



LE CORDON BLEU[®]
INSTITUTE OF CULINARY ARTS

Catalog 2012

Great Cities, Great Dreams, Great Opportunities.

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

Photographs

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

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Table of Contents

4 – 5 LE CORDON BLEU SCHOOLS NORTH AMERICA

- Message from our Master Chef
- History of Le Cordon Bleu

6 – 9 ABOUT LE CORDON BLEU INSTITUTE OF CULINARY ARTS

- Message from the President • Mission Statement and Goals • Integrity Statement
- History • Faculty • Accreditation and Affiliations • Statement of Ownership • Separate Facilities

10 – 15 PROGRAM OFFERINGS

- Le Cordon Bleu Culinary Arts
- Le Cordon Bleu Culinary Techniques
- Le Cordon Bleu Patisserie & Baking

16 – 21 COURSE DESCRIPTIONS

22 – 24 ADMISSIONS INFORMATION

- Non-Discrimination • Admissions Policy • Proof of High School Graduation • Criminal Conviction Policy • Re-Entering Students • International Students
- Policy on Forged/Altered Academic Documents from Foreign Institutions

25 – 31 FINANCIAL AID INFORMATION

- Financial Assistance • How to Apply • Disbursement of Title IV Credit Balance (Books)
- Financial Aid Programs • Cancellation Policy • Refund Policy • Return of Title IV Funds
- Withdrawal Date • LCB Advantage Card

32 – 40 ACADEMIC INFORMATION

- Unit of Credit • Transfer of Credit to Other Schools • Transfer of Credit to Le Cordon Bleu Institute of Culinary Arts • Course Auditing • Residency • Attendance • Make-up Policy • Grading System • Application of Grades and Credits • Proficiency Credit
- Drop/Add Period • Standards of Satisfactory Academic Progress • CGPA Requirements • Rate of Progress Toward Completion Requirements • Maximum Time in Which to Complete • How Transfer Credits/Change of Program Affect SAP • Warning and Probationary Periods for Students Receiving Financial Aid • Warning and Probationary Periods for Students Not Receiving Financial Aid • Appeal • Reinstatement • Leave of Absence • Graduation Requirements • Graduation Awards

41 – 44 STUDENT SERVICES INFORMATION

- Student Services • Student Orientation • Student Portal • Academic Assistance • Cybrary
- Library and Resource Center • Student Record Retention • Transcripts • Career Services • Activities

45 – 53 GENERAL INFORMATION

- Facility • Hours of Operation • School Closings • Class Hours • Class Size • School Policies • Conduct Policy • Termination Policy • Reasonable Accommodations Policy – Individuals with Disabilities • Campus Security • Drug-Free Environment • Unlawful Harassment Policy • Student Grievance Policy • Notification of Rights under FERPA with respect to Student Records • Catalog Addendum

ADDENDUM

- Academic Calendar • Faculty Listing • Tuition and Fees

Le Cordon Bleu North America

Message from our Master Chef

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

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

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

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

Chef Edward G. Leonard, CMC, AAC

Corporate Executive Chef
Le Cordon Bleu

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.

About Le Cordon Bleu Institute of Culinary Arts

Message from the President

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

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

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

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

William Hunt
President

Mission Statement and Goals

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

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

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

Integrity Statement

Absolute integrity is expected of every Le Cordon Bleu Institute of Culinary Arts student in all academic undertakings. Learning is based on the passionate search for truth. In this environment, it is crucial that we have respect for all points of view; for civility in discourse; and trust in a fair-minded approach in all disciplines. Integrity entails a firm adherence to a set of values, and the values most essential to an academic community are grounded on the concept of honesty with the respect to the intellectual efforts of oneself and others. Academic honesty is expected not only in formal coursework situations, but also in all school relationships and interactions connected to the educational process, including the use of school resources.

A Le Cordon Bleu Institute of Culinary Arts student's submission of work for academic credit indicates that the work is the student's own. All outside assistance should be acknowledged, and the student's academic position truthfully reported at all times. In addition, Le Cordon Bleu Institute of Culinary Arts students have a right to expect academic integrity from every peer.

Violations of these academic standards can lead to suspension or dismissal from Le Cordon Bleu Institute of Culinary Arts and its programs. A faculty member who identifies academically dishonest work or behavior will tell the student and explain what is wrong, ask for an explanation, and inform the student of the consequences for the course. Students found violating this policy will automatically fail the test or assignment involved and as a result, may fail the course. The President will conduct further review and a decision of the student's status will be determined at that time. All students will be granted an opportunity for appeal as per the policy in the Le Cordon Bleu Institute of Culinary Arts school catalog.

History

Pennsylvania Institute of Culinary Arts was founded in 1986 as a Branch Campus of the Sawyer School. The Institute earned accredited branch campus status in 1987, and in 1988 the Culinary Arts program was approved as a Specialized Degree granting program (AST). In 1990, Pennsylvania Institute of Culinary Arts was acquired by Pennsylvania Institute of Culinary Arts, Inc. and subsequently earned independent Main Campus accreditation by the Accrediting Commission of Career Schools and Colleges of Technology (formerly the National Association of Trade and Technical Schools).

In 1992, the Culinary Arts program was accredited by the Accrediting Commission of the American Culinary Federation Educational Institute, a subsidiary of the American Culinary Federation. Pennsylvania Institute of Culinary Arts first offered a Restaurant Management Program in the spring of 1993. That program was subsequently approved as a Specialized Degree granting program (ASB) in the fall of 1993. In 1998, the Institute received approval of the trade name Pennsylvania Culinary for use in all advertisements and literature. In the spring of 1998, the Restaurant Management Program was approved to include Hotel/Restaurant Management. In June 1999, the first Pastry Arts class was officially offered as a diploma program. In January 2000 the Pastry Arts program was approved as a Specialized Degree granting program (AST). In 2001, the Institute received approval of the trade name Pennsylvania Culinary Institute for use in all advertisements and literature.

In December 2001, Career Education Corporation (CEC) purchased the Institute. CEC is one of North America's largest providers of private, post-secondary education. In March 2002, the Institute partnered with Le Cordon Bleu to offer a Le Cordon Bleu Culinary Arts program and a Le Cordon Bleu Pâtisserie and Baking program. In July 2003, the Pâtisserie & Baking program was accredited by the Accrediting Commission of the American Culinary Federation Foundation.

In January 2004, the Institute partnered with Le Cordon Bleu to offer a Le Cordon Bleu Hospitality & Restaurant Management program. In 2004, the Institute officially changed its name to Pennsylvania Culinary Institute. In March 2007, the Diploma Program in Le Cordon Bleu Culinary Techniques was offered. In 2008, the Hospitality & Restaurant Management program was accredited by the Accrediting Commission for Programs in Hospitality Administration. In January 2010 the institute officially changed its name to Le Cordon Bleu Institute of Culinary Arts. In 2011, the institute announced that it would begin a teach-out of current students and ceased enrollments. The Institute continues to operate with the same high standards of excellence established in 1986.

Faculty

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

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

Accreditation and Affiliations

ACCSC – Main Campus

Le Cordon Bleu Institute of Culinary Arts is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

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

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

ACFEFAC

The Associate of Specialized Technology degree programs in Le Cordon Bleu Culinary Arts and Le Cordon Bleu Patisserie & Baking are accredited by the American Culinary Federation Education Foundation Accrediting Commission (ACFEFAC)

Le Cordon Bleu Institute of Culinary Arts is licensed by the Pennsylvania State Board of Private Licensed Schools. By authority of the Pennsylvania Department of Education, Le Cordon Bleu Institute of Culinary Arts grants an Associate Degree in Specialized Technology in Le Cordon Bleu Culinary Arts, an Associate Degree in Specialized Technology in Le Cordon Bleu Pâtisserie and Baking and an Associate Degree in Specialized Business in Le Cordon Bleu Hospitality & Restaurant Management. By authority of the Pennsylvania State Board of Private Licensed Schools, the Institute grants a Diploma in Le Cordon Bleu Culinary Techniques. Le Cordon Bleu Institute of Culinary Arts is also registered with the Ohio State Board of Career Colleges and Schools and the West Virginia Council for Community and Technical College Education.

Statement of Ownership

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

The executive officers of CEC are:

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

Members of the CEC Board of Directors are:

Steven H. Lesnik, Chairman
Leslie T. Thornton, Lead Independent Director
Dennis H. Chookaszian
David W. Devonshire
Patrick W. Gross
Greg L. Jackson
Thomas B. Lally

Separate Facilities

Le Cordon Bleu College of Culinary Arts which is located at 3221 Enterprise Way, Miramar, Florida is a branch campus of Le Cordon Bleu Institute of Culinary Arts. Le Cordon Bleu College of Culinary Arts, Inc., a Private Two-Year College, which is located at 215 First Street, Cambridge, Massachusetts, is a branch campus of Le Cordon Bleu Institute of Culinary Arts.

Program Offerings

Associate of Specialized Technology in Le Cordon Bleu Culinary Arts Degree

99 quarter credit hours/1576 clock hours

The Associate of Specialized Technology in Le Cordon Bleu Culinary Arts is designed to prepare students with the skills appropriate for entry-level positions in professional food preparation. Students begin their program with classes in basic and fundamental concepts of the culinary profession and general education building to more advanced topics as the program progresses. The program features lecture and laboratory formats and includes sections in food preparation, culinary management, and general education. The program concludes with capstone experiences that give students a chance to practice skills taught throughout the course of their studies. A student can choose to complete the program in approximately 15 or 21 calendar months. The length of time needed to complete the program could vary depending on the individual circumstances of the student.

Our students are required to complete the program with a 12-week externship, selecting a site(s) for training that can enhance their career path. In addition, students graduating from the Le Cordon Bleu Culinary Arts program will have completed the necessary education requirement to be eligible for certification under the American Culinary Federation guidelines. *

Upon completion for the program the graduate should have the skills needed to begin their career in the culinary and/or hospitality industries at an entry level. Examples of some job titles for graduates include cook, line cook, catering assistant, banquet cook, Garde Manager, Baker, Roundsman and prep cook. The various titles of “chef” generally apply to more advanced roles in a professional kitchen (for example, Sous Chef, Executive Chef). Graduates should not expect to become Chefs upon graduation but are encouraged to work toward becoming a chef through the course of their careers.

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

Suggested Sequence of Courses

Course Code	Course Title	Credits
Weeks 1-6		
LCBC107	Food Safety and Sanitation	4
LCBC111	Culinary Foundations I	5
†PSY100	Strategies for Lifelong Learning	4
Weeks 6-12		
†ENG102	English	4
LCBC121	Culinary Foundations II	5
†MAT102	Math	4
Weeks 12-18		
LCBC127	Cost Control & Purchasing	4
LCBC131	Culinary Foundations III	5
LCBC137	Wine and Beverage	4

Weeks 18-24		
LCBC151	Baking & Pastry	5
†LIT102	Popular Literature: Short Stories	4
Weeks 24-30		
†HED102	Health & Wellness	4
LCBC161	Catering and Buffet	5
Weeks 30-36		
†LAN201	Spanish	4
LCBC211	Cuisine Across Cultures	5
†SOC202	Diversity in a Global Workplace	4
Weeks 36-42		
LCBC217	Hospitality Supervision and Entrepreneurship	4
LCBC233	Contemporary Cuisine	5
Weeks 42-48		
LCBC225	Dining Room Management	3
LCBC243	Restaurant Practical	5
Weeks 48-54		
LCBC253	Externship I	6
Weeks 54-60		
LCBC258	Externship II	6
Total Quarter Credits Required for Graduation		99

* Le Cordon Bleu Institute of Culinary Arts does not guarantee third-party certification. Certification requirements for taking and passing certification examinations are not controlled by Le Cordon Bleu Institute of Culinary Arts but by outside agencies and are subject to change without notice to Le Cordon Bleu Institute of Culinary Arts.

** Associate of Specialized Technology Degree in Le Cordon Bleu Culinary Arts is occupational in nature.

† Denotes general education course.

Courses are listed in a suggested sequence. The actual schedule is subject to change.

Diploma in Le Cordon Bleu Culinary Techniques

42 quarter credit hours/700 clock hours

The Diploma in Le Cordon Bleu Culinary Techniques 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 that have been taught throughout the course of their studies. Upon graduation, students should have attained the level of competency necessary to enter the food service industry as an entry-level cook, line cook or prep cook. A student will typically complete the program in less than 8 months, earning a Diploma in Le Cordon Bleu Culinary Techniques. The length of time needed to complete the program could vary depending on the individual circumstances of the student.

Our students are required to complete the program with a 6-week externship, selecting a site for training that can enhance their career path. In addition, students graduating from the Le Cordon Bleu Culinary Techniques program will have completed the necessary education requirement to be eligible for certification under the American Culinary Federation guidelines. *

Upon completion for the program the graduate should have the skills needed to begin their career in the culinary and/or hospitality industries at an entry level. Examples of some job titles for graduates include cook, line cook, catering assistant, banquet cook, and prep cook. The various titles of “chef” generally apply to more advance 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 Institute of Culinary Arts cannot guarantee employment or salary.

Suggested Sequence of Courses

Course Code	Course Title	Credits
Weeks 1-6		
LCBC107	Food Safety and Sanitation	4
LCBC111	Culinary Foundations I	5
Weeks 6-12		
†HED102	Health & Wellness	4
LCBC121	Culinary Foundations II	5
Weeks 12-18		
LCBC131	Culinary Foundations III	5
LCBC217	Hospitality Supervision and Entrepreneurship	4
Weeks 18-24		
LCBC151	Baking & Pastry	5
LCBC127	Cost Control & Purchasing	4

Weeks 24-30
LCBC253 Externship I 6

Total Quarter Credits Required for Graduation 42

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** Diploma in Le Cordon Bleu Culinary Techniques is occupational in nature.

† Denotes general education course.

Courses are listed in a suggested sequence. The actual schedule is subject to change.

Associate of Specialized Technology in Le Cordon Bleu Patisserie & Baking Degree

99 quarter credit hours/1576 clock hours

The Associate of Specialized Technology in Le Cordon Bleu Patisserie & Baking is designed to prepare students with the skills appropriate for entry-level positions in professional food preparation. Students begin their program with classes in basic and fundamental concepts of the baking profession and general education building to more advanced topics as the program progresses. The program features lecture and laboratory formats and includes sections in food preparation, culinary management, and general education. The program concludes with capstone experiences that give students a chance to practice skills taught throughout the course of their studies. A student can choose to complete the program in approximately 15 or 21 calendar months. The length of time needed to complete the program could vary depending on the individual circumstances of the student.

Our students are required to complete the program with a 12-week externship, selecting a site(s) for training that can enhance their career path. In addition, students graduating from the Le Cordon Bleu Patisserie & Baking program will have completed the necessary education requirement to be eligible for certification under the American Culinary Federation guidelines.*

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

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

Suggested Sequence of Courses

Course Code	Course Title	Credits
Weeks 1-6		
LCBC107	Food Safety and Sanitation	4
LCBC111	Culinary Foundations I	5
†PSY100	Strategies for Lifelong Learning	4
Weeks 6-12		
†ENG102	English	4
LCBP120	Introduction to Breads	5
†MAT102	Math	4
Weeks 12-18		
LCBC127	Cost Control & Purchasing	4
LCBP130	Breakfast Pastries	5
LCBC137	Wine and Beverage	4
Weeks 18-24		
LCBP150	Specialty Cakes and Variety Pies	5

†LIT102	Popular Literature: Short Stories	4
Weeks 24-30		
†HED102	Health and Wellness	4
LCBP160	French Pastry	5
Weeks 30-36		
†LAN201	Spanish	4
LCBP210	Specialized and Plated Desserts	5
†SOC202	Diversity in a Global Workplace	4
Weeks 36-42		
LCBC217	Hospitality Supervision and Entrepreneurship	4
LCBP230	Pastry Arts Sculpturing and Design	5
Weeks 42-48		
LCBC225	Dining Room Management	3
LCBC243	Restaurant Practical	5
Weeks 48-54		
LCBC253	Externship I	6
Weeks 54-60		
LCBC258	Externship II	6
Total Quarter Credits Required for Graduation		99

* Le Cordon Bleu Institute of Culinary Arts does not guarantee third-party certification. Certification requirements for taking and passing certification examinations are not controlled by Le Cordon Bleu Institute of Culinary Arts but by outside agencies and are subject to change without notice to Le Cordon Bleu Institute of Culinary Arts.

** Associate of Specialized Technology Degree in Le Cordon Bleu Patisserie & Baking is occupational in nature.

† Denotes general education course.

Courses are listed in a suggested sequence. The actual schedule is subject to change.

Course Descriptions

Course Numbering System

LCBC Denotes a technical course

LCBP Denotes a technical course for the Le Cordon Bleu Patisserie & Baking program

General education courses are labeled with course prefixes specific to their area of education.

The first numerical digit in a course code indicates year level for specialized associate degree students:

- 1 First year undergraduate course
- 2 Second year undergraduate course

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 President. 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.

***ENG 102 English**

4 Credits

Prerequisite: None

This introductory course focuses on written and verbal communication skills essential to career and personal growth. Students have the opportunity to gain confidence and experience in numerous speaking, listening, and small group interactions. Students are required to study and apply composition principles to a variety of writing modes, focusing on the writing process, tone, correct grammar, punctuation, concise language, and appropriate style.

***HED 102 Health & Wellness**

4 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.

***LAN 201 Spanish**

4 Credits

Prerequisite: None

This class brings the student closer together with the ever-growing Spanish speaking population through instruction in that language. Students can develop a greater understanding and camaraderie with Spanish-Americans due to their gaining basic conversation ability. The class may establish the basic usages, tenses and vocabulary of the Spanish language, while at the same

time developing a cultural connection through a concentration on proper pronunciation and etiquette.

LCBC 107 Food Safety and Sanitation

4 Credits

Prerequisite: None

This course covers the principles of safe food handling, the three types of hazards, and the most common causes of foodborne illness. 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 foodborne illness throughout the flow of food. Students will take the ServSafe Food Safety nationally accredited food safety exam for certification. This exam is sponsored by the National Restaurant Association Education Foundation and administered at the school level.

LCBC 111 Culinary Foundations I

5 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 food service industry, culinary terminology, standards of professionalism, organization of working kitchens and volume food preparation. Key components of the course include discussion of chef tools, commercial equipment and its intended uses. Basic food science principles, recipe use, menu genres, introduction to the elements of taste and flavor also drive daily lessons. The course also covers introduction to commercial kitchen cleaning and builds understanding for clean facilities as students complete their food safety and sanitation course. Focus on vegetable cookery, breakfast cookery and pantry preparations.

LCBC 121 Culinary Foundations II

5 Credits

Prerequisite: LCBC 107, LCBC 111

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, starches, grains, speed and accuracy. As with the entire Le Cordon Bleu curriculum desired sanitation, professionalism, and respect for the craft continue to enhance the student's educational experience.

LCBC 127 Cost Control & Purchasing

4 Credits

Prerequisite: MAT 102

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.

LCBC 131 Culinary Foundations III

5 Credits

Prerequisite: LCBC 121

This course builds on the techniques and principles demonstrated in previous courses. Students can 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. Continuation of skill development with additional vegetable and starch preparations as well as soups and salads. Students will be expected 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.

LCBC 137 Wine and Beverage

4 Credits

Prerequisite: None

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

LCBC 151 Baking & Pastry

5 Credits

Prerequisite: LCBC 107, LCBC 111

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

LCBC 161 Catering and Buffet

5 Credits

Prerequisite: LCBC 107, LCBC 111

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.

LCBC 211 Cuisine Across Cultures

5 Credits

Prerequisite: LCBC 131

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

LCBC 217 Hospitality Supervision and Entrepreneurship

4 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 food service industry. Students in this course will have an opportunity through research to better understand the demands of managing people in today's diverse work force.

LCBC 225 Dining Room Management

3 Credits

Prerequisite: None

This course presents the principles of dining room management with the objective of meeting the quality and productivity requirements of a variety of food service operations. This involves beverage service, menu design, and marketing. In addition, the techniques critical to food and beverage service are introduced. Table arrangement, set ups, customer relations, dining and service room sanitation are discussed and applied. Staffing, organization and responsibilities are developed for various types of food and beverage operations.

LCBC 233 Contemporary Cuisine

5 Credits

Prerequisite: LCBC 131

This course will focus on the evolution of cuisine from classical methods to contemporary methods. The student will have the opportunity to broaden their sensory development and use critical thinking to formulate their own conclusions about flavor profiling. This course will also involve the exploration of culinary trends such as use of local ingredients, food preservation, and alternative diets through recipe design. Honing the technical skills and creative interpretation of plate presentation are among the applications highlighted in this 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.

LCBC 243 Restaurant Practical

5 Credits

Prerequisite: None

In this final on-campus course, students are expected to apply the skills taught throughout the curriculum. Students will be exposed to both front of the house and back of the house functions and discussion will focus on how the importance in understanding both areas balances a professionally run food service establishment. Students will complete their final skill-based

practical exam during the course. Students may have the opportunity to demonstrate the understanding of restaurant service functions and professionalism at catered functions, by working in-school restaurant shifts or through participation in a simulated restaurant experience. Other activities that may be demonstrated or reviewed include mixology, tableside cooking, wine service presentation, cheese service presentation, or tableside salesmanship of coffees, teas and after dinner liquors.

LCBC 253 Externship I

6 Credits

Prerequisite: *All other required program courses, unless permission is granted by the President.*

The externship is the final applied component of the Le Cordon Bleu program. The student will have the opportunity to further develop and refine their hospitality skills with 204 hours of progressive industry experience alongside school approved food service professionals.

LCBC 258 Externship II

6 Credits

Prerequisite: *All other required program courses, unless permission is granted by the President.*

This second course is required of all degree-seeking students. The student will have the opportunity to further develop and refine their hospitality skills during this additional 204 hours of progressive industry experience alongside school approved food service professionals.

LCBP 120 Introduction to Breads

5 Credits

Prerequisite: None

Students have the opportunity to learn principles and fundamental concepts and techniques of basic baking. The importance of weights, measures and mathematical calculations necessary for baking are emphasized. Lectures and demonstrations, as well as hands on methods are used.

LCBP 130 Breakfast Pastries

5 Credits

Prerequisite: None

Students are expected to learn the techniques and procedures involved in the preparation, production and mixing of various quick breads. Preparation of chemically leavened and yeast raised doughnuts. The preparation of breakfast pastry to include danish and croissants along with laminated doughs like puff pastry are also prepared.

LCBP 150 Specialty Cakes and Variety Pies

5 Credits

Prerequisite: None

Students are expected to become familiar with pie production, technique and classification. Unbaked cream pies are introduced; chiffons are examined. Classical flans, tarts, as well as flavored short dough are used. Students have the opportunity to learn the differences between American and European style cakes and assembly techniques. Basic cake decorating and tools are introduced in variety pies and specialty cakes.

LCBP 160 French Pastry

5 Credits

Prerequisite: None

Students have the opportunity to learn proper techniques for producing puff pastry, preparation of pate 'a choux and baked meringues. Students may develop understanding and technique for petit four

glacis, petit sec and chocolate candy making. Students also have the opportunity to learn mixing procedures and classification of cookie production of major international variety.

LCBP 210 Specialized and Plated Desserts

5 Credits

Prerequisite: None

Students are expected to develop an understanding of creative approach to desserts. Students will be introduced to mousses, custard puddings, Bavarians and frozen desserts, as well as cheesecake-, strudel and phyllo products. The fine art of plated desserts and decoration of an advanced technique will be introduced in Specialized and Plated desserts.

LCBP 230 Pastry Arts Sculpturing and Design

5 Credits

Prerequisite: None

Preparation methods are taught for pastillage, nougat, and marzipan to be applied to advanced wedding cakes, as well as techniques of sugar pouring, pulling, blowing and sugar cooking for advanced showpieces. Architecture designs and techniques will be discussed and shown.

***LIT 102 Popular Literature: Short Stories**

4 Credits

Prerequisite: None

This course will introduce students to various genres of literature and encourage an appreciation of the impact that literature has on our lives. Through critical reading, writing, and in-depth discussion of literary elements, students are expected to reflect upon recurring universal themes.

***MAT 102 Math**

4 Credits

Prerequisite: None

This introductory course in mathematical computation and conceptual skills is necessary for dealing with contemporary problems and issues. The course provides students with the opportunity to learn mathematical systems, fractions, percentages, yield rates, occupancy rates, profitability factors, and solve problems through logic.

***PSY 100 Strategies for Lifelong Learning**

4 Credits

Prerequisite: None

This course examines the formation, adaptation, maintenance, and function of attitudes and beliefs. A variety of decision-making processes, assumptions, opinions, judgments, and ideologies are analyzed to determine their relation to individual and group behavior and identity. An emphasis is placed on team building and meta-cognitive learning strategies.

***SOC 202 Diversity in a Global Workplace**

4 Credits

Prerequisite: None

This course is designed to enhance students' understanding of, and appreciation for human diversity through the critical analysis of sociological and cultural issues. Students are expected to critically analyze topics from a variety of perspectives as a means of developing deeper insight into how race, ethnicity, social class, gender, sexuality, and religion affect human relations. Emphasis is placed on group discussions and self-awareness.

Admissions Information

Non-Discrimination

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

Admissions Policy

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)
- Sign a request for high school or GED transcript (and official college transcripts, where applicable).
- Payment of application fee

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

Proof of High School Graduation

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

All prospective students will need to provide before being considered for acceptance, a transcript verifying one of the following:

- An SAT Verbal score of 390 or above
- An ACT English-section score of 13 or above

- Post-secondary/college transcript with successful completion (C-grade or higher) of an English course
- Transcript with successful completion of associate degree or higher
- English Language & Composition (LAAP) or the English Literature and Composition (LIAP) Advanced Placement Test score of 3 or above.

All SAT scores, ACT scores, and English course or exam completions must have been satisfactorily completed within 10 years from the date of enrollment to be considered.

If none of the following are available, then the student is required to take the Wonderlic assessment at Le Cordon Bleu Institute of Culinary Arts to determine their reading comprehension level. A minimum score is required for students to be accepted at the institution (193 for A.S.T. programs and 220 for the Diploma program). If a student scores between the minimum score and 302, then Le Cordon Bleu Institute of Culinary Arts reserves the right to determine if they will be required to take a developmental course while they are taking regularly scheduled classes to enhance their reading ability. Successful completion of the developmental course is not a graduation requirement. Students that score a 303 or higher will have verified their reading comprehension and will not be required to take a developmental course.

Once an applicant has completed and submitted all enrollment documents, acceptable documentation of high school diploma or equivalent, documentation of acceptable reading comprehension level, and paid the enrollment fee, the applicant will be reviewed and the Institute will inform the applicant of its admissions decision.

A student may be denied admission for not meeting any of the requirements listed above. A student may also be denied admission if determined incapable of benefiting from the training offered or as having disabilities or otherwise, that would prevent use of knowledge or skill gained from the training offered for successful on-the-job performance after completion of the training.

Upon acceptance, the student will complete the financial planning process and will be scheduled for class.

After the applicant is notified of acceptance for a particular start date, the student can only postpone their start date to a date within one year from their original start date. If the start date is beyond one year, it is required that the applicant complete the admissions process again.

If a graduate of Le Cordon Bleu Institute of Culinary Arts decides to apply for admission into another program offered at the institution, there is no application or enrollment fee requirement.

Failure to verify reading comprehension at the twelfth-grade level, either through assessment or the successful completion of their first cycle of related classes with a “C” grade or better based on average test scores, will result in failure of the remedial course.

Criminal Conviction Policy

In an effort to maintain a safe educational and working environment for students and staff, Le Cordon Bleu Institute of Culinary Arts does not accept applicants who are known to have certain types of criminal convictions in their backgrounds. Admitted students who are discovered to have misrepresented their criminal conviction history to Le Cordon Bleu Institute of Culinary Arts are subject to immediate dismissal. Similarly, students who commit certain types of crimes while

enrolled are subject to immediate dismissal. As such, students convicted of any criminal offense while enrolled must report that conviction to the school within ten (10) days of receiving the conviction. Students who fail to report a criminal conviction while enrolled are subject to immediate dismissal. Le Cordon Bleu Institute of Culinary Arts reserves the right to conduct criminal background checks on applicants and students in circumstances deemed appropriate by Le Cordon Bleu Institute of Culinary Arts.

Re-Entering Students

Students who have previously attended Le Cordon Bleu Institute of Culinary Arts but did not graduate, and are returning within 364 days of their last date of attendance, at a minimum will be subject to the following admission requirements and procedures:-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 Institute of Culinary Arts 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

The Institute 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 an Institute 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 the Institute 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 Aid Information

Financial Assistance

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

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

How to Apply

Students who want to apply for federal aid (and state aid, if applicable) must complete a Free Application for Federal Student Aid (FAFSA) each year. This application is available on-line at Le Cordon Bleu Institute of Culinary Arts' website (www.chefs.edu) 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 Institute of Culinary Arts before financial aid packages can be estimated and processed.

Disbursement of Title IV Credit Balance (Books)

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

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

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

Pennsylvania State Grant

(for Pennsylvania residents only)

Undergraduate students who have been Domiciliaries of Pennsylvania for at least twelve months prior to the date of application are eligible to apply for a Pennsylvania State Grant. However, the Pennsylvania Higher Education Assistance Agency may require additional documentation to prove residency. Awards are based on financial need according to PHEAA requirements. The application deadline is May 1 for renewal applicants and August 1 for non-renewal applicants. Out-of-state students should investigate their own state grant program and apply if their grant can be used in the Commonwealth of Pennsylvania. A refund of Pennsylvania state aid is determined by the number of days that the student completed in a payment period. A payment period consists of an average of 15 weeks.

LOANS

Federal Student and Parent Loans

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

Federal Direct Stafford

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

Federal Direct Parent -PLUS

The William D. Ford Federal Direct Parent -PLUS loan is available to parents of dependent undergraduate students. These loans are not based on need but when combined with other resources, cannot exceed the student's cost of education. A credit check on the parent borrower is

required and either or both parents may borrow through this program. Repayment begins within 60 days of final disbursement of the loan within a loan period. However, parents may request a deferment of payments while the student is attending at least half time.

Other Programs

Federal Work Study (FWS)

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

Private Loans

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

Veteran's Educational Benefits

Le Cordon Bleu Institute of Culinary Arts is approved by the applicable State Approving Agency for Veterans Affairs and participates in many Veteran's Educational Benefit programs. Students interested in Veteran's 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.

Institutional Grants and Scholarships

BLEU Grant

Le Cordon Bleu Institute of Culinary Arts offers institutional grants to students who have exhausted all federal, state, and private grants or scholarships, have an outstanding tuition balance and are enrolled in the following programs: Le Cordon Bleu Culinary Arts (21 Month A.S.T. and Diploma Programs), Le Cordon Bleu Patisserie & Baking (21 Month A.S.T.). Grants may range from \$1,394 to \$8,983. Students will be considered for the grant upon completion of the admissions application process and the financial aid application process, with no separate grant application required. The Institute makes available a limited amount of money each year for such grants. Once it is determined that available funding is exhausted, grants will not be awarded to otherwise eligible students. For 2012, \$45,413 has been budgeted for institutional grants.

Le Cordon Bleu Institute of Culinary Arts Scholarship

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

The Le Cordon Bleu Institute of Culinary Arts Scholarship is available to graduating high school seniors enrolled in one of the school's specialized associate degree programs. Le Cordon Bleu Institute of Culinary Arts awards three Merit Award tuition scholarships each year under this program. Le Cordon Bleu Institute of Culinary Arts holds three Scholarship Days per year and two scholarship exams are administered at each. Each exam is 20-minutes in length, one is a mental ability exam, and one is a hospitality skills exam. After each Scholarship Day event the

school determines five semi-finalists based on a combined score of the two exams. Le Cordon Bleu Institute of Culinary Arts then invites the semi-finalists back to the school to interview with a diverse panel of employees, and determines one award winner per event.

The value of each scholarship is equal to 25% of the student's total program tuition to attend a Le Cordon Bleu Institute of Culinary Arts program. All scholarships are pro-rated equally over the length of the program and cannot be transferred to another individual or school or be received in cash.

Other Programs

Le Cordon Bleu Institute of Culinary Arts is also a member of the Career College Foundation, Imagine America Scholarship Program and Military Award Program. Students can find more information at www.imagine-america.org. Le Cordon Bleu Institute of Culinary Arts will accept 15 Military Award Program scholarships and unlimited Imagine America scholarships during the program year.

Le Cordon Bleu Institute of Culinary Arts also participates in the C-CAP Postsecondary Scholarship program. Student can find more information at www.ccapinc.org.

Additionally, numerous resources for externally sponsored scholarships are available to students. Additional information and scholarship books are located in the L. Edwin Brown Library & Resource Center, Financial Aid Office and Admissions Office and are available to all interested students. Opportunities are also located on the student portal, my.pittsburgh.chefs.edu.

Cancellation Policy

You may request cancellation prior to signing the enrollment agreement or within five (5) calendar days after the Enrollment Agreement is signed, but prior to the beginning of classes without penalty or obligation. If cancellation is requested orally within five (5) calendar days after the Enrollment Agreement is signed, but prior to the beginning of classes, the request must be confirmed in writing within an additional five (5) calendar days for all monies to be refunded. If you request cancellation following five (5) days after the Enrollment Agreement is signed, all monies paid in excess of \$50 will be refunded. Up to \$50 will be retained by the school as an administrative fee. To cancel your enrollment, mail or deliver a signed and dated copy of a cancellation notice to your Admissions Coordinator at LCB. Notice of cancellation is effective when deposited in the mail, properly addressed, with postage prepaid. Each student will be notified of acceptance/rejection in writing. If you are denied admission to LCB, all monies will be refunded. Students who have not visited the LCB facility prior to enrollment will have the opportunity to withdraw without penalty within three (3) days following either the regularly scheduled orientation procedures or following a tour of LCB facilities and inspection of equipment.

Refund Policy

Refunds are made for students who withdraw or are withdrawn from LCB prior to the completion of their program and are 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 attributable to any payment period beyond the payment period of withdrawal will be refunded in full. Any books, materials, cutlery, uniforms, and shoes that have been issued are nonrefundable. Credit will be given for books not issued. When a student withdraws from the institution, he/she must notify the President in writing and 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. It should be understood that if the student withdraws or is withdrawn prior to the end of the payment period, they are subject to the Return of Title IV Funds policy noted below which may increase the balance due to LCB. If there is a balance due to LCB 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 LCB. Credit balances due to the Student of less than \$5 (after all refunds have been made) will not be refunded to the Student/lender unless requested by the Student. Furthermore, all official records, which include, but are not limited to, official transcripts, diplomas/degrees, attendance records, and certificates will be withheld until any outstanding balance is paid in full.

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.

If the student withdraws, refunds for tuition and materials charged that payment period will be calculated using the LCB Refund Policy, which is in accordance with State Guidelines and is as follows:

<u>Last Date of Attendance</u>	<u>% of Tuition/Materials Refunded</u>
Weeks 1-2	75%
Weeks 3-4	55%
Weeks 5-8	30%
Weeks 9-15	No Refund

Return of Title IV Funds

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

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

disbursed for the payment period or period of enrollment if the student withdrew after completing more than 60% of the payment period or period of enrollment.

For R2T4 purposes in a block/module based program with modules, a student is considered to have withdrawn, IF they do not complete all of the days they were scheduled to complete in the payment period or period of enrollment. The R2T4 calculation is required for all students who have ceased attendance; other than those on an approved LOA, or those who have attested to an expected return to a future module within the same 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 Institute of Culinary Arts is the date indicated in written communication by the student to the Registrar's office. If a student does not submit written notification, the school will determine the student's withdrawal date based upon federal regulations and institutional records.

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

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

LCB Advantage Card

Le Cordon Bleu Schools of North America has partnered with the financial services company Higher One to provide our students with electronic options for receiving their stipend/credit

balances (payments/financial aid received in excess of what the school has charged). All students, upon posting attendance in class, will have a LCB Advantage Card mailed to their address on file with the institution. Upon receipt of this card, each student will be able to log in to www.lcbadvantagecard.com and choose their refund preference. The three options are:

1. Physical Check
2. ACH into their personal checking account
3. Set up a checking account through Higher One and their partner bank

If a student elects to open an account through Higher One, the LCB Advantage Card will become a fully functioning checking account card. For a list of fees associated with the usage of this card, visit www.lcbadvantagecard.com.

Replacement Cards: Students will receive their first LCB Advantage Card for free. All replacement cards will carry with them a \$15 fee that will need to be paid back to Le Cordon Bleu Schools of North America.

Academic Information

Unit of Credit

The quarter credit hour is the unit of academic measurement used by Le Cordon Bleu Institute of Culinary Arts. A minimum of 10 lecture hours of not less than 50 minutes each plus outside reading and/or preparation; 20 laboratory hours; or 30 externship hours; or an appropriate combination of all three constitutes one quarter hour of credit. Classes are offered on a six-week module. A block consists of two six-week modules. A level of review is based on a 12-week block.

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

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

Transfer of Credit to Other Schools

Le Cordon Bleu Institute of Culinary Arts provides information on other schools that may accept credits for course work completed at Le Cordon Bleu Institute of Culinary Arts towards their programs. However, Le Cordon Bleu Institute of Culinary Arts does not imply or guarantee that credits completed at Le Cordon Bleu Institute of Culinary Arts will be accepted by or transferable to any other college, university, or institution, and it should not be assumed that any credits for any courses described in this catalog can be transferred to another institution. Each institution has its own policies governing the acceptance of credit from other institutions such as Le Cordon Bleu Institute of Culinary Arts. Students seeking to transfer credits earned at Le Cordon Bleu Institute of Culinary Arts to another institution should contact the other institution to which they seek admission to inquire as to that institution's policies on credit transfer.

Transfer of Credit to Le Cordon Bleu Institute of Culinary Arts

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

be required to submit a school catalog. Students must petition for transfer credit with the President 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.

Specialized and lab courses will only be accepted if credits were earned in the previous 7 years. The student will be interviewed by the President and at the President's discretion may undergo a hands-on practical examination before credits are issued.

Course Auditing

Students can choose to audit a course offered in another program at the Institute other than the program they are pursuing a degree in for a charge of \$300 per credit hour for lab courses and \$150 per credit hour for all other courses, plus applicable material and book charges.

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 within his/her program of study is waived for graduates of the institute. 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.

Residency

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

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 Institute holidays or breaks, and/or students who officially withdraw from all current courses will be administratively withdrawn from the Institute.

Make-up Policy

It is the policy of this school that make-up tests will be taken on the day the student returns from an absence. Students will be given permission to take a make-up test for 100% credit for one of the following reasons only: medical emergency, death in family, court order, weather emergency, military obligation, jury duty or family emergency. Documentation must be presented to the class instructor to substantiate the occurrence. A make-up project may be given by the instructor for the student to achieve 50% of the points missed for one non-excused missed test/project.

Grading System

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

Students who maintain an academic average of 3.5 and above for that block are eligible for the Dean's List and will receive a certificate for this honor. In order to qualify for the Dean's List, students must complete all attempted credits. A student with grades of "I" or "W" will be ineligible for the Dean's List for that block.

Letter Code	Description	Included in Credits Earned	Included in Credits Attempted	Included in CGPA	Quality Points
A	A	Yes	Yes	Yes	4.00
B+	B+	Yes	Yes	Yes	3.50
B	B	Yes	Yes	Yes	3.00
C+	C+	Yes	Yes	Yes	2.50
C	C	Yes	Yes	Yes	2.00
D+	D+	Yes	Yes	Yes	1.50
D	D	Yes	Yes	Yes	1.00
F	F	No	Yes	Yes	0.00
FD	Fail Developmental	No	No	No	N/A
I	Incomplete	No	Yes	No	N/A
AU	Audit	No	No	No	N/A
P	Pass	Yes	Yes	No	N/A
PD	Pass Developmental	No	No	No	N/A
TC	Transfer	Yes	Yes	No	N/A
W	Withdrawn	No	Yes	No	N/A
WF	Withdrawn-Failure	No	Yes	Yes	0.00
NC	Noncredit	No	No	No	N/A
L	Leave of Absence	No	No	No	N/A
PR	Proficiency Credit	Yes	Yes	No	N/A

Application of Grades and Credits:

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

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

A fee will be charged to repeat a class (see addendum for details). Federal financial aid may only be used for one repeat of a previously passed course.

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

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

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

Proficiency Credit

Le Cordon Bleu Institute of Culinary Arts may offer the opportunity for students to demonstrate proficiency in a course and receive course credit by an examination generally known as a "test out." Test out examinations are permitted in the following courses: MAT102 Math and LAN201 Spanish. A request from a student for a test out will be granted if an examination is available and the President 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.

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 DAN TES. The American Council on Education (ACE) recommendations are used when awarding CLEP or DAN TES 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.

Le Cordon Bleu Institute of Culinary Arts offers an additional course in English to assist those students who need assistance in developing their skills in these particular areas. This developmental course is offered at no additional charge, and is included on the student's transcript. The grades for these courses are not included in the student's grade-point average nor may they be used to meet graduation requirements.

Drop Add Period

During the start of each block/module students are allowed to make modifications to their schedules without incurring any academic penalty. The drop/add period of each block/module is 5 days.

Standards of Satisfactory Academic Progress (SAP)

All students must maintain satisfactory academic progress in order to remain in attendance at insert school name. Additionally, students receiving federal financial aid assistance must meet the satisfactory academic progress requirements in order to maintain eligibility to receive these funds. Satisfactory academic progress is determined by measuring the student's cumulative grade point average (CGPA) and the student's rate of progress (ROP) toward completion of the academic program at the end of each grading period. The grading period is equal to 12 weeks (two modules). Both the CGPA and ROP standards must be met in order to be considered as making satisfactory academic progress. These standards are outlined below.

Cumulative Grade Point Average (CGPA) Requirements

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

Rate of Progress (ROP) Toward Completion Requirements

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

Diploma 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.

How Transfer Credit and Change of Program Affect SAP

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

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

calculated. The 10 credits earned in program A will be included in the grade point average calculation as well as the maximum timeframe and rate of progress calculation.

Warning and Probationary Periods for Students Receiving Financial Aid

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

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

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

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

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

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

Warning and Probationary Periods for Students Not Receiving Financial Aid

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

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

ROP requirements are not met at the time of evaluation, the student will be placed on Dismissal Status and will be dismissed from school unless the student is meeting the conditions of their academic plan.

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

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

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

Appeal

A student who has been placed on Probation or FA Probation may appeal the determination if special or mitigating circumstances exist. Any appeal must be in writing and must be submitted to the Academic Review Committee within 5 business days of receiving notification of his/her dismissal. The student must explain what type of circumstances contributed to the academic problem and what action is being implemented to overcome the mitigating circumstance in the future. The decision of the Appeals Committee is final and may not be further appealed.

For the appeal of non-academic dismissals, please refer to the 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 Committee. 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 and will be charged tuition consistent with the existing published rate. Students who are interested in applying for federal financial aid may do so at this time.

Leave of Absence

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

Leave of Absence Conditions

The following conditions may be considered:

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

The following requirements apply:

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

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

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

Graduation Requirements

In order to graduate, a student must have earned a minimum of a 2.0 CGPA and must have successfully completed all required credits within the maximum credits that may be attempted. Students who fail to meet the graduation requirements may not be awarded a degree or final transcripts, nor will the student be entitled to Career Services assistance. Students must also be current on all financial obligations in order to receive official final transcripts.

In order to assure students meet these requirements before beginning externship, each student must file an application for externship and be approved by appropriate school officials.

Graduation Awards

Special awards presented at commencement ceremonies for each graduating class may include:

1. Valedictorian – Highest Cumulative Grade Point Average
2. Salutatorian – Second Highest Cumulative Grade Point Average
3. Professionalism Award
4. Brillat Savarin Award

With regard to academic honors, we will award Silver cords to Honor students and Gold cords to students achieving High Honors:

- Honors = students with 3.5 – 3.74 GPA's
- High Honors = students with 3.75 – 4.0 GPA's

Student Services Information

Student Services

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

Student Orientation

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

Student Portal

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

Academic Assistance

Students seek help and advice during their education for many reasons. At Le Cordon Bleu Institute of Culinary Arts, the student comes first. Every effort is made to develop a relationship with the student body so individuals feel comfortable in requesting and receiving assistance. The President 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.

Cybrary

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

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

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

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

L. Edwin Brown Library & Resource Center

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

Le Cordon Bleu Institute of Culinary Arts campus library provides materials to support the Institute’s mission and curriculum and assists each student to attain his/her educational goals. The electronic collection includes books, an assortment of current periodicals, and videos. The library, which provides academic assistance to students, is open_Monday- Thursday 8am-7pm; Friday – 8am-5pm; Saturday 10am-3pm unless posted otherwise.

Student Record Retention

Le Cordon Bleu Institute of Culinary Arts maintains student records at the campus for a minimum of five years. Le Cordon Bleu Institute of Culinary Arts student transcripts are retained indefinitely.

Transcripts

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

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

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

\$10- Transcripts ordered through the campus

\$30 - Overnight/US Mail delivery

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

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

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

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

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

Plans to Improve Academic Programs

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

Activities

All students are invited to participate in Institute-sponsored programs that take advantage of the cultural resources and business activities of the area. Typical activities include tours of major hospitality properties, participation in various culinary shows and competitions, charitable fund-raising, and community projects.

There are also opportunities for students and graduates to become involved with special events in various states throughout the northeastern part of the country. Participating in activities can be rewarding not only on a personal level, but also on a professional level. All experience helps to build pride and confidence as one learns to represent one's self and school in a professional and positive manner.

Eta Sigma Delta

Eta Sigma Delta is an international honor society that recognizes exceptional academic achievement among hospitality and tourism students. Eta Sigma Delta is administered by the International Council on Hotel, Restaurant, and Institutional Education. International CHRIE is the leading international association devoted to hospitality and tourism education. Students can apply after completion of their first semester and to qualify students must maintain a 3.75 GPA and 95% attendance or higher.

Health Services

The Institute does not provide health services to students. Students needing assistance in this regard are referred to their own personal physician. Should the student not possess a personal physician, the Institute can provide a list of physicians in the area.

General Information

Facility

Le Cordon Bleu Institute of Culinary Arts offers students the opportunity to train in industry-current training kitchens. These facilities include a skill development kitchen; a stock, soup & sauce kitchen; a meat and poultry kitchen; a seafood/charcuterie kitchen; a pastry kitchen; a garde manger/classical/international cuisine kitchen; and multipurpose kitchens (multi-functional kitchens that have the equipment, capacity and size to be used for any of the curricula).

The Pâtisserie & Baking program kitchens are equally industry current. These facilities include an American-style bakery kitchen, artisan bread kitchen, European-style pastry kitchen, cold and frozen dessert specialty kitchen, and a chocolate, candy and artistic sculpturing kitchen.

The kitchens house National Sanitation Foundation-approved commercial equipment including: steam jacketed kettles, steamers, infrared broilers and salamanders, combo-steamer, flat tops, open burner ranges, full-size ovens and convection ovens, slow roasting ovens/smokers, bakers' ovens, large capacity mixers, food processors, electric and manual grinders, and commercial refrigeration freezers. All kitchens are fully equipped with china, and a full array of small wares. Each self-contained kitchen is equipped with those tools necessary to perform the specific objectives of each course. The Institute also houses a commercial storeroom, numerous lecture/demonstration rooms, and multipurpose rooms.

The Learning Resource Center consists of the library and a complete computer lab. Two additional computer labs are available for classroom instruction. Lecture rooms are equipped with modern technology including projective viewing and internet connectivity.

Hours of Operation

Le Cordon Bleu Institute of Culinary Arts' administrative offices are open from 8 a.m. to 5 p.m., Monday through Friday.

School Closings

In the event that inclement weather (or other reasons deemed appropriate by the Institute) may necessitate school closure, students may be required to make up the missed day at a later date. As a general rule, the make-up day will occur on a Saturday soon after the Institute closure day. The Institute will make every attempt to make up lost day(s). However, there may be times when this is not feasible. In this instance, a refund will not be granted.

In the event the Le Cordon Bleu Institute of Culinary Arts needs to modify the schedule due to inclement weather, Le Cordon Bleu Institute of Culinary Arts will communicate a "Modified A Schedule":

- The A SCHEDULE Kitchens will start at 8am
- (Instead of the normal start time of 6:30am)

- The 7:30am DVE (Developmental English) class is cancelled

- No other schedules are affected

Class Hours

Although individual student schedules may vary, day classes meet Monday through Friday in blocks ranging from 6:30 a.m. to 4:00 p.m. Evening classes meet Monday through Friday in blocks ranging from 1:00 p.m. to 1:00 a.m. Schedules vary according to module and program, with an average of 5 to 6 hours of class per day.

Class Size

Both kitchen (laboratory) and lecture classes may vary in size, depending on the schedule and time of year. Maximum class sizes are as follows: Class 1 Kitchens-28 students; Class 2 Kitchens-50 students; and lecture classes-60 students.

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

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 Institute of Culinary Arts and of the student body.

Code of Conduct

Students, staff, faculty and guests follow a Code of Conduct adhering to a socially responsible and ethical approach to the educational mission of the institution. Rights of students are protected through the Grievance Process, which is addressed within this section, but responsibilities are addressed within the Code of Conduct Policy. 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 to the following:

Respect

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

Responsibility

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

Honesty

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

Trust

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

Fairness

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

Termination Policy

The Le Cordon Bleu Institute of Culinary Arts reserves the right to dismiss a student for any of the following reasons: failure to maintain satisfactory academic progress, failure to pay school

fees and/or tuition by applicable deadlines, disruptive behavior, posing a danger to the health or welfare of students or other members of the Le Cordon Bleu Institute of Culinary Arts community, or failure to comply with the policies and procedures of the Le Cordon Bleu Institute of Culinary Arts. Any unpaid balance for tuition, fees and supplies becomes due and payable immediately upon a student's dismissal from the school. The institution will also determine if any Title IV funds need to be returned (see Financial Information section of this catalog).

Reasonable Accommodations Policy – Individuals with Disabilities

Le Cordon Bleu Institute of Culinary Arts does not discriminate against individuals on the basis of physical or mental disability and is fully committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with a disability, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided by Le Cordon Bleu Institute of Culinary Arts. To request an auxiliary aid or service please contact the President at 717 Liberty Avenue, Pittsburgh, PA 15222.

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

Campus Security

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

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

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

Drug-Free Environment

As a matter of policy, Le Cordon Bleu Institute of Culinary Arts prohibits the unlawful manufacture, possession, use, sale, dispensation, or distribution of controlled substances and the possession or use of alcohol by students and employees on its property and at any school activity.

The only exception is authorized wine tasting within the classroom. 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 financial aid office.

Unlawful Harassment Policy

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

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.

Student Grievance Policy

INTERNAL GRIEVANCE PROCEDURE

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 Institute of Culinary Arts and the student agree to participate in good faith in this grievance procedure. We will receive all information submitted by the student concerning a grievance in strict confidence and we and the student agree to maintain confidentiality in the grievance procedures. No reprisals of any kind will be taken by any party of interest or by any member of the Le Cordon Bleu Institute of Culinary Arts administration against any party involved. We will investigate all complaints or grievances fully and promptly. So long as the student pursues this grievance procedure to its conclusion, the period during which the

student is pursuing this process will not count toward any statute of limitations relating to the student's claims.

Step 1 – Grievances or complaints involving an individual instructor or staff member should first be discussed with the individual involved. Grievances or complaints involving a policy or class should first be discussed with the individual enforcing that policy, the class instructor, or the Lead Instructor. Alternatively, the student may submit the complaint to the campus President.

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

GENERAL

This grievance procedure is designed to address problems promptly and without undue delay. In order to achieve that, the student must initiate Step 1 within ten (10) business days of the incident or circumstance(s) giving rise to the complaint, and must initiate each other Step within ten (10) business days after receiving a response or if more than twenty (20) business days have passed with no response. If the student fails to take any of the steps in this procedure within the required time frames, then the student will be deemed to have accepted the resolution last proposed by Le Cordon Bleu Institute of Culinary Arts. If the Institute 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 Institute of Culinary Arts and the student.

Schools accredited by the Accrediting Commission of Career Schools and Colleges of Technology must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to: Accrediting Commission of Career Schools and Colleges of Technology 2101 Wilson Blvd. / Suite 302 Arlington, VA 22201 (703) 247-4212. A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting William Hunt, President.

The student may also contact the American Culinary Federation. Their address is: 180 Center Place Way, St. Augustine, FL 32905, 904-824-4468 or 1-800-624-9458.

The student may also file a complaint with the State Board of Private Licensed Schools, Pennsylvania Department of Education, 333 Market Street, Harrisburg, PA 17126-0333, Phone (717) 783-8228, Fax (717) 783-0583.

The student may also file a complaint with the State Board of Career Colleges & Schools, 30 East Broad Street, Suite 2481, Columbus, OH 43215-3138, or phone (614) 466-2752.

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 Institute of Culinary Arts shall have the right to inspect and review the contents of their education records, within 45 days of the day the institution receives the request for access. Students may request to review their education records by submitting a written request identifying the record(s) the student wishes to review to the Registrar. The institution will arrange for access and notify the student of the time and place where the records may be inspected.
2. Parental access to a student's record will be allowed by Le Cordon Bleu Institute of Culinary Arts without prior consent if: (1) the student has violated a law or the institution's rules or policies governing alcohol or substance abuse, if the student is under 21 years old; or (2) the information is needed to protect the health or safety of the student or other individuals in an emergency.
3. A student's education records are defined as files, materials, or documents, including those in electronic format, that contain information directly related to the student and are maintained by the institution, except as provided by law. Access to a student's education records is afforded to school officials who have a legitimate educational interest in the records. A school official is defined as a person employed or engaged by the institution in an administrative, supervisory, academic or support staff position (including law enforcement unit and health staff); a person or company (including its employees) with whom the school has contracted (such as an attorney, auditor, consultant or collection agent); a trustee serving on a governing board; or a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility or commitment to the school.
4. Students may request that the institution amend any of their education records, if they believe the record contains information that is inaccurate, misleading or in violation of their privacy rights. The request for change must be made in writing and delivered to Registrar, Le Cordon Bleu Institute of Culinary Arts, 717 Liberty Avenue, Pittsburgh, PA 15222, 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 Institute of Culinary Arts has defined directory information as the student's name, address(es), telephone number(s), e-mail address, birth date and place, program undertaken, dates of attendance, honors and awards, photographs and credential awarded. If a student does not want his or her directory information to be released to third parties without the student's consent, the student must present such a request in writing to the Registrar within 45 days of the

- student's enrollment or by such later date as the institution may specify. Under no circumstance may the student use the right to opt out to prevent the institution from disclosing that student's name, electronic identifier, or institutional 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 Institute of Culinary Arts has violated his or her rights concerning the release of or access to his or her records has the right to file a complaint with the U.S. Department of Education. The name and address of the office that administers FERPA is:

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

Catalog Addendum

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

2012 Catalog Addendum

Le Cordon Bleu Institute of Culinary Arts in Pittsburgh

1

Academic Calendar

Modules

Start Date	End Date
01/09/2012	02/17/2012
02/20/2012	03/30/2012
04/09/2012	05/18/2012
05/21/2012	07/01/2012
07/09/2012	08/17/2012
08/20/2012	09/28/2012
10/01/2012	11/09/2012

2012 Holiday Schedule

12/17/11 – 01/08/12	Winter Break
01/16/12	Martin Luther King Jr. Day
02/17/12	In-Service / Students Off
03/29/12 – 04/08/12	Spring Break
05/18/12	In-Service / Students Off
05/28/12	Memorial Day
07/02/12 – 07/08/12	Summer Break
08/16/12 – 08/17/12	In-Service / Students Off
09/03/12	Labor Day
09/28/12	In-Service / Students Off
11/08/12 – 11/09/12	In-Service / Students Off
11/22/12 – 11/23/12	Thanksgiving Day
12/24/12 – 01/06/13	Winter Holiday



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2012 Catalog Addendum

Le Cordon Bleu Institute of Culinary Arts in Pittsburgh

2

Tuition and Fees

Effective April 1, 2010

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

Associate of Specialized Technology (AST) Degree in Le Cordon Bleu Culinary Arts Program

Tuition	\$37,700.00
*Application Fee	\$50.00
Student Services Fees	\$165.00
**Textbooks, Uniforms, Equipment and Supplies	\$4,745.00

Associate of Specialized Technology (AST) Degree in Le Cordon Bleu Pâtisserie and Baking Program

Tuition	\$33,300.00
*Application Fee	\$50.00
Student Services Fees	\$165.00
**Textbooks, Uniforms, Equipment and Supplies	\$4,771.00

Diploma in Le Cordon Bleu Culinary Techniques Program

Tuition	\$15,300.00
*Application Fee	\$50.00
Student Services Fees	\$165.00
**Textbooks, Uniforms, Equipment and Supplies	\$2,972.00

Only new unused tools, books, equipment and/or uniforms returned within five days following the notification of an official withdrawal or date of determination of withdrawal (whichever is later) are refundable.

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

**Fee for shoes includes shipping and handling. Cutlery price includes PA and county sales tax.

Financial Aid is available for those who qualify.

Retake Fees

Fees are assessed on repeated courses at a rate of \$50 per credit for externship, \$150 per credit for general education/related courses, and \$300 per credit for lab courses.



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2012 Catalog Addendum

Le Cordon Bleu Institute of Culinary Arts in Pittsburgh

3

Staff

President

William Hunt

Director of Career Services

Jody Mawhinney

Registrar

Tami Weimer

Business Operations Manager

Jamie Wilkes

Educational Administration

Dean of Pâtisserie & Baking

Jeffrey Ward, C.E.C., C.C.E.

Associate Dean of Culinary Arts

Justin Wagner Sr., C.E.C., C.C.E.

A.O.S., Culinary Institute of America

Faculty Development Coordinator

Jill Matthews

Masters of Leadership in Liberal Studies,
Duquesne University

B.A., Soc. Sciences, History & Secondary Ed.,
Grove City College

Faculty

Stacey Caudill, C.E.P.C. – Le Cordon Bleu Patisserie & Baking

A.S.T., Culinary Arts, Pennsylvania Culinary Institute

Sara Clukey – General Education

M.A.T., Foodservice Education, Johnson & Wales
University

B.S. Culinary Nutrition, Johnson & Wales University

A.S., Culinary Arts, Johnson & Wales University

Donald B. Hutchins, C.E.C., C.C.E., F.M.P. – Le Cordon Bleu Culinary Arts

A.S., Business, Community College of Allegheny County

Mark Martin – General Education

M.S., Business Education, Robert Morris University

B.S., Business Administration, Robert Morris University

A.S.B., Business Management, Cambria-Rowe Business
College

Pietropaulo, Jason – General Education

M.Ed., Instructional Design, American Intercontinental
University

B.A., English, Penn State University

Mary Pepka, C.E.P.C., C.C.E. – Le Cordon Bleu Patisserie & Baking

A.A.B., Culinary Arts, Cayahoga Community College

Kathi Steeb – General Education

B.S., Business Administration, Robert Morris College

Raymond J. Wesolowski, C.C.C. – Le Cordon Bleu Culinary Arts

A.S.T., Culinary Arts, Pennsylvania Culinary Institute



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2012 Catalog Addendum

Le Cordon Bleu Institute of Culinary Arts in Pittsburgh

4

Faculty Key

M.A.T.	Master of Arts in Teaching
M.Ed.	Master of Education
B.A.	Bachelor of Arts
B.S.	Bachelor of Science
A.A.B.	Associate of Applied Business
A.O.S.	Associate of Occupational Studies
A.S.B.	Associate of Specialized Business
A.S.T.	Associate in Specialized Technology
A.S.	Associate of Science
C.C.C.	Certified Chef de Cuisine
C.C.E.	Certified Culinary Educator
F.M.P.	Foodservice Management Professional
C.E.C.	Certified Executive Chef
C.E.P.C.	Certified Executive Pastry Chef



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