



**Le Cordon Bleu College of Culinary Arts  
Minneapolis / St. Paul**

*Catalog 2009-2010*



**Le Cordon Bleu**  
College of Culinary Arts  
Minneapolis / St. Paul

# Le Cordon Bleu College of Culinary Arts Minneapolis / St. Paul

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## Great City, 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 Le Cordon Bleu College of Culinary Arts Minneapolis/ St. Paul to make changes to this catalog due to the requirements and standards of the school's accrediting body, state licensing agency or U.S. Department of Education, or due to market conditions, employer needs or other reasons. Le Cordon Bleu College of Culinary Arts Minneapolis/ St. Paul 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.

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

### Photographs

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

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# Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul

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## Message from the Vice President of Academic Affairs

### Le Cordon Bleu Schools North America



The experienced faculty and staff that comprise the Le Cordon Bleu Schools North America family are committed to ensuring that our students get the most from their educational experience. Our obligation to them goes well beyond simply teaching a subject. In addition to the exemplary education that students receive in the classroom and kitchen laboratories, our students are afforded the opportunity to participate in extracurricular activities as well. Through active engagement in student clubs, guest lectures by local and celebrity chefs, and continuing education sessions with Le Cordon Bleu International chefs, our students are given the tools needed to become the future leaders in the industry. Our students often remind us that their dreams have become reality due to the dedication of Le Cordon Bleu Schools North America teachers, chef instructors, student services coordinators and others. Through a series of learning events and experiences, our students discover that our dedicated team of educators uniquely understand and respond to their desires to become skilled and confident in their chosen field. This sense of accomplishment is something that so many students proudly speak about when they recount their time in a Le Cordon Bleu Schools North America program. In the field, our graduates are making their marks as well. Many graduates have attained positions of responsibility, visibility and entrepreneurship soon after completing their studies at a Le Cordon Bleu Schools North America campus. Several have found positions within leading hospitality companies and in renowned kitchens across the nation and internationally. Others have continued their studies in an effort to gain even more knowledge, expertise and marketability. It is our privilege to be able to give students from all walks of life the opportunity to learn from dedicated professionals, in an environment that encourages excellence with unparalleled facilities and with the focus on their ability to do great things in the foodservice and hospitality industry upon graduation.

A handwritten signature in black ink, appearing to read 'Kirk T. Bachmann'.

**Kirk T. Bachmann M.Ed., C.E.C**

Vice President of Academic Affairs/Corporate Executive Chef  
Le Cordon Bleu Schools North America



## Letter from the Office of the President

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

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

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

To put it simply, our only purpose is to help you reach your career goals and to learn high levels of culinary artistry. We are a student-centered institution, and we're very proud of that commitment.

What's more, we offer a great location. Our campus is comprised of three buildings in Mendota Heights, Minnesota right near the Mall of America and the Minneapolis/St. Paul International Airport. Aside from these conveniences, the "Land of 10,000 Lakes" offers year-round outdoor recreational activities, urban living with world-class museums and theaters, and a dining scene that takes advantage of local, freshwater fish and produce.

I hope you'll join us at Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul. Together, we can work toward fulfilling your goal of joining the culinary or hospitality industry.

**Kevin L. Sanderson**

President

Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul



# Le Cordon Bleu College of Culinary Arts Minneapolis / St. Paul

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## 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.

Founded in Paris in 1895, Le Cordon Bleu's name traces back to a high honor bestowed upon members of the Order of the Holy Spirit by King Henry III in the 1500's. The awarded medallion, called the Cross of the Holy Spirit, was suspended from a Blue Ribbon...or Le Cordon Bleu.

At the end of the 19th century, a recipe collection entitled "La Cuisiniere Cordon Bleu" was published to much acclaim. The collection's success prompted its publishers to open a culinary school with the Cordon Bleu designation. The reputation of the school spread rapidly, both in France and internationally. Since then, students throughout the world have trained in the culinary arts at Le Cordon Bleu.

Le Cordon Bleu's partnership with Le Cordon Bleu Schools North America further expands this influence. Le Cordon Bleu's arrival in the United States is significant beyond mere expansion. It ushers in a new educational era in culinary arts that combines classical European techniques with modern American technology and training. As a result, students will be afforded even greater opportunities to acquire the knowledge and skills necessary to excel in the culinary world.

As a testament to their accomplishment, each graduate will receive a coveted Le Cordon Bleu Culinary Diplôme, in addition to their certificate, diploma or degree.



# About Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul

## Mission

Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul 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 professional chef instructors, faculty and staff. An environment where you can immerse yourself in the culinary/hospitality world and in order to develop skills by watching chef demonstrations, and then performing the same tasks yourself. You will have the opportunity to spend time in industry equipped kitchens working alongside chef instructors and learning the skills necessary to explore your passion and pursue your goal of a career in the culinary or hospitality industry. We will introduce you to various techniques and expose you to the preparation of international cuisine throughout your training. The theoretical foundation and technical skills you learn can be applied to the preparation of many cuisines.

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

## History

In 1999, through a partnership with Le Cordon Bleu, Brown College began offering a Le Cordon Bleu Culinary Program, the first such program to be offered in North America. The program started as a certificate program and in 2002 began offering an Associate in Applied Science Degree in Le Cordon Bleu Culinary Arts. In October 2003, an Associate in Applied Science in Pâtisserie and Baking

program was added. All of the programs operated as a division of Brown College through January 2005.

Effective February 2005, the programs formerly offered at Brown College were transferred to a newly created institution, Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul. Both Brown College and the new institution are owned by Career Education Corporation. Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul is a branch campus of Western Culinary Institute, Portland, Oregon, which has also been affiliated with Le Cordon Bleu since 1999. The Portland campus was established in 1983 to meet the growing demand for professionally trained chefs and quickly gained a national reputation.

## Faculty

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

Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul's faculty members are dedicated to academic achievement, professional education, focused 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.



# Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul

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## Campus

Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul facilities and the equipment used comply with all federal, state and local ordinances and regulations, including those related to fire safety, building safety and health.

The campus occupies over 95,000 square feet, conveniently in three campus buildings located near many major highways: I-94, I-35W, I35E, I-494, State Highway 55, State Highway 13 and more. All campus buildings are near public transportation and parking is available to students. For students visiting from around the nation, Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul is located close to the Mall of America and Minneapolis/St. Paul International Airport.

Kitchen labs are equipped with stoves, ovens, and food preparation equipment found in the industry. A wide range of small wares are provided for the students' use in practicing a variety of culinary skills and techniques. The programs are supported by food storage facilities that reflect those found in the industry.

## Accreditation and Affiliations

Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul is accredited by the Accrediting Commission of Career Schools and Colleges of Technology (ACCSCT) as a branch location of Western Culinary Institute in Portland, Oregon.

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

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

Le Cordon Bleu Culinary Arts AAS Program: Accredited Program, American Culinary Federation Foundation, Inc. Accrediting Commission.

Le Cordon Bleu Pâtisserie and Baking AAS Program: Accredited Program, American Culinary Federation Foundation, Inc. Accrediting Commission.

Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul is registered as a private institutional with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

Minnesota Office of Higher Education  
1450 Energy Park Drive, Suite 350  
St. Paul, MN 55108-5227

Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul is approved by the Wisconsin Educational Approval Board.

Wisconsin Educational Approval Board  
30 West Mifflin Street, P.O. Box 8696,  
Madison, WI 53708-8986

Approved for the training of veterans and eligible persons under the provisions of Title 38, United States Code by the Minnesota State Veterans Approving Agency.



## Statement of Ownership

Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul is owned by Western Culinary Institute, Ltd., which is wholly owned by Career Education Corporation (CEC). CEC is a Delaware corporation with principal offices located at 2895 Greenspoint Parkway, Suite 600, Hoffman Estates, Illinois 60169.

### CEC Executive Officers

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# Le Cordon Bleu College of Culinary Arts Minneapolis / St. Paul

## Program Offerings

### Certificate in Le Cordon Bleu Culinary Arts

36 weeks (9 months Days/Evenings)  
37 Quarter Credits

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 they have learned 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

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.

#### Core Curriculum Requirements

Course Code	Course Title	Credits
LCBC105	Food Safety and Sanitation	3
LCBC110	Culinary Foundations I	4
LCBC120	Culinary Foundations II	6
LCBC130	Culinary Foundations III	6
LCBC150	Baking and Pastry	6
LCBC210	Cuisine Across Cultures	6
LCBC250	Externship I	6
<b>Total Credits Required for Graduation</b>		<b>37</b>



## Associate in Applied Science Degree in Le Cordon Bleu Culinary Arts

60 or 84 weeks  
(15 or 21 months Day)  
101 Quarter Credits

The Associate in Applied Science in Le Cordon Bleu Culinary Arts 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 general education and build to more advanced topics as the program progresses. The program features lecture and laboratory formats and includes sections in food preparation, culinary management, and general education. The program concludes with one or more capstone experiences that give students a chance to practice skills they have learned 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
- Apply basic management principles to the demands of a hospitality business, and
- Exhibit college-level reasoning skills.

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, 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.

### Core Curriculum Requirements

Course Code	Course Title	Credits
LCBC100	College Success	1
LCBC 105	Food Safety and Sanitation	3
LCBC110	Culinary Foundations I	4
LCBC120	Culinary Foundations II	6
LCBC125	Cost Control and Purchasing	3
LCBC130	Culinary Foundations III	6
LCBC135	Nutrition	3
LCBC150	Baking and Pastry	6
LCBC160	Catering and Buffets	6
LCBC210	Cuisine Across Cultures	6
LCBC215	Hospitality Supervision and Entrepreneurship	5
LCBC231	Contemporary Cuisine	2
LCBC242	Restaurant Rotation	8
LCBC250	Externship I	6
LCBC255	Externship II	6
<b>Total Credits Required for Graduation</b>		<b>71</b>

### General Education Courses

Course Code	Course Title	Credits
GE100	English I	5 credits
GE140	Speech	5 credits
GE150	Psychology	5 credits
GE193	Economics	5 credits
GE225	20th Century Literature	5 credits
GE280	Environmental Science	5 credits
<b>Total Required General Education Credits</b>		<b>30</b>
<b>Total Credits Required for Graduation</b>		<b>101</b>

# Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul

## Associate in Applied Science Degree in Le Cordon Bleu Pâtisserie and Baking

60 weeks (15 months Day)  
102 Quarter Credits

The Associate in Applied Science Degree in Le Cordon Bleu Pâtisserie and Baking is designed to provide the theoretical foundation and technical skills necessary for success as a baker or pastry chef. It has been developed in response to student interest and industry demands. This program is designed to give students the background and expertise necessary to enter the baking and pastry field of the food service industry in entry- to mid-level positions, and to advance through a variety of related positions.

Le Cordon Bleu’s partnership with Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul combines classical French pastry techniques with American technology. Students will be required to demonstrate culinary proficiencies at each level of the program. At the end of the program, students should be able to demonstrate proficiency in the following culinary techniques:

- Baking Mise en Place
- Preparation of basic dough, including short dough, puff pastry, pâte à choux, pâte brisée, and flaky pie dough.
- Preparation of a variety of yeast breads, including French, Italian, and sourdough breads.

- Production of flatbreads, crackers, and rolls.
- Production and presentation of breakfast breads and pastries.
- Preparation of cookies, tarts, cobblers, and crisps.
- Preparation of tea cakes, pound cakes, muffins, and other quick breads.
- Production and presentation of sponge cakes, cake bases, decorated cakes, and plated desserts.
- Preparation of ice cream, sorbets, custards, puddings, mousses, charlottes, Bavarian creams, sauces, syrups, and fillings.

Upon graduation, Le Cordon Bleu Pâtisserie and Baking students will receive an Associate of Applied Science Degree, which provides them with the opportunity to pursue a career in a fine-dining restaurant, a resort, in catering or in commercial food service.

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.

### Core Curriculum Requirements

Course Code	Course Title	Credits
PBK100	Fundamentals of Cooking	5
PBK101	Introduction to Pâtisserie and Baking	3
PBK105	Professional Development	1
PBK110	Introduction to Baking Principles and Ingredient Functions	7
PBK120	Basic Pâtisserie Techniques	7
PBK130	Viennoiserie and Laminated Doughs	3
PBK140	Purchasing and Cost Control	3
PBK150	Nutrition	2
PBK160	International Pâtisseries, Custards, Fillings, and Creams	7
PBK170	Introduction to Cake Formulas and Assembly Techniques	7
PBK220	Advanced Pâtisserie Techniques	7
PBK230	Centerpiece and Cake Decoration Techniques	7
PBK240	Advanced Techniques Module	7
PBK250	Externship	6
<b>Total Credits Required for Graduation</b>		<b>72</b>

### General Education Courses

Course Code	Course Title	Credits
GE100	English I	5
GE140	Speech	5
GE150	Psychology	5
GE193	Economics	5
GE225	20th Century Literature	5
GE280	Environmental Science	5

<b>Total Required General Education Credits</b>	<b>30</b>
<b>Total Credits Required for Graduation</b>	<b>102</b>



## Course Descriptions

### Course Numbering System

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

- All courses numbered 100-199 are generally taken during the student's first academic year
- All courses numbered 200-299 are generally taken during the 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 Director of Education. The unit of credit is the quarter credit hour.

### LCBC100 – College Success

*1 Credit*

*Prerequisite: None*

This college success class combines insight specific to both student success habits and gaining entry into the food service profession. The compilation of documents for inclusion in either print-based or digital portfolios is the capstone project in this Le Cordon Bleu course. Résumé 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 foodborne illness. Standards for safe food handling throughout the industry and the principles for managing sanitation in a foodservice operation are the focus of this class. Introduction to the seven principles of HACCP and familiarizing the student 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 trained shown areas of opportunity to prevent foodborne illness throughout the flow of food. Students will take the ServSafe Food Safety nationally accredited food safety exam for certification. This exam is sponsored by the National Restaurant Association Education Foundation and administered at the school level.

### LCBC110 – Culinary Foundations I

*4 Credits*

*Prerequisite: None*

In this introductory course to the culinary arts, students will have the opportunity to learn basic principles guiding profession introductory cooking techniques. Lecture topics will include history of the food service industry, culinary terminology, standards of professionalism, organization of working kitchens and volume food preparation. The tools of a Chef, commercial equipment and its intended use are key components of this courses material. 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 move into their food safety and sanitation course.

### LCBC120 – Culinary Foundations II

*6 Credits*

*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, 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.

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## LCBC125 – Cost Control and Purchasing 3 Credits

*Prerequisite: None*

This course provides students with an understanding of cost control and purchasing as it applies to managing a professional food service 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 will include analysis of the benefits of fabrication versus value added product purchasing and encompasses 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 learned 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 learned Le Cordon Bleu techniques become more familiar.

## LCBC135 – Nutrition 3 Credits

*Prerequisite: None*

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 Le Cordon Bleu 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 dough's, 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.

## LCBC160 – Catering and Buffets 6 Credits

*Prerequisites: LCBC105, LCBC110*

Introducing classical and contemporary garde mange techniques are emphasized in this Le Cordon Bleu course. Students have the opportunity to 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 reviews 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 marry their learned kitchen skills with their 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.

## LCBC210 – Cuisine Across Cultures 6 Credits

*Prerequisite: LCBC130 or Director of Education consent*

This hands-on Le Cordon Bleu kitchen 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 understanding their culinary heritages. The attitudes and tastes of today's 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.



### LCBC215 – Hospitality Supervision and Entrepreneurship

5 Credits

*Prerequisite: None*

This course provides fundamental principles in business plan development with areas concentrating of hospitality financials, menu mechanics, staff training, and development of employees. Legal issues that face today's employers are addressed. Students in this Le Cordon Bleu course will have an opportunity through research to better understand the demands of managing people in today's diverse work force. How to schedule full and part time employees for staff retention and maximum scheduling efficiency and the benefits of fixed, and variable cost management through out the food service industry is explored.

### LCBC231 – Contemporary Cuisine

2 Credits

*Prerequisite: LCBC130 or Director of Education consent*

This course will focus on the evolution of cuisine from classical methods to contemporary methods. The Le Cordon Bleu student will have the opportunity to broaden their sensory development and use critical thinking to formulate their 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 class. Upon completion of this Le Cordon Bleu 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.

### LCBC242 – Restaurant Rotation

8 Credits

*Prerequisites: LCBC130, LCBC150, LCBC160 or Director of Education consent*

In this final on-campus course, students have the opportunity to apply the skills introduced 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 the importance in understanding both areas balances a professionally run food service establishment. Students will complete their final skill-based practical exam during the course. Students may have the opportunity to demonstrate the 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.

A segment of this course will introduce the student to the foundational skills necessary to understand and appreciate beverage and 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. This component shows the importance of responsible alcohol service and the management of the responsibility that stems from operating a food service establishment which operates with a liquor license.

### LCBC250 – 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 Director of Education.*

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.

### 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 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 LCBC250, or they may explore an additional site per school requirements.

### PBK100 – Fundamentals of Cooking and Sanitation

5 Credits

*Prerequisite: None*

Through lecture and interactive demonstration, the student is introduced to classical culinary principles and basic cooking techniques. Students learn to identify kitchen equipment, small wares and ingredients that are used in the kitchen. Students also learn culinary terminology, standard kitchen procedures and obtain hands-on experience in proper knife skills. Emphasis is placed on understanding of the basic principles of sanitation and safety and to be able to apply them in the foodservice operations.

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## PBK101 – Introduction to Pâtisserie and Baking

3 Credits

*Prerequisite: PBK100*

This module is designed to introduce the fundamental concepts, skills and techniques of basic pâtisserie and baking work. Emphasis has been placed on the study of ingredient functions, product identification, and weights and measures, when applied to baking. Students apply the basic baking concepts and techniques to the preparation of items such as biscuits, tarts, cakes and pies.

## PBK105 – Professional Development

1 Credit

*Prerequisite: None*

A human relations course designed to develop habits, traits and standards of grooming necessary for success in today's job market. Covered are job applications, professional résumés, the interview process, and portfolios. The internship program is introduced and the property selection process is initiated.

## PBK110 – Introduction to Baking Principles and Ingredient Functions

7 Credits

*Prerequisite: PBK101*

This module is designed to provide the opportunity for the student to develop the knowledge, skills and techniques required for the production and presentation of basic yeast products. Throughout the module, emphasis is placed on the study and application of ingredient functions, product identification and recipe interpretation. In progressing through the module students have the opportunity to apply their acquired understanding of basic concepts and techniques to the preparation of breads, enriched doughs and various artisan breads.

## PBK120 – Basic Pâtisserie Techniques

7 Credits

*Prerequisite: PBK110*

This module is designed to further develop the knowledge, skill and techniques required in the production and presentation of basic pâtisserie products. In progressing through this module, students have the opportunity to apply their acquired understanding of basic products to produce items such as tarts, petit fours, European style gâteaux and meringue products.

## PBK130 – Viennoiserie and Laminated Doughs

3 Credits

*Prerequisite: PBK120*

This module is designed to further develop the knowledge, skill and techniques required in the production and presentation of laminated dough and classical French Viennoiserie products.

## PBK140 – Purchasing and Cost Control

3 Credits

*Prerequisite: None*

In this baking management course, lecture focus is placed on design and implementation of cost control measures involved with the management of food & labor cost in the baking and pastry setting. The use of budget as a control tool is stressed.

## PBK150 – Nutrition

2 Credits

*Prerequisite: None*

To describe the characteristics, functions, and food sources of the major nutrients and how to maximize nutrient retention in food preparation and storage. To apply the principles of nutrient needs throughout the life cycle to menu planning and food preparation.

## PBK160 – International Pâtisseries, Custards, Fillings and Creams

7 Credits

*Prerequisite: PBK130 or instructor consent*

This module is designed to provide the opportunity for students to develop the knowledge, skill and techniques required for the production and presentation of international pâtisserie products and to further develop decorative and presentation skills within this area.

## PBK170 – Introduction to Cake Formulas and Assembly Techniques

7 Credits

*Prerequisite: PBK160 or instructor consent*

This module is designed to provide the opportunity for students to further develop the knowledge and basic techniques already acquired in the assembling and production of gateaux and tortes.

## PBK220 – Advanced Pâtisserie Techniques

7 Credits

*Prerequisite: PBK170 or instructor consent*

This module focuses on the elements of modern dessert consumption. It stresses a complete understanding and creation of all components of plated dessert production, using the basic pâtisserie principles already learned.

## PBK230 – Centerpiece and Cake Decoration Techniques

7 Credits

*Prerequisite: PBK220 or instructor consent*

The purpose of this module is to teach the student relevant concepts, procedures and techniques necessary to produce elaborate celebration cakes. In addition to this, decorative techniques using pastillage, gum paste and marzipan will be introduced. Decorated cakes will range from simple buttercream coated cakes to highly decorated wedding cakes.



### PBK240 – Advanced Techniques Module

7 Credits

*Prerequisite: PBK230*

Through lecture, demonstration and workshop-style classes, students will complete, as individuals or as part of a group, center pieces suitable for buffet display and gala events, from concept to final production. This will include advanced techniques utilizing a variety of mediums including chocolate, cooked sugar, pastillage and gingerbread.

### PBK250 – Externship

6 Credits

*Prerequisites: PBK105, PBK140, PBK150, PBK240*

A six-week program of progressive pâtisserie and baking skill development with a school approved food service operation. In accordance with American Culinary Federation requirements and part of the students' curriculum, it allows students the opportunity to test and refine proficiency related to pâtisserie and baking.

### GE050 – Preparatory English

0 Credits

*Prerequisite: None*

This course develops the necessary reading and writing skills necessary for college composition courses, incorporating critical reading strategies; the elements of good writing, effective sentence skills, and paragraph and essay structure. The course also focuses on incorporating the fundamental elements of English grammar into all written works.

### GE090 – Preparatory Mathematics

0 Credits

*Prerequisite: None*

This course focuses on the development of mathematical problem-solving techniques through the examination of whole numbers, fractions, decimals, ratios, proportion, percents, measurement, signed numbers, statistics, algebraic and geometric principles.

### GE100 – English I

5 Credits

*Prerequisite: None*

This course is designed to give students guided practice in solving writers' problems in one-paragraph and multiple-paragraph assignments. Special emphasis is placed on defining a purpose, organizing and developing content, analyzing the audience, drafting the whole essay and its parts, and revising and editing. This course focuses on the mechanics of the English language and gives students practice in finding and correcting errors in usage. Exercises strengthen students' ability to write effectively, both as students and in their future careers.

### GE140 – Speech

5 Credits

*Prerequisite: None*

This course exposes students to the importance of effective speaking in public settings, especially in the business world. Students will prepare and deliver speeches. Repeated practice teaches students how to select a topic, research and organize information, select appropriate language for the situation, and present the speech using visual aids. Interactive decision-making through group discussions is also explored.

### GE150 – Psychology

5 Credits

*Prerequisite: None*

This course is an introduction to the science of Psychology. Students investigate psychological development, motivation, sensation, perception, learning, thinking, language and behavior.

### GE193 – Economics

5 Credits

*Prerequisite: None*

This course is an introduction to the economic process. Topics include the basics of macroeconomics and microeconomics, the economics of markets, money and banking, and international influences on economic systems.

### GE225 – 20th Century Literature

5 Credits

*Prerequisite: None*

Students will read and respond to works of literature by significant twentieth-century American writers, gain an appreciation of literature as an art form, and learn to evaluate literary works. In addition, students will apply techniques of literary criticism to popular art forms, such as film and song lyrics.

### GE280 – Environmental Science

5 Credits

*Prerequisite: None*

This course provides students with an overview of the earth's physical environments. Topics include the structure of the planet, population growth, energy resources, groundwater contamination, the greenhouse effect, toxic waste disposal, and land use management.

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## Admissions Information

### 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.

### Admissions Policy

Applicants must meet the following requirements in order to be eligible for admission to Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul:

- a. Graduated from high school (or, for high school seniors, be in the process of pursuing a high school diploma which will be earned prior to the start of class) or have earned an equivalency diploma (GED).
- b. Participate in an admissions interview.

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

Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul follows an open enrollment system. Individuals may apply up to one year in advance of a scheduled class start. Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul will accept applications up until the program 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).
- 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).
- Payment of application fee (non-refundable unless applicant is denied admission or cancels application within three days of the school's receipt of the application and fee).
- Submit a copy of his/her immunization record.

*Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul reserves the right to reject students previously accepted if the items listed above are not successfully completed within time frames established by Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul.*

Prospective students must have a high school diploma or a recognized equivalency certificate (GED), and are required to furnish proof by providing Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul with the diploma or GED certificate prior to attending any scheduled courses. A copy of the document will be placed in the student's file. Students are also strongly encouraged to submit ACT scores.

Prospective students may be eligible for an application fee waiver under the following conditions:

- Student is a graduate of Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul.



- Student is a prior cancel and previously paid an application fee at Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul (within 365 days).
- Documented evidence that the student is receiving Public Assistance (including proof of Social Security Disability assistance or Temporary Assistance for Needy Families [TANF]).
- Documented request from applicant's guidance counselor (indicating and providing proof of family need for Public Assistance as indicated above).

Prospective students should speak to an admissions representative for a waiver application if above conditions apply.

### 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 may be required to take the Test of English as Foreign Language (TOEFL) or demonstrate English proficiency through other measures established by Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul. 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.

### Policy on Forged/Altered Academic Documents from Foreign Institutions

Because Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul follows strict policies concerning academic integrity, international students with foreign educational credentials must submit authentic foreign academic documents from all upper secondary and post-secondary

educational institutions. Students with foreign educational credentials should not be accepted for admission prior to validation that their foreign educational credentials are authentic and meet admission requirements. Evidence of valid foreign educational credentials can be from a foreign credential evaluation agency approved by Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul, or, in pre-approved circumstances, a written evaluation from a properly trained credential evaluator employed by Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul. Any forged/altered academic documents will be retained as property of the school and not returned to the student.

### Re-Entering Students

Students who have previously attended Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul 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.

### Assessment for Academic Placement

Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul assesses incoming students to determine their readiness for college-level coursework. Assessment may include reading comprehension, writing, and math. Results are used to identify students' strengths and weaknesses, to assist in advisement of course selection, and to ensure that students possess or are helped to develop skills for academic success at Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul.

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## Financial Aid Information

### Financial Assistance

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

It is recommended that students apply for financial aid as early as possible in order to allow sufficient time for application processing. Financial aid must be approved, and all necessary documentation completed, before the aid can be applied towards tuition and fees. Financial aid is awarded on an academic 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 must complete a Free Application for Federal Student Aid (FAFSA) each year. This application is available on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul's

website ([www.twincitiesculinary.com](http://www.twincitiesculinary.com)), at <http://fafsa.ed.gov> or on paper. FAFSA applications are processed through the Department of Education and all information is confidential. Students must be accepted at Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul before financial aid packages can be estimated and processed.

### Financial Aid Programs

#### Federal Pell Grant

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

#### Federal Supplemental Educational Opportunity Grant (FSEOG)

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



### Minnesota State Grant Program

This grant program, administered by the Minnesota Office of Higher Education, provides financial assistance to qualified students who reside in Minnesota. Funding is based on availability of state funds.

### 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 and the Federal Family Education Loan (FFEL) Program. FFELP loans are made by a lender, such as a bank, credit union, or savings and loan association. Direct Loans are available through the U.S. Government rather than through a bank or other financial institution. The major differences between the two programs are the source of the loan funds, some aspects of the application process, and the available repayment plans. Both programs offer Federal Stafford, Federal PLUS, Federal Grad PLUS and Federal Consolidation Loans.

### Federal Stafford

Federal 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) educational 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 deferment of payments while the student is attending at least half time.

### Academic Competitiveness Grant (ACG)

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 variable funding for the first and second academic year of undergraduate. Students must be enrolled (effective 7-1-09: at least half-time), be U.S citizens (effective 7-1-09; 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 (GPA) of at least 3.0 on a 4.0 scale.

### 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 need to be awarded FWS. The number of positions available may be limited depending upon the institution's annual funding allocation from the federal government.

### Private Loans

Various lending institutions offer loans to help cover the gap between the cost of education and the amount of federal and state 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. Contact the Financial Aid office for more information.

### RIC Grant

Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul offers incoming students an opportunity to receive up to an \$8,085 need based grant in conjunction with the CEC Retail Installment Contract (RIC) Program if they meet the conditions described below. Under the RIC Grant Program, need is defined as the difference between institutional charges and scheduled financial aid from all sources. The RIC Grant award will be disbursed in equal installments related to each payment period within the academic year. If a student drops out or otherwise terminates his/her attendance at the school prior to the academic year's conclusion, RIC Grant payments that have not been disbursed are cancelled.

### General Grant Rules:

- Student must be a first time student enrolled in an Associate or Bachelor Degree program.
- Student must have completed the Financial Aid process.
- Student must have a valid ISIR on file.
- Student must exhaust all financing options and qualify for the CEC RIC Program. There are no exceptions.
- Only those new students in a degree program who have a remaining balance to schedule after all Federal, State, private, and institutional funding options have been applied to direct costs will be eligible to receive the RIC Grant

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- Student must remain continuously enrolled as an active student, or been placed on an approved leave of absence, throughout his/her program of studies.
- The RIC Grant may be offered up to a maximum of \$8,085 over the entire program for students who have exhausted all required funding sources and still have a minimum remaining balance greater than \$17,600 for the entire program.

Please contact your Student Finance Representative for further details.

## Opportunity Grant

Le Cordon Bleu Minneapolis St. Paul offers an Opportunity Grant to new students who have applied for all federal, state, and private financial aid, grants and/or scholarships and have an outstanding tuition balance. Opportunity Grants are offered in the following programs at our school:

- Culinary Arts 21 Month Associate Degree with a grant maximum of \$6,023.
- Certificate in Culinary Arts with a grant maximum of \$11,005.
- Patisserie & Baking Associate Degree with a grant maximum of \$8,083.

Students will be considered for the grant upon completion of the admissions application process (enrolled with the school) and the financial aid application process (Federal, State and Private). Students will be required to submit a letter of recommendation and an essay. Deadlines to award the Opportunity Grant are at the end of the add/drop period. Le Cordon Bleu Minneapolis St. Paul makes available a limited amount of money each year for the Opportunity Grant. Once available funding has been exhausted, Opportunity Grants will not be awarded to otherwise eligible students. For 2009, \$337,347 has been

budgeted for the Opportunity Grant.

- Must be a first time student or a student who has re-enrolled/never attended.
- Must have valid (complete) ISIR/FAFSA on file.
- Must apply for and be denied an alternative (private) loan.
- Must have an alternative (private) loan co-borrower denial – from a student loan lender/provider.
- Must have a Plus loan denial if applicable.
- Must have an Institutional Retail Installment Contract (RIC) denial.
- Dependent students need a Plus denial, an Alternative Loan denial, an Alternative Loan co-borrower denial, and a RIC denial.
- Must have an In School Payment Plan that cannot exceed \$150 per month
- Must submit a letter of recommendation to the Director of Education who will present to the School Selection Committee (first academic year only)
- Must submit an essay to the Director of Education who will present to the School Selection Committee on “Why I am committed to completing my program” (first academic year only)
- Must have completed the entire financial aid process
- Student will repeat all steps in academic year two – no exceptions other than letter of recommendations and essay as noted above
- Student must remain continuously enrolled as an active student, or been placed on an approved leave of absence, throughout his/her program of studies

*Please contact your Student Finance Representative with any Questions.*

## Scholarships

Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul offers scholarships to adults and high school seniors. Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul may award up to \$100,000 in scholarships and grants to students age 17 and older. Scholarships are based, in part, on a student's score on the Accuplacer Placement assessment test or on other skills-based competitions. Top scorers will become finalists and a committee at Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul will review them to determine winners. The committee will select winners by consensus. Alternatives may be selected, at the discretion of Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul, to account for scholarships that are offered but not accepted.

High School scholarships are good for the school year that the senior graduates. Adult scholarships are good for up to 3 months after the date on which the enrollment agreement was accepted by Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul.

Scholarships must be used in consecutive terms. They are not transferable nor can they be exchanged for cash.

## Buyer's Right to Cancel/Refund Policy

Each student will be notified of acceptance/rejection in writing. In the event a student is rejected, all tuition, fees and other charges will be refunded. Notwithstanding anything to the contrary, if a student gives written notice of cancellation within five business days of the execution of the contract or day on which the student is accepted, then a complete refund is given regardless of whether the program has started. If a student gives a written notice of



cancellation after five business days of the execution of the contract or day on which the student is accepted, but before the start of the program by Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul, then all tuition, fees and other charges, except 15 percent of the total cost of the program (15 percent not to exceed \$50) shall be refunded to the student. If a student gives written notice of cancellation after the start of the period of instruction for which the student has been charged, but before completion of 75 percent of the period of instruction, then student is assessed a pro rata portion of tuition, fees and all other charges plus 25 percent of the total program cost (25 percent not to exceed \$100.) Any notice of cancellation shall be acknowledged in writing within 10 business days of receipt of such notice and all refunds shall be forwarded to the student within 30 business days of receipt of such notice.

This refund policy is not linked to any student conduct policy and any promissory instrument shall not be negotiated prior to the completion of 50 percent of the course. Written notice of cancellation shall take place on the date the letter of cancellation is postmarked or, in the case where the notice is hand carried, it shall occur on the date the notice is delivered to Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul. The date of execution of the enrollment agreement shall be presumed to be the date of delivery of the notice of acceptance, and if delivered by mail, the postmark date of the letter of acceptance. The pro rata portion of tuition, and fees will be determined by using the percentage of total scheduled classes during the period between the first day of class and last date of attendance and the total

scheduled program classes. Students who complete at least 75 percent of the scheduled program classes will not be entitled to refunds. Any monies due applicants or students will be refunded within 30 business days of cancellation, failure to appear on or before the first day of class, withdrawal or termination. If a student has financed all or part of the program with a third-party or government funds, refunds will be paid or credited to the student's account. Refund computations will be based on the last date of attendance. If students do not return following a leave of absence on the date indicated in the written request, refunds will be made within 30 days from the end of the leave of absence.

#### Refund Policy for Wisconsin Residents

Refunds are made for students who withdraw or are withdrawn from Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul prior to the completion of their program and are based on the tuition billed for the block in which the Student withdraws, according to the schedule set forth below. Refunds will be based on the total charge incurred by the Student at the time of withdrawal, not the amount the Student has actually paid. Tuition and fees attributable to any block beyond the block of withdrawal will be refunded in full. Any books, supplies and/or equipment that has been purchased at the campus book store may be returned for a refund if they are returned in unused condition and returned within 20 days of the last date of attendance. Uniforms that have been issued are nonrefundable. Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul will honor any notice of withdrawal that includes but is not limited to completing a student withdrawal form with the Registrar,

other written notice, or verbally communicating the student's intent to withdraw. The date from which refunds will be determined is the last date of recorded attendance. Refunds will be made within 30 calendar days of the notification of an official withdrawal or date of determination of withdrawal by the institution. If a student gives written notice of cancellation after the start of the period of instruction for which the student has been charged, but before completion of 75 percent of the period of instruction, then student is assessed a pro rata portion of tuition, fees and all other charges plus 25 percent of the total program cost (25 percent not to exceed \$100.) Students by virtue of attending classes in a Minnesota school are also subject to the Minnesota Refund Policy as long as that policy is more favorable to the student.

#### Refund Formula

- During the first ten percent (10%) of the quarter, the institution shall refund ninety percent (90%) of the tuition.
- After ten percent (10%) of the quarter and up to and including twenty percent (20%), the institution will refund eighty percent (80%) of the tuition.
- After twenty percent (20%) of the quarter and up to and including thirty percent (30%), the institution will refund seventy percent (70%) of the tuition.
- After thirty percent (30%) of the quarter and up to and including forty percent (40%), the institution will refund sixty percent (60%) of the tuition.
- After forty percent (40%) of the quarter and up to and including fifty percent (50%), the institution will refund fifty percent (50%) of the tuition.

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- After fifty percent (50%) of the quarter and up to and including sixty percent (60%), the institution will refund forty percent (40%) of the tuition.
- After sixty percent (60%) of the quarter, there is no refund of the quarter's tuition.

## 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.

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. FFELP Loans
  - a. Unsubsidized Federal Stafford loans.
  - b. Subsidized Federal Stafford loans.
  - c. Federal Parent PLUS loans received on behalf of the student.
  - d. Federal Grad PLUS
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 PLUS Loan) must return or repay, as appropriate, the remaining grant and loan funds. The student (or parent, if a Federal PLUS Loan) will be notified of the amount that must be returned or repaid, as appropriate.

## Non-Federal Funds Refund Policy

Refunds for state aid programs and non-state aid programs are calculated on a proportional basis using the stated mandated or instructional refund policy. To calculate the minimum refund due to the Minnesota State Grant Program, the SELF Loan Program, and other Aid Programs (with the exception of the State Work Study Program), the OHE Refund Calculation Worksheet, Appendix 14, of the Minnesota State Grant manual is used.

## Textbook & Supplies Policy

Textbooks, uniforms and supplies are not included in the cost of tuition. Uniforms, equipment kits, and books should be purchased from Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul. The estimated costs of these items are provided in the catalog addendum. Incidental supplies, such as paper, pencils, and color copies, are to be furnished by students.

## Withdrawal Date

The withdrawal date used to determine when the student is no longer enrolled at Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul is the date indicated in written communication by the student to the academic/student services 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.

Students who are contemplating withdrawing should be aware that:

- The entire scheduled length of the term of study they are currently enrolled in is counted in their maximum program completion time.
- They may have to wait for the appropriate sequence of courses to be repeated or take a reduced course load, which may cause them to exceed their maximum program completion time.
- They must repeat the entire course or block from which they elected to withdraw prior to receiving a final grade.
- They will be charged a repeat fee for each class they have withdrawn from.
- Financial aid and/or tuition costs may be affected.
- There may not be space available in the class upon their return.
- Upon return, students will pay the existing published price.

### Exit Interviews

Students who want to discontinue their training for any reason are required to schedule an exit interview with the student advisor. This meeting can help Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul correct any problems and may assist students with their plans. In many cases, the problem hindering successful completion of the educational objective can be resolved during an exit interview.

If, after meeting with the student advisor, a student who has utilized Federal Stafford loan funds to pay for their educational costs wants to continue the process of withdrawing, the student must complete an exit interview either on-line through the student portal or [www.mapping-your-future.org](http://www.mapping-your-future.org). The student can also come into the financial aid department and fill one out.

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## Academic Information

### Unit of Credit

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

### Academic Calendar

Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul begins classes multiple times throughout the year. For specific start dates, refer to the calendar in the addendum. An academic year is 30 weeks in length in which full-time students can earn at least 36 quarter credit hours.

### Enrollment Status

To be consistent with the U.S. Department of Education guidelines, Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul has defined a full-time student as someone enrolled in 36 quarter credit hours per academic year. A student's enrollment status for a term or payment period is based on the credit hours enrolled in the term or payment period divided by the required credit hours required for full-time status in the term or payment period.

### Developmental Courses

Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul offers additional courses in math and English to assist those students who need assistance in developing their skills in these particular areas.

Developmental courses are calculated in the student's maximum time frame of attendance, and are included on the student's transcript. The grades for these courses are not included in the student's grade-point average nor may they be used to meet graduation requirements.

### Transfer of Credit to Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul

Students who previously attended an accredited college or university may be granted transfer credit, at the sole discretion of Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul, if the courses taken at the previous college are determined by Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul to be sufficiently equivalent to courses offered at Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul. In addition, Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul must determine that those courses are applicable to their program of study at Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul. Only courses in which the student earned a grade of 'C' or above will be considered for transfer. Students seeking to transfer credit are responsible for having official transcripts forwarded to Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul for review. A student must petition for transfer credit with the Registrar as soon as possible after acceptance into Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul and must complete the transfer of credit process by the end of the student's first 6 weeks of attendance.

Students may transfer up to 50% of the total credits of their program. Students that have attended another Le Cordon Bleu school may seek additional transfer credits at the discretion of the Director of Education.

A grade of 'TC' will be entered on the student's transcript and will have no effect on the student's GPA but will count towards graduation requirements. A student who receives transfer credits will have the program tuition charge adjusted based upon the number of transfer credits granted for general education classes and for culinary classes. The Tuition Office will make the appropriate tuition adjustment.

### Transfer of Credit to Other Schools

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

### Residency Requirements

Students are required to earn a minimum of 50 percent of their credits in residence at Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul. Students transferring from another Le Cordon Bleu College or Institute in North America may be allowed to carry in more program credits at the discretion of the Director of Education, but would be required to earn a minimum of 25 percent of their credits in residence at Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul.



### Attendance Policy

Regular classroom attendance is not only an essential ingredient for academic achievement, but is also a fundamental building block for success in the hospitality industry after graduation. As part of the course requirements, students must attend at least 80 percent of the scheduled time for each course in order to achieve satisfactory attendance. Students in any of the externship courses are required to complete all scheduled hours 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 calendar days, not including scheduled College/holidays or breaks, will be administratively withdrawn from the program.

### Make-up Policy

Students are not allowed to make up absences that accrue on their attendance record during classroom training. Students are required to make up all assignments and work missed as a result of an absence. The instructor may assign additional outside make-up work to be completed for each absence. Arrangements to take any tests missed because of an absence must be made with the instructor and the Education Department.

### Grading System

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

### 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	3.50
B	B	Yes	Yes	Yes	3.00
C+	C+	Yes	Yes	Yes	2.50
C	C	Yes	Yes	Yes	2.00
D+	D+	Yes	Yes	Yes	1.50
D	D	Yes	Yes	Yes	1.00
F	F	Yes	Yes	Yes	0.00
I	Incomplete	No	No	No	N/A
W	Withdrawn	No	Yes	No	N/A
WF	Withdrawn-Failure	No	Yes	Yes	0.00
AU	Audit	No	No	No	N/A
P	Pass	Yes	Yes	No	N/A
PD	Pass Developmental	Yes	Yes	No	N/A
FD	Fail Developmental	No	Yes	No	N/A
TC	Transfer	Yes	Yes	No	N/A
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

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## Application of Grades and Credits

The grade chart above 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 fee will be charged to repeat a class (see addendum for details).

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

Culinary Arts Minneapolis/St. Paul 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) days following the end of the course explaining the reasons for the dispute to the Director of Education who will investigate the dispute and recommend a decision. The Director of Education will issue the student a final decision within five (5) business days.

'TC' and 'PR' 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

Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul 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: English I, Psychology, Economics, 20th Century Literature, and Environmental Science. A request from a student for a test out will be granted if an examination is available and the Director of Education 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 Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul 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 Director of Education or designee for proficiency credit. Students are responsible for having official documentation of certification exam results forwarded to Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul for evaluation. Evaluations and supporting documentation will be retained in the student's academic file.



Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul offers additional courses in math and English to assist those students who need assistance in developing their skills in these particular areas. Developmental courses are offered at an additional charge, are calculated in the student's maximum time frame of attendance, and are included on the student's transcript. The grades for these courses are not included in the student's grade-point average nor may they be used to meet graduation requirements.

**Independent Study**

Independent Study is available for students with extenuating circumstances and students approaching graduation who find that a required course is not offered. Students must have been making appropriate progress toward graduation academically and must be in good standing to be considered for Independent Study. Independent Studies are granted only at the availability of a qualified instructor and cannot be guaranteed.

**Repeated Courses**

Students are allowed to repeat a course one time without prior approval. Any student that must repeat a course for a second time must first seek approval from the Academic Review Board prior to repeating the course. Students who fail to pass a course after the third attempt (i.e. second repeat) may be dismissed from the program. Students will be charged a repeat fee for any repeated course.

**Standards of Satisfactory Academic Progress**

All students must maintain satisfactory academic progress in order to remain enrolled at the school. Additionally, satisfactory academic progress must be maintained in order to 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 Programs**

Credits Completed	Minimum CGPA Required
0 – 15 credits	1.5
16 credits – graduation or maximum allowable credits reached	2.0

**Associate Degree Programs**

Credits Completed	Minimum CGPA Required
0 – 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 in 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 time frame. The maximum allowable attempted credits are noted in the table below.

Program	Maximum Attempted Credits
Certificate in Le Cordon Bleu Culinary Arts	55
Associate of Applied Science in Le Cordon Bleu Culinary Arts	151
Associate of Applied Science in Le Cordon Bleu Pâtisserie and Baking	153

**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 time frame for this

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student's new program at institution B will be one and half times  $(150\%) \times 180 = 270$  credits. The 30 transfer hours will be added to the attempted and earned hours when the time frame is being calculated.

When a student elects to change a program at Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul, the student's earned credits and grades will be transferred into the new program as applicable, including transfer credit. Credits earned at Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul 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 time frame. 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 time frame calculation. For example, a student transfers from program A to program B. The student is able to transfer 30 external credits and 10 credits earned in program A into program B. Program B requires 180 credits to graduate. Thus, the maximum time frame for this student's new program will be one and one half times  $(150\%) \times 180 = 270$  credits. The 30 external transfer credits will be added to the attempted and earned credits when the time frame is being calculated and the 10 credits earned in program A will be included in the grade point average, rate of progress and the time frame calculations.

## Warning and 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 in the AAS programs will be placed on Warning immediately after the first block in which the CGPA or the rate of progress falls below the values specified in the tables above. At the end of the next block, the student will be removed from Warning and returned to regular status if they meet or exceed the minimum standards, or will be placed on Probation if they continue to fall below the specified values.
- Students in the Certificate program will be placed on Probation immediately after the first block in which the CGPA or rate of progress falls below the values specified in the tables above. At the end of the next block, the student will be removed from Probation and returned to regular status if they meet or exceed the minimum standards.
- Students on Probation will be evaluated at the end of their next 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 Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul.

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

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

## Appeal

A student who has been academically dismissed may appeal the determination if special or mitigating circumstances exist. Any appeal must be in writing and must be submitted to the Academic Review Committee within five (5) days of the date of the notification letter of his/her dismissal. Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul reserves the right to consider appeals outside of this timeframe on an exception basis. The student must explain what type of circumstances contributed to the 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.

### 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 Academic Review Committee. The request should be in the form of a letter explaining the reasons why the student should be readmitted.

A student may be required to wait at least one block before they are 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.

### Program Changes

Students who change programs start a new maximum time frame calculation, but the CGPA retains all prior courses and their grades. If the past CGPA is below 1.00, the student will be placed on probation. Students re-entered under probation must meet the same grade and process

expectations as other students on regular academic probation.

### Student Awards

Students with high grade point averages (GPA) have the opportunity to have those merits rewarded by earning a place on one of the honor rolls. Student GPAs are evaluated at the end of each 12-week academic block. The criteria for honor rolls are:

4.0 GPA for the term    President's Honor Roll

3.5 to 3.99 GPA        Honor Roll  
for the term

### 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.

In addition, students must:

- Complete all program requirements
- Provide the Career Services Department with a suitable resume

Students who complete the above requirements and have high cumulative grade point averages can graduate with the following designations:

3.50 to 3.74 GPA        Honors

3.75 to 4.0 GPA        High Honors

### Leave of Absence

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

### Leave of Absence Conditions

**The following conditions may be considered:**

- Medical (including pregnancy)
- Family Care (childcare issues, loss of family member or unexpected medical care of family)
- Military Duty
- Jury Duty
- Temporary Out /Session Off
  - Externship temporarily unavailable (does not include student declining site)
  - Student not attending one of the mini-sessions within a term.

**The following requirements apply:**

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

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

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## Student Services Information

### Student Services

Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul 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 the Student Services Coordinator, Student Services Advisor, or the VP of Academic Affairs and Director of Career Services. Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul staff is also available on a daily basis to assist students with financial aid, employment assistance, and academic advisement. Students are welcome on the campus any time during office hours to take advantage of the variety of services provided by Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul. Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul encourages students to network with graduates as well as instructors and peers in their classes, thus enhancing their networking opportunities in the industry.

### Student Orientation

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

### Student Portal

The student portal is a secure website that allows a student access to his or her information including schedule, grades, account balance and activity, school events, school contact information, and much more. Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul offers this capability so that it's easy for our students to be in touch with us and enhance their college experience. Upon acceptance to Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul, students will be issued a Student Number that can be used to gain access to the student portal.

### Library/Learning Resource Center

Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul maintains a collection of reference materials for general education and program-specific curricula. Relevant newspapers, magazines, and periodicals are also available for checkout and review. The library also has a number of computers that provide Internet access, word processing and résumé writing software, basic skills developmental training software, and disabilities access adaptive technology.

The mission of the Learning Resource Center (LRC) is to support and enhance the educational mission of Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul. The LRC provides essential educational support to the local campus community by providing access to local, national and international information resources. The LRC makes appropriate use of new and expanding technologies as well as print resources, which are responsive to current academic and technical coursework. Resources in the LRC are available to students to assist them in the development or upgrading of their basic reading, grammar and math skills. Students are able to work



on basic skills development at their own pace and on their own schedule under the supervision of LRC staff.

### CECybrary

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 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 CECybrary 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 CECybrary.

### Academic Assistance

Students seek help and advice during their education for many reasons. At Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul, 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 Director of Education is responsible for providing academic assistance and should be consulted when assistance is desired. Referrals to outside agencies may also be provided as needed. The administrative staff and the faculty are also available for advising assistance.

### Student Activities

Throughout Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul year, activities that encourage College spirit and develop student leadership may be offered. Students may participate in activities such as culinary competition teams, culinary or baking clubs, or join the Student Council. Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul believes that participation in these activities is an important part of the educational process and student involvement is encouraged.

### Field Trips

Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul believes that training is enriched by observing real-life applications. When appropriate, visits are arranged to industrial or professional locations.

### Special Lectures

Guest lecturers are invited to speak to students about career opportunities and current industry applications of educational programs.

### Uniform Policy

The uniform policy can be found in the Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul Student Handbook.

Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul Student Handbook is distributed to students upon admission to the school.

### Housing and Transportation Assistance

The Student Service offices at Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul are available to assist students in locating housing. The department coordinates with area housing managers who can arrange for furnished or unfurnished housing to suit the student’s needs. The Student Service Office maintains information on public transportation.

### Student Record Retention

Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul maintains student records at the campus for a minimum of five years. Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul student transcripts are retained indefinitely. Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul maintains confidentiality with records in accordance with the Family Educational Rights and Privacy Act (FERPA).

### Transcripts

An official transcript is maintained for each student. The transcript provides a complete record of all course grades and credits earned. Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul will supply official transcripts to whomever the student or graduate designates. There is a nominal charge for this service, which is outlined in Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul Student Handbook. Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul reserves the right to withhold a transcript if the student’s financial account is in arrears.

### Career Services

Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul has a Career Services staff to assist the graduate in developing a

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career goal and obtaining employment in the field of study. Services provided by the Career Services staff may include:

- Personal sessions with a representative
- Individual career planning
- Interviewing techniques
- Résumé preparation
- Employer search
- Part-time job assistance while in school
- Classroom presentations and employer visitations
- On-campus employer recruitment
- Internet job seeking and website listings

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

All graduates are required to report employer information to the Career Services Department. This information is reported to the state licensing offices and Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul's accrediting agency. All graduates must contact the Career Services Department upon gaining employment and provide the requested employer information.

All students, as a graduation requirement, must have a resume on file with Career services prior to entering their externship courses. Career Services maintains copies of resumes, externship packets/release forms, and employment information obtained by Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul in Career Services student files.

Students must complete their program-specific externship coursework in order to graduate from Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul. Students will work with a specified Career Services Department Representative on choosing an externship site that is school-approved. Current information regarding the externship policies and procedures can be found in the Student Handbook.

Agencies and institutions that accept our students for 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 externship or employment placement following completion of the program. Some agencies and employers may require candidates to submit to a drug test. Some programs may require additional education, licensure and/or certification for employment in some positions. Employment and internship decisions are outside the control of Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul.

## Evaluation Surveys

Each student will have the opportunity to evaluate courses, instructors, and the overall program success at several points throughout the program through course surveys at the end of each class, periodic library and student services surveys, and through graduate surveys at the completion of each program. Students are encouraged to take advantage of these opportunities to share thoughts and new ideas.



## General Information

### Facility

Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul offers classes in three campus buildings located within a mile of each other in Mendota Heights, MN (55120).

The main building (Main Campus) is located at 1315 Mendota Heights Road.

Several lab kitchens and the certificate program classes are held at (Brown Campus), 1440 Northland Drive.

Lecture-based courses and general education courses are held at (Annex 4), 2535 Pilot Knob Road, Suite 126.

### Hours of Operation

Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul administrative offices are open from 7:00 a.m. to 8:00 p.m., Monday through Friday (please see student handbook for specific departmental hours), and admissions and tuition planning offices are open from 9:00 a.m. to 4:00 p.m. on Saturday.

### School Closings

Information about school closings can be found in the Student Handbook.

### Class Hours

Although individual student schedules may vary, day classes meet Monday through Friday from 7:00 a.m. to 2:00 p.m. Afternoon classes meet from 9:30 a.m. to 4:30 p.m. Evening classes meet Monday through Friday from 5:30 p.m. to 11:30 p.m.

### Class Size

To provide meaningful instruction and training, Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul will attempt to maintain class sizes as small as is reasonably possible. Maximum number of students in a lecture class will not exceed 40 students and in a laboratory setting will not exceed 32 students.

### Required Study Time

In order to complete the required class assignments, students are expected to spend outside time studying. The amount of time will vary according to individual student abilities. Students are responsible for reading all study materials issued by their instructors and must turn in assignments at the designated time.

### School Policies

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

### Conduct Policy

All students are expected to respect the rights of others and are held responsible for conforming to the laws of the national, state and local governments, and for conducting themselves in a manner consistent with the best interests of Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul and of the student body. Students not conducting themselves in a professional manner may be subject to suspension or termination.

# Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul

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## Termination Policy

Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul 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 Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul community, or failure to comply with the policies and procedures of Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul. 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 Information section of this catalog).

## Reasonable Accommodations Policy – Individuals with Disabilities

Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul does not discriminate against individuals on the basis of physical or mental disability and is fully committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with a disability, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided by Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul. To request an auxiliary aid or service please contact the Student Services Coordinator at 1315 Mendota Heights Road, Mendota Heights, MN 55120.

Individuals requesting an auxiliary aid or service will need to complete an Application

for Auxiliary Aid. To enable Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul to timely provide an auxiliary aid or service, Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul requests that individuals complete and submit the Application for Auxiliary Aid six (6) weeks before the first day of classes, or as soon as practicable. Disagreements regarding an appropriate auxiliary aid and alleged violations of this policy may be raised pursuant to Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul's grievance procedures.

## Campus Security

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

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

office. Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul will report to the campus community concerning the occurrence of any crime included in the annual security report that is reported to campus security or local police and that is considered to be a threat to students or employees.

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

## Drug-Free Environment

As a matter of policy, Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul prohibits the unlawful manufacture, possession, use, sale, dispensation, or distribution of controlled substances and the possession or use of alcohol by students and employees on its property and at any school activity. The only exception is authorized wine tasting within the classroom. Further information on the school's policies can be found in the Student Handbook. Any violation of these policies will result in appropriate disciplinary actions up to and including expulsion in the case of students and termination in the case of employees, even for a first offense. Violations of the law will also be referred to the appropriate law enforcement authorities. Students or employees may also be referred to abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program. Information on the school's drug-free awareness program and drug and alcohol abuse prevention program may be obtained from the President's office.



### Unlawful Harassment Policy

Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul 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 Director of Education.

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

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

### 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, career services assistance, the educational process, or other school matters. It does not apply to student complaints or grievances regarding grades or sexual harassment, which are addressed in other sections of this catalog.*

Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul 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 Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul administration against any party involved. We will investigate all complaints or grievances fully and promptly. So long as the student pursues this grievance procedure to its conclusion, the period during which the student is pursuing this process will not count toward any statute of limitations relating to the student's claims.

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

**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, with a description of the actions that have taken place thus far, to the next level of authority directly or through the Academic Review Committee.

**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.

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 time frames, then the student will be deemed to have accepted the resolution last proposed by the Academy.

# Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul

If the Academy fails to act within the time frames described in this procedure, then the student may elect to forgo any further steps in the grievance procedure and choose to go directly to arbitration as provided in the student's Enrollment Agreement. The time periods set forth in these procedures can be extended by mutual consent of Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul and the student. The student may also contact:

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

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

Students may also contact the Minnesota Office of Higher Education  
1450 Energy Park Drive, Suite 350  
St. Paul, MN 55108-5277.

Wisconsin residents may contact the Wisconsin Educational Approval Board  
30 W. Mifflin St., P.O. Box 8696  
Madison, WI 53708-8986

## Notification of Rights under FERPA with respect to Student Records

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

1. Students enrolled at Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul 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 Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul without prior consent if: (1) 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 (2) 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 Director of Education, and must identify the part of the record the student wants changed and the reason for the requested change stated fully.
5. Directory information is student information that the institution may release to third parties without the consent of the student. Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul has defined directory information as the student's name, address(es), telephone number(s), e-mail 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 Director of Education 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 e-mail address in a class in which the student is enrolled.
6. The written consent of the student is required before personally identifiable information from education records of that student may be released to a third party, unless the disclosure is otherwise allowed under an express FERPA exception to disclosure or is required by law.



7. A student who believes that Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul has violated his or her rights concerning the release of or access to his or her records has the right to file a complaint with the U.S. Department of Education. The name and address of the office that administers FERPA is:

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

[Catalog Addendum](#)

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



## A Foundation in Tradition and Innovation



**Le Cordon Bleu**  
College of Culinary Arts  
Minneapolis / St. Paul

1315 Mendota Heights Road | Mendota Heights, MN 55120

Phone: 800.528.4575 | Fax: 651.452.2847

[www.TwinCitiesCulinary.com](http://www.TwinCitiesCulinary.com)

# Addendum to the 2009-2010 Catalog

Le Cordon Bleu College of Culinary Arts in Minneapolis / St. Paul

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Effective January 1, 2010, Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul has changed the name to Le Cordon Bleu College of Culinary Arts. This name replaces all references to the previous name throughout this catalog.

Academic Calendar

## Certificate Program in Le Cordon Bleu Pâtisserie and Baking

### 12 Month | 48 Week Program

Start Date	Anticipated Completion Date
6/30/2011	6/28/2012
8/17/2011	8/15/2012
9/28/2011	9/27/2012
11/9/2011	11/7/2012
1/9/2012	12/21/2012
2/20/2012	2/15/2013
4/9/2012	3/29/2013
5/21/2012	5/17/2013
7/9/2012	6/28/2013
8/20/2012	8/16/2013
10/1/2012	9/27/2013
11/12/2012	11/8/2013

## Certificate Program in Le Cordon Bleu Culinary Arts

### 12 Months / 48 Week Program

Start Date	Anticipated Completion Date
6/30/2011	6/28/2012
8/17/2011	8/15/2012
9/28/2011	9/27/2012
11/9/2011	11/7/2012
1/9/2012	12/21/2012
2/20/2012	2/15/2013
4/9/2012	3/29/2013
5/21/2012	5/17/2013
7/9/2012	6/28/2013
8/20/2012	8/16/2013
10/1/2012	9/27/2013
11/12/2012	11/8/2013

### Break Weeks

3/26/2011 – 4/3/2011

6/25/2011 – 7/4/2011

12/17/2011 – 1/8/2012

3/21/2012 – 4/8/2012

6/30/2012 – 7/8/2012

12/22/2012 – 1/6/2013

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



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# Addendum to the 2009-2010 Catalog

Le Cordon Bleu College of Culinary Arts in Minneapolis / St. Paul

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## Holiday Schedule 2011

December 18, 2010 – January 2, 2011

Winter Break

January 17, 2011 -

Martin Luther King Jr. Day

February 21, 2011 -

Presidents Day

March 26, 2011 – April 3, 2011

Spring Break

April 22, 2011 -

Good Friday

May 30, 2011 -

Memorial Day

June 25, 2011 – July 4, 2011

Summer Break

July 4, 2011

Independence Day

September 5, 2011

Labor Day

November 24 and 25, 2011

Thanksgiving Day

December 17, 2011 – January 8, 2012

Christmas Holiday

## Holiday Schedule 2012

January 2, 2012

New Year's Day (observed)

January 16, 2012 -

Martin Luther King Jr. Day

March 21, 2012 – April 8, 2012

Spring Break

May 28, 2012 -

Memorial Day

June 30, 2012 – July 8, 2012

Summer Break

July 4, 2012

Independence Day

September 3, 2012

Labor Day

November 22 and 23, 2012

Thanksgiving Day

December 24, 2012 – December 25, 2012

Christmas Holiday



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## Tuition and Fees

The costs outlined for each program reflect a normally progressing student.

### Books, Supplies and Fees

There are no refunds on books and/or supplies provided to the student, or fees charged for any student who starts classes at the College and then later withdrawals. Certain supplies and equipment (including but not limited to shoes, cravates, and commis caps) **cannot be returned** because of clearly recognized health and sanitary reason, the college will not issue a refund for these items once they have been purchased and received by a student.

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

\*\*Fee is estimated

**Financial Aid is available for those who qualify. The school reserves the right to increase all fees and tuition without notice, at its discretion.**

### Course Repeat Fees (per credit fee)

Culinary Courses	\$200.00
Patisserie and Baking Courses	\$200.00
Externship Courses	\$50.00

### Tuition Effective October 17, 2011

#### Certificate in Le Cordon Bleu Culinary Arts

Tuition	\$19,200.00
*Application Fee	\$50.00
**Textbooks, Uniforms, Equipment and Supplies (plus tax)	\$300.00
Estimated Total Cost	\$19,550.00

#### Certificate in Le Cordon Bleu Pâtisserie and Baking

Tuition	\$19,200.00
*Application Fee	\$50.00
**Textbooks, Uniforms, Equipment and Supplies (plus tax)	\$300.00
Estimated Total Cost	\$19,550.00



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## Staff and Faculty

### Administrative Staff

#### President

Kevin Sanderson

#### Sr. Director of Admissions

David Peterson

#### Business Operations Manager

Pamela Trandahl

#### Director of Career Services

Kianna Ramos

#### Manager of Procurement & Facilities

Michael Anderson

#### Assistant Registrar

Cindy Thompson

#### Regional Librarian

Debra Bacon

### Educational Administration

#### Executive Chef

##### Steven Shapley

M.A., Management: College of St. Scholastic

B.A., English: Ottawa University

#### Lead Instructor Culinary Arts

##### Farley Kaiser

B.A., Culinary Management: Le Cordon Bleu –  
Scottsdale/Online

A.A.S., Culinary Arts: The Art Institute International  
Minnesota

#### Lead Instructor Patisserie and Baking

##### Amy Shipshock

B.A., Culinary Management: Le Cordon Bleu –  
Scottsdale/Online

A.A.S., Culinary Arts: The Art Institute International  
Minnesota

#### Lead Instructor General Education

##### Andrew Wahlstrom

M.B.A., Marketing: University of Wisconsin Madison

B.A., Economics, University of North Carolina Chapel Hill

#### Culinary Arts Chef Instructors:

##### Anne Barr

B.S., Communication, Luther College

A.A.S., Culinary Arts: Le Cordon Bleu College of Culinary  
Arts Minneapolis-St. Paul

##### Annie Seiben

AAS, Culinary Arts Le Cordon Bleu at Brown College

##### Jeremy Reineke

AAS Culinary Arts Le Cordon Bleu MSP

##### Paul Bergsbaken

B.P.S., A.O.S., Culinary Arts Management: Culinary Institute  
of America

A.O.S., Culinary Arts: Fox Valley Technical College



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## **Kenneth Goff**

A.A.S., Culinary Arts: Le Cordon Bleu at Brown College  
Certificate, Culinary Arts: St. Paul Technical College

## **Toufik Halimi**

A.A.S., Culinary Arts: Le Cordon Bleu at Brown College  
C.A.P. (Cap de Cuisine certificate), Culinary Arts: Centre de Formation D'apprenti, France

## **Daniel Hubert**

A.A.S., Culinary Arts: Le Cordon Bleu at Brown College  
C.A.P. (Cap de Cuisine certificate): Sourdnet, France

## **Jonathan Kaye**

A.A.S., Culinary Arts: Le Cordon Bleu at Brown College  
Diploma, Culinary Arts: Regency Park School of Food, Australia

## **Van Keszler**

B.A., Speech, Communications and Theater Arts, English:  
Concordia College

## **Louis Krueger**

A.A.S., Culinary Arts: Le Cordon Bleu at Brown College

## **Jason Ross**

B.A., Fine Arts: Colorado College

## **Mark Seaberg**

B.A., History: University of Minnesota

## **Jeremy Sledge**

A.O.S., Culinary Arts: Culinary Institute of America  
A.A.S., Culinary Arts: Des Moines Area Community College

## **Randall Toenges**

B.A., Marketing: University of St. Thomas  
A.O.S., Culinary Arts: Culinary Institute of America

## **Walter Wittwen**

A.A.S., Culinary Arts: Le Cordon Bleu at Brown College  
Swiss Chefs Diploma, Culinary Arts: Gewerbe Schule, Switzerland

## **Patisserie and Baking Chef Instructors:**

### **Carrie Franzen**

Certificate, Culinary Arts: Hennepin Technical College  
B.A., Journalism: University of Wisconsin Madison

### **Catharine Noel**

A.A.S., Hennepin Technical College

### **Ryan Siess**

A.A.S., Food Service Management: University of Montana  
Certificate, Baking and Patisserie: Culinary Institute of America

### **Clarence Trendera**

A.A.S., Culinary Arts: Le Cordon Bleu at Brown College  
Diploma, Culinary Arts: Dakota County Technical College

### **Jule Vranian**

A.A.S. in Culinary from Le Cordon Bleu  
Hotel & Restaurant Program City College of San. Francisco



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## General Education Faculty:

A.O.S. Associate of Occupational Studies

A.A.S. Associate of Applied Science

### Althea Dixon

M.A., Family Social Sciences: University of Minnesota

B.A., Theatre/English: Yankton

### Scott Kronebusch

M.A., Counseling Psychology: University of St. Thomas

B.A., Psychology: St. Mary's University

### Frederick Stenborg

M.S., CEE University of Wisconsin Madison

B.S., CEE University of Wisconsin Madison

### Aaron Wilson

M.F.A., Writing: Hamline University

B.A., Creative Writing: Beliot College

## Faculty Key

M.A. Master of Arts

M.B.A. Master in Business Administration

M.F.A. Master of Fine Arts

M.S. Master of Science

B.A. Bachelor of Arts

B.S. Bachelor of Science



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# Addendum to the 2009-2010 Catalog

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## Updates to the Catalog

### **Page 5 Message from the President (Effective July 1, 2011)**

*This language replaces the message that is currently in the catalog with the following:*

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

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

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

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

### **Page 8 Accreditation and Affiliations (Effective July 1, 2011)**

*This language replaces the message currently in the catalog with the following:*

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.



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

Following the popularity of the publication, the first Le Cordon Bleu school officially opened its doors as a culinary school in Paris in 1895. The first Cordon Bleu cooking class was held on January 14, 1896, in the Palais Royal. From the beginning, celebrated Chefs of the time came to teach at Le Cordon Bleu in Paris, including the legendary Chef Henri-Paul Pellaprat. The cooking classes were an immediate success. The reputation of the school spread rapidly worldwide. Students in the United States have been able to 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.

## **Page 8 Accreditation and Affiliations (Effective May 2011)**

*This language replaces the Accreditation language in the current catalog:*

Le Cordon Bleu College of Culinary Arts in Minneapolis/St. Paul is accredited by Accrediting Council for Independent Colleges and Schools (ACICS) to award certificates as a branch location of Western Culinary Institute in Portland, Oregon.

Accrediting Council for Independent Colleges and Schools  
750 First Street NE Suite 980  
Washington, DC 20002-4223  
Tel: 202.336.6780

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



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## Page 9 Statement of Ownership (Effective March 2012)

*This language replaces the State of Ownership that is currently in the catalog with the following:*

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

*This language replaces the CEC Executive Officers and CEC Board of Director*

### CEC Executive Officers

Steven H. Lesnik

President and Chief Executive Officer

Michael J. Graham

Executive Vice President and

Chief Financial Officer

### CEC Board of Directors

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

## Page 18 (Effective June 2011)

### Criminal Conviction Policy

*The following has been added under the Admissions Section of the catalog:*

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

### Admissions Policy

#### Wonderlic® Exam

*The following is an addition to the list of admissions requirements:*



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

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

Le Cordon Bleu Certificate Programs:	12
Le Cordon Bleu Associate of Occupational Studies Programs:	14

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

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

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

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

Those applying to a certificate program, who have earned an associate degree 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 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.

## Proof of High School Graduation

*The following is an addition to the list of admissions requirements:*

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

## Page 19 International Students

*Remove this section from the catalog.*

## Page 21 Financial Aid Information

*Replace current Federal Student and Parent Loans language with the following:*

**Federal Student and Parent Loans (Effective March 29, 2010)**



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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 are available through the U.S. Government.

## **Federal Direct Stafford (Effective March 29, 2010)**

*Replace Federal Stafford with Federal Directed Stafford*

## **Academic Competitiveness Grant (ACG) (Effective July 1, 2011)**

The Academic Competitiveness Grant (ACG) and the National Science and Mathematics Access to Retain Talent (National SMART Grant) are no longer available as of July 1, 2011.

## **Page 22 Financial Aid Information (Effective January 2012)**

Institutional Scholarships and 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



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awarded for the start and/or for the year, no additional scholarships will be awarded for that start or year. For 2012, a maximum of 10 first-year scholarships at each applicable institution will be awarded totaling \$25,000 in Le Cordon Bleu Best of the Best Scholarships.

## Foundations Scholarship

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

## Member Scholarship

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

## Officer Scholarship

Le Cordon Bleu offers Officer Scholarships to students who are members in a national student organization and are also an officer of SkillsUSA or FCCLA. Students must have exhausted all federal and state funding and have an outstanding tuition balance. In 2012, a maximum of two students at each applicable institution will be offered \$500 scholarships for their first academic year. Students will be considered for the Officer Scholarship once they have completed the admissions application process, have a valid Institutional Student Information Record (ISIR) on file, and have submitted the Officer Scholarship application and supporting documentation of membership. Applications



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are due by the end of the add/drop period for each start date; awards will be based on financial need as well as membership. Officer Scholarship cannot be combined with any other National Student Organization Competition Scholarship. Scholarship recipients must continue to satisfy the school's stated Standards of Academic Progress (SAP) as defined in the school's catalog to remain eligible for the scholarship. Scholarship applications will be evaluated as they are received. Once the maximum number of scholarships is awarded for the start and/or for the year, no additional scholarships will be awarded for that start or year. For 2012, a maximum of two scholarships at each applicable institution will be awarded totaling \$1,000 in Le Cordon Bleu Officer Scholarships.

## **SAT/ACT Accomplishment Scholarship**

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

## **Student Leader Scholarship**

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

## **Urban Leader Scholarships**

Le Cordon Bleu offers Urban Leader Scholarships to students who graduated high school or college with a GPA of 3.0 or higher, who live in the larger urban city areas\* and whose parents received no postsecondary academic training.



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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.

## Scholarships for ProStart Students

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.

## 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

## 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.



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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

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

## BLEU Grant

Le Cordon Bleu College of Culinary Arts offers institutional grants to students who have exhausted all federal, state, and private grants or scholarships, have an outstanding tuition balance and are enrolled in the following programs: Le Cordon Bleu Patisserie & Baking (15 Month and 21 Month AAS) and Certificate in Le Cordon Bleu Culinary Arts. Grants may range from \$746 to \$6,689. Students will be considered for the grant upon completion of the admissions application process and the financial aid application process, with no separate grant application required. The College makes available a limited amount of money each year for such grants. Once it is determined that available funding is exhausted, grants will not be awarded to otherwise eligible students. For 2012, \$706,070 has been budgeted for institutional grants.

## Page 23 Refund Policy (Effective August 9, 2011)

*Replace the current language as applicable with the following:*

### Books, Supplies and Fees

There are no refunds on books and/or supplies provided to the student, or fees charged for any student who starts classes at the College and then later 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, due to lack of attendance, in accordance with the College's attendance policy.

### Refund Policy for Wisconsin Residents

*Language removed from the policy has been struck through:*

Refunds are made for students who withdraw or are withdrawn from Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul prior to the completion of their program and are based on the tuition billed for the block in which the Student withdraws, according to the schedule set forth below. Refunds will be based on the total charge incurred by the Student at the time of withdrawal, not the amount the Student has actually paid. Tuition and fees attributable to any block beyond the block of withdrawal will be refunded in full. ~~Any books, supplies and/or equipment that has been purchased at the campus book store may be returned for a refund if they are returned in unused condition and returned within 20 days of the last date of attendance.~~



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Uniforms that have been issued are nonrefundable. Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul will honor any notice of withdrawal that includes but is not limited to completing a student withdrawal form with the Registrar, other written notice, or verbally communicating the student's intent to withdraw. The date from which refunds will be determined is the last date of recorded attendance. Refunds will be made within 30 calendar days of the notification of an official withdrawal or date of determination of withdrawal by the institution. If a student gives written notice of cancellation after the start of the period of instruction for which the student has been charged, but before completion of 75 percent of the period of instruction, then student is assessed a pro rata portion of tuition, fees and all other charges plus 25 percent of the total program cost (25 percent not to exceed \$100.) Students by virtue of attending classes in a Minnesota school are also subject to the Minnesota Refund Policy as long as that policy is more favorable to the student.

**Page 24** (Effective July 1, 2011)

## **Return of Title IV Funds**

*The following text replaces this section:*

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.

The US Department of Education regulations indicate that it is not sufficient for a student to simply log in to an on-line class to demonstrate "academic attendance and thus trigger either initial attendance and financial aid eligibility or an LDA (Last Date of Attendance) for purposes of R2T4 (Return of Title IV Aid) calculations. On-line programs must use very specific means to document that a student participated in class or was otherwise engaged in an academically-related activity, such as; submit an assignment, take a quiz, contribute to an on-line discussion and in some cases post to an on-line gallery.



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

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

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

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

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

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

## Withdrawal Date

*The following text replaces this section:*

The withdrawal date used to determine when the student is no longer enrolled at Le Cordon Blue College of Culinary Arts is the date indicated in written communication by the student to the academic/student services 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.



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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.

## **Page 25 (Effective July 1, 2011)**

### **Disbursement of Title IV Credit Balance (Books)**

#### *New Language*

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

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

Le Cordon Bleu College of Culinary Arts 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.

## **Page 27**

### **Attendance (Effective July 1, 2011)**

*The following text replaces this section:*

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, not including scheduled College holidays or breaks, and/or students who officially withdraw from all current courses will be administratively withdrawn from the College.



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Grading Chart

(Effective April 2012)

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

Page 28 (Effective April 2012)

## Application of Grades and Credits

*The following text replaces this section:*

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).



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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.

## Retake Fees

### *New Language*

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

## Definition of a Credit Hour

### *New Language*

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 twelve 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.

## Page 29 (Effective July 1, 2011)

### Standards of Satisfactory Academic Progress

*The following language replaces this section:*

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. (2 six week modules) Both the CGPA and ROP standards must be met in order to be considered as making satisfactory academic progress. These standards are outlined below.



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## CGPA Requirements

*The following text replaces this section:*

### 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 CPGA 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

*The following text replaces this section:*

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

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

## Maximum Time in Which to Complete

*The following text replaces this section:*

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 Credits and Change of Program Affect SAP

*The following text replaces this section:*

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



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one and a half times (150%) x 180 = 270 credits. The 30 transfer hours will be added to the attempted and earned hours when the maximum timeframe and rate of progress is being calculated.

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

## Page 30 (Effective March 2011)

### Warning and Probationary Periods for Students Receiving Financial Aid

*The following text replaces this section:*

At the end of each term after grades have been posted, each student's CGPA and rate of progress is reviewed to determine whether the student is meeting the 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 appeal in order to maintain eligibility for federal financial assistance. (see Appeals section below)
- A student who successfully appeals and is on FA Probation will be evaluated at the end of the second grading period of monitoring. A student who meets or exceeds the minimum standards will be removed from FA Probation and returned to a SAP Met status. If the minimum CGPA and ROP requirements are not met at the time of evaluation, the student will be placed on FA Dismissal Status and will be dismissed from school 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 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.



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

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

## Warning and Probationary Periods for Students Not Receiving Financial Aid

At the end of each grading period/term (define grading period where appropriate) 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 second grading period of monitoring. A student who meets or exceeds the minimum standards will be removed from Probation and returned to a SAP Met status. If the minimum CGPA and ROP requirements are not met at the time of evaluation, the student will be placed on Dismissal Status and will be dismissed from school.

If at any point it can be determined that it is mathematically impossible for a student to meet the minimum requirements, the student will be dismissed from the school unless the student is meeting the conditions of their academic plan.

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

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

## Appeal

*The following text replaces this section:*

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 designated academic official within



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five (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 academic official is final and may not be further appealed.

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

## **Page 31 (Effective March 2011)**

### **Reinstatement**

*The following text replaces this section:*

A student who was previously academically dismissed may apply for reinstatement to the institution by submitting a written appeal to the academic official. The appeal should be in the form of a letter explaining the reasons why the student should be readmitted. The decision regarding readmission will be based upon factors such as grades, attendance, student account balance, conduct, and the student's commitment to complete the program. Dismissed students who are readmitted will sign a new Enrollment Agreement, will be charged tuition consistent with the existing published rate. Students who are interested in applying for federal financial aid may do so at this time.

## **Page 33 (Effective March 2011)**

### **Cybrary**

*The following text replaces the CECybrary section:*

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

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

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

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

### Library/Resource Center

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



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Le Cordon Bleu College of Culinary Arts campus library provides materials to support the College's mission and curriculum and assists each student to attain his/her educational goals. The electronic collection includes books, an assortment of current periodicals, and videos. The library, which provides academic assistance to students, is open Monday through Thursday from 9am until 7pm and on Friday from 9am until 4pm unless posted otherwise.

## **Page 34 Career Services (Effective March 2011)**

*Add the following paragraphs to the end of the Career Services section:*

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

## **Plans to Improve Academic Programs (Effective May 2011)**

*New language*

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

## **Page 33 Transcript Language (Effective January 2011)**

*The following replaces the last sentence of the current*

Transcript Process and 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.

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

\$10- Transcripts ordered through the campus

\$30 - Overnight/US Mail delivery

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



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## Page 10 – 12 Program Offerings (Effective May 16, 2011)

The following programs replace the programs in the current 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.

#### 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
<b>Total Quarter Credits Required for Graduation</b>		<b>55</b>



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## Certificate Program in Le Cordon Bleu Pâtisserie and Baking

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

<i>Course Code</i>	<i>Course Title</i>	<i>Quarter Credits</i>
<b>LCBC 105</b>	<i>Food Safety and Sanitation</i>	3
<b>LCBC 110</b>	<i>Culinary Foundations 1</i>	4
<b>LCBK 102</b>	<i>Introduction to Patisserie and Baking Techniques</i>	7
<b>LCBK 112</b>	<i>Baking Principles and Viennoiserie</i>	7
<b>LCBK 122</b>	<i>International Patisserie, Cake Formula, and Assembly</i>	7
<b>LCBK 212</b>	<i>Advanced Patisserie Techniques</i>	8
<b>LCBK 222</b>	<i>Centerpiece and Cake Decoration Techniques</i>	7
<b>LCBK 250</b>	<i>Externship I</i>	6
<b>LCBK 255</b>	<i>Externship II</i>	6
<b>Total Credits Required for Graduation</b>		<b>55</b>



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Page 13 – 17 Course Descriptions

(Effective May 16, 2011)

## **LCBC 105 - Food Safety and Sanitation**

**(30/0/0)**

**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**

**(30/20/0)**

**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**



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## **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.

## **LCBC 212 – Cuisine Across Cultures**

**8 credits**

### **Prerequisites: LCBC 132 or Approval of Executive Chef**

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

## **LCBC 222 – Catering & 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**



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(0/0/180)

**6 credits**

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

The externship is the final applied component of the Le Cordon Bleu culinary program. The 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**

(0/0/180)

**6 credits**

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

This second course is required of all certificate-seeking culinary arts students. The 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, 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**



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Students will explore pâte á 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**

**(0/0/180)**

**6 credits**

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

The externship is the final applied component of the Le Cordon Bleu Patisserie and Baking program. The student will have the opportunity to further develop and refine their skills with 180 hours of progressive industry experience along side school approved food service professionals.

## **LCBK 255 – Externship II**

**(0/0/180)**

**6 credits**

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

This second course is required of all 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 along side school approved food service professionals. Students may stay with the same site chosen for LCBK250, or they may explore an additional site.



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