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This catalog is current as of the time of publication. From time to time, it may be necessary or desirable for Le Cordon Bleu to make changes to this catalog due to the requirements and standards of the school’s accrediting body, state licensing agency, U.S. Department of Education, or due to market conditions, employer needs or other reasons. Le Cordon Bleu College of Culinary Arts reserves the right to make changes at any time to any provision of this catalog, including the amount of tuition and fees, academic programs and courses, school policies and procedures, faculty and administrative staff, the school calendar and other dates, and other provisions. Le Cordon Bleu College of Culinary Arts also reserves the right to make changes in equipment and instructional materials, to modify curriculum and to combine or cancel classes.

PHOTOGRAPHS
While not all photographs in this publication were taken at Le Cordon Bleu College of Culinary Arts, they do accurately represent the general type and quality of equipment and facilities found at Le Cordon Bleu College of Culinary Arts. All photographs of the physical facilities of any of the institutions are captioned to identify the particular institution depicted.

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Program Offerings

Associate of Occupational Studies in Le Cordon Bleu Pâtisserie and Baking – Offered at the Le Cordon Bleu campus in: Scottsdale

Bachelor of Arts in Le Cordon Bleu Culinary Management – Online
This program is offered through the Scottsdale campus and is not offered in all states.

Associate of Occupational Studies in Le Cordon Bleu Culinary Operations
This program is offered through the Scottsdale campus and is not offered in all states.

Associate of Occupational Studies in Le Cordon Bleu Hospitality and Restaurant Management – Online
This program is offered through the Scottsdale campus and is not offered in all states.

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MESSAGE FROM OUR MASTER CHEF

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

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

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

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

Daryl L. Shular, CMC
Director of Education
Le Cordon Bleu, Atlanta
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 16 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

MESSAGE FROM THE PRESIDENTS

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 with Le Cordon Bleu training at Le Cordon Bleu College of Culinary Arts, where the classic culinary curriculum of Le Cordon Bleu is combined 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 will join us at Le Cordon Bleu College of Culinary Arts. Together, we can work toward fulfilling your goal of joining the culinary or hospitality industry.

MISSION AND OBJECTIVES

Le Cordon Bleu Colleges of Culinary Arts are institutions 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.

Objectives:
- To provide 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.
- To provide you 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.
- To introduce you to various techniques and expose you to the preparation of international cuisine throughout your training.
- To provide you the theoretical foundation and technical skills that can be applied to the preparation of many cuisines.
- To offer a dedicated Career Services department to assist you and support you in your career aspiration to help you achieve your goal of a career in the culinary or hospitality industries.

INTEGRITY STATEMENT

Academic integrity is a basic guiding principle for all educational activities at Le Cordon Bleu College of Culinary Arts and all members of the community are expected to adhere to this principle. Specifically, academic integrity is the pursuit of educational activity in an open, honest, and responsible manner. It includes a commitment not to engage in or tolerate acts of falsification, misrepresentation, or deception. Such acts violate the fundamental ethical principles of the Le Cordon Bleu College of Culinary Arts community and the American Culinary Federation’s Culinarian’s Code and undermine the efforts of others. Honor and integrity are essential ingredients or our academic programs. We will be guided by the quest for truth. We maintain that trust fosters a free exchange of ideas. We respect each individual’s ideas and opinions and endeavor to foster an atmosphere of fairness, equality, and responsibility.

HISTORY

(ACCSC Accredited Campuses)

Le Cordon Bleu College of Culinary Arts in Las Vegas
Le Cordon Bleu College of Culinary Arts in Las Vegas was established in January, 2003 to bring a renowned culinary curriculum to the Las Vegas area, a city with a booming culinary and hospitality industry. The College’s association with Le Cordon Bleu represents a union of one of the finest in European and North American culinary arts training programs available today, resulting in a world-class institution as well as a comprehensive, challenging and hands-on education.

Le Cordon Bleu College of Culinary Arts in Miami
Le Cordon Bleu College of Culinary Arts in Miami was established in September 2003 to bring Le Cordon Bleu Culinary Arts program to the Miami/Fort Lauderdale area. The first students began classes in May 2004. The College’s association with Le Cordon Bleu Culinary Arts Paris represents a union of the finest in European and North American culinary arts training programs available today, resulting in an innovative institution as well as a comprehensive, challenging and hands-on education. In January 2010, the college changed its name to Le Cordon Bleu College of Culinary Arts.

Le Cordon Bleu College of Culinary Arts in Orlando
The Le Cordon Bleu College of Culinary Arts is a culinary and hospitality training school and also an affiliate of Le Cordon Bleu Schools North America. Le Cordon Bleu College of Culinary Arts was established in January 2002 as Orlando Culinary Academy. It is located...
in Orlando, Florida as a branch campus of Le Cordon Bleu College of Culinary Arts in Scottsdale, AZ. In July 2007, the Orlando Culinary Academy was honored as College of the Year by the Florida Association of Postsecondary Schools and Colleges at annual conference. In November of 2009, Orlando Culinary Academy received permission to officially change their name to Le Cordon Bleu College of Culinary Arts.

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

Le Cordon Bleu College of Culinary Arts in Scottsdale
Le Cordon Bleu College of Culinary Arts, formerly known as Scottsdale Culinary Institute, created through the vision of Elizabeth Sherman Leite in 1986, combined her educational background, experience, and zeal for properly prepared cuisine. Le Cordon Bleu College of Culinary Arts rapidly built an international reputation of excellence drawing students from throughout the United States and around the world. In 1998, Le Cordon Bleu College of Culinary Arts proudly joined the Career Education Corporation (CEC) family, building a network of career schools internationally recognized for the quality of education and ability to place graduating students in positions within their chosen fields. Le Cordon Bleu College of Culinary Arts combines classical French techniques with modern American technology. This union ushered in a new era of culinary arts in the world.

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

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

ACCREDITATION AND AFFILIATIONS
ACICS
Accredited by the Accrediting Council for Independent Colleges and Schools to award Certificates, Diplomas, Associate Degrees and Bachelor's Degrees.

Accrediting Council for Independent Colleges and Schools
750 First Street, NE Suite 980 Washington, DC 20002-4241
(202) 336-6780

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

Le Cordon Bleu College of Culinary Arts in Atlanta
Associate of Occupational Studies Degree in Le Cordon Bleu Culinary Arts
Associate of Occupational Studies Degree in Le Cordon Bleu Pâtisserie and Baking
Certificate in Le Cordon Bleu Culinary Arts
Certificate in Le Cordon Bleu Pâtisserie and Baking

Le Cordon Bleu College of Culinary Arts in Las Vegas
Associate of Occupational Science Degree in Le Cordon Bleu Culinary Arts
Certificate in Le Cordon Bleu Culinary Arts
Associate of Occupational Science Degree in Le Cordon Bleu Pâtisserie and Baking
Certificate in Le Cordon Bleu Pâtisserie and Baking

Le Cordon Bleu College of Culinary Arts in Los Angeles
Associate of Occupational Studies Degree in Le Cordon Bleu Culinary Arts
Certificate in Le Cordon Bleu Culinary Arts
Associate of Occupational Science Degree in Le Cordon Bleu Pâtisserie and Baking
Diploma in Le Cordon Bleu Culinary Arts
Diploma in Le Cordon Bleu Pâtisserie and Baking
Diploma in Le Cordon Bleu Wine & Beverage

Le Cordon Bleu College of Culinary Arts in Miami
Associate in Science Degree in Le Cordon Bleu Culinary Arts
Associate in Science Degree in Le Cordon Bleu Pâtisserie and Baking
Diploma in Le Cordon Bleu Culinary Arts
Diploma in Le Cordon Bleu Pâtisserie and Baking

Le Cordon Bleu College of Culinary Arts in Minneapolis/St. Paul
Associate in Applied Science Degree in Le Cordon Bleu Culinary Arts
Associate in Applied Science Degree in Le Cordon Bleu Pâtisserie and Baking
Diploma in Le Cordon Bleu Culinary Arts
Diploma in Le Cordon Bleu Pâtisserie and Baking
Le Cordon Bleu College of Culinary Arts
in Orlando
Associate in Science Degree in Le Cordon Bleu Culinary Arts
Associate in Science Degree in Le Cordon Bleu Pâtisserie and Baking
Diploma in Le Cordon Bleu Culinary Arts
Diploma in Le Cordon Bleu Pâtisserie and Baking

Le Cordon Bleu College of Culinary Arts
in Portland
Associate of Occupational Studies Degree in Le Cordon Bleu Culinary Arts
Associate of Occupational Studies Degree in Le Cordon Bleu Pâtisserie and Baking
Certificate in Le Cordon Bleu Culinary Arts
Certificate in Le Cordon Bleu Pâtisserie and Baking

Le Cordon Bleu College of Culinary Arts
in Sacramento
Associate of Applied Science Degree in Le Cordon Bleu Culinary Arts
Associate of Applied Science Degree in Le Cordon Bleu Pâtisserie and Baking
Certificate in Le Cordon Bleu Culinary Arts
Certificate in Le Cordon Bleu Pâtisserie and Baking

Le Cordon Bleu College of Culinary Arts
in San Francisco
Associate of Occupational Studies Degree in Le Cordon Bleu Culinary Arts
Associate of Occupational Studies Degree in Le Cordon Bleu Pâtisserie and Baking
Certificate in Le Cordon Bleu Culinary Arts
Certificate in Le Cordon Bleu Pâtisserie and Baking

Le Cordon Bleu College of Culinary Arts
in Scottsdale
Bachelor of Arts Degree in Le Cordon Bleu Culinary Management

Associate of Occupational Studies Degree in Le Cordon Bleu Culinary Arts
Associate of Occupational Studies Degree in Le Cordon Bleu Pâtisserie and Baking
Associate of Occupational Studies Degree in Le Cordon Bleu Culinary Operations
Associate of Occupational Studies Degree in Le Cordon Bleu Hospitality & Restaurant Management
Certificate in Le Cordon Bleu Culinary Arts
Certificate in Le Cordon Bleu Pâtisserie and Baking

Le Cordon Bleu College of Culinary Arts
in Seattle
 Associate of Applied Science Degree in Le Cordon Bleu Culinary Arts
Certificate in Le Cordon Bleu Pâtisserie and Baking

Le Cordon Bleu College of Culinary Arts
in St. Louis
Associate of Applied Science Degree in Le Cordon Bleu Culinary Arts
Certificate in Le Cordon Bleu Pâtisserie and Baking

Le Cordon Bleu College of Culinary Arts
in Orlando
Associate of Occupational Studies Degree in Le Cordon Bleu Culinary Arts
Certificate in Le Cordon Bleu Pâtisserie and Baking

Le Cordon Bleu College of Culinary Arts
in Portland
Certificate in Le Cordon Bleu Culinary Arts
Certificate in Le Cordon Bleu Pâtisserie and Baking

Le Cordon Bleu College of Culinary Arts
in Sacramento
Certificate in Le Cordon Bleu Culinary Arts
Certificate in Le Cordon Bleu Pâtisserie and Baking

Le Cordon Bleu College of Culinary Arts
in San Francisco
Certificate in Le Cordon Bleu Culinary Arts
Certificate in Le Cordon Bleu Pâtisserie and Baking

Le Cordon Bleu College of Culinary Arts
in Scottsdale
Certificate in Le Cordon Bleu Culinary Arts
Certificate in Le Cordon Bleu Pâtisserie and Baking

ACCSC – MAIN CAMPUSES
Le Cordon Bleu College of Culinary Arts
in San Francisco and Scottsdale
Accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

Le Cordon Bleu College of Culinary Arts
in Orlando
Accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

Le Cordon Bleu College of Culinary Arts
in Portland
Accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

Le Cordon Bleu College of Culinary Arts
in Sacramento
Accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

Le Cordon Bleu College of Culinary Arts
in San Francisco
Accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

Le Cordon Bleu College of Culinary Arts
in Scottsdale
Accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

ACFEFAC
Programmatically accredited by the American Culinary Federation Education Foundation Accrediting Commission.

American Culinary Federation Education Foundation Accrediting Commission
180 Center Place Way
St. Augustine, FL 32095
Phone: (904) 824-4468
www.acfchefs.org

Accreditation by American Culinary Federation Education Foundation Accrediting Commission (ACFEFAC) assures that a program is meeting at least a minimum of standards and competencies set for faculty, curriculum and student services.
Le Cordon Bleu College of Culinary Arts in Atlanta
Associate of Occupational Studies Degree in Le Cordon Bleu Culinary Arts
Associate of Occupational Studies Degree in Le Cordon Bleu Pâtisserie and Baking
Certificate in Le Cordon Bleu Culinary Arts
Certificate in Le Cordon Bleu Pâtisserie and Baking

Le Cordon Bleu College of Culinary Arts in Las Vegas
Associate of Occupational Science Degree in Le Cordon Bleu Culinary Arts Certificate in Le Cordon Bleu Culinary Arts
Certificate in Le Cordon Bleu Pâtisserie and Baking

Le Cordon Bleu College of Culinary Arts in Los Angeles
Associate of Occupational Studies Degree in Le Cordon Bleu Culinary Arts
Associate of Occupational Studies Degree in Le Cordon Bleu Pâtisserie and Baking
Diploma in Le Cordon Bleu Culinary Arts
Diploma in Le Cordon Bleu Pâtisserie and Baking

Le Cordon Bleu College of Culinary Arts in Miami
Associate in Science Degree in Le Cordon Bleu Culinary Arts
Associate in Science Degree in Le Cordon Bleu Pâtisserie and Baking
Diploma in Le Cordon Bleu Culinary Arts
Diploma in Le Cordon Bleu Pâtisserie and Baking

Le Cordon Bleu College of Culinary Arts in Minneapolis/St. Paul
Associate in Applied Science Degree in Le Cordon Bleu Culinary Arts
Associate in Applied Science Degree in Le Cordon Bleu Pâtisserie and Baking
Certificate in Le Cordon Bleu Culinary Arts
Certificate in Le Cordon Bleu Pâtisserie and Baking

Le Cordon Bleu College of Culinary Arts in Portland
Associate of Occupational Studies Degree in Le Cordon Bleu Culinary Arts
Associate of Occupational Studies Degree in Le Cordon Bleu Pâtisserie & Baking
Certificate in Le Cordon Bleu Culinary Arts
Certificate in Le Cordon Bleu Pâtisserie and Baking

Le Cordon Bleu College of Culinary Arts in San Francisco
Associate of Occupational Studies Degree in Le Cordon Bleu Culinary Arts
Certificate in Le Cordon Bleu Culinary Arts

Le Cordon Bleu College of Culinary Arts in Scottsdale
Associate of Occupational Studies Degree in Le Cordon Bleu Culinary Arts
Associate of Occupational Studies Degree in Le Cordon Bleu Pâtisserie and Baking
Certificate in Le Cordon Bleu Culinary Arts
Certificate in Le Cordon Bleu Pâtisserie and Baking

Le Cordon Bleu College of Culinary Arts in Seattle
Certificate in Le Cordon Bleu Pâtisserie and Baking

Le Cordon Bleu College of Culinary Arts in St. Louis
Certificate in Le Cordon Bleu Pâtisserie and Baking

STATE AFFILIATIONS
Le Cordon Bleu College of Culinary Arts in Atlanta
Le Cordon Bleu College of Culinary Arts is authorized by:
Nonpublic Postsecondary Education Commission (NPEC)
2082 East Exchange Place, Suite 220
Tucker, GA 30084
(770) 414-3300
to operate in Georgia and is approved by the U.S. Department of Education to participate in Title IV financial aid programs.

Le Cordon Bleu College of Culinary Arts in Las Vegas
Le Cordon Bleu College of Culinary Arts is licensed to operate by the Commission on Postsecondary Education in the State of Nevada.

Le Cordon Bleu College of Culinary Arts in Los Angeles, Sacramento, and San Francisco
Le Cordon Bleu College of Culinary Arts in Los Angeles, Le Cordon Bleu College of Culinary Arts in Sacramento and Le Cordon Bleu College of Culinary Arts in San Francisco are private institutions and have approval to operate in the State of California based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010.
The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs. The Bureau can be reached at:
P.O. Box 980818,
Sacramento, CA 95798-0818
Phone: (888) 370-7589,
www.bppe.ca.gov.

These institutions do not have a pending petition in bankruptcy, not operating as a debtor in possession, have not filed a petition within the preceding five years, or had a petition in bankruptcy filed against them within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.
States Bankruptcy Code. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing the enrollment agreement. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
www.bppe.ca.gov
Phone: (888) 370-7589
Fax: (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet website, www.bppe.ca.gov.

Le Cordon Bleu College of Culinary Arts in Miami and Orlando
Le Cordon Bleu College of Culinary Arts in Miami and Le Cordon Bleu College of Culinary Arts in Orlando are licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting:

Commission for Independent Education
325 West Gaines St., #1414
Tallahassee, FL 32399-0400
(888) 224-6684

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

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

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

Wisconsin Educational Approval Board
201 W. Washington Avenue
Madison, WI 53703
Phone: (608) 266-1996
www.eab.state.wi.us

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

Le Cordon Bleu College of Culinary Arts in Portland
This school is a business corporation authorized by the State of Oregon to offer and confer the academic degrees described herein, following a determination that the state academic standards will be satisfied under OAR 583-030. Inquiries concerning the standards or school compliance may be directed to the:

Office of Degree Authorization
775 Court Street NE
Salem, OR 97301

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

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

Workforce Training and Education Coordinating Board
128 Tenth Avenue SW
P.O. Box 43105
Olympia, Washington 98504-3105
Web: wtecb@wtb.wa.gov
Phone: (360) 709-4600
E-Mail Address: wtecb@wtb.wa.gov

The Le Cordon Bleu College of Culinary Arts in Portland is authorized by the Washington Student Achievement Council (WSAC) and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes the Le Cordon Bleu College of Culinary Arts in Portland to offer specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the intuitions may contact the Council at P.O. Box 43430. Olympia, WA 98504-3430

Le Cordon Bleu College of Culinary Arts in Scottsdale
Arizona State Board for Private Postsecondary Education
1400 W. Washington, Suite 260
Phoenix, AZ 85007
Phone: (602) 542-5709
Web: azppse.state.us/

Alabama Commission on Higher Education
100 North Union Street
Montgomery, Alabama 36104-3758
Phone: (334) 242-1998
www.ache.alabama.gov

Le Cordon Bleu College of Culinary Arts in Scottsdale is registered by the Maryland Higher Education Commission.

6 N Liberty Street, 10th Floor
Baltimore, MD 21201,
Phone: (410) 767-3388
www.mhec.state.md.us
Le Cordon Bleu College of Culinary Arts in Scottsdale is authorized by:
The Indiana Board for Proprietary Education
101 W. Ohio St., Suite 670
Indianapolis, IN 46204-1984
Phone: (317) 232-1033
www.in.gov/bpe

Le Cordon Bleu College of Culinary Arts in Seattle
Le Cordon Bleu College of Culinary Arts is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to the:
Workforce Training and Education Coordinating Board
128 Tenth Avenue SW
P.O. Box 43105
Olympia, Washington 98504-3105
Web: wtb.wa.gov
Phone: (360) 753-5662
E-Mail Address: wtecb@wtb.wa.gov

The Le Cordon Bleu College of Culinary Arts in Seattle is authorized by the Washington Student Achievement Council (WSAC) and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes the Le Cordon Bleu College of Culinary Arts in Seattle to offer specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the Council at:
P.O. Box 43430
Olympia, WA 98504-3430

Le Cordon Bleu College of Culinary Arts in St. Louis
Le Cordon Bleu College of Culinary Arts is approved to operate by the Missouri Department of Higher Education. The college is approved by the U.S. Department of Education to participate in Title IV financial aid programs. Le Cordon Bleu College of Culinary Arts is affiliated with the Career College Association and the Missouri Association of Private Career Colleges and Schools.

STATEMENT OF OWNERSHIP
The Atlanta, Los Angeles, Minneapolis/St. Paul, Orlando, and Portland campuses are owned by Le Cordon Bleu North America, LLC, which is ultimately wholly owned by Career Education Corporation (CEC).

The Las Vegas, Miami, and Scottsdale campuses are owned by Scottsdale Culinary Institute, Ltd., which is ultimately wholly owned by Career Education Corporation (CEC).

The Sacramento, Seattle and St. Louis campuses are owned by Kitchen Academy, Inc., which is ultimately wholly owned by Career Education Corporation (CEC).

The San Francisco campus is owned by California Culinary Academy, LLC, which is ultimately 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
Phone: (847) 781-3600

EXECUTIVE OFFICERS/BOARD OF DIRECTORS (ALL CAMPUSES)
Members of the CEC Board of Directors are:
Ron D. McCray, Chairman
Louis E. Caldera
Dennis H. Chookaszian
Patrick W. Gross
Greg L. Jackson
Thomas B. Lally
Leslie T. Thornton
Richard Wang

The executive officers of Career Education Corporation are:
Todd Nelson
President and Chief Executive Officer
David Rawden
Interim Senior Vice President and Chief Financial Officer

STATEMENT OF OWNERSHIP
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The Las Vegas, Miami, and Scottsdale campuses are owned by Scottsdale Culinary Institute, Ltd., which is ultimately wholly owned by Career Education Corporation (CEC).

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Phone: (847) 781-3600
PROGRAM OFFERINGS

DEFINITIONS OF ACADEMIC CALENDAR

• The term “block” refers to a consecutive 12-week grouping of classes commencing with the student’s start date.

• The term “module” refers to a consecutive 6-week grouping of classes commencing with the student’s start date.
The Certificate/Diploma in Le Cordon Bleu Culinary Arts is designed to prepare students with the skills appropriate for basic positions in professional food preparation. Students begin their program with classes in basic and fundamental concepts of the culinary profession and build to more advanced topics as the program progresses. The program features lecture and laboratory formats. The program concludes with an externship experience that gives students a chance to practice skills taught throughout the course of their studies. Prior to starting an externship, a student must have a cumulative grade point average (CGPA) of 2.0 or better.

**Program outcomes include:**
- Demonstrate professional-level cooking techniques.
- Demonstrate sanitation principles as they apply to the professional kitchen.
- Demonstrate professionalism appropriate to the hospitality industry.

The program consists of 53 quarter-credits, 880 contact hours, and 12 months of instruction.

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

Le Cordon Bleu College of Culinary Arts cannot guarantee employment or salary. There is no cumulative exam required at the end of the program.

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**Core Curriculum Requirements**

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**Total Quarter Credits Required for Graduation**

53.0

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The following campuses award a Certificate in Le Cordon Bleu Culinary Arts: Atlanta, Las Vegas, Portland, Sacramento, Scottsdale, Seattle, and St. Louis

The following campuses award a Diploma in Le Cordon Bleu Culinary Arts: Los Angeles

* LCBC153 is offered at the Los Angeles campus.
The Certificate/Diploma in Le Cordon Bleu Culinary Arts is designed to prepare students with the skills appropriate for basic positions in professional food preparation. Students begin their program with classes in basic and fundamental concepts of the culinary profession and build to more advanced topics as the program progresses. The program features lecture and laboratory formats. The program concludes with an externship experience that gives students a chance to practice skills taught throughout the course of their studies. Prior to starting an externship, a student must have a cumulative grade point average (CGPA) of 2.0 or better.

Program outcomes include:
- Demonstrate professional-level cooking techniques.
- Demonstrate sanitation principles as they apply to the professional kitchen.
- Demonstrate professionalism appropriate to the hospitality industry.

The program consists of 51 quarter-credits, 880 contact hours, and 12 months of instruction.

Upon completion of the program, the graduate should have the skills needed to begin their career in the culinary and/or hospitality industries at an entry level. Examples of some job titles for graduates include Cook, Line Cook, Catering Assistant, Banquet Cook, and Prep Cook. The various titles of “chef” generally apply to more advanced roles in a professional kitchen (for example, Sous Chef, Executive Chef). Graduates should not expect to become chefs upon graduation but are encouraged to work toward becoming a chef through the course of their careers. The various titles of “chef” in the foregoing list generally apply to more advanced roles in a professional kitchen. The jobs mentioned are examples of certain potential jobs, and are not a representation that these outcomes are more probable than others. Le Cordon Bleu College of Culinary Arts cannot guarantee employment or salary. There is no cumulative exam required at the end of the program.

LCB San Francisco - Jobs that are counted as successful placements in the published placement rates for calendar year 2012-2013 include the following, and are listed based on the frequency with which each position is obtained following graduation, with positions obtained most frequently listed first, and those obtained least frequently listed last: Line Cook, Cook, Prep Cook, Garde Manger, Line/Prep Cook, Cook 1, Sous Chef, Assistant Strategist, Chef, Chef Assistant, Cook II, Cook III – Casual Dining, Cook IV Banquets, Corporate Trainer, Entremetier, Executive Chef, Fry/Pantry Cook, Kitchen Manager, Line Cook II, Line Cook/Pantry, Pantry Cook, Personal (Event) Chef, Research and Development, Restaurant Manager, and Sushi Chef.
CERTIFICATE/DIPLOMA PROGRAM IN

Le Cordon Bleu Pâtisserie and Baking

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

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

The program consists of 53 quarter-credits, 880 contact hours and 12 months of instruction and concludes with an externship. Prior to starting an externship, a student must have a cumulative grade point average (CGPA) of 2.0 or better.

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.

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

There is no cumulative exam required at the end of the program.

Offered at the Le Cordon Bleu campuses in: Atlanta, Las Vegas, Los Angeles, Portland, Sacramento, Scottsdale, Seattle, and St. Louis

CORE CURRICULUM REQUIREMENTS

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Total Quarter Credits Required for Graduation: 53.0

The following campuses award a Certificate in Le Cordon Bleu Pâtisserie and Baking: Atlanta, Las Vegas, Portland, Sacramento, Scottsdale, Seattle, and St. Louis

The following campuses award a Diploma in Le Cordon Bleu Pâtisserie and Baking: Los Angeles
CERTIFICATE/DIPLOMA PROGRAM IN

Le Cordon Bleu Pâtisserie and Baking

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

Possible outcomes include:

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

The program consists of 52 quarter-credits, 880 contact hours and 12 months of instruction and concludes with an externship. Prior to starting an externship, a student must have a cumulative grade point average (CGPA) of 2.0 or better.

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. Jobs that are counted as successful placements in the published placement rates for calendar year 2012-2013 include the following, and are listed based on the frequency with which each position is obtained following graduation, with positions obtained most frequently listed first, and those obtained least frequently listed last: Pastry Cook, Pastry Chef, Baker, Pastry Assistant Cook, Baker and Froster, Assistant Pastry Chef, Baker/Cake Decorator, Baker/Froster, Bakery Team Member, Cake Decorator, Chef De Partie, Chocolate Assistant, Food Prep, Froster, Kitchen Assistant, Morning Baker, Pastry Cook III, Pastry Prep Cook, Pastry Cook/Baker, and Sous Chef. The various titles of “chef” in the foregoing list generally apply to more advanced roles in a professional kitchen. The jobs mentioned are examples of certain potential jobs, and are not a representation that these outcomes are more probable than others. Le Cordon Bleu College of Culinary Arts cannot guarantee employment or salary.

There is no cumulative exam required at the end of the program.

Core Curriculum Requirements

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<th>COURSE CODE</th>
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<td>LCBK265</td>
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Total Credits Required for Graduation 52.0

The following campuses award a Certificate in Le Cordon Bleu Pâtisserie and Baking: Minneapolis / St. Paul and San Francisco.

The following campuses award a Diploma in Le Cordon Bleu Pâtisserie and Baking: Miami and Orlando.
DIPLOMA PROGRAM IN
Le Cordon Bleu Wine & Beverage

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

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

This program consists of 62 quarter-credits, 900 contact hours, and 12 months of instruction.

Upon completion of the program, the graduate should have the skills needed to begin their career in the wine and/or beverage industries at an entry level. Examples of some job titles for graduates include sommelier, dining room manager, wine steward, fine wine sales specialist, beverage director, and wine and spirits sales representative. The jobs mentioned are examples of certain potential jobs, not a representation that these outcomes are more probable than others. Le Cordon Bleu cannot guarantee employment or salary.

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Total Credits Required for Graduation 62.0
ASSOCIATE OF OCCUPATIONAL SCIENCE IN
Le Cordon Bleu Culinary Arts

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

Possible outcomes include:

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

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

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

The program was designed to represent a complete, well rounded curriculum that provides a foundation for students to enter the food service industry in any of a multitude of positions. A student transferring from any Le Cordon Bleu College of Culinary Arts who has earned a grade below 2.0 in any course will need to retake that course, or an equivalent course, earning a course grade of 2.0 or higher prior to enrollment into the Associate of Occupational Science in Le Cordon Bleu Culinary Arts program. All other required program courses must be completed with a cumulative grade point average (CGPA) of 2.0 or higher prior to taking either of the externship courses unless permission is granted by the Director of Education.

Core Curriculum Requirements

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<tr>
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Total Required Core Curriculum Credits 85.0

General Education Requirements

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Total Required General Education Credits 20.0

Total Quarter Credits Required for Graduation 105.0

*Included as general education requirement for State of Georgia only.
ASSOCIATE OF OCCUPATIONAL SCIENCE IN
Le Cordon Bleu
Pâtisserie and Baking

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

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

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

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

The program was designed to represent a complete, well rounded curriculum that provides a foundation for students to enter the food service industry in any of a multitude of positions.

A student transferring from any Le Cordon Bleu College of Culinary Arts campus who has earned a grade below 2.0 in any course will need to retake that course, or an equivalent course, earning a course grade of 2.0 or higher prior to enrollment into the Associate of Occupational Science in Le Cordon Bleu Pâtisserie and Baking program.

All other required program courses must be completed with a cumulative grade point average (CGPA) of 2.0 or higher prior to taking either of the externship courses unless permission is granted by the Director of Education.

Core Curriculum Requirements

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Total Required Core Curriculum Credits 84.0

General Education Requirements

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Total Required General Education Credits 20.0

Total Quarter Credits Required for Graduation 104.0

*Included as general education requirement for State of Georgia only.
The Le Cordon Bleu Pâtisserie and Baking program is a 21 month, 1450 contact hour, 104 quarter credit culinary arts training program leading to an Associate of Occupational Science degree. The program consists of pâtisserie and baking laboratory, restaurant management and general education courses.

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

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

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The program was designed to represent a complete, well rounded curriculum that provides a foundation for students to enter the food service industry in any of a multitude of positions.

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### Core Curriculum Requirements

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**Total Required Core Curriculum Credits** 78.0

### General Education Requirements

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**Total Required General Education Credits** 26.0

**Total Quarter Credits Required for Graduation** 104.0

Offered at the Le Cordon Bleu campus in: Atlanta
ASSOCIATE OF OCCUPATIONAL SCIENCE IN 
Le Cordon Bleu Culinary Arts

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

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

Upon completion of the program, the graduate should have the work force skills appropriate for entry level positions in the culinary and/or hospitality industries. Examples of some job titles for graduates include Cook, Line Cook, Catering Assistant, Banquet Cook, Garde Manger, Rounds man and Prep Cook. The various titles of “chef” generally apply to more advanced roles in a professional kitchen (for example, Sous Chef, Executive Chef). Graduates should not expect to become Chefs upon graduation but are encouraged to work toward becoming a Chef through the course of their careers. The jobs mentioned are examples of certain potential jobs, not a representation that these outcomes are more probable than others. Le Cordon Bleu cannot guarantee employment or salary.

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

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

All other required program courses must be completed with a cumulative grade point average (CGPA) of 2.0 or higher prior to taking either of the externship courses unless permission is granted by the Director of Education.

The academic requirements for the Associate of Occupational Science in Le Cordon Bleu Culinary Arts are as follows:

Core Curriculum Requirements

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Total Required Core Curriculum Credits 85.0

General Education Requirements

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Total Required General Education Credits 20.0

Total Quarter Credits Required for Graduation 105.0
Le Cordon Bleu Pâtisserie and Baking

The Le Cordon Bleu Pâtisserie and Baking program is a 21 month, 1450 contact hour, 104 quarter-credit culinary arts training program leading to an Associate of Occupational Science. The program consists of pâtisserie and baking laboratory, restaurant management and general education courses.

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

Upon completion of the program, the graduate should have the work force skills appropriate for entry level positions in the culinary and/or hospitality industries. Examples of some job titles for graduates include Pastry Assistant, Bakery Assistant, Baker, Assistant Pastry Cook, Pastry Cook, Bread Maker and Cake Decorator.

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ASSOCIATE OF OCCUPATIONAL STUDIES IN
Le Cordon Bleu Culinary Arts

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

Program outcomes include:
- Demonstrate professional-level cooking techniques.
- Demonstrate sanitation principles as they apply to the professional kitchen.
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- Exhibit college-level reasoning skills.

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Total Required Core Curriculum Credits 85.0

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Total Required General Education Credits 20.0

Total Quarter Credits Required for Graduation 105.0
ASSOCIATE OF OCCUPATIONAL STUDIES IN

Le Cordon Bleu Pâtisserie and Baking

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

Possible outcomes include:

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Total Required Core Curriculum Credits: 84.0

### General Education Requirements

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Total Required General Education Credits: 20.0

Total Quarter Credits Required for Graduation: 104.0
The Le Cordon Bleu Culinary Arts program is a 21 month, 1490 contact hour, 103 quarter credit culinary arts training program leading to an Associate in Science. The program consists of culinary laboratory, restaurant management and general education courses.

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

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

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

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

### Core Curriculum Requirements

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**Total Required Core Curriculum Credits** 78.0

### General Education Requirements

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**Total Required General Education Credits** 25.0

**Total Quarter Credits Required for Graduation** 103.0

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**Offered at the Le Cordon Bleu campus in:**

Miami
ASSOCIATE IN SCIENCE IN
Le Cordon Bleu
Pâtisserie and Baking

The Le Cordon Bleu Pâtisserie and Baking program is a 21 month, 1450 contact hour, 102 quarter credit culinary arts training program leading to an Associate in Science. The program consists of pâtisserie and baking laboratory, restaurant management, and general education courses.

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

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

A general education is an important aspect of higher learning and a valuable asset in today’s highly competitive world. General education coursework is designed to ensure that students have the cognitive abilities crucial to their success in the workplace. The program was designed to represent a complete, well rounded curriculum that provides a foundation for students to enter the foodservice industry in any of a multitude of positions. Prior to starting an externship, a student must have a cumulative grade point average (CGPA) of 2.0 or better. A student transferring from any Le Cordon Bleu College of Culinary Arts who has earned a grade below 2.0 in any course will need to be retake that course, or an equivalent course, earning a course grade of 2.0 or higher prior to enrollment into the Associate in Science in Le Cordon Bleu Pâtisserie and Baking program.

Core Curriculum Requirements

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Total Required Core Curriculum Credits 77.0

General Education Requirements

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Total Required General Education Credits 25.0

Total Quarter Credits Required for Graduation 102.0
ASSOCIATE IN APPLIED SCIENCE IN
Le Cordon Bleu Culinary Arts

The Le Cordon Bleu Culinary Arts program is a 21 month, 1484 contact hour, 105 quarter-credit culinary arts training program leading to an Associate in Applied Science. The program consists of culinary laboratory, restaurant management and general education courses.

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

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

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

Core Curriculum Requirements

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Total Required Core Curriculum Credits 75.0

General Education Requirements

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Total Required General Education Credits 30.0

Total Quarter Credits Required for Graduation 105.0

Offered at the Le Cordon Bleu campus in:
Minneapolis/St. Paul
ASSOCIATE IN APPLIED SCIENCE IN

Le Cordon Bleu Pâtisserie and Baking

The Le Cordon Bleu Pâtisserie and Baking program is a 21 month, 1500 contact hour, 107 quarter-credit culinary arts training program leading to an Associate in Applied Science. The program consists of pâtisserie and baking laboratory, restaurant management and general education courses.

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

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

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The program was designed to represent a complete, well rounded curriculum that provides a foundation for students to enter the foodservice industry in any of a multitude of positions.

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**Total Required Core Curriculum Credits** 77.0

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**Total Required General Education Credits** 30.0

**Total Quarter Credits Required for Graduation** 107.0
ASSOCIATE IN SCIENCE IN
Le Cordon Bleu Culinary Arts

The Le Cordon Bleu Culinary Arts program is a 21 month, 1490 contact hour, 103 quarter credit culinary arts training program leading to an Associate in Science degree. The program consists of culinary laboratory, restaurant management and general education courses.

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

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Core Curriculum Requirements

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Total Required Core Curriculum Credits 78.0

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<th>COURSE TITLE</th>
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Total Required General Education Credits 25.0

Total Quarter Credits Required for Graduation 103.0
ASSOCIATE IN SCIENCE IN
Le Cordon Bleu Pâtisserie and Baking

The Le Cordon Bleu Pâtisserie and Baking program is a 21 month, 1450 contact hour, 102 quarter credit culinary arts training program leading to an Associate in Science degree. The program consists of pâtisserie and baking laboratory, restaurant management and general education courses.

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

Upon completion of this program, a graduate should have the workforce skills appropriate for entry level positions in the culinary and/or hospitality industries. Examples of some job titles for graduates include Pastry Assistant, Bakery Assistant, Baker, Assistant Pastry Cook, Pastry Cook, Bread Baker and Cake Decorator. The various titles of “pastry chef” generally apply to more advanced roles in a professional kitchen (for example Pastry Sous Chef, Executive Pastry Chef).

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

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

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

Le Cordon Bleu Culinary Arts

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

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

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

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### Core Curriculum Requirements

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Total Required Core Curriculum Credits 80.0

### General Education Requirements

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Total Required General Education Credits 25.0

Total Quarter Credits Required for Graduation 105.0

Offered at the Le Cordon Bleu campus in: Portland
ASSOCIATE OF OCCUPATIONAL STUDIES IN

Le Cordon Bleu
Pâtisserie and Baking

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

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

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

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

The program was designed to represent a complete, well rounded curriculum that provides a foundation for students to enter the food service industry in any of a multitude of positions. A student transferring from any Le Cordon Bleu College of Culinary Arts who has earned a grade below 2.0 in any course will need to be retake that course, or an equivalent course, earning a course grade of 2.0 or higher prior to enrollment into the Associate of Occupational Studies in Le Cordon Bleu Pâtisserie and Baking program. All other required program courses must be completed with a cumulative grade point average (CGPA) of 2.0 or higher prior to taking either of the externship courses unless permission is granted by the Director of Education.

Core Curriculum Requirements

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General Education Requirements

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Offered at the Le Cordon Bleu campus in: Portland
ASSOCIATE OF OCCUPATIONAL STUDIES IN
Le Cordon Bleu
Pâtisserie and Baking

The Le Cordon Bleu Culinary Arts program is a 21 month, 1490 contact hour, 103 quarter credit culinary arts training program leading to an Associate of Occupational Studies. The program consists of culinary laboratory, restaurant management and general education courses.

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

Upon completion of the program the graduate should have the skills needed to begin their career in the culinary and/or hospitality industries at an entry level. Jobs that are counted as successful placements in Le Cordon Bleu College of Culinary Arts in San Francisco’s published placement rates for calendar year 2012-2013 include the following, and are listed based on the frequency with which each position is obtained following graduation, with positions obtained most frequently listed first, and those obtained least frequently listed last: Line Cook and Sous Chef. The various titles of “chef” in the foregoing list generally apply to more advanced roles in a professional kitchen. The jobs mentioned are examples of certain potential jobs, and are not a representation that these outcomes are more probable than others. Le Cordon Bleu College of Culinary Arts cannot guarantee employment or salary.

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### Core Curriculum Requirements

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**Total Required Core Curriculum Credits**  
82.0

### General Education Requirements

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**Total Required General Education Credits**  
20.0

**Total Quarter Credits Required for Graduation**  
102.0

Offered at the Le Cordon Bleu campus in: San Francisco
The Le Cordon Bleu Culinary Arts program is a 21 month, 1490 contact hour, 105 quarter credit culinary arts training program leading to an Associate in Applied Science. The program consists of culinary laboratory, restaurant management and general education courses.

Possible outcomes include:

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

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

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### Core Curriculum Requirements

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Total Required Core Curriculum Credits 80.0

### General Education Requirements

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Total Required General Education Credits 25.0

Total Quarter Credits Required for Graduation 105.0
ASSOCIATE IN APPLIED SCIENCE IN
Le Cordon Bleu Pâtisserie and Baking

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

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

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

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**Core Curriculum Requirements**

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**Total Required Core Curriculum Credits**

79.0

**General Education Requirements**

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**Total Required General Education Credits**

25.0

**Total Quarter Credits Required for Graduation**

104.0

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Offered at the Le Cordon Bleu campus in:
Sacramento, Seattle, and St. Louis
ASSOCIATE OF OCCUPATIONAL STUDIES IN

Le Cordon Bleu Culinary Arts

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

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

Upon completion of the program the graduate should have the workforce skills appropriate to enter the hospitality/foodservice industry, potentially starting in an entry-level position (cook, line cook, catering assistant, and banquet cook) and over time leading to a management position. There are employment opportunities in restaurants, resorts, hotels, and institutional establishments. These courses are designed to prepare the graduate for future management positions such as Kitchen Manager, Catering/Events Manager, Banquet Manager, General Manager, and Food & Beverage Manager. Management positions may require a candidate to first spend significant time in food preparation and foodservice positions in the hospitality/foodservice industries; therefore, it is reasonable to expect a non-supervisory position as an entry-level job along the culinary management career pathway. Success is dependent upon the student’s efforts, abilities, and application of his or her skills and aptitudes. The jobs mentioned are examples of certain potential jobs, not a representation that these outcomes are more probable than others. Le Cordon Bleu cannot guarantee employment or salary.

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

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

Core Curriculum Requirements

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General Education Requirements

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**Total Quarter Credits Required for Graduation**: 105.0
ASSOCIATE OF OCCUPATIONAL STUDIES IN
Le Cordon Bleu Pâtisserie and Baking

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

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

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

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

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

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### Core Curriculum Requirements

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Total Required Core Curriculum Credits: 79.0

### General Education Requirements

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Total Required General Education Credits: 25.0

Total Quarter Credits Required for Graduation: 104.0

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Offered at the Le Cordon Bleu campus in: Scottsdale
BACHELOR OF ARTS IN

Le Cordon Bleu Culinary Management – Online

Le Cordon Bleu College of Culinary Arts offers a Bachelor of Arts in Le Cordon Bleu Culinary Management completion program, also known as a 2 + 2 program, which is an extensive online program. The Le Cordon Bleu Culinary Management program is a 930 contact hour, 180 Quarter Credit culinary management training program with 90 of those Credits potentially transferring in from an Associate degree obtained in either Culinary Arts, Pâtisserie and Baking, or Hospitality and Restaurant Management, and may be completed in 84 weeks, excluding holidays and breaks. The program consists of academic and general education courses, and concludes with a capstone project.

Mode of Delivery
The College utilizes a proprietary Learning Management System (LMS) known as MyCampus. Virtual classrooms are designed to facilitate learning and may be comprised of learning activities that include one or more of the following:

- Presentations: Multimedia presentations introduce new concepts and are accessed by students asynchronously.

- Discussion Forums: Topic-based discussions are facilitated asynchronously by the instructor. Discussion forums provide students with the opportunity to respond to the instructor as well as to other students. The instructor may focus the discussion, highlight critical insights made by students, challenge the critical thinking of students, and propose alternative perspectives on a topic.

- Chat Sessions: Twice each week, the instructor holds a one-hour live (synchronous) chat session. The instructor uses these chat sessions to deliver a structured presentation. Chat sessions are recorded and archived so that students who are unable to attend the session synchronously may access it at their convenience.

- Assignments: Each assignment allows students the opportunity to demonstrate their knowledge and gain feedback from the instructor.

- Group Project: Students may have the opportunity to participate in group projects. Evaluation of the group projects will involve an analysis of the products as well as the group process. Students receive course textbooks and software through Words of Wisdom, LLC, Schaumburg, Illinois, (866) 397-1726.

Program outcomes include:

- Develop the knowledge base necessary to oversee execution of organizational functions including: purchasing and inventory controls, food and wine operations, front-of-the-house operations, and basic principles of management.

- Apply management theory and leadership principles.

- To demonstrate the use of statistical analysis to aid in management decisions.

- Understand team dynamics and the role teams play in today’s workforce.

- Develop an entrepreneurial view toward addressing current issues in the field of hospitality management.

- Develop leadership, interpersonal, and communication skills in managing human resources in diverse hospitality organizations.

- Demonstrate utilization of work-based projects that incorporate leadership, teamwork, and communication skill sets in the compilation of a management portfolio.

- Identify and apply sound financial management principles.

- Develop and apply principles or theories of hospitality business management while being able to execute customer service techniques.

- Develop an understanding of change and contemporary issues that need to be implemented and/or managed.

- Gain appreciation for the history, evolution, and international diversity of the hospitality industry.

Upon completion of this program, a graduate should have the workforce skills appropriate to enter the hospitality/foodservice industry, potentially starting in an entry-level position (cook, line cook, catering assistant, and banquet cook) and over time leading to a management position. There are employment opportunities in restaurants, resorts, hotels, and institutional establishments. These courses are designed to prepare the graduate for future management positions such as Kitchen Manager, Catering/Events Manager, Banquet Manager, General Manager, and Food and Beverage Manager. Management positions may require a candidate to first spend significant time in food preparation and foodservice positions in the hospitality/foodservice industries; therefore, it is reasonable to expect a non-supervisory position as an entry-level job along the culinary management career pathway. Success is dependent upon the student’s efforts, abilities, and application of his or her skills and aptitudes.

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

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Total Required Core Curriculum Credits: 45.0

## General Education Requirements

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Total Required General Education Credits: 45.0

Total Required Associate Degree Transfer Credits: 90.0

Total Quarter Credits Required for Graduation: 180.0
ASSOCIATE OF OCCUPATIONAL STUDIES IN

Le Cordon Bleu Culinary Operations

This Le Cordon Bleu Culinary Operations program is a 1310 contact hour, 99 quarter credit culinary operations training program and may be completed in 84 weeks, excluding holidays and breaks. The program consists of culinary laboratory courses with an externship, academic and general education courses, and concludes with a capstone project.

Prior to starting an externship, a student must have a cumulative grade point average (CGPA) of 2.0 or better.

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

Upon completion of the program, the graduate should have the skills needed to begin their careers in the culinary and/or hospitality industries at an entry level. Examples of some job titles for graduates include entry-level supervisory positions, Food Operations Manager, Institutional Operations Manager, Kitchen Manager, Food Preparation Worker, Foodservice Manager, Restaurant Manager, Cook, Line Cook, and Roundsman. Graduates are encouraged to work toward upper management positions through the course of their careers. The jobs mentioned are examples of certain potential jobs, not a representation that these outcomes are more probable than others. Le Cordon Bleu cannot guarantee employment or salary. This hybrid program requires a combination of residential and distance education courses. A student transferring from any Le Cordon Bleu College of Culinary Arts campus who has earned a grade below 2.0 in any course will need to retake that course, or an equivalent course, earning a course grade of 2.0 or higher prior to enrollment into the Associate of Occupational Studies in Le Cordon Bleu in Culinary Operations.

Mode of Delivery for Distance Education Programs

The College utilizes a proprietary Learning Management System (LMS) known as MyCampus. Virtual classrooms are designed to facilitate learning and may be comprised of learning activities that include one or more of the following:

- **Presentations:** Multimedia presentations introduce new concepts and are accessed by students asynchronously.
- **Discussion Forums:** Topic-based discussions are facilitated asynchronously by the instructor. Discussion forums provide students with the opportunity to respond to the instructor as well as to other students. The instructor may focus the discussion, highlight critical insights made by students, challenge the critical thinking of students, and propose alternative perspectives on a topic.
- **Chat Sessions:** Twice each week, the instructor holds a one-hour live (synchronous) chat session. The instructor uses these chat sessions to deliver a structured presentation. Chat sessions are recorded and archived so that students who are unable to attend the session synchronously may access it at their convenience.
- **Assignments:** Each assignment allows students the opportunity to demonstrate their knowledge and gain feedback from the instructor.
- **Group Project:** Students may have the opportunity to participate in group projects. Evaluation of the group projects will involve an analysis of the products as well as the group process. Students receive course textbooks and software through Words of Wisdom, LLC.

The following program is offered through the Scottsdale campus and is not offered in all states.
### Core Curriculum Requirements

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</tr>
<tr>
<td>LCBH295</td>
<td>Restaurant Management</td>
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</tbody>
</table>

**Total Required Core Curriculum Credits** 74.0

### General Education Requirements

<table>
<thead>
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<tr>
<td>ENG105</td>
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</tr>
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<td>LIT215</td>
<td>Topics in Literature</td>
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<td>General Education Mathematics</td>
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</tr>
<tr>
<td>PSY105</td>
<td>Psychology</td>
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</tr>
</tbody>
</table>

**Total Required General Education Credits** 25.0

**Total Quarter Credits Required for Graduation** 99.0
ASSOCIATE OF OCCUPATIONAL STUDIES IN
Le Cordon Bleu
Hospitality and Restaurant Management – Online

The Le Cordon Bleu Hospitality and Restaurant Management program is a 980 contact hour, 95 Quarter Credit culinary arts training program and may be completed in 84 weeks, excluding holidays and breaks. The program consists of academic and general education courses, and concludes with a capstone course.

Mode of Delivery
The college utilizes a proprietary Learning Management System (LMS) known as MyCampus. Virtual classrooms are designed to facilitate learning and may be comprised of learning activities that include one or more of the following:

- **Presentations:** Multimedia presentations introduce new concepts and are accessed by students asynchronously.

- **Discussion Forums:** Topic-based discussions are facilitated asynchronously by the instructor. Discussion forums provide students with the opportunity to respond to the instructor as well as to other students. The instructor may focus the discussion, highlight critical insights made by students, challenge the critical thinking of students, and propose alternative perspectives on a topic.

- **Chat Sessions:** Twice each week, the instructor holds a one-hour live (synchronous) chat session. The instructor uses these chat sessions to deliver a structured presentation. Chat sessions are recorded and archived so that students who are unable to attend the session synchronously may access it at their convenience.

- **Assignments:** Each assignment allows students the opportunity to demonstrate their knowledge and gain feedback from the instructor.

- **Group Project:** Students may have the opportunity to participate in group projects. Evaluation of the group projects will involve an analysis of the products as well as the group process. Students receive course textbooks and software through Words of Wisdom, LLC Schaumburg, Illinois, (866) 397-1726.

Possible outcomes include:

- Demonstrate professional-level dining and beverage service techniques.

- Demonstrate sanitation principles as they apply to the hospitality industry.

- Demonstrate professionalism appropriate to the hospitality industry.

- Apply basic management principles to the demands of a hospitality business.

- Exhibit college-level reasoning skills.

Upon completion of the program, the graduate should have the skills needed to begin his/her career in the culinary and/or hospitality industries at an entry level. Examples of some job titles for graduates include entry-level supervisory positions, Front Desk Clerk, Concierge, Front Desk Supervisor, Manager Trainee, Assistant Manager, Maître d’, Wine Steward, Assistant Catering Manager and Event Coordinator.

Graduates are encouraged to work toward upper management positions through the course of their careers. The jobs mentioned are examples of certain potential jobs, not a representation that these outcomes are more probable than others. Le Cordon Bleu cannot guarantee employment or salary.

The following program is offered through the Scottsdale campus and is not offered in all states.
### Core Curriculum Requirements

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>LCBC101</td>
<td>College Success for Online Programs</td>
<td>2.0</td>
</tr>
<tr>
<td>LCBC125</td>
<td>Cost Control and Purchasing</td>
<td>3.0</td>
</tr>
<tr>
<td>LCBC135</td>
<td>Nutrition</td>
<td>3.0</td>
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<tr>
<td>LCBC215</td>
<td>Hospitality Supervision and Entrepreneurship</td>
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<td>Wine and Beverage</td>
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<td>LCBH100</td>
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<td>LCBH156</td>
<td>Food History</td>
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<tr>
<td>LCBH211</td>
<td>Information Technology Systems</td>
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<tr>
<td>LCBH221</td>
<td>Beverage Service Operations</td>
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<td>LCBH225</td>
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<td>LCBH231</td>
<td>Introduction to Tourism</td>
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<td>LCBH241</td>
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<td>LCBH299</td>
<td>Capstone Course</td>
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**Total Required Core Curriculum Credits** 70.0

### General Education Requirements

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**Total Required General Education Credits** 25.0

**Total Quarter Credits Required for Graduation** 95.0
LE CORDON BLEU CATALOG

COURSE DESCRIPTIONS

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

Courses numbered 100-199 are generally taken during a student’s first academic year.

Courses numbered 200-299 are generally taken during a student’s second academic year.

Courses numbered 300-399 are generally taken during a student’s third academic year.

Courses numbered 400-499 are generally taken during a student’s fourth academic year.

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

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

LCBC100 – College Success and Career Portfolio
1 Credit
Prerequisite: None
This College Success class combines insight specific to both student success habits and gaining entry into the foodservice profession. The compilation of documents for inclusion in either print-based or digital portfolios is the capstone project in this Le Cordon Bleu course. Resume, cover letter, and reference page development for employment seeking presentation encompasses student outcomes. Strategies for note taking, reading for comprehension and test taking are explored, interviewing skills, stress management, time management and personal finance management are discussed.

LCBC105 – Food Safety and Sanitation
3 Credits
Prerequisite: None
This course covers the principles of safe food handling, the types of hazards, and the most common causes of food borne illness. A focus is placed on standards for safe food handling throughout the industry and the principles for managing sanitation in a foodservice operation. The course introduces students to the seven principles of HACCP and familiarizes students with the functions of various governing bodies that service this aspect of the industry. Students discuss how to handle food safely from acquisition to service and are shown areas of opportunity to prevent food borne illness throughout the flow of food. Students will take a CFP/ANSI nationally accredited food safety exam for certification.

LCBC101 – College Success for Online Programs
2 Credits
Prerequisite: None
This College Success class combines insight specific to both online student success habits and gaining entry into the foodservice profession. The compilation of documents for inclusion in either print-based or digital portfolios is the capstone project in this Le Cordon Bleu course. Resume, cover letter and reference page development for employment seeking presentation encompasses student outcomes. Strategies for note taking, reading for comprehension and test taking are explored, interviewing skills, stress management, time management and personal finance management are discussed.

LCBC110 – Culinary Foundations I
4 Credits
Prerequisite: None
In this introductory course to the culinary arts, students will have the opportunity to learn basic principles guiding professional introductory cooking techniques. Lecture topics will include the history of the foodservice industry, culinary terminology, standards of professionalism, organization of working kitchens and volume food preparation. Key components of the course include discussion of chef tools, commercial equipment and its intended uses. Basic food science principles, recipe use, menu genres, introduction to the elements of taste and flavor also drive daily lessons. The foundation for Le Cordon Bleu stocks and sauces are introduced in this class. The course also covers introduction to commercial kitchen cleaning and builds understanding for clean facilities as students complete their food safety and sanitation course.

<table>
<thead>
<tr>
<th>General Education Courses</th>
<th>Core Courses (Required and Elective)</th>
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<tbody>
<tr>
<td>Prefix</td>
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<tr>
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<td>COM</td>
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<td>STAT</td>
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<tr>
<td>SOC</td>
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LCBC120 – Culinary Foundations II
6 Credits
Prerequisites: LCBC105 and LCBC110
This hands-on course builds on the techniques and principles presented in Culinary Foundations I. Students will have the opportunity to apply introductory level culinary techniques as a component of a Le Cordon Bleu culinary education. Classical knife cuts and French classical cuisine terminology is built upon in this hands-on course. Proper use of commercial equipment and understanding of measurement, formulas, and recipe adherence culminate a solid foundation for furthering basic competencies. Foundations include stocks, mother sauces, soups, vegetables, grains, and egg cookery, speed and accuracy. As with the entire Le Cordon Bleu curriculum desired sanitation, professionalism, and respect for the craft continue to enhance the student’s educational experience.

LCBC125 – Cost Control and Purchasing
3 Credits
Prerequisite: Prerequisite: MAT122 or MTH135, as applicable to specific campus
This course provides students with an understanding of cost control and purchasing as it applies to managing a professional foodservice operation. Lectures focus on the design and implementation of cost control measures and effective purchasing procedures. The budget on both a daily basis and a per event basis will be analyzed. Students will be exposed to a base understanding of profit and loss statements and how to track cost as it relates to the flow of food in various styles of industry establishments. Le Cordon Bleu curriculum components will include analysis of the benefits of fabrication versus value added product purchasing and will encompass the student’s individual industry goals with simulated business modeling exercises.

LCBC130 – Culinary Foundations III
6 Credits
Prerequisite: LCBC120
This course builds on the techniques and principles demonstrated in previous courses. Students will have the opportunity to develop skills in the identification, butchery, and fabrication used in cooking of a variety of meat and seafood products. Small sauce production, from the classical Le Cordon Bleu techniques taught earlier, is enhanced in this stage of further advanced culinary training. Charcuterie methods including curing, smoking, forcemeats, and sausage production are introduced and practiced. Students will have the opportunity to apply introductory plating techniques utilized in the foodservice industry and may begin to realize their own style as the taught Le Cordon Bleu techniques become more familiar.

LCBC132 – Culinary Foundations III
7 Credits
Prerequisite: LCBC122
This course builds on the techniques and principles demonstrated in previous courses. Students will have the opportunity to develop skills in the identification, butchery, and fabrication used in cooking of a variety of meat and seafood products. Small sauce production, from the classical Le Cordon Bleu techniques taught earlier, is enhanced in this stage of further advanced culinary training. Charcuterie methods including curing, smoking, forcemeats, and sausage production are introduced and practiced. Students will have the opportunity to apply introductory plating techniques utilized in the foodservice industry and may begin to realize their own style as the taught Le Cordon Bleu techniques become more familiar.

LCBC135 – Nutrition
3 Credits
Prerequisite: None
This course is an introductory course in the study of the principles of human nutritional needs. Current dietary guidelines, the function of nutrients, and dietary fads will be discussed. Students will be expected to 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 the average healthy populations as well.
LCBC150 - Baking and Pastry
6 Credits
Prerequisites: LCBC105 and LCBC110
This course covers the fundamentals of baking and pastry arts, which include terminology, technology, equipment, measurement, and formula conversions. Different classical mixing methods along with standard recipe adherence principles, bakery sanitation and product storage is discussed. Students have the opportunity to produce a variety of rich, lean and laminated doughs, cakes, icings, cookies, tarts, quick breads, stirred and baked custards, frozen desserts, chocolates, candies and plated desserts. Industry applications are emphasized as described by both classical Le Cordon Bleu cuisine techniques and customer demand in the modern day bakery.

LCBC152/153 – Baking and Pastry
7 Credits
Prerequisites: LCBC105 and LCBC110
This course covers the fundamentals of baking and pastry arts, which include terminology, technology, equipment, measurement, and recipe costing and analysis. Different classical mixing methods along with standard recipe adherence principles, bakery sanitation, and product storage are discussed. Students have the opportunity to produce a variety of rich, lean and laminated doughs, cakes, icings, cookies, tarts, quick breads, stirred and baked custards, frozen desserts, chocolates, candies and plated desserts. Industry applications are emphasized as described by both classical Le Cordon Bleu cuisine techniques and customer demand in the modern-day bakery.

LCBC205 - Food in History
5 Credits
Prerequisite: None
Food in History provides students with an intellectual framework for understanding world history, the origins of food, and the development of cuisine. This course highlights religious, economic and cultural influences from the ancient period to the present. Emphasis is on the appreciation and understanding of important historical developments.

LCBC210 Cuisine Across Cultures
6 Credits
Prerequisite: LCBC130
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.

LCBC212 – Cuisine Across Cultures
8 Credits
Prerequisite: LCBC132
This hands-on lab course traces common global ingredients used in many regional dishes. It combines lecture, demonstration, production, and presentation as a means to explore other cultures through the understanding of global culinary heritages. The attitudes and tastes of the more global and knowledgeable customer sets a greater expectation of balance in a professional culinarian’s repertoire. Students examine food in the context of culture, geography, history and that influences cuisines have had on each other.

LCBC215 – Hospitality Supervision and Entrepreneurship
5 Credits
Prerequisite: None
This course provides fundamental principles in business plan development with areas concentrating on hospitality financials, menu mechanics, staff training, and development of employees. The course also addresses current legal issues that employers face, how to schedule full- and part-time employees for staff retention and maximum scheduling efficiency, and the benefits of fixed, and variable cost management throughout the foodservice industry. Students in this course will have an opportunity through research to better understand the demands of managing people in today’s diverse workforce.

LCBC222 – Catering and Buffets
7 Credits
Prerequisite: LCBC132
Introducing classical and contemporary garde manger techniques are emphasized in this course. Students prepare and serve food in a variety of settings. This hands-on production course covers three major areas in buffet and catering operations: business, preparation, and execution. The course approaches these operations in the areas of catering, theme parties, weddings, holidays, and special events. Additional topics include menu development and business aspects of a catering operation. Students will have an opportunity to combine kitchen skills with a sense of business and creativity. This course also provides an opportunity for students to find their own style and further their depth of knowledge regarding how to transition what they see in the kitchen and what the customer sees in delivering of the final product.

LCBC225 – Wine and Beverage
3 Credits
Prerequisite: None
This course provides the student with the foundations necessary to understand and appreciate beverage alcohol service, a major profit center for the industry. Exploration into the various types of beverage service is emphasized. Focuses include wine, mixed drinks, coffees and teas, specialty beverages and how a beverage type can identify an establishment. Students are instructed in the art of wine evaluation, food pairing, and the basic understanding of the geography and history of wine. Other key components of the course include discussions on the processes involved in wine and spirit making including distillation, pasteurization, and wood aging. The course shows the importance of responsible alcohol service and the management of the responsibility that stems from operating a foodservice establishment which operates with a liquor license.
LCBC232 – Contemporary Cuisine
4 Credits
Prerequisite: LCBC132
This course will focus on the evolution of cuisine from classical methods to contemporary methods. The student will have the opportunity to broaden his/her sensory development and use critical thinking to formulate his/her own conclusions about flavor profiling. This course will also involve the exploration of culinary trends such as use of local ingredients, food preservation, and alternative diets through recipe design. Honing the technical skills and creative interpretation of plate presentation are among the applications highlighted in this course. Upon completion of this course, the student should be able to create and execute a nutritionally balanced menu that targets a particular customer profile with an emphasis on flavor, balance, and harmony, while honoring the classical techniques even if using a more modern-day delivery presentation.

LCBC240/241 – Restaurant Rotation
8 Credits
Prerequisites: LCBC152, LCBC212, and LCBC222 or Director of Education consent
In this final on-campus course, students apply specific skills taught throughout the curriculum in a series of modern food service applications and competency-based assessments. Student groups will design a food service operation and formally present a business plan that targets a particular customer profile with an emphasis on size, scope, and impact. Each of the major segments of the hospitality industry is explored.

LCBC250 – Externship I
6 Credits
Prerequisites: All other required program courses must be completed with a cumulative grade point average (CGPA) of 2.0 or higher prior to taking either of the externship courses unless permission is granted by the Director of Education.
The externship is the final applied component of the Le Cordon Bleu culinary program. The student will have the opportunity to further develop and refine their culinary skills with 180 hours of progressive industry experience alongside school approved foodservice professionals.

LCBC260 – Externship I
5 Credits
Prerequisites: All other required program courses must be completed with a cumulative grade point average (CGPA) of 2.0 or higher prior to taking either of the externship courses unless permission is granted by the Director of Education.
The externship is the final applied component of the Le Cordon Bleu culinary program. The student will have the opportunity to further develop and refine their culinary skills with 150 hours of progressive industry experience alongside school approved foodservice professionals.

LCBC299 – Capstone Course
3 Credits
Prerequisites: All required program courses must be completed prior to taking LCBC299 and CGPA must be equal to or greater than 2.0
This course provides students with the opportunity to integrate and apply learning from their previous courses of study in a comprehensive method.

LCBH100 – Introduction to the Hospitality Industry
3 Credits
Prerequisite: None
This course is designed to serve as an overview and introduction to the hospitality industry. Students are introduced to the history of the hospitality industry including an overview of the size, scope, and impact. Each of the major segments of the hospitality industry is introduced. Current trends in hospitality are explored.

LCBH115 – Food Safety and Sanitation for Hospitality
3 Credits
Prerequisite: None
This course covers the principles of safe food handling, the three types of hazards, and the most common causes of foodborne illness. 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.

LCBH151 – Food Terminology
3 Credits
Prerequisite: None
Students are introduced to key terminology surrounding food, foodservice equipment, and cooking techniques. Students are expected to identify food product and describe basic cooking styles and techniques properly.
LCBH156 – Food History
3 Credits
Prerequisite: None
This course explores the importance of food and foodservice throughout history, from prehistoric times to the present. The historical influence on modern foodservice is analyzed. Culinary trends are identified and discussed.

LCBH211 – Information Technology Systems
3 Credits
Prerequisite: None
This course provides an overview of PC-based information systems and technology applications used in the hospitality industry to support operations and management decision making. Topics include: hardware and software, data processing systems, input-output devices, storage devices. Students will have the opportunity to learn and use word processing and spread sheet programs.

LCBH221 – Beverage Service Operations
3 Credits
Prerequisite: None
This course introduces the rudiments of adult beverage service, recipes, bar design and functionality. Other topics include: marketing, promotions, legalities, licensing, cost control, and management.

LCBH225 – Food Service Operations
5 Credits
Prerequisite: None
Food Service Operations provides a comprehensive view of the size and scope of the food service industry as well as core operational elements inherent in all food service operations. Different segments of the food service industry are analyzed including: contract food service, dining operations, and hotel food service.

LCBH231 – Introduction to Tourism
3 Credits
Prerequisite: None
This course provides a comprehensive view of the travel and tourism industry, including the history of travel and tourism. Operating segments of the tourism industry are explored, as well as the role of hospitality within the touristic framework.

LCBH241 – Hotel and Lodging Operations
3 Credits
Prerequisite: None
This course presents the fundamental principles of lodging operations. Students are introduced to the history and scope of lodging industry as well as the organizational structure, and classification of different types of properties and the markets served. Course also addresses job positions within the hotel and the interconnected nature of different hotel departments.

LCBH250 – Hospitality Business Law
3 Credits
Prerequisite: None
This intensive course covers all aspects of business law as it relates to the hospitality industry. Topics discussed include: basic contracts, administrative law, government regulations, and legal concerns involving truth in advertising, contracts, and management ethics. Students have the opportunity to develop the knowledge and skills necessary to make informed decisions within professional and legal boundaries. Also, proficiencies in building progressive labor relations as a hospitality manager are offered.

LCBH261 – Club Management
3 Credits
Prerequisite: None
This course examines the history, purpose, and organization of private clubs with a focus on member expectations, service delivery methods, and organizational structure. An overview of club departments and the unique management challenges are explored.

LCBH270 – Hospitality Leadership Systems
3 Credits
Prerequisite: None
This course emphasizes the importance of leadership, decision making, motivation, power, and change within the organization. This unit is aimed at enhancing the students’ effectiveness as members or leaders of the hospitality management industry.

LCBH280 – Hospitality Marketing
3 Credits
Prerequisite: None
This course introduces the planning, development, and management of marketing activities. Special topics include financial and marketing considerations unique to events in the hospitality environment.

LCBH291 – Dining Room Management
5 Credits
Prerequisite: None
This course serves to provide students with a complete overview of front-of-the-house operations. Students will receive instruction in all aspects of dining room management including: service theory, concept styles, and levels of service. Furthermore, the equipment and standards that are required and dictated by concept and restaurant ratings are discussed. Hiring, training, and managing to ensure quality service are also included.

LCBH295 – Restaurant Management
5 Credits
Prerequisite: None
The course focuses on the mission, organization, and service execution in a sit-down, full-service dining operation. Planning, scheduling, and forecasting are explained, as well as, basic restaurant layout and design.
LCBH299 – Capstone Course
3 Credits
Prerequisites: All required program courses must be completed prior to taking LCBH299 and CGPA must be equal to or greater than 2.0.
This course provides students with the opportunity to integrate and apply learning from their previous courses of study in a comprehensive method.

LCBK101 – Introduction to Pâtisserie and Baking Techniques
6 Credits
Prerequisite: None
The course introduces the fundamental concepts, skills and techniques of basic baking. Special emphasis placed on the study of ingredient functions, product identification, and weights and measures as applied to baking. Students will have the opportunity to apply basic baking techniques in the preparation of cookies, cakes, muffins, tarts basic custards and petit fours. Traditional meringues, butter creams and Génoise sponge will be included.

LCBK102 – Introduction to Pâtisserie and Baking Techniques
7 Credits
Prerequisite: None
The course introduces the fundamental concepts, skills and techniques of basic baking. Special emphasis placed on the study of ingredient functions, product identification, and weights and measures as applied to baking. Students will have the opportunity to apply basic baking techniques in the preparation of cookies, cakes, muffins, tarts basic custards and petit fours. Traditional meringues, butter creams and Génoise sponge will be included.

LCBK122 – International Pâtisserie, Cake Formula, and Assembly
7 Credits
Prerequisite: LCBK101 or LCBK102
Students will explore pâte à choux, stirred and baked custards, Bavarians and mousses. The fundamental production of classical European desserts, crépes, soufflé, sabayon and frozen desserts are included. Students will also have the opportunity to develop the skills and understanding of creamed, two-stage, and foamed cake methods. The student will have the opportunity to gain practical experience in the production, assembly, finishing, and decoration of cakes with various fillings and icings.

LCBK212 – Advanced Pâtisserie and Chocolate Techniques
8 Credits
Prerequisite: LCBK122 or Director of Education consent.
This course focuses on concepts, procedures and techniques to produce plated desserts. The course emphasizes the preparation and assembly of finished desserts, tempering chocolate, sauce preparation, and garnishes.

LCBK222 – Centerpiece and Cake Decoration Techniques
7 Credits
Prerequisite: LCBK212 or Director of Education consent.
The course introduces students to the relevant concepts, procedures and techniques necessary to produce elaborate celebration cakes. The student will have the opportunity to develop skills in decorations made with pastillage, chocolate, gum paste, cooked sugar, and marzipan. Students will practice piping and décor appropriate to the production and decoration of wedding cakes.

LCBK232 – Advanced Showpiece and Confectionary Techniques
7 Credits
Prerequisite: LCBK222 or Director of Education consent.
Through the demonstration and practical experience, students will have the opportunity to develop their artistic talents in the creation of candies, showpieces, and centerpieces. Students explore a variety of mediums, which include chocolate, pastillage, and cooked sugar.

LCBK265 – Externship II
5 Credits
Prerequisites: All other required program courses must be completed with a cumulative grade point average (CGPA) of 2.0 or higher prior to taking either of the externship courses unless permission is granted by the Director of Education.
The externship is the final applied component of the Le Cordon Bleu Pâtisserie and Baking program. The student will have the opportunity to further develop and refine their skills with 150 hours of progressive industry experience alongside school approved foodservice professionals.

LCBK260 – Externship I
5 Credits
Prerequisites: All other required program courses must be completed with a cumulative grade point average (CGPA) of 2.0 or higher prior to taking either of the externship courses unless permission is granted by the Director of Education.
This second course is required of all Pâtisserie and Baking students. The student will have the opportunity to further develop and refine their skills during this additional 150 hours of progressive industry experience alongside school approved foodservice professionals.
LCBM302 – Wine and Beverage Management
3 Credits
Prerequisite: None
This course introduces the history, science and varieties of alcoholic beverages essential for today’s hospitality manager. Students will have the opportunity to gain an understanding of wines, beers and spirits; including the selling and marketing aspects of the beverage industry.

LCBM310 – Cost Control Analysis
3 Credits
Prerequisite: None
This course focuses on the management aspects of planning, organizing, leading and controlling a hospitality establishment. Topics explored include purchasing and inventory control, accounting, and profitability.

LCBM320 – Health Cuisine and Nutrition
3 Credits
Prerequisite: None
This course will focus on current nutritional aspects in the food industry. Emphasis will be placed on dietary modifications, menu design and alteration, ingredient selection, and function.

LCBM330 – Food Science
3 Credits
Prerequisite: None
This course uses lecture and demonstrations to present the physical and chemical properties of food. Students will have the opportunity to discuss the relationship of these properties to food preparation techniques as they relate to health and nutrition.

LCBM340 – Business Ethics
3 Credits
Prerequisite: None
This course examines the nature and value of morality in relation to business environments. Students will be exposed to theoretical situations and applied ethical constructs that shape and modify the business decision-making processes.

LCBM360 – Facilities Management
3 Credits
Prerequisite: None
Students will have the opportunity to examine and evaluate the processes involved in the development, management, and maintenance of hospitality facilities and properties.

LCBM370 – Supervision and Management
3 Credits
Prerequisite: None
This course will cover the transition from employee to supervisor. Management techniques will be studied on how to handle difficult employees at the same time as implementing motivational techniques. The student will have an opportunity to gain an understanding of employee training programs, counseling, the concept of discipline, performance appraisals, and the principles of wage and salary administration.

LCBM380 – Gastronomy
3 Credits
Prerequisite: None
This course will explore the study of food through diverse questioning, both historic and contemporary, to understand the relevance within our society and cultures. Topics will include: cultural meanings of food, influences around what we eat and why, changes in meals and mealtimes, drinking habits today versus yesteryear, and the evolution of cuisine, cookbooks and authors. Students will be expected to complete a gastronomy research project as part of the course.

LCBM430 – Event Management
3 Credits
Prerequisite: None
This course will concentrate on established standards, techniques, and practices of event management. The focus will be on social and business functions, and the management of large scale, independent events, such as catering events. Topics will include: research, design, planning, coordination and evaluation of special events management.

LCBM440 – Hospitality Marketing Management
3 Credits
Prerequisite: None
Students address the principles of sales and marketing management as they apply to international hotel and resort business. The course explores the analysis, planning, and control of the sales and marketing function. Emphasis is placed on the procedures and techniques of decision making relative to marketing challenges.
LCBM460 – Financial Management  
3 Credits  
Prerequisite: None  
The course integrates the areas of financial accounting, managerial accounting, and finance and applies the interpretive and analytical skills of each to hospitality industry situations. Course topics will expose students to the analysis and interpretation of financial statements and operating reports, the budgeting and forecasting process, the application of C-V-P and other decision models to hospitality operations, operating agreements, capital investment analysis, financial feasibility, and valuation.

LCBM470 – Hospitality Strategic Management and Research  
3 Credits  
Prerequisite: None  
This course will concentrate on the manager’s role in developing balanced and strategic decisions. Practical aspects will be considered through case study analysis and research. Topics will include: acquisition, development, and management of financial resources (such as people, knowledge, and capital), while maintaining successful relationships with external stakeholders.

LCBM480 – Customer Service  
3 Credits  
Prerequisite: None  
This course will provide the student the opportunity to learn how to provide effective customer service and handling customer challenges; while maintaining a professional image. Actual hospitality cases will be studied and customer service solutions will be developed through individual assignments and group discussions.

LCBM490 – Small Business Development  
3 Credits  
Prerequisite: None  
This course will concentrate on techniques and practices of successful small business managers. Topics will include: development and effective management of a small business, essential start-up lessons, writing a business plan, obtaining finance, and understanding legal business forms.

LCBM499 – Capstone Course  
3 Credits  
Prerequisites: All required program courses must be completed prior to taking the LCBM499 and CGPA must be equal to or greater than 2.0  
This course provides students with the opportunity to integrate and apply what was taught from their previous courses of study in a comprehensive method.

LCBW105 – Wine Fundamentals  
4 Credits  
Prerequisite: None  
This course aims to introduce the student to a full array of experiences associated with the world of wine. Students receive exposure to the basic vocabulary and processes involved in the wine experience as well as taste and identify core varietals from around the world. Discussion surrounds the basics of wine in preparation for future courses as well as the Court of Master Sommeliers’ first level certification. In addition, this course leads the student through a complete food and beverage safety and sanitation program, helping prepare the student to take an American National Standards Institute-Conference for Food Protection (ANSI-CFP) Food Protection Managers examination.

LCBW110 – Basics of Deductive Tasting  
3 Credits  
Prerequisite: None  
Course Description: This comprehensive course can prepare the individual student to perform at an advanced level in the Beverage Industry and allows them the opportunity to achieve certifications during the program with the Court of Master Sommeliers. The student should become proficient in the art of deductive tasting by learning all aspects of the world’s major grapes including their signature viticultural, vinicultural, aroma, flavor, and food pairing profiles. In addition, the student also has the opportunity to become confident in blind tasting grape identification that is a requirement for the Court of Masters’ certification.

LCBW120 – Old World Wines  
4 Credits  
Prerequisite: None  
This course introduces the classic wine producing regions of Europe and the historical wine producing regions throughout the Mediterranean basin. This course exposes students to a working understanding of modern wine making customs through exploration of classic viticultural and vinicultural techniques. This course exposes students to and helps them become familiar with the origin and common uses of the today’s most popular grape varietals.
LCBW125 – Comparative Tasting of Major Grapes – Old World
4 Credits
Prerequisite: None
The design of this comprehensive course is to expose and familiarize the student with wines that originate from historical regions in Europe and other parts of the old world. Students study and learn about wine making practices, receive an introduction to a variety of soils, and discuss the regional laws that govern these matters. By tasting a wide array of wines produced in these regions, students attempt to discern the unique characteristics that help wine professionals in blind tasting. Students evaluate wine in the methodology used by the Court of Master Sommeliers as well as have regular homework assignments that aid in the development of their proficiency of wine theory. By immersing the student in the study of the Old World’s major regions and comparative tasting of their wines, the student has the opportunity to develop an analytical approach to flavor and aroma profile and perform at required blind tastings for industry certifications.

LCBW130 – New World Wines
4 Credits
Prerequisite: None
This course offers a focus on New World wines including the United States, Australia, New Zealand, South Africa, and others. Lectures offer information regarding history and development of wines, varietals that have emerged as predominant, and characteristics of the regions and that assist students in identifying New World wines. Evaluation and judging wines through guided tastings focus on varietals as well as wine regions.

LCBW135 – Comparative Tasting of Major Grapes – New World
4 Credits
Prerequisite: None
This comprehensive course can assist the student in preparation to perform at an advanced level in the Beverage Industry also enabling them the opportunity to achieve certifications during the program with the Court of Master Sommeliers. The student receives exposure to the art and science behind sensory tasting and evaluation of Wines of the New World. Through immersion in the study of the New World’s major regions and comparative tasting of their wines, the student has the opportunity to develop an analytical approach to flavor and aroma profile and perform at required blind tastings for industry certifications.

LCBW140 – Food & Wine Pairing Principles
3 Credits
Prerequisite: None
This course welcomes the student to the realm of food and wine pairing through introduction of the principles behind making wine and food come together into an occasion greater than the sum of its parts. Students work with the classic combinations of flavors and can learn how to enhance the customers dining experience when properly paired with wine. The focus of this class has an emphasis on the essential skills of salesmanship and marketing including wine descriptions as well as the sommelier’s art of matching not just the food and the wine, but customer’s preferences as well.

LCBW145 – Beverage Business
5 Credits
Prerequisite: None
This course offers students learning opportunities in the business aspects of the beverage business. Lectures and discussions provide an historic context to the development of the American beverage business including the impact of Prohibition and its legacy. Students receive exposure to the proper methods of inventory control, point of sale options, wholesale distribution channels, and some of the challenges of operating a successful retail beverage business. The class has an emphasis on the philosophy and implications of hospitality as it relates to all aspects of beverage business. Members of the class receive a case study assignment for presentation and discussion at the end of the course.

LCBW150 – Distilled Spirits & Service
4 Credits
Prerequisite: None
This course introduces the student to the intensified world of distilled spirits and their service. The class begins with the science of distillation including the exploration of the various techniques and processes of their spirit partners. Materials cover the science and biology from a nutritional angle with an emphasis on the processing of alcohol in the body and the associated health concerns. The student takes a quick tour through the colorful history of distilled spirits and then immerses themselves in the various families and styles of alcohol available. Application of the food pairing principles learned in earlier classes are a critical part of matching a menu with spirits. The student also studies the essential tools and glassware for distilled spirit service and finishes the course with a basic introduction into the aromatic world of cigars.
LCBW155 – Mixology
4 Credits
Prerequisite: None
This class introduces the student to the performance art of bartending, the place in hospitality where service meets theatrics. From the quiet precision of a perfectly crafted Martini to the flair of flaming shots, Mixology combines the palate of a chef with the art of service. This course takes the student through the basic vocabulary of the bar, the inventory of tools and glasses, and the jargon of the business. The emphasis is on classic cocktails and the student has the opportunity to develop their own signature drink. In addition to acquiring the base knowledge needed to work a bar, the class coaches the student on developing the physical skills needed to work in a fast-paced environment.

LCBW160 – Beverage Service and Bar Management
4 Credits
Prerequisite: None
This comprehensive course helps to prepare the individual student to perform at an advanced level in the Beverage Industry, enabling them the opportunity to achieve certifications during the program with the U.S. Bartenders Guild (USBG) and the Court of Master Sommeliers. The class provides the student with the opportunity to create and execute a Restaurant Beverage Program, including but not limited to service, training, purchasing, inventory, storage, and food pairing. By immersing in the daily operations of beverage service, the student can apply this to an industry position and achieve the required certifications for employment.

CBW165 – Beer, Cider, and Sake
4 Credits
Prerequisite: None
This comprehensive course focuses on the recent trend in the foodservice business surrounding product knowledge and service on the topics of beer, cider, and saké. The students explore various processes and styles of these particular fermented beverages. Discussion of brew history and production to strategies and recommendations of food pairings are just a few of the areas considered for research and analysis. Profitable management and industry service standards are an underlining focus for all topics relating to beer, cider, and saké during this course. Students may have the opportunity to achieve certification during this course with the U.S. Bartenders Guild and Court of Master Sommeliers.

LCBW170 – Coffee, Tea, and Infusions
4 Credits
Prerequisite: None
This course assists the student in developing an appreciation for the different varieties of coffee, tea, and other beverages through geographical, historical, and practical study. Students have the opportunity to understand the basics of tasting and preparation methods of both hot and cold beverage preparation along with food pairing. Specific attention to proper service in a variety of industry settings is a fundamental aspect of the class.

LCBW210 – Advanced Old World Wines
4 Credits
Prerequisites: LCBW120 and LCBW125
This course explores the Old World regions in more detail including the grapes and wines produced while also building on the foundations laid in prior courses. The instructor guides students through the specific regions with an emphasis upon developing their skills to be able to identify and discuss the characteristics of these wines. A concentration on blind tastings along with food and wine pairings is a focal point of the class culminating with menu development and wine selections.

LCBW220 – Advanced New World Wines
4 Credits
Prerequisites: LCBW130 and LCBW135
This course explores in more detail New World regions including the grapes and wines produced while also building on the foundations laid in prior courses. The instructor guides students through the specific regions with an emphasis upon developing their skills to be able to identify and discuss the characteristics of these wines. A concentration on blind tastings along with food and wine pairings is a focal point of the class culminating with menu development and wine selections.

LCBW225 – Advanced Service
3 Credits
Prerequisite: None
This comprehensive course helps to prepare the individual student to perform at an advanced level in the Beverage Industry, enabling them the opportunity to achieve the service theoretical portion of the Court of Master Sommeliers Level II certification. The class provides the student with the opportunity to create and execute an excellent, dynamic profitable Restaurant Beverage Program, including and not limited to service, training, purchasing, inventory, storage, and food pairing. By immersing in the daily operations of beverage service, the student is able to apply this learning to an industry position and achieve the required certifications for employment.

ORI101 – Orientation
0 Credits
Prerequisite: None
Students will identify resources and services available through the campus that will support their educational experience. Students will make connections with faculty, staff and other students through participation in community-building and networking activities. Students will complete an assessment that identifies their preferred learning style. Using self-assessment results, students will identify obstacles which could affect their success, as well as strategies to help them succeed as learners.
GENERAL EDUCATION COURSE DESCRIPTIONS

AGSC403 – Contemporary Issues in Agriculture and Food Production
5 Credits
Prerequisite: None
This course identifies a broad scope of sustainable agriculture issues and includes addressing personal connections with food, the environmental “footprint” of food production, price versus cost, trends in agriculture, and historic factors affecting today’s food systems. Potential solutions and action steps are examined throughout the course.

COM115 – Communication Methods
5 Credits
Prerequisite: None
The course will emphasize the skills and techniques of effective communication and the application of those skills in a variety of contexts. Topics include the processes and barriers of human communication, the effects of self-perception, culture, gender, verbal and nonverbal messages on the process, and the impact of the communication process on teamwork and conflict. The course will provide students the opportunity to progress in gradual stages, gaining an understanding of the communication process along with confidence and experience in public speaking, listening and group interactions.

COM122 – Public Speaking
5 Credits
Prerequisite: None
This course presents principles and theories of effective speech communications. Students will practice communication and presentation techniques; investigate elements of effective research, writing, and organization; and adapt methods of delivery and debate for diverse audiences and contexts.

ECO323 – Economic Theory
5 Credits
Prerequisite: None
Students will have the opportunity to learn the economic theories of supply and demand, the principles of scarcity, the allocation of resources and the organization of economic systems. Students explore forces shaping the economy such as market structures, financial institutions, government policies, unemployment, the national debt and the global market place.

ENG105 – English Composition
5 Credits
Prerequisite: None
This course will focus upon the writing process, including planning, development, and revision. Informative, narrative, and persuasive writing styles will be introduced. Additionally, composition principles including tone, grammar, punctuation utilization of effective research methods, source validity, and accurate methods of citation will be incorporated into the course.

ENG221 – Writing Practical
5 Credits
Prerequisite: None
This course focuses on the factors that make writing readable. Students will practice identifying the characteristics of “good” writing, and contrast clear, vivid written language with writing which is ineffective. Through lecture, class discussion, and writing assignments, students can learn to write well-crafted paragraphs, business correspondence, reports, policies and procedures. Emphasis is placed on appropriate structure, referencing and documentation.

ENG303 – Academic Research and Writing
5 Credits
Prerequisite: None
This course covers such topics as incorporating critical reading strategies, the elements of good writing, effective sentence skills, paragraph, and essay structure. The course incorporates the use of literary analysis and research in the development of various writing styles. It addresses how research best fits within student writing by explaining how to analyze and synthesize findings in the student’s own words.

ENV333 – Environmental Science
5 Credits
Prerequisite: None
This course evaluates the effects of humans on the earth’s ecosystem. Topics discussed may include ecology, human populations, pollution, energy consumption, the allocation of natural resources, and alternative forms of energy.

HUM100 – Introduction to Humanities
5 Credits
Prerequisite: None
This course is designed to provide students with a comprehensive overview of the humanities. The emphasis of this class will be the examination of the major dimensions of art, literature, music and theater from the classical period to modern times as well as taking a critical and analytical look at enduring philosophical and religious themes from Eastern and Western perspectives.

HUM313 – Food Culture and Ethnic Identity
5 Credits
Prerequisite: None
This course is designed to provide students the opportunity to enhance their understanding of food and culture. Throughout history, humans have structured their lives around the search for food. Food is a powerful dimension in our consciousness as human beings and is one of the most distinctive expressions of an ethnic group or culture.
LAH2020 – History of Latin America
5 Credits
Prerequisite: None
This course looks at Latin American History from the pre-conquest to the 21st century. This will include the colonial, economic, and political impact upon its people and its development.

LIT215 – Topics in Literature
5 Credits
Prerequisite: None
This course will examine modern short stories, poems, plays, and film adaptations selected to reflect recurring universal themes. Readings will highlight key literary terms and conventions. The course will provide the opportunity for students to read, write, and discuss the impact of literature on their lives.

MAT122 – Culinary Math
5 Credits
Prerequisite: None
This course introduces the culinary professional to the basics of math and how it is applied to real-world situations in the kitchen. Even with today’s reliance on technology, it is important for culinary professionals to understand the underlying mathematics. This course helps students in the culinary arts obtain the math knowledge they need to succeed in areas such as conversions, measuring, and basic costing.

MTH135 – College Mathematics
5 Credits
Prerequisite: None
An exploration of the fundamental concepts and applications of algebra. Topics include linear and quadratic equations, inequalities, modeling; the Cartesian plane and graphing; functions and their graphs, polynomial functions, and systems of equations and inequalities.

MTH115 – General Education Mathematics
5 Credits
Prerequisite: None
This course will investigate historical and contemporary topics in mathematics as an introduction to the thinking processes developed in the field. The topics will introduce the student to both the logical and precise nature of mathematics, as well as its creative, investigative and imaginative side. The focus of the course is on mathematical reasoning and the solving of real-life problems. Topics included will be chosen from, but not limited to, the following: linear programming, finance and statistics.

POL200 – Introduction to American and Nevada Politics
5 Credits
Prerequisite: None
This course provides a survey of the U.S., state, and local governments with attention to the unique aspects of Nevada government and politics. Students can learn about the origin, history, provisions, and principles of the Constitution of the U.S. and the constitution of the State of Nevada. This course satisfies the U.S. and Nevada Constitution requirement for the State of Nevada.

POL473 – Politics, Law and Society
5 Credits
Prerequisite: None
This course examines the interrelatedness of politics, law and society, with a focus on public opinion, legislation and regulations, and the influence of mass media on decision-making processes.

SCI1200 – Food Science and Safety
3 Credits
Prerequisite: None
This course covers the principles of safe food handling, the three types of hazards, and the most common causes of foodborne illness. 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 a CFP/ANSI nationally accredited food safety exam for certification.

SCI280 – Environmental Science
5 Credits
Prerequisite: None
This course provides students with an overview of the earth’s physical environments. Topics include the structure of the planet, population growth, energy resources, groundwater contamination, the greenhouse effect, toxic waste disposal, and land use management.

SCI1230 – Nutrition
3 Credits
Prerequisite: None
This course is an introductory course in the study of the principles of human nutritional needs. Current dietary guidelines, the function of nutrients, and dietary fads will be discussed. Students will examine menus and recipes for average healthy populations as well.

SCI1220 – Food Science and Safety
3 Credits
Prerequisite: None
This course is an introductory course in the study of the principles of human nutritional needs. Current dietary guidelines, the function of nutrients, and dietary fads will be discussed. Students will examine menus and recipes for average healthy populations as well.

PSY105 – Psychology
5 Credits
Prerequisite: None
This course provides a general overview of the science of psychology and human behavior. Topics covered include the fundamentals of critical thinking, the human mind, effects of environment, and mental health.

PSY313 – Organizational Psychology
5 Credits
Prerequisite: None
This course examines psychological issues associated with organizational structures and processes. Topics include human relations and interaction, communication, motivation, ethical and moral behavior, hierarchies, leadership, and role definition within organizations.
SOC413 – Beliefs, Attitudes, and Ideologies
5 Credits
Prerequisite: None
This course examines the formation, adaptation, maintenance, and function of attitudes and beliefs. The course explores a variety of decision-making processes, assumptions, opinions, judgments, and ideologies are analyzed to determine their relation to individual and group behavior and identity.

STAT303 – Statistics
5 Credits
Prerequisite: None
This course examines the role of statistics in many aspects of everyday life. The course explores a variety of real examples and uses case studies to build a better understanding of statistical analysis.
ADMISSIONS INFORMATION

ADMISSIONS POLICY
Students should apply for admission as soon as possible in order to be accepted for a specific program and start date. All applicants are required to complete a personal interview with an admissions representative, either in person or by telephone, depending upon the distance from the school. Parents and/or significant others are encouraged to attend. This gives applicants and their families an opportunity to see and learn about the school’s equipment and facilities and to ask questions relating to the school’s curriculum and career objectives. Personal interviews also enable school administrators to determine whether an applicant is a strong candidate for enrollment into the program.

For the Le Cordon Bleu campuses in: Atlanta, Las Vegas, Miami, Orlando, Portland, Scottsdale, Seattle, St. Louis
In addition, each applicant must:
• Complete an Application form
• Execute all enrollment documents including the Application form and Enrollment Agreement (if applicant is less than 18 years of age, applicable enrollment documents must also be signed by a parent or guardian)
• Possess a standard high school diploma or recognized equivalent, or completion of a home education program pursuant to the requirements of the state of residence
• Sign a request for high school or GED transcript (and official college transcripts, where applicable)
• Complete the Wonderlic Exam
• Pay any applicable application fee (non-refundable unless applicant is denied admission or cancels application within three (3) business days of the school’s receipt of the application and fee)

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

For Las Vegas:
It is required that all students obtain a Southern Nevada Health District Food Handler Safety Training Card prior to the first day of class. There is a small fee to take the test.

For the Le Cordon Bleu campuses in: Los Angeles, Sacramento, San Francisco
In addition, each applicant must:
• Complete an Application form
• Execute all enrollment documents including the Application form and Enrollment Agreement (if applicant is less than 18 years of age, applicable enrollment documents must also be signed by a parent or guardian)
• Possess a standard high school diploma or recognized equivalent, or completion of a home education program pursuant to the requirements of the state of residence
• Sign a request for high school or GED transcript (and official college transcripts, where applicable)
• Complete the Wonderlic Exam
• Pay any applicable application fee (non-refundable unless applicant is denied admission or cancels application within three (3) business days of the school’s receipt of the application and fee)
• Copy of his/her immunization record

For Le Cordon Bleu Wine & Beverage program at Le Cordon Bleu campus in Los Angeles
In addition each applicant must provide:
• Commitment to the Program (One of the following criteria)
  a. Essays:
     PERSONAL: Student should write an essay about past academic experience/achievement and non-academic experience/achievement (leadership, military, or community service) in essay form.
     PROFESSIONAL: Student should write an essay that includes their desire to enter the program, why they chose LCB, and their commitment of completion including their career goals for the future. This essay should also include how they believe this program will benefit them professionally.
  b. Video Presentation: PERSONAL/PROFESSIONAL
  c. In-Person Interview: PERSONAL/PROFESSIONAL
• Proof of Age: Student must be at least 21 years of age.
For online programs offered through the
Le Cordon Bleu campus in: Scottsdale
Bachelor’s Completion Program Requirements

• Complete an Application for Admissions form

• Execute all enrollment documents including the
  Application form and Enrollment Agreement (if applicant is less than 18 years
  of age, the enrollment agreement must also be signed by a parent or guardian)

• A copy of official transcripts before
  matriculation that must show the student has earned an Associate or higher-level
  degree from an accredited postsecondary educational institution, recognized by
  the U.S. Department of Education (or the foreign equivalent), and that the
  degree granted is in a culinary related field of study. A student must have taken
  10 Quarter Credits of academic general education at an accredited postsecondary
  educational institution, recognized by the U.S. Department of Education that includes
  courses in written and oral communications or proficiency exam.

• Pay applicable application fee (non-refundable unless applicant is denied
  admission or cancels application within three (3) days of the school’s receipt of the
  application and fee).

An initial Application for Admission into our completion program must be accompanied by copies of all postsecondary academic transcripts for evaluation prior to receiving final acceptance into the program. Official transcripts must be requested to be sent to Le Cordon Bleu College of Culinary Arts at the time of application and received prior to matriculation into the program. The following culinary related Associate degree programs are deemed appropriate for acceptance into the Bachelor’s Completion Program:

• Culinary Arts
• Pâtisserie and Baking
• Restaurant Management
• Culinary Arts and Restaurant Ownership
• Culinary Arts – Culinary Skills and other related culinary arts specific programs as deemed appropriate by the institution.

Le Cordon Bleu Culinary Operations
Associate Program Requirements
The associate degree programs are limited to graduates of a Le Cordon Bleu Certificate in Culinary Arts who have earned a GPA of 2.0 or higher per course. Applicants to associate degree programs, who believe they have earned an equivalent degree, must submit official transcripts to the school’s Associate Registrar and will be reviewed by the Director of Education for evaluation and eligibility decision. A student who has earned a grade below 2.0 in a pre-requisite course will need to be enrolled and complete an equivalent course earning a course grade of 2.0 or higher prior to enrollment into an associate degree program.

APPLICATION FEE WAIVER POLICY
Application fees are waived under the following circumstances:
• For prospective students who have previously paid an application fee at a
  Career Education owned school and that fee was not refunded;
• For a prior graduate from any Career Education Corporation owned school;
• For a prospective student who is active duty military, a veteran, a reservist or a spouse or dependent of any of the former;
• For all CEC employees, spouses and dependents enrolling as a Le Cordon Bleu North America student;
• For a prospective student who is eligible for
  Native American tribal education benefits;
• For a prospective student who will be attending with state TA funding assistance. (For LCB St. Louis only)
• For prospective students qualified to receive the Corporate Alliance Grant.
• For a prospective student who is a high school student on free or reduced lunch (For LCB Minneapolis/St. Paul only)

PROOF OF HIGH SCHOOL GRADUATION
LCB does not accept ability to benefit students.

For LCB campuses in: Las Vegas, Los Angeles, Miami, Orlando, Sacramento, San Francisco and Scottsdale
Acceptable documentation of high school graduation (called Proof of Graduation) must be received by the institution prior to the first day of the student’s first scheduled class of the program start. It is the student’s responsibility to provide acceptable documentation of high school graduation or its equivalency. Students may be asked to provide additional documentation to support the validity of their Proof of Graduation. Any student who does not provide valid documentation of high school graduation or its equivalent within this timeframe will be unenrolled and from all classes and their program of study. Until valid proof of graduation is received and approved no grades or credits will be available. No Federal Financial Aid funds will be disbursed to a student’s account until a valid proof of high school graduation or its equivalent is received, reviewed, and confirmed.

PROOF OF HIGH SCHOOL GRADUATION
For LCB campuses in: Atlanta, Minneapolis / St. Paul, Portland, Seattle and St. Louis.
Acceptable documentation of high school

For online programs offered through the
Le Cordon Bleu campus in: Scottsdale
Bachelor’s Completion Program Requirements

• Complete an Application for Admissions form

• Execute all enrollment documents including the
  Application form and Enrollment Agreement (if applicant is less than 18 years
  of age, the enrollment agreement must also be signed by a parent or guardian)

• A copy of official transcripts before
  matriculation that must show the student has earned an Associate or higher-level
  degree from an accredited postsecondary educational institution, recognized by
  the U.S. Department of Education (or the foreign equivalent), and that the
  degree granted is in a culinary related field of study. A student must have taken
  10 Quarter Credits of academic general education at an accredited postsecondary
  educational institution, recognized by the U.S. Department of Education that includes
  courses in written and oral communications or proficiency exam.

• Pay applicable application fee (non-refundable unless applicant is denied
  admission or cancels application within three (3) days of the school’s receipt of the
  application and fee).

An initial Application for Admission into our completion program must be accompanied by copies of all postsecondary academic transcripts for evaluation prior to receiving final acceptance into the program. Official transcripts must be requested to be sent to Le Cordon Bleu College of Culinary Arts at the time of application and received prior to matriculation into the program. The following culinary related Associate degree programs are deemed appropriate for acceptance into the Bachelor’s Completion Program:

• Culinary Arts
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Application fees are waived under the following circumstances:
• For prospective students who have previously paid an application fee at a
  Career Education owned school and that fee was not refunded;
• For a prior graduate from any Career Education Corporation owned school;
• For a prospective student who is active duty military, a veteran, a reservist or a spouse or dependent of any of the former;
• For all CEC employees, spouses and dependents enrolling as a Le Cordon Bleu North America student;
• For a prospective student who is eligible for
  Native American tribal education benefits;
• For a prospective student who will be attending with state TA funding assistance. (For LCB St. Louis only)
• For prospective students qualified to receive the Corporate Alliance Grant.
• For a prospective student who is a high school student on free or reduced lunch (For LCB Minneapolis/St. Paul only)

PROOF OF HIGH SCHOOL GRADUATION
LCB does not accept ability to benefit students.

For LCB campuses in: Las Vegas, Los Angeles, Miami, Orlando, Sacramento, San Francisco and Scottsdale
Acceptable documentation of high school graduation (called Proof of Graduation) must be received by the institution prior to the first day of the student’s first scheduled class of the program start. It is the student’s responsibility to provide acceptable documentation of high school graduation or its equivalency. Students may be asked to provide additional documentation to support the validity of their Proof of Graduation. Any student who does not provide valid documentation of high school graduation or its equivalent within this timeframe will be unenrolled from all classes and their program of study. Until valid proof of graduation is received and approved no grades or credits will be available. No Federal Financial Aid funds will be disbursed to a student’s account until a valid proof of high school graduation or its equivalent is received, reviewed, and confirmed.

PROOF OF HIGH SCHOOL GRADUATION
For LCB campuses in: Atlanta, Minneapolis / St. Paul, Portland, Seattle and St. Louis.
Acceptable documentation of high school

For online programs offered through the
Le Cordon Bleu campus in: Scottsdale
Bachelor’s Completion Program Requirements

• Complete an Application for Admissions form

• Execute all enrollment documents including the
  Application form and Enrollment Agreement (if applicant is less than 18 years
  of age, the enrollment agreement must also be signed by a parent or guardian)

• A copy of official transcripts before
  matriculation that must show the student has earned an Associate or higher-level
  degree from an accredited postsecondary educational institution, recognized by
  the U.S. Department of Education (or the foreign equivalent), and that the
  degree granted is in a culinary related field of study. A student must have taken
  10 Quarter Credits of academic general education at an accredited postsecondary
  educational institution, recognized by the U.S. Department of Education that includes
  courses in written and oral communications or proficiency exam.

• Pay applicable application fee (non-refundable unless applicant is denied
  admission or cancels application within three (3) days of the school’s receipt of the
  application and fee).

An initial Application for Admission into our completion program must be accompanied by copies of all postsecondary academic transcripts for evaluation prior to receiving final acceptance into the program. Official transcripts must be requested to be sent to Le Cordon Bleu College of Culinary Arts at the time of application and received prior to matriculation into the program. The following culinary related Associate degree programs are deemed appropriate for acceptance into the Bachelor’s Completion Program:

• Culinary Arts
• Pâtisserie and Baking
• Restaurant Management
• Culinary Arts and Restaurant Ownership
• Culinary Arts – Culinary Skills and other related culinary arts specific programs as deemed appropriate by the institution.

Le Cordon Bleu Culinary Operations
Associate Program Requirements
The associate degree programs are limited to graduates of a Le Cordon Bleu Certificate in Culinary Arts who have earned a GPA of 2.0 or higher per course. Applicants to associate degree programs, who believe they have earned an equivalent degree, must submit official transcripts to the school’s Associate Registrar and will be reviewed by the Director of Education for evaluation and eligibility decision. A student who has earned a grade below 2.0 in a pre-requisite course will need to be enrolled and complete an equivalent course earning a course grade of 2.0 or higher prior to enrollment into an associate degree program.

APPLICATION FEE WAIVER POLICY
Application fees are waived under the following circumstances:
• For prospective students who have previously paid an application fee at a
  Career Education owned school and that fee was not refunded;
• For a prior graduate from any Career Education Corporation owned school;
• For a prospective student who is active duty military, a veteran, a reservist or a spouse or dependent of any of the former;
• For all CEC employees, spouses and dependents enrolling as a Le Cordon Bleu North America student;
• For a prospective student who is eligible for
  Native American tribal education benefits;
• For a prospective student who will be attending with state TA funding assistance. (For LCB St. Louis only)
• For prospective students qualified to receive the Corporate Alliance Grant.
• For a prospective student who is a high school student on free or reduced lunch (For LCB Minneapolis/St. Paul only)

PROOF OF HIGH SCHOOL GRADUATION
LCB does not accept ability to benefit students.

For LCB campuses in: Las Vegas, Los Angeles, Miami, Orlando, Sacramento, San Francisco and Scottsdale
Acceptable documentation of high school graduation (called Proof of Graduation) must be received by the institution prior to the first day of the student’s first scheduled class of the program start. It is the student’s responsibility to provide acceptable documentation of high school graduation or its equivalency. Students may be asked to provide additional documentation to support the validity of their Proof of Graduation. Any student who does not provide valid documentation of high school graduation or its equivalent within this timeframe will be unenrolled from all classes and their program of study. Until valid proof of graduation is received and approved no grades or credits will be available. No Federal Financial Aid funds will be disbursed to a student’s account until a valid proof of high school graduation or its equivalent is received, reviewed, and confirmed.

PROOF OF HIGH SCHOOL GRADUATION
For LCB campuses in: Atlanta, Minneapolis / St. Paul, Portland, Seattle and St. Louis.
Acceptable documentation of high school
graduation (known as Proof of Graduation) must be received by the institution within 23 calendar days of the scheduled start of his or her program. It is the student’s responsibility to provide valid documentation of high school graduation or its equivalency, such as by providing a high school transcript, a college transcript (for students who have already completed an associate degree) or military documents that specify the student’s high school name, location and data of graduation. Students who do not possess valid evidence of high school graduation, or its equivalency, may complete a High School Transcript Request form, which can be obtained from the Admissions Department and must be returned to the Admissions Department. Students may be asked to provide additional documentation to validate their Proof of Graduation. Any student who does not provide valid documentation of high school graduation, or its equivalent, within this timeframe will be unregistered from all classes and their program of study. Until valid proof of graduation is received and approved no grades or credits will be available. No Federal Financial Aid funds will be disbursed to a student’s account until a valid proof of high school graduation or its equivalent is received, reviewed and confirmed.

WONDERLIC EXAM
Applicants applying to Le Cordon Bleu College of Culinary Arts must take the Wonderlic® Scholastic Level Exam (SLE). Students applying from outside the campus’ region who are not available for immediate onsite testing may be required to take the Wonderlic® Scholastic Level Exam Quick test (SLE-Q).

Those applying to a certificate/diploma program, who have earned an associate degree or higher from an accredited institution recognized by the U.S. Department of Education, and have provided official copies of their transcripts, will be exempt from taking the Wonderlic® exam. International students are exempt from taking the Wonderlic® Exam. The score of the Wonderlic Exam is not used to determine eligibility for enrollment.

ARTICULATION AGREEMENTS
For the Le Cordon Bleu College of Culinary Arts campuses in Los Angeles and San Francisco
An Articulation Agreement exists between these campuses and Le Cordon Bleu College of Culinary Arts in Scottsdale. This agreement is a collaboration between the Associate of Occupational Studies Degree in Culinary Arts offered by Le Cordon Bleu College of Culinary Arts in Los Angeles and San Francisco into the Bachelor of Arts in Le Cordon Bleu Culinary Management at Le Cordon Bleu College of Culinary Arts in Scottsdale.

Le Cordon Bleu College of Culinary Arts in Sacramento
Le Cordon Bleu College of Culinary Arts in Sacramento has not entered into an articulation or transfer agreement with any other college or university.

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

Students will be denied admission if they have a Tier 1 criminal conviction in the last 5 years. For a list of Tier 1 convictions, please speak with your Admissions Representative.

ENGLISH PROFICIENCY
Le Cordon Bleu College of Culinary Arts does not provide English-as-a-second language instruction. Students are required to speak English in classes that are taught in English. Students whose native language is not English are required to provide proof of English proficiency by one of the following:

- Test of English as a Foreign Language (TOEFL) with a Internet-Based Test (iBT) score of 61 or higher, Paper-Based Test score of 500 or higher, or Computer-Based Test (CBT) score of 173
- Advance Placement International English Language (APIEL) with a score of 173 or higher
- International English Language Testing System (IELTS) with a level of 6 or higher
- A grade of ‘C’ or better in an intermediate ESL course
- Graduation from an English-speaking secondary institution
- Evidence of having completed 12 semester hours or 18 quarter hours with at least a ‘C’ (70%) average at an accredited postsecondary institution in which English was the language of instruction

Students or graduates who have been previously enrolled in a Le Cordon Bleu Spanish program who chose to transfer to a non-Spanish program will need to meet the English Proficiency requirements.

ADMISSIONS PROCEDURES FOR INTERNATIONAL STUDENTS
For the Le Cordon Bleu campuses in: Atlanta, Las Vegas, Los Angeles, Miami, Minneapolis/St. Paul, Orlando, Portland, San Francisco and Scottsdale
International students who are eligible for
the issuance of an I-20 may enroll directly into an Associate degree at the Non-Resident tuition and fee level. International students are exempt from taking the Wonderlic® Exam. No English language services are provided by the school. Instruction is conducted in English (with the exception of Le Cordon Bleu campus in Miami).

Le Cordon Bleu College of Culinary Arts in Sacramento, Seattle and St. Louis
No assistance is offered by the school with regard to applying for a visa and charges incurred related to this process are the responsibility of the applicant. The school is not authorized under federal law to enroll non-immigrant students. No English language services are provided by the school. Instruction is conducted in English.

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

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

Students who have previously attended Le Cordon Bleu College of Culinary Arts but did not graduate, and whose recorded withdrawal date is greater than 364 days, are subject to all admissions 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 FROM FOREIGN INSTITUTIONS
Foreign and Domestic Documents
Le Cordon Bleu College of Culinary Arts 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 approved foreign credential evaluation agency. Foreign credentials will be evaluated to ensure they are equivalent to a high school diploma. This evaluation will be paid for by Le Cordon Bleu.

Forged Documents
Any forged/altered academic document, foreign or domestic, submitted by a prospective student will be retained as property of the school and will not be returned to the prospective student. These students will not be considered for admission. If the situation occurs that a student is already attending classes at Le Cordon Bleu College of Culinary Arts and verification of forged credentials arrives, the following applies: If the forged document was used to admit the student, and the absence of that credential would make the student inadmissible, the student will be dismissed from the institution. If the forged document was not used to admit the student, but was used to gain possible transfer credit, the student may be dismissed from school or placed on probation and any transfer credit already awarded from the forged credential will be taken away.
FINANCIAL INFORMATION

FINANCIAL ASSISTANCE
Financial Aid is available for those who qualify. Le Cordon Bleu College of Culinary Arts participates in a variety of financial aid programs for the benefit of students. Students must meet the eligibility requirements of these programs in order to participate. Le Cordon Bleu College of Culinary Arts administers financial aid programs in accordance with prevailing federal and state laws and its own institutional policies. Students are responsible for providing all requested documentation in a timely manner. Failure to do so could jeopardize the student’s financial aid eligibility. In order to remain eligible for financial aid, students must maintain satisfactory academic progress as defined in this catalog. It is recommended that students apply for financial aid as early as possible in order to allow sufficient time for application processing. Financial aid must be approved, and all necessary documentation completed, before the aid can be applied toward tuition and fees. Financial aid is awarded on an award year basis; therefore, depending on the length of the program it may be necessary to re-apply for aid for each award year. Students may have to apply for financial aid more than once during the calendar year, depending on their date of enrollment. Students who need additional information and guidance should contact the Financial Aid Office.

HOW TO APPLY
Students who want to apply for federal aid (and state aid, if applicable) must complete a Free Application for Federal Student Aid (FAFSA) each year. This application is available on-line at Le Cordon Bleu College 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 College of Culinary Arts before financial aid packages can be estimated and processed. In addition to the catalog, tuition and fee information can also be found on the Le Cordon Bleu website.

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.

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

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

Federal Direct Parent-PLUS
The William D. Ford Federal Direct Parent -PLUS loan is available to parents of dependent undergraduate students. These
loans are not based on need but when combined with other resources, cannot exceed the student’s cost of education. A credit check on the parent borrower is required and either or both parents may borrow through this program. Repayment begins within 60 days of final disbursement of the loan within a loan period. However, parents may request a deferment of payments while the student is attending at least half time.

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

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

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

State Grants For the Le Cordon Bleu campuses in: Miami, Orlando
These grants, administered by the Florida State Department of Higher Education, provide financial assistance to qualified students who reside in Florida. These grants are based on the student’s estimated family contribution and the availability of state funds.

José Marti Scholarship Challenge Grant Fund
The José Marti Scholarship Challenge Grant Fund is a need-based merit scholarship that provides financial assistance to eligible students of Hispanic origin who will attend Florida public or eligible private institutions. Applicants for undergraduate study must apply during their senior year of high school. Graduate students may apply, but priority for the scholarships is given to graduating high school seniors. The number of new awards made each year is subject to contributions from private sources and funds appropriated by the Florida Legislature.

Robert C. Byrd Honors Scholarship Program
The Robert C. Byrd Honors Scholarship Program was established by the United States Congress to provide scholarships to outstanding high school seniors who show promise of continued academic achievement.

This program is offered through the U.S. Department of Education and administered by the Florida Department of Education (FDOE), Office of Student Financial Assistance (OSFA). Program funds may be used at eligible institutions outside the state of Florida.

Florida Student Assistance Grant Program
The Florida Student Assistance Grant (FSAG) Program is a need-based grant program available to degree-seeking, resident, undergraduate students who demonstrate substantial financial need and are enrolled in participating postsecondary institutions.

- The Florida Public Student Assistance Grant is available to students who attend state universities and public community colleges.
- The Florida Private Student Assistance Grant is available to students who attend eligible private, non-profit, four-year colleges and universities.
- The Florida Postsecondary Student Assistance Grant is available to students who attend eligible degree-granting private colleges and universities not eligible under the Florida Private Student Assistance Grant.
- The Florida Public Postsecondary Career Education Student Assistance Grant is available to students who attend participating community colleges or career centers operated by district school boards.

See the separate fact sheet for additional information. FSAG is a decentralized program, and each participating institution determines application procedures, deadlines, student eligibility, and award amounts.

Florida Bright Futures Scholarship Program
The Florida Bright Futures Scholarship Program establishes three lottery-funded scholarships to reward Florida high school graduates for high academic achievement. The Florida Bright Futures Scholarship Program is comprised of the following three awards:

- Florida Academic Scholars Award (FAS) (including Academic Top Scholars)
- Florida Medallion Scholars Award (FMS)
- Florida Gold Seal Vocational Scholars Award (GSV)

Scholarships for Children and Spouses of Deceased or Disabled Veterans and Service Members
The Scholarships for Children and Spouses of Deceased or Disabled Veterans and Service Members (CSDDV) provides scholarships for dependent children or unmarried spouses of Florida veterans or service members who died as a result of service-connected injuries, diseases, or disabilities sustained while on active duty or who have been verified by the Florida Department of Veterans’ Affairs as having service-connected 100% total and permanent disabilities. This program also provides funds for dependent children whose parent is classified as a prisoner of war or missing in action by the Armed Forces of the United States or as a civilian personnel captured while serving with the consent or authorization of the United States Government during wartime service. Veterans must have been Florida residents for one year immediately preceding time of death, determination of 100% disability, or prisoner of war/missing in action classification.
This program provides funds for tuition and registration fees at a public postsecondary institution or the equivalent at an eligible private postsecondary institution.

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

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

Le Cordon Bleu College of Culinary Arts in Scottsdale

Arizona Private School Association Scholarship
Each spring, the Arizona Private School Association awards two $1000 Scholarships to every High School in Arizona. The Arizona Private School Association has awarded 100+ scholarships yearly to local high schools. Applications for scholarships are available from the APSA office or any high school counseling office. Scholarships are for graduating students from Arizona and the high school determines the recipients of the Awards.

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

Program Details and Eligibility Requirements:

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

Le Cordon Bleu makes available a limited amount of money each year for such grants. Once it is determined that available funding is exhausted, grants will not be available to otherwise eligible students. For the 2015 calendar year, $9,900,000 has been budgeted for new BLEU Grants.

Le Cordon Bleu Corporate Educational Alliance Grant
Le Cordon Bleu has established a grant* in the name of its Corporate Educational Alliances in order to assist eligible students and their immediate family members** with the opportunity to attend a certificate, diploma or degree program of study at Le Cordon Bleu. To be eligible for the Corporate Educational Alliances Grant, a candidate must be accepted for admission to the College, complete the Corporate Educational Alliances Attestation form and must also allow for verification of eligibility. Verification of eligibility may require the student to submit documentation of proof of employment with the corporation. Attestation may be obtained online at www.chefs.edu or by contacting a financial aid advisor or visiting the financial aid office.

The conditions are as follows:

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

before the grant is applied. Documentation must show the effective date of employment, and be submitted prior to the first day of class.

- All of the conditions must be fulfilled before the grant can be disbursed.

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

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

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

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

**COMPLETION GRANT**

(For Seattle, St. Louis and Sacramento only)

Le Cordon Bleu recognizes that sometimes students experience unexpected circumstances which necessitate their withdrawal from school prior to completing their academic program. Unfortunately, the longer a student is out of school, the more challenging it might be to return to school to complete the certificate or degree. Therefore, we make available a limited number of Completion Grants to encourage and assist students to reenroll and complete their academic programs and credentials. This grant is available to students who have successfully completed at least four (4) credits during a previous enrollment at Le Cordon Bleu but have been withdrawn from the program for more than one year.

Grants range from $1000 to $6000 and are available to students enrolled in one of the following programs: Certificate/Diploma in Le Cordon Bleu Culinary Arts, Certificate/Diploma in Le Cordon Bleu Pâtisserie and Baking, Associate in Le Cordon Bleu Culinary Arts, Associate in Le Cordon Bleu Pâtisserie and Baking. The amount of the grant will be determined based upon the student’s financial need as determined through the Free Application for Federal Student Aid (FAFSA).

Grant Terms and Eligibility Criteria are as follows:

- Students are eligible for the Completion Grant if they have previously attended Le Cordon Bleu, and last attended the institution at least 365 days prior to re-enrollment.
- Students will be considered for this grant upon completion of the LCB Completion Grant Application and the re-entry process.
- Applications are due by the end of the add/drop period for the student’s first class or classes. Application may be obtained online at www.chefs.edu or by contacting a financial aid advisor or visiting the financial aid office.
- Students must complete the financial aid application process, including completing the Free Application for Federal Student Aid (FAFSA).
- Students must have successfully completed at least 4 credits at Le Cordon Bleu and have a GPA of 2.0 or above.
- Recipients must maintain Satisfactory Academic Progress (SAP) as outlined in the catalog to remain eligible for the grant.

If awarded:

- The minimum grant is $1,000.
- The maximum grant is $6,000.
- The Completion Grant cannot be received as a cash stipend.
- The Completion Grant does not supplant the student’s eligibility for Federal Pell Grant. The Completion Grant is a one-time award. Once awarded, the grant will be divided proportionally over the number of terms required for the student to complete the current program.

The Completion Grant is not renewable.

Le Cordon Bleu makes available a limited amount of funding each year for such grants. Once it is determined that available funding is exhausted, grants will not be available to otherwise eligible students. For 2015, $50,000 has been budgeted for the Completion Grant.

**LE CORDON BLEU SCHOLARSHIPS**

All applicants of the following scholarships must be enrolled full-time. Non-resident international students are not eligible.

**Alumni Referral Scholarship – all schools**

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

Program Details and Eligibility Criteria:

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

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

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

Program Details and Eligibility Criteria:
• Applications are due by the end of the add/drop period for the student’s first class or classes.
• The scholarship will be awarded over the length of the program. The scholarship funds will be distributed evenly across the student’s anticipated enrollment, with equal amounts being applied to each Payment Period until the award is exhausted.

• Recipients must maintain Satisfactory Academic Progress (SAP) as outlined in the catalog to remain eligible for the scholarship.

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

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

Life Long Learning Scholarship – all schools
Le Cordon Bleu offers the Lifelong Learning Scholarship to Le Cordon Bleu Certificate, Diploma and Associate graduates pursuing a second credential at the same or higher level at Le Cordon Bleu. The scholarship cannot be used to satisfy outstanding balances accrued during enrollment for a prior credential or degree. Applications may be obtained online at www.chefs.edu or by contacting a financial aid advisor or visiting the financial aid office. Certificate/Diploma Graduates
• Certificate or Diploma program graduates pursuing an additional certificate or diploma are eligible for up to $500.
• Certificate or Diploma program graduates pursuing an associate degree are eligible for up to $1000. Associate Graduates.
• Associate degree graduates pursuing a certificate or diploma in another culinary program or specialty are eligible for $500.
• Associate degree graduates pursuing an additional associate’s degree or an LCB Online bachelor’s degree are eligible for $1000.

Program Details and Eligibility Criteria:
• Student must successfully complete 18 credits with a GPA of at least 3.0 in their additional program prior to disbursement of the scholarship. The scholarship will be awarded and disbursed in full at that time.

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

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

Le Cordon Bleu Tuition Reimbursement/ Employer Match Scholarship – all schools
Le Cordon Bleu offers a matching scholarship award to students whose employers participate in a tuition reimbursement program. We applaud employers who invest in their employees and want to match the contribution they make. This scholarship is available to students who enroll at Le Cordon Bleu in a certificate, associate or bachelor program and are receiving tuition assistance or tuition reimbursement from their employer. The scholarship will match the employer assistance up to $1,500 for certificate/diploma programs and $2,500 for associate programs. Students who continue from an associate degree to a bachelor degree program, and who continue to receive tuition support from their employer will be eligible
for a second award. Eligible students must present signed documentation from their employer confirming their employment and eligibility for tuition assistance. Applications may be obtained online at www.chefs.edu or by contacting a financial aid advisor or visiting the financial aid office.

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

- Applications and supporting documentation are due by the end of the add/drop period of the first class.
- Recipients must complete the standard application process and enroll in a certificate, associate or bachelor's degree program at the Le Cordon Bleu United States Campus of his or her choice and meet all admissions and eligibility requirements thereof.
- Student must provide signed written confirmation of employment and participation in an employer-provide tuition assistance or reimbursement program. The documentation must either be on the employer’s letterhead, or from an e-mail address that is associated with the employer, and must include the signature of the student’s supervisor, human resources professional or other authorized individual at the company or employing organization. The document must also describe the requirements for continuing participation in the program, as well as the disbursement schedule for tuition assistance or reimbursement. Matching funds will be awarded only after employer funds are received.
- Recipients must maintain Satisfactory Academic Progress (SAP) as outlined in the catalog to remain eligible for the scholarship.
- Scholarship funds will be applied towards tuition only and awarded over the length of the program.
- If this scholarship is combined with other federal, state or institutional aid resources, the scholarship/grant cannot exceed the student’s direct cost to attend school (tuition, books and fees). LCB will follow our standard packaging philosophy and award both need and non-need based Federal grants before awarding institutional scholarships/grants. This Scholarship will not, in whole or in part, be awarded to the student as a cash payment.

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

**The Le Cordon Bleu Future Chef of America Competition Scholarship – all schools**

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

**SCHOLARSHIP AWARDS**

**Campus Competitions**

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

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

- **1st Place Award** – $5,000
- **2nd Place Award** – $2,000
- **3rd Place Award** – $1,000

All competition participants not placing for the Future Chefs of America Scholarship award will receive a $500 Scholarship to be applied toward tuition at any Le Cordon Bleu campus within the United States.

**National Competition**

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

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

- **1st Place Award** – $40,000
- **2nd Place Award** – $19,500
- **3rd Place Award** – $10,000

**Program Details and Eligibility Criteria:**

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

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

**VETERANS’ EDUCATIONAL BENEFITS**

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

Select programs of study at Le Cordon Bleu College of Culinary Arts are approved by the Workforce Training and Education Coordinating Board’s State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC.

Any veteran receiving GI Bill benefits while attending Le Cordon Bleu College of Culinary Arts is required to obtain transcripts from all previously attended schools and submit them to the College for review of prior credit.

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

Le Cordon Bleu College of Culinary Arts does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.

**YELLOW RIBBON GRANT**

In accordance with the VA - Yellow Ribbon Program, a provision of the Post-9/11 Veterans Educational Assistance Act of 2008, Le Cordon Bleu College of Culinary Arts has established a Yellow Ribbon Grant.

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

- Candidates must be either an eligible Veteran or a Dependent of an eligible Veteran who meets the Chapter 33 Post-9/11 GI Bill Transferability requirements (www.gibill.va.gov).
- Candidates must apply and be accepted for admission to Le Cordon Bleu College of Culinary Arts to be eligible.
- The Yellow Ribbon Grant is applied exclusively toward direct program costs (tuition and fees). Le Cordon Bleu has established a Military Grant** for our Active Duty, Drilling National Guard and Drilling Reservist Service Members of the U.S. Military to assist in providing the opportunity to attend a program of study at Le Cordon Bleu. Applicants may be eligible for a one-time grant in the amount of $2,000 to be applied toward tuition costs. To be eligible for the grant, a candidate must be accepted for admission, allow for the verification of their military status via a current Leave and Earnings Statement, or comparable government document. Application forms may be obtained online at www.chefs.edu or by contacting a financial aid advisor or visiting the financial aid office.

**Program Conditions and Eligibility Criteria:**

- Qualifying candidates must be Active Duty, Drilling National Guard or Drilling Reservist Service Members of the U.S. Military.
- Candidates must apply and be accepted for admission to be eligible to receive the grant.
- The grant is applied exclusively toward direct program costs (tuition and fees).
- The scholarship will be awarded over the length of the program. The grant funds will be distributed evenly across the student's anticipated enrollment, with equal amounts being applied to each Payment Period until the award is exhausted.
- If this grant is combined with other federal, state or institutional aid resources, the scholarship/grant cannot exceed the student’s direct cost to attend school (tuition, books and fees). LCB will follow our standard packaging philosophy and award both need and non-need based Federal grants before awarding institutional scholarships/grants. This Grant will not, in whole or in part, be awarded to the student as a cash payment. Applications and supporting documentation are due by the end of the add/drop period of the first class.

**Note:** New Le Cordon Bleu Military Grant, Military Spouses Grant, Veteran Grant and website at www.gibill.va.gov.

**LE CORDON BLEU MILITARY GRANT**

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

**Program Conditions and Eligibility Criteria:**

- Qualifying candidates must be Active Duty, Drilling National Guard or Drilling Reservist Service Members of the U.S. Military.
- Candidates must apply and be accepted for admission to be eligible to receive the grant.
- The grant is applied exclusively toward direct program costs (tuition and fees).
- The scholarship will be awarded over the length of the program. The grant funds will be distributed evenly across the student's anticipated enrollment, with equal amounts being applied to each Payment Period until the award is exhausted.
- If this grant is combined with other federal, state or institutional aid resources, the scholarship/grant cannot exceed the student’s direct cost to attend school (tuition, books and fees). LCB will follow our standard packaging philosophy and award both need and non-need based Federal grants before awarding institutional scholarships/grants. This Grant will not, in whole or in part, be awarded to the student as a cash payment. Applications and supporting documentation are due by the end of the add/drop period of the first class.

**Note:** New Le Cordon Bleu Military Grant, Military Spouses Grant, Veteran Grant and
LE CORDON BLEU VETERAN’S GRANT
Le Cordon Bleu has established a Veterans’ Grant** to assist Veteran service members attending a program of study at Le Cordon Bleu. Applicants may be eligible for a grant in the amount of $2,000 to be applied toward tuition costs. To be eligible for the grant, a candidate must be accepted for admission, allow for the verification of their veteran status via a DD-214 Member-4, or comparable government document. Application forms can be obtained online at www.chefs.edu or by contacting a financial aid advisor or visiting the financial aid office.

Program Conditions and Eligibility Criteria:
• Qualifying candidates must be Veterans of the U.S. Military who have a discharge status other than dishonorable.
• Candidates must apply and be accepted for admission - to be eligible to receive the grant.
• The Le Cordon Bleu Veteran Grant is applied exclusively toward direct program costs, including tuition and fees.
• The grant is awarded over the length of the program. The grant funds will be distributed evenly across the student’s anticipated enrollment, with equal amounts being applied to each payment period until the award is exhausted.
• If this grant is combined with other federal, state or institutional aid resources, the grant cannot exceed the student’s direct cost to attend school (tuition, books and fees).
• Applications and supporting documentation are due by the end of the add/drop period of the first class.

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

LE CORDON BLEU VETERAN SPOUSES GRANT
Le Cordon Bleu has established a Veteran Spouses Grant** to assist spouses of Veteran service members attend a program of study at Le Cordon Bleu. Applicants may be eligible for a grant in the amount of $2,000 to be applied toward tuition costs. To be eligible for the Le Cordon Bleu Veteran Spouses Grant, a candidate must be accepted for admission and provide evidence to verify their spouse’s veteran status, such as a DD-214 Member-4, or comparable government document.

Application forms may be obtained online at www.chefs.edu or by contacting a financial aid advisor or visiting the financial aid office.

Program Conditions and Eligibility Criteria:
• Qualifying candidates must be spouses of Veterans of the U.S. military.
• Candidates must apply, be accepted for admission - to be eligible to receive the grant.
• Candidates selected for verification must provide documentation before the grant is applied. Those that are not able to provide documentation will also be required to pay the application fee.
• The Le Cordon Bleu Veteran Spouse’s Grant is applied exclusively toward direct program costs, including tuition and fees.
• The grant is awarded over the length of the program. The grant funds will be distributed evenly across the student’s anticipated enrollment, with equal amounts being applied to each payment period until the award is exhausted.

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

CAREERS THROUGH CULINARY ARTS PROGRAMS (C-CAP)
Le Cordon Bleu provides Scholarships to students associated with the National C-CAP organization. Student(s) who earn the scholarship may attend the Le Cordon Bleu campus of their choice in the United States. Scholarship will be applied to the students account while enrolled in a Certificate/Diploma or Associates program offering at the Le Cordon Bleu school of enrollment.

Application, program rules and requirements may be obtained online at www.ccapinc.org/scholarships2010.php, by contacting a financial aid advisor or visiting the financial aid office.

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

• 4 Full Tuition Scholarships for Certificate/Diploma program valued at $19,500 each.
4 Full Tuition Scholarships for Associates program valued at $40,000 each.

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

**C-CAP Student Member Scholarship**

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

Program Conditions and Eligibility Criteria are as follows:

- Applications and supporting documentation are due by the end of the add/drop period for the student’s first class or classes.
- Competition Scholarship recipients must enroll and begin the program of study within one calendar year of their high school graduation date or GED completion date. Failure to do so will void the scholarship.
- Recipients must complete the standard application process and enroll in a certificate/diploma or associates level program at the Le Cordon Bleu United States Campus of his or her choice and meet all admissions and eligibility requirements thereof.
- Competition Scholarship recipients must maintain 3.0 GPA and have less than 100 hours of absences during the course of the program to maintain eligibility.
- The scholarship is awarded over the length of the program. The scholarship funds will be distributed evenly across the student’s anticipated enrollment, with equal amounts being applied to each payment period.
- If this scholarship is combined with other federal, state or institutional aid resources, the scholarship/grant cannot exceed the student’s direct cost to attend school (tuition, books and fees). LCB will follow our standard packaging philosophy and award both need and non-need based Federal grants before awarding institutional scholarships/grants. This Scholarship will not, in whole or in part, be awarded to the student as a cash payment.
- C-CAP Student Member Scholarship may not be combined with competition scholarships.

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

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

**ProStart@ High school Completion Scholarship**

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

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

**ProStart™ State and National Competition**

Scholarship

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

State level competitions, the scholarship awarded is:

- **State Level Competitions, the Scholarship Awarded is:**
  - First Place – $5,000 Scholarship
  - Second Place – $2,500 Scholarship
  - Third Place – $1,000 Scholarship

National Competition, the Scholarship Award is:

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

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

- Applications and supporting documentation are due by the end of the add/drop period for the student’s first class or classes.
- Competition Scholarship recipients must enroll and begin the program of study within one calendar year of their high school graduation date or GED completion date. Failure to do so will void the scholarship.
- Recipients of the competition scholarships must complete the standard application process and meet all admissions and eligibility requirements.
• Recipients must maintain Satisfactory Academic Progress (SAP) as outlined in the catalog to remain eligible for the scholarship.

• The scholarship is awarded over the length of the program. The scholarship funds will be distributed evenly across the student’s anticipated enrollment, with equal amounts being applied to each payment period.

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

• If the Competition scholarship is combined with other federal, state or institutional aid resources, the scholarship/grant cannot exceed the student’s cost to attend school. These Scholarships will not, in whole or in part, be awarded to the student as a cash payment.

• Recipients must maintain Satisfactory Academic Progress (SAP) as outlined in the catalog to remain eligible for the scholarship.

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

Family, Career and Community Leaders of America (FCCLA)

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

National FCCLA National competition:

First Place – Full Tuition Scholarship for Associates program valued at $40,000

National FCCLA Student Member Scholarship

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

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

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

• Competition Scholarship recipients must enroll and begin the program of study within one calendar year from the date of the competition. Failure to do so will void the scholarship.

• Recipients must complete the standard application process and enroll in an associate level program at the Le Cordon Bleu United States Campus of his or her choice and meet all admissions and eligibility requirements thereof.

• Recipients must maintain Satisfactory Academic Progress (SAP) as outlined in the catalog to remain eligible for the scholarship.

• The scholarship is awarded over the length of the program. The scholarship funds will be distributed evenly across the student’s anticipated enrollment, with equal amounts being applied to each payment period.

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

• If the FCCLA Competition scholarship is combined with other federal, state or institutional aid resources, the scholarship/grant cannot exceed the student’s cost to attend school. These Scholarships will not, in whole or in part, be awarded to the student as a cash payment.

• Student member essay contest scholarships may not be combined with competition scholarships.

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

SKILLS USA

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

National Skills USA Student Member Scholarship

$2,000 Scholarship – Application, essay and proof of membership in the national student organization are required. The essay should be attached to the application and explain how the applicant will benefit from the scholarship award.
Program Conditions and Eligibility Criteria of the Skills USA Scholarships are as follows:

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

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

General High School Scholarship (ASSET Testing) – LCB Atlanta Only

To be eligible, students must have a minimum 2.0 GPA, submit a recommendation from one teacher and be a high school senior in the Atlanta metropolitan area. Test Dates: Monthly from October through May. Call campus for details: (770) 938-4711. If students are not able to attend one of the Scholarship Day events, they can arrange to take the scholarship exam individually with the Enrollment Management Office. Testing must be completed prior to June 1st. The top scoring students from the Scholarship Tests (ASSET) will each receive a tuition scholarship valued at $1,500 for enrollment at Le Cordon Bleu College of Culinary Arts. In the event of a tie, the Le Cordon Bleu College of Culinary Arts Academic Management Team will interview the top scoring students to determine a winner. For 2014, $15,000 was budgeted for High School Scholarships (ASSET).

Criteria are as follows:

1. 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.
2. The scholarship award must be activated by starting school at Le Cordon Bleu College of Culinary Arts within a period of three starts following the announcement of scholarship recipients.
3. The names of scholarship recipients may be publicized and used in Le Cordon Bleu College of Culinary Arts informational publications.
4. All employees and immediate family members of Le Cordon Bleu College of Culinary Arts are not eligible to apply.
5. Prospective students of both programs at Le Cordon Bleu College of Culinary Arts are not eligible to apply.
6. In order to maintain eligibility the student must:
   a. Maintain full-time student status.
   b. Maintain satisfactory standards of academic progress throughout the program.
   c. Maintain attendance in good standing throughout the program.
7. In the event that the student withdraws from the program, the college refund policy will not apply to the scholarship, in that the student will not receive a refund if the credit balance is due to the scholarship award.

Le Cordon Bleu College of Culinary Arts in Scottsdale Tribal Funding

Le Cordon Bleu College of Culinary Arts is approved for Native American Tribal Funding. Please contact the student Financial Services Office for additional information.

AGENCY FUNDING

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

CANCELLATION POLICIES

For the Le Cordon Bleu campuses in: Atlanta, Las Vegas, Miami, Orlando, Scottsdale, St. Louis

Cancellation Policy

A Student who cancels the Enrollment Agreement within 3 business days (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) of the school’s receipt of the application and fee will receive a refund of all monies paid. Students who have not visited the College facility prior to enrollment will have the opportunity to withdraw without penalty within 3 business days following attendance at a regularly scheduled orientation or following a tour of the College facilities and inspection of equipment. A Student who cancels after 3 business days but prior to the Student’s first day of class attendance will receive a refund of all monies paid, except for the nonrefundable Application Fee. If the Enrollment Agreement is not accepted by College or if College cancels the Enrollment Agreement prior to the first day of class attendance, all monies, including the Application Fee, will be refunded. All requests for cancellation by the Student...
must be made in writing and mailed or hand delivered to the Director of Admissions.

**Le Cordon Bleu College of Culinary Arts in Los Angeles Sacramento and San Francisco,**

**Student’s Right to Cancel**
A student has the right to cancel their Enrollment Agreement, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. If this Agreement is not accepted by Le Cordon Bleu College of Culinary Arts or if the school cancels this Agreement prior to the first day of class attendance, all monies, including the application fee, will be refunded. All requests for cancellation by the student must be made in writing and mailed or hand delivered to the Director of Admissions at:

Le Cordon Bleu College of Culinary Arts in San Francisco
350 Rhode Island Street
San Francisco, CA 94103

Le Cordon Bleu College of Culinary Arts in Los Angeles
530 East Colorado Blvd.
Pasadena, CA 91101

Le Cordon Bleu College of Culinary Arts in Sacramento
2450 Del Paso Road
Sacramento, CA 95834

The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement. For written notice sent by mail to the mailing address listed on the front of the Enrollment Agreement, the postmark date shall be used to determine the cancellation date.

Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within seven (7) business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided. All monies paid by an applicant must be refunded if requested within three days after signing an enrollment agreement and making an initial payment. An applicant requesting cancellation more than seven days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus a $50 registration fee.

**REFUND POLICIES**

**For the Le Cordon Bleu campuses in:**
Atlanta, Las Vegas, Miami, Minneapolis/ St. Paul, Orlando, Scottsdale, St. Louis:

**Refund Policy**
After the last day of the add/drop period for each payment period no refunds or adjustments will be made to a student who drops individual classes but is otherwise enrolled at Le Cordon Bleu College of Culinary Arts. Refunds are made for a student who withdraws or is withdrawn from the College prior to the completion of his/her program and is based on the tuition billed for the payment period in which the student withdraws. For the purposes of calculating a refund, the payment period is defined as the period of enrollment in which tuition is billed. 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, equipment, and/or uniforms that have been issued are nonrefundable. 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 withdraws or is later dismissed for any reason. When a student withdraws from the institution, he/she must complete a student withdrawal form with the Director of Education. 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 College (for the Las Vegas campus, refunds must be made within 15 days of the notification of withdrawal). If a 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 later in the catalog which may increase the balance due to the College. If there is a balance due to the College 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 the College. Credit balances due to the Student of less than $1 (after all refunds have been made) will not be refunded to the Student/lender unless requested by the Student.

Refunds will be made to the student in accordance with the schedules set forth below, by campus:

**Atlanta: Refund Schedule**
- For a student completing no more than 5% of the payment period, the College will refund 95% of the tuition and fees.
- For a student completing more than 5%, but no more than 10% of the payment period, the College will refund 90% of the tuition and fees.
- For a student completing more than 10%, but no more than 25% of the payment period, the College will refund 75% of the tuition and fees.
- For a student completing more than 25%, but no more than 50% of the payment period, the College will refund 50% of the tuition and fees.
- There will be no refund after a student has completed more than 50% of the payment period.
Las Vegas: Refund Schedule
- Days completed are used to calculate % # of days to Last Date of Attendance/# of days in Payment Period = % complete Pro rata up to 60%

<table>
<thead>
<tr>
<th>If Withdrawal Occurs</th>
<th>Amount of Tuition to be Refunded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1-2</td>
<td>100%</td>
</tr>
<tr>
<td>Week 3-4</td>
<td>75%</td>
</tr>
<tr>
<td>Week 5-6</td>
<td>50%</td>
</tr>
<tr>
<td>Week 7-8</td>
<td>25%</td>
</tr>
<tr>
<td>Week 9-10</td>
<td>0%</td>
</tr>
</tbody>
</table>

Miami and Orlando: Refund Schedule
Refund based on Last Date of Attendance
Pro rata up to 75%

- 75%+ = 0% refund

Scottsdale: Refund Schedule

<table>
<thead>
<tr>
<th>1st Payment Period</th>
<th>Continuing Payment Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Week = 100%</td>
<td>1st Week = 90%</td>
</tr>
<tr>
<td>2-3 Weeks = 80%</td>
<td>2-3 Weeks = 80%</td>
</tr>
<tr>
<td>4th Week = 70%</td>
<td>4th Week = 70%</td>
</tr>
<tr>
<td>5-6 Weeks = 60%</td>
<td>5-6 Weeks = 60%</td>
</tr>
<tr>
<td>7th Week = 50%</td>
<td>7th Week = 50%</td>
</tr>
<tr>
<td>8-9 Weeks = 40%</td>
<td>8-9 Weeks = 40%</td>
</tr>
<tr>
<td>10+ Weeks = 0%</td>
<td>10+ Weeks = 0%</td>
</tr>
</tbody>
</table>

St. Louis: Refund Schedule
- Days completed are used to calculate %

<table>
<thead>
<tr>
<th>Days Completed</th>
<th>Amount of Tuition to be Refunded</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 10% Complete</td>
<td>90%</td>
</tr>
<tr>
<td>11% - 25% Complete</td>
<td>50%</td>
</tr>
<tr>
<td>26% - 50% Complete</td>
<td>25%</td>
</tr>
<tr>
<td>51% + Complete</td>
<td>0%</td>
</tr>
</tbody>
</table>

For the Le Cordon Bleu campuses in: Los Angeles, Sacramento, and San Francisco

Withdraw and Refund
After the last day of the add/drop period, no refunds or adjustments will be made to a student who drops individual classes but is otherwise enrolled at the College. Refunds will be calculated for students who withdraw or are withdrawn from the College prior to the completion of or at 60% or less of the payment period in which the student withdraws, according to the following formula: total days attended in the payment period divided by total days in the payment period multiplied by tuition for the term. If the student has completed more than 60% of the total days in the payment period, no refund is due. Refunds will be calculated for a student who withdraws or is withdrawn from the College prior to the completion of his or her program and is based on the tuition billed for the term in which the student withdraws. If a student withdraws from individual classes during the add/drop period, tuition charged will be reversed for those individual classes which were dropped. There are no individual course refunds, partial or in full, to any student who has withdrawn past the add/drop period.

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 beyond the student’s withdrawal will be refunded in full. Any books, equipment, software and/or uniforms that have been issued, as well as the Student Tuition Recovery Fund (STRF) fee, are nonrefundable. When a student withdraws from the College, he/she must complete a student withdrawal form with the Associate 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 College. If the student withdraws or is withdrawn prior to the end of the payment period, he/she is subject to the Return of Title IV Funds policy noted later in the catalog which may increase his/her balance due to the College.

If there is a balance due to the College 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 the College. For the purpose of determining a refund, a student shall be deemed to have withdrawn from the College when any of the following occurs:

a. The Student notifies the College of the student’s withdrawal or as of the date of the student’s withdrawal, whichever is later.

b. The College terminates the student’s enrollment for failure to maintain satisfactory academic progress; failure to abide by the rules and regulations of the College and/or failure to meet financial obligations to the College.

c. The student incurs 21 consecutive absences and does not communicate directly with the College (or meet attendance policy or leave of absence requirements as stated in the College’s catalog) regarding the nature of those absences. In this case, the date of withdrawal shall be deemed the last date of recorded attendance.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If any portion of tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining amount of refund will first be used to repay any student financial aid programs from which benefits were received, in proportion to the amount of the benefits received. Any remaining amount will be paid to the student. Refunds to loan and grant sources may create a balance due from the student to the College. If the student has received federal student financial aid fund, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. If the student receives financial aid and/or Veterans’ Educational Benefits, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

a. The federal or state government or a loan guarantee agency may take action against

b. The student is responsible for repaying the full amount of the loan.
the student, including applying any income tax refund to which you are entitled to reduce the balance owed on the loan.

b. The student may not be eligible for any other federal financial aid at another College or other government assistance until the loan is repaid.

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

Le Cordon Bleu College of Culinary Arts in Minneapolis/St. Paul Buyer’s Right to Cancel

Each student will be notified of acceptance/rejection in writing. In the event a student is rejected, all tuition, fees and other charges will be refunded. Notwithstanding anything to the contrary, if a student gives written notice of cancellation within five business days of the execution of the contract or day on which the student is accepted, then a complete refund is given regardless of whether the program has started. If a student gives a written notice of cancellation after five business days of the execution of the contract or day on which the student is accepted, but before the start of the program by Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul, then all tuition, fees and other charges, except 15 percent of the total cost of the program (15 percent not to exceed $50) shall be refunded to the student. If a student gives written notice of cancellation after the start of the period of instruction for which the student has been charged, but before completion of 75 percent of the period of instruction, then student is assessed a pro rata portion of tuition and fees will be determined by using the percentage of total number of days attended during the period and the total number of days in the period. Students who complete at least 75 percent of the program will not be entitled to refunds. Any monies due applicants or students will be refunded within 30 business days of cancellation, failure to appear on or before the first day of class, withdrawal or termination. If a student has financed all or part of the program with a third party or government funds, refunds will be paid or credited to the student’s account. Refund computations will be based on the last date of attendance. If students do not return following a leave of absence on the date indicated in the written request, refunds will be made within 30 days from the end of the leave of absence. There are no refunds on books and/or supplies provided to the student, or fees charged for any student who starts classes at the College and then later withdraws or is dismissed from the institution.

Refund Policy for Wisconsin Residents

Refund Policy for Wisconsin Residents attending Le Cordon Bleu College of Culinary Arts in Minneapolis/St. Paul

After the last day of the add drop period for each term, as stated in the academic calendar, no refunds or adjustments will be made to a student who drops individual classes but is otherwise enrolled at the College. Refunds are made for a student who withdraws or is withdrawn from the College prior to the completion of his/her program and is based on the tuition billed for the term in which the Student withdraws. Refunds will be based on the total charge incurred by the Student at the time of withdrawal, not the amount the Student has actually paid. Tuition and fees attributable to any term beyond the term of withdrawal will be refunded in full. Any books, supplies and/or equipment that has been purchased at the campus bookstore may be returned for a refund if they are returned in unused condition and returned within 20 days of the last date of attendance. Le Cordon Bleu will honor any notice of withdrawal that includes but is not limited to completing a student withdrawal form with the Registrar, other written notice, or verbally communicating the student’s intent to withdraw. The date from which refunds will be determined is the last date of recorded attendance. Refunds will be made within 30 calendar days of the notification of an official withdrawal or date of determination of withdrawal by the institution. I understand that if I withdraw or am withdrawn prior to the end of the term, I am subject to the Return of Title IV Funds policy noted below which may increase my balance due to the College. If there is a balance due to the College 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 the College. 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.

- During the first ten percent (10%) of the quarter, the institution shall refund ninety percent (90%) of the tuition.
- After ten percent (10%) of the quarter and up to and including twenty percent (20%), the institution will refund eighty percent (80%) of the tuition.
- After twenty percent (20%) of the quarter and up to and including thirty percent (30%), the institution will refund seventy percent (70%) of the tuition.
- After thirty percent (30%) of the quarter and up to and including forty percent (40%), the institution will refund sixty percent (60%) of the tuition.
Cancellation/Refund Policy
Le Cordon Bleu College of Culinary Arts is required by Oregon and Washington law to use and provide to our students the following policies regarding refunds and cancellation:

1. If an applicant is not accepted, all monies paid by the applicant will be refunded.
2. An applicant or student may terminate enrollment by giving written notice to the school.
3. If termination occurs within five (5) business days of enrollment and prior to student attendance, all monies paid shall be refunded less any direct charges for books and supplies not returned or returnable to Le Cordon Bleu College of Culinary Arts. If termination occurs after five (5) business days of enrollment and prior to student attendance all monies paid shall be refunded with the exception of the application fee and less any direct charges for books and supplies not returned or returnable to Le Cordon Bleu College of Culinary Arts.
4. Students who have not visited the school can withdraw without penalty within three (3) days of:
   a. Regularly scheduled orientation, or
   b. A tour of the facilities and equipment.
5. In the event that a student shall terminate his/her attendance prior to his/her scheduled completion date, the student shall in no case be obligated for more tuition payments than listed in this section. The policy shall apply to all terminations, for any reason, by either party. In all cases the refund will be calculated from the last date of attendance.

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

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

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.

Refunds will be made to the student in accordance with the schedules set forth below:

Portland: Refund Schedule
Based on days attended in the payment period.
Pro-rata refund up to the mid-point of the payment period

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Table of Amounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>10%</td>
<td>$1200.00</td>
</tr>
<tr>
<td>25%</td>
<td>$1800.00</td>
</tr>
<tr>
<td>50%</td>
<td>$2400.00</td>
</tr>
<tr>
<td>100%</td>
<td>$3000.00</td>
</tr>
</tbody>
</table>

Refund Policy for Iowa and Alabama Residents Only
In the event that a student withdraws or is dismissed from all classes during the quarter, a pro rata refund will be made on all unearned tuition which will be based on the student’s last date of recorded attendance, divided by the total days in the University’s quarter.

Hypothetical Refund Example: At the time of the last day of recorded attendance, the student has been charged $3,000 in tuition for the quarter, and has attended 28 of the total 70 days (42 days remaining in the quarter).
Tuition charges will be reduced by $1,800 (42/70 times $3000). The student is responsible for $1200.

Refund Policy for Maryland Residents only
First term students who have not previously earned 24 semesters hours or equivalent and drop within the first two weeks of their first term will receive a 100% refund of tuition.

Refund Policy for Wisconsin Residents only
Refunds are made for students who withdraw or are withdrawn from the College prior to the completion of their program and are based on the tuition billed for the payment period in which the student withdraws. A payment period will vary in length based on the program. Please see your Financial Aid Office for details.

Refunds will be based on the total charge incurred by the Student at the time of
c. After beginning of training, the registration fee, plus 10% of the total tuition until student completes 10% of the assignment.
d. After completing 10% of the assignments, but prior to completing 25% of the assignments, the registration fee plus 25% of the total tuition.
e. After completing 25% of the assignments but prior to completing 50% of the assignments, the registration fee plus 50% of the total tuition.
f. After completing 50% of assignments, but prior to completing 75% of the assignments, the registration fee plus 75% of total tuition.
g. After completing 75% of assignments, the student is responsible for total tuition.
h. The contract shall state a length of time for a student to complete his course of study. If a student does not cancel by the end of such time, he is responsible for his total tuition.
i. The institution will make a proper refund, within thirty-one (31) days of the student’s request for cancellation.
j. If the student has paid tuition extending over twelve (12) months all such charges shall be refunded.

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.

The U.S. Department of Education regulations indicate that it is not sufficient for a student to simply log in to an on-line class to demonstrate ‘academic attendance and thus trigger either initial attendance and financial aid eligibility or an LDA (Last Date of Attendance) for purposes of R2T4 (Return of Title IV Aid) calculations. On-line programs must use very specific means to document that a student participated in class or was otherwise engaged in an academically-related activity, such as; submit an assignment, take a quiz, contribute to an on-line discussion and in some cases post to an on-line gallery. For R2T4 purposes in a term based program with modules, a student is considered to have withdrawn, IF they do not complete all of the days they were scheduled to complete in the payment period or period of enrollment.

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. A school must always return any unearned Title IV funds it is responsible for returning within 45 days of the date the school determined the student withdrew or was dismissed.

Upon withdrawal, all unearned Title IV financial aid funds disbursed for the payment period or period of enrollment must be returned to the Department of Education in the following order:

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

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

WITHDRAWAL DATE
The withdrawal date used to determine when the student is no longer enrolled at Le Cordon Bleu College of Culinary Arts is the date indicated in written communication by the student to the Admissions 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.

STUDENT TUITION RECOVERY FUND (STRF) DISCLOSURES

For the Le Cordon Bleu campuses in: Los Angeles, Sacramento and San Francisco
You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:
1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:
1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

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

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:
1. The school closed before the course of instruction was completed.
2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act. However, no claim can be paid to any student without a social security number or a taxpayer identification number.
ACADEMIC INFORMATION

DEFINITION OF A GRADING PERIOD
A grading period is defined as one (1)-six week module.

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

DEFINITION OF A CREDIT HOUR
The institution awards quarter credit hours to reflect the successful completion of predetermined 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.

ENROLLMENT STATUS
To be consistent with the U.S. Department of Education guidelines, Le Cordon Bleu College of Culinary Arts has defined a full-time student as someone enrolled in 36 Quarter Credit hours per academic year. A student’s enrollment status for a term or payment period is based on the Quarter Credit hours enrolled in the term or payment period divided by the number of Quarter Credit hours required for full-time status in the term or payment period.

TRANSFER OF CREDIT TO LE CORDON BLEU
Students who previously attended an accredited College or University recognized by the U.S. Department of Education may be granted transfer credit, at the sole discretion of Le Cordon Bleu College of Culinary Arts. Courses taken at the previous institution must be determined by Le Cordon Bleu College of Culinary Arts to be sufficiently equivalent to courses offered at Le Cordon Bleu College of Culinary Arts. In addition, Le Cordon Bleu College of Culinary Arts must determine that those courses are applicable to their program of study at Le Cordon Bleu College of Culinary Arts. Only courses in which the student earned a grade of ‘C’ or above will be considered for transfer. Students seeking to transfer credit are responsible for having official transcripts forwarded to Le Cordon Bleu College of Culinary Arts for review. Students may also be required to submit a school catalog. Students must petition for transfer credit with the Associate Registrar as soon as possible after admission. It is recommended that all prior coursework be submitted prior to matriculation, but no later than prior to externship. Students who receive transfer credit will have the program tuition charge pro-rated based upon the remaining number of credits the student must earn in order to graduate. The Business Office will make the appropriate tuition adjustment. LCB does not offer experiential credit.

TRANSFER OF CREDIT TO OTHER SCHOOLS
Le Cordon Bleu College of Culinary Arts does not imply or guarantee that credits completed at Le Cordon Bleu College 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 College of Culinary Arts. Students seeking to transfer credits earned at Le Cordon Bleu College of Culinary Arts to another institution should contact the other institution to which they seek admission to inquire as to that institution’s policies on credit transfer.

For the Le Cordon Bleu Campuses in:
Los Angeles, San Francisco, and Sacramento Notice Concerning Transferability of Credits and Credentials Earned at our Institution
The transferability of credits you earn at Le Cordon Bleu College of Culinary Arts is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma or certificate you earn in your program listed on page one of the Enrollment Agreement is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree, diploma
or certificate that you earn at Le Cordon Bleu College of Culinary Arts are not accepted at the institution to which you seek to transfer; you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Le Cordon Bleu College of Culinary Arts to determine if your credits, degree, diploma or certificate will transfer.

**For the Le Cordon Bleu campuses in:**

**Los Angeles, Sacramento, and San Francisco**

**Transfer of Credit to Le Cordon Bleu College 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 College of Culinary Arts. Courses taken at the previous institution must be determined by or Le Cordon Bleu College of Culinary Arts to be sufficiently equivalent to courses offered at Le Cordon Bleu College of Culinary Arts. In addition, Le Cordon Bleu College of Culinary Arts must determine that those courses are applicable to their program of study at Le Cordon Bleu College of Culinary Arts. Only courses in which the student earned a grade of C or above will be considered for transfer. Students seeking to transfer credit are responsible for having official transcripts forwarded to or Le Cordon Bleu College of Culinary Arts for review. Students may also be required to submit a school catalog.

Students must petition for transfer credit with the Associate Registrar as soon as possible after admission. It is recommended that all prior coursework be submitted prior to matriculation, but no later than the end of registration for the student’s first block of study.

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

**RESIDENCY**

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

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

**Le Cordon Bleu College of Culinary Arts in Scottsdale Attendance – Distance Education Programs**

Regular attendance is not only an essential ingredient for academic achievement, but is also a fundamental building block for success while in the online environment. The programs are accelerated and information missed may directly affect the student’s grades. A student is encouraged to attend within the first three days of the start of a module. Thereafter the student must regularly participate in class by engaging in an academically-related activity, such as contributing to an online discussion or submitting an assignment. Students must log into each of their classes at a minimum of once per week. Students who do not achieve satisfactory attendance may earn a failing grade on their transcripts and may be required to repeat the course. Students who have been absent from all their scheduled classes for more than 21 consecutive calendar days, not including scheduled holidays or breaks, and/or students who officially withdraw from all current courses will be administratively withdrawn from the college.

**For the Le Cordon Bleu campuses in:**

**Atlanta, Las Vegas, Los Angeles, Miami, Minneapolis/St. Paul, Orlando, Portland, Sacramento, San Francisco, Scottsdale, Seattle, St. Louis**

**Make-up Policy**

Le Cordon Bleu College of Culinary Arts encourages every student to attend all educational activities. If a student is unable to attend scheduled activities for any reason the following policy applies: with Lead Instructor or Executive Chef Approval it is at the discretion of the instructor; to give the original work or any modified work for any missed projects, practical work, or exams. The scheduling of the make-up work is at the discretion of the instructor based on his/ her availability. It is the student’s responsibility to seek out the instructor to make up missed work. Excused absences are those that are documented cases of jury duty, illness, family medical care, military duty. “Documented” means the student must produce documentation—a jury duty summons, doctor’s note or copy of military orders.

- Students with an-excused absences resulting in a missed quiz, test, practical or oral presentation will be given the opportunity to take a make-up version of the assignment/s at the instructor’s earliest convenience for up to 100% of the possible points. Students with an un-excused absences resulting in a missed quiz, practical or oral presentation will be
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) and, 'W' (withdrawn are counted as hours attempted, but are not counted as hours successfully completed). Students who wish to withdraw from a course at any time need to fill out a Course Withdrawal Form available in the Registrar’s office. Courses the student officially drops during the add/drop period will have no record of the course on their transcript.

A ‘W’ Grade indicates that a student has been withdrawn from a course. Students who withdraw from a course during the add/drop period will be unregistered from the course. Students who withdraw from a course after the add/drop period (the add/drop period of each module is five (5) business days) but before the last calendar week of the scheduled course will receive a grade of ‘W’. Students who withdraw during the last scheduled calendar week of the class, and have a date of attendance (LDA) for the class during the last calendar week of the scheduled course, will receive the grade earned calculated as a final grade. A Course Withdrawal Form or Withdrawal Routing Spreadsheet is completed by campus officials when awarding ‘W’ Grades.

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

The student must repeat any required course in which a grade of ‘F’ or ‘W’ is received. Students will only be allowed to repeat courses in which they received a ‘D’ or below, if their CGPA is <2.0 before going out on Externship or <2.0 by the time they complete the program and cannot graduate, or with Director of Education Approval. In the case of a ‘D’ or ‘F’, the better of the two grades is calculated into the CGPA. The lower grade will include a double asterisk indicating that the course has been repeated. Both original and repeated credits will be counted as attempted credits in rate of progress calculations. Federal financial aid may only be used for one repeat of a previously passed course.

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

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

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

‘TC’ and ‘PR’ credits are included in the maximum time frame in which to complete and the rate of progress calculation, but are not counted in the CGPA.
PROFICIENCY CREDIT

Proficiency credit, recorded as 'PR' on the transcript, may be granted in certain core courses if the student has completed previous coursework at another Le Cordon Bleu International location at the sole discretion of Le Cordon Bleu College of Culinary Arts. Courses taken at the previous institution must be determined by Le Cordon Bleu College of Culinary Arts to be sufficiently equivalent to courses offered at Le Cordon Bleu College of Culinary Arts. Students should submit documentation of previous coursework to the Associate Registrar for evaluation prior to the end of the first academic module.

NATIONAL PROFICIENCY EXAMS

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

AUDITING A COURSE

If space permits, a graduate may audit any course within his/her program of study. With consent from the Director of Education, current students may audit a class outside of their program of study if space permits and if taken concurrently with a program course. Students auditing courses are expected to fully participate in the course and class attendance is required. Tuition for auditing a course is waived for graduates of the College. Current students taking a course outside of their program will pay tuition at the current rate for the course they audit. Enrolled students taking the course as a prerequisite for matriculation to a program will be subject to the grading scale for the course and will be subject to tuition at the current rate for the course they are auditing. 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.

GRADE SCALE AND STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

<table>
<thead>
<tr>
<th>Letter Code</th>
<th>Description</th>
<th>Included in Credits Earned</th>
<th>Included in Credits Attempted</th>
<th>Included in CGPA</th>
<th>Quality Points</th>
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</thead>
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<td>Yes</td>
<td>Yes</td>
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</tr>
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<td>B</td>
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<td>Yes</td>
<td>Yes</td>
<td>3.00</td>
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<tr>
<td>C</td>
<td>C</td>
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<td>Yes</td>
<td>Yes</td>
<td>2.00</td>
</tr>
<tr>
<td>D</td>
<td>D</td>
<td>Yes</td>
<td>Yes</td>
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<td>Yes</td>
<td>No</td>
<td>0.00</td>
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<tr>
<td>I</td>
<td>Incomplete</td>
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<td>Yes</td>
<td>No</td>
<td>n/a</td>
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<tr>
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<td>Withdrawn</td>
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<td>No</td>
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<tr>
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<td>Audit</td>
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<td>No</td>
<td>No</td>
<td>n/a</td>
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<tr>
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<td>Pass</td>
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<td>Yes</td>
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<tr>
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<td>Transfer</td>
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<td>Yes</td>
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<tr>
<td>PR</td>
<td>Proficiency Credit</td>
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<td>n/a</td>
</tr>
<tr>
<td>L</td>
<td>Leave of Absence</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>n/a</td>
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</tbody>
</table>

Auditing a Course – For LCB Scottsdale Online

If space permits, a graduate may audit any course within his/her program of study. With consent from the Director of Education, current students may audit a class outside of their program of study if space permits and if taken concurrently with a program course. Students auditing courses are expected to fully participate in the course and class attendance is required. Tuition for auditing a course is waived for graduates of the College. Current students taking a course outside of their program will pay tuition at the current rate for the course they audit. Enrolled students taking the course as a prerequisite for matriculation to a program will be subject to the grading scale for the course and will be subject to tuition at the current rate for the course they are auditing. 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.

Non-Degree Seeking Students – For LCB Scottsdale Online

In select cases as allowed by Le Cordon Bleu College of Culinary Arts, a graduate or enrolled student may be allowed to take a course outside of a program of study subject to space and prerequisite allowances. A student enrolled outside of a specific program is considered to be a non-degree seeking student. Non-degree seeking students are subject to campus policies and attendance is required. Students auditing a course as graduates or current students are subject to audit restrictions described in the catalog. Enrolled students taking the course as a prerequisite for matriculation to a program will be subject to the grading scale for the course and will be subject to tuition at the current rate for the course they are auditing. Students or graduates may be required to purchase tools, textbooks, uniforms, etc. for the audited course. Financial aid is not applicable. Students
auditing a course are subject to the “Auditing a Course” section described in the catalog and courses students audit will be reflected with an ‘AU’ grade on the transcript. Otherwise, non-degree seeking students may be awarded course credit and a letter grade on the transcript.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)
All students must maintain satisfactory academic progress in order to remain enrolled at the school. Additionally, satisfactory academic progress must be maintained in order to maintain eligibility to receive financial assistance (e.g., federal and state aid). Satisfactory academic progress is determined by measuring the student’s cumulative grade point average (CGPA) and the student’s rate of progress toward completion of the academic program at the end of each grading period. A grading period is defined as one six week module. These are outlined below. Both the CGPA and ROP standards must be met in order to be considered making satisfactory academic performance.

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

RATE OF PROGRESS (ROP) TOWARD COMPLETION REQUIREMENTS
In addition to the CGPA requirements, a student must maintain the minimum rate of progress percentage requirement in order to be considered to be making satisfactory academic progress. The rate of progress percentage is calculated by dividing the credits earned by the credits attempted.

Credits attempted are defined as those credits required in the students program of study including credits that were transferred from other approved institutions and proficiency credits earned. As with the determination of CGPA, the completion requirements will be reviewed at the end of each grading period after grades have been posted to determine if the student is progressing satisfactorily.

MAXIMUM TIME IN WHICH TO COMPLETE
A student is not allowed to attempt more than 1.5 times, or 150%, of the number of credits in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum timeframe.
HOW TRANSFER CREDIT AND CHANGE OF PROGRAM AFFECT SAP

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

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

WARNING AND PROBATIONARY PERIODS

At the end of each 12-week block, after grades have been posted, each student’s CGPA and rate of progress is reviewed to determine whether the student is meeting the above requirements.

- A student will be placed on FA Warning immediately after the first block in which the CGPA or the rate of progress falls below the values specified in the tables above. At the end of the next block, the student will be removed from FA Warning and returned to SAP Met Status if the minimum standards are met or exceeded.

- A student who continues to fall below the specified values will be required to successfully appeal in order to maintain eligibility for financial assistance under a FA Probation status.

- A student who successfully appeals and is on FA Probation will be evaluated at the end of the second block of monitoring.

- A student who meets or exceeds the minimum standards will be removed from FA Probation and returned to a SAP Met status. If the minimum CGPA and rate of progress requirements are not met at the time of evaluation; the student will be placed of FA Dismissal Status and will be dismissed from school unless terms of the academic plan are met.

- Students enrolled in a program of more than two academic years, and receiving federal financial aid, must meet the CGPA standards at the end of the second year. Students who are unable to meet this standard will no longer be eligible for financial aid, may not be placed on probation, and must be dismissed, unless the student wishes to continue without being eligible for federal financial aid. A student not meeting the CGPA standards at the end of the second year may remain as an enrolled student who is eligible for federal financial aid if there are documented mitigating circumstances.

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 dismissals for non-academic reasons. A tuition refund may be due in accordance with the institution’s stated refund policy.

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

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

APPEAL

A student who has been placed on FA Probation may appeal the determination if special or mitigating circumstances exist. Any appeal must be in writing and must be submitted to the Academic Review Committee within 5 days of receiving notification of his/her dismissal. The student must explain what type of circumstances contributed to the academic problem and what action is being implemented to overcome the mitigating circumstance in the future. The decision of the Academic Review 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, will be charged tuition consistent with the existing published rate, and financial aid may be available to those who qualify.

ADD/DROP PERIOD - GROUND CAMPUSES
Within the add/drop period students are allowed to make modifications to their schedules without incurring any academic or financial penalty. The add/drop period of each module is five (5) business days.

ADD/DROP PERIOD - ONLINE PROGRAMS
During the start of each session, students are allowed to make modifications to their schedules without incurring any academic or financial penalty. Students may add courses through the fourth day or drop courses through the seventh day. No record of the dropped course(s) will be recorded on the transcript. Requests to drop or add a course during scheduled office hours may be facilitated in person or via e-mail or voicemail with the Registrar’s Office. Requests outside of regularly scheduled office hours must be submitted via e-mail or voicemail to the Associate Registrar. Lack of attendance does not constitute a dropped course. Nonattendance in a course, by the end of the add/drop period, may result in the student being unregistered from the course. Any change in enrollment status may impact financial aid eligibility. Students are responsible for coursework missed during the add/drop period.

GRADUATION REQUIREMENTS
To graduate, a student must have earned a minimum of a 2.0 cumulative grade point average and must have successfully completed all required credits within the maximum credits that may be attempted. Students must also be current on all financial obligations to receive official transcripts.

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

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

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

The following indicates the various block honors categories and their requirements:

<table>
<thead>
<tr>
<th>President’s List</th>
<th>4.00</th>
<th>Block GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honor Roll</td>
<td>3.50 – 3.99</td>
<td>Block GPA</td>
</tr>
</tbody>
</table>

Graduation Honors
A graduate from a baccalaureate program who has a cumulative grade point average (CGPA) of at least 3.50 is eligible to receive Latin Honors:

| Summa Cum Laude | 3.90 – 4.00 | CGPA |

Magna Cum Laude 3.70 – 3.89 CGPA
Cum Laude 3.50 – 3.69 CGPA

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

| High Honors     | 3.75 – 4.00 | CGPA |
| Honors          | 3.50 – 3.74 | CGPA |

GRADUATION DOCUMENTS
For Le Cordon Bleu College of Culinary Arts In: Minneapolis/St. Paul, Sacramento, Seattle, St. Louis
Le Cordon Bleu Diplôme in Culinary Arts
Le Cordon Bleu Diplôme in Pâtisserie and Baking

Associate of Applied Science Degree in Le Cordon Bleu Culinary Arts
Associate of Applied Science Degree in Le Cordon Bleu Pâtisserie and Baking

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

For Le Cordon Bleu College of Culinary Arts In: Atlanta, Las Vegas
Le Cordon Bleu Diplôme in Culinary Arts
Le Cordon Bleu Diplôme in Pâtisserie and Baking

Associate of Occupational Science Degree in Le Cordon Bleu Culinary Arts
Associate of Occupational Science Degree in Le Cordon Bleu Pâtisserie and Baking

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

For Le Cordon Bleu College of Culinary Arts In: Los Angeles
Le Cordon Bleu Diplôme in Culinary Arts
Le Cordon Bleu Diplôme in Pâtisserie and Baking

Associate of Occupational Studies Degree
in Le Cordon Bleu Culinary Arts
Associate of Occupational Studies Degree in Le Cordon Bleu Pâtisserie and Baking
Diploma in Le Cordon Bleu Culinary Arts
Diploma in Le Cordon Bleu Pâtisserie and Baking
Diploma in Le Cordon Bleu Wine & Beverage

For Le Cordon Bleu College of Culinary Arts
In: Miami, Orlando
Le Cordon Bleu Diplôme in Culinary Arts
Le Cordon Bleu Diplôme in Pâtisserie and Baking
Associate in Science Degree in Le Cordon Bleu Culinary Arts
Associate in Science Degree in Le Cordon Bleu Pâtisserie and Baking
Diploma in Le Cordon Bleu Culinary Arts
Diploma in Le Cordon Bleu Pâtisserie and Baking

For Le Cordon Bleu College of Culinary Arts
In: Scottsdale
Le Cordon Bleu Diplôme in Culinary Arts
Le Cordon Bleu Diplôme in Pâtisserie and Baking
Le Cordon Bleu Diplôme in Hospitality & Restaurant Management
Bachelor of Arts Degree in Le Cordon Bleu Culinary Management
Associate of Occupational Studies Degree in Le Cordon Bleu Culinary Arts
Associate of Occupational Studies Degree in Pâtisserie & Baking
Associate of Occupational Studies Degree in Le Cordon Bleu Culinary Operations
Associate of Occupational Studies Degree in Le Cordon Bleu Hospitality & Restaurant Management
Certificate in Le Cordon Bleu Culinary Arts
Certificate in Le Cordon Bleu Pâtisserie

For Le Cordon Bleu College of Culinary Arts
In: Portland, San Francisco
Le Cordon Bleu Diplôme in Culinary Arts
Le Cordon Bleu Diplôme in Pâtisserie and Baking
Associate of Occupational Studies Degree in Le Cordon Bleu Culinary Arts
Associate of Occupational Studies Degree in Le Cordon Bleu Pâtisserie and Baking
Certificate in Le Cordon Bleu Culinary Arts
Certificate in Le Cordon Bleu Pâtisserie and Baking

For the Le Cordon Bleu campuses in:
Atlanta, Los Angeles, Minneapolis/St. Paul, Portland, Sacramento, Seattle and St. Louis:

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

Leave of Absence Conditions
A student may be eligible for a Leave of Absence if one of the following conditions applies:
• Medical Leave (including pregnancy)
• Family Care (childcare issues, loss of family member, or medical care of family)
• Military Duty
• Jury Duty

The following requirements apply:
A student may be granted a Leave of Absence (LOA) if:
• A signed LOA request that includes the reason for the request is submitted in writing within 5 calendar days of the student’s last date of attendance.
• If extenuating circumstances prevent the student from providing a written request within 5 calendar days of the student’s last day of attendance, the institution may still be able to grant the student’s request. A signed LOA request must be provided by the last day in the school’s attendance policy (see attendance policy section) along with documentation explaining the extenuating circumstance(s) that prevented submitting the request within 5 calendar days of the last date of attendance. Extenuating circumstances are typically unexpected events, such as premature delivery of a child, illness, a medical condition that deteriorates, an accident or injury or a sudden change in childcare arrangements. Students may request multiple LOAs, but the total number of days the student remains on LOA may not exceed 180 days during a consecutive 12-month time frame.

• There may be limitations on LOA eligibility for a student enrolled in term-based programs due to scheduling requirements associated with the student’s return to school.
• The student must have successfully completed a minimum of one grading period before being eligible to apply for a LOA. One grading period is defined as 6 weeks.
• Prior to applying for an LOA, the student must have completed his or her most recent grading period and received an academic grade or grades (‘A’-‘F’) for that grading period.

Failure to return from an approved leave of absence or failure to return within the 180 day timeframe will result in the student being administratively withdrawn from the school and may have an impact on the financial aid a student receives, loan repayment and exhaustion of the loan grace period. A student in an LOA status will not receive further financial aid disbursements (if eligible) until returning to active status. Contact the financial aid office for more information about the impact of a LOA on financial aid.
For the Le Cordon Bleu campuses in: Las Vegas, Miami, Orlando, San Francisco, and Scottsdale:

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

**Leave of Absence Conditions**
The following conditions may qualify a student for a leave of absence:

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

The following requirements apply:

A student may be granted a Leave of Absence (LOA) if he or she meets the following requirements:

- A written LOA request, which includes the reason for the request, is submitted in writing within 5 calendar days of the student’s last day of attendance.
- A student may request multiple LOAs, but the total number of days the student remains on LOA may not exceed 180 days during a consecutive 12-month time frame.
- There may be limitations on LOA eligibility for students enrolled in term-based programs due to regulatory requirements associated with scheduling the student’s returns.
- The student must have successfully completed a minimum of one grading period before being eligible to apply for a LOA. One grading period is defined as 6 weeks.
- A student must have completed his or her most recent quarter and received an academic grade or grades (‘A’-’F’) for that quarter.

Failure to return from an approved leave of absence, or failure to return within the 180 day timeframe will result in the student being administratively withdrawn from the school, may have an impact on his or her federal student aid, loan repayment and exhaustion of the loan grace period. Students in an LOA status will not receive further financial aid disbursements (if eligible) until returning to active status. Contact the financial aid office for more information about the impact of a LOA on financial aid.
STUDENT SERVICES INFORMATION

ACADEMIC ASSISTANCE
Students seek help and advice during their education for many reasons. At Le Cordon Bleu College of Culinary Arts, the student comes first. Every effort is made to develop a relationship with the student body so individuals feel comfortable in requesting and receiving assistance. The Director of Education is responsible for providing academic assistance and should be consulted when assistance is desired. Referrals to outside agencies may also be provided as needed. The administrative staff and the faculty are also available for advising assistance.

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

Students enrolled in Le Cordon Bleu College of Culinary Arts have many opportunities for part-time employment while they pursue their studies. It is important to note that this assistance is available to all students who make satisfactory academic progress. The Director of Career Services is the liaison between students and employers, serving the students by promoting Le Cordon Bleu College of Culinary Arts to prospective employers. These employers are assisted by the referral of qualified candidates from Le Cordon Bleu College of Culinary Arts. The graduate employment assistance process intensifies as students near graduation. The Admissions Representatives assist students with resume writing, interviewing skills and professional networking techniques. Students may interview both on and off campus, until they have secured an appropriate position.

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

Examples of assistance may include, but are not limited to contacting employers to inquire what specific skills and experience levels they are seeking, what specific job duties and schedule requirements are expected, and preferred methods of contact from the potential employee. Career Service staff will conduct a series of in class presentations on career skills topics such as resume writing, job searching techniques, and interview skills. Additionally, Career Services staff will meet with students to ascertain skill levels and learn about initial expectations the student has for employment. The information collected is used to assist the Career Services Director and staff to help facilitate connections between students and potential employers. Le Cordon Bleu College of Culinary Arts cannot guarantee employment or salary.

For the Le Cordon Bleu campuses in: Los Angeles, Sacramento and San Francisco School Performance Fact Sheet
Completion and Graduate employment rates, or our “School Performance Fact Sheet”, are distributed to students at the time of enrollment. All backup data to substantiate these rates is available for review in the Associate Registrar’s Office and Career Services office.

EMPLOYMENT DISCLOSURE (ONLY FOR SCHOOLS WITH SPANISH-SPEAKING PROGRAMS)
Le Cordon Bleu College of Culinary Arts will provide career services assistance to its graduates but cannot guarantee job or externship placement, employment or salary. Graduates of any Le Cordon Bleu Spanish-speaking programs who are not fluent in English will likely encounter more difficulty finding employment and an externship, and/or have other employment limitations due to the fact that most businesses require fluency in the English language.

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

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

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

The “virtual” collection is carefully selected to support students as they advance through their programs of study and 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.

To access the Cybrary students may log on to their My Campus portal and access the Library Link. On this library page are links to all virtual resources as well as the information of the online librarian and a Live Chat link. Hours of operation for these services are available on the Library page of the My Campus Portal. The Cybrary is available online 24 hours per day 7 days per week. If students need assistance with their My Campus user name and password log in information they may contact the local My campus Portal Administrator at their campus or online Technical Support at portalsupport@careered.com or call (800) 840-8968.

Library/Resource Center
Le Cordon Bleu College of Culinary Arts maintains a Library and Resource Center ("LRC") at the campuses which contain computers for students to access the Cybrary. The LRC is available to all students in full uniform during posted hours. The Le Cordon Bleu College of Culinary Arts campus library provides materials to support the 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 during posted hours.

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

Housing and Transportation For the Le Cordon Bleu campuses in: Atlanta, Las Vegas, Miami, Minneapolis/St. Paul, Orlando, Portland, Scottsdale, Seattle, St. Louis
Le Cordon Bleu College of Culinary Arts does not provide on-campus housing, but does assist students with information on area housing.

Le Cordon Bleu College of Culinary Arts in Los Angeles
Le Cordon Bleu College of Culinary Arts does not provide dormitory housing or formal housing assistance. Le Cordon Bleu College of Culinary Arts networks with local property management companies that assist students in finding adequate, affordable housing. The student is responsible for the signing of his/her lease, paying all deposits, monthly lease payments and utilities, if required. The school does not assume responsibility for student housing.

Le Cordon Bleu College of Culinary Arts in Sacramento
Le Cordon Bleu College of Culinary Arts does not assume responsibility for student housing, does not have dormitory facilities under its control, and does not offer student housing assistance.

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

STUDENT ORIENTATION
Prior to beginning classes at Le Cordon Bleu College of Culinary Arts, all new students attend an orientation program, ORI101. Orientation facilitates a successful transition into Le Cordon Bleu College of Culinary Arts. New students are required to attend regardless of their prior college experience. At orientation, students are acquainted with the campus, the administrative staff, the faculty and their peers. The directors of the administrative departments explain the ways in which they assist students and clarify students’ rights and responsibilities.

STUDENT PORTAL
The student portal is a secure website that allows a student access to his or her information including schedule, grades, account balance and activity, school events, school contact information, and much more. Le Cordon Bleu College 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 College of Culinary Arts, students will be issued a Student Number that can be used to gain access to the student portal.

STUDENT RECORD RETENTION
Le Cordon Bleu College of Culinary Arts maintains student records at the campus for a minimum of five (5) years. Le Cordon Bleu College of Culinary Arts student transcripts are retained indefinitely.
TRANSCRIPTS
An official transcript is maintained for each student. The transcript provides a complete record of all course grades and credits earned. Le Cordon Bleu College of Culinary Arts will supply official transcripts to whomever the student or graduate designates.

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

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

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

UNIFORM POLICY
The uniform policy can be found in the Le Cordon Bleu College of Culinary Arts. The Student Handbook is distributed to students upon admission to the school.

COURSE MATERIALS RETURN POLICY FOR DISTANCE EDUCATION PROGRAMS
Credit will be issued for return of course materials only under the following circumstances:

- The materials being returned must be in original shrink wrapping or unopened with tamper resistant seals intact; and
- The materials being returned must be undamaged, unmarked and in saleable condition; and
- The Return Merchandise Authorization (RMA) number must be included with the return; and
- The materials being returned must have been shipped by Words of Wisdom (WOW), be for the current session only and either be related to a class from which the student has formally withdrawn or have been refused by student or returned to WOW by the carrier; and
- RMA must be requested from WOW Customer Service by student within seven (7) calendar days of the current session start (unless returned by carrier).

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

Course LCBC105 – The NEHA Exam and preparation in this course meets state requirements. Students must pass the NEHA test offered during LCBC105 to receive their California Food Handler Card at additional costs through an agency outside of Le Cordon Bleu College of Culinary Arts.

Le Cordon Bleu College of Culinary Arts in Scottsdale Food Handlers Card
It is strongly encouraged that all students obtain an applicable food handler’s card prior to entering their first lab class. There is a small fee to take the test and your instructor will provide you with information on where and when to take the test.
GENERAL INFORMATION

CAMPUS SECURITY
Le Cordon Bleu College of Culinary Arts publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement and access to campus facilities. The annual security report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations, and on the public property surrounding the campus. The annual security report is published each year by October 1 and contains statistics for the three most recent calendar years. The annual security report is provided to all current students and employees. A copy of the most recent annual security report may be obtained from the President’s office during regular business hours. In addition to the annual security report, Le Cordon Bleu College of Culinary Arts maintain a crime log recording all reported crimes. The crime log is available for public inspection during regular business hours at President’s office. Le Cordon Bleu College of Culinary Arts reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare.

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

Rules of Conduct include the following actions by officers of the institution:

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

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

Respect

• Deliberate disruptive, profane or disrespectful words, actions, violence or physical interference with the rights of faculty, staff, other students or with any institutional facilities, externship site, or with any authorized function being carried out on the premises or at any institution sponsored event or activity.

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

Responsibility

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

Honesty

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

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

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

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

**FACILITY INFORMATION**

**Le Cordon Bleu College of Culinary Arts in Atlanta**
The campus facilities and the equipment used comply with all federal, state and local ordinances and regulations including those related to fire safety, building safety and health. Kitchen labs are equipped with stoves, ovens, and food preparation equipment commonly found in the industry. A wide range of small wares are provided for the students’ use in practicing a variety of culinary skills and techniques. The programs are supported by food storage facilities that reflect those found in the industry.

**Le Cordon Bleu College of Culinary Arts in Los Angeles**
The Le Cordon Bleu College of Culinary Arts in Los Angeles main campus in Pasadena is located at:

521 E Green St.
Pasadena, California
(626) 229-1300

The Pasadena campus occupies over 104,000 square feet that supports the institution’s population, labs and equipment. Physical resources are monitored and evaluated to stay abreast of industry standards.

The Pasadena campus’s facilities consist of classrooms for its specialized instructional needs as well as general purpose classrooms, 1 restaurant comprised of two service styles (quick service and full service), a prep kitchen, Learning Resources Center, and common use rooms for meetings, conferences, guest speakers etc. Classroom types include: Culinary labs, pâtisserie and baking labs, a chocolate lab, academic classrooms, and demo labs. Several classrooms are able to be combined to create large presentation and lecture spaces. Classrooms are equipped with industry current equipment directly related to the curriculum. The student will be exposed to industry standard stoves, convection ovens, fryers, commercial bakery steam injected ovens, stand mixers, commercial grills, steam kettles, commercial pots, pans and implements.

**Le Cordon Bleu College of Culinary Arts in Las Vegas**
The educational facility and administrative offices of the college are located in a convenient suburban setting, just minutes from the Las Vegas “Strip”. The campus location is adjacent to major throughways and is accessible from all parts of the metro area. Housing, public transportation and nearby shopping malls allow the students to live, commute and work nearby. The campus occupies more than 55,000 square feet in a freestanding facility with ample parking.

**Le Cordon Bleu College of Culinary Arts in Miami**
Le Cordon Bleu College of Culinary Arts is only twenty minutes away from the heart of Miami and from downtown Ft. Lauderdale. The Campus consists of approximately 60,000 square feet of kitchen labs and classrooms. Our labs feature industry-current commercial equipment and are designed for maximum efficiency, learning and comfort. They offer a great proving ground to replicate the kind of fast-paced environment our graduates can experience in the industry. Students will also find at this beautiful campus setting:
- Classrooms designed to facilitate learning, which consist of lecture rooms and instructional kitchens.
- Small classes encourage student/faculty interaction and students receive individual attention to help them reach their potential.

**Le Cordon Bleu College of Culinary Arts in Minneapolis/St. Paul**
Totaling 70,000 square feet, the campus of Le Cordon Bleu College of Culinary Arts in Minneapolis/St. Paul, MN is in Mendota
Le Cordon Bleu College of Culinary Arts in Orlando
The campus facilities and the equipment used comply with all federal, state and local ordinances and regulations including those related to fire safety, building safety and health. The campus occupies approximately 80,000 square feet, conveniently located near John Young Parkway, Sand Lake Road, I-4, and the Beachline Expressway. The campus is near public transportation lines, and parking is available to students at no charge. The campus is located close to downtown Orlando, International Drive, the Florida Mall, the Millenia Mall, all major theme parks, and the Orlando International Airport. Kitchen labs are equipped with stoves, ovens, and food preparation equipment commonly found in the industry. A wide range of small wares are provided for the students’ use in practicing various culinary skills and techniques. Kitchen labs are equipped with food preparation equipment found in the industry. A wide range of small wares are provided for the students’ use in practicing a variety of culinary and baking and pastry skills and techniques. The programs are supported by food storage facilities that reflect those found in the industry.

Le Cordon Bleu College of Culinary Arts in Sacramento
The Le Cordon Bleu College of Culinary Arts facility has the following features:
• Kitchen Labs featuring industry-current culinary equipment.
• A multi-purpose room for use in new student orientation, college and public events, on-site recruitment, lectures, and special classes.
• A student area and resource center.
• Office space for administrative and support staff.
• Ample storage space for files and supplies.

The student will be exposed to industry standard stoves, convection ovens, fryers, commercial bakery steam injected ovens, stand mixers, commercial grills, steam kettles, commercial pots, pans and implements.

All courses, with the exception of the Externship, are conducted at this location:
2540 Del Paso Road
Sacramento, CA 95834

Le Cordon Bleu College of Culinary Arts in San Francisco
Le Cordon Bleu College of Culinary Arts is located in the Potrero Hill neighborhood at 350 Rhode Island Street. All courses, with the exception of the Externship, are conducted at this location. Our campus encompasses kitchen lab classrooms, wireless high-speed lecture classrooms, computer classrooms and computer classrooms all housed in approximately 75,295 square feet. Other distinctive features include a student/staff lounge and the library which houses an extensive stock of current culinary, hospitality and restaurant periodicals, along with texts and videos to supplement classroom and workshop instruction.

Le Cordon Bleu College of Culinary Arts in St. Louis
Le Cordon Bleu College of Culinary Arts is located at:
7898 Veteran’s Memorial Parkway
St. Peters, MO 63376

Le Cordon Bleu College of Culinary Arts in Scottsdale
Le Cordon Bleu College of Culinary Arts in Scottsdale is located at:
2540 Del Paso Road
Sacramento, CA 95834

The Externship is an experience that provides students with practical experience in the culinary and baking and pastry arts. Externship locations vary by campus and are subject to change. Students may choose to complete their Externship at locations that include restaurants, hotels, resorts, bakeries, and other similar facilities. Externship opportunities may be available at a variety of locations, including but not limited to:
- Restaurants
- Hotels
- Resorts
- Bakeries

Placement assistance is provided to students who wish to complete their Externship at a specific location. Students may also choose to complete their Externship at their own expense. Externship placements are subject to availability and may be subject to additional fees. Externship opportunities may be available at locations that include:
- Restaurants
- Hotels
- Resorts
- Bakeries

Le Cordon Bleu College of Culinary Arts in Portland
Le Cordon Bleu College of Culinary Arts’ main campus is situated in the heart of downtown Portland in the historic Galleria Building, located at:
600 SW 10th Avenue, Suite 500
Portland, OR 97205

Le Cordon Bleu College of Culinary Arts is centrally located and offers immediate access to a public transportation system. Within the main campus’ approximately 39,023 square feet, including nine kitchen classrooms (including two demonstration labs) and four lecture rooms. Kitchen labs are equipped with food preparation equipment found in the industry. A wide range of small wares are provided for the students’ use in practicing a variety of culinary and baking and pastry skills and techniques. The programs are supported by food storage facilities that reflect those found in the industry.

Le Cordon Bleu College of Culinary Arts in Seattle
Le Cordon Bleu College of Culinary Arts facility has the following features:
• Kitchen labs featuring industry-current culinary equipment.
• A resource center.
• Office space for administrative and support staff.
• Ample storage space for files and supplies.

The campus is housed in a former country club setting against the beautiful backdrop that overlooks Camelback Mountain, a well-known landmark in the high-end resort destination of the Phoenix Metropolitan area. Camelback Campus houses administrative offices, numerous classrooms, Learning Resource Center, and kitchens.

Skybridge Facility
The Skybridge facility is an expansion of the Camelback Main Campus. It is located in bustling Old Town Scottsdale, Arizona, minutes away from the main campus. It provides a stunning panorama of Scottsdale’s popular 5th Avenue shops and internationally acclaimed tourist district. Skybridge Campus houses administrative offices, numerous classrooms, kitchens, computer lab, and Technique, a student-run restaurant.
The facility has the following features:

- Kitchen Labs featuring industry-current culinary equipment.
- A student area and resource center.
- Office space for administrative and support staff.
- Storage space for files and supplies.
- Designated conference and copy/workroom.

**HOURS OF OPERATION, INSTRUCTIONAL HOURS & CLASS SCHEDULING**

Le Cordon Bleu College of Culinary Arts’ hours of operation are 9:00 AM to 8:00 PM, Monday through Thursday and 9:00 AM to 5:00 PM on Friday, unless posted otherwise. Instructional hours of operation are from 6:00 AM to 10:35 PM, Monday through Friday. An instructional hour is defined as each scheduled 50-minute period.

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

**Schedule of Course Offerings**

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

**CLASS SIZE**

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

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

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

Distance Education Classes – Students attend online classes for their program with class sizes not to exceed 25 students.

**SCHOOL CLOSING INFORMATION – GENERAL INFORMATION**

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

**Minneapolis/St. Paul School Closing Information**

Le Cordon Bleu College of Culinary Arts makes every effort to maintain regularly scheduled classes, however, if circumstances arise that force us to cancel classes we will utilize the school’s Emergency Notification System (ENS). Students will receive a recorded message via telephone from the school indicating the cancellation of classes as well as an e-mail message. In the case of inclement weather, the school closure will be reported to the local FOX television affiliate KTVI.

**GRIEVANCE POLICY**

**Internal Grievance Policy**

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

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

Please note that this grievance procedure is intended for problems concerning a student’s recruitment, enrollment, attendance, education, financial aid assistance, or career service assistance, or the educational process or other school matters. It does not apply to student complaints or grievances regarding grades or sexual harassment, which are addressed in other sections of this catalog.

Le Cordon Bleu College of Culinary Arts and the student agree to participate in good faith in this grievance procedure. We will receive all information submitted by the student concerning a grievance in strict confidence and we and the student agree to maintain confidentiality in the grievance procedures. No reprisals of any kind will be taken by any party of interest or by any member of the Le Cordon Bleu College of Culinary Arts’ faculty or staff, and we will endeavor to ensure that the student agrees to participate in good faith in this grievance procedure. It does not apply to student complaints or grievances regarding grades or sexual harassment, which are addressed in other sections of this catalog.
Bleu College of Culinary Arts administration against any party involved. We will investigate all complaints or grievances fully and promptly. So long as the student pursues this grievance procedure to its conclusion, the period during which the student is pursuing this process will not count toward any statute of limitations relating to the student’s claims.

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

Step 2 – If the matter is not resolved to the student’s satisfaction in Step 1, the student may submit a written, dated and signed statement of the grievance or complaint and a description of the actions that have taken place thus far to the next level of authority directly or through the President.

Step 3 – If the matter is not resolved to the student’s satisfaction in Step 2, the student’s next step is to submit a written, dated and signed statement to the campus President. Within five (5) days of the President’s receipt of the written statement, the President will arrange to preliminarily meet with the student to discuss the grievance, and the President will thereafter conduct an investigation, including providing the student with a full and fair opportunity to present evidence relevant to the matter. The President will render his/her decision in writing within ten (10) business days after concluding his/her investigation, setting out the President’s findings, conclusions, and reasoning. The President’s decision will be final. The student’s written complaint, together with the President’s decision, will become a permanent part of the files of the parties involved.

This grievance procedure is designed to address problems promptly and without undue delay. In order to achieve that, the student must initiate Step 1 within ten (10) business days of the incident or circumstance(s) giving rise to the complaint, and must initiate each other Step within ten (10) business days after receiving a response or if more than twenty (20) business days have passed with no response. If the student fails to take any of the steps in this procedure within the required time frames, then the student will be deemed to have accepted the resolution last proposed by Le Cordon Bleu College of Culinary Arts. If the school fails to act within the time frames described in this procedure, then the student may elect to forgo any further steps in the grievance procedure and choose to go directly to arbitration as provided in the student’s Enrollment Agreement. The time periods set forth in these procedures can be extended by mutual consent of Le Cordon Bleu College of Culinary Arts and the student.

Students may also contact the following agencies:

The Accrediting Council for Independent Colleges and Schools (ACICS)
750 First Street, NE Suite 980
Washington, DC 20002-4241
Phone: (202) 336-6780

The American Culinary Federation Education Foundation Accrediting Commission (ACFEFAC)
180 Center Place Way
St. Augustine, FL 32905
Phone: (904) 824-4468 or (800) 624-9458

A copy of the Commission’s Complaint Form is available at the school and may be obtained by contacting the campus President or online at www.accsc.org.

For the Le Cordon Bleu campuses in: Los Angeles, Sacramento and San Francisco
The student may also contact the Bureau for Private Postsecondary Education
P.O. Box 980818
Sacramento, CA 95798-0818
Phone: (888) 370-7589
Fax: (916) 263-1897
www.bppe.ca.gov

Le Cordon Bleu College of Culinary Arts in Atlanta
The student may also file a complaint directly with the Nonpublic Postsecondary Education Commission at any time. The student may contact the Nonpublic Postsecondary Education Commission for further details at www.gnpec.org

THE ACCREDITING COMMISSION OF CAREER SCHOOLS AND COLLEGES (ACCSC)
Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. 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:

ACCSC
2101 Wilson Blvd., Suite 302
Le Cordon Bleu College of Culinary Arts in Las Vegas
Nevada Commission on Postsecondary Education
8778 South Maryland Parkway, Suite 115
Las Vegas Nevada 89123.
Phone: (702) 486-7330
Fax: (702) 486-7340
www.cpe.state.nv.us

For the Le Cordon Bleu campuses in:
Miami, Orlando
At any time, if a student has a concern, grievance, or complaint about the institution, the student may contact:
Commission for Independent Education
Florida Department of Education
325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399-0400
Phone: (850) 245-3200 or (888) 224-6684
http://www.fldoe.org/policy/cie

Le Cordon Bleu College of Culinary Arts in Minneapolis/St. Paul
Students may also contact the:
Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108-5277

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

Le Cordon Bleu College of Culinary Arts in Portland
Students aggrieved by action of the school should attempt to resolve these problems with appropriate school officials. Should this procedure fail students may contact or file a complaint with:
Oregon Office of Degree Authorization
Oregon Student Assistance Commission
1500 Valley River Drive, #100
Eugene, OR 97401
Phone: (541) 687-7452

Workforce Training and Education Coordinating Board
128 Tenth Avenue SW
P.O. Box 43105
Olympia, Washington 98504-3105
Phone: (360) 753-5662

Le Cordon Bleu College of Culinary Arts in Scottsdale
The student also may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. Please direct all inquiries to:
Arizona State Board for Private Postsecondary Education
1400 W. Washington, Room 260
Phoenix, Arizona 85008
Phone: (602) 542-5709
www.azppse.gov

Le Cordon Bleu College of Culinary Arts in Seattle
Workforce Training and Education Coordinating Board
128 Tenth Avenue SW
P.O. Box 43105
Olympia, Washington 98504-3105
Phone: (360) 753-5662

Le Cordon Bleu College of Culinary Arts in St. Louis
The student may also file a complaint with the:
Missouri Department of Higher Education (MDHE)
PO Box 1469
Jefferson City, MO 65102
Phone: (573) 751-2361

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT NOTICE
The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution. These rights include:

1. The right to inspect and review the student’s education records within 45 days after the day Le Cordon Bleu College of Culinary Arts receives a request for access. A student should obtain a Request to Inspect and Review Education Records form from the portal and submit to the President, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. Students are not entitled to inspect and review financial records of their parents. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the school to amend a record should write to the President, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before Le Cordon Bleu College of Culinary Arts discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in
an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Le Cordon Bleu College of Culinary Arts who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of the education records, such as an attorney, auditor, or collection agent or a student volunteering to assist 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 in order to fulfill his or her professional responsibilities for the institution.

Parental access to a student’s record will be allowed by Le Cordon Bleu College of Culinary Arts without prior consent if:

a. The student has violated a law or the institution’s rules or policies governing alcohol or substance abuse, if the student is under 21 years old; or

b. The information is needed to protect the health or safety of the student or other individuals in an emergency. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Le Cordon Bleu College of Culinary Arts to comply with the requirements of FERPA. 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

Below is a listing of the disclosures that postsecondary institutions may make without consent:

FERPA permits the disclosure of education records, without consent of the student, if the disclosure meets certain conditions found in the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, FERPA regulations require the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose education records without obtaining prior written consent of the student in the following instances:

- To other school officials, including teachers, within Le Cordon Bleu College of Culinary Arts whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions.

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer.

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the institution’s State-supported education programs. Disclosures under this provision may be made, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.

- To organizations conducting studies for, or on behalf of, the school, in order to:
  a. Develop, validate, or administer predictive tests;
  b. Administer student aid programs; or
  c. Improve instruction.

- To accrediting organizations to carry out their accrediting functions.

- To comply with a judicial order or lawfully issued subpoena.

- To appropriate officials in connection with a health or safety emergency.

- Information the school has designated as “directory information” may be released at the school’s discretion. Le Cordon Bleu College of Culinary Arts has defined directory information as the student’s name, address(es), telephone number(s), e-mail address, student IDs, 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 President within 45 days of the student’s enrollment or by such later date as the institution may specify. Under no circumstance may the student use the right to opt out to prevent the institution from disclosing that student’s name, electronic identifier, or institutional e-mail address in a class in which the student is enrolled.

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding...
with respect to that alleged crime or offense, regardless of the finding.

- To the general public, the final results of a disciplinary proceeding if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of twenty-one.

**REASONABLE ACCOMMODATIONS POLICY – INDIVIDUALS WITH DISABILITIES**

Le Cordon Bleu College of Culinary Arts does not discriminate against individuals on the basis of physical or mental disability and is fully committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with a disability, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided by Le Cordon Bleu College of Culinary Arts. To request an auxiliary aid or service please contact the Regulatory Operations Consultant or the Director of Education at the institution.

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

**SCHOOL POLICIES**

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

**RESPONSIBILITY FOR PERSONAL PROPERTY**

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

**TERMINATION POLICY**

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

**UNLAWFUL HARASSMENT POLICY**

Le Cordon Bleu College of Culinary Arts is committed to the policy that all members of the school’s community, including its faculty, students, and staff, have the right to be free from sexual harassment by any other member of the school’s community. Should a student feel that he/she has been sexually harassed,
THIS CATALOG IS FOR THE FOLLOWING LE CORDON BLEU CAMPUSES

Atlanta, GA
1927 Lakeside Parkway
Tucker, GA 30084
866.315.CHEF [2433]

Las Vegas, NV
1451 Center Crossing Road
Las Vegas, NV 89144
866.450.CHEF [2433]

Los Angeles, CA
PASADENA CAMPUS:
530 East Colorado Blvd.
Pasadena, CA 91101

HOLLYWOOD CAMPUS:
6370 West Sunset Blvd.
Hollywood, CA 90028
888.900.CHEF [2433]

Miami, FL
3221 Enterprise Way
Miramar, FL 33025
866.762.CHEF [2433]

Minneapolis/St. Paul, MN
1315 Mendota Heights Road
Mendota Heights, MN 55120
800.528.4575

Orlando, FL
8511 Commodity Circle
Orlando, FL 32819
866.622.CHEF [2433]

Portland, OR
600 SW 10th Avenue, Suite 500
Portland, OR 97205
888.848.3202

Sacramento, CA
2450 Del Paso Road
Sacramento, CA 95834
916.830.6220

San Francisco, CA
350 Rhode Island Street
San Francisco, CA 94103
800.229.CHEF [2433]

Scottsdale, AZ
8100 E. Camelback Road
Suite 1001
Scottsdale, AZ 85251
800.848.CHEF [2433]

Seattle, WA
360 Corporate Drive North
Tukwila, WA 98188
866.863.2580

St. Louis, MO
7898 Veteran’s Memorial Parkway
St. Peters, MO 63376
866.863.2061

Online
888.557.4222

Chefs.edu

Le Cordon Bleu

888.557.4222
Effective January 4, 2016 - Le Cordon Bleu College of Culinary Arts is no longer accepting new student applications.

Tuition and Fees
As of 10/29/2015

On Ground Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate of Occupational Studies Degree in Le Cordon Bleu Culinary Arts-Resident Students</td>
<td>$40,000</td>
</tr>
<tr>
<td>Associate of Occupational Studies Degree in Le Cordon Bleu Patisserie &amp; Baking-Resident Students</td>
<td></td>
</tr>
<tr>
<td>Associate of Occupational Studies Degree in Le Cordon Bleu Culinary Arts-Non-Resident Students</td>
<td>$42,500</td>
</tr>
<tr>
<td>Associate of Occupational Studies Degree in Le Cordon Bleu Patisserie &amp; Baking-Non-Resident Students</td>
<td></td>
</tr>
<tr>
<td>Certificate in Le Cordon Bleu Culinary Arts</td>
<td>$19,500</td>
</tr>
<tr>
<td>Certificate in Le Cordon Bleu Patisserie &amp; Baking</td>
<td></td>
</tr>
</tbody>
</table>

Tuition for the residential programs includes books, supplies, and uniforms. The tuition listed above is for the total length of the program. Additional fees may apply in the case of repeated courses.

Distance Education Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Arts in Le Cordon Bleu Culinary Management</td>
<td>$26,750</td>
</tr>
<tr>
<td>Associate of Occupational Studies in Le Cordon Bleu Hospitality &amp; Restaurant Management</td>
<td>$24,150</td>
</tr>
<tr>
<td>Associate of Occupational Studies in Le Cordon Bleu Culinary Operations</td>
<td>$34,912</td>
</tr>
</tbody>
</table>

The tuition for the distance education programs noted above is for the entire program and includes one set of books; there are no separate charges for books or supplies. The tuition noted includes a custom suite of course materials which are provided to the student by Words of Wisdom, LLC. At the College’s discretion, books may be delivered in an electronic (e-Book) or standard textbook. Students not wishing to use e-Books are responsible for any additional charges associated with purchasing standard textbooks. If needed, bridge courses are prerequisites taken by students prior to matriculating in the BA in Le Cordon Bleu Culinary Management program.

Additional fees may apply in the case of repeated courses.
Students in the Bachelor of Arts in Le Cordon Bleu Culinary Management, the Associate of Occupational Studies in Le Cordon Bleu Culinary Operations, and the Associate of Occupational Studies in Le Cordon Bleu Hospitality and Restaurant Management Programs use various course materials including books, supplies, and software in online courses. Words of Wisdom will provide a custom suite of course materials to students on behalf of Le Cordon Bleu College of Culinary Arts’ online program. Course materials are included as part of the program books and supply charges. Words of Wisdom, is an affiliated company of Le Cordon Bleu College of Culinary Arts Scottsdale. Every effort is made to ensure course materials are delivered on time using express courier delivery and tracking services. The shipping address to which a student’s course materials will be sent is verified by Words of Wisdom shortly before each session, offering students the opportunity to verify and/or update his/her shipping address. Please note that incomplete, incorrect and PO Box addresses could delay receipt of course materials. If course materials are not received within three business days before the session starts, the student should contact Words of Wisdom. Students shall be responsible for following warning labels placed on software, and following all installation and use instructions provided by software manufacturers.

<table>
<thead>
<tr>
<th>Additional Fees</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Returned Check Fee</td>
<td>$25</td>
</tr>
<tr>
<td>Food Handler’s Card (Cost Subject to Change)</td>
<td>$16</td>
</tr>
</tbody>
</table>

Tuition for the residential programs includes books, supplies, and uniforms. The tuition listed above is for the total length of the program. Reduced tuition charges apply in the case of repeated courses.

**Reduced Tuition Charge for Repeat Course Work (per credit hour)**

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab, lecture courses, including</td>
<td>$100</td>
</tr>
<tr>
<td>General Education classes</td>
<td></td>
</tr>
<tr>
<td>Externship Courses</td>
<td>$50</td>
</tr>
<tr>
<td>Retake Fee per Credit for</td>
<td>$100</td>
</tr>
<tr>
<td>Distance Education Classes</td>
<td></td>
</tr>
</tbody>
</table>

Le Cordon Bleu reserves the right to increase all fees and tuition without notice, at its discretion. Once a student completes an Enrollment Agreement, the tuition and fees charges stated on that Enrollment Agreement will not change provided the student starts classes as scheduled and continues without interruption.

Tuition and Fees are also disclosed on Tuition and Fees Sheet published at:
[http://www.chefs.edu/Admissions/~/media/LCB/Files/Docs-Resources/Scottsdale_TuitionAndFees.ashx](http://www.chefs.edu/Admissions/~/media/LCB/Files/Docs-Resources/Scottsdale_TuitionAndFees.ashx)
2017 Catalog Addendum

Academic Calendar
As of 12/30/2016

21 Month | 84 Week Programs
-Bachelor of Arts Degree in Le Cordon Bleu Culinary Management
-Associate of Occupational Studies in Le Cordon Bleu Culinary Arts
-Associate of Occupational Studies in Le Cordon Bleu Patisserie & Baking
-Associate of Occupational Studies Degree in Le Cordon Bleu Hospitality & Restaurant Management

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Anticipated Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/18/2015</td>
<td>02/17/2017</td>
</tr>
<tr>
<td>07/06/2015</td>
<td>03/31/2017</td>
</tr>
<tr>
<td>08/17/2015</td>
<td>05/19/2017</td>
</tr>
<tr>
<td>09/28/2015</td>
<td>06/30/2017</td>
</tr>
<tr>
<td>11/09/2015</td>
<td>08/18/2017</td>
</tr>
<tr>
<td>01/04/2016</td>
<td>09/29/2017</td>
</tr>
</tbody>
</table>

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

2017 Academic Calendar

<table>
<thead>
<tr>
<th>Module start date</th>
<th>Module end date</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/09/2017</td>
<td>02/17/2017</td>
</tr>
<tr>
<td>02/20/2017</td>
<td>03/31/2017</td>
</tr>
<tr>
<td>04/10/2017</td>
<td>05/19/2017</td>
</tr>
<tr>
<td>05/22/2017</td>
<td>06/30/2017</td>
</tr>
<tr>
<td>07/10/2017</td>
<td>08/18/2017</td>
</tr>
<tr>
<td>08/21/2017</td>
<td>09/29/2017</td>
</tr>
</tbody>
</table>

Classes are offered on days marked with an "x":

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
### 2017 Observed Holidays-No Classes

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date(s) of Break:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Classes Resume:</td>
</tr>
<tr>
<td>Winter Break</td>
<td>Saturday 12/17/2016 to Sunday 01/08/2017</td>
</tr>
<tr>
<td></td>
<td>Monday 01/09/2017</td>
</tr>
<tr>
<td>Martin Luther King Jr. Day</td>
<td>Monday 01/16/2017</td>
</tr>
<tr>
<td></td>
<td>Tuesday 01/17/2017</td>
</tr>
<tr>
<td>In-Service Day*</td>
<td>Friday 02/17/2017</td>
</tr>
<tr>
<td></td>
<td>Monday 02/20/2017</td>
</tr>
<tr>
<td>In-Service Day*</td>
<td>Thursday 03/30/2017 to Friday 03/31/2017</td>
</tr>
<tr>
<td>Spring Break</td>
<td>Saturday 04/01/2017 to Sunday 04/09/2017</td>
</tr>
<tr>
<td></td>
<td>Monday 04/10/2017</td>
</tr>
<tr>
<td>In-Service Day*</td>
<td>Thursday 05/18/2017 to Friday 05/19/2017</td>
</tr>
<tr>
<td></td>
<td>Monday 05/22/2017</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Monday 05/29/2017</td>
</tr>
<tr>
<td></td>
<td>Tuesday 05/30/2017</td>
</tr>
<tr>
<td>In-service Day*</td>
<td>Friday 06/30/2017</td>
</tr>
<tr>
<td>Summer Break</td>
<td>Saturday 07/01/2017 to Sunday 07/09/2017</td>
</tr>
<tr>
<td></td>
<td>Monday 07/10/2017</td>
</tr>
<tr>
<td>In-Service Day*</td>
<td>Thursday 08/17/2017 and Friday 08/18/2017</td>
</tr>
<tr>
<td></td>
<td>Monday 08/21/2017</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Monday 09/04/2017</td>
</tr>
<tr>
<td></td>
<td>Tuesday 09/05/2017</td>
</tr>
</tbody>
</table>

*Students attending on-campus courses are not required to report to classes on published in-service days. Please see your course syllabi for specific class dates.*
# Faculty and Staff

**Faculty** – as of 12/30/16

<table>
<thead>
<tr>
<th>Name</th>
<th>Discipline</th>
<th>Education &amp; Professional Licensure/Certification</th>
<th>Full/Part</th>
</tr>
</thead>
</table>
| Exley, Richard | Director of Education             | • Master of Education - Leadership of Educational Organizations, American InterContinental University, Hoffman Estates, IL  
• Bachelor of Science in Business Administration, Capella University, Minneapolis, MN  
• Certified Executive Pastry Chef-American Culinary Federation | Full-time     |
| Mules, Mary    | Director of Distance Education    | • Master of Education - Curriculum and Instruction, American InterContinental University, Hoffman Estates, IL  
• Bachelor of Science - Zoology, Michigan State University  
• Certificate in Chef Training, Walnut Hill College  
• Certified Executive Chef-American Culinary Federation | Full-time     |
| Hutchins, Jon-Paul | Lead Chef- Pastry/ Culinary Arts | • Master of Education- Adult Learning and Training, American InterContinental University, Hoffman Estates, IL  
• Bachelor of Arts in Business Administration- American InterContinental University  
• Associate of Occupational Studies in Culinary Arts, Culinary Institute of America, Hyde Park, NY  
• Certified Executive Chef, Certified Culinary Educator- American Culinary Federation | Full-time     |
| Kleinknecht, Karen | Lead Chef- Culinary Arts/ Externship | • Bachelor of Arts - Communications, William Paterson University, Wayne, NJ  
• Associate of Occupational Studies in Culinary Arts, Scottsdale Culinary Institute, Scottsdale, AZ  
• NCCT Certified Post-Secondary Instructor  
• Certified-Culinary - American Culinary Federation | Full-time     |
| Waldie, Garry  | Lead Instructor - Culinary/Hospitality | • Master of Education - Instructional Technology, American InterContinental University, Hoffman Estates, IL  
• Bachelor of Business Administration - American InterContinental University, Hoffman Estates, IL  
• Certified Executive Chef, Certified Executive Pastry Chef  
• Certified Culinary Educator, American Academy of Chefs - American Culinary Federation | Full-Time     |
| Brookstein, Joel | Culinary Arts                     | • Bachelor of Science in Business Management, University of Phoenix, Phoenix, AZ  
• Associate of Occupational Studies in Culinary Arts, Scottsdale Culinary Institute, Scottsdale, AZ | Full-Time     |
| Conrad, John   | Culinary Arts                      | • AOS in Culinary Arts-Scottsdale Culinary Institute-Culinary Arts                                            | Full-Time     |
| Mules, Daniel  | Culinary Arts                      | • Bachelor of Arts in Business Operational Management, American Intercontinental University, Hoffman Estates, IL  
• Associate of Occupational Studies in Culinary Arts, Culinary Institute of America, Hyde Park, NY | Full-Time     |
<table>
<thead>
<tr>
<th>Name</th>
<th>Discipline</th>
<th>Education &amp; Professional Licensure/Certification</th>
<th>Full/Part</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rice, Peter</td>
<td>Culinary Arts</td>
<td>• Certified Executive Chef, Certified Culinary Educator-American Culinary Federation</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Songin, Anthony</td>
<td>Culinary Arts</td>
<td>• Diploma-Le Cordon Bleu College of Culinary Arts-Culinary Arts</td>
<td>Full-Time</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Associate of Occupational Studies in Culinary Arts, Culinary Institute of America, Hyde Park, NY</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Associate of Applied Science in Hospitality Management, Erie Community College, Buffalo, NY</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Certified Executive Pastry Chef-American Culinary Federation</td>
<td></td>
</tr>
<tr>
<td>Albarran, Marco</td>
<td>Food Service Operations, Cost</td>
<td>• MBA- Lynn University-Hospitality Management</td>
<td>Part-Time</td>
</tr>
<tr>
<td></td>
<td>Control</td>
<td>• BS -Lynn University-Hospitality Administration</td>
<td></td>
</tr>
<tr>
<td>Baker, Stephen</td>
<td>Beverage Service Operations, Wine</td>
<td>• BS -Arizona State University-General Business Management</td>
<td>Part-Time</td>
</tr>
<tr>
<td></td>
<td>and Beverage</td>
<td>• AOS-California Culinary Academy-Chef’s Studies</td>
<td></td>
</tr>
<tr>
<td>Barbour, Richard</td>
<td>Customer Service, Hospitality</td>
<td>• MS-University of Bridgeport, CT-Education</td>
<td>Part-Time</td>
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<tr>
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<td>• MM Julliard School-Music</td>
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<td>Kalfus, Joseph</td>
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<td>Kuntz, David</td>
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<td>• BS-Liberty University- Business/Government/Marketing</td>
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<tr>
<td></td>
<td>Leadership</td>
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<tr>
<td>Name</td>
<td>Position</td>
<td>Education</td>
<td>Status</td>
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<td>General Education Mathematics</td>
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<tr>
<td>Oppold, Cory</td>
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<td>• AOS--Le Cordon Bleu College of Culinary Arts-Culinary Arts</td>
<td>Part-Time</td>
</tr>
<tr>
<td>Orlando, Joshua</td>
<td>Hospitality Supervision and Entrepreneurship</td>
<td>• MBA-University of Phoenix-Business Administration&lt;br&gt;• BS-Johnson &amp; Wales University-Foodservice Management&lt;br&gt;• AAS--Johnson &amp; Wales University-Baing and Pastry Arts</td>
<td>Part-Time</td>
</tr>
<tr>
<td>Pasqualone, Virginia</td>
<td>Economic Theory</td>
<td>• MA-Syracuse University, NY-Economics&lt;br&gt;• BS in Business Administration-University of Tennesse at Knoxville-Economics</td>
<td>Part-Time</td>
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<tr>
<td>Restifo, Kathryn</td>
<td>Cost Control</td>
<td>• MA-Marymount University-Counseling&lt;br&gt;• BA-Tulane University-Psychology&lt;br&gt;• AS-Orlando Culinary Academy-Culinary Arts</td>
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<td>Reyes, Daniel Michael</td>
<td>Facilities Management, Gastronomy, Capstone Course</td>
<td>• MS-Sullivan University-Conflict Management;&lt;br&gt;• BS-Sullivan University-Business Administration in Hospitality</td>
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<tr>
<td>Tobin, Eric</td>
<td>Wine and Beverage</td>
<td>• PhD- Texas Tech University-Hospitality Administration&lt;br&gt;• MS-Texas Tech University- Restaurant Hotel Inst Mgmt&lt;br&gt;• BS-Seton Hall University-Business Administration</td>
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<tr>
<td>Uhlr, Leigh</td>
<td>Restaurant Management</td>
<td>• MEd-American InterContinental University-Instructional Technology&lt;br&gt;• BA-Kendall College-Hotel/Restaurant Management&lt;br&gt;• AAS-Kendall College-Culinary Arts</td>
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<tr>
<td>Womack, Pam</td>
<td>Cost Control &amp; Purchasing, Social Psychology, College Math</td>
<td>• MEd-University of Phoenix-Adult Education&lt;br&gt;• BA-Arizona State University-Purchasing and Logistics</td>
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<tr>
<td>Xifo, Louise</td>
<td>College Math, Fundamentals of Writing</td>
<td>• MBA-Colorado Technical University-Envir and Social Sustainability&lt;br&gt;• JD-Seton Hall Law School-Law&lt;br&gt;• BA-University of Virginia-Economics and History</td>
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</tbody>
</table>
2017 Catalog Addendum

Staff - as of 12/30/2016

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpenter, Linda</td>
<td>Director of Career Services</td>
</tr>
<tr>
<td>Cummings, Nicole</td>
<td>Associate Registrar (Online Students)</td>
</tr>
<tr>
<td>Exley, Richard</td>
<td>Title IX Coordinator</td>
</tr>
<tr>
<td>Exley, Richard</td>
<td>Campus Director / Director of Education</td>
</tr>
<tr>
<td>Gan, Jeanne</td>
<td>Lead Student Services Advisor</td>
</tr>
<tr>
<td>Gibson, Pauline</td>
<td>Associate Registrar</td>
</tr>
<tr>
<td>Holcombe, Virginia</td>
<td>Student Services Manager</td>
</tr>
<tr>
<td>Mules, Mary</td>
<td>Director of Distance Education, ADA/Section 504</td>
</tr>
<tr>
<td>Richard Exley</td>
<td>ADA/Section 504 Coordinator (Ground students)</td>
</tr>
<tr>
<td>Tani, Sharon</td>
<td>Regional Librarian</td>
</tr>
</tbody>
</table>

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8100 E. Camelback Rd., Scottsdale, AZ 85251
http://www.chefs.edu/Scottsdale
In December 2015 LCB announced that it is winding down operations and engaging in a teach-out of the institution. LCB anticipates that the institution will close in September 2017. As of January 5, 2016, LCB is no longer offering any programs listed in this catalog to new students. LCB is allowing current students to complete their existing program of study and international students not eligible to participate in Federal Student Aid programs to reenter. LCB is no longer allowing any other former students to re-enroll. The LCB teach-out notification and each student’s Program Completion Plan supersedes policies contained in this catalog.

Remove reference: (ACCSC Accredited Campuses)

Accredited by the Accrediting Council for Independent Colleges and Schools to award Certificates, Diplomas, Associate Degrees and Bachelor’s Degrees.

Accrediting Council for Independent Colleges and Schools
750 First Street, NE Suite
980 Washington, DC 20002-4241
(202) 336-6780

The following has been added for LCB Scottsdale:

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

- **Associate of Occupational Studies**: Le Cordon Bleu Hospitality and Restaurant Management
- **Associate of Occupational Studies**: Le Cordon Bleu Culinary Operations
- **Bachelor of Arts**: Le Cordon Bleu Culinary Management
Inquiries concerning the standards or school compliance may be directed to
the: Office of Degree Authorization
775 Court Street
NE Salem, OR
97301

<table>
<thead>
<tr>
<th>Page #</th>
<th>Policy/Section</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>CEC Board of Directors</td>
<td>10/26/16</td>
</tr>
</tbody>
</table>

Add the following:

Kenda Gonzales

<table>
<thead>
<tr>
<th>Page #</th>
<th>Policy/Section</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>CEC Board of Directors</td>
<td>5/24/2016</td>
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</tbody>
</table>

Thomas B. Lally
(Chairman) Dennis H.
Chookaszian Patrick W.
Gross
Gregory L.
Jackson Todd S.
Nelson Leslie T.
Thornton Richard
D. Wang

<table>
<thead>
<tr>
<th>Page #</th>
<th>Policy/Section</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>Executive Officers/Board of Directors (All Campuses)</td>
<td>4/1/2016</td>
</tr>
</tbody>
</table>

Replace:
David Rawden, Interim Senior Vice President and Chief Financial Officer
With:
A.J. Cederoth, Senior Vice President and Chief Financial Officer

<table>
<thead>
<tr>
<th>Page #</th>
<th>Policy/Section</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>57</td>
<td>ADMISSIONS INFORMATION</td>
<td>4/29/2016</td>
</tr>
</tbody>
</table>

Add:
LCB is no longer enrolling new students into any of its programs. This includes returning graduates, re-entering
students and current students desiring to continue into an additional program at LCB. International students not
eligible to participate in Federal Student Aid programs to are permitted to reenter

<table>
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<tr>
<th>Page #</th>
<th>Policy/Section</th>
<th>Effective Date</th>
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<tbody>
<tr>
<td>60</td>
<td>RE-ENTERING STUDENTS</td>
<td>4/29/2016</td>
</tr>
</tbody>
</table>

LCB is no longer enrolling new students into any of its programs. This includes returning graduates, re-entering
students and current students desiring to continue into an additional program at LCB. International students not
eligible to participate in Federal Student Aid programs to are permitted to reenter.

<table>
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<tr>
<th>Page #</th>
<th>Policy/Section</th>
<th>Effective Date</th>
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</thead>
<tbody>
<tr>
<td>63</td>
<td>BLEU Grant</td>
<td>10/29/2015</td>
</tr>
</tbody>
</table>

Add the following:
Student must be in good financial standing with the institution to receive eligible BLEU Grant disbursements.

For the 2016 calendar year, $3,750,000 has been budgeted for new BLEU Grants.
Effective January 2016 there will be no new institutional scholarship awards.

Effective January 2016 there will be no new Competition Scholarship awards.

Effective January 2016 there will be no new Military, Veteran, or Veteran Spouse Grant awards.

Under “ProStart™ State and National Competition Scholarship” remove the following duplicated bullet:
- If the Competition scholarship is combined with other federal, state or institutional aid resources, the scholarship/grant cannot exceed the student’s cost to attend school. These Scholarships will not, in whole or in part, be awarded to the student as a cash payment.

Under “National FCCLA Student Member Scholarship” remove the following duplicated bullet:
- If the FCCLA Competition scholarship is combined with other federal, state or institutional aid resources, the scholarship/grant cannot exceed the student’s cost to attend school. These Scholarships will not, in whole or in part, be awarded to the student as a cash payment.

Replace current policy with the following (new language is underlined):

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) and, ‘W’ (withdrawn are counted as hours attempted, but are not counted as hours successfully completed). Students who wish to withdraw from a course at any time need to fill out a Course Withdrawal Form available in the Registrar’s office. Students who withdraw from a course on their transcript.

A “W” Grade indicates that a student has been withdrawn from a course. Students who withdraw from a course during the add/drop period will be unregistered from the course. Students who withdraw from a course after the add/drop period but before the last calendar week of the scheduled course will receive a grade of “W”. Students who withdraw during the last scheduled calendar week of the class, and have a date of attendance (LDA) for the class during the last calendar week of the scheduled course, will receive the grade earned calculated as a final grade.

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

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http://www.chefs.edu/Scottsdale

Publication Date 12/30/16
The student must repeat any required course in which a grade of ‘F’ or ‘W’ is received. However, failing to successfully complete a class when offered will likely prevent a student from graduating before the campus closes. Since Le Cordon Bleu is winding down operations, once a course is offered for the final time, it will NOT be offered again. Students will only be allowed to repeat courses in which they received a ‘D’ or below, if their CGPA is <2.0 before going out on Externship or <2.0 by the time they complete the program and cannot graduate, or with Director of Education Approval. In the case of a ‘D’ or ‘F’, the better of the two grades is calculated into the CGPA. The lower grade will include a double asterisk indicating that the course has been repeated. Both original and repeated credits will be counted as attempted credits in rate of progress calculations. Federal financial aid may only be used for one repeat of a previously passed course.

A fee will be charged to repeat a class (see addendum for details). To receive an Incomplete (I) grade, the student must petition the course Instructor to receive an extension to complete the required coursework. The Instructor must approve the request within three business days of the student’s written request, but no later than the last day of class. Should a student fail to complete the unfulfilled coursework requirements within 14 calendar days from the start of the subsequent grading period, the Incomplete grade will be converted to the grade the student earned in the class, inclusive of “0” points for the incomplete work.

A student who disagrees with a grade received should contact the course Instructor immediately to discuss the concern. If the dispute is unresolved, the student may submit a written appeal. If the student submits a written appeal this must include the reason why with supporting documentation, if applicable and should be signed and dated. A decision regarding the appeal will be made within five business days of receipt. Students will be notified in writing of the decision.

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

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<tr>
<th>Page #</th>
<th>Policy/Section</th>
<th>Effective Date</th>
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<tbody>
<tr>
<td>80</td>
<td>Externship Management / Academic Information</td>
<td>12/16/2015</td>
</tr>
</tbody>
</table>

Add the following policy:

Externship Management

If the student requires more than the allotted time to complete the externship, an “I” grade can be awarded if the student petitions 2 days prior to the course end date and had been approved for the “I” grade by the campus official. “W” Grades are awarded when students do not complete externship course(s) within a school’s designated grading period at the time grades are due if he student have not petitioned and received approval for an “I” grade. If a student is terminated or quits their externship, they are awarded an “F” grade, unless there are documented extended circumstances. Students that are awarded an “F” or “W” grade for externship are rescheduled for the same externship course and their anticipated graduation date is updated accordingly.

<table>
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<tr>
<th>Page #</th>
<th>Policy/Section</th>
<th>Effective Date</th>
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<tbody>
<tr>
<td>82</td>
<td>STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP) – MAXIMUM TIME IN WHICH TO COMPLETE</td>
<td>12/16/2015</td>
</tr>
</tbody>
</table>

Replace current policy with the following (new language is underlined):

A student is not allowed to attempt more than 1.5 times, or 150%, of the number of credits in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum timeframe.
the opportunity to attempt up to 150% of the number of credits in their program of study. If a student does not complete their program requirements as detailed on their Program Completion Plan, it is highly unlikely that they will complete their program of study before the campus closes. If a student does not complete their program of study before the campus closes, they will be unable to earn a credential from Le Cordon Bleu.

Add the following table:

<table>
<thead>
<tr>
<th>Certificate/Diploma Programs</th>
<th>Programs Equal to or Greater than 55 Credits</th>
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<tr>
<td>Credits Attempted</td>
<td>ROP</td>
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<tr>
<td>0-26</td>
<td>60%</td>
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<td>27+</td>
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<td>Programs Less than 55 Credits</td>
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<tr>
<td>Credits Attempted</td>
<td>ROP</td>
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<td>60%</td>
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<td>18+</td>
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<td>Associate Programs</td>
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<td>Quarter Hours</td>
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<td>Credits Attempted</td>
<td>ROP</td>
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<td>0-15</td>
<td>50%</td>
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<tr>
<td>16-30</td>
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<tr>
<td>31-45</td>
<td>60%</td>
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<tr>
<td>46+</td>
<td>66.67%</td>
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<tr>
<td>Bachelor’s Programs</td>
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<td>Quarter Hours</td>
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<td>Credits Attempted</td>
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<tr>
<td>0-30</td>
<td>50%</td>
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<td>31-60</td>
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<td>61-90</td>
<td>60%</td>
</tr>
<tr>
<td>91+</td>
<td>66.67%</td>
</tr>
</tbody>
</table>

Replace current policy with the following (new language is underlined):

If at any point it can be determined that it is mathematically impossible for a student to meet the minimum requirements or complete their program of study within the teach-out period, 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 nonacademic reasons. A tuition refund may be due in accordance with the institution’s stated refund policy.

Replace current policy with the following:

LCB will no longer consider students who were previously academically dismissed for reinstatement (with the exception of international students not eligible to participate in Federal Student Aid programs). As of April 29, 2016,
LCB is no longer enrolling re-entering students other than international students not eligible to participate in Federal Student Aid programs.

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<tr>
<th>Page #</th>
<th>Policy/Section</th>
<th>Effective Date</th>
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<tbody>
<tr>
<td>84</td>
<td>Graduation Requirements</td>
<td>2/15/2016</td>
</tr>
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</table>

The current policy language is replaced with the following:

To graduate, a student must have earned a minimum of a 2.0 Cumulative Grade Point Average and must have successfully completed all required credits within the maximum credits that may be attempted. Students must also be current on all financial obligations to receive official transcripts.

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

<table>
<thead>
<tr>
<th>Page #</th>
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<tbody>
<tr>
<td>85-86</td>
<td>Leave of Absence</td>
<td>06/14/2016</td>
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</tbody>
</table>

For the Le Cordon Bleu campuses in: Boston, Las Vegas, Miami, Orlando, San Francisco, and Scottsdale, the current policy language is replaced with the following:

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

**Leave of Absence Conditions**

A student may be eligible for a Leave of Absence if one of the following conditions applies:

- Medical Leave (including pregnancy)
- Family Care (childcare issues, loss of family member, or medical care of family)
- Military Duty
- Jury Duty
- Courses Not Offered/College Related

**The following requirements apply:**

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

- A signed LOA request that includes the reason for the request is submitted in writing within 5 calendar days of the student’s last date of attendance, or within the first 5 calendar days of the start of a new module.
- If extenuating circumstances prevent the student from providing a written request within 5 calendar days of the student’s last day of attendance, the institution may still be able to grant the student’s request. A signed LOA request must be provided by the last day in the school’s attendance policy (see attendance policy section) along with documentation explaining the extenuating circumstance(s) that prevented submitting the request within 5 calendar days of the last date of attendance. Extenuating circumstances are typically unexpected events, such as premature delivery of a child, illness, a medical condition that deteriorates, an accident or injury or a sudden change in childcare arrangements. Students may request multiple LOAs, but the total number of days the student remains on LOA may not exceed 180 days during a consecutive 12-month time frame.
- The student must have successfully completed a minimum of one module.
- The student must have successfully completed a minimum of one module before being eligible to apply for an LOA.
- Prior to applying for an LOA, the student must have completed his or her most recent module and...
received an academic grade or grades (A-F, P) for that module.

- The student must be in good academic standing in order to be eligible to take an LOA. Students with a SAP status of FA Probation, and FA Dismissal are not eligible for LOAs nor can the student take an LOA if the result will be the student falling into one of those SAP statuses prior to return.
- The student must be able to return from the LOA and complete their program requirements as detailed on their Program Completion Plan within the teach-out period based upon scheduled course offerings.

Failure to return from an approved leave of absence or failure to return within the 180 day timeframe will result in the student being administratively withdrawn from the school and may have an impact on the financial aid a student receives, loan repayment and exhaustion of the loan grace period. If a student does not complete their program requirements as detailed on their Program Completion Plan, it is highly unlikely that they will complete their program of study before the campus closes. If a student does not complete their program of study before the campus closes, they will be unable to earn a credential from Le Cordon Bleu. A student in an LOA status will not receive further financial aid disbursements (if eligible) until returning to active status. Contact the financial aid office for more information about the impact of an LOA on financial aid.

<table>
<thead>
<tr>
<th>Page #</th>
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<tbody>
<tr>
<td>88</td>
<td>STUDENT RECORD RETENTION</td>
<td>12/16/2015</td>
</tr>
</tbody>
</table>

Replace with:

LCB maintains student records at the campus for active students. LCB student transcripts are retained indefinitely.

<table>
<thead>
<tr>
<th>Page #</th>
<th>Policy/Section</th>
<th>Effective Date</th>
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<tbody>
<tr>
<td>89</td>
<td>TRANSCRIPTS</td>
<td>12/16/2015</td>
</tr>
</tbody>
</table>

Add the following:

After LCB completes its teach-out and closes its campus, alumni and students may request transcripts in several ways:

- online at [www.chefs.edu](http://www.chefs.edu); by mailing a request to Career Education Corporation- Closed School Records, P.O. Box 681129, Schaumburg, Illinois;
- by calling 1-866-470-7445; or
- by submitting a request to records@careered.com.

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<td>92</td>
<td>Skybridge Facility</td>
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The current language is replaced with the following:

The Skybridge facility is an expansion of the Camelback Main Campus. It is located at 4301 N. Scottsdale Rd, Suite Suite 260, (480) 425-3028, in bustling Old Town Scottsdale, Arizona, minutes away from the main campus. It provides a stunning panorama of Scottsdale’s popular 5th Avenue shops and internationally acclaimed tourist district. Skybridge Campus houses administrative offices, numerous classrooms, kitchens, computer lab, and Technique, a student-run restaurant.

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<td>94</td>
<td>Grievance Policy</td>
<td>06/14/2016</td>
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</table>

Remove the section titled: THE ACCREDITING COMMISSION OF CAREER SCHOOLS AND COLLEGES (ACCSC)
Add in the following to the program description:

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 “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 various titles of “chef” in the foregoing list generally apply to more advanced roles in a professional kitchen. The jobs mentioned are examples of certain potential jobs, and are not a representation that these outcomes are more probable than others.

The following should be labeled for LCB San Francisco:

Jobs that are counted as successful placements in the published placement rates for calendar year 2012-2013 include the following, and are listed based on the frequency with which each position is obtained following graduation, with positions obtained most frequently listed first, and those obtained least frequently listed last: Pastry Cook, Pastry Chef, Baker, Pastry Assistant Cook, Baker and Froster, Assistant Pastry Chef, Baker/Cake Decorator, Baker/Froster, Bakery Team Member, Cake Decorator, Chef De Partie, Chocolate Assistant, Food Prep, Froster, Kitchen Assistant, Morning Baker, Pastry Cook III, Pastry Prep Cook, Pastry Cook/Baker, and Sous Chef.

The unit of credit is the quarter-credit hour.