



LE CORDON BLEU®

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LE CORDON BLEU  
COLLEGE OF CULINARY ARTS  
IN CHICAGO

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2015 - 2016 CATALOG

# LE CORDON BLEU COLLEGE OF CULINARY ARTS IN CHICAGO

2

## TABLE OF CONTENTS

### GREAT CITIES, GREAT DREAMS, GREAT OPPORTUNITIES.

This catalog is current as of the time of publication. From time to time, it may be necessary or desirable for Le Cordon Bleu College of Culinary Arts in Chicago 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 in Chicago 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 in Chicago also reserves the right to make changes in equipment and instructional materials, to modify curriculum and to combine or cancel classes.

### PHOTOGRAPHS

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

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### Le Cordon Bleu in North America

Message from Our Master Chef	4
Le Cordon Bleu – an International Passport Since 1895	5

### About Le Cordon Bleu College of Culinary Arts in Chicago

Mission Statement	6
Faculty	6
Accreditation and Affiliations	6
Statement of Ownership	6
Executive Officers/Board of Directors	7

### Program Offerings

Certificate in Le Cordon Bleu Culinary Arts	8
Certificate in Le Cordon Bleu Pâtisserie and Baking	9
Certificate in Le Cordon Bleu in Wine and Beverage	10
Associate of Applied Science in Le Cordon Bleu Culinary Arts	11
Associate of Applied Science in Le Cordon Bleu Pâtisserie and Baking	12

### Course Descriptions

Course Numbering System	14
-------------------------	----

### Admissions Information

Admissions Policy	21
Application Fee Waiver Policy	21
Proof of High School Graduation	21
Wonderlic Exam	21
Articulation Agreements	21
Criminal Conviction Policy	22
English Proficiency	22
Non-Discrimination	22
Re-Entering Students	22
Policy on Forged/Altered Academic Documents	22

### Financial Aid Information

Financial Assistance	23
How to Apply	23
Disbursement of Title IV Credit Balance (Books)	23
Financial Aid Programs	23
Loans	23
State Grant	24
BLEU Grant	25
Le Cordon Bleu Corporate Educational Alliance Grant	25
Le Cordon Bleu Scholarships	26
Scholarship Awards	27
Le Cordon Bleu Military Grant	28
Le Cordon Bleu Veteran Grant	28
Le Cordon Bleu Veteran Spouses Grant	29
Le Cordon Bleu Scholarships for Careers through Culinary Arts Programs (C-CAP)	29
National Restaurant Association Educational Foundation - Prostart™	30
Family, Career and Community Leaders Of American (FCCLA)	30
Skills USA	31
National Skills USA Student Member Scholarship	31
Agency Funding	32
Cancellation Policy	32
Refund Policy	32
Return of Title IV Funds	32
Withdrawal Date	33



**Academic Information**

Definition of a Grading Period	34
Unit of Credit	34
Definition of a Credit Hour	34
Full-time, Part-time and Overload Status	34
Transfer of Credit to Other Schools	34
Transfer of Credit to Le Cordon Bleu College of Culinary Arts In Chicago	34
Residency	34
Attendance	34
Make-up Policy	35
Grading System	35
Grade Scale	35
Application of Grades and Credits	35
Proficiency Credit	36
National Proficiency Exams	36
Auditing a Course	36
Add/Drop Period	36
Standards of Satisfactory Academic Progress (SAP)	36
Cumulative Grade Point Average (CPGA) Requirements	36
Rate of Progress (ROP) Toward Completion Requirements	37
Maximum Time in Which to Complete	37
How Transfer Credits/Change of Program Affect Satisfactory Academic Progress (SAP)	37
Warning and Probationary Periods	37
Appeal	38
Reinstatement	38
Graduation Requirements	38
Graduating Under Earlier Catalogs	38
Academic Honors	38
Block Honors	38
Graduation Honors	38

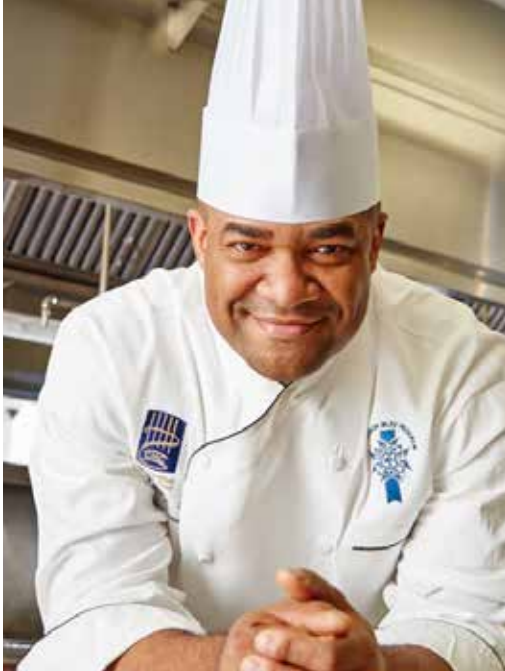
**Student Services Information**

Academic Assistance	39
Career Services	39
Background Checks	39
Plans to Improve Academic Programs	39
Cybrary/Library Information	39
Student Services	40
Student Orientation	40
Student Portal	40
Student Record Retention	40
Transcripts	40

**General Information**

Campus Security	41
Conduct Policy	41
Code of Conduct	41
Drug-Free Environment	42
Schedule of Course Offerings	42
Class Size	42
Grievance Policy	42
General	43
Leave of Absence	43
Leave of Absence Conditions	43
Notification of Rights under FERPA with Respect to Student Records	43
Reasonable Accommodations Policy – Individuals with Disabilities	44
School Policies	45
Termination Policy	45
Unlawful Harassment Policy	45
Catalog Addendum	45

## LE CORDON BLEU IN NORTH AMERICA



**DARYL L. SHULAR**

### MESSAGE FROM OUR MASTER CHEF

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

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

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

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

Daryl L. Shular, CMC  
Director of Education  
Le Cordon Bleu, Atlanta



## LE CORDON BLEU – AN INTERNATIONAL PASSPORT SINCE 1895



### HISTORY OF LE CORDON BLEU

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

### The Rich Heritage of Le Cordon Bleu

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

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

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

# LE CORDON BLEU COLLEGE OF CULINARY ARTS IN CHICAGO

6

## ABOUT LE CORDON BLEU COLLEGE OF CULINARY ARTS IN CHICAGO

### MISSION STATEMENT

The mission of Le Cordon Bleu College of Culinary Arts in Chicago is to prepare students to fulfill their career aspirations and to meet the needs of the foodservice industry through quality culinary, pastry arts, hospitality and general education curricula of higher education.

### Objectives:

The following objectives relating to students, industry, staff, and the community assist us in fulfilling our mission:

#### Education of Students

- Educate students in the basic academic, technical, communications, and critical thinking skills necessary to function in a dynamic food-service marketplace.
- Instill in students an appreciation of learning as a life-long commitment through the breadth and depth of a higher education curriculum.
- Build programs that meet the ongoing needs of our diverse student population.
- Serve as an interface between the foodservice industry and students as part of their educational experience.

#### Food Service Industry

- Monitor the changing needs of the foodservice industry and provide innovative programs to meet those needs.
- Be a leading source of high-quality foodservice and hospitality professionals at various occupational and skill levels.
- Provide proactive, on-campus career services to benefit our students, alumni and industry employers.

#### Staff Development

- Foster ongoing staff development through professional and educational activities that improve the quality of the services we provide.

- Administrative Systems
- Evidence customer focus and concern for efficiency and effectiveness through our policies and processes.
- Reinforce and support teaching, learning and community aspirations through the actions of our policies, procedures, systems and processes.

#### Community Involvement

- Encourage student and staff participation in charitable and community organizations and their activities.
- Sponsor community events and fundraisers.
- Serve as a resource center to the community at large.
- Demonstrate our shared values of quality, integrity, honesty/ethics, excellence, student-centeredness, and responsibility to consistency.

### FACULTY

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

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

### ACCREDITATION AND AFFILIATIONS



HLC

Le Cordon Bleu College of Culinary Arts in Chicago is accredited by the Higher Learning Commission located at:

230 South LaSalle St.  
Suite 7-500  
Chicago, IL 60604-1411

Additional information is available at (312) 263-0456 or <http://www.ncahlc.org>.

### ACFEFAC

The Certificate in Le Cordon Bleu Culinary Arts and the Associate of Applied Science in Le Cordon Bleu Culinary Arts are accredited by the American Culinary Federation Education Foundation's Accrediting Commission (ACFEFAC) and have been granted Exemplary status.

The Certificate in Le Cordon Bleu Pâtisserie and Baking and the Associate of Applied Science in Le Cordon Bleu Pâtisserie and Baking are accredited by the American Culinary Federation Education Foundation's Accrediting Commission (ACFEFAC).

### IBHE

All programs offered at Le Cordon Bleu College of Culinary Arts in Chicago are approved by the Illinois Board of Higher Education.

### STATEMENT OF OWNERSHIP

Le Cordon Bleu College of Culinary Arts in Chicago is wholly owned by Career Education Corporation (CEC). CEC is a Delaware corporation with principal offices located at:

231 North Martingale Road  
Schaumburg, IL 60173-2007



**EXECUTIVE OFFICERS/  
BOARD OF DIRECTORS**

The executive officers of Career Education Corporation are:

Todd Nelson  
President and Chief Executive Officer

David Rawden  
Interim Chief Financial Officer

Members of the CEC Board of Directors are:

Ron D. McCray, Chairman

Louis E. Caldera

Dennis H. Chookaszian

Patrick W. Gross

Greg L. Jackson

Thomas B. Lally

Leslie T. Thornton

Richard Wang

# LE CORDON BLEU COLLEGE OF CULINARY ARTS IN CHICAGO

8

CERTIFICATE IN

## Le Cordon Bleu Culinary Arts

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

### Program outcomes 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 53 quarter credits, 880 contact hours, and 12 months of instruction.

Upon completion of the program, the graduate should have the skills needed to begin his/her career in the culinary and/or hospitality industries at an entry level. Examples of some job titles for graduates include Cook, Line Cook, Catering Assistant, Banquet Cook, and Prep Cook. The various titles of "chef" generally apply to more advanced roles in a professional kitchen (for example, Sous Chef, Executive Chef).

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

### Core Curriculum Requirements

COURSE CODE	COURSE TITLE	QUARTER CREDITS
LCBC105	Food Safety and Sanitation	3
LCBC110	Culinary Foundations I	4
LCBC122	Culinary Foundations II	7
LCBC132	Culinary Foundations III	7
LCBC152	Baking and Pastry	7
LCBC212	Cuisine across Cultures	8
LCBC222	Catering and Buffets	7
LCBC260	Externship I	5
LCBC265	Externship II	5
<b>Total Quarter Credits Required for Graduation</b>		<b>53</b>





## CERTIFICATE IN

# Le Cordon Bleu Pâtisserie and Baking

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

**Program outcomes include:**

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

The program consists of 53 quarter credits, 880 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 his/her career in the culinary and/or hospitality industries at an entry level. Examples of some job titles for graduates include Pastry Assistant, Bakery Assistant, Baker, Assistant Pastry Cook, Pastry Cook, Bread Baker and Cake Decorator. The various titles of "pastry chef" generally apply to more advanced roles in a professional kitchen (for example Pastry Sous Chef, Executive Pastry Chef). Graduates should not expect to become chefs upon graduation but are encouraged to work toward becoming a chef through the course of their careers.

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

**Core Curriculum Requirements**

COURSE CODE	COURSE TITLE	QUARTER CREDITS
LCBC105	Food Safety and Sanitation	3
LCBC110	Culinary Foundations 1	4
LCBK102	Introduction to Pâtisserie and Baking Techniques	7
LCBK112	Baking Principles and Viennoiserie	7
LCBK122	International Pâtisserie, Cake Formula, and Assembly	7
LCBK212	Advanced Pâtisserie and Chocolate Techniques	8
LCBK222	Centerpiece and Cake Decoration Techniques	7
LCBK260	Externship I	5
LCBK265	Externship II	5

**Total Quarter Credits Required for Graduation** **53**

# LE CORDON BLEU COLLEGE OF CULINARY ARTS IN CHICAGO

10

CERTIFICATE IN

## Le Cordon Bleu Wine and Beverage

The design of this comprehensive program is to assist in the preparation of the individual student to perform at an advanced level in the beverage industry. Course work should help students become proficient in the world's wine regions, beverage and food pairing, and the science behind spirits and mixology. In addition, the material enables students to plan and execute exceptional restaurant service and deliver profitable management regarding this important aspect of the restaurant business. Curriculum offered leads students through and strives to help prepare them to complete both Level I and Level II examinations offered by the Court of Master Sommeliers. Students also have the opportunity to obtain certification for the United States Bartending Guild's Spirit Professional and Advanced Bartending programs. Additionally, students receive training for the applicable State responsible alcohol service requirements and an American National Standards Institute-Conference for Food Protection (ANSI-CFP) Food Protection Managers examination. Instruction methods are lecture based with required readings, research, and homework assignments. In class tastings, practical instructions, student presentations, beverage evaluations, and assessments are also key teaching methodologies in the curriculum. Students completing the program receive a diploma/certificate in Wine and Beverage. Pre-enrollment criteria must be satisfied prior to admittance to the program.

### Program outcomes include:

- Summarize and discuss all aspects of viticulture and viniculture; the impact of these on the finished wine.
- Distinguish between and identify the world's wine regions and their key products through deductive and blind tasting.
- Define and categorize the different styles and processes of Cider, Sake, Malt Beverages and Spirits.
- Create and execute a Restaurant Beverage Program, including and not limited to service, training, purchasing, inventory, storage, and food pairing.

This program consists of 62 quarter-credits, 900 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 wine and/or beverage industries at an entry level. Examples of some job titles for graduates include sommelier, dining room manager, wine steward, fine wine sales specialist, beverage director, and wine and spirits sales representative. The jobs mentioned are examples of certain potential jobs, not a representation that these outcomes are more probable than others. Le Cordon Bleu cannot guarantee employment or salary.

### Core Curriculum Requirements

COURSE CODE	COURSE TITLE	QUARTER CREDITS
LCBW105	Wine Fundamentals	4
LCBW110	Basics of Deductive Tasting	3
LCBW120	Old World Wines	4
LCBW125	Comparative Tasting of Major Grapes-Old World	4
LCBW130	New World Wines	4
LCBW135	Comparative Tasting of Major Grapes-New World	4
LCBW140	Food and Wine Pairing Principles	3
LCBW145	Beverage Business	5
LCBW150	Distilled Spirits and Service	4
LCBW155	Mixology	4
LCBW160	Beverage Service & Bar Management	4
LCBW165	Beer, Cider and Sake	4
LCBW170	Coffee, Tea and Infusions	4
LCBW210	Advanced Old World Wines	4
LCBW220	Advanced New World Wines	4
LCBW225	Advanced Service	3
<b>Total Quarter Credits Required for Graduation</b>		<b>62</b>



## ASSOCIATE OF APPLIED SCIENCE IN Le Cordon Bleu Culinary Arts

The Le Cordon Bleu Culinary Arts program is a 21 month, 1490 contact hour, 105 quarter credit culinary arts training program leading to an associate of applied science degree. The program consists of culinary laboratory, restaurant management and general education courses.

### Program outcomes include:

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

Upon completion of the program the graduate should have the skills needed to begin their career in the culinary and/or hospitality industries at an entry level. Examples of some job titles include Line Cook, Prep Cook, Sous Chef, Cook, Chef, Cook I, Assistant Cook, Baker/Rounds Cook, Butcher, Café Cook, Cook A, Cook II, Cook IV – Casual Dining, Cook – Main Kitchen, Cooking Teacher, Culinary Coordinator, Day Cook, Head Chef/Kitchen Manager, Head Cook, Kitchen Manager, Line Chef, Poissonnier, Prep Chef, Quality Assurance Coordinator, Roundsman/Chef de Partie. The various titles of “chef” in the foregoing list generally apply to more advanced roles in a professional kitchen. The jobs mentioned are examples of certain potential jobs, and are not a representation that these outcomes are more probable than others. Le Cordon Bleu College of Culinary Arts cannot guarantee employment or salary.

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

The program was designed to represent a complete, well rounded curriculum that provides a foundation for students to enter the foodservice industry in any of a multitude of positions. Prior to starting an externship, a student must have a cumulative grade point average (CGPA) of 2.0 or better. A student transferring from any Le Cordon Bleu College of Culinary Arts who has earned a grade below 2.0 in any course will need to retake that course, or an equivalent course, earning a course grade of 2.0 or higher prior to enrollment into the Associate of Applied Science Degree in Le Cordon Bleu Culinary Arts program.

### Core Curriculum Requirements

COURSE CODE	COURSE TITLE	QUARTER CREDITS
LCBC100	College Success and Career Portfolio	1
LCBC105	Food Safety and Sanitation	3
LCBC110	Culinary Foundations I	4
LCBC122	Culinary Foundations II	7
LCBC125	Cost Control and Purchasing	3
LCBC132	Culinary Foundations III	7
LCBC135	Nutrition	3
LCBC152	Baking and Pastry	7
LCBC212	Cuisine Across Cultures	8
LCBC215	Hospitality Supervision and Entrepreneurship	5
LCBC222	Catering and Buffets	7
LCBC225	Wine and Beverage	3
LCBC232	Contemporary Cuisine	4
LCBC240	Restaurant Rotation	8
LCBC260	Externship I	5
LCBC265	Externship II	5

**Total Required Core Curriculum Credits 80**

### General Education Requirements

COURSE CODE	COURSE TITLE	QUARTER CREDITS
COM115	Communication Methods	5
ENG105	English Composition	5
LIT215	Topics in Literature	5
MTH135	College Mathematics	5
PSY105	Psychology	5

**Total Required General Education Credits 25**

**Total Quarter Credits Required for Graduation 105**

# LE CORDON BLEU COLLEGE OF CULINARY ARTS IN CHICAGO

12

ASSOCIATE OF APPLIED SCIENCE IN

## Le Cordon Bleu Pâtisserie and Baking

The Le Cordon Bleu Pâtisserie and Baking program is a 21 month, 1450 contact hour, 104 quarter credit culinary arts training program leading to an associate of applied science degree. The program consists of Pâtisserie and baking laboratory, restaurant management, and general education courses.

### Program outcomes include:

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

Upon completion of this program, a graduate should have the workforce skills appropriate for entry level positions in the culinary and/or hospitality industries. Examples of some job titles for graduates include Pastry Assistant, Bakery Assistant, Baker, Assistant Pastry Cook, Pastry Cook, Bread Baker, and Cake Decorator. The various titles of “pastry chef” generally apply to more advanced roles in a professional kitchen (for example Pastry Sous Chef, Executive Pastry Chef). Graduates should not expect to become chefs upon graduation but are encouraged to work toward becoming a chef through the course of their careers. The jobs mentioned are examples of certain potential jobs, not a representation that these outcomes are more probable than others. Le Cordon Bleu College of Culinary Arts cannot guarantee employment or salary.

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

The program was designed to represent a complete, well rounded curriculum that provides a foundation for students to enter the foodservice industry in any of a multitude of positions. Prior to starting an externship, a student must have a cumulative grade point average (CGPA) of 2.0 or better. A student transferring from any Le Cordon Bleu College of Culinary Arts who has earned a grade below 2.0 in any course will need to retake that course, or an equivalent course, earning a course grade of 2.0 or higher prior to enrollment into the Associate of Applied Science Degree in Le Cordon Bleu Pâtisserie and Baking program.

### Core Curriculum Requirements

COURSE CODE	COURSE TITLE	QUARTER CREDITS
LCBC100	College Success and Career Portfolio	1
LCBC105	Food Safety and Sanitation	3
LCBC110	Culinary Foundations I	4
LCBC122	Culinary Foundations II	7
LCBC125	Cost Control and Purchasing	3
LCBC135	Nutrition	3
LCBC215	Hospitality Supervision and Entrepreneurship	5
LCBK102	Introduction to Pâtisserie and Baking Techniques]	7
LCBK112	Baking Principles and Viennoiserie	7
LCBK122	International Pâtisserie, Cake Formula and Assembly	7
LCBK212	Advanced Pâtisserie and Chocolate Techniques	8
LCBK222	Centerpiece and Cake Decoration Techniques	7
LCBK232	Advanced Showpiece and Confectionary Techniques	7
LCBK260	Externship I	5
LCBK265	Externship II	5

**Total Required Core Curriculum Credits** **79**

### General Education Requirements

COURSE CODE	COURSE TITLE	QUARTER CREDITS
COM115	Communication Methods	5
ENG105	English Composition	5
LIT215	Topics in Literature	5
MTH135	College Mathematics	5
PSY105	Psychology	5

**Total Required General Education Credits** **25**

**Total Quarter Credits Required for Graduation** **104**



## COURSE DESCRIPTIONS

### COURSE NUMBERING SYSTEM

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

Courses numbered 099-199 are generally taken during a student's first academic year.

Courses numbered 200-300 are generally taken during a student's second academic year.

Although the course number indicates the general level of study, courses may be completed out of sequence with a student's current study level, upon approval from the Director of Education. The unit of credit is the quarter credit hour.

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

### COM115 – Communication Methods 5 Credits

*Prerequisite: None*

This course will emphasize the skills and techniques of effective communication and the application of those skills in a variety of contexts. Topics include the processes and barriers of human communication, the effects of self-perception, culture, gender, verbal and nonverbal messages on the process, and the impact of the communication process on teamwork and conflict. The course will provide students the opportunity to progress in gradual stages, gaining an understanding of the communication process along with confidence and experience in public speaking, listening and group interactions.

### ENG105– English Composition 5 Credits

*Prerequisite: None*

This course will focus upon the writing process, including planning, development, and revision. Informative, narrative, and persuasive writing styles will be introduced. Additionally, composition principles including tone, grammar, punctuation utilization of effective research methods, source validity, and accurate methods of citation will be incorporated into the course.

### LCBC100 – College Success and Career Portfolio 1 Credit

*Prerequisite: None*

This college success class combines insight specific to both student success habits and gaining entry into the 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. Resume cover letter and reference page development for employment-seeking presentation encompasses student outcomes. Strategies for note taking, reading for comprehension and test taking are explored. Interviewing skills, stress management, time management and personal finance management are discussed.

### LCBC105 - Food Safety and Sanitation 3 Credits

*Prerequisite: None*

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

### LCBC110 – Culinary Foundations I 4 Credits

*Prerequisite: None*

In this introductory course to the culinary arts, students will have the opportunity to learn basic principles guiding professional introductory cooking techniques. Lecture topics will include the history of the foodservice industry, culinary terminology, standards of professionalism, organization of working kitchens and volume food preparation. Key components of the course include discussion of chef tools, commercial equipment and its intended uses. Basic food science principles, recipe use, menu genres, introduction to the elements of taste and flavor also drive daily lessons. The foundation for Le Cordon Bleu stocks and sauces are introduced in this class. The course also covers introduction to commercial kitchen cleaning and builds understanding for clean facilities as students complete their food safety and sanitation course.



### **LCBC122 – Culinary Foundations II**

**7 Credits**

**Prerequisites:** LCBC105 and LCBC110

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

### **LCBC125 – Cost Control and Purchasing**

**3 Credits**

**Prerequisite:** MTH135

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 components will include analysis of the benefits of fabrication versus value added product purchasing and will encompass the student's individual industry goals with simulated business modeling exercises.

### **LCBC132 – Culinary Foundations III**

**7 Credits**

**Prerequisite:** LCBC122

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

### **LCBC135 – Nutrition**

**3 Credits**

**Prerequisite:** None

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

### **LCBC152 – Baking and Pastry**

**7 Credits**

**Prerequisites:** LCBC105 and LCBC110

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

### **LCBC212 – Cuisine Across Cultures**

**8 Credits**

**Prerequisite:** LCBC132

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

# LE CORDON BLEU COLLEGE OF CULINARY ARTS IN CHICAGO

16

## **LCBC215 – Hospitality Supervision and Entrepreneurship**

**5 Credits**

**Prerequisite: None**

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

## **LCBC222 – Catering and Buffets**

**7 Credits**

**Prerequisite: LCBC132**

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 taught kitchen skills with a sense of business and creativity. This course also provides an opportunity for students to find their own style and further their depth of knowledge regarding how to transition what they see in the kitchen and what the customer sees in delivering of the final product.

## **LCBC225 – Wine and Beverage**

**3 Credits**

**Prerequisite: None**

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

## **LCBC232 – Contemporary Cuisine**

**4 Credits**

**Prerequisites: LCBC132, LCBC212 and LCBC222**

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

## **LCBC240 – Restaurant Rotation**

**8 Credits**

**Prerequisites: All other required program courses must be completed prior to taking Restaurant Rotation unless permission is granted by the Director of Education.**

In this final on-campus course, students apply specific skills taught throughout the curriculum in a series of modern food service applications and competency based assessments. Student groups will design a food service operation and formally present a business plan that includes concept, layout, design, menu including cost breakdown, and a marketing plan. Individually, students will perform restaurant firing exercises in both kitchen and dining room tableside environments with an emphasis on satisfactorily demonstrating learned competencies with a sense of urgency. Students will also practice an American Culinary Federation practical cooking exam that is highly respected in the foodservice industry for professional certification.

## **LCBC260 – Externship I**

**5 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 develop and refine their culinary skills further with 150 hours of progressive industry experience alongside school-approved foodservice professionals.





### **LCBC265 – Externship II**

**5 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 develop and refine their culinary skills further during this additional 150 hours of progressive industry experience alongside school-approved foodservice professionals.

### **LCBK102 – Introduction to Pâtisserie and Baking Techniques**

**7 Credits**

*Prerequisite: None*

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

### **LCBK112 – Baking Principles and Viennoiserie**

**7 Credits**

*Prerequisite: LCBK102*

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

### **LCBK122 – International Pâtisserie, Cake Formula, and Assembly**

**7 Credits**

*Prerequisite: LCBK112*

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

### **LCBK212 – Advanced Pâtisserie and Chocolate Techniques**

**8 Credits**

*Prerequisite: LCBK122*

This course focuses on concepts, procedures and techniques to produce plated desserts. The course emphasizes the preparation and assembly of finished desserts, tempering chocolate, sauce preparation, and garnishes.

### **LCBK222 – Centerpiece and Cake Decoration Techniques**

**7 Credits**

*Prerequisite: LCBK212*

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

### **LCBK232 – Advanced Showpiece and Confectionary Techniques**

**7 Credits**

*Prerequisite: 222*

Through the demonstration and practical experience, students will have the opportunity to develop their artistic talents in the creation of candies, showpieces and centerpieces. Students explore a variety of mediums, which include chocolate, pastillage, nougatine and cooked sugar.

### **LCBK260– Externship I**

**5 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 Pâtisserie and Baking program. The student will have the opportunity to develop and refine their skills further with 150 hours of progressive industry experience alongside school-approved foodservice professionals.

### **LCBK265 – Externship II**

**5 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 Pâtisserie and Baking program. The student will have the opportunity to develop and refine their skills further with 150 hours of progressive industry experience alongside school-approved foodservice professionals.

### **LCBW105 – Wine Fundamentals**

**4 Credits**

*Prerequisite: None*

This course aims to introduce the student to a full array of experiences associated with the world of wine. Students receive exposure to the basic vocabulary and processes involved in the wine experience as well as taste and identify core varietals from around the world. Discussion surrounds the basics of wine in preparation for future courses as well as the Court of Master Sommeliers' first level certification. In addition, this course leads the student through a complete food and beverage safety and sanitation program, helping prepare the student to take an American National Standards Institute-Conference for Food Protection (ANSI-CFP) Food Protection Managers examination.

# LE CORDON BLEU COLLEGE OF CULINARY ARTS IN CHICAGO

18

## **LCBW110 – Basics of Deductive Tasting**

**3 Credits**

**Prerequisite: None**

This comprehensive course can prepare the individual student to perform at an advanced level in the Beverage Industry and allows them the opportunity to achieve certifications during the program with the Court of Master Sommeliers. The student should become proficient in the art of deductive tasting by learning all aspects of the world's major grapes including their signature viticultural, vinicultural, aroma, flavor, and food pairing profiles. In addition, the student also has the opportunity to become confident in blind tasting grape identification that is a requirement for the Court of Masters' certification.

## **LCBW120 – Old World Wines**

**4 Credits**

**Prerequisite: None**

This course introduces the classic wine producing regions of Europe and the historical wine producing regions throughout the Mediterranean basin. This course exposes students to a working understanding of modern wine making customs through exploration of classic viticultural and vinicultural techniques. This course exposes students to and helps them become familiar with the origin and common uses of the today's most popular grape varieties.

## **LCBW125 – Comparative Tasting of Major Grapes – Old World**

**4 Credits**

**Prerequisite: None**

The design of this comprehensive course is to expose and familiarize the student with wines that originate from historical regions in Europe and other parts of the old world. Students study and learn about wine making practices, receive an introduction to a variety of soils, and discuss the regional laws that govern these matters. By tasting a wide array of wines produced in these regions, students attempt to discern the unique characteristics that help wine professionals in blind tasting. Students evaluate wine in the methodology used by the Court of Master Sommeliers as well as have regular homework assignments that aid in the development of their proficiency of wine theory. By immersing the student in the study of the Old World's major regions and comparative tasting of their wines, the student has the opportunity to develop an analytical approach to flavor and aroma profile and perform at required blind tastings for industry certifications.

## **LCBW130 – New World Wines**

**4 Credits**

**Prerequisite: None**

This course offers a focus on New World wines including the United States, Australia, New Zealand, South Africa, and others. Lectures offer information regarding history and development of wines, varieties that have emerged as predominant, and characteristics of the regions and that assist students in identifying New World wines. Evaluation and judging wines through guided tastings focus on varieties as well as wine regions.

## **LCBW135 – Comparative Tasting of Major Grapes – New World**

**4 Credits**

**Prerequisite: None**

This comprehensive course can assist the student in preparation to perform at an advanced level in the Beverage Industry also enabling them the opportunity to achieve certifications during the program with the Court of Master Sommeliers. The student receives exposure to the art and science behind sensory tasting and evaluation of Wines of the New World. Through immersion in the study of the New World's major regions and comparative tasting of their wines, the student has the opportunity to develop an analytical approach to flavor and aroma profile and perform at required blind tastings for industry certifications.

## **LCBW140 – Food and Wine Pairing Principles**

**3 Credits**

**Prerequisite: None**

This course welcomes the student to the realm of food and wine pairing through introduction of the principles behind making wine and food come together into an occasion greater than the sum of its parts. Students work with the classic combinations of flavors and can learn how to enhance the customer dining experience when properly paired with wine. The focus of this class has an emphasis on the essential skills of salesmanship and marketing including wine descriptions as well as the sommelier's art of matching not just the food and the wine, but customer's preferences as well.



### **LCBW145 – Beverage Business**

**5 Credits**

**Prerequisite: None**

This course offers students learning opportunities in the business aspects of the beverage business. Lectures and discussions provide an historic context to the development of the American beverage business including the impact of Prohibition and its legacy. Students receive exposure to the proper methods of inventory control, point of sale options, wholesale distribution channels, and some of the challenges of operating a successful retail beverage business. The class has an emphasis on the philosophy and implications of hospitality as it relates to all aspects of beverage business. Members of the class receive a case study assignment for presentation and discussion at the end of the course.

### **LCBW150 – Distilled Spirits and Service**

**4 Credits**

**Prerequisite: None**

This course introduces the student to the intensified world of distilled spirits and their service. The class begins with the science of distillation including the exploration of the various techniques and processes of their spirit partners. Materials cover the science and biology from a nutritional angle with an emphasis on the processing of alcohol in the body and the associated health concerns. The student takes a quick tour through the colorful history of distilled spirits and then immerses themselves in the various families and styles of alcohol available. Application of the food pairing principles learned in earlier classes are a critical part of matching a menu with spirits. The student also studies the essential tools and glassware for distilled spirit service and finishes the course with a basic introduction into the aromatic world of cigars.

### **LCBW155 – Mixology**

**4 Credits**

**Prerequisite: None**

This class introduces the student to the performance art of bartending, the place in hospitality where service meets theatrics. From the quiet precision of a perfectly crafted Martini to the flair of flaming shots, Mixology combines the palate of a chef with the art of service. This course takes the student through the basic vocabulary of the bar, the inventory of tools and glasses, and the jargon of the business. The emphasis is on classic cocktails and the student has the opportunity to develop their own signature drink. In addition to acquiring the base knowledge needed to work a bar, the class coaches the student on developing the physical skills needed to work in a fast-paced environment.

### **LCBW160 – Beverage Service and Bar Management**

**4 Credits**

**Prerequisite: None**

This comprehensive course helps to prepare the individual student to perform at an advanced level in the Beverage Industry, enabling them the opportunity to achieve certifications during the program with the U.S. Bartenders Guild (USBG) and the Court of Master Sommeliers. The class provides the student with the opportunity to create and execute a Restaurant Beverage Program, including but not limited to service, training, purchasing, inventory, storage, and food pairing. By immersing in the daily operations of beverage service, the student can apply this to an industry position and achieve the required certifications for employment.

### **LCBW165 – Beer, Cider, and Sake**

**4 Credits**

**Prerequisite: None**

This comprehensive course focuses on the recent trend in the foodservice business surrounding product knowledge and service on the topics of beer, cider, and saké. The students explore various processes and styles of these particular fermented beverages. Discussion of brew history and production to strategies and recommendations of food pairings are just a few of the areas considered for research and analysis. Profitable management and industry service standards are an underlining focus for all topics relating to beer, cider, and saké during this course. Students may have the opportunity to achieve certification during this course with the U.S. Bartenders Guild and Court of Master Sommeliers.

### **LCBW170 – Coffee, Tea, and Infusions**

**4 Credits**

**Prerequisite: None**

This course assists the student in developing an appreciation for the different varieties of coffee, tea, and other beverages through geographical, historical, and practical study. Students have the opportunity to understand the basics of tasting and preparation methods of both hot and cold beverage preparation along with food pairing. Specific attention to proper service in a variety of industry settings is a fundamental aspect of the class.

### **LCBW210 – Advanced Old World Wines**

**4 Credits**

**Prerequisites: LCBW120 and LCBW125**

This course explores the Old World regions in more detail including the grapes and wines produced while also building on the foundations laid in prior courses. The instructor guides students through the specific regions with an emphasis upon developing their skills to be able to identify and discuss the characteristics of these wines. A concentration on blind tastings along with food and wine pairings is a focal point of the class culminating with menu development and wine selections.

# LE CORDON BLEU COLLEGE OF CULINARY ARTS IN CHICAGO

20

## **LCBW220 – Advanced New World Wines**

*4 Credits*

*Prerequisites: LCBW130 and LCBW135*

This course explores in more detail New World regions including the grapes and wines produced while also building on the foundations laid in prior courses. The instructor guides students through the specific regions with an emphasis upon developing their skills to be able to identify and discuss the characteristics of these wines. A concentration on blind tastings along with food and wine pairings is a focal point of the class culminating with menu development and wine selections.

## **LCBW225 – Advanced Service**

*3 Credits*

*Prerequisite: None*

This comprehensive course helps to prepare the individual student to perform at an advanced level in the Beverage Industry, enabling them the opportunity to achieve the service theoretical portion of the Court of Master Sommeliers Level II certification. The class provides the student with the opportunity to create and execute an excellent, dynamic profitable Restaurant Beverage Program, including and not limited to service, training, purchasing, inventory, storage, and food pairing. By immersing in the daily operations of beverage service, the student is able to apply this learning to an industry position and achieve the required certifications for employment.

## **LIT215 – Topics in Literature**

*5 Credits*

*Prerequisite: None*

This course will examine modern short stories, poems, plays, and film adaptations selected to reflect recurring universal themes. Readings will highlight key literary terms and conventions. The course will provide the opportunity for students to read, write, and discuss the impact of literature on our lives.

## **MTH135 – College Mathematics**

*5 Credits*

*Prerequisite: None*

This course will investigate historical and contemporary topics in mathematics as an introduction to the thinking processes developed in the field. The topics will introduce the student to both the logical and precise nature of mathematics, as well as its creative, investigative and imaginative side. The focus of the course is on mathematical reasoning and the solving of mathematical problems utilizing a variety of desirable mathematical disciplines. Topics included will be chosen from, but not limited to, the following: Linear programming, spatial thinking and statistics.

## **ORI101 – Orientation**

*0 Credits*

Students will identify resources and services available through the campus that will support their educational experience. Students will make connections with faculty, staff and other students through participation in community-building and networking activities. Students will complete an assessment that identifies their preferred learning style. Using self-assessment results, students will identify obstacles which could affect their success, as well as strategies to help them succeed as learners.

## **PSY105 – Psychology**

*5 Credits*

*Prerequisite: None*

This course provides a general overview of the science of psychology and human behavior. Topics covered include the fundamentals of critical thinking, the human mind, effects of environment, and mental health. The course will address theories of personality, lifespan development, sensation and perception, thinking and intelligence, memory and learning, emotion, stress, and health.



# ADMISSIONS INFORMATION

## ADMISSIONS POLICY

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

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

In addition, each applicant must:

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

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

## APPLICATION FEE WAIVER POLICY

Application fees are waived under the following circumstances:

- For students who previously paid an application fee at a Career Education owned school and that fee was not refunded;
- For a prior graduate from any Career Education Corporation owned school;
- For a prospective student who is active duty military, a veteran, a reservist or a spouse or dependent of any of the former;
- For all CEC employees, spouses and dependents enrolling as a Le Cordon Bleu North America student;
- For a prospective student who is eligible for Native American tribal education benefits;
- For prospective students qualified to receive the Corporate Alliance Grant.

## PROOF OF HIGH SCHOOL GRADUATION

Acceptable documentation of high school graduation (known as Proof of Graduation) must be received by the institution within 23 calendar days of the scheduled start of his or her program. It is the student's responsibility to provide valid documentation of high school graduation or its equivalency, such as by providing a high school transcript, a college transcript (for students who have already completed an associate degree) or military documents that specify the student's high school name, location and date of graduation. Students who do not possess valid evidence of high school graduation, or its equivalence, may complete a High School Transcript Request form, which can be obtained from the Office of the Director of Admissions and must be returned to the Office of the Director of Admissions. Students may be

asked to provide additional documentation to validate their Proof of Graduation.

Any student who does not provide valid documentation of high school graduation or its equivalent within this timeframe will be unregistered from all classes and their program of study. Until valid POG is received and approved, no grades or credits will be available. No Federal Financial Aid funds will be disbursed to a student's account until a valid proof of high school graduation or its equivalent is received, reviewed and confirmed.

## WONDERLIC EXAM

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

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

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

## ARTICULATION AGREEMENTS

An Articulation Agreement exists between a Culinary Arts Associate Degree and a Pâtisserie & Baking Associate Degree offered at Le Cordon Bleu College of Culinary Arts in Chicago into the online Bachelor of Arts in Le Cordon Bleu Culinary Management completion program offered by Le Cordon Bleu College of Culinary Arts in Scottsdale. These

# LE CORDON BLEU COLLEGE OF CULINARY ARTS IN CHICAGO

22

articulation agreements may not be applicable for all courses offered. Not all programs are available to residents of all states.

## **CRIMINAL CONVICTION POLICY**

In an effort to maintain a safe educational and working environment for students and staff, Le Cordon Bleu College of Culinary Arts in Chicago 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 in Chicago 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 in Chicago reserves the right to conduct criminal background checks on applicants and students in circumstances deemed appropriate by the Cordon Bleu College of Culinary Arts in Chicago.

## **ENGLISH PROFICIENCY**

Students whose native language is not English are required to provide proof of English proficiency by one of the following:

- Test of English as a Foreign Language (TOEFL) with an Internet-Based Test (iBT) score of 61 or higher, Paper-Based Test score of 500 or higher, or Computer-Based Test (CBT) score of 173.
- Advance Placement International English Language (APIEL) with a score of 173 or higher.
- International English Language Testing System (IELTS) with a level of 6 or higher.
- A grade of 'C' or better in an intermediate ESL course.

- Graduation from an English-speaking secondary institution.
- Evidence of having completed 12 semester hours or 18 quarter hours with at least a 'C' (70%) average at a postsecondary institution in which English was the language of instruction.

## **NON-DISCRIMINATION**

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

## **RE-ENTERING STUDENTS**

Students who have previously attended Le Cordon Bleu College of Culinary Arts in Chicago but did not graduate, and are returning within 364 days of their withdrawal date, at a minimum will be subject to the following admission requirements and procedures as new applicants: Enrollment Agreement, General Student Disclosure Form, Programmatic Disclosure Form (as applicable), and Background check. Payment of the application fee is not required. Additional Financial Aid forms may also be required for those wishing to apply for financial aid. Students planning to return to the institution in a program of study that is different from the one they previously attended may be subject to additional admissions requirements.

Students who have previously attended Le Cordon Bleu College of Culinary Arts in Chicago but did not graduate, and whose recorded last date of attendance is greater than 364 days, are subject to all admission requirements in effect at the time of re-entry.

All re-entering students will be charged the rate of tuition and fees in effect at the time of re-entry.

## **POLICY ON FORGED/ALTERED ACADEMIC DOCUMENTS**

### **Foreign and Domestic Documents**

Le Cordon Bleu College of Culinary Arts in Chicago follows strict policies concerning academic integrity. Students with foreign educational credentials must submit authentic foreign academic documents from all upper-secondary and postsecondary educational institutions.

Foreign educational credentials will be verified through a Le Cordon Bleu College of Culinary Arts in Chicago approved foreign credential evaluation agency. Foreign credentials will be screened to ensure they are equivalent to a high school diploma.

### **Forged Documents**

Any forged/altered academic document, foreign or domestic, submitted by a prospective student will be retained as property of the school and will not be returned to the prospective student. These students will not be considered for admission. If the situation occurs that a student is already attending classes at Le Cordon Bleu College of Culinary Arts in Chicago and verification of forged credentials arrives, the following applies:

- If the forged document was used to admit the student, and the absence of that credential would make the student inadmissible, the student will be dismissed from the institution.
- If the forged document was not used to admit the student, but was used to gain possible transfer credit, the student may be dismissed from school or placed on probation and any transfer credit already awarded from the forged credential will be taken away.



## FINANCIAL INFORMATION

### FINANCIAL ASSISTANCE

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

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

### HOW TO APPLY

Students who want to apply for federal aid (and state aid, if applicable) must complete a Free Application for Federal Student Aid (FAFSA) each year. This application is available online at the Le Cordon Bleu College of Culinary Arts in Chicago website ([www.chefs.edu/Chicago](http://www.chefs.edu/Chicago)) or at <http://fafsa.ed.gov>. The FAFSA applications are processed through the Department of Education and all information is confidential. Students must be accepted at Le Cordon Bleu College of Culinary Arts in Chicago before financial aid packages can be estimated and processed.

### DISBURSEMENT OF TITLE IV CREDIT BALANCE (BOOKS)

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

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

Tuition, books and supplies are bundled and billed together in a single charge 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.

### 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.

### LOANS

#### Federal Student and Parent Loans

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

#### Federal Direct Stafford

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

#### Federal Direct Parent -PLUS

The William D. Ford Federal Direct Parent -PLUS loan is available to parents of dependent undergraduate students. These loans are not based on need but when

# LE CORDON BLEU COLLEGE OF CULINARY ARTS IN CHICAGO

24

combined with other resources, cannot exceed the student's cost of education. A credit check on the parent borrower is required and either or both parents may borrow through this program. Repayment begins within 60 days of final disbursement of the loan within a loan period. However, parents may request a deferment of payments while the student is attending at least half time.

## **Federal Work Study (FWS)**

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

## **Private Loans**

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

## **Veterans' Educational Benefits**

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

This institution maintains a written record of previous education and training of the veteran or eligible person which clearly indicates that appropriate credit has been given by the institution for previous education and training, with the training period (or length of degree program) shortened proportionately, and the veteran notified accordingly.

## **Yellow Ribbon Grant**

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

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

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

- The Yellow Ribbon Grant is non-transferrable and non-substitutable and cannot be combined with any other institutional grant at Le Cordon Bleu College of Culinary Arts in Chicago.

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

## **STATE GRANT**

### **The Monetary Award Program**

The Monetary Award Program (MAP) is a grant program funded by the State of Illinois. The MAP formula is used to distribute the appropriated grant funds so that the neediest students receive grant assistance. The MAP grant program provides grant assistance to eligible students demonstrating financial need.

Several components are used to determine eligibility. An applicant must be a legal resident of Illinois and meet the eligibility requirements as established by the State of Illinois. Funding for the MAP grant is limited; to ensure full year consideration for an award, an applicant must apply early.

All schools are required to announce MAP Grant awards to the students enrolled at their institutions, including students who are only eligible for a second semester/second and third quarter MAP award. Schools are required to clearly identify the awards on the award notification as: State of IL MAP Grant (Est). Schools are also required to include the following information with the award letter:

By applying for financial aid and agreeing to share that information with the Illinois Student Assistance Commission (ISAC) you have been considered for the State of Illinois (IL) Monetary Award Program (MAP) Grant. If you were determined to meet the eligibility criteria for the MAP grant, an award is included on this





award letter. This award may be an estimate made by the financial aid office and, if so, is identified as a "State of IL MAP Grant (Est)".

MAP grants are limited based on the number of applicants and funding levels appropriated by the Illinois General Assembly. Please be aware that in light of state funding constraints, reductions to estimated or actual MAP grants are possible. Eligibility for a MAP grant is tracked by the equivalent number of semester credit hours of MAP benefits paid on your behalf.

This is called MAP Paid Credit Hours. Payment for each term is being made according to the equivalent number of credit hours eligible for MAP payment, with a minimum of 3 and a maximum of 15 MAP Paid Credit Hours.

There is a limit on the number of MAP Paid Credit Hours that can be paid while you are classified by your school as a freshman and sophomore. This limit is the equivalent of 75 MAP Paid Credit Hours.

If this maximum is reached, you must attain junior status for your MAP grant eligibility to resume. The maximum number of MAP Paid Credit Hours that can be received is capped at 135. If a State of IL MAP Grant (Est) is not included in your award letter, you are not eligible for the grant at LCB Chicago.

### **BLEU GRANT**

Le Cordon Bleu College of Culinary Arts in Chicago offers institutional grants to students who have financial need, as determined by the U.S. Department of Education based on information provided on the Free Application for Federal Student Aid (FAFSA), and who are enrolled in one of the following programs: Certificate/ Diploma in Le Cordon Bleu Culinary Arts, Certificate/ Diploma in Le Cordon Bleu Pâtisserie and Baking, Certificate in Le Cordon Bleu Wine and Beverage, Associate in Le Cordon Bleu Culinary Arts, Associate in Le Cordon Bleu Pâtisserie and Baking. Grants are typically in the range of \$50 to \$9,010.

Program Details and Eligibility Requirements:

- The BLEU Grant is renewable each academic year
- Students will automatically be considered for a BLEU Grant upon completion of the admissions and financial aid application process, including completing the Free Application for Federal Student Aid (FAFSA).
- The BLEU Grant does not supplant the student's eligibility for Pell Grant.
- Recipients must maintain Satisfactory Academic Progress (SAP) as outlined in the catalog to remain eligible for the grant.
- If a student receives supplemental funding after the BLEU Grant has been awarded, the BLEU Grant may be reduced to prevent the student from entering into a disallowed over award situation.
- If this grant is combined with other federal, state or institutional aid resources, the total combined amount cannot exceed the student's direct cost of attendance (tuition, books and fees).
- The BLEU Grant will not be awarded to the student, in whole or in part, as a cash payment.

Le Cordon Bleu 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 available to otherwise eligible students. For the 2015 calendar year, \$9,900,000 has been budgeted for new BLEU Grants.

### **LE CORDON BLEU CORPORATE EDUCATIONAL ALLIANCE GRANT**

Le Cordon Bleu has established a grant\* in the name of its Corporate Educational Alliances in order to assist eligible students and their immediate family members\*\* with the opportunity to attend a certificate, diploma or degree program of study at Le Cordon Bleu. To be eligible for the Corporate Educational Alliances Grant, a candidate must be accepted for admission to the College, complete the Corporate Educational Alliances Attestation

form and must also allow for verification of eligibility. Verification of eligibility may require the student to submit documentation of proof of employment with the corporation. Attestation may be obtained online at [www.chefs.edu](http://www.chefs.edu) or by contacting a financial aid advisor or visiting the financial aid office.

The conditions are as follows:

- The Corporate Educational Alliances Grant is used exclusively towards tuition.
- The grant is awarded proportionately over each applicable academic year and the grant percentage will be applied to the academic year tuition costs.
- Qualifying students must be an employee of the corporate educational alliance member or an employee's immediate family member\*\*.
- Candidates must apply and be accepted for admission to the College to be eligible to receive the grant.
- If this grant is combined with other federal, state or institutional aid resources, the scholarship/grant cannot exceed the student's direct cost to attend school (tuition, books and fees). LCB will follow our standard packaging philosophy and award both need and non-need based Federal grants before awarding institutional scholarships/grants. This Grant will not, in whole or in part, be awarded to the student as a cash payment.
- Students selected for employment verification must provide documentation before the grant is applied. Documentation must show the effective date of employment, and be submitted prior to the first day of class.
- All of the conditions must be fulfilled before the grant can be disbursed.

If this grant is combined with other federal, state, or institutional aid resources, the total combined amount cannot exceed the student's direct cost of attendance (tuition, books, and fees).

# LE CORDON BLEU COLLEGE OF CULINARY ARTS IN CHICAGO

26

\*Please note that grant percentages may vary (ranging anywhere from 5% - 20% of the tuition costs) by Corporate Educational Alliance. Please contact the Financial Aid Office to determine the exact grant percentage for which you may qualify.

\*\* Immediate family members: Spouse (life partner) or dependent children only. Siblings, cousins, etc. are not considered an immediate family member.

Note: The Corporate Educational Alliances Grant funding is limited. For 2015, \$50,000 has been budgeted for the Corporate Educational Alliances Grant. If funding for the Educational Alliances Grant is exhausted, otherwise eligible students may not be awarded the grant.

## LE CORDON BLEU SCHOLARSHIPS

All applicants of the following scholarships must either be attending full time or enrolled in a degree program at the school. Non-resident international students are not eligible.

### Alumni Referral Scholarship

Le Cordon Bleu offers the Alumni Referral Scholarships to students who submit a letter of recommendation from a confirmed alumnus of Le Cordon Bleu. Each qualifying applicant will be eligible for an award of up to \$1,000. Students will be considered for the Le Cordon Bleu Alumni Referral Scholarship once they have completed the admissions application process and have submitted both the Le Cordon Bleu Alumni Referral Scholarship application and their recommendation letter. Applications may be obtained online at [www.chefs.edu](http://www.chefs.edu) or by contacting a financial aid advisor or visiting the financial aid office.

Program Details and Eligibility Criteria:

- Applications are due by the end of the add/drop period for the student's first class (or classes).
- The scholarship will be awarded over the length of the program. The scholarship funds will be distributed evenly across the student's anticipated enrollment, with equal

amounts being applied to each Payment Period until the award is exhausted.

- Recipients must maintain Satisfactory Academic Progress (SAP) as outlined in the catalog to remain eligible for the scholarship award.
- If this scholarship is combined with other federal, state or institutional aid resources, the scholarship/grant cannot exceed the student's direct cost to attend school (tuition, books and fees). LCB will follow our standard packaging philosophy and award both need and non-need based Federal grants before awarding institutional scholarships/grants. This Scholarship will not, in whole or in part, be awarded to the student as a cash payment.

Le Cordon Bleu makes available a limited amount of money each year for the Alumni Referral Scholarship. Once it is determined that available funding is exhausted, scholarships will not be available to otherwise eligible students. For the 2015 calendar year, \$150,000 has been budgeted for new Alumni Referral Scholarships.

### Best of the Best Scholarship

Le Cordon Bleu offers the Best of the Best Scholarship to students who graduate high school or have graduated from a prior college certificate or degree program with a GPA of 3.5 or higher (on a 4.0 grading scale). Each qualifying applicant will be eligible for a scholarship award of up to \$1,500. Students will be considered for the Best of the Best Scholarship once they have completed the admissions application process and have submitted the Best of the Best Scholarship application and their high school/college transcript. Applications may be obtained online at [www.chefs.edu](http://www.chefs.edu) or by contacting a financial aid advisor or visiting the financial aid office.

Program Details and Eligibility Criteria

- Applications are due by the end of the add/drop period for the student's first class or classes.

- The scholarship will be awarded over the length of the program. The scholarship funds will be distributed evenly across the student's anticipated enrollment, with equal amounts being applied to each Payment Period until the award is exhausted.
- Recipients must maintain Satisfactory Academic Progress (SAP) as outlined in the catalog to remain eligible for the scholarship.
- If this scholarship is combined with other federal, state or institutional aid resources, the scholarship/grant cannot exceed the student's direct cost to attend school (tuition, books and fees). LCB will follow our standard packaging philosophy and award both need and non-need based Federal grants before awarding institutional scholarships/grants. This Scholarship will not, in whole or in part, be awarded to the student as a cash payment.

Le Cordon Bleu makes available a limited amount of money each year for the Best of the Best Scholarship. Once it is determined that available funding is exhausted, scholarships will not be available to otherwise eligible students. For the 2015 calendar year, \$150,000 has been budgeted for new Best of the Best Scholarships.

### Le Cordon Bleu College of Culinary Arts in Chicago Life Long Learning Scholarship

Le Cordon Bleu offers the Lifelong Learning Scholarship to Le Cordon Bleu Certificate, Diploma and Associate graduates pursuing a second credential at the same or higher level at Le Cordon Bleu. The scholarship cannot be used to satisfy outstanding balances accrued during enrollment for a prior credential or degree. Applications may be obtained online at [www.chefs.edu](http://www.chefs.edu) or by contacting a financial aid advisor or visiting the financial aid office.

Certificate/Diploma Graduates:

- Certificate or Diploma program graduates pursuing an additional certificate or diploma are eligible for up to \$500.



- Certificate or Diploma program graduates pursuing an associate degree are eligible for up to \$1000.
- Associate Graduates
- Associate degree graduates pursuing a certificate or diploma in another culinary program or specialty are eligible for \$500.
- Associate degree graduates pursuing an additional associate's degree or an LCB Online bachelor's degree are eligible for \$1000.

#### Program Details and Eligibility Criteria:

- Student must successfully complete 18 credits with a GPA of at least 3.0 in their additional program prior to disbursement of the scholarship. The scholarship will be awarded and disbursed in full at that time.
- If this scholarship is combined with other federal, state or institutional aid resources, the scholarship/grant cannot exceed the student's direct cost to attend school (tuition, books and fees). LCB will follow our standard packaging philosophy and award both need and non-need based Federal grants before awarding institutional scholarships/grants. This Scholarship will not, in whole or in part, be awarded to the student as a cash payment.

Le Cordon Bleu makes available limited funding each year for the Lifelong Learning Scholarship. Once it is determined that available funding has been exhausted, scholarships will not be available to otherwise eligible students. For the 2015 calendar year, \$300,000 has been budgeted for new Lifelong Learning Scholarships.

#### **Le Cordon Bleu Tuition Reimbursement/ Employer Match Scholarship**

Le Cordon Bleu offers a matching scholarship award to students whose employers participate in a tuition reimbursement program. We applaud employers who invest in their employees and want to match the contribution they make. This scholarship is available to students who enroll at Le Cordon Bleu in a certificate, associate or

bachelor program and are receiving tuition assistance or tuition reimbursement from their employer. The scholarship will match the employer assistance up to 1,500 for certificate/diploma programs and \$2,500 for associate programs. Students who continue from an associate degree to a bachelor degree program, and who continue to receive tuition support from their employer will be eligible for a second award. Eligible students must present signed documentation from their employer confirming their employment and eligibility for tuition assistance. Applications may be obtained online at [www.chefs.edu](http://www.chefs.edu) or by contacting a financial aid advisor or visiting the financial aid office.

Conditions of the Tuition Reimbursement/ Employer Match Scholarship are as follows:

- Applications and supporting documentation are due by the end of the add/drop period of the first class.
- Recipients must complete the standard application process and enroll in an associate or bachelor's degree program at the Le Cordon Bleu United States Campus of his or her choice and meet all admissions and eligibility requirements thereof.
- Student must provide signed written confirmation of employment and participation in an employer-provide tuition assistance or reimbursement program. The documentation must either be on the employer's letterhead, or from an e-mail address that is associated with the employer, and must include the signature of the student's supervisor, human resources professional or other authorized individual at the company or employing organization. The document must also describe the requirements for continuing participation in the program, as well as the disbursement schedule for tuition assistance or reimbursement. Matching funds will be awarded only after employer funds are received.
- Recipients must maintain Satisfactory Academic Progress (SAP) as outlined in the catalog to remain eligible for the scholarship.

- Scholarship funds will be applied towards tuition only and awarded over the length of the program
- If this scholarship is combined with other federal, state or institutional aid resources, the scholarship/grant cannot exceed the student's direct cost to attend school (tuition, books and fees). LCB will follow our standard packaging philosophy and award both need and non-need based Federal grants before awarding institutional scholarships/grants. This Scholarship will not, in whole or in part, be awarded to the student as a cash payment.

The College makes available a limited amount of money each year for the Tuition Reimbursement/Employer Match Scholarships. Once it is determined that available funding is exhausted, scholarships will not be available to otherwise eligible students. For 2015, \$50,000 has been budgeted for the Tuition Reimbursement/Employer Match Scholarship.

#### **The Le Cordon Bleu Future Chef of America Scholarship**

Le Cordon Bleu offers The Future Chef of America Scholarship. High school seniors may qualify for the scholarship as outlined in the program rules and requirements. Application, program rules and requirements may be obtained by contacting a financial aid advisor or visiting the financial aid office.

#### **SCHOLARSHIP AWARDS**

##### **Campus Competitions**

To apply for this scholarship, high school seniors must submit an essay explaining why they want to pursue a postsecondary education and a career in the culinary profession and must complete all application requirements prior to the established due dates. Please review the complete rules for the scholarship and competitions as outlined in the application and eligibility materials.

The scholarship awards will be applied towards tuition costs for a Le Cordon Bleu associate or bachelor's degree program.

# LE CORDON BLEU COLLEGE OF CULINARY ARTS IN CHICAGO

28

1st Place Award: \$5,000

2nd Place Award: \$2,000

3rd Place Award: \$1,000

All participants for the Future Chefs of America Scholarship award will receive a \$500 Scholarship to be applied toward tuition at any Le Cordon Bleu campus within the United States.

## National Competition

The 1st place recipient from each campus competition will be invited to participate in a national competition among all Le Cordon Bleu campuses in the United States. Please review the complete rules for the scholarship and competitions as outlined in the application and eligibility materials. Travel expenses related to participation in the competition will not be covered by Le Cordon Bleu.

The national scholarship awards can be applied towards tuition costs for a Le Cordon Bleu associate or bachelor degree program.

1st Place Award: \$40,000

2nd Place Award: \$19,500

3rd Place Award: \$10,000

Program Details and Eligibility Criteria:

- The student must enroll and begin their program of study at the Le Cordon Bleu campus in the United States within one calendar year from the date of the award. Failure to do so will void the scholarship.
- Recipients must complete the standard application process and meet all admissions and eligibility requirements thereof.
- Recipients must maintain Satisfactory Academic Progress (SAP) as outlined in the catalog to remain eligible for the scholarship.
- The scholarship will be applied towards tuition only and will be paid in equal amounts each term for the published length of the program.
- If this scholarship is combined with other federal, state or institutional aid resources,

the total combined amount cannot exceed the student's direct cost of attendance (tuition, books and fees).

- If this scholarship is combined with other federal, state or institutional aid resources, the scholarship cannot exceed the student's cost to attend school. This Scholarship will not, in whole or in part, be awarded to the student as a cash payment.

## LE CORDON BLEU MILITARY GRANT

Le Cordon Bleu has established a Military Grant\*\* for our Active Duty, Drilling National Guard and Drilling Reservist Service Members of the U.S. Military to assist in providing the opportunity to attend a program of study at Le Cordon Bleu. Applicants may be eligible for a one-time grant in the amount of \$2,000 to be applied toward tuition costs. To be eligible for the grant, a candidate must be accepted for admission, allow for the verification of their military status via a current Leave and Earnings Statement, or comparable government document. Application forms may be obtained online at [www.chefs.edu](http://www.chefs.edu) or by contacting a financial aid advisor or visiting the financial aid office.

Program Conditions and Eligibility Criteria:

- Qualifying candidates must be Active Duty, Drilling National Guard or Drilling Reservist Service Members of the U.S. Military.
- Candidates must apply and be accepted for admission to be eligible to receive the grant.
- The grant is applied exclusively toward direct program costs (tuition and fees).
- The scholarship will be awarded over the length of the program. The grant funds will be distributed evenly across the student's anticipated enrollment, with equal amounts being applied to each Payment Period until the award is exhausted.
- If this grant is combined with other federal, state or institutional aid resources, the scholarship/grant cannot exceed the student's direct cost to attend school (tuition, books and fees). LCB will follow our standard packaging philosophy and

award both need and non-need based Federal grants before awarding institutional scholarships/grants. This Grant will not, in whole or in part, be awarded to the student as a cash payment.

- Applications and supporting documentation are due by the end of the add/drop period of the first class.

\*\*Note: New Le Cordon Bleu Military Grant, Military Spouses Grant, Veteran Grant and Veteran Spouses Grant funding is limited to a combined amount of \$200,000 for the 2015 calendar year. Once it is determined that available funding for grants is exhausted, grants will not be available to otherwise eligible students.

## LE CORDON BLEU VETERANS' GRANT

Le Cordon Bleu has established a Veterans' Grant\*\* to assist Veteran service members attending a program of study at Le Cordon Bleu. Applicants may be eligible for a grant in the amount of \$2,000 to be applied toward tuition costs. To be eligible for the grant, a candidate must be accepted for admission, allow for the verification of their veteran status via a DD-214 Member-4, or comparable government document. Application forms can be obtained online at [www.chefs.edu](http://www.chefs.edu) or by contacting a financial aid advisor or visiting the financial aid office.

Program Conditions and Eligibility Criteria:

- Qualifying candidates must be Veterans of the U.S. Military who have a discharge status other than dishonorable.
- Candidates must apply and be accepted for admission to be eligible to receive the grant.
- The Le Cordon Bleu Veteran Grant is applied exclusively toward direct program costs, including tuition and fees.
- The grant is awarded over the length of the program. The grant funds will be distributed evenly across the student's anticipated enrollment, with equal amounts being applied to each payment period until the award is exhausted.



- If this grant is combined with other federal, state or institutional aid resources, the grant cannot exceed the student's direct cost to attend school (tuition, books and fees). LCB will follow our standard packaging philosophy and award both need and non-need based Federal grants before awarding institutional scholarships/grants. This Grant will not, in whole or in part, be awarded to the student as a cash payment.
- Applications and supporting documentation are due by the end of the add/drop period of the first class.

**\*\*Note:** New Le Cordon Bleu Military Grant, Military Spouses Grant, Veteran Grant and Veteran Spouses Grant funding is limited to a combined amount of \$200,000 for the 2015 calendar year. Once it is determined that available funding for this program is exhausted, grants will not be available to otherwise eligible students.

**LE CORDON BLEU VETERAN SPOUSES GRANT**

Le Cordon Bleu has established a Veteran Spouses Grant\*\* to assist spouses of Veteran service members attend a program of study at Le Cordon Bleu. Applicants may be eligible for a grant in the amount of \$2,000 to be applied toward tuition costs. To be eligible for the Le Cordon Bleu Veteran Spouses Grant, a candidate must be accepted for admission and provide evidence to verify their spouse's veteran status, such as a DD-214 Member-4, or comparable government document. Application forms may be obtained online at [www.chefs.edu](http://www.chefs.edu) or by contacting a financial aid advisor or visiting the financial aid office.

Program Conditions and Eligibility Criteria:

- Qualifying candidates must be spouses of Veterans of the U.S. military.
- Candidates must apply, be accepted for admission – to be eligible to receive the grant.
- Candidates selected for verification must provide documentation before the grant is applied. Those that are not able to provide documentation will also be required to pay the application fee.

- The Le Cordon Bleu Veteran Spouse's Grant is applied exclusively toward direct program costs, including tuition and fees.
- The grant is awarded over the length of the program. The grant funds will be distributed evenly across the student's anticipated enrollment, with equal amounts being applied to each payment period until the award is exhausted.
- If this grant is combined with other federal, state or institutional aid resources, the grant cannot exceed the student's direct cost to attend school (tuition, books and fees). LCB will follow our standard packaging philosophy and award both need and non-need based Federal grants before awarding institutional scholarships/grants. This Grant will not, in whole or in part, be awarded to the student as a cash payment.
- Applications and supporting documentation are due by the end of the add/drop period of the first class.

**\*\*Note:** New Le Cordon Bleu Military Grant, Military Spouses Grant, Veteran Grant and Veteran Spouses Grant funding is limited to a combined amount of \$200,000 for the 2015 calendar year. Once it is determined that available funding for this program is exhausted, grants will not be available to otherwise eligible students.

**LE CORDON BLEU SCHOLARSHIPS FOR CAREERS THROUGH CULINARY ARTS PROGRAMS (C-CAP)**

Le Cordon Bleu provides Scholarships to students associated with the National C-CAP organization. Student(s) who earn the scholarship may attend the Le Cordon Bleu campus of their choice in the United States. Scholarship will be applied to the students account while enrolled in a Certificate/ Diploma or Associates program offering at the Le Cordon Bleu school of enrollment. Application, program rules and requirements may be obtained online at [www.ccapinc.org/scholarships2010.php](http://www.ccapinc.org/scholarships2010.php) or by contacting a financial aid advisor or visiting the financial aid office.

**C-CAP Competition Scholarships**

Le Cordon Bleu in agreement with Careers through Culinary Arts Programs (C-CAP) provides winners of any of the eight regional C-CAP Competitions the option to use their C-CAP scholarship when they select to attend any Le cordon Blue campus in the United States.

- Four (4) Full Tuition Scholarships for Certificate/Diploma program valued at \$19,500 each.
- Four (4) Full Tuition Scholarships for Associates program valued at \$40,000 each.
- If this scholarship is combined with other federal, state or institutional aid resources, the scholarship cannot exceed the student's cost to attend school. This Scholarship will not, in whole or in part, be awarded to the student as a cash payment.

**C-CAP Student Member Scholarship**

\$2,000 Scholarship – requires an application, essay and proof of membership in the national student C-CAP organization. The essay should be attached to the application and explain how the applicant will benefit from the scholarship award. Application forms may be obtained online at [www.chefs.edu](http://www.chefs.edu) or by contacting a financial aid advisor or visiting the financial aid office.

Program Conditions and Eligibility Criteria are as follows:

- Applications and supporting documentation are due by the end of the add/drop period for the student's first class or classes.
- Competition Scholarship recipients must enroll and begin the program of study within one calendar year of their high school graduation date or GED completion date. Failure to do so will void the scholarship.
- Recipients must complete the standard application process and enroll in a certificate/diploma or associates level program at the Le Cordon Bleu United States Campus of his or her choice and meet all admissions and eligibility requirements thereof.

# LE CORDON BLEU COLLEGE OF CULINARY ARTS IN CHICAGO

30

- Competition Scholarship recipients must maintain 3.0 GPA and have less than 100 hours of absences during the course of the program to maintain eligibility.
- The scholarship is awarded over the length of the program. The scholarship funds will be distributed evenly across the student's anticipated enrollment, with equal amounts being applied to each payment period.
- If this scholarship is combined with other federal, state or institutional aid resources, the scholarship/grant cannot exceed the student's direct cost to attend school (tuition, books and fees). LCB will follow our standard packaging philosophy and award both need and non-need based Federal grants before awarding institutional scholarships/grants. This Scholarship will not, in whole or in part, be awarded to the student as a cash payment.
- C-CAP Student Member Scholarship may not be combined with competition scholarships.

Scholarships will be awarded on a first-come, first-serve basis until funds for this program are exhausted. For 2015 calendar year, \$50,000 has been budgeted for the C-CAP Student Member Scholarship.

## **NATIONAL RESTAURANT ASSOCIATION EDUCATIONAL FOUNDATION – PROSTART™**

### **ProStart™ High School Completion Scholarship**

Le Cordon Bleu offers a ProStart™ Completion Scholarship to high school graduates who have successfully completed Level 1 and Level 2 of the ProStart™ high school curriculum. In addition Le Cordon Bleu offers a ProStart™ Collegiate Passport Scholarship to high school graduates who have successfully completed Level 1, Level 2 and 400 externship hours approved by ProStart™ which will entitle them to the ProStart™ National Certificate of Achievement (COA). The COA must be presented at the time of application for the Le Cordon Bleu ProStart™ Collegiate Passport Scholarship. Application, program rules and requirements may be obtained online at

www.chefs.edu or by contacting a financial aid advisor or visiting the financial aid office.

- ProStart™ Level 1 & 2 Completion Scholarship: \$1,500
- ProStart™ Collegiate Passport Scholarship: \$2,000

### **ProStart™ State and National Competition Scholarship**

These scholarships are awarded by Le Cordon Bleu at state and national competitions. Student(s) who earn the scholarship may attend the Le Cordon Bleu United States campus of their choice. Scholarship recipients must apply and begin their program of study within one calendar year of their high school graduation date or GED Completion date. ProStart™ students typically compete in teams of five. All five team members are awarded a scholarship in a predetermined amount.

### **State level competitions, the scholarship awarded is:**

- First Place: \$5,000 Scholarship
- Second Place: \$2,500 Scholarship
- Third Place: \$1,000 Scholarship

### **National competition, the scholarship award is:**

- First Place: Full Tuition Scholarship, up to the tuition charge for an associate degree program or equal to tuition of certificate/diploma program
- Second Place: \$10,000 Scholarship
- Third Place: \$7,500 Scholarship

Program Conditions and Eligibility Criteria of the ProStart™ Scholarships are as follows:

Applications and supporting documentation are due by the end of the add/drop period for the student's first class or classes.

- Competition Scholarship recipients must enroll and begin the program of study within one calendar year of their high school graduation date or GED completion date.

Failure to do so will void the scholarship.

- Recipients of the competition scholarships must complete the standard application process and meet all admissions and eligibility requirements
- Recipients must maintain Satisfactory Academic Progress (SAP) as outlined in the catalog to remain eligible for the scholarship.
- The scholarship is awarded over the length of the program. The scholarship funds will be distributed evenly across the student's anticipated enrollment, with equal amounts being applied to each payment period.
- If the Completion scholarship is combined with other federal, state or institutional aid resources, the scholarship/grant cannot exceed the student's direct cost to attend school (tuition, books and fees). LCB will follow our standard packaging philosophy and award both need and non-need based Federal grants before awarding institutional scholarships/grants. These Grants/Scholarships will not, in whole or in part, be awarded to the student as a cash payment.
- If the Competition scholarship is combined with other federal, state or institutional aid resources, the scholarship/grant cannot exceed the student's cost to attend school. These Scholarships will not, in whole or in part, be awarded to the student as a cash payment.

The College makes available a limited amount of money each year for the ProStart™ Scholarships. Once it is determined that available funding is exhausted, scholarships will not be available to otherwise eligible students. For the 2015 calendar year, \$100,000 has been budgeted for the ProStart™ High School Completion and Collegiate Passport Scholarships.

## **FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICAN (FCCLA)**

Le Cordon Bleu offers Scholarships to students associated with the National FCCLA organization. Student(s) who earn the



scholarship may attend the Le Cordon Bleu campus of their choice in the United States. Scholarship will be applied to the students account while enrolled in an associate program offering at the school of enrollment. Application, program rules and requirements may be obtained online at [www.chefs.edu](http://www.chefs.edu) or by contacting a financial aid advisor or visiting the financial aid office. Additional information about FCCLA can be obtained at <http://fcclainc.org/>.

**National FCCLA National Competition**

First Place: Full Tuition Scholarship for an associate program valued at \$40,000

**National FCCLA Student Member Scholarship**

\$2,000 Scholarship - Application, essay and proof of membership in the national student organization are required. The essay should be attached to the application and explain how the applicant will benefit from the scholarship award.

Program Conditions and Eligibility Criteria of the FCCLA Scholarships are as follows:

- Applications and supporting documentation are due by the end of the add/drop period for the student's first class or classes.
- Competition Scholarship recipients must enroll and begin the program of study within one calendar year from the date of the competition. Failure to do so will void the scholarship.
- Recipients must complete the standard application process and enroll in an associate level program at the Le Cordon Bleu United States Campus of his or her choice and meet all admissions and eligibility requirements thereof.
- Recipients must maintain Satisfactory Academic Progress (SAP) as outlined in the catalog to remain eligible for the scholarship.
- The scholarship is awarded over the length of the program. The scholarship funds will

be distributed evenly across the student's anticipated enrollment, with equal amounts being applied to each payment period.

- If the FCCLA Member Scholarship is combined with other federal, state or institutional aid resources, the scholarship/grant cannot exceed the student's direct cost to attend school (tuition, books and fees). LCB will follow our standard packaging philosophy and award both need and non-need based Federal grants before awarding institutional scholarships/grants. These Scholarships will not, in whole or in part, be awarded to the student as a cash payment.
- If the FCCLA Competition scholarship is combined with other federal, state or institutional aid resources, the scholarship/grant cannot exceed the student's cost to attend school. These Scholarships will not, in whole or in part, be awarded to the student as a cash payment.
- Student member essay contest scholarships may not be combined with competition scholarships.

The College makes available a limited amount of money each year for the FCCLA Scholarships. Once it is determined that available funding is exhausted, scholarships will not be available to otherwise eligible students. For the 2015 calendar year, \$50,000 has been budgeted for the FCCLA Student Member Scholarship.

**SKILLS USA**

Le Cordon Bleu offers scholarships to students associated with the National Skills USA organization. Student(s) who earn the scholarship may attend the Le Cordon Bleu campus of their choice in the United States. The scholarship will be applied to the students account while enrolled in an associate or a bachelors program offering at the school of enrollment. Application, program rules and requirements may be obtained by contacting a financial aid advisor or visiting the financial aid office. Additional information about National Skills USA can be obtained at <http://skillsusa.org/>.

**NATIONAL SKILLS USA STUDENT MEMBER SCHOLARSHIP**

\$2,000 Scholarship - Application, essay and proof of membership in the national student organization are required. The essay should be attached to the application and explain how the applicant will benefit from the scholarship award.

Program Conditions and Eligibility Criteria of the Skills USA Scholarships are as follows:

- Applications and supporting documentation are due by the end of the add/drop period for the student's first class or classes.
- Recipients must complete the standard application process and enroll in an associate or bachelor level program at the Le Cordon Bleu United States Campus of his or her choice and meet all admissions and eligibility requirements.
- Student must maintain 3.0 GPA and have less than 100 hours of absences during the course of the program to maintain eligibility.
- The scholarship is awarded over the length of the program. The scholarship funds will be distributed evenly across the student's anticipated enrollment, with equal amounts being applied to each payment period.
- If this scholarship is combined with other federal, state or institutional aid resources, the scholarship/grant cannot exceed the student's direct cost to attend school (tuition, books and fees). LCB will follow our standard packaging philosophy and award both need and non-need based Federal grants before awarding institutional scholarships/grants. These Scholarships will not, in whole or in part, be awarded to the student as a cash payment.

The College makes available a limited amount of money each year for the Skills USA Scholarships. Once it is determined that available funding is exhausted, scholarships will not be available to otherwise eligible students. For the 2015 calendar year, \$50,000 has been budgeted for the Skills USA Student Member Scholarship.

# LE CORDON BLEU COLLEGE OF CULINARY ARTS IN CHICAGO

## AGENCY FUNDING

Le Cordon Bleu is approved for participation in several educational programs offered by various agencies. These include Vocational Rehabilitation, Veterans Vocational Rehabilitation, Workforce Investment Act, and several programs sponsored by state agencies for unemployed or underemployed workers. Information can be obtained from the agencies themselves or from the school's Financial Assistance Office. If you are eligible for the Workforce Investment Act, you may be entitled to receive a matching grant from Le Cordon Bleu. For more information, please seek additional information from the school's Financial Aid Office.

## CANCELLATION POLICY

A Student who cancels this Agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after signing the Agreement will receive a refund of all monies paid. A Student who cancels after 72 hours but prior to the student's first day of class attendance will receive a refund of all monies paid, except for the nonrefundable application fee. If this Agreement is not accepted by Le Cordon Bleu College of Culinary Arts in Chicago or if Le Cordon Bleu College of Culinary Arts in Chicago cancels this Agreement prior to the first day of class attendance, all monies, including the application fee, will be refunded. All requests for cancellation by the Student must be made in writing and mailed or hand delivered to the appropriate campus location noted on the top of the Agreement.

## REFUND POLICY

Refunds are made for a student who withdraws or is withdrawn from Le Cordon Bleu College of Culinary Arts in Chicago prior to the completion of his/her program and is based on the tuition billed for the payment period 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 paid attributable to any payment period beyond the payment period

of withdrawal will be refunded in full. There will be no further obligation for any charges attributed to any payment period beyond the payment period of withdrawal. Any books, equipment, and/or uniforms that have been issued are nonrefundable. When a student withdraws from the institution, he/she must complete a student withdrawal form with the Registrar. 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. The student understands that if he/she withdraws or is withdrawn prior to the end of the payment period, he/she is subject to the Return of Title IV Funds policy noted below which may increase his/her balance due to Le Cordon Bleu College of Culinary Arts in Chicago. If there is a balance due to Le Cordon Bleu College of Culinary Arts in Chicago after all Title IV funds have been returned, this balance will be due immediately, unless a cash payment agreement for this balance has been approved by Le Cordon Bleu College of Culinary Arts in Chicago. Credit balances due to the student of less than \$25 (after all refunds have been made) will not be refunded to the student/lender unless requested by the student.

There are no refunds on books and/or supplies provided to the student, or fees charged for any student who starts classes at the college and then later withdrawals.

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

- Refund is calculated based on formulas provided below for Continuing or Returning Student.

### Continuing or Returning Student

If the student withdraws or is dismissed from the course of instruction or if this Agreement is otherwise terminated, a refund will be made according to the following rules:

	% of Tuition Retained by the Institution
During week 1 of payment period	0%
During weeks 2 through 4 of payment period	20%
During weeks 5 through 6 of payment period	70%
During week 7 until the end of the payment period	100%

## RETURN OF TITLE IV FUNDS

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

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





For Return to Title IV (R2T4) purposes in a block/module based program, a student is considered to have withdrawn if he/she does not complete all of the days he/she was 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 block/module.

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

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

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

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

### **WITHDRAWAL DATE**

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

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

Please note: 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.

## ACADEMIC INFORMATION

### DEFINITION OF A GRADING PERIOD

A grading period is defined as one (1)-six week module.

### UNIT OF CREDIT

The quarter credit hour is the unit of academic measurement used by Le Cordon Bleu College of Culinary Arts in Chicago. A minimum of 10 lecture hours of not less than 50 minutes each plus outside reading and/or preparation; 20 laboratory hours; or 30 externship hours; or an appropriate combination of all three constitutes one (1) Quarter Credit hour.

### DEFINITION OF A CREDIT HOUR

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

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

### FULL-TIME, PART-TIME AND OVERLOAD STATUS

Full-time students are academically defined by enrollment in 9 to 12 quarter credit hours and part-time students are defined by enrollment in less than 9 quarter credit hours\*.

Enrolling in more than 12 quarter credit hours in a given block/module may constitute an overload.

\*Enrollment status by quarter and academic year may affect a student's eligibility to receive financial aid.

### TRANSFER OF CREDIT TO OTHER SCHOOLS

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

### TRANSFER OF CREDIT TO LE CORDON BLEU COLLEGE OF CULINARY ARTS IN CHICAGO

Students who previously attended an accredited college or university recognized by the U.S. Department of Education may be granted transfer credit, at the sole discretion of Le Cordon Bleu College of Culinary Arts in Chicago. Courses taken at the previous institution must be determined by Le Cordon Bleu College of Culinary Arts in Chicago to be sufficiently equivalent to courses offered at Le Cordon Bleu College of Culinary Arts in Chicago. In addition, Le Cordon Bleu College of Culinary Arts in Chicago must determine that those courses are applicable to their program of study at Le Cordon Bleu College of Culinary Arts in Chicago. 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 in Chicago for review. Students may also be required to submit a school catalog. Students must petition for transfer credit with the Associate Registrar as soon as possible after admission. It is recommended that all prior coursework be submitted prior to matriculation, but no later than the end of registration for the student's first block of study.

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

### RESIDENCY

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

### ATTENDANCE

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



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

Any student who is unable to attend classes or to participate in any examination, study, or work requirement because of religious beliefs or observances will be excused and permitted to make up the absence. The student must provide 3 days advance notice to the school.

**MAKE-UP POLICY**

Students at Le Cordon Bleu College of Culinary Arts in Chicago will have two (2) weeks from the end of any 6-week block to present make-up work. Upon satisfactory acceptance of the student’s make-up work, the instructor will present (if warranted) a grade change form to the Registrar’s office.

In the event of an absence, it is the student’s responsibility to obtain the information missed by either asking a fellow student for the missed information or meeting with the Instructor. If the student is absent from class, points may be lost in one or all of the day’s grading criteria, depending on the day’s lesson plan. The student should check with their instructor immediately following an absence to obtain any necessary information.

**GRADING SYSTEM**

Grade reports are available to students online through the Student Portal at the completion of each block/module. 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

**GRADE SCALE**

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

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

**APPLICATION OF GRADES AND CREDITS**

The grade chart above describes the impact of each grade on the student’s academic progress. For calculating rate of progress, grades of ‘F’ (failure), ‘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’ Grade indicates that a student has been withdrawn from a course. Students who withdraw from a course during the add/drop period will be unregistered from the course. Students who withdraw from a course after the add/drop (generally, the add/drop period of each module is five (5) business

days) period but before the last calendar week of the scheduled course will receive a grade of ‘W’. Students who withdraw during the last scheduled calendar week of the class, and have a date of attendance (LDA) for the class during the last calendar week of the scheduled course, will receive the grade earned calculated as a final grade. A Course Withdrawal Form or Withdrawal Routing Spreadsheet is completed by campus officials when awarding ‘W’ Grades.

‘W’ Grades are also awarded when students do not complete externship courses within a school’s designated grading period; when students do not successfully meet course attendance requirements; and when students do not return to school from a leave of absence. Please refer to the individual Externship Management, Attendance, and Leave of Absence policies for details.

Students in externships will be awarded either a ‘P’ (pass) or ‘F’ (failure) upon completion. Prior to starting an externship, a student must have a cumulative grade point average (CGPA) of 2.0 or better.

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

# LE CORDON BLEU COLLEGE OF CULINARY ARTS IN CHICAGO

36

grades is calculated into the CGPA. The lower grade will include a double asterisk indicating that the course has been repeated. Both original and repeated credits will be counted as attempted credits in rate of progress calculations. Federal financial aid may only be used for one repeat of a previously passed course.

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

To receive an incomplete ('I') grade, the student must petition the course instructor to receive an extension to complete the required coursework. The instructor must approve the request within three business days of the student's written request, but no later than the last day of class. The student must be satisfactorily passing the course at the time of the petition. Should a student fail to complete the unfulfilled coursework requirements within 14 calendar days from the start of the subsequent grading period, the Incomplete grade will be converted to the grade the students earned in the class, inclusive of "0" points for the incomplete work.

A student who disagrees with a grade he or she has received should contact the course Instructor immediately to discuss the concern. If the dispute is unresolved, the student must submit a written appeal within 14 calendar days from the end of the grading period to the campus Director of Education. The student's appeal must include the reason he or she is appealing the grade and must be signed and dated. The student must also provide documentation supporting the appeal (if applicable) with the written request. A decision regarding the appeal will be made within five business days of receipt. Students will be notified in writing of the decision.

## PROFICIENCY CREDIT

Le Cordon Bleu College of Culinary Arts in Chicago 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." 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 or CGPA, but are calculated into the 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.

Proficiency credit is also granted for LCBC100 – College Success if student completed an associate degree or higher at an accredited postsecondary institution.

## NATIONAL PROFICIENCY EXAMS

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

## AUDITING A COURSE

If space permits, a graduate may audit any course within his/her program of study. Graduates auditing courses are expected to fully participate in the course and class

attendance is required. Tuition for auditing a course is waived for graduates of the college. Students may be required to purchase tools, textbooks, uniforms, etc. for the audited course. Financial aid is not applicable. Courses students audit will be reflected with an 'AU' grade on the transcript.

## ADD/DROP PERIOD

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

## STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

All students must maintain satisfactory academic progress in order to remain in attendance at Le Cordon Bleu College of Culinary Arts in Chicago. Additionally, satisfactory academic progress must be maintained in order to maintain eligibility to receive financial assistance (e.g., federal and state aid). Satisfactory academic progress is determined by measuring the student's cumulative grade point average (CGPA) and the student's rate of progress toward completion of the academic program at the end of each grading period. The grading period is defined as one (1) six-week module. Both the CGPA and ROP standards must be met in order to be considered to be making satisfactory academic progress. These standards are outlined below.

## CUMULATIVE GRADE POINT AVERAGE (CGPA) REQUIREMENTS

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



## RATE OF PROGRESS (ROP) TOWARD COMPLETION REQUIREMENTS

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

### CERTIFICATE PROGRAMS

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

### ASSOCIATE PROGRAMS

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

## MAXIMUM TIME IN WHICH TO COMPLETE

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

## Programs

## Maximum Allowable Credits

Certificate in Le Cordon Bleu Culinary Arts	79.5
Certificate in Le Cordon Bleu Pâtisserie and Baking	79.5
Certificate in Le Cordon Bleu Wine and Beverage	93
Associate of Applied Science in Le Cordon Bleu Culinary Arts	157.5
Associate of Applied Science in Le Cordon Bleu Pâtisserie and Baking	156

## HOW TRANSFER CREDITS/CHANGE OF PROGRAM AFFECT SATISFACTORY ACADEMIC PROGRESS (SAP)

Credit that has been transferred into the institution by the student is included in the Rate of Progress calculation; however it has no effect on the grade point average requirement for SAP. Transfer credit is also considered when computing the maximum timeframe allowed for a program of study. For example, a student transfers from institution A to institution B. The student is able to transfer 30 credits earned at institution A into a program at institution B. The program requires 180 credits to graduate. Thus, the maximum timeframe for this student's new program at institution B will be one-and-a-half times  $(150\%) \times 180 = 270$  credits. The 30 transfer hours will be included in the attempted and earned hours when the maximum timeframe and rate of progress is being calculated.

When a student elects to change a program or enroll in a higher credential at Le Cordon Bleu College of Culinary Arts in Chicago, the student's earned credits and grades will be transferred into the new program as applicable, including transfer credit. Credits earned at the school in the original program of study that apply to the new program of study will be used when computing grade point average, rate of progress and maximum timeframe. Transfer credits from another institution that are applicable to the new program of study will not be calculated in the grade point average but will be considered as credits attempted and earned in the maximum timeframe and rate of progress calculations. For example, a student transfers from program A to program B. The student is able to transfer 30 external credits and 10 credits earned in program A

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

## WARNING AND PROBATIONARY PERIODS

At the end of each grading period (one 6-week module) after grades have been posted, each student's CGPA and rate of progress is reviewed to determine whether the student is meeting the above requirements.

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

# LE CORDON BLEU COLLEGE OF CULINARY ARTS IN CHICAGO

38

time of evaluation; the student will be placed on FA Dismissal Status and will be dismissed from school unless terms of the academic plan are met.

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

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

During the period of FA Warning, which lasts for one payment period only the student may continue to receive financial aid. During a period of FA Probation, if an appeal is accepted by the institution, the student may also continue to receive financial aid.

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

## APPEAL

A student who has been placed on FA Probation may appeal the determination if special or mitigating circumstances exist. If you are an active student, any appeal must be in writing and must be submitted to the Appeals Board within 5 days of receiving notification of his/her dismissal. If you are withdrawn and wish to re-enter your program, you must submit an appeal in order to move forward. 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 Appeals Board is final and may not be further appealed.

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

## REINSTATEMENT

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

## GRADUATION REQUIREMENTS

To graduate, a student must have earned a minimum of a 2.0 cumulative grade point average 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 to receive official transcripts.

In order to be eligible to participate in the graduation ceremony, students must have completed all the requirements for graduation. Exceptions to this may be made for students who are scheduled to complete the published requirements for graduation within the grading period following the graduation ceremony. The actual credential and official transcript will not be issued until all final credits are completed and graduation requirements have been fulfilled.

## GRADUATING UNDER EARLIER CATALOGS

Any student may graduate under the graduation requirements in effect at the time of graduation. The institution policy on use of earlier graduation requirements also provides that if fewer than ten years have elapsed since a student's admission into the program, she or he may choose to graduate under the program requirements in effect at the time of admission, or under any subsequent requirements.

## ACADEMIC HONORS

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

## BLOCK HONORS

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

President's List	3.75 – 4.00	Cumulative GPA
Director of Education's List	3.50 – 3.74	Cumulative GPA

## GRADUATION HONORS

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

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



## STUDENT SERVICES INFORMATION

### ACADEMIC ASSISTANCE

Students seek help and advice during their education for many reasons. At Le Cordon Bleu College of Culinary Arts in Chicago, 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.

### CAREER SERVICES

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

Students enrolled in Le Cordon Bleu College of Culinary Arts in Chicago 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 in Chicago to prospective employers. These employers are assisted by the referral of qualified student employees from Le Cordon Bleu College of Culinary Arts in Chicago.

The graduate placement assistance process intensifies as students near graduation. The Director of Career Services assists students with resume writing, interviewing skills and professional networking techniques. Students may interview both on and off campus, until they have secured an appropriate position.

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

### BACKGROUND CHECKS

Agencies and institutions that accept our students for internship/externship and potential employers may conduct a criminal and/or personal background check. Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues such as bankruptcy might not be accepted by these agencies for internship/externship or employment placement following completion of the program. Some agencies and employers may require candidates to submit to a drug test. Some programs may require additional education, licensure and/or certification for employment in some positions. Employment and externship decisions are outside the control of Le Cordon Bleu College of Culinary Arts in Chicago.

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

### PLANS TO IMPROVE ACADEMIC PROGRAMS

Le Cordon Bleu College of Culinary Arts in Chicago 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 in Chicago may change, amend, alter or modify program offerings and schedules to reflect this feedback. If you have questions about this process or any plan to improve academic programs, contact the Education Department.

### CYBRARY / LIBRARY INFORMATION

#### Cybrary

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

The "virtual" collection is carefully selected to support students as they advance through their programs of study and includes 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 Cybrary site.

Students at all CEC colleges have access to the Cybrary from their campus location and from home, if they have an Internet service provider.

#### Library

Le Cordon Bleu College of Culinary Arts maintains a library at the Le Cordon Bleu College of Culinary Arts in Chicago campus which offers computers for students to access the Cybrary. The library is available to all students in full uniform during posted hours.

Le Cordon Bleu College of Culinary Arts campus library provides materials to support the college's mission and curriculum and assists each student to attain his/her educational goals. The electronic collection includes books and full-text periodicals. The library, which provides academic assistance to students, is open Monday – Friday 9:00 am to 5:00 pm unless posted otherwise.

# LE CORDON BLEU COLLEGE OF CULINARY ARTS IN CHICAGO

40

## **STUDENT SERVICES**

Le Cordon Bleu College of Culinary Arts in Chicago 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 Director of Education, the Director of Career Services, and faculty. Le Cordon Bleu College of Culinary Arts in Chicago 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 in Chicago. Le Cordon Bleu College of Culinary Arts in Chicago encourages students to network with graduates as well as instructors and peers in their classes, thus enhancing their networking opportunities in the industry.

## **STUDENT ORIENTATION**

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

## **STUDENT PORTAL**

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

## **STUDENT RECORD RETENTION**

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

## **TRANSCRIPTS**

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

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

- \$10 – Transcript (electronic or paper) requested electronically through Parchment
- \$15 – Transcripts ordered through the campus
- \$35 – Overnight/U.S. Mail delivery

Additional information on the electronic transcript service can be found on the Student Portal.





## GENERAL INFORMATION

### CAMPUS SECURITY

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

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

### CONDUCT POLICY

All students are expected to respect the rights of others and are held responsible for conforming to the laws of the national, state and local governments, and for conducting themselves in a manner consistent with the best interests of Le Cordon Bleu College of Culinary Arts in Chicago and of the student body.

### CODE OF CONDUCT

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

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

Attendance at this institution is a privilege, not a right; therefore, students whose behavior may be detrimental to other members of the community may be officially warned, sanctioned through an informed process, suspended and/or dismissed from the institution. Behavior that infringes upon rights, safety, or privileges, or which impedes the educational process or the institution's right to conduct its business is prohibited. Such infractions include but are not limited the following:

#### Respect

- Deliberate disruptive, profane or disrespectful words, actions, violence or physical interference with the rights of faculty, staff, other students or with any

institutional facilities, externship site, or with any authorized function being carried out on the premises or at any institution sponsored event or activity.

- Harassment of any member of the community based on race, national origin, ethnicity, color, creed, gender, sexual orientation, disposition, age, religion, marital or veteran status, genetic predisposition or carrier status, or any other basis protected by applicable local, state or federal laws.
- Engagement in self-initiated physical violence, bodily harm, or injury towards any member of the community or willful participation in a physical altercation.

#### Responsibility

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

#### Honesty

- Students are expected to demonstrate academic integrity by completing their own work assignments and assessments. Submission of work from another person, using unauthorized notes, having someone else take an examination in a student's place, copying from another or a published document without citing sources or submitting the same paper to multiple courses without the knowledge of all instructors involved constitute violations of academic honesty. Plagiarism is any stealing of intellectual content and is not affected by intentionality.

#### Trust

- Students, staff and faculty trust that individuals will voluntarily follow the Code of Conduct as well as adhere to

# LE CORDON BLEU COLLEGE OF CULINARY ARTS IN CHICAGO

42

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

## Fairness

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

## DRUG-FREE ENVIRONMENT

As a matter of policy, Le Cordon Bleu College of Culinary Arts in Chicago 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. 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.

## SCHEDULE OF COURSE OFFERINGS

The Director of Education or designee is responsible for developing schedules of

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

## CLASS SIZE

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

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

Lecture Classes – Students attend lecture classes for their program with class sizes not to exceed 50 students.

## GRIEVANCE POLICY

### Internal Grievance Policy

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

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

Please note that this grievance procedure is intended for problems concerning a

student's recruitment, enrollment, attendance, education, financial aid assistance, or career service assistance, or the educational process or other school matters. It does not apply to student complaints or grievances regarding grades or sexual harassment, which are addressed in other sections of this catalog.

Le Cordon Bleu College of Culinary Arts in Chicago and the student agree to participate in good faith in this grievance procedure. We will receive all information submitted by the student concerning a grievance in strict confidence and we and the student agree to maintain confidentiality in the grievance procedures. No reprisals of any kind will be taken by any party of interest or by any member of the Le Cordon Bleu College of Culinary Arts in Chicago 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 and a description of the actions that have taken place thus far to the next level of authority directly or through the President.

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

## GENERAL

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

The student may also submit any grievances to:

The Higher Learning Commission  
230 South LaSalle Street  
Suite 7-500  
Chicago, Illinois 60604-1413  
(800) 621-7440

Any complaint must be in written form.

The student may also contact:

The American Culinary Federation  
180 Center Place Way  
St. Augustine, FL 32905  
(904) 824-4468 or (800) 624-9458

The student may also file a complaint directly with the Illinois Board of Higher Education at any time. The student may contact the Illinois Board of Higher Education for further details at:

431 East Adams  
2nd Floor  
Springfield, Illinois 62701-1404  
(217) 782-2551

## LEAVE OF ABSENCE

An approved Leave of Absence (LOA) is a temporary interruption in a student's academic attendance for a specific period of time in an ongoing program.

## LEAVE OF ABSENCE CONDITIONS

The following conditions may be considered:

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

The following requirements apply:

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

- A LOA request is submitted in writing within 5 calendar days of the student's last date of attendance, which includes the reason for the request. If unforeseen circumstances prevent the student from providing a written request within 5 calendar days, the institution may use its discretion to grant the student's request if the student provides the written documentation validating the unforeseen circumstance by the last day of the school's attendance policy.

- Students may request multiple LOAs, but the total number of days the student remains on LOA may not exceed 180 days during a consecutive 12-month time frame.

Failure to return from an approved leave of absence will result in withdrawal from the school, may have an impact on aid, loan repayment, and exhaustion of some or all of the loan grace period. Students in a LOA status may not receive further financial aid disbursements until returning to active status. Contact the financial aid office for more information about the impact of a LOA on financial aid.

## 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 in Chicago 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 President. 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 in Chicago without prior consent if:
  - a. The student has violated a law or the institution's rules or policies governing alcohol or substance abuse, if the student is under 21 years old; or
  - b. The information is needed to protect the health or safety of the student or other individuals in an emergency.
3. A student's education records are defined as files, materials, or documents, including those in electronic format, that contain

# LE CORDON BLEU COLLEGE OF CULINARY ARTS IN CHICAGO

44

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 President 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 in Chicago 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, student IDs, 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 President 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 in Chicago 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, D.C. 20202-5901

## **REASONABLE ACCOMMODATIONS POLICY – INDIVIDUALS WITH DISABILITIES**

Le Cordon Bleu College of Culinary Arts does not discriminate against individuals on the basis of physical or mental disability. To ensure equal access to its programs and activities, the College is committed to providing reasonable accommodations, including appropriate auxiliary aids and services, academic adjustments (inside or outside the classroom), and/or modification to the College's policies and procedures, to qualified individuals with disabilities, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program or activity. The College's ADA/504 Coordinator is responsible for determining appropriate accommodations and can be contacted by e-mail addressed to [ACoordinator@chicago.chefs.edu](mailto:ACoordinator@chicago.chefs.edu).

Applicants for admission to the College or current students requesting an accommodation must complete Student Request for Accommodation and Student Authorization for Disclosure of Medical Information forms and have his or her health-care provider complete a Provider Certification of Disability and Recommendations for Accommodation form. Copies of these forms may be obtained by clicking on the links provided or from the College's ADA/504 Coordinator. The College may request only medical information that is relevant and reasonably necessary to determine whether an individual is disabled, the nature and extent of the disability, and appropriate reasonable accommodations. Completed forms and supporting documentation must be submitted to the Coordinator at the e-mail address above or to 361 West Chestnut, Chicago, IL 60610. To enable the College to evaluate an individual's needs, engage in an interactive process with him or her, and provide appropriate reasonable accommodations in a timely fashion, the College requests that individuals complete and submit the required forms and supporting documentation at least six (6) weeks before the first day of classes, or as soon as practicable under the circumstances. The College will make its determination on an individualized, case-by-case basis with input from the individual requesting accommodation, the College's ADA/504 Coordinator, and faculty and administrators, as necessary. Except in unusual cases, the College will reach a determination regarding an individual's request for accommodation and notify the individual in writing of the determination within three (3) weeks of his or her properly submitted request. In the event requested accommodations have been denied, the College's determination letter will inform the individual of the reason(s) and of his or her right to appeal the College's determination as set forth below. The ADA/504 Coordinator will maintain a confidential file regarding all requests for accommodation containing the forms and supporting documentation submitted by the applicant or student, any relevant



communications (including notes of oral communications) between the individual and the College, the determination letter from the College to the individual, and the reason(s) for any denials. Any disagreements between an individual requesting accommodation and the ADA/504 Coordinator regarding appropriate accommodations and/or any allegations of violations of this policy may be raised under the College's Student Grievance Policy.

### **SCHOOL POLICIES**

Students are expected to be familiar with the information presented in this school catalog, in any supplements and addenda to the catalog, and with all school policies. By enrolling in Le Cordon Bleu College of Culinary Arts in Chicago, students agree to accept and abide by the terms stated in this catalog and all school policies. If there is any conflict between any statement in this catalog and the enrollment agreement signed by the student, the provision in the enrollment agreement controls and is binding.

### **TERMINATION POLICY**

The Le Cordon Bleu College of Culinary Arts in Chicago reserves the right to dismiss a student for any of the following reasons: failure to maintain satisfactory academic progress, failure to pay school fees and/or tuition by applicable deadlines, disruptive behavior, posing a danger to the health or welfare of students or other members of the Le Cordon Bleu College of Culinary Arts in Chicago community, or failure to comply with the policies and procedures of the Le Cordon Bleu College of Culinary Arts in Chicago. 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).

### **UNLAWFUL HARASSMENT POLICY**

Le Cordon Bleu College of Culinary Arts in Chicago 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.

### **CATALOG ADDENDUM**

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





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This catalog is applicable for the following Le Cordon Bleu campus:

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Chicago, IL  
361 West Chestnut  
Chicago, IL 60610  
P: 877.828.7772  
Chefs.edu/Chicago



LE CORDON BLEU®

**Chefs.edu**

Join the Le Cordon Bleu Community!     

\*Le Cordon Bleu in North America had more culinary graduates in the USA than any other national network of culinary schools, for the years 2006 to 2013. Source: IPEDS.

