the Registrar's office. 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 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'.

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', 'F', or 'WF', the better of the two grades received is calculated into the CGPA. The lower grade will include a double asterisk indicating that the course has been

repeated. Both original and repeated credits will be counted as attempted credits in rate of progress calculations. A student is only allowed to repeat a grade of 'F' one time. A second failure in the course may result in the student being withdrawn from the program. Students requesting to re-enter the program will be required to appeal to the Executive Chef or designee.

A fee will be charged to repeat a class. Refer to Tuition and Fees section of the Addendum for details.

To receive an incomplete ('I'), the student must petition to the Instructor, Executive Chef or designee, 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) business days after the beginning of the next session will be converted to an 'F' and will affect the student's CGPA accordingly. California Culinary Academy reserves the right to extend the time needed to fulfill the incomplete.

Students who disagree with a grade they have received should contact the instructor if they wish to discuss their concern. If the student is unable to resolve the dispute with instructor, he or she should write a letter of appeal no later than seven (7) calendar days following the end of the course 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.

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

Proficiency Credit

California Culinary Academy may offer the opportunity for students to demonstrate proficiency in a course and receive course credit by an examination generally known as a "test out." Test out examinations are permitted in the following courses:

GEN113 – Fundamentals of Oral Communication

GEN123 – Hospitality Math

GEN133 – Written Communication

GEN153 – Software Application

GEN163 – Food Science

GEN173 – Food Anthropology

LCBC105 – Food Safety and Sanitation

LCBC135 – Nutrition

A request from a student for a test out will be granted if an examination is available and the Executive Chef or designee has reason to believe the student's experience or previous education warrants such an evaluation. Students must earn a score of 85% or better on the test in order to receive course credit.

Proficiency examination requests will not be honored for a student if:

- The student is currently attending the course.
- The student previously attended the course for which the exam is being requested.
- The student previously failed the proficiency exam for that course.

Proficiency credit is noted on the student's transcript with a 'PR'. Proficiency credits are not calculated in the GPA, CGPA, or rate of progress. If a student receives proficiency credit and later enrolls in the course, the grade earned in the course will



be calculated in the GPA, CGPA, and rate of progress. All tests and supporting documentation for proficiency credit will be retained in the student's academic file.

National Proficiency Exams

Proficiency credit, recorded as 'PR' on the transcript, for certain courses may be granted to students who achieve acceptable scores on specific nationally recognized exams such as CLEP, Advanced Placement (AP), and DANTES. The American Council on Education (ACE) recommendations are used when awarding CLEP or DANTES credit. Credit for AP coursework is based solely upon the student's performance on the national examination administered by the College Board. A score of three (3) or better on the AP examination is required for proficiency credit.

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

Articulation Agreement

An Articulation Agreement exists between California Culinary Academy and Le Cordon Bleu College of Culinary Arts in Scottsdale. This agreement is collaboration between the Associate of Occupational Studies Degree in Culinary Arts offered by California Culinary Academy into the Bachelor of Arts in Le Cordon Bleu Culinary Management at Le Cordon Bleu College of Culinary Arts in Scottsdale.

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 school. 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.

Overloads

While not recommended, occasionally students may need or want to take courses within their program of study in addition to their currently scheduled courses. This usually occurs when a student repeats a course.

Students may take an overload:

- After the first academic year.
- If the student's CGPA is 3.0 or higher.
- For no more than six (6) consecutive weeks.
- Must discuss potential impact with Financial Aid.

A student may not schedule an overload in order to create a break in his/her program.

Standards of Satisfactory Academic Progress (SAP)

The institution's standards of academic progress meet all current U.S. federal requirements for institutional participation in Title IV financial aid programs. Because the institution believes its standards to be valid indicators of successful progress towards graduation, they are applied equally to all students, regardless of their financial aid status.

Satisfactory academic progress is a cumulative measure of a student's performance, and includes all periods of

the student's enrollment. Both quantitative and qualitative standards must be used to evaluate satisfactory academic progress. Quantitative and qualitative standards are measured every block.

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. These are outlined below.

CGPA Requirements

Students must meet minimum CGPA requirements at specific points during their enrollment in order to be considered making satisfactory academic progress. These requirements are noted in the tables below. These will be reviewed at the end of each 12-week block after grades have been posted to determine if the student's CGPA is in compliance. Once students reach a review point, they must maintain the minimum CGPA for that level at the end of each 12-week block until such time as they reach the next level of review.

Certificate in Le Cordon Bleu Culinary Arts and Le Cordon Bleu Pâtisserie and Baking programs

Credits Attempted	Minimum CGPA Required
1 – 15 credits	1.5
16 credits – graduation or maximum allowable credits reached	2.0

California Culinary Academy

Le Cordon Bleu Program

Associate of Occupational Studies in Le Cordon Bleu Culinary Arts Program

Credits Attempted	Minimum CGPA Required
1 – 15 credits	1.0
16 – 45 credits	1.5
46 credits – graduation or maximum allowable credits reached	2.0

Rate of Progress Toward Completion Requirements

In addition to the CGPA requirements, a student must successfully complete at least 67% of all credits attempted in order to be considered to be making satisfactory academic progress. Credits attempted are defined as those credits for which students are enrolled and have incurred a financial obligation. As with the determination of CGPA, the completion requirements will be reviewed at the end of each block 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 in Le Cordon Bleu Culinary Arts	55
Associate of Occupational Science in Le Cordon Bleu Culinary Arts	151
Certificate in Le Cordon Bleu Pâtisserie and Baking	69

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

Credits that have been transferred into the institution by the student have no effect on the percentage of completion calculation in the Satisfactory Academic Progress (SAP), nor does it have any effect on the grade point average requirement for the SAP. Transfer credits are 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 that he/she 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 half times $(150\%) \times 180 = 270$ credits. The 30 transfer hours will be added to the attempted and earned hours when the timeframe is being calculated.

When a student elects to change a program or enters a new degree program following graduation at California Culinary Academy, the student's earned and attempted 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. All credits attempted at the college in the original program of study that apply to the new program of study will be used with computing rate of progress and maximum timeframe. Transfer credit from another institution that is applicable to the new program of study will not be calculated in the grade point average or rate of progress, but will be considered as credits attempted and earned in the timeframe calculation.

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

Probation

At the end of each block 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.

Students will be placed on Probation the first block in which the CGPA or the rate of progress falls below the values specified above. Students on Probation will be evaluated at the end of their second block of monitoring. A student who raises their CGPA and rate of progress at or above the minimums will be removed from Probation and returned to regular status.

If a student does not meet the minimum CGPA or rate of progress requirements at the time of evaluation, the student will be dismissed from school.

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

Notification of academic dismissal will be in writing. The Conduct Policy section of this catalog describes other circumstances



that could lead to student dismissal for non-academic reasons. A tuition refund may be due in accordance with the institution's stated refund policy.

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

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

SAP Appeal

A student who fails satisfactory academic progress after being placed on Probation will be academically dismissed. A student who has been academically dismissed may appeal the determination if special or mitigating circumstances exist. Dismissed students will be allowed to continue attending class until a final decision is rendered by the Academic Review Committee. Any appeal must be submitted in writing to the Academic Appeals Committee within 5 business days of the date of the letter informing the student of his/her status. The student must explain what circumstances contributed to his/her academic problem and what plans the student has to eliminate those potential problems in the future. The decision of the Committee is final and may not be further appealed.

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

Students are ineligible to receive Title IV Funds while in Dismissal status.

Reinstatement

A student who did not complete the prior block who was academically dismissed may apply for reinstatement to the institution by submitting a written request to the Admissions Department. The request should be in the form of a letter explaining the reasons why the student should be readmitted, including supporting documentation if applicable. A student may be required to wait at least one block before he/she is eligible for reinstatement. 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. A student who is academically dismissed after the completion of the block who successfully appeals prior to the start of the next block will not have to sign a new Enrollment Agreement, will be charged tuition according to the original Enrollment Agreement 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 and/or diploma.

Academic Honors

Academic honors are a formal recognition of academic achievement in a particular academic progress period (herein identified as "block") or upon graduation from an

undergraduate program of study.

Graduation honor status is noted on the student's transcript.

Graduation Honors

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

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

Graduation Documents

Associate of Occupational Studies Degree in Le Cordon Bleu Culinary Arts

Certificate in Le Cordon Bleu Culinary Arts

Certificate in Le Cordon Bleu Pâtisserie and Baking

Le Cordon Bleu Diplôme in Culinary Arts

Le Cordon Bleu Diplôme in Pâtisserie and Baking

California Culinary Academy

Le Cordon Bleu Program

Student Services Information

Academic Assistance

Students seek help and advice during their education for many reasons. At California Culinary Academy, 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 library and Executive Chef are 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 California Culinary Academy 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 California Culinary Academy to prospective employers. These employers are assisted by the referral of qualified student employees from California Culinary Academy.

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

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.

International Externship Locations

International externships require thorough research and preparation by a student. Students must meet with the externship instructor to discuss the course requirements, including special considerations involved with pursuing an international externship.

Please note externships can be paid or unpaid and students will be responsible for all additional associated costs, including but not limited to travel, and room and board. Students are responsible for researching, obtaining, completing, and submitting all documents required by the host country.

Externship Grade

The externship is a pass/fail course. An externship grade is based on passing a final evaluation by the site supervisor, submitting weekly attendance on time, and submitting a reflective journal if required by the program curriculum, and other requirements outlined in the Student Externship Manual.

Externship Retake and/or Failure

If a student fails an externship for any reason, including being fired or receiving an unsatisfactory evaluation, the student must retake and successfully pass a new externship. After the student has met with the externship instructor and a new externship site and date are determined, all scheduling must be completed through the Registrar's Office. An externship retake fee may apply if a student retakes an externship. If a student quits his/her externship for any



reason, without receiving prior approval from the externship instructor, the externship may be considered a failure and a grade of 'F' may be assigned.

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 externship decisions are outside the control of California Culinary Academy.

California Culinary Academy does not guarantee employment or salary.

Plans to Improve Academic Programs

California Culinary Academy reviews its academic programs on a regular basis to ensure relevancy with current employment requirements and market needs. As deemed appropriate, California Culinary Academy 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 Academics department.

CECybrary and Campus Library

The CECybrary 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 CECybrary. The librarians at the various CEC institutions participate in selecting the electronic resources and Website links, and help prepare the instructional materials that are on the Website.

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

The California Culinary Academy's campus library provides materials to support the school's mission and curriculum and assists each student to attain his/her educational goals. The collection includes books, an assortment of current periodicals, and videos. The library, which provides academic assistance to students, is open Monday through Friday. Please check with the librarian for specific hours of operation.

Student Services

California Culinary Academy welcomes students to discuss any issues or concerns

with any member of the faculty or staff. Students are encouraged to discuss academic as well as job-related concerns with both the Executive Chef, and/or faculty. California Culinary Academy 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 California Culinary Academy. California Culinary Academy encourages students to network with graduates as well as instructors and peers in their classes, thus enhancing their networking opportunities in the industry.

Housing and Transportation

California Culinary Academy uses outside, third-party vendors to assist students with off-campus housing. Although housing in the immediate area of the school may be available, CCA can make no guarantee of housing while attending school. Many transportation options are available including carpooling, city bus lines that stop near campus and conveniently located public parking with bike racks.

Student Orientation

Prior to beginning classes at California Culinary Academy, all new students attend an orientation program. Orientation facilitates a successful transition into California Culinary Academy. 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.

California Culinary Academy

Le Cordon Bleu Program

Student Portal

The Student Portal is a secure Website that allows a student access to his/her information including schedule, grades, account balance and activity, school events, school contact information, and much more. California Culinary Academy offers this capability so that it is easy for our students to stay in touch with us and enhance their college experience. Upon acceptance to California Culinary Academy, students will be issued a username and password that can be used to gain access to the Student Portal.

Student Record Retention

California Culinary Academy maintains student records at the campus for a minimum of five (5) years. California Culinary Academy 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. California Culinary Academy will supply official transcripts to whomever the student or graduate designates.

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

- \$5 Transcript (electronic or paper) requested electronically through Docufide.
- \$10 Transcripts ordered through the campus.
- \$30 Overnight/U.S. Mail delivery.

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

Uniform Policy

The student will be given detailed information about the uniform policy at the New Student Orientation. While on school property or attending any professional/school-related functions, students should be in full uniform, which includes commis cap, cravate, black and white checked pants, chef's jacket, black shoes and I.D. card.

Student Clubs

CCA provides a variety of clubs to support the student's educational programs and engage students during non-class time to explore related areas in a more in-depth way. Examples of current or past clubs include the Iron Toque Club, Iron Whisks Club, Slow Food Club and Molecular Gastronomy. More information can be found on the club-specific board on campus or on the Student Portal.

Special Services and Educational Opportunities

The faculty and administration hosts lectures, guest demonstrations, special programs and opportunities for students. Our goal is to provide unique opportunities and challenges that will benefit the student in preparation for his/her career. Such activities are announced on the Student Portal.



General Information

Campus Security

California Culinary Academy 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 Executive Chef or designee during regular business hours.

California Culinary Academy 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.

California Culinary Academy 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 California Culinary Academy 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. 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 the following:

California Culinary Academy

Le Cordon Bleu Program

Respect

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

Engagement in self-initiated physical violence, bodily harm, or injury towards any member of the community or willful participation in a physical altercation.

Responsibility

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

Honesty

- Students are expected to demonstrate academic integrity by completing their own work assignments and assessments. Submission of work from another person, using unauthorized notes, having someone else take an examination in a student's place, copying from another or a published document without citing sources or submitting the same paper to multiple courses without the knowledge of the all instructors involved constitute violations of academic honesty.

Plagiarism is any stealing of intellectual content and is not affected by intentionality.

Trust

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

Fairness

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

Drug-Free Environment

As a matter of policy, California Culinary Academy 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 Administrative Offices in room 301 or in the library.

Facility

California Culinary Academy is located in the Potrero Hill neighborhood at 350 Rhode Island Street. Our campus encompasses kitchen lab classrooms, wireless high-speed lecture classrooms, computer classrooms and a fine-dining restaurant, all housed in approximately 100,000 square feet. Other distinctive features include a student/staff lounge and the CCA library which houses an extensive stock of current culinary, hospitality and restaurant periodicals, along with texts and videos to supplement classroom and workshop instruction.

Class Hours

Although individual student schedules may vary, students generally meet during the following times: day classes meet Monday through Friday from 7:00 a.m. to 1:30 p.m.; afternoon classes meet Monday through Friday from 1:00 p.m. to 6:00 p.m.; evening classes meet Monday through Friday from 5:00 p.m. to 11:30 p.m.

Hours of Operation

California Culinary Academy's administrative offices are open from 9:00 a.m. to 8:00 p.m., Monday through Thursday and 9:00 a.m. to 5:30 p.m. Friday and Saturday. All departments have late



hours available during the week. Please check with the individual department for specific days and times.

Schedule of Course Offerings

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

School Closing Information

In the event of an emergency and/or school closure, please contact CCA's emergency contact number: (415) 216-4444.

Class Size

The skills needed for a particular program are reinforced with relevant instruction. California Culinary Academy 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 36 students.

Lecture Classes – Students attend lecture classes for their program with class sizes not to exceed 72 students.

Grievance Policy

Internal Grievance Policy

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

This section describes the steps the student should follow so that the problem can be fully and fairly investigated and addressed. The student will not be bound by any resolution unless the student agrees to accept it. If the student does not accept a proposed conclusion or resolution, then the student may pursue the matter in arbitration as provided for in the student's Enrollment Agreement. However, the student must pursue his or her claim through this grievance procedure first.

Please note that 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.

California Culinary Academy 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 California Culinary Academy 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, for instance, 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 Executive Chef.

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 to preliminarily meet with the student to discuss the grievance, and the President will thereafter conduct an investigation, including providing the student with a full and fair opportunity to present evidence relevant to the matter. The President will render his/her decision in writing within ten (10) business days after concluding his/her investigation, setting out the President's findings, conclusions, and reasoning. The President's decision will be final. The student's written complaint, together with the President's decision, will become a permanent part of the files of the parties involved.

General

This grievance procedure is designed to address problems promptly and without undue delay. In order to achieve that, the student must initiate Step 1 within ten (10) business days of the incident or circumstance(s) giving rise to the complaint, and must initiate each 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

California Culinary Academy

Le Cordon Bleu Program

accepted the resolution last proposed by California Culinary Academy. 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 California Culinary Academy and the student.

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

Please direct all inquiries to:
Accrediting Commission of
Career Schools and Colleges:
2101 Wilson Blvd., Suite 302
Arlington, VA 22201
(703) 247-4212

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

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll free at (888) 370-7589 or (916) 574-7720 or by completing a

complaint form which can be obtained on the Bureau's internet Website, www.bppe.ca.gov.

A student may also contact the American Culinary Federation:
180 Center Place Way
Augustine, FL 32905,
(904) 824-4468 or (800) 624-9458

Leave of Absence

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

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.
- Temporary Out /Session Off:
 - Externship temporarily unavailable (does not include student declining site).
 - Student not attending one of the mini-sessions within a block or must drop any active courses due to an unforeseen circumstance.

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

- A LOA request is submitted in writing which includes the reason for the request prior to the leave of absence. If unforeseen circumstances prevent the student from providing a prior written request, the institution may grant the student's request if the institution

documents its decision and collects the written request within 21 days of his/her last date of attendance.

- The total time requested off must not exceed 180 days (cumulative) in any consecutive 12-month period.

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

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 California Culinary Academy 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 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 California Culinary Academy without prior consent if:



- a) the student has violated a law or the institution's rules or policies governing alcohol or substance abuse, if the student is under 21 years old; or
 - b) the information is needed to protect the health or safety of the student or other individuals in an emergency.
3. A student's education records are defined as files, materials, or documents, including those in electronic format, that contain information directly related to the student and are maintained by the institution, except as provided by law. Access to a student's education records is afforded to school officials who have a legitimate educational interest in the records. A school official is defined as a person employed or engaged by the institution in an administrative, supervisory, academic or support staff position (including law enforcement unit and health staff); a person or company (including its employees) with whom the school has contracted (such as an attorney, auditor, consultant or collection agent); a trustee serving on a governing board; or a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility or commitment to the school.
4. Students may request that the institution amend any of their education records, if they believe the record contains information that is inaccurate, misleading or in violation of their privacy rights. The request for change must be made in writing and delivered to the Registrar's office, 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. California Culinary Academy has defined directory information as the student's name, address(es), telephone number(s), email address, birth date and place, program undertaken, dates of attendance, honors and awards, photographs and credential awarded. If a student does not want his or her directory information to be released to third parties without the student's consent, the student must present such a request in writing to the Registrar's Office 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 California Culinary Academy has violated his or her rights concerning the release of or access to his or her records has the right to file a complaint with the U.S. Department of Education. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Reasonable Accommodations Policy – Individuals with Disabilities

California Culinary Academy 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 California Culinary Academy. To request an auxiliary aid or service please contact a Lead Instructor at 350 Rhode Island Street, San Francisco, CA 94103.

Individuals requesting an auxiliary aid or service will need to complete an Application for Auxiliary Aid. To enable California Culinary Academy to provide an auxiliary aid or service in a timely manner, California Culinary Academy 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 California Culinary Academy's grievance procedures.

School Performance Fact Sheet

Completion and graduate employment rates, or our "School Performance Fact Sheet," are distributed to students at the time of enrollment. All backup data to substantiate these rates is available for review in the Registrar's Office and Career Services Office.

California Culinary Academy

Le Cordon Bleu Program

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 California Culinary Academy, students agree to accept and abide by the terms stated in this catalog and all school policies. If there is any conflict between any statement in this catalog and the enrollment agreement signed by the student, the provision in the enrollment agreement controls and is binding.

Termination Policy

The California Culinary Academy 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 California Culinary Academy community, or failure to comply with the policies and procedures of the California Culinary Academy. 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

California Culinary Academy 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 or designee.

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

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

Catalog Addendum

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



A Foundation in Tradition and Innovation



California Culinary Academy
Le Cordon Bleu Program
San Francisco

350 Rhode Island Street | San Francisco, CA 94103

Phone: 800.229.CHEF [2433] | Fax: 415.626.1927

Chefs.edu/San-Francisco

Addendum to the 2011-2012 Catalog

California Culinary Academy

1

Academic Calendar

Certificate in Le Cordon Bleu Culinary Arts 12 Month / 48 Week Program

Start Date	Anticipated Completion Date
11/07/2011	11/9/2012
01/09/2012	12/21/2012
02/20/2012	02/15/2013
04/09/2012	03/29/2013
05/21/2012	05/17/2013
07/09/2012	06/28/2013
08/20/2012	08/16/2013
10/01/2012	09/27/2013
11/12/2012	11/08/2013

Certificate in Le Cordon Bleu Pâtisserie and Baking 12 Month / 48 Week Program

Start Date	Anticipated Completion Date
11/07/2011	11/9/2012
01/09/2012	12/21/2012
02/20/2012	02/15/2013
04/09/2012	03/29/2013
05/21/2012	05/17/2013
07/09/2012	06/28/2013
08/20/2012	08/16/2013
10/01/2012	09/27/2013
11/12/2012	11/08/2013

Associate of Occupational Studies Degree in Le Cordon Bleu Culinary Arts 21 Month / 84 Week Program

Start Date	Anticipated Completion Date
11/12/2012	08/15/2014

Associate of Occupational Studies Degree in Le Cordon Bleu Culinary Arts (Non-Resident International Students)

21 Month / 84 Week Program

Start Date	Anticipated Completion Date
8/20/2012	5/16/2014
10/1/2012	6/27/14

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



California Culinary Academy

Le Cordon Bleu Program

San Francisco

Le Cordon Bleu and the Le Cordon Bleu logo are registered trademarks of Career Education Corporation.

Le Cordon Bleu does not guarantee employment or salary.

Effective May 1, 2012 REQ0280488

Addendum to the 2011-2012 Catalog

California Culinary Academy

2

Holiday Schedule

December 2011 – January 2013

12/17/11 - 01/08/12.....Winter Holiday
01/16/12..... Martin Luther King Jr. Day
03/30/12- 04/08/12.....Spring Break
05/28/12.....Memorial Day
06/30/12- 07/08/12.....Summer Break
09/03/12.....Labor Day
11/22/12 – 11/23/12.....Thanksgiving Holiday
12/22/12 - 01/06/13.....Winter Break



California Culinary Academy

Le Cordon Bleu Program

San Francisco

Le Cordon Bleu ® and the Le Cordon Bleu logo are registered trademarks of Career Education Corporation.

Le Cordon Bleu does not guarantee employment or salary.

Effective May 1, 2012 REQ0280488

Addendum to the 2011-2012 Catalog

California Culinary Academy

3

Tuition and Fees

Tuition and fees for Certificate in Le Cordon Bleu Culinary Arts, Certificate in Le Cordon Bleu Pâtisserie and Baking and Associate of Occupational Studies Degree in Le Cordon Bleu Culinary Arts are for the entire program and include all instruction, textbooks, uniforms, equipment, supplies, lab fees, in-school accident insurance, and all food costs incurred within the class. There is a \$50 non-refundable application fee for each program. Tuition and fees charged by California Culinary Academy are also listed in the Enrollment Agreement. Payment arrangements for tuition and fees for each program must be made prior to the program start date. In the event that payment in full is not feasible, payment plans may be available.

The costs outlined for each program reflect a normally progressing student. Payment arrangements for tuition and fees for each program must be made prior to the program start date. In the event that payment in full is not feasible, payment plans may be available. The schedule of costs outlined for each program reflect a normally progressing student.

Certificate in Le Cordon Pâtisserie and Baking Program

Payment Period 1

Application fee (nonrefundable)*	\$ 50.00
Academic Year 1 Term 1	\$ 9,600.00
STRF (nonrefundable)**	\$ 47.50
Textbooks/ Supplies/Uniforms	\$ 300.00
Sales Tax	\$ 25.50

Payment Period 2

Academic Year 1 Term 2	\$ 9,600.00
Total	\$19,623.00

Certificate in Le Cordon Bleu Culinary Arts Program

Payment Period 1

Application fee (nonrefundable)*	\$ 50.00
Academic Year 1 Term 1	\$ 7,331.00
STRF (nonrefundable)**	\$ 47.50
Textbooks/ Supplies/Uniforms	\$ 300.00
Sales Tax	\$ 25.50

Payment Period 2

Academic Year 1 Term 2	\$ 5,236.00
------------------------	-------------

Payment Period 3

Academic Year 2 Term 3	\$ 4,538.00
------------------------	-------------

Payment Period 4

Academic Year 2 Term 4	\$ 2,095.00
------------------------	-------------

Total	\$19,623.00
--------------	--------------------

Associate of Occupational Studies in Le Cordon Bleu Culinary Arts Program

Payment Period 1

Application fee (nonrefundable)	\$ 50.00
Academic Year 1 Term 1	\$ 7,331.00
STRF (nonrefundable)**	\$ 90.00
Textbooks/ Supplies/Uniforms	\$ 300.00
Sales Tax	\$ 28.50

Payment Period 2

Academic Year 1 Term 2	\$ 5,236.00
------------------------	-------------

Payment Period 3

Academic Year 2 Term 3	\$ 6,633.00
------------------------	-------------

Payment Period 4

Academic Year 2 Term 4	\$ 7,158.00
Textbooks/ Supplies/Uniforms	\$ 500.00
Sales Tax	\$ 47.50

Payment Period 5

Academic Year 3 Term 5	\$ 7,456.00
------------------------	-------------

Payment Period 4

Academic Year 2 Term 6	\$ 2,386.00
------------------------	-------------

Total	\$37,216.00
--------------	--------------------



California Culinary Academy

Le Cordon Bleu Program

San Francisco

Le Cordon Bleu and the Le Cordon Bleu logo are registered trademarks of Career Education Corporation.

Le Cordon Bleu does not guarantee employment or salary.

Effective May 1, 2012 REQ0280488

Addendum to the 2011-2012 Catalog

California Culinary Academy

4

Associate of Occupational Studies in Le Cordon Bleu Culinary Arts Program (Non-Resident International Students)

Payment Period 1

Application fee (nonrefundable)	\$ 50.00
Academic Year 1 Term 1	\$ 7,331.00
STRF (nonrefundable)	\$ 97.50
Textbooks/ Supplies/Uniforms	\$ 300.00
Sales Tax	\$ 28.50

Payment Period 2

Academic Year 1 Term 2	\$ 5,236.00
------------------------	-------------

Payment Period 3

Academic Year 2 Term 3	\$ 6,633.00
------------------------	-------------

Payment Period 4

Academic Year 2 Term 4	\$11,154.00
Textbooks/ Supplies/Uniforms	\$ 500.00
Sales Tax	\$ 47.50

Payment Period 5

Academic Year 3 Term 5	\$ 5,769.00
------------------------	-------------

Payment Period 6

Academic Year 3 Term 6	\$ 3,077.00
------------------------	-------------

Total	\$ 40,223.50
--------------	---------------------

YOU ARE RESPONSIBLE FOR THIS AMOUNT. IF YOU GET A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST, LESS THE AMOUNT OF ANY REFUND. IF YOU HAVE RECEIVED FEDERAL STUDENT FINANCIAL AID FUNDS, YOU ARE ENTITLED TO A REFUND OF THE MONEY NOT PAID FROM THE FEDERAL STUDENT FINANCIAL AID PROGRAM FUNDS.

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

**Student Tuition Recovery Fund (STRF)

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your

tuition either by cash, guaranteed student loans, or personal loans, and

2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

- You are not a California resident, or are not enrolled in a residency program, or
- Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary and Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1.
 1. The school closed before the course of instruction was completed.
 2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
 3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
 4. There was a material failure to comply with the Act of this Division within 30-days before the school closed or, if the material failure began



California Culinary Academy

Le Cordon Bleu Program

San Francisco

Le Cordon Bleu ® and the Le Cordon Bleu logo are registered trademarks of Career Education Corporation.

Le Cordon Bleu does not guarantee employment or salary.

Effective May 1, 2012 REQ0280488

Addendum to the 2011-2012 Catalog

California Culinary Academy

5

earlier than 30 days prior to the closure, the period determined by the Bureau.

5. An inability after diligent efforts to prosecute, prove, and collect on judgment against the institution for a violation of the Act.

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

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

Effective July 1, 2011

Retake Fees:

Retake fees will be \$200 per credit for lab and lecture courses and \$50 per credit for externships.

Housing Fees:

Approximate cost of housing in the San Francisco Bay Area is \$1,300.00 per month. This estimation is based on an average 1 bedroom apartment listing found on craigslist.org, 1/24/2011.

Transcript Fees:

Transcript requests are fulfilled through Docufide, a leading company in secure transcript. 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.

Transcript (electronic or paper) requested electronically through Docufide	\$5
Transcripts ordered through the campus	\$10
Overnight/US Mail delivery	\$30

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

Financial Aid is available for those who qualify.



California Culinary Academy

Le Cordon Bleu Program

San Francisco

Le Cordon Bleu ® and the Le Cordon Bleu logo are registered trademarks of Career Education Corporation.

Le Cordon Bleu does not guarantee employment or salary.

Effective May 1, 2012 REQ0280488

Addendum to the 2011-2012 Catalog

California Culinary Academy

6

Staff and Faculty

Staff

President

Peter Lee

Executive Chef

Michael Weller

Lead Instructor

Chef Tim Grable

Lead Instructor

Chef Amy Toder

Business Operations Manager

Judy Giacometti

Director of Purchasing and Facilities

Chef Tim Gayhart

Director of Admissions

Donna Ingenito

Director of Career Services

Chef Lisa Wilson

Associate Registrar

James Wong

Regional Librarian

Sharon Tani, M.L.I.S.



California Culinary Academy

Le Cordon Bleu Program

San Francisco

Le Cordon Bleu and the Le Cordon Bleu logo are registered trademarks of Career Education Corporation.

Le Cordon Bleu does not guarantee employment or salary.

Effective May 1, 2012 REQ0280488

Addendum to the 2011-2012 Catalog

California Culinary Academy

7

Chef Instructors/Faculty

Chef Damon Barham

A.O.S., Culinary Arts, California Culinary Academy
Culinary Arts Instructor

Chef Allen Calhoun

Certificate, Culinary Arts, California Culinary Academy
Culinary Arts Instructor

Elizabeth Casey

Certificate, Culinary Arts, California Culinary Academy
B.A., Recreation Administration, California Polytechnic
State University
Culinary Arts Instructor

Chef Mary Coe

A.A., College of San Mateo
Certificate, Culinary Arts, California Culinary Academy
Pâtisserie and Baking Instructor

Chef Lev Dagan, CEC

Certificate, Culinary Arts, California Culinary Academy
Culinary Arts Instructor

Chef Kevin Duffy

Culinary Arts Instructor

Chef Steve Duggan

B.A., Digital Design, American InterContinental University
General Education Instructor

Chef Robert Giusti

A.O.S., Culinary Arts, California Culinary Academy
Culinary Arts Instructor

Chef Tim Grable

B.A., Culinary Management, Le Cordon Bleu
A.O.S., Culinary Arts, California Culinary Academy
Pâtisserie and Baking Instructor

Chef Patricio Gaston Herrera, CEC

Culinary Arts Instructor

Chef Marco Ilaria, CEC

Culinary Arts Instructor

Chef David Isenberg

B.A., Culinary Management, Le Cordon Bleu
A.O.S., Culinary Arts, California Culinary Academy
Culinary Arts Instructor

Chef Vinita Chopra Jacinto

A.O.S, Hotel and Catering Management, Board of
Technical Examinations, Maharashtra State
Culinary Arts Instructor

Chef Devon MacGregor

Pâtisserie and Baking Instructor

Chef Tony Marano

M.A., Psychology, Sonoma State University
B.A., Psychology, San Francisco State University
Culinary Arts Instructor

Chef John Meidinger, CEC, CCE

B.S., Biological Sciences, Stanford University
Culinary Arts Instructor

Chef Al Meyer

Certificate, Culinary Arts, California Culinary Academy
Culinary Arts Instructor

Chef Larry Michael, CEC

B.A., Geology, University of Northern Colorado
Culinary Arts Instructor

Chef Steven Moore

B.A., Culinary Management, Le Cordon Bleu
Culinary Arts Instructor

Lina Romasanta, CHE

B.A., Hotel and Restaurant Administration, University of
the Philippines
Culinary Arts Instructor



California Culinary Academy

Le Cordon Bleu Program

San Francisco

Le Cordon Bleu and the Le Cordon Bleu logo are registered trademarks of Career Education Corporation.

Le Cordon Bleu does not guarantee employment or salary.

Effective May 1, 2012 REQ0280488

Addendum to the 2011-2012 Catalog

California Culinary Academy

8

Chef Nick Snell

Certificate, Culinary Arts, California Culinary Academy
Pâtisserie and Baking Instructor

Chef Elizabeth Strong

A.O.S., Le Cordon Bleu Patisserie and Baking, Western
Culinary Institute (now Le Cordon Bleu College of
Culinary Arts in Portland)
Pâtisserie and Baking Instructor

Chef George Torassa

Certificate, Culinary Arts, California Culinary Academy
Culinary Arts Instructor

Executive Chef Michael Weller

B.S., Interdisciplinary Studies, New York Institute of Technology
A.O.S., Culinary Arts, California Culinary Academy
Culinary Arts Instructor

Chef Amy Toder

A.O.S., Culinary Arts, Culinary Institute of America
Culinary Arts Instructor



California Culinary Academy

Le Cordon Bleu Program

San Francisco

Le Cordon Bleu and the Le Cordon Bleu logo are registered trademarks of Career Education Corporation.
Le Cordon Bleu does not guarantee employment or salary.

Effective May 1, 2012 REQ0280488

Addendum to the 2011-2012 Catalog

California Culinary Academy

9

Faculty Key

M.A.	Master of Arts
M.B.A.	Master in Business Administration
M.Ed.	Master of Education
M.F.A.	Master of Fine Arts
M.L.S.	Master in Library Science
M.L.I.S.	Master in Library and Information Science
M.S.	Master of Science
B.A.	Bachelor of Arts
B.S.	Bachelor of Science
A.O.S.	Associate of Occupational Studies
A.S.	Associate of Science
C.C.E.	Certified Culinary Educator
F.M.P.	Foodservice Management Professional
C.E.C.	Certified Executive Chef
C.E.P.C.	Certified Executive Pastry Chef
C.H.E.	Certified Hospitality Educator



California Culinary Academy

Le Cordon Bleu Program

San Francisco

Le Cordon Bleu ® and the Le Cordon Bleu logo are registered trademarks of Career Education Corporation.

Le Cordon Bleu does not guarantee employment or salary.

Effective May 1, 2012 REQ0280488

Addendum to the 2011-2012 Catalog

California Culinary Academy

10

This replaces the Mission Statement and Goals section found on page 7 of California Culinary Academy's 2011 – 2012 Catalog:

Mission Statement and Goals

California Culinary Academy 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 to which you will be exposed 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.

Our objectives are to:

- Provide quality career education that integrates the classic culinary curriculum of Le Cordon Bleu in combination with modern technology and innovation in global cuisine
- Help students develop skills by watching chef demonstrations, and then performing the same tasks
- Help you achieve your goal of a career in the culinary or hospitality industry

Effective for the June 30, 2011 Start:

The following replaces pages 9 – 13 of the catalog:

Certificate Program 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 include:

- Demonstrate professional-level cooking techniques
- Demonstrate sanitation principles as they apply to the professional kitchen
- Demonstrate professionalism appropriate to the hospitality industry

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

Upon completion of the program the graduate should have the skills needed to begin their 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.



California Culinary Academy

Le Cordon Bleu Program

San Francisco

Le Cordon Bleu and the Le Cordon Bleu logo are registered trademarks of Career Education Corporation.

Le Cordon Bleu does not guarantee employment or salary.

Effective May 1, 2012 REQ0280488

Addendum to the 2011-2012 Catalog

California Culinary Academy

11

Core Curriculum Requirements

Course Code	Course Title	Quarter
Credits		
LCBC 105	Food Safety and Sanitation	3
LCBC 110	Culinary Foundations I	4
LCBC 122	Culinary Foundations II	7
LCBC 132	Culinary Foundations III	7
LCBC 152	Baking and Pastry	7
LCBC 212	Cuisine across Cultures	8
LCBC 222	Catering and Buffets	7
LCBC 250	Externship I	6
LCBC 255	Externship II	6
Total Quarter Credits Required for Graduation		55

Certificate Program in Le Cordon Bleu Pâtisserie and Baking

California Culinary Academy 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 food service industries.

Possible outcomes include:

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

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

Upon completion of the program the graduate should have the skills needed to begin their 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 does not guarantee employment or salary.

Core Curriculum Requirements

Course Code	Course Title	Quarter Credits
LCBC 105	Food Safety and Sanitation	3
LCBC 110	Culinary Foundations I	4
LCBK 102	Introduction to Patisserie and Baking Techniques	7
LCBK 112	Baking Principles and Viennoiserie	7
LCBK 122	International Patisserie, Cake Formula, and Assembly	7
LCBK 212	Advanced Patisserie Techniques	8
LCBK 222	Centerpiece and Cake Decoration Techniques	7
LCBK 250	Externship I	6
LCBK 255	Externship II	6
Total Credits Required for Graduation		55



California Culinary Academy

Le Cordon Bleu Program

San Francisco

Le Cordon Bleu and the Le Cordon Bleu logo are registered trademarks of Career Education Corporation.

Le Cordon Bleu does not guarantee employment or salary.

Effective May 1, 2012 REQ0280488

Addendum to the 2011-2012 Catalog

California Culinary Academy

12

LCBC 105 - Food Safety and Sanitation

3 credits

Prerequisites: 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

LCBC 110 – Culinary Foundations I

4 credits

Prerequisites: 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 food service 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.

LCBC 122 – Culinary Foundations II

7 credits

Prerequisites: LCBC 105, LCBC 110

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.

LCBC 132 – Culinary Foundations III

7 credits

Prerequisites: LCBC 122

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

LCBC 152 – Baking and Pastry

7 credits

Prerequisites: LCBC 105, LCBC 110

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



California Culinary Academy

Le Cordon Bleu Program

San Francisco

Le Cordon Bleu ® and the Le Cordon Bleu logo are registered trademarks of Career Education Corporation.

Le Cordon Bleu does not guarantee employment or salary.

Effective May 1, 2012 REQ0280488

LCBC 212 – Cuisine Across Cultures

8 credits

Prerequisites: LCBC 132 or Approval of Executive Chef or designee

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 that influences cuisines have had on each other

LCBC 222 – Catering and Buffets

7 credits

Prerequisites: LCBC 132

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

LCBC 250 – Externship I

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 student will have the opportunity to further develop and refine their culinary skills with 180 hours of progressive industry experience along side school approved food service professionals.

LCBC 255 – Externship II

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 student will have the opportunity to further develop and refine their culinary skills during this additional 180 hours of progressive industry experience along side school approved food service professionals. Students may stay with the same site chosen for LCBC 250, or they may explore an additional site.

LCBK 102 – Introduction to Patisserie and Baking Techniques

7 credits

Prerequisites: 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 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.

LCBK 112 – Baking Principles and Viennoiserie

7 credits

Prerequisites: LCBK 102

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,



California Culinary Academy

Le Cordon Bleu Program

San Francisco

Le Cordon Bleu and the Le Cordon Bleu logo are registered trademarks of Career Education Corporation.

Le Cordon Bleu does not guarantee employment or salary.

Effective May 1, 2012 REQ0280488

Addendum to the 2011-2012 Catalog

California Culinary Academy

14

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.

LCBK 122 – International Patisserie, Cake Formula and Assembly

7 credits

Prerequisites: LCBK 102

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.

LCBK 212 – Advanced Patisserie Techniques

8 credits

Prerequisites: LCBK 112, LCBK 122

This course focuses on concepts, procedures and techniques to produce plated desserts. The course emphasizes the preparation and assembly of finished desserts, tempering chocolate, sauce preparation, and garnishes. The course will also include a Market Basket practical given in the last week covering all aspects taught in previous Patisserie and Baking lab classes.

LCBK 222– Centerpiece and Cake Decoration Techniques

7 credits

Prerequisites: LCBK 212

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

LCBK 250 – Externship I

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 Patisserie and Baking program. The student will have the opportunity to further develop and refine their skills with 180 hours of progressive industry experience alongside school approved food service professionals.

LCBK 255 – Externship II

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 Patisserie and Baking students. The student will have the opportunity to further develop and refine their skills during this additional 180 hours of progressive industry experience alongside school approved food service professionals. Students may stay with the same site chosen for LCBK250, or they may explore an additional site.



California Culinary Academy

Le Cordon Bleu Program

San Francisco

Le Cordon Bleu and the Le Cordon Bleu logo are registered trademarks of Career Education Corporation.

Le Cordon Bleu does not guarantee employment or salary.

Effective May 1, 2012 REQ0280488

Addendum to the 2011-2012 Catalog

California Culinary Academy

15

The following text replaces the Academic Competiveness Grant information found on page 19 of the catalog:

The Academic Competitiveness Grant (ACG) is no longer available as of July 1, 2011.

The following text replaces the Repeat Policy found on page 28 of the catalog:

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, F, or a WF, 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 page 4 of this Addendum for details).

The following text is in addition to the Course Numbering System found on page 12 of the catalog:

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 10-12 weeks, or the equivalent amount of work over a different amount of time; or
- (2) At least an equivalent amount of work required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

The following text is in addition to the Financial Aid Information found on page 19 of the catalog:

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



California Culinary Academy

Le Cordon Bleu Program

San Francisco

Le Cordon Bleu and the Le Cordon Bleu logo are registered trademarks of Career Education Corporation.

Le Cordon Bleu does not guarantee employment or salary.

Effective May 1, 2012 REQ0280488

Addendum to the 2011-2012 Catalog

California Culinary Academy

16

term (excluding Stafford Loans for first year- first time borrowers). Determination of delivery of books or of the credit balance is determined by the school.

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

California Culinary Academy 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 FA paperwork.

The following text replaces the Return of Title IV Funds Policy found on page 25 of the catalog:

Return of Title IV Funds

A recipient of federal Title IV financial aid who withdraws or is dismissed from school during a payment period or period of enrollment in which the student began attendance will have the amount of Title IV funds they did not earn calculated according to federal regulations. This calculation will be based on the student's last date of attendance and the date the school determines that the student has withdrawn from school (see withdrawal policy), or the date of dismissal for a student who is dismissed by the institution.

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

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

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:



California Culinary Academy

Le Cordon Bleu Program

San Francisco

Le Cordon Bleu and the Le Cordon Bleu logo are registered trademarks of Career Education Corporation.

Le Cordon Bleu does not guarantee employment or salary.

Effective May 1, 2012 REQ0280488

Addendum to the 2011-2012 Catalog

California Culinary Academy

17

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.

The following text replaces the Withdrawal Date Policy found on page 25 of the catalog:

Withdrawal Date

The withdrawal date used to determine when the student is no longer enrolled at California Culinary Academy is the date indicated in written communication by the student to the Associate Registrar's office. If a student does not submit written notification, the school will determine the student's withdrawal date based upon federal regulations and institutional records.

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

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

The following text replaces the Withdrawal Date Policy found on page 27 of the catalog:

Attendance

Regular classroom attendance is not only an essential ingredient for academic achievement, but is also a fundamental building block for success in the hospitality industry after graduation. As part of the course requirements, students must attend at least 80 percent of the scheduled time for each course in order to achieve satisfactory attendance. Students in any of the externship courses are required to complete all scheduled hours and record attendance throughout the scheduled course to achieve satisfactory attendance. Students who do not achieve satisfactory attendance may earn a failing grade on their transcripts and may be required to repeat the course. Absences will include tardiness or early departures. Students who are not in attendance for any portion of a class will accrue time absent calculated in percentage increments of 25, 50, or 100 percent of the class period as reflected on each daily roster. Students who have been absent from all their scheduled classes for more than 21 consecutive calendar days, not including scheduled College holidays or breaks, and/or students who officially withdraw from all current courses will be administratively withdrawn from the College.



California Culinary Academy

Le Cordon Bleu Program

San Francisco

Le Cordon Bleu and the Le Cordon Bleu logo are registered trademarks of Career Education Corporation.

Le Cordon Bleu does not guarantee employment or salary.

Effective May 1, 2012 REQ0280488

Addendum to the 2011-2012 Catalog

California Culinary Academy

18

The following text replaces the Leave of Absence Policy found on page 38 of the catalog:

Leave of Absence

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

Leave of Absence Conditions

The following conditions may be considered:

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

The following requirements apply:

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

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

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

Effective June 30, 2011 Start

The following text replaces the Yellow Ribbon Grant Information found on page 21 of the catalog:

California Culinary Academy no longer participates in the Yellow Ribbon Program.

Effective February 13, 2012

The following text replaces the Wonderlic Information found on page 17 of the catalog:

Applicants applying to California Culinary Academy must take the Wonderlic® Scholastic Level Exam (SLE). Students applying from outside the San Francisco Bay Area who are not available for immediate onsite testing may be required to take the Wonderlic SLE Quick test.

In addition, in order to be eligible for acceptance, applicants must achieve the following minimum scores on the SLE or receive a passing score on the SLE – Q prior to starting a program:



California Culinary Academy

Le Cordon Bleu Program

San Francisco

Le Cordon Bleu® and the Le Cordon Bleu logo are registered trademarks of Career Education Corporation.

Le Cordon Bleu does not guarantee employment or salary.

Effective May 1, 2012 REQ0280488

Addendum to the 2011-2012 Catalog

California Culinary Academy

19

Le Cordon Bleu Certificate Programs: 12

Le Cordon Bleu Associate of Occupational Studies Program: 14

Applicants are to take the SLE or SLE – Q 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.

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

The following text is an update to the Board of Director’s Information found on page 8 of the catalog:

Statement of Ownership

Career Education Corporation – New Address
231 North Martingale Road, Schaumburg, IL 60173-2007.

The following text replaces the Cybrary and Campus Library Information found on page 33 of the catalog:

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.



California Culinary Academy

Le Cordon Bleu Program

San Francisco

Le Cordon Bleu ® and the Le Cordon Bleu logo are registered trademarks of Career Education Corporation.

Le Cordon Bleu does not guarantee employment or salary.

Effective May 1, 2012 REQ0280488

Addendum to the 2011-2012 Catalog

California Culinary Academy

20

California Culinary Academy maintains a Library and Resource Center (“LRC”) at the campus which contains computers for students to access the Cybrary. The LRC is available to all students in full uniform during posted hours.

California Culinary Academy 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 Monday through Friday from 6:30 am to 6:00 pm, unless posted otherwise.

The following text replaces Message from the President found on page 5 of the catalog:

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 California Culinary Academy, where we combine the classic culinary curriculum of Le Cordon Bleu with modern American technology and training.

At California Culinary Academy, you will train in our facility with experienced and supportive chef instructors, faculty, and staff. Our broad and challenging hands-on curriculum draws on Le Cordon Bleu’s century-old tradition of immersion in the culinary and hospitality world and instruction that emphasizes demonstration followed by practical application. By studying this curriculum, you will have the opportunity to learn the skills you need effectively and efficiently, so that when you complete the program, you 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 California Culinary Academy. Together, we can work toward fulfilling your goal of joining the culinary or hospitality industry.

The following text replaces the Le Cordon Bleu – an International Passport section found on page 6 of the catalog:

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



California Culinary Academy

Le Cordon Bleu Program

San Francisco

Le Cordon Bleu ® and the Le Cordon Bleu logo are registered trademarks of Career Education Corporation.

Le Cordon Bleu does not guarantee employment or salary.

Effective May 1, 2012 REQ0280488

Addendum to the 2011-2012 Catalog

California Culinary Academy

21

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 locally participate in Le Cordon Bleu inspired cooking courses since 1998 and share in this rich heritage.

Today, there are 30 Le Cordon Bleu schools worldwide, spanning 5 continents, including 17 campuses throughout the United States, each with students and alumni from culturally diverse backgrounds. Le Cordon Bleu in North America ushers in a new educational era in culinary arts, pâtisserie and baking, and hospitality & 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 in the culinary, pastry and baking, and hospitality world.

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

California Food Handler Requirement

Effective July 1, 2011 the California Food Handler Card law will require all persons working in certain foodservice establishments within the state of California to attend a course in food safety provided by a certification organization, pass a test and receive a Food Handler Card. Students attending the California Culinary Academy will be required to successfully complete the requirements for Serve Safe Manager Certification or the California Food Handler Card as a prerequisite when beginning any course that involves the production of food for sale to the public and deemed by the state of California as requiring a California Food Handler Card. Valid certification must be presented prior to entering courses with this prerequisite. Failure to meet this requirement will make them ineligible to complete program requirements which may lead to withdrawal from their course of study. This requirement may also be applicable to employment in the industry.

Course LCBC105 – The Serve Safe Manager Exam and preparation in this course meets state requirements. Students must pass the Serve Safe test offered during LCBC105 to receive their California Food Handler Card at additional costs through an agency outside of California Culinary Academy.

This information pertains to the Program Offerings Section found on page 9 of this catalog:

GEN173 Food Anthropology is now a core course, rather than a general education course. The course code has been changed to LCBC170 Food Anthropology.



California Culinary Academy

Le Cordon Bleu Program

San Francisco

Le Cordon Bleu and the Le Cordon Bleu logo are registered trademarks of Career Education Corporation.

Le Cordon Bleu does not guarantee employment or salary.

Effective May 1, 2012 REQ0280488

Addendum to the 2011-2012 Catalog

California Culinary Academy

22

Effective August 26, 2011

Page 7 – Accreditation

The following is in addition to the accreditation information.

California Culinary Academy is also accredited by the Accrediting Council for Independent Colleges and Schools. 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.

Accrediting Council for Independent Colleges and Schools

750 First Street, NE

Suite 980 Washington, DC 20002-4241

(202) 336-6780

Page 37 – Grievance Policy

The following is in addition to the grievance policy information:

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

Please note the correct fax number for California Culinary Academy is (415) 621-5625.

Page 7 - Update to Bureau for Private Postsecondary Information

California Culinary Academy is a private institution approved to operate by the Bureau of Private Postsecondary Education.

Page 3 – Publication Date

This catalog covers April 2011 through May 2012.

Page 25 – Refund to Loan and Grant Sources

The following is in addition to the Refund to Loan and Grant Sources information:

If a student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

Page 18 – Re-Entering Students

The following replaces the current Re-Entering Students section:

Students who have previously attended the school will be subject to the same admission requirements and procedures as new applicants, with the exception of the application fee for all students who reenter less than a year after leaving the school. 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.



California Culinary Academy

Le Cordon Bleu Program

San Francisco

Le Cordon Bleu ® and the Le Cordon Bleu logo are registered trademarks of Career Education Corporation.

Le Cordon Bleu does not guarantee employment or salary.

Effective May 1, 2012 REQ0280488

Addendum to the 2011-2012 Catalog

California Culinary Academy

23

A re-entering student must:

- Request permission to re-enter (may include the need to appeal).
- Have Executive Chef or designee approval.
- Have Student Accounts approval.
- Return only when space is available in the program.

Students who transfer from or to another Le Cordon Bleu school across the country must have Student Accounts approval. All past due balances must be paid before entering a new Le Cordon Bleu school. All CEC loans must be in good standing.

Page 24 – Refund Policy

The information below replaces the section that discusses what items are eligible or ineligible for return:

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

In addition, there are no refunds on books and/or supplies provided to the student, or fees charged for any student who starts classes at the College and then is later dismissed for any reason.

Page 8– Statement of Ownership – Please replace the Executive Officers of CEC and Members of the CEC Board of Directors language that is currently in the catalog with the following:

The executive officers of CEC are:

Steven H. Lesnik, President and Chief Executive Officer

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

Members of the CEC Board of Directors are:

Steven H. Lesnik, Chairman

Leslie T. Thornton, Lead Independent Director

Dennis H. Chookaszian

David W. Devonshire

Patrick W. Gross

Greg L. Jackson

Thomas B. Lally

Effective January 2012

Page 20 – Financial Aid Information

Institutional Scholarships and Grants

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 Certificate programs: Le Cordon Bleu Culinary Arts and Le Cordon Bleu Patisserie and Baking. Grants may range from \$526.00 to \$12,896.00. Students will be considered for the grant upon completion of the admissions application process and the financial aid application process,



California Culinary Academy

Le Cordon Bleu Program

San Francisco

Le Cordon Bleu ® and the Le Cordon Bleu logo are registered trademarks of Career Education Corporation.

Le Cordon Bleu does not guarantee employment or salary.

Effective May 1, 2012 REQ0280488

Addendum to the 2011-2012 Catalog

California Culinary Academy

24

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, \$522,235.00 has been budgeted for institutional grants.

Le Cordon Bleu (LCB) Scholarships

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

Alumni Referral Scholarship

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

Best of the Best Scholarship

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

Foundations Scholarship

Le Cordon Bleu offers Foundations Scholarships to students who complete a 500-700 word-processed essay on the topic of, "What drives your passion for the food-service industry?" Students must have exhausted all federal and state funding and have an outstanding tuition balance. In both the April and the November start date, a maximum of two students at each applicable institution will be offered \$500 scholarships for their first academic year. Students will be considered for the Foundations Scholarship once they have completed the admissions application process, have a valid Institutional Student Information Record (ISIR) on file, and have submitted both the Foundations Scholarship application and the required essay. Applications are due by the end of the add/drop period for each start date and awards will be based on financial need as well as quality of essay. Scholarship recipients must continue to satisfy the school's stated Standards of Academic Progress (SAP) as defined in the school's catalog to remain eligible for the scholarship. Le Cordon Bleu makes available a limited amount of money each year for such scholarships. Once the available funding is exhausted,



California Culinary Academy

Le Cordon Bleu Program

San Francisco

Le Cordon Bleu ® and the Le Cordon Bleu logo are registered trademarks of Career Education Corporation.

Le Cordon Bleu does not guarantee employment or salary.

Effective May 1, 2012 REQ0280488

Addendum to the 2011-2012 Catalog

California Culinary Academy

25

scholarships will not be awarded to otherwise eligible students. For 2012, a maximum of four first-year scholarships at each applicable institution will be awarded totaling \$2,000 in Le Cordon Bleu Foundations Scholarships.

Member Scholarship

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

Officer Scholarship

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

SAT/ACT Accomplishment Scholarship

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



California Culinary Academy

Le Cordon Bleu Program

San Francisco

Le Cordon Bleu and the Le Cordon Bleu logo are registered trademarks of Career Education Corporation.

Le Cordon Bleu does not guarantee employment or salary.

Effective May 1, 2012 REQ0280488

Addendum to the 2011-2012 Catalog

California Culinary Academy

26

For 2012, a maximum of 10 first year scholarships at each applicable institution will be awarded totaling \$10,000 in Le Cordon Bleu SAT/ACT Scholarships.

Student Leader Scholarship

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

Urban Leader Scholarships

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

The following text replaces the Satisfactory Academic Progress Standards found on page 29 of the catalog.

Standards of Satisfactory Academic Progress (SAP)

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



California Culinary Academy

Le Cordon Bleu Program

San Francisco

Le Cordon Bleu and the Le Cordon Bleu logo are registered trademarks of Career Education Corporation.

Le Cordon Bleu does not guarantee employment or salary.

Effective May 1, 2012 REQ0280488

Addendum to the 2011-2012 Catalog

California Culinary Academy

27

Cumulative Grade Point Average (CGPA) Requirements

Students must meet minimum CGPA requirements at specific points throughout the program in order to be considered making satisfactory academic progress. These requirements are noted in the tables below. 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 (ROP) Toward Completion Requirements

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

SAP Tables ****NEW****

Certificate Programs		
Semester Hours		
Credits	ROP	CGPA
0-17	60%	1.5
18+	66.67%	2.0

Associate Programs		
Semester Hours		
Credits	ROP	CGPA
0-15	50%	1.5
16-30	60%	1.75 or 2.0
31+	66.67%	2.0

Maximum Time in Which to Complete

A student is not allowed to attempt more than 1.5 times, or 150%, of the number of credits in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum timeframe.

How Transfer Credit and Change of Program Affect SAP

Credit that has been transferred into the institution by the student is included in the ROP calculation; however it has no effect on the grade point average requirement for SAP. Transfer credit is also considered when computing the maximum timeframe allowed for a program of study. For example, a student transfers from institution A to institution B. The student is able to transfer 30 credits earned at institution A into a program at institution B. The program requires 180 credits to graduate. Thus, the



California Culinary Academy

Le Cordon Bleu Program

San Francisco

Le Cordon Bleu and the Le Cordon Bleu logo are registered trademarks of Career Education Corporation.

Le Cordon Bleu does not guarantee employment or salary.

Effective May 1, 2012 REQ0280488

maximum timeframe for this student's new program at institution B will be one and a half times $(150\%) \times 180 = 270$ 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 California Culinary Academy 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 $(150\%) \times 180 = 270$ 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 grading period (A grading period is a six week session.) after grades have been posted, each student's CGPA and ROP is reviewed to determine whether the student is meeting the above requirements.

- A student will be placed on FA (Financial Aid) Warning immediately after the first grading period in which the CGPA or the ROP 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 ROP requirements are not met at the time of evaluation, the student will be placed on FA Dismissal Status and will be dismissed from school 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.

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

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



California Culinary Academy

Le Cordon Bleu Program

San Francisco

Le Cordon Bleu and the Le Cordon Bleu logo are registered trademarks of Career Education Corporation.

Le Cordon Bleu does not guarantee employment or salary.

Effective May 1, 2012 REQ0280488

Warning and Probationary Periods for Students Not Receiving Financial Aid

At the end of each grading period (A grading period is a six week session.) after grades have been posted, each student's CGPA and ROP is reviewed to determine whether the student is meeting the above requirements.

- A student will be placed on Warning immediately after the first grading period in which the CGPA or the ROP 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 ROP 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 ROP may be above the dismissal levels.

Appeal

A student who has been placed on Probation or FA Probation may appeal the determination if special or mitigating circumstances exist. Any appeal must be in writing and must be submitted to the Academic Review Committee within **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 Appeals Committee 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.

Reinstatement

A student who was previously academically dismissed may apply for reinstatement to the institution by submitting a written appeal to the Admissions Department. 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.



California Culinary Academy

Le Cordon Bleu Program

San Francisco

Le Cordon Bleu and the Le Cordon Bleu logo are registered trademarks of Career Education Corporation.

Le Cordon Bleu does not guarantee employment or salary.

Effective May 1, 2012 REQ0280488

Addendum to the 2011-2012 Catalog

California Culinary Academy

30

Page 17- Proof of High School Graduation – Please replace the current POG language in the catalog with the following:

California Culinary Academy 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 California Culinary Academy by the student's start date. Students who fail to provide a valid proof of high school graduation will be subject to cancellation.

With certain exceptions, all students are required to pay the application fee indicated in the campus catalog. Until such time that the application fee is paid, the student may not be enrolled into CampusVue.

Page 17- Admission Policy – Please add the following:

Exceptions may be granted to students who qualify for an Application Fee Waiver. An Application Fee Waiver may be granted for any one of the following reasons:

- Applicant is applying for re-entry (within 365 days of last day of attendance)
- Applicant is a prior graduate
- Applicant is a prior cancel and paid the fee when first enrolled (within 365 days of last day of attendance)
- Applicant previously applied to or graduated from a CEC campus

Page 18- Admissions Procedures for International Students – Please add the following:

California Culinary Academy does not charge the student for assistance with regard to applying for an M-1 Visa. If the requirements stated on page 18 are met, the campus will issue an I-20 document, but it will be the responsibility of the student to apply for and obtain the M-1 Visa. If a student was approved for an M-1 Visa, the campus has supporting documentation, and the student has given the institution the permission to do so, California Culinary Academy will vouch for the student's status.

Page 33- Housing and Transportation – Please add the following:

California Culinary Academy does not have dormitory facilities under its control.

Effective February 13, 2012

Page 28– Application of Grades and Credits

The following information replaces the information on Incomplete Grades:

To receive an incomplete (I), the student must petition to the Academic Office before the last day of the course for an extension to complete the required coursework. The student must be able to pass the course with the completed work. Incomplete grades that are not completed within 14 calendar days after the end of the course will be converted to an 'F' and will affect the student's



California Culinary Academy

Le Cordon Bleu Program

San Francisco

Le Cordon Bleu® and the Le Cordon Bleu logo are registered trademarks of Career Education Corporation.

Le Cordon Bleu does not guarantee employment or salary.

Effective May 1, 2012 REQ0280488

CGPA accordingly. Le Cordon Bleu College of Culinary Arts reserves the right to extend the time needed to fulfill the incomplete.

Page 20 – Financial Aid Information

Institutional Scholarships and Grants – Additional Language:

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.

Effective April 2012 for the November 2012 start:

Page 9– Program Offerings

The following information replaces the information on the Associate of Occupational Studies Degree in Le Cordon Bleu Culinary Arts:

Associate of Occupational Studies Degree in Le Cordon Bleu Culinary Arts

The Le Cordon Bleu Culinary Arts program is a 21 month, 1550 contact hour, 107 quarter credit culinary arts training program leading to an associate of occupational studies degree. The program consists of culinary laboratory, restaurant management and general education courses.

Program outcomes include:

- Demonstrate professional-level cooking techniques
- Demonstrate sanitation principles as they apply to the professional kitchen
- Demonstrate professionalism appropriate to the hospitality industry
- Apply basic management principles to the demands of a hospitality business
- Exhibit college-level reasoning skills.

Upon completion of the program the graduate should have the workforce skills appropriate for entry level positions in the culinary and/or hospitality industries. Examples of some job titles for graduates include Cook, Line Cook, Catering Assistant, Banquet Cook, Garde Manger, Rounds man 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 cannot guarantee employment or salary.



California Culinary Academy

Le Cordon Bleu Program

San Francisco

Le Cordon Bleu and the Le Cordon Bleu logo are registered trademarks of Career Education Corporation.

Le Cordon Bleu does not guarantee employment or salary.

Effective May 1, 2012 REQ0280488

Addendum to the 2011-2012 Catalog

California Culinary Academy

32

A general education is an important aspect of higher learning and a valuable asset in today's highly competitive world. General education coursework is designed to ensure that students have the cognitive abilities crucial to their success in the workplace.

The program was designed to represent a complete, well rounded curriculum that provides a foundation for students to enter the food service industry in any of a multitude of positions. The program is designed for students who have completed the Certificate in Le Cordon Bleu Culinary Arts and can be completed in additional 9 months on campus.

Entrance into the Associate of Occupational Studies Degree in Le Cordon Bleu Culinary Arts program is limited to graduates of a Le Cordon Bleu Certificate in Culinary Arts who have earned a per course Cumulative Grade Point Average (CGPA) of 2.0 or higher. Applicants, who believe they have earned an equivalent degree, must submit official transcripts to the executive chef for evaluation and eligibility decision.

A student who has earned a grade below 2.0 in any course will need to be retake that course, or an equivalent course, earning a course grade of 2.0 or higher prior to enrollment into the Associate of Occupational Studies Degree in Le Cordon Bleu Culinary Arts program.

Core Curriculum Requirements

Course Code	Course Title	Quarter Credits
LCBC 100	College Success and Career Portfolio	1
LCBC 105	Food Safety and Sanitation	3
LCBC 110	Culinary Foundations I	4
LCBC 122	Culinary Foundations II	7
LCBC 125	Cost Control and Purchasing	3
LCBC 132	Culinary Foundations III	7
LCBC 135	Nutrition	3
LCBC 170	Food Anthropology	5
LCBC 152	Baking and Pastry	7
LCBC 212	Cuisine Across Cultures	8
LCBC 215	Hospitality Supervision and Entrepreneurship	5
LCBC 222	Catering and Buffets	7
LCBC 225	Wine and Beverage	3
LCBC 230	Contemporary Cuisine	4
LCBC 240	Restaurant Rotation	8
LCBC 250	Externship I	6
LCBC 255	Externship II	6
Total Required Core Curriculum Credits		87

General Education Requirements

GEN 113	Fundamentals of Oral Communication	5
GEN 123	Hospitality Math	5
GEN 133	Written Communication	5
GEN 153	Software Applications	2.5
GEN 163	Food Science	2.5
Total Required General Education Credits		20



California Culinary Academy

Le Cordon Bleu Program

San Francisco

Le Cordon Bleu ® and the Le Cordon Bleu logo are registered trademarks of Career Education Corporation.

Le Cordon Bleu does not guarantee employment or salary.

Effective May 1, 2012 REQ0280488

Addendum to the 2011-2012 Catalog

California Culinary Academy

33

Total Quarter Credits Required for Graduation

107

Page 12 – Course Descriptions

GEN 153 Software Applications is a 2.5 credit course.

Effective May 1, 2012

Admissions Procedures for International Students

International students who are eligible for the issuance of an I-20 may enroll directly into an Associate of Occupational Studies degree program at the Non-Resident tuition and fee level. All others must complete the prerequisite requirement of successful completion of a Diploma/Certificate program prior to enrolling in an Associate of Occupational Studies degree program as listed in the school's catalog. No English language services are provided by the school. Instruction is conducted in English.

Effective April 9, 2012

Page 27 – 28 – Application of Grades and Credits

The following language replaces page 27 - 28 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



California Culinary Academy

Le Cordon Bleu Program

San Francisco

Le Cordon Bleu and the Le Cordon Bleu logo are registered trademarks of Career Education Corporation.

Le Cordon Bleu does not guarantee employment or salary.

Effective May 1, 2012 REQ0280488

Addendum to the 2011-2012 Catalog

California Culinary Academy

34

Application of Grades and Credits

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

The student must repeat any required course in which a grade of F or W is received. Students will only be allowed to repeat courses in which they received a D or below. In the case of a D or F, the better of the two grades is calculated into the CGPA. The lower grade will include a double asterisk indicating that the course has been repeated. Both original and repeated credits will be counted as attempted credits in rate of progress calculations. Federal financial aid may only be used for one repeat of a previously passed course.

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

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

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



California Culinary Academy

Le Cordon Bleu Program

San Francisco

Le Cordon Bleu and the Le Cordon Bleu logo are registered trademarks of Career Education Corporation.

Le Cordon Bleu does not guarantee employment or salary.

Effective May 1, 2012 REQ0280488