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ID 030226

Duties

AD = Administrative
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Credential Level

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AA = Academic Associate
B = Bachelor
M = Master

Name (Last, First, Middle)	(F) Faculty or (AD) Admin Staff *Select One*	Date of Hire	FT or PT *Select One*	Degree - Institution - Major/Minor	Faculty - Course(s) Teaching Admin Staff - Position Held	Cred. Level	Faculty - Teaching Load A	M	E	Non-faculty Duties or Admin Duties
Gretchen George	F	10/23/2006	FT	B.A. - Le Cordon Bleu - Culinary Management; A.S.T. - Pennsylvania Institute of Culinary Arts - Culinary Arts	Foundations II	AA	0	0	4	
Jill Goad	F	2/17/2013	PT	M.A.- University of North Carolina at Charlotte - English; B.A.- University of North Carolina at Charlotte - English	English	AA	4	0	0	

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Tonya Greene	F	7/8/2013	PT	M.A. - Central Michigan University - Education: Instruction; B.A. - Fayetteville State University - History	Speech		0	0	2	
Jane Gruber	F	4/12/2004	FT	B.A.- Ashford University - Organizational Management; A.A. - Art Institute of Atlanta - Culinary Arts; A.A.S. - Hotel Management - Gwinnett	Lead Instructor	AA	0	0	0	AD
Dan Harrar	F	8/23/2004	FT	Hotel Management, Brevet D'etudes Professionnelles, Cuisine Classique-	Catering & Buffet	AA	0	4	4	
William Hewett	F	2/18/2012	FT	A.O.S. - Johnson & Wales University - Culinary Arts	Restaurant Rotation, Cost Control	AA	4	3	0	
Virginia Johnson	F	11/11/2013	PT	B.S. - Birmingham - Southern College - Business Administration	Not currently schedued.	AA	0	0	0	
John Kanadu	F	11/3/2003	FT	A.O.S - Georgia Perimeter College - General Studies	Catering & Buffet	AA	7	0	0	

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Todd Kazenske	F	9/8/2003	FT	A.O.S - McIntosh College - General Business Studies	Foundatons I, Food Science & Safety, College Success & Career Portfolio	AA	7	0	0	
Beatriz Krinsky	F	4/9/2012	FT	A.A. - Georgia State University - General Studies	Cusine Across Cultures	AA	0	0	7	
Matthew Lewis	F	1/12/2014	FT	A.O.S - The Culinary Institute of America - Culinary Arts	Baking Principals & Viennoiserie	AA	0	4	0	
William Lipscomb	F	5/20/2013	PT	B.A. - Hampton University - Physics	Foundations II, Culinary History	AA	5	3	0	
Samyot Lorenson	F	7/8/2013	FT	A.O.S - The Culinary Institute of America - Culinary Arts	Foundations III	AA	0		4	
Jeffery Mekolites	F	3/29/2004	FT	B.S. - Johnson & Wales University - Culinary Arts A.A.S.Johnson & Wales University - Culinary Arts	Foundations III	AA	7	0	0	
Thomas Numprasong	F	9/14/2011	FT	University - Baking & Pastry Arts A.S. - Johnson & Wales University - Baking & Pastry	Advanced Patiserrie Techniques	AA	0	0	7	

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Darcey Oliveira-Chambers	F	8/12/2012	FT	A.O.S. in Applied Science, Chattahoochee Technical College	Baking & Pastry, Nutrition	AA	5	3	0	
Joeseph Petraglia	F	5/26/2011	FT	A.O.S - Johnson & Wales University - Culinary Arts	Foundations II	AA	7	0	0	
Amy Ponzoli	F	7/5/2004	FT	B.A. - Le Cordon Bleu - Culinary Management A.O.S. Johnson & Wales University - Culinary Arts	Nutrition, Contemporary Cuisine	AA	7	0	0	
Terence Reynolds	F	10/29/2007	FT	Culinary Management A.O.S. Johnson & Wales University - Culinary Arts	Nutrition, Baking & Pastry	AA	0	2	4	
Stephanie Richardson	F	1/7/2013	PT	M.A. English - State University of NY at Albany B.A.English - State University of NY at Buffalo	Speech. English	AA	2	0	0	

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Belinda Ross	F	1/6/2014	PT	Ph.D. - Sierra University - Clinical Psychology; M.A.- Eastern Michigan University, Counseling; B.S. Grand Valley State College - Sociology	Psychology	AA	2	2	0	
Daryl Shular	F	7/27/12	FT	A.A. - Art Institute of Atlanta - Culinary Arts	Director of Education	AA	0	0	0	AD
Aretha Stellmacher	F	2/18/2013	FT	M.A,- Strayer University - Accounting; B.S. - Hampton University - Accounting	College Math	AA	2	0	0	AD
Lynn Taillon	F	5/20/2013	PT	M.Ed.- University of Phoenix - Adult Education and Training; B.A. Emory University - Educational Studies	Speech, College Math	AA	2	2	0	
Christopher Thompson	F	5/2/2005	FT	A.O.S. - California Culinary Academy - Culinary Arts	Lead Instructor	AA	0	0	0	AD

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Ashley Van Cise	F	11/18/2013	PT	B.S. - University of Tennessee Knoxville - Human Ecology	Nutrition, Cost Control	AA	0	0	4	
Benny Vega	F	11/9/2009	FT	A.O.S. - Johnson & Wales University - Culinary Arts	Cuisine Across Cultures	AA	7	0	0	
Marshall Welsh	F	5/17/2010	FT	BA - University of GA, Athens - Journalism and Mass Communication	Foundations I, Food Science and Safety, College Success	AA	0	2	4	

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Tirrell Anthony	AD	9/16/2013	FT	No degree	Director of Career Services		0	0	0	OT
Onika Brooks	AD	10/18/2004	FT	A.A.-Duff's Business College/B.S. Metro Politian FL/BS Phoenix	Career Services Representative		0	0	0	AD
Daniel Cambric	AD	1/10/2013	FT	M.Ed.- American Intercontinental University - Education; B.S. Colorado Technical University - Human Resource; A.S. - Colorado Technical University - Business	Senior Admissions Representative		0	0	0	RA
Tonya Champion	AD	1/27/2006	FT	B.A. - University of Michigan - Psychology	Admissions Lead		0	0	0	RA
Alisha Whitnie Dixon	AD	3/25/2009	FT	A.S./A.A. -Valencia CC - Criminal Justice/Psycology	Senior Admissions Representative		0	0	0	RA
Tiffany Giles	AD	11/26/2003	FT	No degree	Assistant Director of Admissions		0	0	0	RA

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Sean Glenn	AD	6/19/2006	FT	No degree	Procurement Coordinator		0	0	0	AD
Earl Greene	AD	5/10/2013	FT	B.S. - William Paterson University - Marketing	Admissions Representative		0	0	0	RA
Miriam Guillory	AD	3/5/2010		M.S.-Ashford University - Management, BA Southern University - Speech Disorders	Career Services Representative		0	0	0	AD
Shawanda Harrison	AD	3/8/2010	FT	B.S. - Morris Brown College - Legal Studies	Senior Admissions Representative		0	0	0	RA
Nicole Haskett	AD	8/28/2012	FT	No degree	Admissions Representative		0	0	0	RA
Harold Henderson	AD	9/27/2004	FT	No Degree	Executive Admissions Representative		0	0	0	RA

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Jamil Hunter	AD	2/27/2014	FT	B.S. - Tennessee State University - Mass Communication	Admissions Representative		0	0	0	RA
Nicole Haskett	AD	8/28/2012	FT	No Degree	Admissions Representative		0	0	0	RA
Amel Jamakovic	AD	5/17/2011	FT	B.A. -Georgia State University - Marketing	Senior Admissions Representative		0	0	0	RA
Brad Johnson	AD	8/15/2005	FT	No degree	Campus Director of Purchasing, Facilities & IT		0	0	0	AD
Tamara Jones	AD	10/13/2014	FT	No degree	Student Finance Representative		0	0	0	FA
Rhonette Lawrence	AD	1/5/2012	FT	No Degree	Senior Admissions Representative		0	0	0	RA
Michelle Lewis	AD	7/11/2012	FT	A.O.S - Le Cordon Bleu Atlanta - Culinary Arts	Admissions Representative		0	0	0	RA

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Linton, Kareen	AD	2/11/2013	FT	A.O.S. - Le Cordon Bleu Orlando - Culinary Arts	Career Services Representative		0	0	0	OT
Cristian Liuba	AD	3/1/2006	FT	A.A. - American Intercontinental University - Business	Director of Admissions		0	0	0	RA
Glenn Mack	AD	9/25/2005	FT	Ed.D. - Nova Southeastern University - Organizational Leadership; M.A. - Columbia Univesity - International Affairs; B.A. The University of Texas at Austin Russian Language & Literature; A.A.S. Texas Culinary Academy - Culinary Arts	Campus President		0	0	0	AD
Ioan Masca	AD	9/21/2013	FT	Polotechnic University of Cluj Napoca - Engineering Technology	Admissions Representative		0	0	0	RA
Roderick Minger	AD	3/21/2014	FT	B.A. Stillman College - Music	Admissions Representative		0	0	0	RA

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Alecia Mitchell	AD	7/16/2012	FT	No degree	Student Finance Representative		0	0	0	FA
Chauncette Morrow	AD	9/28/2011	FT	M.B.A - Eastern University - Management; B.A.- Arcadia University - Theater/English	Admissions Representative		0	0	0	RA
Audric Owens	AD	2/16/2011	FT	No Degree	Admissions Representative		0	0	0	RA
Brandon Skinner	AD	12/3/2013	FT	No degree	Student Finance Representative		0	0	0	FA
Corey Smith	AD	11/7/2012	FT	M.B.A. - Strayer University - Management; B.A. - Southeastern Louisiana University - Marketing	Admissions Representative		0	0	0	RA
Michelle Stewart	AD	7/19/2012	FT	B.S. Colorado Technical University - International Business	Sr. Executive Admissions Representative		0	0	0	RA

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Cheryl Warren	AD	6/18/2012	FT	B.S. - Martin University - Business	Admissions Representative		0	0	0	RA
Renee Wilson	AD	9/27/2010	FT	B.A. - Western Michigan University - Marketing & Management	Registrar		0	0	0	AD
Guy Anderson	F	10/8/2009	FT	B.B.A. Campbell University - Business Administration A.O.S. The Culinary Institute of America - Culinary Arts	Foundations I, Food Science & Safety, College Success & Career Portfolio	AA	7	0	0	
Anne Armistead	F	8/18/2013	FT	A.O.S. - Art Institute of Atlanta - Culinary Arts	Externship Chef/Hospitality Supervision	AA	0	2	0	OT
Kristina Dahl	F	6/14/2004	FT	B.S - GA State University - Hospitality Administration A.A.S.Culinary Arts - Johnson & Wales	Catering & Buffet	AA	0	0	0	AD

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Albert DiFonzo	F	3/31/2004	FT	B.S - Florida Internatonal University - General Hospitality Management; A.O.S. - Culinary Arts - The Culinary Institute of America	Baking and Pastry	AA	7	0	0	
Brandon Dukes	F	9/16/2013	PT	A.O.S Culinary Institute of America - Culinary Arts Management	Wine & Beverage	AA	0	0	0	
Anna Fernandez	F	8/2/2004	FT	A.A. - Art Institute of Atlanta - Culinary Arts	Advanced Showpiece & Confectionary Techniques, Baking Principals and Viennoiserie	AA	7	0	0	
Nechellar Franklin	F	9/23/2013	PT	M.A. - Central Michigan University - Adult Education; B.A. - North Carolina Central University - English General	English	AA	0	0		

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Gretchen George	F	10/23/2006	FT	B.A. - Le Cordon Bleu - Culinary Management; A.S.T. - Pennsylvania Institute of Culinary Arts - Culinary Arts	Foundations II	AA	0	0	4	
Jill Goad	F	2/17/2013	PT	M.A.- University of North Carolina at Charlotte - English; B.A.- University of North Carolina at Charlotte - English	English	AA	4	0	0	

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Tonya Greene	F	7/8/2013	PT	M.A. - Central Michigan University - Education: Instruction; B.A. - Fayetteville State University - History	Speech		0	0	2	
Jane Gruber	F	4/12/2004	FT	B.A.- Ashford University - Organizational Management; A.A. - Art Institute of Atlanta - Culinary Arts; A.A.S. - Hotel Management - Gwinnett	Lead Instructor	AA	0	0	0	AD
Dan Harrar	F	8/23/2004	FT	Hotel Management, Brevet D'etudes Professionnelles, Cuisine Classique-	Catering & Buffet	AA	0	4	4	
William Hewett	F	2/18/2012	FT	A.O.S. - Johnson & Wales University - Culinary Arts	Restaurant Rotation, Cost Control	AA	4	3	0	
Virginia Johnson	F	11/11/2013	PT	B.S. - Birmingham - Southern College - Business Administration	Not currently schedued.	AA	0	0	0	
John Kanadu	F	11/3/2003	FT	A.O.S - Georgia Perimeter College - General Studies	Catering & Buffet	AA	7	0	0	

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Todd Kazenske	F	9/8/2003	FT	A.O.S - McIntosh College - General Business Studies	Foundatons I, Food Science & Safety, College Success & Career Portfolio	AA	7	0	0	
Beatriz Krinsky	F	4/9/2012	FT	A.A. - Georgia State University - General Studies	Cusine Across Cultures	AA	0	0	7	
Matthew Lewis	F	1/12/2014	FT	A.O.S - The Culinary Institute of America - Culinary Arts	Baking Principals & Viennoiserie	AA	0	4	0	
William Lipscomb	F	5/20/2013	PT	B.A. - Hampton University - Physics	Foundations II, Culinary History	AA	5	3	0	
Samyot Lorenson	F	7/8/2013	FT	A.O.S - The Culinary Institute of America - Culinary Arts	Foundations III	AA	0		4	
Jeffery Mekolites	F	3/29/2004	FT	B.S. - Johnson & Wales University - Culinary Arts A.A.S.Johnson & Wales University - Culinary Arts	Foundations III	AA	7	0	0	
Thomas Numprasong	F	9/14/2011	FT	University - Baking & Pastry Arts A.S. - Johnson & Wales University - Baking & Pastry	Advanced Patiserrie Techniques	AA	0	0	7	

FACULTY and ADMINISTRATIVE STAFF SUMMARY FORM

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Institution Name Le Cordon Bleu College of Culinary Arts
City, State Tucker, GA
ID 030226

Duties

AD = Administrative
RA = Recruitment / Admissions
FA = Financial Aid
SS = Student Services
OT = Other

Credential Level

C = Certificate
D = Diploma
OA = Occupational Associate
AA = Academic Associate
B = Bachelor
M = Master

Name (Last, First, Middle)	(F) Faculty or (AD) Admin Staff *Select One*	Date of Hire	FT or PT *Select One*	Degree - Institution - Major/Minor	Faculty - Course(s) Teaching Admin Staff - Position Held	Cred. Level	Faculty - Teaching Load A	M	E	Non-faculty Duties or Admin Duties
Darcey Oliveira-Chambers	F	8/12/2012	FT	A.O.S. in Applied Science, Chattahoochee Technical College	Baking & Pastry, Nutrition	AA	5	3	0	
Joeseph Petraglia	F	5/26/2011	FT	A.O.S - Johnson & Wales University - Culinary Arts	Foundations II	AA	7	0	0	
Amy Ponzoli	F	7/5/2004	FT	B.A. - Le Cordon Bleu - Culinary Management A.O.S. Johnson & Wales University - Culinary Arts	Nutrition, Contemporary Cuisine	AA	7	0	0	
Terence Reynolds	F	10/29/2007	FT	Culinary Management A.O.S. Johnson & Wales University - Culinary Arts	Nutrition, Baking & Pastry	AA	0	2	4	
Stephanie Richardson	F	1/7/2013	PT	M.A. English - State University of NY at Albany B.A.English - State University of NY at Buffalo	Speech. English	AA	2	0	0	

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Belinda Ross	F	1/6/2014	PT	Ph.D. - Sierra University - Clinical Psychology; M.A.- Eastern Michigan University, Counseling; B.S. Grand Valley State College - Sociology	Psychology	AA	2	2	0	
Daryl Shular	F	7/27/12	FT	A.A. - Art Institute of Atlanta - Culinary Arts	Director of Education	AA	0	0	0	AD
Aretha Stellmacher	F	2/18/2013	FT	M.A,- Strayer University - Accounting; B.S. - Hampton University - Accounting	College Math	AA	2	0	0	AD
Lynn Taillon	F	5/20/2013	PT	M.Ed.- University of Phoenix - Adult Education and Training; B.A. Emory University - Educational Studies	Speech, College Math	AA	2	2	0	
Christopher Thompson	F	5/2/2005	FT	A.O.S. - California Culinary Academy - Culinary Arts	Lead Instructor	AA	0	0	0	AD

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Ashley Van Cise	F	11/18/2013	PT	B.S. - University of Tennessee Knoxville - Human Ecology	Nutrition, Cost Control	AA	0	0	4	
Benny Vega	F	11/9/2009	FT	A.O.S. - Johnson & Wales University - Culinary Arts	Cuisine Across Cultures	AA	7	0	0	
Marshall Welsh	F	5/17/2010	FT	BA - University of GA, Athens - Journalism and Mass Communication	Foundations I, Food Science and Safety, College Success	AA	0	2	4	

INVENTORY OF EQUIPMENT

750 First Street, NE, Suite 980
Washington, DC 20002-4241
TEL: (202) 336-6780

Include equipment used directly in the educational activities of the institution; do not include administrative equipment. Add items to this list as necessary.

Name of Institution: Le Cordon Bleu College of Culinary Arts – Atlanta ID Code: 030226

City, State, Zip: Tucker, GA 30084

COMPUTERS	NUMBER	AVE AGE	OWN/LEASE
Dell OptiPlex 780 Library	15	5	own
HP 6200 Pro Library	16	5	own
Dell OptiPlex 780 Classrooms	14	5	own

OTHER INSTRUCTIONAL EQUIPMENT	NUMBER	AVE AGE	OWN/LEASE
Ricoh Printer Model MP 9001 Library Student	1	3	lease
Pan- Baking with Handles	31	10	Own
Pan- Saute, Aluminum 14"	17	10	Own
Pan – Omelet	60	7	Own
Pan – Crepe	10	7	Own
Pan- Saute, Aluminum 12"	13	10	Own
Pan- Saute, Aluminum 10"	47	10	Own
Pan- Sauce, Stainless 9" short	40	2	Own
Pan- Sauce, Stainless 9" medium	18	2	Own
Pan- Sauce, Stainless 9" tall	25	2	Own
Pan- Sauce, Stainless 5"	25	10	Own
Pan- Sauce, Stainless 7"	12	10	Own
Pan- Sauce, Sloped with round bottom 1 QT	27	10	Own
Sheet Tray, Aluminum- Half, 13" x 18"	44	10	Own
Sheet Tray, Aluminum- Full, 18" x 26"	721	10	Own
Stock Pot- Aluminum 6 quart	3	10	Own
Stock Pot- Aluminum, 8 Qt	13	10	Own
Stock Pot- Aluminum 12 Qt	18	10	Own
Stock Pot- Aluminum 40 Qt	10	10	Own
Bowl Mixing- 9"	8	10	Own
Bowl Mixing - 11"	22	1	Own

Bowl Mixing- 12”	9	10	Own
Bowl Mixing- 13”	18	10	Own
Bowl Mixing- 15”	10	10	Own
Bowl Mixing- 18”	1	10	Own
Bowl Mixing- 22”	2	10	Own
Hotel Pan- Full Size, 2”	16	4	Own
Hotel Pan- Full Size, 4”	22	4	Own
Hotel Pan- Full Size, 6”	3	4	Own
Hotel Pan- Half Size, 2”	6	10	Own
Hotel Pan- 1/3 Size, 4”	65	10	Own
Hotel Pan- 1/4 Size, 2”	32	10	Own
Hotel Pan- 1/6 Size, 2”	39	10	Own
Hotel Pan- 1/6 Size, 4”	10	10	Own
Hotel Pan- 1/9 Size, 6”	18	10	Own
Hotel Pan- Perforated, Full Size, 2”	8	10	Own
Hotel Pan- Perforated, Full Size, 4”	2	10	Own
Hotel Pan- Perforated, Half Size, 4”	1	10	Own
Juicer, electric	1	1	Own
Rice cooker	3	2	Own
Rondeau/Braiser Small	6	10	Own
Rondeau/Braiser Medium	10	20	Own
Rondeau/Braiser Large	3	10	Own
Lid- Red,Square	172	10	Own
Lid- Green, Square	129	10	Own
Lid - Blue, Square	88	10	Own
Pitcher- Measuring, 1 Pint	10	5	Own
Pitcher- Measuring, 4 Quart	18	5	Own
Salad Spinner	5	10	Own
Storage Container- 4 Qt., Square	120	10	Own
Storage Container- 6 Qt., Square	160	10	Own
Storage Container- 2 Qt., Square	42	5	Own
Storage Container- 6 Qt., Square	41	4	Own
Storage Container- 8 Qt., Square	44	10	Own
Storage Container- 12 Qt., Square	30	3	Own
Storage Container- 18 Qt., Square	27	10	Own
Storage Container- 22 Qt., Square	23	10	Own
Storage Container, Lexons/Tops, 20/40 with Lids	12	10	Own
Bain Marie Large	12	10	Own
Bain Marie Medium	12	10	Own
Bain Marie Small	12	10	Own
Bin- Ingredient, Small	33	4	Own
Bin- Ingredient, Lids	33	4	Own
Blender – Quik Stik – Imersion	8	1	Own

Blender- Vita Mix, Varible Speed	2	2	Own
Bus Tubs- Large	10	10	Own
Cabinet- Closed Door	20	8	Own
Can Opener	10	10	Own
Cart- Utility, 2 shelves	12	4	Own
Chafing Dishes	6	8	Own
China Cap- Fine,8”	8	1	Own
China Cap- Fine, 12”	37	8	Own
Chinoise	13	10	Own
Colander- Aluminum, 16” Diameter	16	10	Own
Cutting Board- Hanging Blue, 18” x 24”	18	10	Own
Cutting Board- Hanging Green, 15” x 20”	13	10	Own
Cutting Board- Hanging Green, 18” x 24”	91	10	Own
Cutting Board- Hanging Red, 18” x 24”	37	10	Own
Cutting Board- Hanging White, 15” x 20”	3	10	Own
Cutting Board – Hanging Blue, 18” x 24”	18	10	Own
Cutting Board – Hanging Yellow, 18”x 24”	45	10	Own
Cutting Board- White, 18” x 24”	48	10	Own
Cutting Board – Yellow, 15” X 20”	35	10	Own
Cutting Board – Red, 15” x 20”	6	10	Own
Cutting Board – Blue, 15 “ x 20”	6	10	Own
Cutting Board – Dark Blue, 18” x 24”	11	10	Own
Cutting Board- Storage Stand	18	10	Own
Food Mill- 12” Diameter	10	10	Own
Ice Caddy	15	4	Own
Ice Wand- 2 Qt.	6	5	Own
Pails- 3 qt. Green	101	8	Own
Pails – 3 qt. Red	106	8	Own
Pails- 8 qt. Green	16	8	Own
Pails – 8 qt. Red	32	8	Own
Pasta Machine	4	8	Own
Roasting/Cooling Grate- Wire, Full	20	10	Own
Roasting/Cooling Grate- ½ size	10	10	Own
Roasting/Cooling Grate ¼ size	1	10	Own
Robot Coupe- Lids	7	8	Own
Robot Coupe- Plastic Bowl	5	8	Own
Robot Coupe- S/S Bowl	4	8	Own
Robot Coupe- S Blade	7	8	Own
Scale- Spring, 32oz Capacity	45	8	Own
Scale- Spring, 5 # Capacity	7	8	Own
Speed Rack- 1/2 size	2	5	Own
Speed Rack- Full Size	42	2	Own
Steamer, bamboo, Small	4	3	Own

Steamer, bamboo, Large	4	3	Own
Sushi Mats	12	3	Own
Terrine with Lid	24	10	Own
Tortilla Press	2	2	Own
Basket- Bread	4	7	Own
Food Serving Tray	1	7	Own
Water pitchers	15	7	Own
Burner- Induction	12	3	Own
Cake Tables	27	8	Own
Dish- Crème Brulee, Oval, fluted	17	8	Own
Dish – Crème Brulee, Round, fluted	5	8	Own
Dish – Au Gratin, Round	35	8	Own
Kitchen Aid- Bowl, 10 qt.	65	8	Own
Kitchen Aid- Dough Hook, 10 Qt. Mixer	62	8	Own
Kitchen Aid- Paddle, 10 Qt. Mixer	52	8	Own
Kitchen Aid- Whisk, 10 Qt. Mixer	45	8	Own
Mixer- Countertop, 10 Qt.	57	8	Own
Mold- Brioche, 2.75” Diameter	70	8	Own
Pan- Baking, 12”x18”	172	3	Own
Pan- Baking, 12.5”x23”	120	3	Own
Pan- Cake, Angel Food	14	3	Own
Pan- Cake, Bundt	10	3	Own
Pan- Cake, 6”	5	3	Own
Pan- Cake, 8”	15	3	Own
Pan- Cake, 9” x 3”	12	3	Own
Pan- Cake, 10”	52	10	Own
Pan – Cake, 12”	3	10	Own
Pan- Crepe, 9.75” Non-Stick	19	10	Own
Pan- Loaf, 6” x 9”	32	10	Own
Pan- Loaf, Bread Pullman	22	10	Own
Pan- Muffin, 3” Diameter, 24 Indents – Silicon	6	10	Own
Pan- Tart Fluted, 8”	5	10	Own
Pan- Tart Fluted, 9” False Bottom (only 2 bottoms)	36	10	Own
Ring- Mousse, 200MM	32	10	Own
Ring- Mousse, 90 MM	122	10	Own
Ring- Mousse, 180 MM	24	10	Own
Ring- Mousse, 140 MM	6	10	Own
Rolling Pin with Handles	28	4	Own
Platters – Mirror	10	7	Own
Platters – Rectangle	10	5	Own
Platters – Oval	7	5	Own
Platters – Square	5	5	Own
Spoons – Large – slotted	36	8	Own

Spoons – Large	26	8	Own
Peelers	50	1	Own
Microplane	5	2	Own
Citrus zester	2	2	Own
Channel knives	2	2	Own
Zester	8	2	Own
Tongs, various sizes	45	3	Own
Ladles, various sizes	18	3	Own
Spice Grinders, electric	2	3	Own
Meat mallets	12	4	Own
Whisks, various sizes	104	3	Own
Spiders	15	8	Own
Flour sifter	10	4	Own
Bowl scrapers	18	3	Own
Spatulas, Rubber	15	4	Own
Caddy- Silverware, 4 compartment	2	9	Own
Tableware- Teaspoon	20	3	Own
Tableware- Soup/Dessert Spoon	20	3	Own
Tableware- Salad/Dessert	20	3	Own
Tableware- Dinner Knife	20	3	Own
Tableware- Dinner Fork	30	3	Own
Ramekin- 4.5 oz white	64	5	Own
Ramekin- 2 oz white	7	5	Own
Plate-6”	74	5	Own
Plate- 7-8”	53	5	Own
Plate- 9”	35	5	Own
Plate-12”	98	5	Own
Bowls, Soup -9”	62	5	Own
Bowls, Soup, 12”	47	5	Own
Cup, Coffee/Tea	34	5	Own
Cup saucers, Coffee/Tea	223	5	Own
Cup saucers, Espresso	17	5	Own
Cup, Soup	41	5	Own
Glass – Wine, Red	30	7	Own
Glass – Wine, White	24	7	Own
Glass- Martini	13	8	Own
Glass- Sherry	19	8	Own
Glass- Water/Soda/Ice Tea	20	8	Own
Pizza oven	1	10	Own
Pizza pans	10	8	Own
Ice machines	2	10	Own
Ice tote, Saf-T-Ice	10	2	Own
Dish machine	1	10	Own

Salamander	7	10	Own
Steamer, Cleveland Steamcraft Ultra 10	1	10	Own
Tilt Skillet	1	10	Own
Wok bowl	2	7	Own
6 Burner Ranges w/ Ovens	52	10	Own
Fryer	4	10	Own
Dble Convection Ovens	6	10	Own
Tilt Kettle	3	10	Own
Smoker	3	8	Own
Walk-in Refrigerators	10	10	Own
Walk-in Freezer	4	10	Own
Auto Sham	1	7	Own
Refrigerator, Low Boy Reach-in with drawers	17	10	Own
Refrigerator, Low Boy Read-in with doors	9	10	Own
Refrigerator, Sandwich/Salad top	1	10	Own
Wok ranges	2	5	Own
2 Door Reach-in Coolers	10	7	Own
1 Door Reach-in Cooler	4	4	Own
2 Door Freezer	2	9	Own
Dish & Pot Sink	9	10	Own
Freezer and Cooler thermometers	14	8	Own
Vacuum Sealer	4	5	Own
Espresso machine	1	10	Own
Microwave	3	8	Own
Bun Dough Press	1	7	Own
Measuring cups, full set	4	7	Own
Slicer	4	10	Own
Grill	6	10	Own
Deck Oven	4	10	Own
Proof Box	4	10	Own
Wooden Benches	36	10	Own
Ice Cream Machine	2	10	Own
Dough Sheeter	1	10	Own
Rotary Oven	1	10	Own
Marble table	5	10	Own
Computer Cabinets	10	2	Own
Demo Table with Mirror	5	4	Own
Flat Top Range w/ Oven	5	10	Own
First Aid Kits	17	1	Serviced
Classroom Tables	120	10	Own
Chairs	240	4	Own
Mops	17	1	Own
Mop Bucket	9	4	Own

Squeegee	6	2	Own
Brooms	27	1	Own
Slim Jim Garbage Cans	50	5	Own
Dust pans	12	12	Own

AUDIO-VISUAL EQUIPMENT	NUMBER	AVE AGE	OWN/LEASE
Dell Projectors	3	3	Own
Optimal Projectors	2	1	Own
10-70A Amplifiers	14	10	Own
PT2 Cameras Ceiling Mount	10	10	Own

LE CORDON BLEU®

LE CORDON BLEU COLLEGE OF CULINARY ARTS

2014 - 2015 CATALOG

ED00002241

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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 or 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.

Effective Date: May 2014

Publication Date: May 2014

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LE CORDON BLEU IN NORTH AMERICA

CHEF EDWARD G. LEONARD

MESSAGE FROM THE MASTER CHEF

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

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

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

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

(b)(6)

Chef Edward G. Leonard, CMC, WGMC, AAC
Corporate Executive Chef
Le Cordon Bleu

LE CORDON BLEU – AN INTERNATIONAL PASSPORT SINCE 1895

HISTORY OF LE CORDON BLEU

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

The Rich Heritage of Le Cordon Bleu

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

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

Following the popularity of the publication, the first Le Cordon Bleu School officially opened its doors as a culinary school in Paris in 1895. The first Cordon Bleu cooking class was held on January 14, 1896, in the Palais Royal. From the beginning, celebrated Chefs of the time came to teach at Le Cordon Bleu in Paris, including the legendary Chef Henri-Paul Pellaprat. The cooking classes were an immediate success. The reputation of the school spread rapidly worldwide. Students in the United States have been able to locally participate in Le Cordon Bleu inspired cooking courses since 1998 and share in this rich heritage.

Today, there are 30 Le Cordon Bleu schools worldwide, spanning 5 continents, including 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 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. In 1999, Le Cordon Bleu arrived in the United States. Its partnership with 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

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

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 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 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

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 St. Louis
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

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).

Accrediting Commission of Career Schools and Colleges
2101 Wilson Blvd. ,Suite 302
Arlington, VA 2220
(703) 247-4212

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

ACCSC – BRANCH CAMPUSES

Le Cordon Bleu College of Culinary Arts in Las Vegas
Accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) as a branch location of Le Cordon Bleu College of Culinary Arts in Scottsdale, AZ.

Le Cordon Bleu College of Culinary Arts in Miami
Accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) as a branch location of Le Cordon Bleu College of Culinary Arts in Scottsdale, AZ.

Le Cordon Bleu College of Culinary Arts Inc., a Private Two-Year College in Cambridge, MA is also accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) as a branch location of Le Cordon Bleu College of Culinary Arts in Scottsdale, AZ.

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

Diploma in Le Cordon Bleu Culinary Arts

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 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 & 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 98081
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. 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 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
Phone: (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
30 West Mifflin Street
P.O. Box 8696
Madison, WI 53708-8986

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

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
wtb.wa.gov
Phone: (360) 753-5662
E-Mail: 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 intuition may contact the Council at:
P.O. Box 43430
Olympia, WA 98504-3430

ED00002250

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
azppse.state.us/

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
wtb.wa.gov
Phone: (360) 753-5662
E-Mail: 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 intuition 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)

The Executive Officers of
Career Education Corporation are:

Scott W. Steffey
President and Chief Executive Officer

Colleen M. O'Sullivan
Senior Vice President, Chief Financial Officer and Treasurer

Members of the CEC Board of Directors are:

David W. Devonshire, Chairman

Louis E. Caldera

Dennis H. Chookaszian

Patrick W. Gross

Greg L. Jackson

Thomas B. Lally

Ron D. McCray

Scott W. Steffey

Leslie T. Thornton

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 term "session" refers to any shorter length course periods within a module.

CERTIFICATE PROGRAM IN

Le Cordon Bleu Culinary Arts

Offered at the Le Cordon Bleu campuses in: Atlanta, Las Vegas, Minneapolis/St. Paul, Portland, Sacramento, San Francisco, Scottsdale, Seattle, St. Louis

The Certificate in Le Cordon Bleu Culinary Arts is designed to prepare students with the skills appropriate for basic positions in professional food preparation. Students begin their program with classes in basic and fundamental concepts of the culinary profession and build to more advanced topics as the program progresses. The program features lecture and laboratory formats. The program concludes with an externship experience that gives students a chance to practice skills taught throughout the course of their studies. 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 55 quarter-credits, 940 contact hours, and 12 months of instruction.

Upon completion of the program, the graduate should have the skills needed to begin their career in the culinary and/or hospitality industries at an entry level. Jobs that are counted as successful placements in the published placement rates for calendar year 2012 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, Pantry Cook, Lead Line Cook, Cook II, Prep Cook, Chef, Roundsman, Cook III, Garde Manger, Grill Cook, Baker, Production Cook, Salumiere, Sous Chef, Kitchen Supervisor, Banquet Cook, Jr. Sous Chef, Assistant Manager, and Kitchen Assistant. 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 cannot guarantee employment or salary.

Core Curriculum Requirements

COURSE CODE	COURSE TITLE	CREDITS
LCBC105	Food Safety and Sanitation	3.0
LCBC110	Culinary Foundations I	4.0
LCBC122	Culinary Foundations II	7.0
LCBC132	Culinary Foundations III	7.0
LCBC152	Baking and Pastry	7.0
LCBC212	Cuisine Across Cultures	8.0
LCBC222	Catering and Buffets	7.0
LCBC250	Externship I	6.0
LCBC255	Externship II	6.0
Total Quarter Credits Required for Graduation		**55.0**

CERTIFICATE PROGRAM IN

Le Cordon Bleu Pâtisserie and Baking

Offered at the Le Cordon Bleu campuses in: Atlanta, Las Vegas, Minneapolis/St. Paul, Portland, Sacramento, San Francisco, Scottsdale, Seattle, St. Louis

Le Cordon Bleu College of Culinary Arts offers an intensive program for those interested in a professional baking career. The program includes hands-on teaching of fundamental baking skills and the theoretical knowledge that forms basic competency in the field. The Certificate in Le Cordon Bleu Pâtisserie and Baking offers a comprehensive course of study in the fundamentals, and exposes students to the different styles of the school's chef-instructors, a wide variety of industry-current equipment, and various facets of the 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 55 quarter-credits, 940 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 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: Baker, Pastry Cook, Bakery Assistant, Cake Decorator, Pastry Assistant, Head Baker, Assistant Pastry Chef, Pastry Line Cook, Morning Production Baker, Pastry Chef, Pastry Cook 4, and Dessert Plater. 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 cannot guarantee employment or salary.

Core Curriculum Requirements

COURSE CODE	COURSE TITLE	CREDITS
LCBC105	Food Safety and Sanitation	3.0
LCBC110	Culinary Foundations I	4.0
LCBK102	Introduction to Pâtisserie and Baking Techniques	7.0
LCBK112	Baking Principles and Viennoiserie	7.0
LCBK122	International Pâtisserie, Cake Formula, and Assembly	7.0
LCBK212	Advanced Pâtisserie and Chocolate Techniques	8.0
LCBK222	Centerpiece and Cake Decoration Techniques	7.0
LCBK250	Externship I	6.0
LCBK255	Externship II	6.0
Total Credits Required for Graduation		**55.0**

DIPLOMA PROGRAM IN

Le Cordon Bleu Culinary Arts

Offered at the Le Cordon Bleu campuses in: Los Angeles, Miami, Orlando

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

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

CORE CURRICULUM REQUIREMENTS

COURSE CODE	COURSE TITLE	CREDITS
LCBC105	Food Safety and Sanitation	3.0
LCBC110	Culinary Foundations I	4.0
LCBC122	Culinary Foundations II	7.0
LCBC132	Culinary Foundations III	7.0
LCBC152 LCBC153**	Baking and Pastry	7.0
LCBC212	Cuisine Across Cultures	8.0
LCBC222	Catering and Buffets	7.0
LCBC250	Externship I	6.0
LCBC255	Externship II	6.0
Total Quarter Credits Required for Graduation		**55.0**

*** LCBC153 is offered at the Los Angeles campus.*

DIPLOMA PROGRAM IN

Le Cordon Bleu Pâtisserie and Baking

Offered at the Le Cordon Bleu campuses in: Los Angeles, Miami, Orlando

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 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 55 quarter-credits, 940 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. 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. There is no cumulative exam required at the end of the program.

Core Curriculum Requirements

COURSE CODE	COURSE TITLE	CREDITS
LCBC105	Food Safety and Sanitation	3.0
LCBC110	Culinary Foundations I	4.0
LCBK102	Introduction to Pâtisserie and Baking Techniques	7.0
LCBK112	Baking Principles and Viennoiserie	7.0
LCBK122	International Pâtisserie, Cake Formula, and Assembly	7.0
LCBK212	Advanced Pâtisserie and Chocolate Techniques	8.0
LCBK222	Centerpiece and Cake Decoration Techniques	7.0
LCBK250	Externship I	6.0
LCBK255	Externship II	6.0
Total Credits Required for Graduation		**55.0**

ASSOCIATE OF OCCUPATIONAL SCIENCE IN

Le Cordon Bleu Culinary Arts

Offered at the Le Cordon Bleu campus in: Atlanta

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

Program outcomes include:

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

Upon completion of the program the graduate should have the 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, Roundsman and Prep Cook. The various titles of "chef" generally apply to more advanced roles in a professional kitchen (for example, Sous Chef, Executive Chef). Graduates should not expect to become Chefs upon graduation but are encouraged to work toward becoming a Chef through the course of their careers. The jobs mentioned are examples of certain potential jobs, not a representation that these outcomes are more probable than others. Le Cordon Bleu 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 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 Degree 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

COURSE CODE	COURSE TITLE	CREDITS
LCBC100	College Success and Career Portfolio	1.0
LCBC110	Culinary Foundations I	4.0
LCBC122	Culinary Foundations II	7.0
LCBC125	Cost Control and Purchasing	3.0
LCBC132	Culinary Foundations III	7.0
LCBC152	Baking and Pastry	7.0
LCBC212	Cuisine Across Cultures	8.0
LCBC215	Hospitality Supervision and Entrepreneurship	5.0
LCBC222	Catering and Buffets	7.0
LCBC225	Wine and Beverage	3.0
LCBC232	Contemporary Cuisine	4.0
LCBC240	Restaurant Rotation	8.0
LCBC250	Externship I	6.0
LCBC255	Externship II	6.0
Total Required Core Curriculum Credits		**76.0**

General Education Requirements

COURSE CODE	COURSE TITLE	CREDITS
CST1050	Speech	5.0
ENG132	English Composition	5.0
HUM1101	Culinary History	5.0
MAT1150	College Math	5.0
PSY2101	Introduction to Psychology	5.0
SCI1200	Food Science and Safety	3.0
SCI1230	Nutrition	3.0
Total Required General Education Credits		**31.0**
Total Quarter Credits Required for Graduation		**107.0**

ASSOCIATE OF OCCUPATIONAL SCIENCE IN

Le Cordon Bleu Pâtisserie and Baking

Offered at the Le Cordon Bleu campus in: Atlanta

The Le Cordon Bleu Pâtisserie and Baking program is a 21 month, 1510 contact hour, 106 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.

Program outcomes include:

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

COURSE CODE	COURSE TITLE	CREDITS
LCBC100	College Success and Career Portfolio	1.0
LCBC110	Culinary Foundations I	4.0
LCBC122	Culinary Foundations II	7.0
LCBC125	Cost Control and Purchasing	3.0
LCBC215	Hospitality Supervision and Entrepreneurship	5.0
LCBK102	Introduction to Pâtisserie and Baking	7.0
LCBK112	Baking Principles and Viennoiserie	7.0
LCBK122	International Pâtisserie, Cake Formula and Assembly	7.0
LCBK212	Advanced Pâtisserie and Chocolate Techniques	8.0
LCBK222	Centerpiece and Cake Decoration Techniques	7.0
LCBK232	Advanced Showpiece and Confectionary Techniques	7.0
LCBK250	Externship I	6.0
LCBK255	Externship II	6.0
Total Required Core Curriculum Credits		**75.0**

General Education Requirements

COURSE CODE	COURSE TITLE	CREDITS
CST1050	Speech	5.0
ENG132	English Composition	5.0
HUM1101	Culinary History	5.0
MAT1150	College Math	5.0
PSY2101	Introduction to Psychology	5.0
SCI1200	Food Science and Safety	3.0
SCI1230	Nutrition	3.0
Total Required General Education Credits		**31.0**
Total Quarter Credits Required for Graduation		**106.0**

ASSOCIATE OF OCCUPATIONAL SCIENCE DEGREE IN

Le Cordon Bleu Culinary Arts

Offered at the Le Cordon Bleu campus in: Las Vegas

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

Program outcomes include:

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

Upon completion of the program, the graduate should have the 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, Roundsman and Prep Cook. The various titles of "chef" generally apply to more advanced roles in a professional kitchen (for example, Sous Chef, Executive Chef). Graduates should not expect to become Chefs upon graduation but are encouraged to work toward becoming a Chef through the course of their careers. The jobs mentioned are examples of certain potential jobs, not a representation that these outcomes are more probable than others. Le Cordon Bleu 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 Degree 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

COURSE CODE	COURSE TITLE	CREDITS
LCBC100	College Success and Career Portfolio	1.0
LCBC105	Food Safety and Sanitation	3.0
LCBC110	Culinary Foundations I	4.0
LCBC122	Culinary Foundations II	7.0
LCBC125	Cost Control and Purchasing	3.0
LCBC132	Culinary Foundations III	7.0
LCBC135	Nutrition	3.0
LCBC152	Baking and Pastry	7.0
LCBC212	Cuisine Across Cultures	8.0
LCBC215	Hospitality Supervision and Entrepreneurship	5.0
LCBC222	Catering and Buffets	7.0
LCBC225	Wine and Beverage	3.0
LCBC232	Contemporary Cuisine	4.0
LCBC240	Restaurant Rotation	8.0
LCBC250	Externship I	6.0
LCBC255	Externship II	6.0
Total Required Core Curriculum Credits		**82.0**

General Education Requirements

COURSE CODE	COURSE TITLE	CREDITS
COM112	Effective Interpersonal Communication and Presentation Skills	5.0
ENG150	College English	5.0
MAT122	Culinary Math	5.0
POL200	Introduction to American and Nevada Politics	5.0
PSY201	Aspects of Psychology	5.0
Total Required General Education Credits		**25.0**
Total Quarter Credits Required for Graduation		**107.0**

ASSOCIATE OF OCCUPATIONAL SCIENCE DEGREE IN

Le Cordon Bleu Pâtisserie and Baking

Offered at the Le Cordon Bleu campus in: Las Vegas

The Le Cordon Bleu Pâtisserie and Baking program is a 21 month, 1510 contact hour, 106 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.

Program outcomes include:

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

COURSE CODE	COURSE TITLE	CREDITS
LCBC100	College Success and Career Portfolio	1.0
LCBC105	Food Safety and Sanitation	3.0
LCBC110	Culinary Foundations I	4.0
LCBC122	Culinary Foundations II	7.0
LCBC125	Cost Control and Purchasing	3.0
LCBC135	Nutrition	3.0
LCBC215	Hospitality Supervision and Entrepreneurship	5.0
LCBK102	Introduction to Pâtisserie and Baking	7.0
LCBK112	Baking Principles and Viennoiserie	7.0
LCBK122	International Pâtisserie Cake Formula and Assembly	7.0
LCBK212	Advanced Pâtisserie and Chocolate Techniques	8.0
LCBK222	Centerpiece and Cake Decoration Techniques	7.0
LCBK232	Advanced Showpiece and Confectionary Techniques	7.0
LCBC250	Externship I	6.0
LCBC255	Externship II	6.0
Total Required Core Curriculum Credits		**81.0**

General Education Requirements

COURSE CODE	COURSE TITLE	CREDITS
COM112	Effective Interpersonal Communication and Presentation Skills	5.0
ENG150	College English	5.0
MAT122	Culinary Math	5.0
POL200	Introduction to American and Nevada Politics	5.0
PSY201	Aspects of Psychology	5.0
Total Required General Education Credits		**25.0**
Total Quarter Credits Required for Graduation		**106.0**

ASSOCIATE OF OCCUPATIONAL STUDIES DEGREE IN

Le Cordon Bleu Culinary Arts

Offered at the Le Cordon Bleu campus in: Los Angeles (Pasadena campus)

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

Program outcomes include:

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

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

Core Curriculum Requirements

COURSE CODE	COURSE TITLE	CREDITS
LCBC100	College Success and Career Portfolio	1.0
LCBC105	Food Safety and Sanitation	3.0
LCBC110	Culinary Foundations I	4.0
LCBC122	Culinary Foundations II	7.0
LCBC125	Cost Control and Purchasing	3.0
LCBC132	Culinary Foundations III	7.0
LCBC135	Nutrition	3.0
LCBC153	Baking and Pastry	7.0
LCBC205	Food In History	5.0
LCBC212	Cuisine Across Cultures	8.0
LCBC215	Hospitality Supervision and Entrepreneurship	5.0
LCBC222	Catering and Buffets	7.0
LCBC225	Wine and Beverage	3.0
LCBC232	Contemporary Cuisine	4.0
LCBC241	Restaurant Rotation	8.0
LCBC250	Externship I	6.0
LCBC255	Externship II	6.0
Total Required Core Curriculum Credits		**87.0**

General Education Requirements

COURSE CODE	COURSE TITLE	CREDITS
GEN112	Fundamentals of Speech	5.0
GEN122	Applied Math	5.0
GEN132	English Composition	5.0
GEN142	Introduction to Psychology	5.0
Total Required General Education Credits		**20.0**
Total Quarter Credits Required for Graduation		**107.0**

ASSOCIATE OF OCCUPATIONAL STUDIES DEGREE IN

Le Cordon Bleu Pâtisserie and Baking

Offered at the Le Cordon Bleu campus in: Los Angeles (Pasadena campus)

The Le Cordon Bleu The Le Cordon Bleu Pâtisserie and Baking program is a 21 month, 1510 contact hour, 106 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.

Program outcomes include:

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

Upon completion of this program, a graduate should have the workforce skills appropriate for entry level positions in the culinary and/or hospitality industries. Examples of some job titles for graduates include Pastry Assistant, Bakery Assistant, Baker, Assistant Pastry Cook, Pastry Cook, Bread Baker, and Cake Decorator. The various titles of "pastry chef" generally apply to more advanced roles in a professional kitchen (for example Pastry Sous Chef, Executive Pastry Chef). Graduates should not expect to become chefs upon graduation but are encouraged to work toward becoming a chef through the course of their careers. The jobs mentioned are examples of certain potential jobs, not a representation that these outcomes are more probable than others. Le Cordon Bleu 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 Degree in Le Cordon Bleu Pâtisserie and Baking program. There is no cumulative exam required at the end of the program.

Core Curriculum Requirements

COURSE CODE	COURSE TITLE	CREDITS
LCBC100	College Success and Career Portfolio	1.0
LCBC105	Food Safety and Sanitation	3.0
LCBC110	Culinary Foundations I	4.0
LCBC122	Culinary Foundations II	7.0
LCBC125	Cost Control and Purchasing	3.0
LCBC135	Nutrition	3.0
LCBC205	Food in History	5.0
LCBC215	Hospitality Supervision and Entrepreneurship	5.0
LCBK102	Introduction to Pâtisserie and Baking Techniques	7.0
LCBK112	Baking Principles and Viennoiserie	7.0
LCBK122	International Pâtisserie, Cake Formula, and Assembly	7.0
LCBK212	Advanced Pâtisserie & Chocolate Techniques	8.0
LCBK222	Centerpiece and Cake Decoration Techniques	7.0
LCBK232	Advanced Showpiece and Confectionary Techniques	7.0
LCBK250	Externship I	6.0
LCBK255	Externship II	6.0
Total Required Core Curriculum Credits		**86.0**

General Education Requirements

COURSE CODE	COURSE TITLE	CREDITS
GEN112	Fundamentals of Speech	5.0
GEN122	Applied Math	5.0
GEN132	English Composition	5.0
GEN142	Introduction to Psychology	5.0
Total Required General Education Credits		**20.0**
Total Quarter Credits Required for Graduation		**106.0**

ASSOCIATE IN SCIENCE DEGREE IN

Le Cordon Bleu Culinary Arts

Offered at the Le Cordon Bleu campus in: Miami

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

Program outcomes include:

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

Upon completion of the program the graduate should have the 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, Roundsman and Prep Cook. The various titles of "chef" generally apply to more advanced roles in a professional kitchen (for example, Sous Chef, Executive Chef). Graduates should not expect to become chefs upon graduation but are encouraged to work toward becoming a chef through the course of their careers. The jobs mentioned are examples of certain potential jobs, not a representation that these outcomes are more probable than others. Le Cordon Bleu cannot guarantee employment or salary.

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Core Curriculum Requirements

COURSE CODE	COURSE TITLE	CREDITS
LCBC100	College Success and Career Portfolio	1.0
LCBC105	Food Safety and Sanitation	3.0
LCBC110	Culinary Foundations I	4.0
LCBC122	Culinary Foundations II	7.0
LCBC125	Cost Control and Purchasing	3.0
LCBC132	Culinary Foundations III	7.0
LCBC135	Nutrition	3.0
LCBC152	Baking and Pastry	7.0
LCBC212	Cuisine Across Cultures	8.0
LCBC215	Hospitality Supervision and Entrepreneurship	5.0
LCBC222	Catering and Buffets	7.0
LCBC225	Wine and Beverage	3.0
LCBC232	Contemporary Cuisine	4.0
LCBC240	Restaurant Rotation	8.0
LCBC250	Externship I	6.0
LCBC255	Externship II	6.0
Total Required Core Curriculum Credits		**82.0**

General Education Requirements

COURSE CODE	COURSE TITLE	CREDITS
ENC1101	English Composition	5.0
LAH2020	History of Latin America	5.0
MAC1105	College Mathematics	5.0
SPC2600	Public Speaking	5.0
SYG2600	Cultural Diversity	5.0
Total Required General Education Credits		**25.0**
Total Quarter Credits Required for Graduation		**107.0**

ASSOCIATE IN SCIENCE DEGREE IN

Le Cordon Bleu Pâtisserie and Baking

Offered at the Le Cordon Bleu campus in: Miami

The Le Cordon Bleu Pâtisserie and Baking program is a 21 month, 1510 contact hour, 106 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.

Program outcomes include:

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

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

Core Curriculum Requirements

COURSE CODE	COURSE TITLE	CREDITS
LCBC100	College Success and Career Portfolio	1.0
LCBC105	Food Safety and Sanitation	3.0
LCBC110	Culinary Foundations I	4.0
LCBC122	Culinary Foundations II	7.0
LCBC125	Cost Control and Purchasing	3.0
LCBC135	Nutrition	3.0
LCBC215	Hospitality Supervision and Entrepreneurship	5.0
LCBK102	Introduction to Pâtisserie and Baking Techniques	7.0
LCBK112	Baking Principles and Viennoiserie	7.0
LCBK122	International Pâtisserie, Cake Formula and Assembly	7.0
LCBK212	Advanced Pâtisserie and Chocolate Techniques	8.0
LCBK222	Centerpiece and Cake Decoration Techniques	.0
LCBK232	Advanced Showpiece and Confectionary Techniques	7.0
LCBK250	Externship I	6.0
LCBK255	Externship II	6.0
Total Required Core Curriculum Credits		**81.0**

General Education Requirements

COURSE CODE	COURSE TITLE	CREDITS
ENC1101	English Composition	5.0
LAH2020	History of Latin America	5.0
MAC1105	College Mathematics	5.0
SPC2600	Public Speaking	5.0
SYG2600	Cultural Diversity	5.0
Total Required General Education Credits		**25.0**
Total Quarter Credits Required for Graduation		**106.0**

ASSOCIATE IN APPLIED SCIENCE DEGREE IN

Le Cordon Bleu Culinary Arts

Offered at the Le Cordon Bleu campus in: Minneapolis/St. Paul

The Le Cordon Bleu Culinary Arts program is a 21 month, 1564 contact hour, 107 quarter-credit culinary arts training program leading to an Associate in Applied Science degree. The program consists of culinary laboratory, restaurant management and general education courses.

Program outcomes include:

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

Upon completion of the program the graduate should have the 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, Roundsman and Prep Cook. The various titles of "chef" generally apply to more advanced roles in a professional kitchen (for example, Sous Chef, Executive Chef). Graduates should not expect to become chefs upon graduation but are encouraged to work toward becoming a chef through the course of their careers. The jobs mentioned are examples of certain potential jobs, not a representation that these outcomes are more probable than others. Le Cordon Bleu 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 Applied Science Degree in Le Cordon Bleu Culinary Arts program.

Core Curriculum Requirements

COURSE CODE	COURSE TITLE	CREDITS
LCBC100	College Success and Career Portfolio	1.0
LCBC105	Food Safety and Sanitation	3.0
LCBC110	Culinary Foundations I	4.0
LCBC122	Culinary Foundations II	7.0
LCBC125	Cost Control and Purchasing	3.0
LCBC132	Culinary Foundations III	7.0
LCBC135	Nutrition	3.0
LCBC152	Baking and Pastry	7.0
LCBC212	Cuisine Across Cultures	8.0
LCBC215	Hospitality Supervision and Entrepreneurship	5.0
LCBC222	Catering and Buffets	7.0
LCBC231	Contemporary Cuisine	2.0
LCBC242	Restaurant Rotation	8.0
LCBC250	Externship I	6.0
LCBC255	Externship II	6.0
Total Required Core Curriculum Credits		**77.0**

General Education Requirements

COURSE CODE	COURSE TITLE	CREDITS
MTH135	College Mathematics	5.0
ENG105	English Composition	5.0
COM115	Communication Methods	5.0
PSY105	Psychology	5.0
LIT225	Topics in Literature	5.0
GE280	Environmental Science	5.0
Total Required General Education Credits		**30.0**
Total Quarter Credits Required for Graduation		**107.0**

ASSOCIATE IN APPLIED SCIENCE DEGREE IN

Le Cordon Bleu Pâtisserie and Baking

Offered at the Le Cordon Bleu campus in: Minneapolis/St. Paul

The Le Cordon Bleu Pâtisserie and Baking program is a 21 month, 1570 contact hour, 111 quarter-credit culinary arts training program leading to an Associate in Applied Science degree. The program consists of pâtisserie and baking laboratory, restaurant management and general education courses.

Program outcomes include:

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

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

Core Curriculum Requirements

COURSE CODE	COURSE TITLE	CREDITS
LCBC100	College Success and Career Portfolio	1.0
LCBC105	Food Safety and Sanitation	3.0
LCBC110	Culinary Foundations I	4.0
LCBC122	Culinary Foundations II	7.0
LCBC125	Cost Control and Purchasing	3.0
LCBC135	Nutrition	3.0
LCBC215	Hospitality Supervision and Entrepreneurship	5.0
LCBK102	Introduction to Pâtisserie and Baking Techniques	7.0
LCBK112	Baking Principles and Viennoiserie	7.0
LCBK122	International Pâtisserie, Cake Formula and Assembly	7.0
LCBK212	Advanced Pâtisserie and Chocolate Techniques	8.0
LCBK222	Centerpiece and Cake Decoration Techniques	7.0
LCBK232	Advanced Showpiece and Confectionary Techniques	7.0
LCBC250	Externship I	6.0
LCBC255	Externship II	6.0
Total Required Core Curriculum Credits		**81.0**

General Education Requirements

COURSE CODE	COURSE TITLE	CREDITS
MTH135	College Mathematics	5.0
ENG105	English Composition	5.0
COM115	Communication Methods	5.0
PSY105	Psychology	5.0
LIT225	Topics in Literature	5.0
GE280	Environmental Science	5.0
Total Required General Education Credits		**30.0**
Total Quarter Credits Required for Graduation		**111.0**

ASSOCIATE IN SCIENCE DEGREE IN

Le Cordon Bleu Culinary Arts

Offered at the Le Cordon Bleu campus in: Orlando

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

Program outcomes include:

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

Upon completion of the program the graduate should have the 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, Roundsman and Prep Cook. The various titles of "chef" generally apply to more advanced roles in a professional kitchen (for example, Sous Chef, Executive Chef). Graduates should not expect to become chefs upon graduation but are encouraged to work toward becoming a chef through the course of their careers. The jobs mentioned are examples of certain potential jobs, not a representation that these outcomes are more probable than others. Le Cordon Bleu 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 Degree in Le Cordon Bleu Culinary Arts program.

Core Curriculum Requirements

COURSE CODE	COURSE TITLE	CREDITS
LCBC100	College Success and Career Portfolio	1.0
LCBC105	Food Safety and Sanitation	3.0
LCBC110	Culinary Foundations I	4.0
LCBC122	Culinary Foundations II	7.0
LCBC125	Cost Control and Purchasing	3.0
LCBC132	Culinary Foundations III	7.0
LCBC135	Nutrition	3.0
LCBC152	Baking and Pastry	7.0
LCBC212	Cuisine Across Cultures	8.0
LCBC215	Hospitality Supervision and Entrepreneurship	5.0
LCBC222	Catering and Buffets	7.0
LCBC225	Wine and Beverage	3.0
LCBC232	Contemporary Cuisine	4.0
LCBC240	Restaurant Rotation	8.0
LCBC250	Externship I	6.0
LCBC255	Externship II	6.0
Total Required Core Curriculum Credits		**82.0**

General Education Requirements

COURSE CODE	COURSE TITLE	CREDITS
GEN112	College English	5.0
GEN122	Verbal Communications	5.0
GEN132	College Mathematics	5.0
GEN142	Introduction to Psychology	5.0
GEN152	Environmental Science	5.0
Total Required General Education Credits		**25.0**
Total Quarter Credits Required for Graduation		**107.0**

ASSOCIATE IN SCIENCE DEGREE IN

Le Cordon Bleu Pâtisserie and Baking

Offered at the Le Cordon Bleu campus in: Orlando

The Le Cordon Bleu Pâtisserie and Baking program is a 21 month, 1510 contact hour, 106 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.

Program outcomes include:

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

Core Curriculum Requirements

COURSE CODE	COURSE TITLE	CREDITS
LCBC100	College Success and Career Portfolio	1.0
LCBC105	Food Safety and Sanitation	3.0
LCBC110	Culinary Foundations I	4.0
LCBC122	Culinary Foundations II	7.0
LCBC125	Cost Control and Purchasing	3.0
LCBC135	Nutrition	3.0
LCBC215	Hospitality Supervision and Entrepreneurship	5.0
LCBK102	Introduction to Pâtisserie and Baking Techniques	7.0
LCBK112	Baking Principles and Viennoiserie	7.0
LCBK122	International Pâtisserie, Cake Formula and Assembly	7.0
LCBK212	Advanced Pâtisserie and Chocolate Techniques	8.0
LCBK222	Centerpiece and Cake Decoration Techniques	7.0
LCBK232	Advanced Showpiece and Confectionary Techniques	7.0
LCBK250	Externship I	6.0
LCBK255	Externship II	6.0
Total Required Core Curriculum Credits		**81.0**

General Education Requirements

COURSE CODE	COURSE TITLE	CREDITS
GEN112	College English	5.0
GEN122	Verbal Communications	5.0
GEN132	College Mathematics	5.0
GEN142	Introduction to Psychology	5.0
GEN152	Environmental Science	5.0
Total Required General Education Credits		**25.0**
Total Quarter Credits Required for Graduation		**106.0**

ASSOCIATE OF OCCUPATIONAL STUDIES DEGREE IN

Le Cordon Bleu Culinary Arts

Offered at the Le Cordon Bleu campus in: Portland

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

Program outcomes include:

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

Upon completion of the program the graduate should have the workforce skills appropriate for entry level positions in the culinary and/or hospitality industries. Examples of some job titles for graduates include Cook, Line Cook, Catering Assistant, Banquet Cook, Garde Manger, Roundsman and Prep Cook. The various titles of "chef" generally apply to more advanced roles in a professional kitchen (for example, Sous Chef, Executive Chef). Graduates should not expect to become Chefs upon graduation but are encouraged to work toward becoming a Chef through the course of their careers. The jobs mentioned are examples of certain potential jobs, not a representation that these outcomes are more probable than others. Le Cordon Bleu 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 retake that course, or an equivalent course, earning a course grade of 2.0 or higher prior to enrollment into the Associate of Occupational Studies Degree in Le Cordon Bleu Culinary Arts program 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

COURSE CODE	COURSE TITLE	CREDITS
LCBC100	College Success and Career Portfolio	1.0
LCBC105	Food Safety and Sanitation	3.0
LCBC110	Culinary Foundations I	4.0
LCBC122	Culinary Foundations II	7.0
LCBC125	Cost Control and Purchasing	3.0
LCBC132	Culinary Foundations III	7.0
LCBC135	Nutrition	3.0
LCBC152	Baking and Pastry	7.0
LCBC212	Cuisine Across Cultures	8.0
LCBC215	Hospitality Supervision and Entrepreneurship	5.0
LCBC222	Catering and Buffets	7.0
LCBC225	Wine and Beverage	3.0
LCBC232	Contemporary Cuisine	4.0
LCBC240	Restaurant Rotation	8.0
LCBC250	Externship I	6.0
LCBC255	Externship II	6.0
Total Required Core Curriculum Credits		**82.0**

GENERAL EDUCATION REQUIREMENTS

COURSE CODE	COURSE TITLE	CREDITS
COM166	Interpersonal Communications	5.0
ENG121	English Composition	5.0
ENG221	Writing Practical	5.0
MAT100	College Math	5.0
PSY142	Psychology	5.0
Total Required General Education Credits		**25.0**
Total Quarter Credits Required for Graduation		**107.0**

ASSOCIATE OF OCCUPATIONAL STUDIES DEGREE IN

Le Cordon Bleu Pâtisserie and Baking

Offered at the Le Cordon Bleu campus in: Portland

The Le Cordon Bleu Pâtisserie and Baking program is a 21 month, 1510 contact hour, 106 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.

Program outcomes include:

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

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

COURSE CODE	COURSE TITLE	CREDITS
LCBC100	College Success and Career Portfolio	1.0
LCBC105	Food Safety and Sanitation	3.0
LCBC110	Culinary Foundations I	4.0
LCBC122	Culinary Foundations II	7.0
LCBC125	Cost Control and Purchasing	3.0
LCBC135	Nutrition	3.0
LCBC215	Hospitality Supervision and Entrepreneurship	5.0
LCBK102	Introduction to Pâtisserie and Baking Techniques	7.0
LCBK112	Baking Principles and Viennoiserie	7.0
LCBK122	International Pâtisserie, Cake Formula, and Assembly	7.0
LCBK212	Advanced Pâtisserie and Chocolate Techniques	8.0
LCBK222	Centerpiece and Cake Decoration Techniques	7.0
LCBK232	Advanced Showpiece and Confectionary Techniques	7.0
LCBK250	Externship I	6.0
LCBK255	Externship II	6.0
Total Required Core Curriculum Credits		**81.0**

General Education Requirements

COURSE CODE	COURSE TITLE	CREDITS
COM166	Interpersonal Communications	5.0
ENG121	English Composition	5.0
ENG221	Writing Practical	5.0
MAT100	College Math	5.0
PSY142	Psychology	5.0
Total Required General Education Credits		**25.0**
Total Quarter Credits Required for Graduation		**106.0**

ASSOCIATE OF OCCUPATIONAL STUDIES DEGREE IN

Le Cordon Bleu Culinary Arts

Offered at the Le Cordon Bleu campus in: San Francisco

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

Program outcomes include:

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

Upon completion of the program the graduate should have the 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 2011 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, 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 cannot guarantee employment or salary.

The Associate of Occupational Studies in Le Cordon Culinary Arts program has recently undergone some changes, therefore there is no current placement data available. Information regarding general salary and placement statistics may be available from government sources or from the institution, but is not equivalent to actual performance data.

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 Degree in Le Cordon Bleu Culinary Arts program.

Core Curriculum Requirements

COURSE CODE	COURSE TITLE	CREDITS
LCBC100	College Success and Career Portfolio	1.0
LCBC105	Food Safety and Sanitation	3.0
LCBC110	Culinary Foundations I	4.0
LCBC122	Culinary Foundations II	7.0
LCBC123	Hospitality Math	5.0
LCBC125	Cost Control and Purchasing	3.0
LCBC132	Culinary Foundations III	7.0
LCBC135	Nutrition	3.0
LCBC152	Baking and Pastry	7.0
LCBC205	Food in History	5.0
LCBC212	Cuisine Across Cultures	8.0
LCBC215	Hospitality Supervision and Entrepreneurship	5.0
LCBC222	Catering and Buffets	7.0
LCBC225	Wine and Beverage	3.0
LCBC232	Contemporary Cuisine	4.0
LCBC240	Restaurant Rotation	8.0
LCBC250	Externship I	6.0
LCBC255	Externship II	6.0
Total Required Core Curriculum Credits		**92.0**

General Education Requirements

COURSE CODE	COURSE TITLE	CREDITS
GEN113	Fundamentals of Oral Communication	5.0
GEN133	Written Communication	5.0
GEN142	Psychology	5.0
Total Required General Education Credits		**15.0**
Total Quarter Credits Required for Graduation		**107.0**

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ASSOCIATE OF OCCUPATIONAL STUDIES DEGREE IN

Le Cordon Bleu Pâtisserie and Baking

Offered at the Le Cordon Bleu campus in: San Francisco

The Le Cordon Bleu The Le Cordon Bleu Pâtisserie and Baking program is a 21 month, 1510 contact hour, 106 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.

Program outcomes include:

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

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

Core Curriculum Requirements

COURSE CODE	COURSE TITLE	CREDITS
LCBC100	College Success and Career Portfolio	1.0
LCBC105	Food Safety and Sanitation	3.0
LCBC110	Culinary Foundations I	4.0
LCBC122	Culinary Foundations II	7.0
LCBC123	Hospitality Math	5.0
LCBC125	Cost Control and Purchasing	3.0
LCBC135	Nutrition	3.0
LCBC205	Food in History	5.0
LCBC215	Hospitality Supervision and Entrepreneurship	5.0
LCBK102	Introduction to Pâtisserie and Baking Techniques	7.0
LCBK112	Baking Principles and Viennoiserie	7.0
LCBK122	International Pâtisserie, Cake Formula, and Assembly	7.0
LCBK212	Advanced Pâtisserie & Chocolate Techniques	8.0
LCBK222	Centerpiece and Cake Decoration Techniques	7.0
LCBK232	Advanced Showpiece and Confectionary Techniques	7.0
LCBK250	Externship I	6.0
LCBK255	Externship II	6.0
Total Required Core Curriculum Credits		**91.0**

General Education Requirements

COURSE CODE	COURSE TITLE	CREDITS
GEN113	Fundamentals of Oral Communication	5.0
GEN133	Written Communication	5.0
GEN142	Psychology	5.0
Total Required General Education Credits		**15.0**
Total Quarter Credits Required for Graduation		**106.0**

ASSOCIATE IN APPLIED SCIENCE DEGREE IN

Le Cordon Bleu Culinary Arts

Offered at the Le Cordon Bleu campus in: Sacramento, Seattle, St. Louis

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

Program outcomes include:

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

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

Core Curriculum Requirements

COURSE CODE	COURSE TITLE	CREDITS
LCBC100	College Success and Career Portfolio	1.0
LCBC105	Food Safety and Sanitation	3.0
LCBC110	Culinary Foundations I	4.0
LCBC122	Culinary Foundations II	7.0
LCBC125	Cost Control and Purchasing	3.0
LCBC132	Culinary Foundations III	7.0
LCBC135	Nutrition	3.0
LCBC152	Baking and Pastry	7.0
LCBC212	Cuisine Across Cultures	8.0
LCBC215	Hospitality Supervision and Entrepreneurship	5.0
LCBC222	Catering and Buffets	7.0
LCBC225	Wine and Beverage	3.0
LCBC232	Contemporary Cuisine	4.0
LCBC240	Restaurant Rotation	8.0
LCBC250	Externship I	6.0
LCBC255	Externship II	6.0
Total Required Core Curriculum Credits		**82.0**

General Education Requirements

COURSE CODE	COURSE TITLE	CREDITS
COM115	Communication Methods	5.0
ENG105	English Composition	5.0
LIT215	Topics in Literature	5.0
MTH135	College Mathematics	5.0
PSY105	Psychology	5.0
Total Required General Education Credits		**25.0**
Total Quarter Credits Required for Graduation		**107.0**

ASSOCIATE IN APPLIED SCIENCE DEGREE IN

Le Cordon Bleu Pâtisserie and Baking Arts

Offered at the Le Cordon Bleu campus in: Sacramento, Seattle, St. Louis

The Le Cordon Bleu The Le Cordon Bleu Pâtisserie and Baking program is a 21 month, 1510 contact hour, 106 quarter credit culinary arts training program leading to an Associate in Applied Science degree. The program consists of Pâtisserie and baking laboratory, restaurant management, and general education courses.

Program outcomes include:

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

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

Core Curriculum Requirements

COURSE CODE	COURSE TITLE	CREDITS
LCBC100	College Success and Career Portfolio	1.0
LCBC105	Food Safety and Sanitation	3.0
LCBC110	Culinary Foundations I	4.0
LCBC122	Culinary Foundations II	7.0
LCBC125	Cost Control and Purchasing	3.0
LCBC135	Nutrition	3.0
LCBC215	Hospitality Supervision and Entrepreneurship	5.0
LCBK102	Introduction to Pâtisserie and Baking Techniques	7.0
LCBK112	Baking Principles and Viennoiserie	7.0
LCBK122	International Pâtisserie, Cake Formula, and Assembly	7.0
LCBK212	Advanced Pâtisserie & Chocolate Techniques	8.0
LCBK222	Centerpiece and Cake Decoration Techniques	7.0
LCBK232	Advanced Showpiece and Confectionary Techniques	7.0
LCBK252	Externship I	6.0
LCBK255	Externship II	6.0
Total Required Core Curriculum Credits		**81.0**

General Education Requirements

COURSE CODE	COURSE TITLE	CREDITS
COM115	Communication Methods	5.0
ENG105	English Composition	5.0
LIT215	Topics in Literature	5.0
MTH135	College Mathematics	5.0
PSY105	Psychology	5.0
Total Required General Education Credits		**25.0**
Total Quarter Credits Required for Graduation		**106.0**

ASSOCIATE OF OCCUPATIONAL STUDIES DEGREE IN

Le Cordon Bleu Culinary Arts

Offered at the Le Cordon Bleu campus in: Scottsdale

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

Program outcomes include:

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

Upon completion of the program the graduate should have the workforce skills appropriate 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 Degree in Le Cordon Bleu Culinary Arts program.

Core Curriculum Requirements

COURSE CODE	COURSE TITLE	CREDITS
LCBC100	College Success and Career Portfolio	1.0
LCBC105	Food Safety and Sanitation	3.0
LCBC110	Culinary Foundations I	4.0
LCBC122	Culinary Foundations II	7.0
LCBC125	Cost Control and Purchasing	3.0
LCBC132	Culinary Foundations III	7.0
LCBC135	Nutrition	3.0
LCBC152	Baking and Pastry	7.0
LCBC212	Cuisine Across Cultures	8.0
LCBC215	Hospitality Supervision and Entrepreneurship	5.0
LCBC222	Catering and Buffets	7.0
LCBC225	Wine and Beverage	3.0
LCBC232	Contemporary Cuisine	4.0
LCBC240	Restaurant Practical	8.0
LCBC250	Externship I	6.0
LCBC255	Externship II	6.0
Total Required Core Curriculum Credits		**82.0**

General Education Requirements

COURSE CODE	COURSE TITLE	CREDITS
COM103	English and Communications	5.0
ENG101	Writing Fundamentals	5.0
HUM100	Introduction to Humanities	5.0
MTH123	College Math	5.0
PSY110	Social Psychology	5.0
Total Required General Education Credits		**25.0**
Total Quarter Credits Required for Graduation		**107.0**

ASSOCIATE OF OCCUPATIONAL STUDIES DEGREE IN

Le Cordon Bleu Pâtisserie and Baking

Offered at the Le Cordon Bleu campus in: Scottsdale

The Le Cordon Bleu Pâtisserie and Baking program is a 21 month, 1510 contact hour, 106 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.

Program outcomes include:

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

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

CORE CURRICULUM REQUIREMENTS

COURSE CODE	COURSE TITLE	CREDITS
LCBC100	College Success and Career Portfolio	1.0
LCBC105	Food Safety and Sanitation	3.0
LCBC110	Culinary Foundations I	4.0
LCBC122	Culinary Foundations II	7.0
LCBC125	Cost Control and Purchasing	3.0
LCBC135	Nutrition	3.0
LCBC215	Hospitality Supervision and Entrepreneurship	5.0
LCBK102	Introduction to Pâtisserie and Baking Techniques	7.0
LCBK112	Baking Principles and Viennoiserie	7.0
LCBK122	International Pâtisserie, Cake Formula, and Assembly	7.0
LCBK212	Advanced Pâtisserie and Chocolate Techniques	8.0
LCBK222	Centerpiece and Cake Decoration Techniques	7.0
LCBK232	Advanced Showpiece and Confectionary Techniques	7.0
LCBK250	Externship I	6.0
LCBK255	Externship II	6.0
Total Required Core Curriculum Credits		**81.0**

General Education Requirements

COURSE CODE	COURSE TITLE	CREDITS
COM103	English and Communications	5.0
ENG101	Writing Fundamentals	5.0
HUM100	Introduction to Humanities	5.0
MTH123	College Math	5.0
PSY110	Social Psychology	5.0
Total Required General Education Credits		**25.0**
Total Quarter Credits Required for Graduation		**106.0**

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BACHELOR OF ARTS DEGREE IN

Le Cordon Bleu Culinary Management – Online

The following program is offered through the Scottsdale campus and is not offered in all states.

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 60 or 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:

- 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

COURSE CODE	COURSE TITLE	CREDITS
LCBM302	Wine and Beverage Management	3.0
LCBM310	Cost Control Analysis	3.0
LCBM320	Health Cuisine and Nutrition	3.0
LCBM330	Food Science	3.0
LCBM340	Business Ethics	3.0
LCBM360	Facilities Management	3.0
LCBM370	Supervision and Management	3.0
LCBM380	Gastronomy	3.0
LCBM430	Event Management	3.0
LCBM440	Hospitality Marketing Management	3.0
LCBM460	Financial Management	3.0
LCBM470	Hospitality Strategic Management and Research	3.0
LCBM480	Customer Service	3.0
LCBM490	Small Business Development	3.0
LCBM499	Capstone Course	3.0
Total Required Core Curriculum Credits		**45.0**

General Education Requirements

COURSE CODE	COURSE TITLE	CREDITS
AGSC403	Contemporary Issues in Agriculture and Food Production	5.0
ECO323	Economic Theory	5.0
ENG303	Academic Research and Writing	5.0
ENV333	Environmental Science	5.0
HUM313	Food Culture and Ethnic Identity	5.0
POL473	Politics, Law and Society	5.0
PSY313	Organizational Psychology	5.0
SOC413	Beliefs, Attitudes and Ideologies	5.0
STAT303	Statistics	5.0
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 DEGREE IN

Le Cordon Bleu Culinary Operations

The following program is offered through the Scottsdale campus and is not offered in all states.

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.

Program outcomes include:

- Demonstrate professional-level cooking techniques.
- Demonstrate sanitation principles as they apply to the professional kitchen.
- Demonstrate professionalism appropriate to the hospitality industry.
- Apply basic management 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 Degree 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.

Core Curriculum Requirements

COURSE CODE	COURSE TITLE	CREDITS
LCBC101	College Success for Online Programs	2.0
LCBC105	Food Safety and Sanitation	3.0
LCBC110	Culinary Foundations I	4.0
LCBC120	Culinary Foundations II	6.0
LCBC125	Cost Control and Purchasing	3.0
LCBC130	Culinary Foundations III	6.0
LCBC135	Nutrition	3.0
LCBC150	Baking and Pastry	6.0
LCBC210	Cuisine Across Cultures	6.0
LCBC215	Hospitality Supervision and Entrepreneurship	5.0
LCBC225	Wine and Beverage	3.0
LCBC250	Externship I	6.0
LCBC299	Capstone Course	3.0
LCBH156	Food History	3.0
LCBH225	Food Service Operations	5.0
LCBH291	Dining Room Management	5.0
LCBH295	Restaurant Management	5.0
Total Required Core Curriculum Credits		**74.0**

General Education Requirements

COURSE CODE	COURSE TITLE	CREDITS
COM115	Communication Methods	5.0
ENG105	English Composition	5.0
LIT215	Topics in Literature	5.0
MTH115	General Education Mathematics	5.0
PSY105	Psychology	5.0
Total Required General Education Credits		**25.0**
Total Quarter Credits Required for Graduation		**99.0**

ASSOCIATE OF OCCUPATIONAL STUDIES DEGREE IN

Le Cordon Bleu Hospitality and Restaurant Management – Online

The following program is offered through the Scottsdale campus and is not offered in all states.

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 60 or 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.

Program 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.

Core Curriculum Requirements

COURSE CODE	COURSE TITLE	CREDITS
LCBC101	College Success for Online Programs	2.0
LCBC125	Cost Control and Purchasing	3.0
LCBC135	Nutrition	3.0
LCBC215	Hospitality Supervision and Entrepreneurship	5.0
LCBC225	Wine and Beverage	3.0
LCBH100	Introduction to Hospitality Industry	3.0
LCBH115	Food Safety and Sanitation for Hospitality	3.0
LCBH151	Food Terminology	3.0
LCBH156	Food History	3.0
LCBH211	Information Technology Systems	3.0
LCBH221	Beverage Service Operations	3.0
LCBH225	Food Service Operations	5.0
LCBH231	Introduction to Tourism	3.0
LCBH241	Hotel and Lodging Operations	3.0
LCBH250	Hospitality Business Law	3.0
LCBH261	Club Management	3.0
LCBH270	Hospitality Leadership Systems	3.0
LCBH280	Hospitality Marketing	3.0
LCBH291	Dining Room Management	5.0
LCBH295	Restaurant Management	5.0
LCBH299	Capstone Course	3.0
Total Required Core Curriculum Credits		**70.0**

General Education Requirements

COURSE CODE	COURSE TITLE	CREDITS
COM115	Communication Methods	5.0
ENG105	English Composition	5.0
LIT215	Topics in Literature	5.0
MTH115	General Education Mathematics	5.0
PSY105	Psychology	5.0
Total Required General Education Credits		**25.0**
Total Quarter Credits Required for Graduation		**95.0**

COURSE DESCRIPTIONS FOR ALL CERTIFICATE, DIPLOMA, ASSOCIATE, AND ONLINE PROGRAMS

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.

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.

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.

LCBC110 – Culinary Foundations I

4 Credits
Prerequisite: None

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

LCBC122 – Culinary Foundations II
7 Credits
Prerequisites: LCBC105 and LCBC110
This hands-on course builds on the techniques and principles presented in Culinary Foundations I. Students will have the opportunity to apply introductory level culinary techniques as a component of a Le Cordon Bleu culinary education. Classical knife cuts and French classical cuisine terminology is built upon in this hands-on course. Proper use of commercial equipment and understanding of measurement, formulas, and recipe adherence culminate a solid foundation for furthering basic competencies. Foundations include stocks, mother sauces, soups, vegetables, grains, and egg cookery, speed and accuracy. As with the entire Le Cordon Bleu curriculum desired sanitation, professionalism, and respect for the craft continue to enhance the student's educational experience.

LCBC123 – Hospitality Math
5 Credits
Prerequisite: None
This course introduces students to the basic math principles used in the hospitality industry. The course will explore math's application to recipe costing, yield testing, food, beverage and labor costing, and weights and measurements. This course is designed to prepare students for LCBC125 – Cost Control and Purchasing.

LCBC125 – Cost Control and Purchasing
3 Credits
Prerequisite: MAT1150
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.

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.

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.

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 the influences cuisines have had on each other.

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

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.

LCBC240/241/242 – 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 includes a concept, layout, menu design with cost breakdown, and a marketing plan. Individually, students will perform restaurant firing exercises in both kitchen and dining room tableside environments with an emphasis on satisfactorily demonstrating learned competencies with a sense of urgency. Students will also practice an American Culinary Federation practical cooking exam that is highly respected in the foodservice industry for professional certification.

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.

LCBC255 – Externship II
6 Credits
Prerequisite: 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 certificate seeking culinary arts students. The student will have the opportunity to further develop and refine their culinary skills during this additional 180 hours of progressive industry experience 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
3 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.

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

LCBK112 – Baking Principles and Viennoiserie
7 Credits
Prerequisite: LCBK102
Students will have the opportunity to develop the knowledge, skills and techniques required for the production and presentation of basic yeast products. Emphasis on the application of ingredient functions, product identification and recipe interpretation occurs throughout the module. Students will have the opportunity to apply their acquired understanding of basic baking concepts and techniques to the preparation of breads, enriched dough's and various artisan breads. Focus will also be given to phyllo dough, sweet dough, and Brioche; with emphasis on the method and production of Danish and croissant dough. Consistency of product, timing of production, and recipe development will be included.

LCBK122 – International Pâtisserie, Cake Formula, and Assembly
7 Credits
Prerequisite: LCBK112
Students will explore pâte á choux, stirred and baked custards, Bavarians and mousses. The fundamental production of classical European desserts, crêpes, soufflé, sabayon and frozen desserts are included. Students will also have the opportunity to develop the skills and understanding of creamed, two-stage, and foamed cake methods. The student will have the opportunity to gain practical experience in the production, assembly, finishing, and decoration of cakes with various fillings and icings.

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

LCBK222 – Centerpiece and Cake Decoration Techniques
7 Credits
Prerequisite: LCBK212
The course introduces students to the relevant concepts, procedures and techniques necessary to produce elaborate celebration cakes. The student will have the opportunity to develop skills in decorations made with pastillage, chocolate, gum paste, cooked sugar, 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
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.

LCBK250/252 – 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 Pâtisserie and Baking program. The student will have the opportunity to further develop and refine their skills with 180 hours of progressive industry experience alongside school approved foodservice professionals.

LCBK255 – Externship II
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.
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 180 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.

GENERAL EDUCATION COURSE DESCRIPTIONS

AGSC403 – Contemporary Issues in Agriculture and Food Production
5 Credits
Prerequisites: ECO323 and ENV333
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.

COM103 – English and Communications
5 Credits
Prerequisite: None
This is an introductory course, which focuses on communication skills essential to career and personal growth. Emphasis is placed upon awareness of an adaptation to the audience, ethical responsibility and cultural diversity. Students are expected to progress in gradual stages, gaining an understanding of the communication process along with confidence and experience in numerous speaking, listening and small group interactions.

COM112 – Effective Interpersonal Communication and Presentation Skills
5 Credits
Prerequisite: None
This course presents principles and theories of effective speech communication. Students will have the opportunity to practice communication and presentation techniques; investigate elements of effective communication, practice writing and organizational skills; and adapt methods of delivery for diverse audiences and context. The course also explores nonverbal communication, conflict resolution, and group dynamics.

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.

COM166 – Interpersonal Communications
5 Credits
Prerequisite: None
Students study the skills and techniques of effective communication and the application of those skills to their personal and professional lives. Topics include the processes and barriers for human communication, the role of self-perception, the effects of culture and gender on communication, verbal and nonverbal messages, group communication, public speaking and managing interpersonal conflict.

CST1050 – Speech
5 Credits
Prerequisite: None
Students study the skills and techniques of effective communication and the application of those skills to our daily lives. Topics include an awareness and appreciation of the complexities of the communication process, understanding inter- and intra-personal communication, identifying barriers to communication, and resolving conflict in communication.

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.

ENC1101 – English Composition
5 Credits
Prerequisite: None
In this course students have the opportunity to learn to understand and utilize the writing process. The course encourages the students to see English as a highly practical course, giving them skills they need in future classes, and in any field or occupation they pursue. The students can use reading and writing to demonstrate critical thought, effective communication, and creative appreciation.

ENG101 – Writing Fundamentals
5 Credits
Prerequisite: None
This course will focus upon the writing process, including planning, developing, and revising. It is intended to improve the writing skills necessary to succeed in college and in future careers.

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.

ENG121 – English Composition
5 Credits
Prerequisite: None
This course provides an introduction to clear and effective writing with an emphasis on correct grammar, punctuation, spelling and word choice. Sentence structure, recognition and correction of common sentence errors and the effective use of reference tools are covered. Students will have the opportunity to practice composition skills through exercises and assignments that represent real-world tasks.

ENG132 – English Composition
5 Credits
Prerequisite: None
In this course, students are expected to study and apply composition principles to a variety of writing modes, focusing on the writing process, intended audience, consistent point of view, correct grammar, concise language, appropriate style, and effective organizational strategies.

ENG150 – College English
5 Credits
Prerequisite: None
This course emphasizes the ability to write clearly and effectively by applying composition principles to a variety of writing modes. Focus is on the writing process, intended audience, consistent point of view, correct grammar usage, concise language, appropriate style and effective organizational strategies.

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 Writing and Research
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.

GE280 – Environmental Science
5 Credits
Prerequisite: None
This course provides students with an overview of the earth's physical environments. Topics include the structure of the planet, population growth, energy resources, groundwater contamination, the greenhouse effect, toxic waste disposal, and land use management.

GEN112 – College English
5 Credits
Prerequisite: None
This course emphasizes the ability to write clearly and effectively by applying composition principles to a variety of writing modes. The focus is on the writing process, intended audience, consistent point of view, correct grammar usage, concise language, appropriate style and effective organizational strategies.

GEN112 – Fundamentals of Speech
5 Credits
Prerequisite: None
The course covers the principles and practices basic to all areas of oral communication.

GEN113 – Fundamentals of Oral Communication
5 Credits
Prerequisite: None
This course is an introduction on the basic principles, methods and theories of oral communications. The student will practice speaking and listening skills that can help promote professional career opportunities and workplace relationships.

GEN122 – Verbal Communications
5 Credits
Prerequisite: None
This course presents principles and theories of effective speech communication. Students will have the opportunity to practice communication and presentation techniques; investigate elements of effective research, writing and organization; and adapt methods of delivery for diverse audiences and contexts.

GEN122 – Applied Math
5 Credits
Prerequisite: None
Applied Math is designed to provide students with a clear understanding of the essentials of mathematics, whole numbers, fractions, decimals, ratio and proportion, percent's, applications for business and consumers, statistics, and probability, U.S., customary and metric systems of measurement and rational numbers. The course also provides students with an introduction to yield percent, costing, recipe costing, and recipe size conversion.

GEN132 – English Composition
5 Credits
Prerequisite: None
This class examines the use of language. Students are exposed to public speaking, writing, and reading for comprehension, discussion and critical evaluation. English Composition is designed to prepare students to express themselves with professionalism and confidence.

GEN132 – College Mathematics
5 Credits
Prerequisite: None
Students will have the opportunity to 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 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: collection, representation and presentation of data and graphs, ratios and proportions, linear behavior, production.

GEN133 – Written Communication
5 Credits
Prerequisite: None
This course emphasizes clear and effective writing, concentrating on basic grammar, spelling, sentence structure, and punctuation. Students will be exposed to the effective use of reference tools and generally acceptable methods of referencing sources. Students will have the opportunity to practice these skills through written exercises and assignments.

GEN142 – Introduction to Psychology
5 Credits
Prerequisite: None
This course provides a general overview of the science of psychology and human behavior. Students will explore the fundamentals of critical thinking, the human mind, effects of environment and mental health. Specific topics covered include theories of personality, life-span development, sensation and perception, thinking and intelligence, memory and learning, emotion, stress and health.

GEN142 - Psychology
5 Credits
Prerequisite: None
This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology.

GEN152 – 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, allocation of natural resources, alternative forms of energy, legislation and citizen action.

HUM1101 – Culinary History
5 Credits
Prerequisite: None
This course is a foundation course in Culinary History. In this course, students are provided an overview of the cultural aspects of food, the societal influences and origins of culinary traditions, dietary patterns, and influence of food in ethnic groups and societies. They will also trace the emergence of the role of the Chef through history.

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.

LIT225 – Topics in Literature
5 Credits
Prerequisite: None
Students will read and respond to works of literature by significant twentieth-century American writers, gain an appreciation of literature as an art form, and learn to evaluate literary works. In addition, students will apply techniques of literary criticism to popular art forms, such as film and song lyrics.

MAC1105 – College Math
5 Credits
Prerequisite: None
In this course, students will have the opportunity to develop the ability to solve a variety of problems through the use of mathematical structures including algebra, geometry, and statistical analysis.

MAT100 – College Math
5 Credits
Prerequisite: None
This course teaches and reinforces basic mathematic skills and concepts utilized in everyday life. Topics include calculation of percentages, ratios and proportions and an introduction to algebra. Practical examples and problem-solving exercises are utilized to reinforce information discussed

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.

MAT1150 – College Math
5 Credits
Prerequisite: None
This course is designed to teach mathematical concepts that are a basic necessity for dealing with contemporary problems and issues. The course provides students with the opportunity to learn basic mathematical systems, work with edible portion quantities and as purchased quantities, edible portion costs vs. as purchased costs, yield percentages, and determining selling prices as they relate to the culinary industry.

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 solving of real-life problems. Topics included will be chosen from, but not limited to, the following: linear programming, finance, and statistics.

MTH123 – College Math
5 Credits
Prerequisite: None
This course is designed to teach mathematical concepts that are a basic necessity for dealing with contemporary problems and issues. The course provides students with the opportunity to learn mathematical systems, work with sets of numbers, and solve problems through logic.

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.

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.

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.

PSY110 – Social Psychology
5 Credits
Prerequisite: None
This course examines the social factors that influence individual and group behavior; with a focus on attitude formation and development, social cognition and perception, interpersonal relations, social influences, and conformity.

PSY142 – Psychology
5 Credits
Prerequisite: None
This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology.

PSY201 – Aspects of Psychology
5 Credits
Prerequisite: None
This course is an introduction to the field of psychology, its basic concepts, theories, and contributions to the understanding of human behavior including motivation, team work, conflict resolution, stress management, and personality types.

PSY2101 – Introduction to Psychology
5 Credits
Prerequisite: None
This class is a foundational course designed to give the student a basic understanding of the psychology of human behavior. The student will be given exposure to the concepts, terminology, principles, and theories that comprise an introductory course in psychology. Topics covered are to synthesize the broad range of knowledge about psychology, to emphasize research methodology, to encourage critical thinking, and to convey a multicultural approach that respects human diversity and individual differences.

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.

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.

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 modifications to optimizing nutritional content and balance the current trends in nutritional study with classical Le Cordon Bleu cuisine techniques. Emphasis will be placed on the relationship between diet, health, disease and how a food science foundation can benefit not only immune challenged populations, but average healthy populations as well.

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.

SPC2600 – Public Speaking
5 Credits
Prerequisite: None
This course presents principles and theories of effective speech communication. 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.

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.

SYG2600 – Cultural Diversity
5 Credits
Prerequisite: None
This course involves the study of society, social behavior, human interaction, and cultural patterns. Topics include the analysis of social conflict, the structure and function of institutions, the dynamics of individual and group interactions, and social stratification and diversity.

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 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 as per the State of California cancellation policy) The school reserves the right to reject applicants if the items listed above are not successfully completed.

For the Le Cordon Bleu campus in: Minneapolis/St. Paul
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 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.
- Financial aid forms (if applicant wishes to apply for financial aid).
- Pay any 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 Le Cordon Bleu 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 Le Cordon Bleu Minneapolis/ St. Paul only)

PROOF OF HIGH SCHOOL GRADUATION FOR LE CORDON BLEU CAMPUSES IN: LAS VEGAS, LOS ANGELES, MIAMI, 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(es). 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 documentation of high school graduation or its equivalent will have his or her enrollment cancelled. Once a student's enrollment is cancelled, he or she will not receive credit for any academic work submitted or grades earned prior to the cancellation. 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 LE CORDON BLEU CAMPUSES IN: ATLANTA, MINNEAPOLIS/ST. PAUL, ORLANDO, PORTLAND, SEATTLE AND ST. LOUIS

Acceptable documentation of high school graduation (known as Proof of Graduation) must be received by the institution within 14 calendar days of his or her first day of scheduled class(es). It is the student's responsibility to provide valid documentation of high school graduation or its equivalency, such as by providing a high school transcript, a college transcript (for students who have already completed an associate degree) or military documents that specify the student's high school name, location and date of graduation. Students who do not possess valid evidence of high school graduation, or its equivalence, may complete a High School Transcript Request form, which can be obtained from the 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, will have his or her enrollment cancelled. Once a student's enrollment is cancelled, he or she will not receive credit for any academic work submitted or grades earned prior to the cancellation. 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. Those applying to an associate degree program, who have earned a bachelor degree or higher from an accredited institution recognized by the U.S. Department of Education and have provided official copies of transcripts, will be exempt from taking the Wonderlic® exam. International students are exempt from taking the Wonderlic® Exam

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.

All Other Campuses

Details pertaining to Articulation Agreements for all other campus locations are located on the Le Cordon Bleu website.

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.

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

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 last date of attendance, 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), Background check and be required to take the Wonderlic SLE or SLE-Q exam. 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 last date of attendance is greater than 364 days, are subject to all admission requirements in effect at the time of re-entry. All re-entering students will be charged the rate of tuition and fees in effect at the time of re-entry.

POLICY ON FORGED/ALTERED ACADEMIC DOCUMENTS 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.

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 (6) 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.

For the Le Cordon Bleu campuses in: Miami, Orlando State Grants
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 Martí Scholarship Challenge Grant Fund
The José Martí 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 (3) 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 unremarried 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 Portland

State Student Scholarships/Grants
For information concerning available scholarships and grants in their State of residence, students can contact the Federal Student Aid Information center at (800)4FEDAID or via the web at http://federalstudentaid.ed.gov/students. For a detailed list of available private scholarships, students should contact the Student Finance Department.

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 federally calculated Expected Family Contribution (EFC), and are enrolled in one 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.

Grants range from $50 to $9,010. Criteria are as follows:

- The BLEU Grant is renewable per academic year.
- Students will be considered upon completion of the admissions application process and the 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 based off of need calculations.
- This grant, if awarded in combination with other Le Cordon Bleu Institutional Grants or Scholarships, may not exceed the direct cost of attendance and cannot be received as cash.

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 2014, $6,900,000 has been budgeted for the BLEU Grant.

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.

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.
- All grants are applied as a credit to the student's account and no cash payments will be awarded to the student.
- Students selected for employment verification must provide documentation before the grant is applied. Documentation must show the effective date of employment, and be submitted prior to the first day of class.
- All of the conditions must be fulfilled before the grant can be disbursed.

The grant is non-transferable and non-substitutable and this grant, if awarded in combination with other Le Cordon Bleu Institutional Grants or Scholarships, may not exceed the direct costs of attendance and cannot be received as cash.

*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 2014, $172,500 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 understands that "life" can sometimes get in the way of students completing their education. Unfortunately, each year unforeseen circumstances and other external factors compel students to suspend their educational pursuits and to drop out of school. Le Cordon Bleu also recognizes that the longer a student is out of school after dropping a program, the more challenges they may face in returning to complete their program of study and the more difficult completing the program becomes. To assist and encourage students that have been out of school longer than a year after having successfully completed four (4) credits during a previous enrollment at Le Cordon Bleu, Le Cordon Bleu has created the Completion Grant. This institutional grant is available to eligible students who have been previously enrolled at Le Cordon Bleu and wish to re-enroll to complete their credential. Specific grant awards will be based on financial need, as determined by the federally calculated Expected Family Contribution (EFC), and are enrolled in one 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 Expected Family Contribution (EFC) is calculated by the U.S. Department of Education based on information obtained through the Free Application for Federal Student Aid (FAFSA). Grants range from $1000 to $6,000.

Criteria are as follows:

- The Completion Grant is awarded one time and is not renewable per academic year.
- Students will be considered for this grant upon completion of the re-entry process and the financial aid application process, including completing the Free Application for Federal Student Aid (FAFSA).
- The Completion 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 Completion Grant has been awarded, the Completion Grant may be reduced to ensure that grant aid awarded does not exceed the cost of tuition and fees.
- This grant, if awarded in combination with other Le Cordon Bleu Institutional Grants or Scholarships, may not exceed the direct cost of attendance and cannot be received as a cash stipend.
- Students are eligible for the Completion Grant if they have previously attended Le Cordon Bleu, but last attended the institution at least 365 days prior to re-enrollment.
- Students are eligible for the Completion Grant if they have a GPA of 2.0 or above while they were in attendance and have completed at least 4 credits.

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 2014, $6,900,000 has been budgeted for the Completion Grant.

LE CORDON BLEU SCHOLARSHIPS

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

Alumni Referral Scholarship – All Schools
Le Cordon Bleu offers the Alumni Referral Scholarships to students who submit a letter of recommendation from an alumnus of Le Cordon Bleu. Each eligible applicant will be eligible for the scholarship 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.

Criteria are as follows:

- Applications are due by the end of the add/drop period for the student's enrolled start date.
- The scholarship will be awarded over the length of the program.
- Recipients must maintain Satisfactory Academic Progress (SAP) as outlined in the catalog to remain eligible for the scholarship.
- This scholarship, if awarded in combination with other Le Cordon Bleu Institutional Grants or Scholarships, may not exceed the direct cost of attendance and cannot be received as cash.

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 2014, $150,000 has been budgeted for the Alumni Referral Scholarship.

Best of the Best Scholarship – All Schools
Le Cordon Bleu offers the Best of the Best Scholarships to students who graduate high school or college with a GPA of 3.5 or higher. Each eligible applicant will be eligible for the scholarship 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.

Criteria are as follows:

- Applications are due by the end of the add/drop period for the student's enrolled start date.
- The scholarship will be awarded over the length of the program.
- Recipients must maintain Satisfactory Academic Progress (SAP) as outlined in the catalog to remain eligible for the scholarship.
- This scholarship, if awarded in combination with other Le Cordon Bleu Institutional Grants or Scholarships, may not exceed the direct cost of attendance and cannot be received as cash.

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 2014, $150,000 has been budgeted for the Best of the Best Scholarship.

Life Long Learning Scholarship – All Schools
Le Cordon Bleu offers the Lifelong Learning Scholarship to Le Cordon Bleu graduates pursuing continued education at Le Cordon Bleu. The scholarship will be applied against future tuition charge at Le Cordon Bleu.

Certificate/Diploma Graduates

- Pursing additional certificate/diploma – eligible for $500
- Pursing associates degree – eligible for $1000

Associate Graduates

- Pursing additional certificate/diploma – eligible for $500
- Pursing additional associates or Le Cordon Bleu Online bachelors degree – eligible for $1000

Criteria are as follows:

- Student must successfully complete and earn 18 credits in their additional program prior to disbursement of the scholarship. The scholarship will be awarded and disbursed in full at that time.
- Recipients must maintain Satisfactory Academic Progress (SAP) as outlined in the catalog to remain eligible for the scholarship.
- This scholarship, if awarded in combination with other Le Cordon Bleu Institutional Grants or Scholarships, may not exceed the direct cost of attendance and cannot be received as cash.

Le Cordon Bleu makes available a limited amount of money each year for the Life Long Learning Scholarship. Once it is determined that available funding is exhausted, scholarships will not be available to otherwise eligible students. For 2014, $300,000 has been budgeted for the Life Long Learning Scholarship.

Le Cordon Bleu Tuition Reimbursement/ Employer Match Scholarship – All Schools
Le Cordon Bleu offers a matching scholarship to students who's employers participate in a tuition reimbursement program. We are committed to our employers who see the value of an education for their employees. This scholarship is available to students who enroll at Le Cordon Bleu and are receiving tuition assistance from their employer. The scholarship will match the employer assistance, not to exceed $2,500 for the program. Eligible students must present formal documentation from their employer and signed attestation paperwork confirming their employment and receipt of tuition assistance.

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

- Applications and supporting documentation are due by add/drop period of the start date.
- Recipients must complete the standard application process and enroll in an associates or Bachelors level program at the Le Cordon Bleu United States Campus of his or her choice and meet all admissions and eligibility requirements.
- Student must confirm employment and written confirmation from their employer that they are approved to receive tuition reimbursement funds for their program of enrollment. Employer must provide program information including the timing of disbursements in order for matching funds to be scheduled. Matching funds will be prorated over the length of the program 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 will be applied towards tuition only (does not cover Room, board, books, fees, supplies, or other expenses) and awarded over the length of the program.
- This scholarship, if awarded in combination with other Le Cordon Bleu Institutional Grants or Scholarships, may not exceed the direct cost of attendance and cannot be received as cash.
- 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 2014, $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 Competition Scholarship.
High School Seniors may become eligible for the scholarship as outlined in the program rules and requirements.

SCHOLARSHIP AWARDS

Local/Regional Competitions
High School Seniors may submit an essay on "Why they want to become the next Future Chef of America" 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.

First Place– $5,000

Second Place –$2,000

Third Place – $1,000

All other local/regional completion participants not placing 1st, 2nd, or 3rd, 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 at each local/regional competition will be invited to participate in a final national competition at a Le Cordon Bleu campus in the United States. Please review the complete rules for the scholarship and competitions as outlined in the application and eligibility materials. Travel expenses will not be covered by Le Cordon Bleu.

First Place – Up to tuition equivalent of an Online Bachelor Degree*

Second Place – Up to tuition equivalent of Associate degree

Third Place – Up to tuition equivalent of Certificate/Diploma

Criteria are as follows:

- Student must enroll and begin the program of study at the Le Cordon Bleu campus of their choice 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 enroll in an associates or Bachelors level program at the Le Cordon Bleu United States Campus of his or her choice 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 will be applied towards tuition only (does not cover Room, board, books, fees, supplies, or other expenses) and awarded over the length of the program.
- If the recipient of a local/regional competition level scholarship competes and places in the national competition, any scholarship amount received at the local/regional competitions will be void.

* Up to tuition equivalent of Associate degree for Arkansas and Minnesota residents.

LE CORDON BLEU MILITARY GRANT

Not applicable for individuals with Post-9/11 Chapter 33 GI Bill Educational Benefits*

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 grant in the amount of $2,000 to be applied toward tuition costs. To be eligible for the grant and waived application fee, 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 and complete the Le Cordon Bleu Application Fee Waiver form. Application forms can be obtained by contacting a financial aid advisor or visiting the financial aid office. The eligibility conditions are as follows:

Qualifying candidates are Active Duty, Drilling National Guard and 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 used exclusively towards current program charges.
- The grant is awarded proportionately over each payment period in the program and the grant will be applied to each academic year's tuition costs.
- All grants are applied as a credit to the candidate's account, and no cash payments will be awarded. All of the conditions must be fulfilled before the grant can be disbursed.
- The grant is non-transferable and cannot be used in conjunction with any other Le Cordon Bleu grants or scholarships.
- Applications are due no later than December 31 or when funds are exhausted for the year.

*Candidates using Post-9/11 Chapter 33 GI Bill Educational Benefits still qualify for a waiver of their application fee.

**Note: 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 2014 year. If funding for grants are exhausted, otherwise eligible candidates may not be awarded.

LE CORDON BLEU VETERAN GRANT

Not applicable for individuals with Post-9/11 Chapter 33 GI Bill Educational Benefits*

Le Cordon Bleu has established a Veterans' Grant** for our Veterans 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 grant in the amount of $2,000 to be applied toward tuition costs. To be eligible for the grant and waived application fee, 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 and complete the Le Cordon Bleu Application Fee Waiver form. Application forms can be obtained by contacting a financial aid advisor or visiting the financial aid office. The eligibility conditions are as follows:

- Qualifying candidates are 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 used exclusively towards current program charges.
- The grant is awarded proportionately over each payment period in the program and the grant will be applied to each academic year's tuition costs.
- All grants are applied as a credit to the candidate's account, and no cash payments will be awarded.
- The grant is non-transferable and cannot be used in conjunction with any other Le Cordon Bleu grants or scholarships.
- Applications are due no later than December 31st or when funds are exhausted for the year.

*Candidates using Post-9/11 Chapter 33 GI Bill Educational Benefits may still qualify for a waiver of their application fee.

**Note: 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 2014 year. If funding for grants are exhausted, otherwise eligible candidates may not be awarded.

LE CORDON BLEU VETERAN SPOUSES GRANT

Not applicable for individuals with Post-9/11 Chapter 33 GI Bill Educational Benefits*

Le Cordon Bleu has established a Veteran Spouses Grant** for spouses of our Veterans 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 grant in the amount of $2,000 to be applied toward tuition costs. To be eligible for the Le Cordon Bleu Veteran Spouses Grant and waived application fee, a candidate must be accepted for admission, allow for the verification of their spouse's veteran status via a DD-214 Member-4, or comparable government document and complete the Le Cordon Bleu Application Fee Waiver form. Application forms can be obtained by contacting a financial aid advisor or visiting the financial aid office. The eligibility conditions are as follows:

- Qualifying candidates are spouses of Veterans of the U.S. military.
- Candidates must apply and be accepted for admission to be eligible to receive the grant.
- Candidates selected for membership 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 used exclusively towards current program charges.
- The grant is awarded proportionately over each payment period in the program and the grant will be applied to each academic year's tuition costs.
- All grants are applied as a credit to the candidate's account, and no cash payments will be awarded.
- All of the conditions must be fulfilled before the grant can be disbursed.
- The grant is non-transferable and cannot be used in conjunction with any other Le Cordon Bleu grants or scholarships.
- Applications are due no later than December 31st or when funds are exhausted for the year.

*Candidates using Post-9/11 Chapter 33 GI Bill Educational Benefits may still qualify for a waiver of their application fee.

**Note: 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 2014 year. If funding for grants are exhausted, otherwise eligible candidates may not be awarded.

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.gibill.va.gov/. 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.

CAREERS THROUGH CULINARY ARTS PROGRAMS (C-CAP)

Le Cordon Bleu offers 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.

COMPETITION SCHOLARSHIPS

Le Cordon Bleu offers the C-CAP Competition Scholarship to the designated winning students of the eight regional C-CAP competitions.

4 Full Tuition Scholarships for Certificate/ Diploma program valued at $19,200 each.

4 Full Tuition Scholarships for Associates program valued at $36,200 each.

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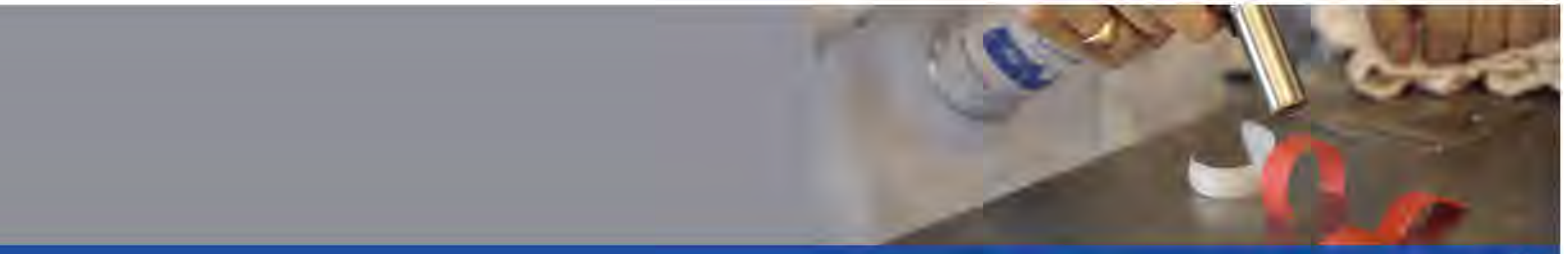

Student Member Essay Contest
$2,000 Scholarship - Application, essay and proof of membership in the national student organization are required.

Criteria are as follows:

- Applications and supporting documentation are due by add/drop period of the start date.
- Competition Scholarship recipients must enroll and begin the program of study within one calendar year of the C-CAP award Ceremony. Failure to do so will void the scholarship.
- Recipients must complete the standard application process and enroll in an 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.
- Student must maintain 3.0 GPA and have less than 100 hours of absences during the course of the program to maintain eligibility.
- Scholarship will be applied towards tuition only (does not cover Room, board, books, fees, supplies, or other expenses) and awarded over the length of the program.
- This grant, if awarded in combination with other Le Cordon Bleu Institutional Grants or Scholarships, may not exceed the direct cost of attendance.
- Student member essay contest scholarships may not be combined with competition scholarships.
- Once it is determined that available funding is exhausted, scholarships will not be available to otherwise eligible students. For 2014, $50,000 has been budgeted for the C-CAP Student Member Essay Contest .

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.

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 in North America campus of their choice. Scholarship recipients must apply and begin their program of study within one year of receiving the award. ProStart students typically compete in teams of five. All five team members are awarded a scholarship in a predetermined amount.

State Level Competitions, the Scholarship Awarded is:

First Place – $5,000 Scholarship

Second Place –$2,500 Scholarship

Third Place – $1,000 Scholarship

National Competition, the Scholarship Award is:

First Place – Full Tuition Scholarship, up to the tuition charge for an associates degree program or equal to tuition of certificate/ diploma program

Second Place –$10,000 Scholarship

Third Place – $7,500 Scholarship

Conditions of the ProStart™ Scholarships are as follows:

- Applications and supporting documentation are due by add/drop period of the start date.
- Competition Scholarship recipients must enroll and begin the program of study within one calendar year of the competition. 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.
- Scholarship will be applied towards tuition only (does not cover Room, board, books, fees, supplies, or other expenses) and awarded over the length of the program.
- This scholarship, if awarded in combination with other Le Cordon Bleu Institutional Grants or Scholarships, may not exceed the direct cost of attendance and cannot be received as cash.
- 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 2014, $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 Associates program offering at the school of enrollment.

National Competition:

First Place – Full Tuition Scholarship for Associates program valued at $36,200

Student Member Essay Contest
$2,000 Scholarship – Application, essay and proof of membership in the national student organization are required.

Conditions of the FCCLA Scholarships are as follows:

- Applications and supporting documentation are due by add/drop period of the start date.
- 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 associates level program at the Le Cordon Bleu United States Campus of his or her choice 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.
- Scholarship will be applied towards tuition only (does not cover Room, board, books, fees, supplies, or other expenses) and awarded over the length of the program.
- This Scholarship, if awarded in combination with other Le Cordon Bleu Institutional Grants or Scholarships, may not exceed the direct cost of attendance and cannot be received as cash.
- 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 2014, $50,000 has been budgeted for the FCCLA Student Member Essay Competition.

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 Scholarship will be applied to the students account while enrolled in an Associates or a bachelors program offering at the school of enrollment.

Student Member Essay Contest
$2,000 Scholarship - Application, essay and proof of membership in the national student organization are required.

Conditions of the Skills USA Scholarships are as follows:

- Applications and supporting documentation are due by add/drop period of the start date.
- Recipients must complete the standard application process and enroll in an associates or Bachelors 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.
- Scholarship will be applied towards tuition only (does not cover Room, board, books, fees, supplies, or other expenses) and awarded over the length of the program.
- This grant, if awarded in combination with other Le Cordon Bleu Institutional Grants or Scholarships, may not exceed the direct cost of attendance and cannot be received as cash.
- 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 2014, $50,000 has been budgeted for the Skills USA Student Member Essay Competition.

General High School Scholarship (ASSET Testing) – Le Cordon Bleu 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 months 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 in Atlanta are eligible to participate.
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.

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 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after signing the Enrollment Agreement 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 72 hours following attendance at a regularly scheduled orientation or following a tour of the College facilities and inspection of equipment. A Student who cancels after 72 hours but prior to the Student's first day of class attendance will receive a refund of all monies paid, except for the nonrefundable Application Fee. If 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, 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, excluding the application fee, will be refunded. All requests for cancellation by the student must be made in writing and mailed or hand delivered to the Director of Admissions at:

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 three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided. All monies paid by an applicant must be refunded if requested within three days after signing an enrollment agreement and making an initial payment. An applicant requesting cancellation more than three 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 registration fee of 15% of the contract price of the program, but in no event may the school retain more than $150.

REFUND POLICIES

For the Le Cordon Bleu campuses in: Atlanta, Las Vegas, Miami, 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, according to the campus schedules set forth below. 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 below 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 $5 (after all refunds have been made) will not be refunded to the Student/lender unless requested by the Student.

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%

Miami and Orlando: Refund Schedule

If Withdrawal Occurs	Amount of Tuition to be Refunded
Week 1-2	100%
Week 3-4	75%
Week 5-6	50%
Week 7-8	25%
Week 9-10	0%

Scottsdale: Refund Schedule

1st Payment Period	Continuing Payment Periods
1st Week = 100%	1st Week = 90%
2-3 Weeks = 80%	2-3 Weeks = 80%
4th Week = 70%	4th Week = 70%
5-6 Weeks = 60%	5-6 Weeks = 60%
7th Week = 50%	7th Week = 50%
8-9 Weeks = 40%	8-9 Weeks = 40%
10+ Weeks = 0%	10+ Weeks = 0%

St. Louis: Refund Schedule

- Days completed are used to calculate %

Days Completed	Amount of Tuition to be Refunded
0 - 10% Complete	90%
11% - 25% Complete	50%
26% - 50% Complete	25%
51% + Complete	0%

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 below 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 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

Buyer's Right to Cancel/Refund Policy

Each student will be notified of acceptance/rejection in writing. In the event a student is rejected, all tuition, fees and other charges will be refunded. Notwithstanding anything to the contrary, if a student gives written notice of cancellation within five business days of the execution of the contract or day on which the student is accepted, then a complete refund is given regardless of whether the program has started. If a student gives a written notice of cancellation after five business days of the execution of the contract or day on which the student is accepted, but before the start of the program by Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul, then all tuition, fees and other charges, except 15 percent of the total cost of the program (15 percent not to exceed $50) shall be refunded to the student. If a student gives written notice of cancellation after the start of the period of instruction for which the student has been charged, but before completion of 75 percent of the period of instruction, then student is assessed a pro rata portion of tuition, fees and all other charges plus 25 percent of the total program cost (25 percent not to exceed $100). Any notice of cancellation shall be acknowledged in writing within ten (10) business days of receipt of such notice and all refunds shall be forwarded to the student within 30 business days of receipt of such notice. This refund policy is not linked to any student conduct policy and any promissory instrument shall not be negotiated prior to the completion of 50 percent of the course. Written notice of cancellation shall take place on the date the letter of cancellation is postmarked or, in the case where the notice is hand carried, it shall occur on the date the notice is delivered to Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul. The date of execution of the enrollment agreement shall be presumed to be the date of delivery of the notice of acceptance, and if delivered by mail, the postmark dates of the letter of acceptance.

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

0%-74.99% = Prorated % refund based on Last Date of Attendance

75%+ = 0% refund

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

Refunds are made for students who withdraw or are withdrawn from Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul prior to the completion of their program and are based on the tuition billed for the block in which the Student withdraws, according to the schedule set forth below. Refunds will be based on the total charge incurred by the Student at the time of withdrawal, not the amount the Student has actually paid. Tuition and fees attributable to any block beyond the block of withdrawal will be refunded in full. Uniforms that have been issued are nonrefundable. Le Cordon Bleu College of Culinary Arts Minneapolis/St. Paul will honor any notice of withdrawal that includes

but is not limited to completing a student withdrawal form with the Registrar, other written notice, or verbally communicating the student's intent to withdraw. The date from which refunds will be determined is the last date of recorded attendance. Refunds will be made within 30 calendar days of the notification of an official withdrawal or date of determination of withdrawal by the institution. If a student gives written notice of cancellation after the start of the period of instruction for which the student has been charged, but before completion of 75 percent of the period of instruction, then student is assessed a pro rata portion of tuition, fees and all other charges plus 25 percent of the total program cost (25 percent not to exceed $100). Students by virtue of attending classes in a Minnesota school are also subject to the Minnesota Refund Policy as long as that policy is more favorable to the student. There are no refunds on books and/or supplies provided to the student, or fees charged for any student who starts classes at the College and then later withdrawals.

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

Refund Schedule
0 – 10% = 90%
10.01% – 20% = 80%
20.01% – 30% = 70%
30.01% – 40% = 60%
40.01% – 50% = 50%
50.01% – 60% = 40%
60.01% – 100% = 0%

For the Le Cordon Bleu campuses in: Portland, Seattle

Cancellation/Refund Policy
Le Cordon Bleu College of Culinary Arts is required by Oregon and Washington law to use and print the policy below:

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.

Portland: Refund Schedule
Based on days attended in the payment period. Pro-rata refund up to 100%.

Seattle: Refund Schedule
If the student completes this amount of training: The school may keep this percentage of the tuition cost:

One week or up to 10%, whichever is less 10%

More than one week or 10% whichever is less but less than 25%

25% through 50%

More than 50%

Le Cordon Bleu College of Culinary Arts in Scottsdale/Online Programs

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 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 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. When a student withdraws from the institution, he/she should complete a Student Withdrawal Form with the Student Services Department. Financial aid recipients should also visit the Financial Aid Office to receive an exit interview. The date from which refunds will be determined is the last date of recorded attendance. Cash refunds will be made within 15 calendar days and all other 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 withdrawal occurs, a pro rata amount will be refunded up to 60% of the payment period. At 61% or above, there will be no tuition refund. In the event that a student withdraws or is dismissed from all classes during the quarter, refunds of the tuition and fees will be calculated according to the following schedule:

% of Payment Period Completed	% of Tuition Amount Per Payment Period Adjusted
1st Week of the Program	100%
1 – 10%	90%
11 – 20%	80%
21 – 30%	70%
31 – 40%	60%
41 – 50%	50%
51 – 60%	40%
61% – 100%	No Adjustment

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 and used for institutional costs in the following order:

1. Loans
   a. Unsubsidized Federal Direct Stafford Loans.
   b. Subsidized Federal Direct Stafford Loans.
   c. Federal Direct PLUS loans received on behalf of the student.
2. Federal Pell Grants.
3. 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 two (2)-six week modules.

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 the end of registration for the student's first block of study. 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.

For the Le Cordon Bleu campuses in: Portland

Transfer credit integral to the school's approved degree curriculum may be awarded at the corresponding degree level for academic work documented by other schools that are regionally accredited, authorized to confer degrees in or from Oregon, or otherwise individually or categorically approved by the Office of Degree Authorization. Such credit must be converted as needed from semester, quarter or nontraditional calendar systems.

Transfer of credit is always at the discretion of the receiving school, generally depends on comparability of curricula, and may depend on comparability of accreditation.

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

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 Director of Education 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

GRADE SCALE

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

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 given the opportunity to take a make-up version of the assignment/s at the instructor's earliest convenience for up to 65% of the possible point.

Le Cordon Bleu College of Culinary Arts in Scottsdale/Online Programs

Late Work Policy

Students must submit all assignments prior to the scheduled completion of the class. No late assignments will be accepted for any work turned in after the stated due date. If there is a legitimate reason, refer to the Make Up work section of the syllabi. Acceptance of late work is at the discretion of the Instructor. All assignments will receive a grade on a Percentage/ Point System.

GRADING SYSTEM

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

APPLICATION OF GRADES AND CREDITS

The grade chart 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 before the third course meeting will have no record of the course on their transcript. A 'W' Grade indicates that a student has been withdrawn from a course. Students who withdraw from a course during the add/drop period will be unregistered from the course. Students who withdraw from a course after the add/drop period but before the last calendar week of the scheduled course will receive a grade of 'W'. Students who withdraw during the last scheduled calendar week of the class, and have a date of attendance (LDA) for the class during the last calendar week of the scheduled course, will receive the grade earned calculated as a final grade. A Course Withdrawal Form or Withdrawal Routing Spreadsheet is completed by campus officials when awarding 'W' Grades.

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

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 be satisfactorily passing 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 timeframe 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 North America or International location at the sole discretion of Le Cordon Bleu College of Culinary Arts. PR Credit is also granted for College Success if student completed and associate degree or higher at an accredited postsecondary institution. 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 better on the AP examination is required for proficiency credit.

AUDITING A COURSE

If space permits, a graduate may audit any course within his/her program of study. 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/Academy. Current students taking a course outside of their program will pay tuition at the current rate for the course they audit. 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

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.

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 12-week block. These are outlined below.

CUMULATIVE GRADE POINT AVERAGE (CGPA) REQUIREMENTS

Students must meet minimum CGPA requirements at specific points throughout the program in order to be considered making satisfactory academic progress. These requirements are noted in the tables below. These will be reviewed at the end of each 12-week block 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.

CERTIFICATE/DIPLOMA PROGRAMS		
Programs Greater than 55 Credits		
Credits Attempted	ROP	CGPA
0-26	60%	1.5
27+	66.67%	2.0
Programs Less than 55 Credits		
Credits Attempted	ROP	CGPA
0-17	60%	1.5
18+	66.67%	2.0

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

Programs (except Minneapolis/St. Paul Campus)	Maximum Allowable Credits
Certificate/Diploma in Le Cordon Bleu Culinary Arts	82
Certificate/Diploma in Le Cordon Bleu Pâtisserie and Baking	82
Associate of Occupational Studies/Science in Le Cordon Bleu Culinary Arts	160
Associate of Occupational Studies/Science in Le Cordon Bleu Pâtisserie and Baking	159
Associate in Science in Le Cordon Bleu Culinary Arts	160
Associate in Science in Le Cordon Bleu Pâtisserie and Baking	159
Associate of Applied Science in Le Cordon Bleu Culinary Arts	160
Associate of Applied Science in Le Cordon Bleu Pâtisserie and Baking	159
Associate of Occupational Studies in Le Cordon Bleu Hospitality and Restaurant Management	142
Associate of Occupational Studies in Le Cordon Bleu Culinary Operations	148
Bachelor of Arts in Le Cordon Bleu Culinary Management	270

Programs at the Minneapolis/St. Paul Campus	Maximum Allowable Credits
Certificate in Le Cordon Bleu Culinary Arts	82
Certificate in Le Cordon Bleu Pâtisserie and Baking	82
Associate in Applied Science in Le Cordon Bleu Pâtisserie and Baking	168

BACHELOR'S PROGRAMS		
Quarter Hours		
Credits Attempted	ROP	CGPA
0-30	50%	1.6
31-60	55%	1.75
61-90	60%	1.9
91+	66.67%	2.0

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. 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 12-week block after grades have been posted to determine if the student is progressing satisfactorily.

MAXIMUM TIME IN WHICH TO COMPLETE

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

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 a 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 timeframe 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 FOR STUDENTS RECEIVING/ NOT RECEIVING FINANCIAL AID

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. 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.

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

Notification of academic dismissal will be in writing. The Code of Conduct Policy section of this catalog describes other circumstances that could lead to student dismissal for non-academic reasons. A tuition refund may be due in accordance with the institution's stated refund policy. During the period of FA Warning, which lasts for one payment period only, the student may continue to receive financial aid. During a period of FA Probation, if an appeal is accepted by the institution, the student may also continue to receive financial aid.

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

APPEAL

A student who has been placed on FA Probation may appeal the determination if special or mitigating circumstances exist. 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

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.

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 Office of the Associate Registrar. 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.

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GRADUATION REQUIREMENTS

In order to graduate, a student must have earned a minimum of a 2.0 CGPA and must have successfully completed all required credits within the maximum credits that may be attempted. Students must also be current on all financial obligations in order to receive official final transcripts and/or diploma.

Academic Honors

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

Block Honors

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

President's List	4.00	Block GPA
Honor Roll	3.50 – 3.99	Block GPA

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: Atlanta, 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: Las Vegas, Portland, San Francisco

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 **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 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

LEAVE OF ABSENCE

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

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

Leave of Absence Conditions

The following conditions may be considered:

- Medical Leave (including pregnancy)
- Family Care (unexpected childcare issues or medical care of family)
- Military Duty
- Jury Duty
- Temporary Job Assignment (applies only if the student is being temporarily relocated for a job assignment as required by a current employer).

The following requirements apply:

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

- A LOA request is submitted in writing within five (5) calendar days of the student's last date of attendance, which includes the reason for the request. If unforeseen circumstances prevent the student from providing a written request within five (5) calendar days the institution may use its discretion to grant the student's request if the student provides the written documentation validating the unforeseen circumstances by the last day of the school's attendance policy.
- Students may request multiple LOAs, but the total number of days the student remains on LOA may not exceed 180 days during a consecutive 12-month timeframe Failure to return from an approved leave of absence will result in withdrawal from the school, may have an impact on aid, loan repayment and exhaustion of the loan grace

period. Students in a LOA status may not receive further financial aid disbursements until returning to active status. Contact the financial aid office for more information about the impact of a LOA on financial aid.

LEAVE OF ABSENCE

For the Le Cordon Bleu campuses in: Las Vegas, Miami, San Francisco, Scottsdale

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

Leave of Absence Conditions

The following conditions may be considered:

- Medical Leave (including pregnancy)
- Family Care (unexpected childcare issues 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 LOA request is submitted in writing within five (5) calendar days of the student's last date of attendance, which includes the reason for the request.
- 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 timeframe.

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

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 has 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 Director of Career Services assists students with resume writing, interviewing skills and professional networking techniques. Students may interview both on and off campus, until they have secured an appropriate position. Externship is an important part of the learning experience, and as the last official class a student takes, the culmination of many months of study. Students are encouraged to explore 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 cannot guarantee employment or salary.

For the Le Cordon Bleu campuses in: Los Angeles, Sacramento, 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.

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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 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 1-800-840-8968.

The hours for the campus library/resource center are posted on the Library page of the student's My Campus Portal. These hours are:

LCB Pasadena
Monday – Thursday: 7:30 am – 8:00 pm
Fridays: 7:30 am - 6:30 pm

LCB Hollywood
Monday – Friday: 6:00 am – 9:30 pm

LCB Sacramento
Monday – Thursday: 9:00 am – 8:00 pm
Friday & Saturday: 8:30 am – 5:30 pm

LCB San Francisco
Monday – Friday: 10:00 am – 6:00 pm

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 in San Francisco
Le Cordon Bleu College of Culinary 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. 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.

- $5 – Transcript (electronic or paper) requested electronically through Parchment.
- $10 – Transcripts ordered through the campus.
- $30 – Overnight/U.S. Mail delivery
  Additional information on the electronic transcript service can be found on the student portal.

UNIFORM POLICY

The 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.

For the Le Cordon Bleu campuses in: Los Angeles, Sacramento, 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 required that all students obtain a Maricopa County Food Handlers' 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.

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 retuned by carrier).

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.

CONDUCT POLICY

All students are expected to respect the rights of others and are held responsible for conforming to the laws of the national, state and local governments, and for conducting themselves in a manner consistent with the best interests of Le Cordon Bleu College of Culinary Arts and of the student body.
A student who was previously dismissed for violations of the conduct policy 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 appeal must be submitted within ten (10) business days of receiving notification of his/her dismissal. Dismissed students who are readmitted will sign a new Enrollment Agreement; will be charged tuition consistent with the existing published rate. Students who are interested in applying for federal financial aid may do so at this time.

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

Pasadena Campus

The Le Cordon Bleu College of Culinary Arts in Los Angeles main campus in Pasadena is located at:
530 East Colorado Blvd.
Pasadena, CA 91101
Phone: (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.

Hollywood Campus

The Hollywood branch campus of Le Cordon Bleu College of Culinary Arts in Los Angeles (Hollywood Campus) is located at:
6370 Sunset Blvd.
Hollywood, CA 90028
Phone: (323) 203-3980

The Hollywood campus occupies over 21,000 square feet that supports the institution's population, labs and equipment. Physical resources are monitored and evaluated to stay abreast of industry standards.

The Hollywood campus facilities consist of classrooms for its specialized instructional needs as well as general purpose classroom and a Learning Resource Center. Classroom types include: culinary labs, pâtisserie and baking labs, an academic classroom, and demo lab. 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 Heights, Minnesota near the Mall of America and the Minneapolis/St. Paul International Airport. Our campus is located at:
1315 Mendota Heights Road
Mendota Heights, MN 55120

It is located near major highways and public transportation, and parking is available to college students. Kitchen labs are equipped with stoves, ovens, and food-preparation equipment found in the industry. A wide range of small wares are provided for students' use in practicing various culinary skills and techniques.

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 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 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 (9) kitchen classrooms (including two demonstration labs) and four (4) 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 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 a fine-dining restaurant, all housed in approximately 100,000 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 Scottsdale

Camelback Campus

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, 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, the main library, and Technique, and restaurant kitchen.

Le Cordon Bleu College of Culinary Arts in Seattle
The 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.

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

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 (6) 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 substitute 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.

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. Contacts their e-mail and phone numbers provided to the school.

ED00002329

Le Cordon Bleu College of Culinary Arts in 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, information about school closings can be found in the Student Handbook.

Le Cordon Bleu College of Culinary Arts in Seattle

School Closing Information
In the event of an emergency in which the school would be closed, students, faculty and staff will be notified by e-mail and text message through the Global Alert Link contact system.

Le Cordon Bleu College of Culinary Arts in St. Louis

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 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.

GENERAL

This grievance procedure is designed to address problems promptly and without undue delay. In order to achieve that, the student must initiate Step 1 within ten (10) business days of the incident or circumstance(s) giving rise to the complaint, and must initiate each other Step within ten (10) business days after receiving a response or if more than twenty (20) business days have passed with no response. If the student fails to take any of the steps in this procedure within the required timeframes, then the student will be deemed to have accepted the resolution last proposed by Le Cordon Bleu College of Culinary Arts. If the school fails to act within the timeframes described in this procedure, then the student may elect to forgo any further steps in the grievance procedure and choose to go directly to arbitration as provided in the student's Enrollment Agreement. The time periods set forth in these procedures can be extended by mutual consent of 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 Accrediting Commission of Career Schools and Colleges (ACCSC)
2101 Wilson Blvd., Suite 302
Arlington, VA 22201
Phone: (703) 247-4212

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 Director of Education.

For the Le Cordon Bleu campuses in: Los Angeles, Sacramento, 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:
Nonpublic Postsecondary Education Commission (NPEC)
2082 East Exchange Place, Suite 220
Tucker, GA 30084
Phone: (770) 414-3300

Le Cordon Bleu College of Culinary Arts in Las Vegas
Commission on Postsecondary Education
3663 East Sunset Road, Suite 202
Las Vegas, NV 89120
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, FL 32399-0400
Phone: (850) 245-3200 or (888) 224-6684
www.fldoe.org/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, WA 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, AZ 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, WA 98504-3105
Phone: (360) 753-5662

Le Cordon Bleu College of Culinary Arts in St. Louis
The student may also file a complaint with:
Missouri Department of Higher Education (MDHE)
3515 Amazonas Drive
Jefferson City, MO 65109
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 requires 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; the student should immediately inform the President and/ or the Director of Education.

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

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

CATALOG ADDENDUM

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

NOTES

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

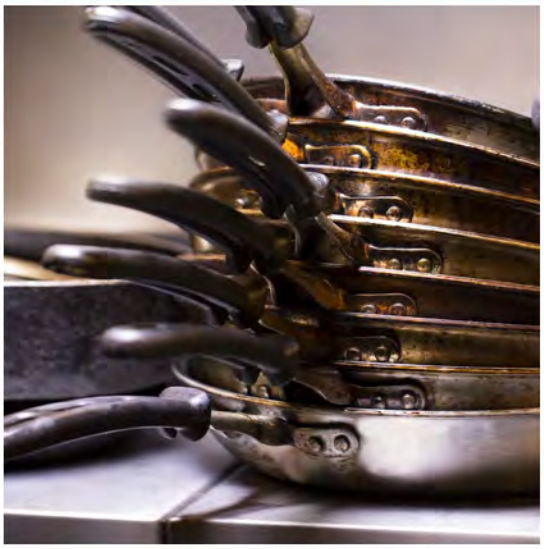
St. Louis, MO
7898 Veteran's Memorial Parkway
St. Peters, MO 63376
866.863.2061

Online
888.557.4222

LE CORDON BLEU **Chefs.edu**

CULINARY EDUCATOR #1* LE CORDON BLEU IN THE COUNTRY

*Le Cordon Bleu in North America had more culinary graduates in the USA than any other national network of culinary schools, for the years 2006 to 2012. Source: IPEDS.



Tuition and Fees

As of 5/30/14

Certificate in Le Cordon Bleu Culinary Arts (Resident Students) and Certificate in Le Cordon Bleu Patisserie and Baking (Resident Students)	
Tuition	$19,500
Application Fee (non-refundable)	$50
Total Cost	$19,550

Associate of Occupational Science in Le Cordon Bleu Culinary Arts (Resident Students) and Associate of Occupational Science in Le Cordon Bleu Patisserie and Baking (Resident Students)	
Tuition	$37,000
Application Fee (non-refundable)	$50
Total Cost	$37,050

Associate of Occupational Science in Le Cordon Bleu Culinary Arts (Non-Resident Students) and Associate of Occupational Science in Le Cordon Bleu Patisserie and Baking (Non-Resident Students)	
Tuition	$40,000
Application Fee (non-refundable)	$50
Total Cost	$40,050

Tuition charge 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.

Retake Fees (per credit hour)

Lecture and Lab Courses	$100
Externship Courses	$50

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/Atlanta_TuitionAndFees.ashx

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Academic Calendar

As of 3/31/14

21 Month | 84 Week Programs

-Associate of Occupational Studies in Le Cordon Bleu Culinary Arts
-Associate of Occupational Studies in Le Cordon Bleu Patisserie & Baking

Start Date	Anticipated Completion Date
01/06/2014	09/25/2015
02/17/2014	11/06/2015
04/07/2014	12/18/2015
05/19/2014	02/12/2016
07/07/2014	03/25/2016
08/18/2014	05/13/2016
09/29/2014	06/24/2016
11/10/2014	08/12/2016

12 Month | 48 Week Programs

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

Start Date	Anticipated Completion Date
01/06/2014	12/19/2014
02/17/2014	02/13/2015
04/07/2014	03/27/2015
05/19/2014	05/15/2015
07/07/2014	06/26/2015
08/18/2014	08/14/2015
09/29/2014	09/25/2015
11/10/2014	11/06/2015

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

2013 Academic Calendar

Module start date	Module end date
01/06/2014	02/14/2014
01/06/2014*	02/18/2014
02/17/2014	03/28/2014
02/19/2014**	03/28/2014
04/07/2014	05/16/2014
05/19/2014	06/27/2014
07/07/2014	08/15/2014
08/18/2014	09/26/2014
09/29/2014	11/07/2014
11/10/2014	12/19/2014

***For continuing students, the January 2014 session ended on Februay 18, 2014 due to severe weather in Atlanta the previous week.**
****For continuing students, the Februray 2014 session began on Februay 19, 2014 due to severe weather in Atlanta the previous week.**

Classes are offered on days marked with an "x":						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	X	X	X	X	X	

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Observed Holidays-No Classes

Holiday	Date(s) of Break: Classes Resume:
Martin Luther King Jr. Day	Monday 01/20/2014 Classes Resume on Tuesday 01/21/2014
In-Service Day*	Friday 02/14/2014 Classes Resume on Monday 02/17/2014
In-Service Day*	Thursday 03/27/2014 to Friday 03/28/2014
Spring Break	Saturday 03/29/2014 to Sunday 04/06/2014 Classes Resume on Monday 04/07/2014
In-Service Day*	Thursday 05/15/2014 to Friday 05/16/2014 Classes Resume on Monday 05/19/2014
Memorial Day	Monday 05/26/2014 Classes Resume on Tuesday 05/27/2014
In-service Day*	Friday 06/27/2014
Summer Break	Saturday 06/28/2014 to Sunday 07/06/2014 Classes Resume on Monday 07/07/2014
In-Service Day*	Thursday 08/14/2014 to Friday 08/15/2014 Classes Resume on Monday 08/18/2014
Labor Day	Monday 09/01/2014 Classes Resume on Tuesday 09/02/2014
In-Service Day*	Friday 09/26/2014 Classes Resume on Monday 09/29/2014
In-Service Day*	Thursday 11/06/2014 to Friday 11/07/2014 Classes Resume on Monday 11/10/2014
Thanksgiving Holiday	Thursday 11/27/2014 to Friday 11/28/2014 Classes Resume on Monday 12/01/2014.
Winter Break	Saturday 12/20/2014 to Sunday 01/04/2015 Classes Resume on Monday 01/05/2015

*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.

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Faculty and Staff

Faculty – as of 5/30/14

Name	Discipline	Education & Professional Licensure/Certification	Full/Part Time
Anderson, Guy	Culinary Arts	• B.B.A., Business Administration – Campbell University • A.O.S., Culinary Arts – The Culinary Institute of America • CEC	Full time
Armistead, Anne	Externship Coordinator	• A.O.S. Art Institute of Atlanta – Culinary Arts	Full time
Dahl, Kristina	Culinary Arts	• B.S., Hospitality Administration – Georgia State University • A.A.S., Culinary Arts – Johnson & Wales • FMP	Full time
DiFonzo, Albert	Culinary Arts	• B.S., General Hospitality Management – Florida International University • A.O.S., Culinary Arts – Culinary Institute of America	Full time
Dukes, Brandon	Core Cirriculum	• A.O.S. Culinary Arts Management – The Culinary Institute of America	Part time
Fernandez, Anna	PB	• A.A., Culinary Arts – Art Institute of Atlanta • CB	Full time
Franklin, Necheller	General Educaton	• M.A. , Adult Education - Central Michigan University • B.A. – English General – North Carolina Central University	Part time
George, Gretchen	PB	• B.A., Culinary Management – Le Cordon Bleu • A.S.T., – Pennsylvania Institute of Culinary Arts • CEPC	Full time
Goad, Jill	General Education	• M.A., Engish – University of North Carolina • B.A., English – University of North Carolina	Part time
Greene, Tonya	General Education	• M.A., Education: Instruction – Central Michigan University • B.A., History – Fayetteville State University	Part time
Gruber, Jane	PB Lead Instructor	• B.A., Organizational Management – Ashford University • A.A., Culinary Arts – Art Institute of Atlanta • A.A.S., – Hotel Management – Gwinnett Technical College • FMP	Full time
Harrar, Dan	Culinary Arts	• Baccalaureat of Restaurant & Hotel Mgt, Brevet D'études Professionnelles, Cuisine Classique – Professional Institute of Technology, Nice, France; • Brevet D'études Professionnelles, Service de restaurant et gestion d'hôtel – Professional Institute of Technology, Paris • CEC	Full time
Hewett, William	Culinary Arts	• A.O.S., Culinary Arts – Johnson & Wales • CEC	Full time
Johnson, Virginia	General Education and Pastry Arts	• B.S., Business Administration – Southern College	Part time
Kanadu, John	Culinary Arts	• A.O.S., General Studies – Georgia Perimeter College	Full time

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Name	Discipline	Education & Professional Licensure/Certification	Full/Part Time
		• CEC, CCE, CCA	
Kazenske, Todd	Culinary Arts	• A.O.S., Business – McIntosh College • CEPC, AAC	Full time
Krinsky, Beatriz	Culinary Arts	• A.A., General Studies – Georgia State University • CEC	Full time
Lewis, Matthew	Pastry Arts	• A.O.S., Culinary Arts – The Culinary Institute of America	Full time
Lipscomb, William	Pastry Arts	• B.A., Physics – Hampton University	Part time
Lorenson, Samyot	Culinary Arts	• A.O.S., Culinary Arts – The Culinary Institute of America	Full time
Mekolites, Jeffery	Culinary Arts	• B.S., Culinary Arts – Johnson & Wales University • A.A.S., Culinary Arts – Johnson & Wales University • CEC	Full time
Numprasong, Thomas	Culinary Arts	• B.S., Baking & Pastry Arts – Johnson & Wales University • A.O.S., Baking & Pastry Arts – Johnson & Wales University • CEPC	Full time
Oliveira-Chambers, Darcey	PB	• A.O.S. in Applied Science, Chattahoochee Technical College • ACF apprentice graduate • CEPC	Full time
Petraglia, Joseph	Culinary Arts	• A.O.S. – Johnson & Wales University	Full time
Ponzoli, Amy	Culinary Arts	• B.A., Culinary Management – Le Cordon Bleu • A.O.S., Culinary Arts – Johnson & Wales University	Full time
Reynolds, Terence	Culinary Arts	• B.A., Culinary Management – Le Cordon Bleu • A.O.S., Culinary Arts – Johnson & Wales University • • FMP	Full time
Richardson, Stephanie	General Education	• M.A., English – State University of NY at Albany • B.A., English – State University of NY at Buffalo	Part time
Ross, Belinda	General Education	• Ph. D, Clinical Psychology – Sierra University • M.A., Counseling – Eastern Michigan University • B.S., Sociology – Grand Valley State College	Part time
Shular, Daryl	Director of Education	• A.A, Culinary Arts- The Art Institute of Atlanta • CEC	Full time
Stellmacher, Aretha	General Education	• M.A., Accounting – Strayer University • B.S., Accounting – Hampton University	Full time
Taillon, Lynn	General Education	• M.Ed., Adult Education and Training – University of Phoenix • B.A., Educational Studies – Emory University	Part time
Thompson, Christopher	Culinary Arts Lead Instructor	• A.O.S., Culinary Arts – California Culinary Academy • CEC	Full time
Van Cise, Ashley	Core Cirriculum	• B.S.,Human Ecology – University of Tennessee Knoxville	Part time
Vega, Benny	Culinary Arts	• A.O.S., Culinary Arts – Johnson & Wales University • CEC	Full time
Welsh, Marshall	Culinary	• B.A., Journalism and Mass Communicaton – University of	Full time

Name	Discipline	Education & Professional Licensure/Certification	Full/Part Time
	Arts	Georgia • CEC	

Staff - as of 04/04/14

Name	Position
Liuba, Cristian	Director of Admissions
Dr. Mack, Glenn	Campus President
Shular, Daryl	Director of Education
Shular, Daryl	ADA/Section 504 Coordinator
Anthony, Tirrell	Director of Career Services
Thibeaux, Jamehia	Campus Business Operations Manager
Wilson, Renee	Associate Registrar
Gruber, Jae	Title IX Coordinator
Rice, Laura	Regional Librarian

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Catalog Revisions and Updates

Page#	Policy/Section	Effective Date	Description of Revision or Update
66	Veterans' Educational Benefits	5/30/2014	Add the following grant information: **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 as a credit to the student's account and no cash payments will be awarded to the student. • The Yellow Ribbon Grant is used exclusively towards prior or current program charges. • The Yellow Ribbon grant is awarded for each period in the program that the student is determined eligible and where the grant is needed. • The Yellow Ribbon Grant is non-transferrable and non-substitutable and cannot be combined with any other institutional grant at Le Cordon Bleu College of Culinary Arts. Le Cordon Bleu College of Culinary Arts is committed to assisting military students in determining the best options available to them. To receive additional information on Veterans Educational Benefits eligibility, please contact the Veterans Administration at 1-800-827-1000 or 1-888-GI Bill-1(1-888-442-4551). You may also visit the VA website at www.gibill.va.gov.
79	Warning and Probationary Period	05/30/2014	**Replace the *WARNING AND PROBATIONARY PERIODS FOR STUDENTS RECEIVING/ NOT RECEIVING FINANCIAL AID* policy with the following language:** 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

Page#	Policy/Section	Effective Date	Description of Revision or Update
			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 term, the student will be removed from FA Warning and returned to SAP Met Status if the minimum standards are met or exceeded. • A student who continues to fall below the specified values will be required to successfully appeal in order to maintain eligibility for financial assistance under a FA Probation status. • A student who successfully appeals and is on FA Probation will be evaluated at the end of the 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. • A student receiving federal financial aid who does not meet the CGPA standards at the end of the second year 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. However, 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 dismissal for non-academic reasons. A tuition refund may be due in accordance with the institution's stated refund policy. During the period of FA Warning, which lasts for one payment period only the student may continue to receive financial aid. During a period of FA Probation, if an appeal is accepted by the institution, the student may also continue to receive financial aid. A student on FA Warning and FA Probation must participate in academic advising as deemed necessary by the institution as a condition of academic monitoring. A student who fails to comply with these requirements may be subject to dismissal even though their CGPA or rate of progress may be above the dismissal levels.

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Page#	Policy/Section	Effective Date	Description of Revision or Update
81	Leave of Absence	5/30/2014	**For the Le Cordon Bleu campuses in:** **Atlanta, Austin, Chicago, Dallas, Los Angeles, Minneapolis/St. Paul, Orlando, Portland, Sacramento, Seattle, St. Louis** Replace the current catalog information 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 *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 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 and may have an impact

Page#	Policy/Section	Effective Date	Description of Revision or Update
			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.

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Program and Course Description Changes

Page #	Policy/Section	Effective Date	Description of Revision or Update
51	Course Descriptions	Listed for each course	New and revised course descriptions

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May - 2014 Rotation										
Code	Course	Shift	Sec	Lab	Start	End	Lec	Start	End	Instructor
LCBC100	College Success & Career Portfolio	Morning	A		-	-	C4	7:00am	8:00am	Kazenske
SCI1200	Food Science & Safety	Morning	A		-	-	C4	7:00am	9:15am	Kazenske
LCBC110	Culinary Foundations 1	Morning	A	K1	7:00am	10:45am		-	-	Kazenske
LCBC215	Hospitality Supervision & Entrepreneurship	Morning	A		-	-	C7	9:00am	10:50am	Anderson
HUM1101	Culinary History	Morning	A		-	-	C7	7:00am	8:50am	Anderson
LCBC125	Cost Control & Purchasing	Morning	A		-	-	C2	7:00am	8:05am	Difonzo
LCBK232	Advanced Showpiece & Confectionary Techniques	Morning	A	K9	7:00am	11:00am	K9	7:00am	10:15am	Fernandez
LCBC240	Restaurant Rotation	Morning	A	K5		12:00pm	K5	7:00am	12:00pm	Hewett
LCBC152	Baking & Pastry	Morning	A	K7	7:00am	11:00am	C3	7:00am	10:15am	Lipscomb
LCBC132	Culinary Foundations 3	Morning	A	K8	7:00am	11:00am	K8	7:00am	10:15am	Mekolites
LCBC225	Wine & Beverage	Morning	A		-	-	K2	7:00am	9:10am	Ponzoli
LCBC232	Contemporary Cuisine	Morning	A	K2	7:00am	11:00am	K2	9:30am	10:30am	Ponzoli
PSY2101	Intro to Psychology	Morning	A		-	-	C2	9:00am	10:50am	Ross
MAT1150	College Math	Morning	A		-	-	C5	7:00am	8:50am	Stellmacher
CST1050	Speech	Morning	A		-	-	C5	9:00am	10:50am	Taillon
LCBC212	Cuisine Across Cultures	Morning	A	K6	7:00am	11:00am	K6	7:00am	10:15am	Vega
LCBC105	Food Safety & Sanitation	Morning	B		-	-	C4	7:00am	9:15am	Chambers
LCBC110	Culinary Foundations 1	Morning	B	K1	7:00am	10:45am		-	-	Chambers
SCI1230	Nutrition	Morning	B		-	-	C1	9:00am	10:05am	Alexander
ENG132	English Composition	Morning	B		-	-	C1	7:00am	8:50am	Goad
LCBC222	Catering & Buffet	Morning	B	K5	7:00am	11:00am	K5	7:00am	10:15am	Kanadu
LCBK112	Baking Principles & Viennoiserie	Morning	B	K7	7:00am	11:00am	C3	7:00am	10:15am	Lewis
LCBC122	Culinary Foundations 2	Morning	B	K10	7:00am	11:00am	K10	7:00am	10:15am	Petraglia
LCBC100	College Success & Career Portfolio	MidMorning	C		-	-	C4	11:00am	12:00pm	Anderson
SCI1200	Food Science & Safety	MidMorning	C		-	-	C4	11:00am	1:15pm	Anderson
LCBC110	Culinary Foundations 1	MidMorning	C	K1	11:00am	2:45pm		-	-	Anderson
LCBC225	Wine & Beverage	MidMorning	C		-	-	K2	11:00am	1:10pm	Alexander
LCBC215	Hospitality Supervision & Entrepreneurship	MidMorning	C		-	-	PRESOFF	1:00pm	2:50pm	Armistead
HUM1101	Culinary History	MidMorning	C		-	-	PRESOFF	11:00am	12:50pm	Armistead
LCBK122	International Patisserie, Cake Formula & Assembly	MidMorning	C	K9	11:00am	3:00pm	C1	11:00am	2:15pm	Difonzo
LCBC152	Baking & Pastry	MidMorning	C	K7	11:00am	3:00pm	K7	11:00am	2:15pm	Lewis
LCBC132	Culinary Foundations 3	MidMorning	C	K8	11:00am	3:00pm	SRC	11:00am	2:15pm	Mekolites
LCBC122	Culinary Foundations 2	MidMorning	C	K10	11:00am	3:00pm	C6	11:00am	2:15pm	Petraglia
LCBC232	Contemporary Cuisine	MidMorning	C	K2	11:00am	3:00pm	K2	1:30pm	2:30pm	Ponzoli
LCBC212	Cuisine Across Cultures	MidMorning	C	K6	11:00am	3:00pm	C3	11:00am	2:15pm	Vega
LCBC100	College Success & Career Portfolio	MidMorning	D		-	-	C4	11:00am	12:00pm	Kazenske
SCI1200		MidMorning	D		-	-	C4	11:00am	1:15pm	Kazenske
LCBC110	Culinary Foundations 1	MidMorning	D	K1	11:00am	2:45pm		-	-	Kazenske
LCBC122	Culinary Foundations 2	MidMorning	D	K10	11:00am	3:00pm	C6	11:00am	2:15pm	Chambers
LCBK212	Advanced Patisserie Techniques	MidMorning	D	K9	11:00am	3:00pm	C1	11:00am	2:15pm	Fernandez
ENG132	English Composition	MidMorning	D		-	-	C2	11:00am	12:50pm	Goad
LCBC125	Cost Control & Purchasing	MidMorning	D		-	-	C7	1:00pm	2:05pm	Hewett
LCBC222	Catering & Buffet	MidMorning	D	K5	11:00am	3:00pm	K5	11:00am	2:15pm	Kanadu
LCBC212	Cuisine Across Cultures	MidMorning	D	K6	11:00am	3:00pm	C3	11:00am	2:15pm	Krinsky, D
LCBC132	Culinary Foundations 3	MidMorning	D	K8	11:00am	3:00pm	SRC	11:00am	2:15pm	Lorenson
SCI1230	Nutrition	MidMorning	D		-	-	C2	1:00pm	2:05pm	Politzer
PSY2101	Intro to Psychology	MidMorning	D		-	-	C7	11:00am	12:50pm	Ross
MAT1150	College Math	MidMorning	D		-	-	C5	1:00pm	2:50pm	Stellmacher
CST1050	Speech	MidMorning	D		-	-	C5	11:00am	12:50pm	Taillon
LCBC212	Cuisine Across Cultures	Afternoon	E	K6	3:00pm	7:00pm	K6	3:00pm	6:15pm	Krinsky, T
LCBC125	Cost Control & Purchasing	Afternoon	F		-	-	C2	5:00pm	6:05pm	Reynolds
PSY2101	Intro to Psychology	Afternoon	F		-	-	C2	3:00pm	4:50pm	Ross
LCBC100	College Success & Career Portfolio	Evening	G		-	-	C4	7:00pm	8:00pm	Welsh
SCI1200	Food Science & Safety	Evening	G		-	-	C4	7:00pm	9:15pm	Welsh
LCBC110	Culinary Foundations 1	Evening	G	K1	7:00pm	10:45pm		-	-	Welsh
LCBK222	Centerpiece & Cake Decoration Techniques	Evening	G	K9	7:00pm	11:00pm	K9	7:00pm	10:15pm	George
LCBC212	Cuisine Across Cultures	Evening	G	K6	7:00pm	11:00pm	K6	7:00pm	10:15pm	Krinsky, T
LCBC132	Culinary Foundations 3	Evening	G	K8	7:00pm	11:00pm	K8	7:00pm	10:15pm	Lorenson
MAT1150	College Math	Evening	G		-	-	C1	7:00pm	8:50pm	Myles
LCBC152	Baking & Pastry	Evening	G	K7	7:00pm	11:00pm	K7	7:00pm	10:15pm	Numprasong
LCBC232	Contemporary Cuisine	Evening	G	K2	7:00pm	11:00pm	K2	9:30pm	10:30pm	Reynolds
LCBC225	Wine & Beverage	Evening	G		-	-	K2	7:00pm	9:10pm	Reynolds
CST1050	Speech	Evening	G		-	-	C1	9:00pm	10:50pm	Rich
ENG132	English Composition	Evening	H		-	-	C7	7:00pm	8:50pm	Battle
HUM1101	Culinary History	Evening	H		-	-	C2	9:00pm	10:50pm	Greene
LCBC222	Catering & Buffet	Evening	H	K5	7:00pm	11:00pm	K5	7:00pm	10:15pm	Harrar
SCI1230	Nutrition	Evening	H		-	-	C7	9:00pm	10:05pm	Johnson, E
LCBC122	Culinary Foundations 2	Evening	H	K10	7:00pm	11:00pm	K10	7:00pm	10:15pm	Krinsky, D
PSY2101	Intro to Psychology	Evening	H		-	-	C3	7:00pm	8:50pm	Rich
LCBC125	Cost Control & Purchasing	Evening	H		-	-	C3	9:00pm	10:05pm	Van Cise
LCBC215	Hospitality Supervision & Entrepreneurship	Evening	H		-	-	C2	7:00pm	8:50pm	Van Cise

ACICS PROGRAM UPDATE FORM

What is the current number of students enrolled? 817

List the enrollment in each program by full-time and part-time status and by day and evening. Use additional pages if necessary.

Name of Program	Total Enrollment	Full-time	Part-time	Day	Evening
Associate of Occupational Science in Le Cordon Bleu Culinary Arts	549	549	0	424	125
Associate of Occupational Science in Le Cordon Bleu Patisserie and Baking	132	132	0	109	23
Certificate in Le Cordon Bleu Culinary Arts	91	91	0	68	23
Certificate in Le Cordon Bleu Patisserie and Baking	45	45	0	33	12

May - 2014 Rotation										
Code	Course	Shift	Sec	Lab	Start	End	Lec	Start	End	Instructor
LCBC100	College Success & Career Portfolio	Morning	A		-	-	C4	7:00am	8:00am	Kazenske
SCI1200	Food Science & Safety	Morning	A		-	-	C4	7:00am	9:15am	Kazenske
LCBC110	Culinary Foundations 1	Morning	A	K1	7:00am	10:45am		-	-	Kazenske
LCBC215	Hospitality Supervision & Entrepreneurship	Morning	A		-	-	C7	9:00am	10:50am	Anderson
HUM1101	Culinary History	Morning	A		-	-	C7	7:00am	8:50am	Anderson
LCBC125	Cost Control & Purchasing	Morning	A		-	-	C2	7:00am	8:05am	Difonzo
LCBK232	Advanced Showpiece & Confectionary Techniques	Morning	A	K9	7:00am	11:00am	K9	7:00am	10:15am	Fernandez
LCBC240	Restaurant Rotation	Morning	A	K5		12:00pm	K5	7:00am	12:00pm	Hewett
LCBC152	Baking & Pastry	Morning	A	K7	7:00am	11:00am	C3	7:00am	10:15am	Lipscomb
LCBC132	Culinary Foundations 3	Morning	A	K8	7:00am	11:00am	K8	7:00am	10:15am	Mekolites
LCBC225	Wine & Beverage	Morning	A		-	-	K2	7:00am	9:10am	Ponzoli
LCBC232	Contemporary Cuisine	Morning	A	K2	7:00am	11:00am	K2	9:30am	10:30am	Ponzoli
PSY2101	Intro to Psychology	Morning	A		-	-	C2	9:00am	10:50am	Ross
MAT1150	College Math	Morning	A		-	-	C5	7:00am	8:50am	Stellmacher
CST1050	Speech	Morning	A		-	-	C5	9:00am	10:50am	Taillon
LCBC212	Cuisine Across Cultures	Morning	A	K6	7:00am	11:00am	K6	7:00am	10:15am	Vega
LCBC105	Food Safety & Sanitation	Morning	B		-	-	C4	7:00am	9:15am	Chambers
LCBC110	Culinary Foundations 1	Morning	B	K1	7:00am	10:45am		-	-	Chambers
SCI1230	Nutrition	Morning	B		-	-	C1	9:00am	10:05am	Alexander
ENG132	English Composition	Morning	B		-	-	C1	7:00am	8:50am	Goad
LCBC222	Catering & Buffet	Morning	B	K5	7:00am	11:00am	K5	7:00am	10:15am	Kanadu
LCBK112	Baking Principles & Viennoiserie	Morning	B	K7	7:00am	11:00am	C3	7:00am	10:15am	Lewis
LCBC122	Culinary Foundations 2	Morning	B	K10	7:00am	11:00am	K10	7:00am	10:15am	Petraglia
LCBC100	College Success & Career Portfolio	MidMorning	C		-	-	C4	11:00am	12:00pm	Anderson
SCI1200	Food Science & Safety	MidMorning	C		-	-	C4	11:00am	1:15pm	Anderson
LCBC110	Culinary Foundations 1	MidMorning	C	K1	11:00am	2:45pm		-	-	Anderson
LCBC225	Wine & Beverage	MidMorning	C		-	-	K2	11:00am	1:10pm	Alexander
LCBC215	Hospitality Supervision & Entrepreneurship	MidMorning	C		-	-	PRESOFF	1:00pm	2:50pm	Armistead
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LCBK122	International Patisserie, Cake Formula & Assembly	MidMorning	C	K9	11:00am	3:00pm	C1	11:00am	2:15pm	Difonzo
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LCBC132	Culinary Foundations 3	MidMorning	C	K8	11:00am	3:00pm	SRC	11:00am	2:15pm	Mekolites
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LCBC110	Culinary Foundations 1	MidMorning	D	K1	11:00am	2:45pm		-	-	Kazenske
LCBC122	Culinary Foundations 2	MidMorning	D	K10	11:00am	3:00pm	C6	11:00am	2:15pm	Chambers
LCBK212	Advanced Patisserie Techniques	MidMorning	D	K9	11:00am	3:00pm	C1	11:00am	2:15pm	Fernandez
ENG132	English Composition	MidMorning	D		-	-	C2	11:00am	12:50pm	Goad
LCBC125	Cost Control & Purchasing	MidMorning	D		-	-	C7	1:00pm	2:05pm	Hewett
LCBC222	Catering & Buffet	MidMorning	D	K5	11:00am	3:00pm	K5	11:00am	2:15pm	Kanadu
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PSY2101	Intro to Psychology	MidMorning	D		-	-	C7	11:00am	12:50pm	Ross
MAT1150	College Math	MidMorning	D		-	-	C5	1:00pm	2:50pm	Stellmacher
CST1050	Speech	MidMorning	D		-	-	C5	11:00am	12:50pm	Taillon
LCBC212	Cuisine Across Cultures	Afternoon	E	K6	3:00pm	7:00pm	K6	3:00pm	6:15pm	Krinsky, T
LCBC125	Cost Control & Purchasing	Afternoon	F		-	-	C2	5:00pm	6:05pm	Reynolds
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LCBC110	Culinary Foundations 1	Evening	G	K1	7:00pm	10:45pm		-	-	Welsh
LCBK222	Centerpiece & Cake Decoration Techniques	Evening	G	K9	7:00pm	11:00pm	K9	7:00pm	10:15pm	George
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LCBC225	Wine & Beverage	Evening	G		-	-	K2	7:00pm	9:10pm	Reynolds
CST1050	Speech	Evening	G		-	-	C1	9:00pm	10:50pm	Rich
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ACICS Application for Accreditation – PART II

Self – Study Narrative

Revised: May 1, 2013

All supporting documentation and exhibits referenced in this Self-Study Narrative must be maintained at the campus location for review by the accreditation visit team - *Do not submit your supporting documentation with this application.*

INSTITUTIONAL PROFILE

INSTITUTIONAL INFORMATION

Name: Le Cordon Bleu College of Culinary Arts

Address: 215 First Street, Cambridge, MA 02142

ACICS ID Code: 00048109

Campus Classification: Main ☐ Additional Location ☒

If an additional location, please provide the following information:

Main Campus Name: Le Cordon Bleu College of Culinary Arts

Main Campus Address 8100 E. Camelback Road, Scottsdale, AZ 85251

Main Campus ID Code: 00048705

History of accreditation with ACICS and with other agencies:

Le Cordon Bleu College of Culinary Arts ("LCB") was granted initial accreditation with ACICS on June 30, 2011 based upon review of Part I of the Branch Campus Application and was granted final inclusion through December 31, 2014 on May 8, 2012.

LCB is also accredited by the Accrediting Commission for Career Schools and Colleges (ACCSC). LCB was granted initial recognition with ACCSC in January 2008 and approval of the Branch Campus – Part II on March 11, 2009 until January 2010. LCB then received notice on December 8, 2010 of a grant of renewal of accreditation for 5 years from January 2010.

Brief history of the institution:

Le Cordon Bleu College of Culinary Arts was established in January 2008 to bring the Le Cordon Bleu Culinary Arts program to the Boston area, where the first class of students began studies in April 2008 in the Associate in Applied Science in Le Cordon Bleu Culinary Arts. In March, 2009 the college's student-run restaurant, Technique, first opened. In February, 2010 the college offering a Certificate in Le Cordon Bleu Culinary Arts, a Certificate in Le Cordon Bleu Patisserie & Baking, and a 21-month option of the Associate in Applied Science in Le Cordon Bleu Culinary Arts. The college's association with Le Cordon Bleu in Paris represents a union of one of the finest in European and North American culinary arts training programs available today, resulting in a comprehensive, challenging, and hands-on education.

List of recent (past three years) complaints or adverse actions and current status:

Not Applicable

List of contracts or agreements with other institutions or entities: (consortium agreements, articulation agreements, etc.)

Articulation Agreement – Le Cordon Bleu College of Culinary Arts, Scottsdale, AZ

Central Processing Center of CEC – Servicer

Higher One - Servicer

List of international activities: Not Applicable

Description and scope of distance education activities: Hybrid ☐ Fully Online ☐

Not Applicable

Participation in Federal Financial Aid Programs: Yes X No ☐

INSTIUTIONAL CHANGES

Description of major changes since the last institutional review in the following areas:

Management: Since 2011 the campus has undergone changes to the following positions: President, Executive Chef/Director of Education, Director of Career Services, and Director of Admissions.

Change of Ownership: Not Applicable

Program offerings: Not Applicable

Curriculum: Not Applicable

Institutional delivery: Not Applicable

Other changes:

1. MISSION, OBJECTIVES, AND INSTITUTIONAL EFFECTIVENESS

Every educational institution should have a mission, which is its specific purpose for existing. The mission of the institution must be stated in the school's catalog and in other publications readily available to the public. The mission must be completely, clearly, and simply stated in terms readily understandable by a prospective student, parents, the public, and other educational institutions. The mission should be devoted substantially to career-related education and should be reasonable for the program of instruction and facilities of the institution. Each institution should be capable of demonstrating its educational effectiveness through assessment and documentation of student outcomes. This assessment must include evidence that the institution's annual retention and placement rates are in keeping with its mission. The institution's mission statement should be consistent with educational and employment outcomes of its students. In responding to the questions below, please consult Sections 3-1-100 through 3-1-113 of the *Accreditation Criteria.*

MISSION AND OBJECTIVES

1.1 How was the mission developed?

The current mission statement was developed through a collaborative effort involving the Presidents of the 17 Le Cordon Bleu Campuses and the Executive Leadership team of the Culinary Strategic Business Unit (SBU). The mission was most recently reviewed by campus presidents and the Executive Leadership team in March 2013.

The role of the institution in regard to the mission is to ensure that each function at Le Cordon Bleu College of Culinary Arts ("LCB") including the curriculum, library, faculty, administration and support services are, in fact, helping the support the institution support this mission.

1.2 State the institution's mission and supporting objectives.

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

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.

1.2.1 Cite where it is found in the catalog.

The institution's mission and supporting objectives are stated on page 7 of the Le Cordon Bleu College of Culinary Arts 2013-2014 catalog.

1.2.2 Explain how the supporting objectives are devoted substantially to career-related education?

The supporting objectives as stated above are substantially devoted to career-related education in the culinary and hospitality arts. They speak to providing a supportive community that allow students to develop skills to work in the industry via faculty and staff, facilities and equipment and training techniques and technical skills that will support them in their career aspirations.

1.2.3 Explain how the supporting objectives are reasonable for the program(s) of instruction, mode of delivery, and facilities of the campus?

LCB offers an Associate in Applied Science in Le Cordon Bleu Culinary Arts and Certificates in Le Cordon Bleu Culinary Arts and Le Cordon Bleu Patisserie and Baking. All programs are offered on ground at the campus facility in Cambridge, MA. The LCB supporting objectives are reasonable for these programs, the mode of delivery and the campus facility as all are directly refereneces in the objectives and all of which support students receiving a career-related education in the culinary and hospitality arts.

1.3 Explain how the faculty, financial resources, physical plant, administration, management, and educational activities contribute to the implementation of the institution's mission.

Faculty

LCB's faculty is the keystone of the institution's teaching success. Faculty members are assigned to teach based on their professional experience and academic credentials to support the mission of providing quality career education that integrates the classic culinary curriculum of LCB in combination with modern technology and innovation in global cuisine.

Faculty members are recruited for their experience and education. Once they are employed, each faculty member is provided a faculty development plan which include in-service dates for professional development

and online courses through the Center for Excellence in Education to help him/her learn and master the teaching craft.

Financial Resources

LCB is part of the Career Eduation Corporation (CEC) family of colleges and schools. Because of this affliation, LCB has the financial resources to pursue its mission presently and in the future. Capital expenditure budgets provide funds for new materials, facility improvements, and equipment. In addition, the institution prepares budgets to cover additional expenses, such as an increase in the number of employees in all functional areas.

Physical Plant

The campus is located at 215 First Street in Cambridge, MA. The campus occupies approximately 70,000 square feet in the building known historically as The Athenaeum Press Building that supports the institution's population, classroom, and equipment. Students will find at this beautiful campus setting:

- Classrooms designed to facilitate learning,which consist of lecture rooms and instructional kitchens.
- Kitchen labs equipped with stoves, ovens,and the food preparation equipment found in the industry. A wide range of smallwares is 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.
- Computer labs equipped with personal computers used for instruction and research.
- A library which houses books, periodicals,pamphlets, articles, and CD-ROM support materials geared to supplement the program, plus well rounded support for the general education courses. The Cybrary, an Internet-based electronic library, access to the Internet, and various indexes and catalogs are available through computer use in the library.
- A full-service, student-staffed fine dining restaurant.
- Admissions, academic and administrative staff offices

The facilities are maintained by one full-time faciliites coordinator, contracted maintenance personnel, and other third party repair contractors as needed.

Admisinstration and Management

The administration and management of LCB includes:

Glenn Mack, Interim President

Jaimee Tyler, Director of Admissions

Earle Test, Director of Education

Stephen Villett, Business Operations Manager

Stephen Faulkner, Director of Career Services

Lynda Bonneu, Associate Registrar, ADA/504 Coordinator

Sven Bohn, Director of Procurement

Anthony Viola, Librarian

The key management of the institution meet on a daily and weekly basis to ensure that the objectives of the mission are being met. All departments receive ongoing training to enhance their professional development to assist the students at the school.

Educational Activities

Students learn in a supportive, challenging, and educational atmosphere. Students engage in various instructional modes, which encoursage self-directed learning, creative applied research, and inquiry through problem-solving activities, good citizenship, and high standards.

The financial resources, physical plant, administration and management, and educational activities contribute to the implementation of the institution's mission through measurement of many of the campus' operating departments as well as our academic programs through the Campus Effectiveness Plan. This process includes the measurement of data that is collected quarterly and includes measurements of various student outcomes. Additionally, the mission is implemented on a daily basis through the offering of faculty classroom instruction.

1.4 What are the provisions for ensuring that the mission is subjected periodically to critical review by the administration and faculty to determine if the campus is fulfilling its educational mission and meeting the needs of the community?

The Campus Effectiveness Team (CET), comprised of Glenn Mack, Earle Test, Stephen Villett, Stephen Faulkner, Sven Bohn, Lynda Bonneau, Jaimee Tyler, Anthony Viola as well as a full-time and part-time faculty member assess the progress of all departmental functions of Le Cordon Bleu College of Culinary Arts in relation to its educational mission. The CET meets on a quarterly basis to share progress and to track the achievement of institutional goals that support the mission and the needs of the community.

In addition, each academic program conducts semi-annual advisory board meetings to discuss industry trends. These meetings are a vital resource for assessing the institutional effectiveness of the educational mission.

1.5 How do degree programs emphasize both the achievement of vocational objectives and general education?

The Le Cordon Bleu College of Culinary Arts has designed its general education offerings to foster an understanding of, and respect for, self and natural and social environments. In the student's quest for knowledge, these general studies provide critical thinking abilities, communication skills, and a comprehension of contemporary problems and issues in the world. The institution desires to graduate students who are not only experts in their chosen field but also thoughtful and conversant about the society in which they live.

The Le Cordon Bleu College of Culinary Arts programs emphasize the achievement of vocational objectives and general education by offering courses in core program competencies as well as science, humanities, mathematics, and social science. These general education courses enhance the ability of students to apply academic and occupational skills in the workplace.

The programs adhere to Le Cordon Bleu College of Culinary Arts mission, comply with ACICS criteria, and the state of Massachusetts and include the core competencies necessary for success in the industry. Each course encompasses appropriate instruction procedures, texts, materials, and technology. The programs offer a well-organized sequence of subjects leading to an occupational objective.

Through these vocational objectives and general education requirements, Le Cordon Bleu College of Culinary Arts graduates:

- Expand their historical, aesthetic, cultural, literary, scientific, and philosophical perspectives;
- Improve critical and analytical thinking; and
- Learn skills in finding, managing and communicating knowledge.

With the Le Cordon Bleu College of Culinary Arts overall focus on career education, our programs emphasize vocational objectives and provide knowledge and experience in the career field chosen by the student. Emphasis on critical thinking skills, communication skills, and creative thinking allow for greater flexibility in the workplace.

1.6 Describe the administration's plans for any changes in the institution's mission and/or supporting objectives.

At the first CET planning meeting in January 2013 the CET reviewed, as they do annually, the institutional mission. Presidents and the SBU Executive team reviewed the mission again in March 2013 and LCB does not anticipate any changes to its mission or supporting objectives in the near future.

INSTITUTIONAL EFFECTIVENESS

1.7 How was the campus effectiveness plan (CEP) developed?

The CET creates the Campus Effectiveness Plan (CEP). The committee members are listed in 1.4 above and represent every department on campus.

The CET meets on a quarterly basis. The first meeting of the year takes place in January, when the CET sets campus effectiveness goals for the school and for each department. The CET establishes the goals of the CEP, determines the action items necessary to achieve each goal, and documents those action items in the CEP. Data is tracked throughout the year, reported to and reviewed by the CET each quarter. The CET assesses the institution's progress toward achieving the established goals and determines any necessary adjustments to action items or goals.

1.7.1 Who is responsible for implementing and monitoring the plan?

The CET is responsible for ensuring that the CEP is implemented and monitored, ultimately under the direction and leadership of the campus President.

1.8 What are the annual retention and placement rates for the campus, if applicable, for the past three years? (Provide the numbers used to calculate the rates, and explain as necessary.)

Year:2012 Retention Rate:72.3% Placement Rate:63.6%

Year:2011 Retention Rate:76.5% Placement Rate:60.8%

Explanation (if necessary)

The retention rate is calculated by (A-B) ÷ A = retention % rate where:

A= total enrollment (New Starts + Beginning Enrollment + Reentries

B = withdraws

Placement rate is calculated by (PF + PR) ÷ (G – U) = placement % rate where:

PF = Placed in Field

PR = Placed in Related Field

G = Graduates and Completers

U = Unavailable for Work

1.9 How do these annual retention and placement rates compare to prior rates, if applicable, and to rates at similar institutions?

The 2011 ACICS Key Operating Statistics for Retention Rates and Placement Data and the 2011 ACICS Campus Annual Report are used to compare LCB with institutions located within the same state, areas with similar population, and those offering the same level of degree. The comparison is as follows:

YEAR	Retention Rate	Placement Rate
2012	72.3%	63.6%
2011	76.5%%	60.8%

Retention

Year	School	State Schools	All ACICS Institutions	Urban Population 500K +	Associate Granting Schools
2011	76.5%	74%	73%	70%	72%

Placement

Year	School	State Schools	All ACICS Institutions	Urban Population 500K +	Associate Granting Schools
2011	60.8%	73%	70%	69%	69%

In 2011, LCB's retention rate of 76.5% was higher than all comparable schools including schools within MA, schools with an urban populations of 500K+, associate degree granting schools and all ACICS institutions. In 2011, LCB's placement rate was below that of all comparable schools. It was approximately 12% lower than other schools in MA, 9% lower than all ACICS institutions and 8% lower than associate degree granting schools and those with an urban population of 500K+.

1.10 What are the campus' retention and placement goals for the next reporting year?

Retention: 81% Placement: 70%

1.10.1 What factors were taken into consideration when developing these goals?

Retention goals are based on both meeting school budgets and ACICS targets year-over-year. The retention goal for 2013 is 81%, with the intent of increasing this goal by 1%-1.5% annually.

The goals to improve retention efforts campus-wide as reported on the CEP are:

- Achieve the student retention rate goal while adhering to compliance guidelines, policies, procedures and meeting or exceeding accreditor requirements while monitoring retention through weekly COS meeting and monthly budgeted attrition percentage.
- Year-over-year improvement in the area of student retention percentage.
- Measure the end-of-block survey results to determine faculty In-Service professional development topics and trainings.
- Decrease the percentage of students not completing externship.

- Improve student attendance by daily monitoring of attendance rosters and following up with phone calls and/or emails to students that are absent more than one day.

Placement goals are based upon market trends and those set by ACICS year over year.

Factors for consideration in making these goals include the local job market outlook, national and state unemployment rates, and employer meetings to discuss future hiring trends. The placement goal for 2013 is 70%, with the intention of improving this goal by 1% during this coming year.

The goals to improve placement efforts campus-wide as reported on the CEP are:

- Achieve the required employment rate goal while adhering to compliance guidelines, policies, procedures and meeting or exceeding accreditor's requirements.
  - Measured through weekly / monthly run rate goals and managed on a weekly basis.
- Year-over-year improvement in the area of career outcomes and opportunities.
- Maximize student's experience in career services to exceed the needs of the student and graduates.
  - Measured by survey results.
- Create response plan based on annual NPS survey results; develop and communicate plan back to Campus President within 30 days of receiving results. Plan should align with CEC's and LCB's mission and goals.
- Achieve 100% students with active Optimal Resume when they leave campus
- Support a robust and active Alumni Association by end of 2013.

1.11 Explain how the activities undertaken to meet the retention and placement goals enabled the campus to maintain or improve retention and placement outcomes over successive years?

Analysis of retention activities have served to illustrate the need for alterations to the strategy year over year. In response to this analysis there have been several initiatives put in place to maintain positive student retention at Le Cordon Bleu College of Culinary Arts.

Throughout 2013 the College has held Change of Status (COS) meetings every week to discuss issues concerning academic outcomes, attendance, conduct and placement. We have determined that this weekly meeting was more than adequate to establish a true pulse on the student population and the actions required. The Retention Team (RT) consists of department leaders from Education, Career Services, Student Finance, Admissions, the Associate Registrar and each participates in the (COS) meeting. The purpose of the (COS) meeting is to identify and assist at-risk students with overcoming challenges to persistence in their educational programs.

During 2013, the Change of Status (COS) meeting has been utilized in conjunction with in-class observations, student attrition analyses by instructor and end-of-block student evaluations to determine areas of professional development needs for the faculty. Specific areas are detailed and student opinion is solicited to determine the validity of LCB student programs and retention efforts. Advising by faculty to those students not meeting Satisfactory Academic Progress (SAP) and those who are having attendance issues are a critical piece to enhance and support the student experience. Gaining knowledge from the faculty advisors concerning such items as: work expectations, problems that might be encountered while on externship, classroom performance parameters and utilizing school services are just a few of the items are discussed in support of the individual student. Below is a chart outlining retention activities:

Event	**Activity**	**Person(s) Responsible**	**Occurrence**	**Implementation**

Retention Meetings	Identify issues student-by- student and develop action plans	Retention Team, Director of Education, Lead Chef Instructors, Faculty	Daily, weekly and as needed	Current
Program Training	Assure Admissions Reps give accurate information on tours	Director of Education, Director of Admissions	Monthly	Current
Daily Attendance Tracking	Early warning of students absent. Information to Retention Team	Faculty, Retention Team	Daily	Current
SAP Counseling and Monitoring	Meeting with each student on warning, probation or dismissal	Registrar, Director of Education & Lead Instructors, Faculty, Learning Resource Specialist.	Each term and weekly as needed	Current
Academic Advising	To determine students with current issues and support needs	Director of Education, Lead instructors, Registrar and Faculty	Each term and weekly as need student-by-student	Current
Student Volunteer Opportunities	Engage students with skill development in interacting with others that possess the same interest in the field of culinary. These interactions include socializing and working in group dynamics as well as development of leadership skills. leadership opportunities and provide opportunities for social networking and accessible to entire student body	Career Services	On-going Activities and Events	Current

Several initiatives were put in place to facilitate the increase realized in the placement percentage. They include a renewed focus on on-campus career fairs. Three career fairs have been hosted on-campus since January 1 with another scheduled for October 30. 2013. Each career fair has realized a larger number of employers attending with the last fair in July having 47 employers. These have resulted in increased opportunties for our students/grads to secure externships and regular employment. We have also increased the number of on-site recruiting and networking events with employers including 16 employer spotlights since January 1 and a employer panel discussion. This panel event was lead by career services and four employers/Chefs discussing breaking into the culinary field and what employers are looking for when hiring. Career services has also

worked to increase the nunber of paid externships for our students as these paid externship opportunities convert to regular employments at a higher rate than non-paid. This has been realized by expanding our outreach and developing more sites.

1.12 What data are utilized to evaluate the following elements:

a. Level of graduate satisfaction

The institution analyzes graduate survey responses to identify graduate concerns that the school should address. This survey asks graduates about their experiences at Le Cordon Bleu College of Culinary Arts. In addition, Le Cordon Bleu College of Culinary Arts has organized an alumni association that seeks to improve graduate relations and to enhance graduate networking opportunities within the community.

b. Level of employer satisfaction

Periodically, CEC surveys employers to determine employer satisfaction on behalf of LCB. The employers provide insights about student knowledge and skills important for success in the industry. CEC tabulates and shares the results with the campus, and the Director of Career Services addresses any concerns at the campus level and establishes goals for improvement.

c. Student learning outcomes

Le Cordon Bleu College of Culinary Arts performs an ongoing assessment of the knowledge and skills gained by its students. The institution evaluates the competencies for each class based on educational outcomes. This may include, but is not limited to, tests, exams, papers, reports, projects, presentations, and portfolios. The institution assesses the classroom work-product based on course objectives that the syllabus defines. All courses allow the institution an opportunity to assess the student skill set and learning outcomes.

The institution also tracks retention, placement and graduation rates on an ongoing basis using enrollment and placement data from its student database, as filed in accrediting agency annual reports.

1.12.1 Explain how the data is collected and used to improve educational processes for the following elements:

a. Satisfaction of graduates

Le Cordon Bleu College of Culinary Arts collects, compiles, and analyzes graduate survey responses to identify graduate concerns that the school should address. The institution also creates goals to address concerns and improve the satisfaction of graduates. The goal of the Le Cordon Bleu College of Culinary Arts alumni association is to improve graduate relations and to enhance graduate networking opportunities within the community.

b. Satisfaction of employers

CEC periodically surveys employers of graduates to determine employer satisfaction and provides the compiled results to the campus. CEC tabulates the results, and the Director of Career Services addresses any areas of concern at the campus level and establishes goals to increase employer satisfaction.

c. Student learning outcomes

The CET evaluates and considers the data collected (as outlined above) to determine progress toward established student learning outcomes and goals. Specifically the campus collects data on

grades, SAP, classroom observations and student course evaluations to analyze in it's CEP. If the CET determines that the outcomes do not meet established goals, Le Cordon Bleu College of Culinary Arts makes procedural and policy changes to meet the goals established by the CET.

1.13 How is the campus effectiveness plan evaluated?

The CET at Le Cordon Bleu College of Culinary Arts tracks and measures the institution's success in fulfilling its mission. The CET also continually assesses programs offered at Le Cordon Bleu College of Culinary Arts and how the institution might improve them. The institution measures campus effectiveness by analyzing student learning outcomes, retention, placement, and employer and graduate satisfaction. The campus plans to add on graduation rates as those begin to be included in the ACICS CAR.

1.13.1 What is the schedule for evaluation?

The CET meets quarterly throughout the year. At the first meeting of each subsequent year, the CET evaluates the entire CEP so as to set new campus effectiveness goals.

2. ORGANIZATION

Each institution should have an organizational structure designed to promote among all staff a spirit of understanding, cooperation, and responsibility. Performance standards and monitoring controls need to be employed to insure adequate administrative functioning. The annual budget expenditures should be adequate to properly implement the stated educational objectives of the institution. In responding to the questions below, please consult Sections 3-1-200 through 3-1-203 of the *Accreditation Criteria*.

2.1 Describe the governance, control, and corporate organization of the institution and cite where it is stated in the catalog.

Statement of Ownership

Le Cordon Bleu College of Culinary Arts, Inc., A Private, Two-Year College is owned by Scottsdale Culinary Institute, Ltd. which is wholly owned by Career Education Corporation (CEC). CEC is a Delaware corporation with principal offices located at:

231 North Martingale Road
Schaumburg, Illinois 60173-2007
Phone: (847) 781-3600
Fax: (847) 781-3610

Executive Officers/Board of Directors

The executive officers of Career Education Corporation are:
Scott W. Steffey, President and Chief Executive Officer
Colleen M. O'Sullivan, Senior Vice President, Chief Financial Officer and Treasurer

Members of the CEC Board of Directors:
Steven H. Lesnik, Chairman
Leslie T. Thornton, Lead Independent Director
Dennis H. Chookaszian
David W. Devonshire
Patrick W. Gross
Greg L. Jackson

Thomas B. Lally
Ron D. McCray

Institutional Governance
The President of the college is responsible for the overall operation and governance of the institution. The President is appointed by the Board of Trustees, which is charged with providing an educational vision for the college and safeguarding its mission and academic integrity. The President provides local leadership and managerial oversight. The Director of Education, who reports to the President, is responsible for academic governance at the college. The administration of the academic programs of the college and the hiring and supervision of the faculty are a function within academic governance. Faculty members participate in the governance structure through program evaluation and through participation on the Program Advisory Board, which is appointed by the President to review the college's programs and ensure its relevance to the culinary industry. Students participate in governance activities through end of course/module/block evaluations of instruction and of course and program content. The governance processes have been designed to ensure an educational environment in which students can pursue their career of choice and develop skills that will help them achieve success.

This information is stated on page 8 of the Le Cordon Bleu College of Culinary Arts catalog.

2.2 How does the administration ensure that faculty and staff clearly understand their duties and responsibilities, the person to whom they report, and the standards by which the success of their work is measured?

When the institution hires a faculty or a staff member, it provides the new hire with a written job description that provides details outlining the individual's daily duties, essential functions, responsibilities, the Le Cordon Bleu College of Culinary Arts expectations for the particular position, the identity of the person to whom the hire reports, and how the institution will measure performance. In addition, working with the supervisor, the employee sets annual goals in order to understand the standards by which the success of their work is measured.

2.2.1 How is this documented?

Le Cordon Bleu College of Culinary Arts documents this with a signed job description that it maintains in the employee's personnel file. The institution documents performance goals with a signed acknowledgement by the employee. The employee's personnel file includes documents pertaining to the employee's annual performance appraisal conducted by the employee's manager.

2.3 How does the administration monitor and evaluate activities of faculty and staff?

The administration at Le Cordon Bleu College of Culinary Arts uses annual performance reviews, one-on-one meetings with the employee's supervisor, and regular department meetings to evaluate and monitor the activities of faculty and staff. In addition, the institution uses classroom observations and student evaluations of each class to monitor and evaluate the activities of faculty. The administration also uses faculty development forms to evaluate and document both in-service activities and professional development activities outside the institution for faculty.

2.4 Describe how the administration provides for the professional integrity of the staff and the academic freedom of the faculty.

The professional integrity of the staff is critical to the mission of Le Cordon Bleu College of Culinary Arts. To that end, the institution communicates relevant policies and procedures during new hire orientation sessions and includes this information in the employee handbook (available through connectEd, the employee portal system). Staff must also complete annual ethics training, in addition to other training deemed necessary by CEC.

The academic freedom of the faculty is also critical to the mission of Le Cordon Bleu College of Culinary Arts. The institution has created an environment where faculty members freely draw upon their knowledge, expertise, and special skills while providing continuous feedback on course content, learning activities, assessment criteria, scheduling, and assignments for each course. By guaranteeing academic freedom, the entire Le Cordon Bleu College of Culinary Arts community receives the benefit of the diverse knowledge, experience, and perspectives of its faculty. Faculty members also complete annual ethics training, in addition to other training deemed necessary by CEC.

2.5 How is the policy for ensuring academic freedom communicated to faculty?

The Le Cordon Bleu College of Culinary Arts Statement of Academic Freedom is clearly outlined in the faculty handbook and is provided to all newly hired faculty.

2.6 Describe the grievance policies and procedures for students, employees, and other interested parties. How are students, faculty, and administrative staff made aware of these policies?

The institution maintains a student handbook available on the Student Portal that includes its grievance policies and procedures. This information is also available on page 37 of the Le Cordon Bleu College of Culinary Arts catalog.

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: 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 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.

Should employees, faculty or members of the staff have concerns or complaints, the institution requires that they discuss the issue with the immediate manager, a member of the senior management team, Human Resources or the campus Regulatory Operations Consultant. If Human Resources or Regulatory Operations determines that an investigation is necessary, CEC's Compliance and Ethics Department will conduct a prompt and objective investigation. Most employee complaints are resolved at the school level; however, if the situation is not resolved in this manner, the employee may contact Career Education Corporation's Human Resources or contact the "EthicsMatters" hotline by telephone or the website. EthicsPoint, an independent, third-party firm specializing in managing corporate ethics hotlines, operates the EthicsMatters hotline and website. This creates a separation between CEC and the person reporting the issue, providing a confidential, anonymous way to report concerns about ethical violations. CEC strictly forbids retaliation against any person who reports an ethics concern in good faith.

Additionally, the Employee Handbook (available on connectEd) includes Grievance Procedures in Policy 715. Those procedures reiterate CEC's open door policy--that employees should feel comfortable in bringing concerns or issues to the attention of any supervisor or manager without fear of reprisal or punishment.

CEC also maintains a Code of Business Conduct and Ethics Policy that pertains to individuals who work for CEC.

2.7 Describe any plans for the improvement of the organization.

Currently, plans for improvement in the institution's organization are academic in nature.Le Cordon Bleu College of Culinary Arts will continue to identify potential new program offerings and determine the viability of those programs. The institution plans three new programs for year 2014.

Le Cordon Bleu College of Culinary Arts reviews annually its mission, goals, and strategies with an eye to creating, modifying, and implementing department-level action plans in support of school and corporate strategies. Presently, Le Cordon Bleu College of Culinary Arts does not plan any changes to its organization.

3. ADMINISTRATION

Each institution must coordinate its administrative functions to best serve its educational mission. All staff should be well trained to carry out administrative functions. Detailed record keeping enhances the management of the institution. In responding to the questions below, please consult Sections 3-1-300 through 3-1-303 of the *Accreditation Criteria*.

3.1. Who is the on-site administrator and what are that person's qualifications for this position?

The President of Le Cordon Bleu College of Culinary Arts is Dr. Glenn Mack.

President Glenn R. Mack is the College's chief executive officer and oversees the daily administration and supervision of the College. Individual department directors report directly to the President. Dr. Mack has the education, experience, and training necessary to lead the College, oversee operations, and manage personnel and budgets. He began working with Le Cordon Bleu in September 2005. With a background as a journalist, author, educator, and chef in the public, private, and non-profit sectors, he has a unique combination of talents well-suited to the educational environment.

Glenn earned his doctorate degree in Organizational Leadership from Nova Southeastern University, a Master's degree in International Affairs from Columbia University, and a Bachelor of Art degree in Russian language and literature from The University of Texas at Austin. He has an Associate degree from Texas Culinary Academy and a certificate in the culinary arts from Shaanxi New Eat Cuisine in China as well as Tashkent Culinary Institute in Uzbekistan. He is a classically trained chef, studying and working in Italy, Russia, Uzbekistan, and the United States. He has taken innumerable professional development courses he since 1995 including project management, teaching methods, curriculum design, classroom management, public speaking, editing, digital imaging, and educational management, to name a few.

In 1997, he co-founded the Culinary Academy of Austin in Texas, where he served as Director of Education for seven years. He also has more than six years of experience in higher education as a project director and consultant for The University of Texas at Austin. Mr. Mack regularly attends and presents at culinary and culinary education conferences and workshops to stay current with industry trends. He has had leadership positions in both the American Culinary Federation (ACF) and International Association of Culinary Professionals (IACP), where he currently serves on the Board of Directors.

After seven years in the TIME photo department in Moscow and New York, Glenn left journalism for research on the Silk Road. In 1995, he moved to Uzbekistan for a year of research on Central Asian culinary culture. While there, he authored *Uzbek Cuisine*, contributed to *Lonely Planet's Central Asia Travel Guide*, and translated *Cuisine of Central Asia and Kazakhstan*. His most recent book is *Food Culture in Russia and Central Asia*. He has trained in the Culinary Arts in China, Uzbekistan, Russia, Italy, and the USA. In 1997 Glenn founded the Historic Foodways Group of Austin. With almost 20 years of supervisory experience in international settings, he is able to handle the pace in a large college and balance the variety of demands by staff and students.

3.2. How does the administration provide for continuous evaluation of the following functions:

a. Programs of study

Programs of Study:

The institution evaluates its programs of study on an ongoing basis. Ultimately, the institution's placement and retention rates drive the evaluation of each program. Student evaluations of courses take place at the completion of each term and provide a forum for student voices regarding the programs of study.

Program and Department Chairs as well as faculty have appropriate degrees, as well as professional credentials, in their respective fields. These individuals meet with professionals from the field in the form of advisory board panels to improve the educational programs and update the curriculum.

b. Student activity programs

There are several clubs and organizations that operate on campus. The Veterans Club provides a space for Veterans and those interested in supporting them a space to give back to their community by managing clothing drives and a silent auction as well as volunteers at school events. The Iron Toque Club is a volunteer organization that helps the campus staff events with students. They are given opportunities to work with the chefs that teach the enthusiast classes, special event dinners, on campus demonstrations by visiting chefs and other events where LCB hospitality is needed. Student participation is monitored by sign-up sheets and feedback from the instructor in charge of the event. The American Culinary Federation allows students to be a part of a national organization on our campus. It is an opportunity to network with the local Boston chapter, practice culinary and pastry skills and allow for continuing education. LCB has a culinary competition team that allows those students wanting to excel beyond the classroom an opportunity to do so.

The campus hosts an event called Welcome Back Week after each student vacation week. We have hosted ice cream socials, movie days, food eating contests, recipe contests and the faculty has cooked either breakfast or lunch/dinner for the student body. The ice cream socials and serving of food is done in the break area on the 4th floor. These events are scheduled before and after class to maximize the impact and participation. When hosting the food eating contests students will sign up and have 3 different opportunities to participate and there are between 10-15 students per time slot. The recipe contest also has students sign up. We have had 15-20 students participate in the most recent salsa contest.

c. Guidance services

The institution evaluates the effectiveness of guidance services through the assessment of retention rates, tutoring, and attendance records.

d. Financial aid services

Le Cordon Bleu College of Culinary Arts evaluates financial aid services annually. To meet the requirements of Title IV funds administration established by the U.S. Department of Education, Almich and Associates, an independent accounting firm, conducts and submits yearly audits of the functions in financial aid. Financial aid staff receive training throughout the year to ensure that they understand changes in federal regulations.

e. Instructional procedures

The institution monitors instructional procedures through student evaluations of each faculty member each term. The Director of Education and Lead Instructors examine the student evaluations and share the results with the faculty member. LCB evaluates instructional methodologies through classroom observations performed by at least one faculty peer, a Lead Instructor, or the Director of Education. New hires are observed twice in the first year, once during their first term, and once within the following six-month period. Returning faculty members are observed annually. The institution conducts annual performance reviews for all faculty members.

f. Instructional resources

Industry trends and recommendations from the various program advisory boards determine instructional resources. Instructional resources include trade publications, web site access, DVDs, magazines, and other learning and teaching material. Classroom tools, which include textbooks, software, and coursework, are evaluated through educational outcomes, course evaluations completed by students, observations, and research of educational and industry trends. The librarian, in collaboration with faculty, and other librarians, is responsible for the evaluation and procurement of resources to support each academic program.

3.3. What evidence is on file to verify degrees of professional staff whose degrees are listed in the catalog?

The institution does not list degrees for professional staff in the catalog.

3.4. What records are kept relative to the following areas:

a. Financial aid activities

The financial aid office keeps financial aid documents, including FAFSA results, entrance counseling, exit counseling, authorization forms, verification documents, award letters, loan documents, and payment plans. They are kept in either electronic or hard copy format. To track the students' progress in CampusVue (the institution's student database system), the financial aid office also keeps records of all comments and contacts arising from communications with each student.

b. Admissions

The following is alist of forms that are maintained in every student file: application for admission, copy of application fee receipt, enrollment agreement, student disclosure form, programatic disclosure, student information record, proof of high school graduation or GED, wonderlic exam evaluation, and proof of english proficiency (if applicable). All enrollment documents are scanned into the electronic student database. Hard copies of the student file are maintained in the Registrar's office in fire-proof cabinents.

c. Curriculum

The institution maintains a master course outline (MCO) for every course. In addition, a detailed syllabus is developed and maintained for each class, and an academic credit analysis (ACA) is maintained for each program.

d. Guidance

Academic Advisors maintain comments on advisory meetings with students in Campus Vue. Records of Satisfactory Academic Progress advising are also kept on advisement sheets in the students' academic files.

e. Library or instructional resources

The Librarian maintains computerized records of all library materials and references.

f. Instructional supplies and equipment

The Le Cordon Bleu College of Culinary Arts Education Department maintains records of instructional supplies and equipment needed for classroom use. Depending on the type of instructional supply or equipment, the Director of Education or Librarian maintain these items. The institution's facilities department maintains furniture, furnishings, and equipment. The records include inventory, as well as maintenance data.

g. School plant

School plant records include copies of blue prints and mechanical drawings, inspection records, machine leases or contracts, disaster plans, incident reports, occupancy permits, inventories, machine leases or contracts, and maintenance and repair records.

h. Faculty and staff

Le Cordon Bleu College of Culinary Arts maintains records for faculty and staff, including information regarding employment, payroll information, benefits information, pre-employment information, signed acknowledgements, training certificates, and the data sheet for staff and faculty members. Employment information includes items such as offer letters and performance reviews. Payroll information includes items such as tax forms, any direct deposit forms, applicable salary change forms, and any garnishment information. Benefits information might include items such as applicable tuition assistance paperwork or applicable family status change forms. The records in an employee's personnel file also depend on the types of benefits in which the employee has enrolled or is participating. The institution also maintains for staff and faculty I-9 forms, personal data forms, signed job descriptions, resumes, performance reviews, Equal Employment Opportunity forms, and veterans declaration forms.

Faculty files include transcripts for all degrees listed, a Faculty Development Plan and supporting documentation, faculty observations, and applicable certifications.

i. Student activities

Documents maintained by the Le Cordon Bleu College of Culinary Ats regarding student activities might include copies of fliers or promotions, sign-in sheets or participant information, photographs, articles, and the like that are related to the events.

j. Student personnel

The institution maintains employment records for student personnel that includes the following information: hiring, compensation and benefits, and work performance information.

k. Campus Accountability Reports

The institution maintains a copy of the submitted campus accountability report (CAR) and reports from its database, Campus Vue, which supports the data reported on the CAR. The institution maintains this information electronically.

3.4.1 Describe how student files are maintained and organized. If students records are maintained electronically, describe the system.

The institution organizes its student files electronically in its secure student database, CampusVue, and in hard copy format. The school maintains records in electronic format in Campus Vue, including grades, attendance, financial aid and account information, personal contact information, and materials concerning student advisement matters. Student hard copy files are stored in alphabetical order in fire protected file cabinets. Each student has an individual file folder that may contain their original enrollment agreement, academic advisement records (for students on Satisfactory Academic Progress notation), course schedule change documentation, externship documentation, transfer and proficiency credit documentation, and copies of correspondence sent to students. A files is started for each students in Admissions and once the student starts school, the file becomes their academic record. In addition, Career Services also maintains a file for each student.

3.5. If applicable, what specific testing records and academic and career advising records are maintained by the campus for students admitted under an ability-to-benefit determination? Insert the analysis of the campus study evidencing the relationship between admissions test cut-off scores and successful academic or employment outcomes.

Not applicable. The institution does not admit ability-to-benefit students.

3.6. What procedures are used to obtain evidence of high school and/or college graduation or equivalency certificates with scores?

The procedure used to obtain evidence of high school and/or college graduation or equivalency involves the submission of transcript request forms to the institution where the records are located. Enrolled students may also provide evidence of high school graduation or equivalency directly to the Le Cordon Bleu College of Culinary Arts. For transcripts used by the institution to evaluate the transfer credits, Le Cordon Bleu College of Culinary Arts requests that official transcripts be sent directly to the school.

3.6.1 Describe the procedures in place to verify that the credential earned is from a recognized/legitimate institution and not from a "diploma mill."

If the institution has reason to believe that a diploma or other proof of high school graduation is not valid or was not obtained from an entity that provides secondary school education or its equivalent, the U.S. Department of Education requires the school to review the diploma or other POG. Upon receipt of the evidence of high school and/or college graduation or equivalency certificates, the Registrar reviews for legitimatcy. CEC's Regulatory Operations Academy provides training to these individuals about POG requirements. In addition, CEC maintains a Sharepoint site that houses lists of unacceptable and acceptable institutions:

- Acceptable Schools List
- Unacceptable Schools List

These lists are not all-inclusive, and those institutions not on one of these lists will be reviewed for validity. Any employee who is uncertain if a high school diploma meets the criteria for high school graduation must submit their inquiry and supporting documentation about an institution for review on Sharepoint.

The Sharepoint site also houses additional POG Review Resources such as FAQ's, a POG Manual, and an institution review checklist.

3.7. What grading system does the campus employ to indicate student progress?

The following is the grading system utilized by Le Cordon Bleu College of Culinary Arts. It is located on page 28 of the school catalog:

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

GRADE SCALE

	INCLUDED IN	INCLUDED IN	INCLUDED	QUALITY

LETTER CODE	DESCRIPTION	CREDITS EARNED	CREDITS ATTEMPTED	IN CGPA	POINTS
A	A	Yes	Yes	Yes	4.00
B	B	Yes	Yes	Yes	3.00
C	C	Yes	Yes	Yes	2.00
D	D	Yes	Yes	Yes	1.00
F	F	No	Yes	Yes	0.00
I	Incomplete	No	Yes	No	N/A
W	Withdrawn	No	Yes	No	N/A
AU	Audit	No	No	No	N/A
P	Pass	Yes	Yes	No	N/A
TC	Transfer	Yes	Yes	No	N/A
PR	Proficiency	Yes	Yes	No	N/A
L	Leave of Absence	No	No	No	N/A

3.7.1. What is the unit of credit (semester, quarter, or trimester) used or clock hour?

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.

3.7.2. How does the campus ensure that a transcript is maintained for each student?

An official transcript is maintained indefinitely in a live electronic file located in the institution's Campus Vue database. It is fully accessible in either an official or unofficial capacity.

3.7.3. How is the grading system explained on the student's transcript? Is it consistent with the campus catalog?

The grading scale and catalog language are printed on the back of the student's official transcript and is consistent with the campus catalog.

3.8. How are records and reports (e.g., student, staff, financial) housed so that they are safe from theft, fire, or other possible loss?

Student academic files are kept in locked, fire safe filing cabinets at 215 First Street, Cambridge, MA. Active student files are maintained in the Associate Registrar's office on the 3rd floor in locked, fire proof cabinents. Graduated and Withdrawn student files are archived on site in a separate locked storage room on the 3rd floor in locked, fire-proof cabinets. Only the Associate Registrar and other key members of management have access to the files.

Staff human resource files are housed in the 3rd floor file storage room in locked cabinets. Only key members of management have access to the files.

Faculty files are housed in locked, fire safe cabinets in the 3rd floor file storage room. Only key members of management have access to the files.

Financial aid files for current students are maintained in electronic format only.

The institution maintains a sprinkler system in the event of a fire.

3.8.1 If the campus utilizes computerized record keeping, what are the back-up procedures?

CEC backs up daily (in the evening) the entire CampusVue database for all of its ground and online institutions. These full backups are saved for 2 days on disk. at which time the files are saved to tape and retained indefinitely.

In addition, there are transaction log file backups that are saved every fifteen minutes. These transaction files allow the institution to recover the CampusVue database to a specific time.

3.9. How long are student records maintained by the campus?

LCB follows the corporate record retention policy for all records and maintains student transcripts indefinitely. Files are kept on campus for 5 years and will be sent to an offsite storage facitly after that time.

3.10. Describe any plans for improvement in the administration.

The campus is actively seeking to hire a President to permanently replace Glenn Mack, Interim President.

4. RELATIONS WITH STUDENTS

An institution's methods of attracting and retaining students often are subject to scrutiny and are of considerable concern to the public, to other educational institutions, and to the Council. An institution's recruitment efforts should be devoted to locating and informing students, in a professional and dignified manner, who the institution can best serve. Recruiting practices contribute to an institution's image. Each institution also should strive to ensure that its financial relations with students reflect the highest ethical standards and are in conformance with all state and federal laws and regulations. Each institution is required to develop a program of student personnel services that is consistent with its stated mission. Such services should support the educational program and reflect the institution's concern for the welfare of the student. In responding to the questions below, please consult Sections 3-1-400 through 3-1-442 of the *Accreditation Criteria*.

ADMISSIONS AND RECRUITMENT

4.1 What is the admissions policy?

The LCB admissions policy is located on page 16 of the catalog.

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

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

In addition, each applicant must:

• Complete an Application form.

• Execute all enrollment documents including the Application form and Enrollment Agreement (if applicant is 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).

• Take the Wonderlic Exam.

• Complete financial aid forms (if applicant wishes to apply for financial aid).

• Pay the 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.

4.1.1 Does the policy differ based on the credential awarded or program of study?

No, admission to the school is based on the criteria listed above, and does not differ based on the intended program of study.

4.1.2 Explain how the admissions policy adheres to the institution's mission.

By focusing on the student's passion for cooking and desire to enter the food industry, the admissions policy holds potential students of all educational backgrounds, and abilities to the same set for criteria.

As the mission states, once in the school, all students are equally provided with the opportunities, equipment, and resources to pursue their goals.

4.2 If applicable, what is the admissions policy regarding enrollment of ability-to-benefit students?

LCB does not admit ability-to-benefit students.

4.3 What records are maintained by the campus to reflect the basis for the admission of each student?

Admissions documents indicating that a student has met the admission requirements includes the physical file containing the enrollment agreement and all required admission forms as listed in the admissions requirements section of the LCB catalog, and a receipt or statement of student account documenting payment of the enrollment fee.

4.4 Describe the student recruitment program.

The student recruitment program starts with leads generated by marketing expenditures, including television commercials, Internet advertising, direct mail, and specialty events. Prospective students then contact the institution in response to the advertising.

When the institution receives this information, an Admissions Representative contacts the prospective student to set up an appointment for a personal interview or in the case of out-of-state candidates, a phone interview. During the interview process, the Admissions Representative gives the prospective student a tour and explains the courses and features of program(s) in which the prospective student is interested. This is an opportunity for the prospective student to ask questions, decide whether to enroll, and for the Admissions Representative to determine the prospective student's commitment level. If the student decides to to enroll, the prospective student then completes and signs the required admissions documents (as stated in the catalog).

Throughout the enrollment period, the institution works to keep prospective students engaged and in contact. This effort consists of supportive communication between the future student and different departments at the institution. Although the Admissions Representative remains the primary contact, student finance, program advisors, and academic staff may also communicate with the future student. The objective is to ensure that the future student completes the admission and enrollment requirements timely. During this process, the institution expects the future student to complete a student financial package, as well as prepare to start the chosen program of study.

4.5 Describe how admissions representatives are trained, compensated, and monitored.

Admissions Representatives at LCB receive initial and ongoing training and attend product information sessions in order to maintain their knowledge about the programs offered, services, and opportunities available to students while attending the school and upon graduation. Training focuses on areas of product knowledge, proper telephone procedures, setting and confirming appointments, computer and flip chart presentations, proper interviewing techniques, enrollment procedures, follow-up activities, problem solving, and school operations. Training occurs during informal sessions with the Director of Admissions, senior representatives, or during scheduled weekly training sessions

Admissions Representatives are compensated based on experience and paid a salary/hourly wage. CEC and LCB does not permit bonuses or commissions. Although an employee's performance is continually reviewed, an official performance review occurs annually. If warranted, merit increases are made at this time. Outside of the annual review, other merit adjustments during the year are made as a result of changes in position. All

Admission Representatives report to a Director of Admissions and consent to periodic monitoring of the admissions process.

4.6 Describe the policies and procedures regarding incoming transfer of credit.

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 the end of registration for the student's first block of study. 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.

4.6.1 Where are these policies and procedures published?

LCB publishes its transfer of credit policies in its catalog on page 27.

4.6.2 Describe any articulation agreements with other institutions.

LCB has an articulation agreement with Le Cordon Bleu College of Culinary Arts in Scottsdale, AZ.

4.6.3 Describe where the campus publishes a list of institutions with which it has established the agreements.

On the campus website.

4.6.4 Describe the process for notification to students of the articulation agreements and the transferability of credits in the programs that are offered.

Le Cordon Bleu College of Culinary Arts do 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. This policy is published in the catalog.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

4.7 Who administers the standards of satisfactory academic progress (SAP) for the campus and what are this individual's qualifications to administer SAP?

The Associate Registrar administers the standards of Satisfactory Academic Progress (SAP) for LCB. The Regional Registrar, Associate Registrar and Director of Education together with the SAP Advisory Committee,

monitor the standards of SAP for LCB. The Associate Registrar is Lynda Bonneau, and her qualifications are an MS degree and 20 years experience in postsecondary education.

4.8 How does the campus determine if a student is making satisfactory progress according to the policy?

On a regular basis, the institution calculates SAP through the student information system, CampusVue, using the published SAP tables. The system determines if the student is making progress to completion. LCB also uses reports from within CampusVue to determine the students that fall into each SAP category.

4.8.1 Who reviews the student's records and advises the student?

The Associate Registrar compiles and reviews the SAP reports for further review by the Director of Education and Lead instructors. By letter and telephone calls, LCB notifies students not meeting SAP and directs them to meet with the Associate Registrar. The institution places an academic hold on students not meeting SAP and releases the hold after the student has completed the academic advising process. For instances where the institution has dismissed the student but the student has appealed and obtained reinstatement, the student must meet with the Academic Advisor during the following term.

4.8.2 Who monitors probation?

Faculty advisors advise students placed on probation and warning. The academics team, including Associate Registrar and lead instructors, monitor student progress.

4.8.3 How is attendance verified?

Each instructor reports attendance on a daily basis, and the Associate Registrar monitors these reports. If the student has not attended classes, the student's name will appear on the Last Date of Attendance (LDA) report generated by the Associate Registrar that is distributed to the Retention Committee.

Each instructor reports attendance through the faculty portal each day. The portal electronically posts attendance to the portal and CampusVue. Attendance may be verified by the instructor, registrar staff, or both.

4.8.4 How is the cumulative GPA and percentage of successful course completion verified?

The institution monitors the cumulative GPA and percentage of successful completion several times while the student attends the institution. The institution runs the SAP every 12x weeks, and the rate of progress and term and cumulative GPAs are calculated through the SAP process, resulting in a SAP Detail Report.

FINANCIAL RELATIONS

4.9 If the institution sponsors *institutional* scholarship, grant, or loan programs, describe them and provide how they are publicized.

Applicants must submit a separate application for each grant or scholarship. Scholarship applications are available from Student Finance. Information regarding scholarships and grants are published in the school catalog and on the school website and discussed with the student during the admissions process. The following grant and scholarship opportunities are available.

Le Cordon Bleu Scholarships

All applicants of the following scholarships must be enrolled full-time. **Alumni Referral Scholarship** Le Cordon Bleu offers Alumni Referral Scholarships to students who submit a letter of recommendation from an alumnus of Le Cordon Bleu. Applicants must have unmet financial need. Each start date, a maximum of three students at each applicable institution will be offered $500 scholarships for their first academic year. Students will be considered for the Le Cordon Bleu Alumni Referral Scholarship once they have completed the admissions application process, have a valid Free Application for Federal Student Aid (FAFSA) on file, and

have submitted both the Le Cordon Bleu Alumni Referral Scholarship application and their recommendation letter. Applications are due by the end of the add/drop period for each start date; awards will be based on financial need as well as quality of recommendation. Scholarship recipients must continue to satisfy the school's stated Standards of Academic Progress (SAP) as defined in the school's catalog to remain eligible for the scholarship. Scholarship applications will be evaluated as they are received. Once the maximum number of scholarships is awarded for the start and/ or for the year, no additional scholarships will be awarded for that start or year. For 2013, a maximum of 20 first-year scholarships will be awarded at each applicable institution totaling $10,000 in Le Cordon Bleu Alumni Referral Scholarships.

Best of the Best Scholarship

Le Cordon Bleu offers Best of the Best Scholarships to students who graduate high school or college with a GPA of 3.5 or higher. Students must have unmet financial need. Each start date, a maximum of three students at each applicable institution will be offered up to $2,500 scholarships for their first academic year. Students will be considered for the Best of the Best Scholarship once they have completed the admissions application process, have a valid Free Application for Federal Student Aid (FAFSA) on file, and have submitted the Best of the Best Scholarship application and their high school/college transcript. Applications are due by the end of the add/drop period for each start date; awards will be based on financial need as well as academic achievement. Scholarship recipients must continue to satisfy the school's stated Standards of Academic Progress (SAP) as defined in the school's catalog and maintain a GPA of 3.2 to remain eligible for the scholarship. Scholarship applications will be evaluated as they are received. Once the maximum number of scholarships is awarded for the start and/or for the year, no additional scholarships will be awarded for that start or year. For 2013, a maximum of 10 first-year scholarships at each applicable institution will be awarded totaling $25,000 in Le Cordon Bleu Best of the Best Scholarships.

Foundations Scholarship

Le Cordon Bleu offers Foundations Scholarships to students who complete a 500- 700 word-processed essay on the topic of, "What drives your passion for the food-service industry?" Students must have unmet financial need. In both the April and the November start date, a maximum of two students at each applicable institution will be offered $500 scholarships for their first academic year. Students will be considered for the Foundations Scholarship once they have completed the admissions application process, have a valid Free Application for Federal Student Aid (FAFSA) on file, and have submitted both the Foundations Scholarship application and the required essay Applications are due by the end of the add/drop period for each start date and awards will be based on financial need as well as quality of essay. Scholarship recipients must continue to satisfy the school's stated Standards of Academic Progress (SAP) as defined in the school's catalog to remain eligible for the scholarship. Le Cordon Bleu makes available a limited amount of money each year for such scholarships. Once the available funding is exhausted, scholarships will not be awarded to otherwise eligible students. For 2013, a maximum of four first-year scholarships at each applicable institution will be awarded totaling $2,000 in Le Cordon Bleu Foundations Scholarships.

Member Scholarship

Le Cordon Bleu offers Member Scholarships to students who are members in a national student organization (SkillsUSA, ProStart, and FCCLA). Students must have unmet financial need. In 2013, a maximum of two students at each applicable institution will be offered up to $2,000 scholarships for their first academic year. Students will be considered for the Member Scholarship once they have completed the admissions application process, have a valid Free Application for Federal Student Aid (FAFSA) on file, and have submitted the Member Scholarship application and supporting documentation of membership. Applications are due by the end of the add/drop period for each start date; awards will be based on financial need as well as membership. Member Scholarships cannot be combined with any other National Student Organization Competition Scholarship. Scholarship recipients must continue to satisfy the school's stated Standards of Academic Progress (SAP) as defined in the school's catalog to remain eligible for the scholarship. Scholarship applications will be

evaluated as they are received. Once the maximum number of scholarships is awarded for the start and/or for the year, no additional scholarships will be awarded for that start or year. For 2013, a maximum of two scholarships at each applicable institution will be awarded totaling $4,000 in Le Cordon Bleu Member Scholarships.

Officer Scholarship
Le Cordon Bleu offers Officer Scholarships to students who are members in a national student organization and are also an officer of SkillsUSA or FCCLA. Students must have unmet financial need. In 2013, a maximum of two students at each applicable institution will be offered $500 scholarships for their first academic year. Students will be considered for the Officer Scholarship once they have completed the admissions application process, have a valid Free Application for Federal Student Aid (FAFSA) on file, and have submitted the Officer Scholarship application and supporting documentation of membership. Applications are due by the end of the add/ drop period for each start date; awards will be based on financial need as well as membership. Officer Scholarship cannot be combined with any other National Student Organization Competition Scholarship. Scholarship recipients must continue to satisfy the school's stated Standards of Academic Progress (SAP) as defined in the school's catalog to remain eligible for the scholarship. Scholarship applications will be evaluated as they are received. Once the maximum number of scholarships is awarded for the start and/or for the year, no additional scholarships will be awarded for that start or year. For 2013, a maximum of two scholarships at each applicable institution will be awarded totaling $1,000 in Le Cordon Bleu Officer Scholarships.

SAT /ACT Accomplishment Scholarship
Le Cordon Bleu offers SAT/ACT Accomplishment Scholarships to students with SAT scores of 550 or better in Math and 550 or better in Critical Reading or ACT scores of 20 or better in Math and 20 or better in English. Each start date, a maximum of three students at each applicable institution will be offered $1,000 scholarships for their first academic year. Students will be considered for the SAT/ACT Accomplishment Scholarship once they have completed the admissions application process, have a valid Free Application for Federal Student Aid (FAFSA) on file, and have submitted the Scholarship application and the required official SAT/ACT transcripts. Applications are due by the end of the add/drop period for each start date; awards will be based on financial need as well as SAT/ACT scores. Scholarship recipients must continue to satisfy the school's stated Standards of Academic Progress (SAP) as defined in the school's catalog to remain eligible for the scholarship. Scholarship applications will be evaluated as they are received. Once the maximum number of scholarships is awarded for the start and/or for the year, no additional scholarships will be awarded for that start or year. For 2013, a maximum of 10 first year scholarships at each applicable institution will be awarded totaling $10,000 in Le Cordon Bleu SAT/ ACT Scholarships.

Student Leader Scholarship
Le Cordon Bleu offers Student Leader Scholarships to students who graduate high school or college with a GPA of 3.2 or higher. Each start date, a maximum of three students at each applicable institution will be offered $1,000 scholarships for the student's first academic year. Students will be considered for the Student Leader Scholarship once they have completed the admissions application process, have a valid Free Application for Federal Student Aid (FAFSA) on file, and have submitted both the Student Leader Scholarship application and their high school/college transcript. Applications are due by the end of the add/drop period for each start date; awards will be based on financial need as well as academic achievement. Scholarship recipients must continue to satisfy the school's stated Standards of Academic Progress (SAP) as defined in the school's catalog and maintain a GPA of 3.2 to remain eligible for the scholarship. Scholarship applications will be evaluated as they are received. Once the maximum number of scholarships is awarded for the start and/or for the year, no additional scholarships will be awarded for that start or year. For 2013, a maximum of 10 first-year scholarships will be awarded at each applicable institution totaling $10,000 in Le Cordon Bleu Student Leader Scholarships.

Urban Leader Scholarship
Le Cordon Bleu offers Urban Leader Scholarships to students who graduated high school or college with a GPA of 3.0 or higher, who live in the larger urban city areas* and whose parents received no postsecondary academic training. Each start date, a maximum of three students at each applicable institution will be offered $1,000 scholarships for their first academic year. Students will be considered for the Urban Leader Scholarship once they have completed the admissions application process, have a valid Free Application for Federal Student Aid (FAFSA) on file, and have submitted the Scholarship application and supporting documents. Applications are due by the end of the add/drop period for each start date; awards will be based on financial need as well as academic achievement and commitment to service and leadership. Scholarship recipients must continue to satisfy the school's stated Standards of Academic Progress (SAP) as defined in the school's catalog and maintain a GPA of 3.0 to remain eligible for the scholarship. Scholarship applications will be evaluated as they are received. Once the maximum number of scholarships is awarded for the start and/ or for the year, no additional scholarships will be awarded for that start or year. For 2013, a maximum of 10 first-year scholarships at each applicable institution will be awarded totaling $10,000 in Le Cordon Bleu Urban Leader Scholarships. *Contact the financial aid office to inquire about the urban city areas.

Le Cordon Bleu Scholarships for Careers through Culinary Arts Programs (C-CAP)
Le Cordon Bleu awards four (4) Full-Tuition Scholarships for the Associates Degree and four (4) Full-Tuition Scholarships for the Certificate / Diploma Program ranging from $17,200-$36,200 to the designated winning students of the six regional C-CAP competitions. The scholarship recipient must complete the standard admission process, apply and be accepted in the Le Cordon Bleu Culinary Arts or Le Cordon Bleu Pâtisserie and Baking Associate or Certificate programs at the Le Cordon Bleu campus of their choice and according to the program offering at the school of enrollment. Students must enroll within one year of the C-CAP competition or the scholarship award is forfeited. The student must also maintain a 3.0 GPA and have less than 100 hours of absences during the course of the program to retain eligibility for the scholarship. The total 2013 budget amount for the Le Cordon Bleu Scholarship for Careers through Culinary Arts Programs is $144,800.

ProStart High School Scholarship
Le Cordon Bleu offers the ProStart High School Scholarship to high school graduates who have successfully completed Level 1 (Junior Year,High school) and Level 2 (Senior Year, High school) of the ProStart curriculum. A onetime scholarship will be applied to the student's account based on the value of Culinary Foundations I. The value of the scholarship will be credited to the student's account prior to the student starting classes at Le Cordon Bleu. In the event of a student failing Culinary Foundations I the student is responsible for the cost of retaking the class. Each start date, eligible students will be offered a scholarship within the range of $1,250 and $1,480 which is the equivalent cost of Culinary Foundation I in the 2013 academic year. The deadline for application is the day prior to the start of classes each term. Once it is determined that available funding is exhausted, scholarships will not be awarded to otherwise eligible students. For 2013, $139,700 has been budgeted at each applicable institution for ProStart high school scholarships.

Le Cordon Bleu offers the Le Cordon Bleu ProStart Collegiate Passport Scholarship to high school graduates who have successfully completed Level 1 (Junior Year, High school) and Level 2 (Senior Year, High school) of the ProStart curriculum. In addition, students are required to complete 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. A onetime scholarship will be applied to the student's account based on the value of Culinary Foundations I. In addition the student will be given a Le Cordon Bleu Knife Kit. The value of the scholarship will be credited to the student's account prior to the student starting classes at Le Cordon Bleu. In the event of a student failing

Culinary Foundations I the student is responsible for the cost of retaking the class. Each start date, eligible students will be offered a scholarship within the range of $1,250 and $1,480 which is the equivalent cost of Culinary Foundation I, in the 2013 academic year. The deadline for application is the day prior to the start of classes each term. Once it is determined that available funding is exhausted, scholarships will not be awarded to otherwise eligible students. For 2013, $139,700 has been budgeted at each applicable institution for Le Cordon Bleu ProStart Collegiate Passport Scholarships.

Le Cordon Bleu Scholarship Competitions
These scholarships are awarded at state and national competitions. Student(s) who earn the scholarship may attend the Le Cordon Bleu campus of their choice even if the competition was hosted at another Le Cordon Bleu campus in North America. (To retain culinary scholarships, students must enroll within one year.) ProStart students typically compete in teams of five. All five team members are awarded a scholarship in a predetermined amount. At the state level, the scholarship awarded is: First Place: $6,000 Second Place: $3,000 Third Place: $1,500 At the National competition, the scholarship award is: First Place: Full Tuition Scholarship (covering the cost of tuition, books, uniform and a knife kit) Second Place: $10,000 Third Place: $7,500 Le Cordon Bleu does not provide culinary scholarships for competitors who finish fourth or fifth despite some ProStart recognition at that level. Also, note that ProStart students who do not compete are not eligible for these culinary scholarships. There is no application beyond meeting the eligibility requirements.

Le Cordon Bleu Scholarships for Family, Career and Community Leaders of America (FCCLA) Students
These scholarships are awarded at the national competition. Le Cordon Bleu does not provide scholarships to FCCLA students competing at the state level. Student(s) who earn the scholarship may attend the
Le Cordon Bleu campus of their choice even if the competition was hosted at another Le Cordon Bleu campus across the country. The scholarship is for an Associates or Certificate/Diploma, according to the program offering at the school of enrollment. National competitors will be awarded: First Place: Full Tuition Scholarship (Including cost of tuition, books, uniforms, and a knife kit.) Second Place: $10,000 Third Place: $7,500 **Titanium Savory Chef I, II and III** There are six (6) Titanium Competitions per year, two (2) individual and four (4) team competitions. Each event will pick the top three competitors to receive a non-cash scholarship award. Criteria:• Points will be awarded on the presentation, taste, appropriate sauces, seasoning, creativity, knife cuts, organization, timing, and sanitation.• Each of the competitors, either individual or team, will receive one market basket with various ingredients (starches, fruits, chocolates, dairy, cheese, vegetables, nuts and protein). The secret ingredient will not be revealed until the last minute. • Each competitor is required to do two amuses, one starter and one entrée. • Two classic knife cuts will be required for each of the competitions. • Each competitor, either individual or team, will have 30 minutes to get their station prepared. • Cooking begins 30 minutes after the "market basket" is revealed. • Each competitor, either individual or team, has 1 hours to complete two amuses, knife cuts, starter, and entree the "secret market basket item" (usually a protein). • Points will be deducted for sanitation violations. • The kitchen where the competition is held must be cleaned and inspected by a Chef Instructor before the winners will be announced. Award: Each member of the first-place team wins $1,000 non-cash tuition scholarship. Each member of the second place team wins $750 non-cash tuition scholarship. Each member of the third place team wins $500 non-cash tuition scholarship.

Baking and Pastry Competitions
There are four baking and pastry oriented competitions per year, all are individually based competitions. Each event will pick the top three competitors to receive non-cash scholarship award. Criteria: • Points will be awarded on the presentation, taste, appropriate sauces, flavor, creativity, knife cuts, organization, timing, and sanitation.• Depending on the theme of the competition, each of the competitors will receive one market basket with various ingredients (starches, fruits, chocolates, dairy, nuts, etc.). The secret ingredient will not be revealed until the last minute. Some competitions will allow product to be brought from an outside source. Please review individual competition guidelines for rules. • Each competitor, either individual or team, will have 30 minutes

to get their station prepared. • Each competition has a set time to complete the required dessert. • Points will be deducted for sanitation violations. • The kitchen where the competition is held must be cleaned and inspected by a Chef Instructor before the winners will be announced. Award: Each member of the first-place team wins $1,000 non-cash tuition scholarship. Each member of the second place team wins $750 non-cash tuition scholarship. Each member of the third place team wins $500 non-cash tuition scholarship.

SkillsUSA
These culinary scholarships follow the same requirements as the ProStart scholarship; however, the scholarship is only awarded at the national competition. In addition, SkillsUSA has a one-person team limit. National competitors will be awarded: • First Place: Full Tuition Scholarship (covering the cost of tuition, books, uniform and a knife kit) • Second Place: $10,000 • Third Place: $7,500 SkillsUSA also provides single competitor events for high school and post-secondary competitors. Le Cordon Bleu recognizes both age groups, as well as both culinary and commercial baking students, in determining scholarship awards.

BLEU GRANT

Le Cordon Bleu College of Culinary Arts offers institutional grants to students who have unmet financial need and are enrolled in one the following programs: Certificate in Le Cordon Bleu Culinary Arts, Certificate in Le Cordon Bleu Pâtisserie and Baking, Associate in Le Cordon Bleu Culinary Arts.

Grants may range from $50 to $7,313. Students will be considered for the grant upon completion of the admissions application process and the financial aid application process, in addition to completing a Bleu Grant Application. Applicants must provide an essay on why they are committed to completing their program. Application and essay must be submitted by the end of the add/drop period. Documentation is reviewed by the Grant Committee for approval. The BLEU Grant cannot be combined with any other Le Cordon Bleu grant or scholarship. The College makes available a limited amount of money each year for such grants. Once it is determined that available funding is exhausted, grants will not be available to otherwise eligible students. If a student receives supplemental funding after the BLEU Grant has been awarded, it may be reduced based off of need calculations. For 2013, $475,000, has been budgeted for the BLEU Grant.

4.10 What evidence does the campus have that demonstrates the tuition, fees, and other charges for all students who enrolled at the same time and in the same program are consistent. If they are not consistent, explain.

Students enrolling at Le Cordon Bleu College of Culinary Arts must complete and sign an enrollment agreement that clearly states the tuition, fees, and other costs associated with each specific program of study. The institution's website publishes the tuition and fees in the catalog addendum and on the school website. The current rate of tuition is automatically calculated and entered CampusVue at the time of enrollment. CampusVue automatically bills students in payment periods which are made up by the total credit hours within that payment period length. ensuring that the institution bills all students consistent with the current tuition rate listed on the student's enrollment agreement. Le Cordon Bleu College of Culinary Arts processes and reviews this automated billing feature to verify accuracy.

Evidence that the tuition, fees and other charges fro all students who enrolled at the same time and are in the same program is consistent and available by comparing the date listed on the catalog addendum and the date the student signed the enrollment agreement. If a student changes their start date, but is not cancelled from the program, the date of the original Enrollment Agreements are maintained in each Admission file for tracking purposes.

4.11 What are the refund policies and procedures?

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 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 payment period in which the Student withdraws, according to the schedule set forth below. 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 non-refundable. 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.

First Time Undergraduate Student 21-Day Student Readiness Opportunity

Calendar day 1 to 21: 100% tuition refund. The Student will be responsible for all applicable admissions and registration fees, any charges for supplies or uniforms issued to the student, as well as any fines associated with outstanding library obligations or equipment breakage or damage.

Calendar day 22 and beyond: Refund is calculated based on formulas provided below for Continuing or Returning Students

Continuing or Returning Student

If withdrawal occurs, a pro-rata amount will be refunded for withdrawals based on days completed up to 60% of the payment period. At 60% or above, there will be no tuition refund. 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 institution. 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 below 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 $5 (after all refunds have been made) will not be refunded to the Student/lender unless requested by the Student.

4.12 What are the qualifications of the financial aid officer?

The Business Operations Manager is a member of the NASFAA as well as the Massachusetts Association of Student Financial Aid Administrators

4.12.1 In what activities does the financial aid officer participate to keep up to date on changes in financial aid programs?

Financial Aid Advisors receive training in governmental regulations, institutional policies, and procedures shortly after hiring. In addition, Financial Aid Advisors are trained regularly to ensure that they are up to date on new rules and regulations, changes to business processes, and professional development activities. The Campus Business Operations Manager participates in weekly training and teleconference sessions provided by CEC. Information is disseminated to Financial Aid staff in the via email, one-on-one interaction, and during weekly staff meetings. Student financial services conducts special web-based training.

4.13 If applicable, describe the system for counseling students regarding their student loan repayment obligations.

All students must complete an entrance and exit interview. In addition, Financial Aid Advisors counsel students on responsible borrowing activities and require that all students make an active selection in the event that they choose to receive loan funds in excess of direct costs (such as tuition, fees, and books). Financial Aid Advisors also provide students with access to a robust financial literacy portal, including repayment calculators, modules on managing finances, loan repayment, and general financial literacy. Students can create a unique

profile that tracks their progress and allows them to customize their experience. After leaving our institution, students have access to our dedicated HELP Team which provides ongoing support to students during their grace period and loan repayment.

In addition to this we also provide students with informaiton regarding their financial obligations at our externship gala. This is an event where we provide our students who are eighteen weeks out from their externship with information regading their loans and account balances along with information from Mappingyourfuture.org.

4.13.1 What is the cohort default rate for the last three years?

Year: 2010 Rate: 17.8%

Year: 2009 Rate: 12.2%

Year: 2008 Rate: 4.8%

4.14 If applicable, describe the cash discount policy and provide evidence that it has been approved by the Council.

Not applicable.

STUDENT SERVICES

4.15 Describe how the campus provides orientation for new students.

Le Cordon Bleu College of Culinary Arts holds a mandatory new student orientation approximately one week before the start of each new session. All new students, including those who may have attended other colleges, must attend this orientation, and the institution offers "make-up" sessions and individual orientation sessions for those who cannot attend the original session. During orientation, the students hear from the Campus President, Director of Education, Director of Admissions, Campus Business Operations Manager, Director of Career Services, Associate Registrar and our Librarian and receive a brief explanation of each department's responsibilities. Students also receive an overview of available student services and complete any final required paperwork necessary to begin their programs of study.

During our orientation students also are able to pick up their uniforms as well as visit with our student finance representatives to discuss any questions they may have regarding their financial aid package.

4.16 Describe all academic and personal counseling services offered.

LCB does not offer personal counseling services to students but refers students experiencing personal difficulties to various organizations within the community. The Director of Education and Lead Instructors advise students with academic issues pertaining to their success in the program.

4.16.1 What are the qualifications of the staff responsible for the counseling program(s)?

We do not offer students at LCB a counseling program.

4.17 Describe the retention program.

Retention is a critical priority at LCB. The institution monitors student attendance on a daily basis. Students missing (2) successive classes are contacted by the Chef Instructor and Lead Instructor. This team works closely to ensure that students return to class. The Director of Education and Registrar hold weekly retention meetings to discuss effective retention strategies and techniques with team members, including the Director of Career Services, a Student Finance Representive, and Lead Chef Instructors. LCB also provides students with services like academic advising and tutoring.

LCB also maintains an active Retention Committee consisting of representatives from the Academic Leadership Team, Registrar's office, Student Finance and Career Services that meets weekly. During these meetings, the

Retention Committee reviews attendance reports for at-risk students. LCB also requires the lead instructors, Director of Education, and chef instructors to contact at-risk students on a weekly basis. Retention improvement strategies are also discussed and created during these meetings.

4.18 Describe employment services offered to students.

The Career Services staff at LCB serves as a liaison for employers, students, and graduates and works to develop a broad range of employment opportunities in, near, and surrounding the Boston metropolitan and greater New England area. The institution encourages students to work closely with the Career Services to develop job search strategies prior to graduation. Career Services also assists students with general part-time and full-time employment while they pursue their studies.

As the student approaches graduation, Career Services assists students to obtain a position in their fields. The Career Services department provides several different workshops on subjects such as resume writing, interviewing skills and networking throughout the year.

Graduates fill both entry-level and occasionally advanced positions based on their skill set and employment opportunities. All graduates complete a career services file comprised of exit interviews, waiver of employment assistance (if applicable), release of information, and a marketable resume.

Career Services conducts graduate and employer surveys and uses the information to analyze graduate and employer satisfaction while suggesting improvements aimed at student skills and quality of education. This information forms part of the CEP.

Students enrolled at LCB have access to a weekly listing of part-time employment opportunities titled "Hot Jobs" available on the Student Portal. Employers also visit the institution during campus career fairs, employment seminars, and virtual career fairs that occur online.

4.18.1 Describe how placement verification is documented.

Career Services verifies employment placement results. Graduate placement results are tracked in CampusVue, ensuring the availability of the data for review and disclosure.

4.19 Describe the process used to conduct follow-up studies for graduate and employer satisfaction surveys.

Net Promoter Scores surveys are conducted bi-anually to measure student and employer satisfaction.

The next wave of graduate surveys begin in September of 2013 for graduates that completed the program between January 1, 2013 to March 31, 2013. The objectives are to track graduate satisfaction with Le Cordon Bleu and career services support and to understand graduate interest in additional education at the school. The survey is web-based and is conducted using an internal data collection tool. Graduates will receive an invitation email containing a URL to access the survey. Non-responders will receive a reminder email 7 days after. Based on previous research this methodology should produce a 10%-20% response rate. The graduate survey measures graduate satisfaction in 5 key areas: academic opportunity, facilities/equipment, overall satisfaction, Career Services, and part-time employment. Graduates assess Career Servives in the following areas: on-campus job fairs, resume and cover letter writing, availability of Career services staff, availabilty of off-campus job opportunities. Graduates are also asked to provide current salary range and if they used Career Services in their job search.

As part of Le Cordon Bleu's efforts to improve student outcomes the school conducts a yearly survey of employers to measure their perception of graduates performance. This provides a deeper understanding of how graduate performance affects employers propensity to hire LCB graduates. The objectives of the survey include tracking employer satisfaction, employer perception of graduate performance, and understanding key drivers of

employer satisfaction. The survey asks employers to rate the Career Services Department in the following areas: awareness on how to contact the department to post employment opportunities, responsiveness of the Career Services Department for requests for referral of candidates, and the customer service level of the Career Services Department. The job preparedness section of the surveyasks employers to assess if our graduates are prepared for interviews, have appropriate resumes, and overall readiness for their employment opportunities. Employers are also asked to rate the knowledge and skill level of our graduates. Employers also have the opportunity to provide information on the number of Le Cordon Bleu graduates they employ and their companys current recruiting methods.

4.20 Describe the programs of extracurricular activities, if any.

LCB hosts activities throughout the year coordinated by the Academic Leadership team and Career Services team. LCB hosts events such as: ice cream socials, spirit week, recipe contests, cook offs, food eating contests and movie days.

Students are encouraged to participate in various student clubs and organizations, including the American Culinary Federation, the Veterans Club and the Iron Toque Volunteer Club.

4.21 Describe any areas needing improvement in the area of relations with students.

LCB consistently encourages ways to improve customer service and its relationship with students. Examples of our future commitment to our students include improving student events. Providing hospitality and customer service to our students is important. We provide social activities such as recipe contests, cook offs and ice cream socials that are staffed by different representitives of career services, student finance, admissions and the academic team so there is full exposure to the student body. The academic team joins the non culinary departments in introducing their presence in our kitchen areas allowing for greater familiartity and customer service and our Registrar has a work schedule that accomodates both the AM and PM student class schedules. We have also utilized the practice kitchen to provide a place for students to practice their skills and recive culinary and pastry tutoring from peers and chef instructors. Career Services continuley updates job postings and bring future employers on campus through spotlight events and career fairs. We make it a practice to showcase our student work throughout campus and acknowledge their hard work with sinage consisting of their name, externship site and picture. LCB has also participated in it's first ever American Culinary Federation Junior Hot Foods Team Competition. This team allows students to strive for success outside the classroom and participate in competition on a state, regional and national level.

LCB has an events committee that meets regularly and that plays an integral part in improving relations with students.

LCB Career Services has made significant strides in improving relations with students. Response time to students reaching out to career services has been a focus. Career Services has responded to student calls within 24 hours. We have also instated an open door policy at all times to be more accessible. In the summer of 2012 we opened a second Career Services office near the kitchens and student lounge to be more visible. Another area that was identified as needing improvement was employer visits to campus. Career Services has hosted nearly 25 employer events since January 2013. These include employer spotlights, visits and tours of the campus, Chef cooking demo's, employer panels, and Career Fairs. This year we have hosted 3 career fairs with another scheduled for October 30, 2013. Our last two career fairs had over 40 employers attending, with the last in July having 47 employers, our largest to date. Career Services has also increased our assistance in students securing externships. We have increased our visits to classrooms/kitchens to monitor student progress.

5. EDUCATIONAL ACTIVITIES

The major index of an institution's quality is the effectiveness of its educational program. The educational program must be consistent with the stated mission, must be adequate in breadth and context to achieve it, and must produce measurable results. Another index of an institution's quality is the competence of its faculty. The effectiveness of any institution depends upon good teaching and upon the ability and commitment of its faculty. The selection, orientation, guidance, stimulation, and evaluation of the teaching staff are among the most significant responsibilities of the administration. The faculty should actively participate in developing the total educational program of the institution. A third index of institutional quality is the resources available to instructors and students. In responding to the questions below, please consult Sections 3-1-500 through 3-1-544 of the *Accreditation Criteria*.

Teaching hours, assignments, and schedules will vary from field to field and from institution to institution, but they should allow faculty time for adequate preparation and professional development. The institution shall devise a plan for the efficient use of faculty competence and time, which addresses student-teacher ratios, number of teacher preparations, and number of teaching hours. In responding to the questions below, please consult Sections 3-2-100, 3-3-200, 3-4-200, 3-5-200, and 3-6-400 of the *Accreditation Criteria.*

PROGRAM PLANNING, DEVELOPMENT AND EVALUATION

5.1 Describe how the educational programs have been developed based on the institution's mission.

LCB has developed its educational programs to provide entry-level skills for employment in fields that show growth potential for graduates. In coordination with other CEC institutions teaching the same or similar programs and courses, programs developed through research of current industry standards, advisory committee input, solicited industry comment, and faculty advice.

The institution's mission is "an institution of higher learning for students who share a passion for the culinary and hospitality arts. We are dedicated to providing quality career education that integrates the classic culinary curriculum of Le Cordon Bleu in combination with modern technology and innovation in global cuisine." The institution's mission drives the development of educaitonal programs. The development of the programs reflects the classical technique that the students will benefit from starting with Foundations 1that provides culinary history, knife skills and lectures of key fundamental cooking techniques. In Foundations II our students apply the theoretical knowledge and produce mother sauces, secondary sauces, learn vegetable cookery and enhance their knife skills. As they progress through the program they are also introduced to modern plating techniques, catering and buffet and contemporary cuisines that involes moloecular gastronomy.

5.1.1 List each program offered and state the occupational and general objectives of the program. Provide an overview of how these programs are delivered (i.e., lecture, laboratory, self-paced instruction, distance instruction).

The institution's programs and program objectives are as follows:

Certificate Program in Le Cordon Bleu Culinary Arts

The Certificate in Le Cordon Bleu Culinary Arts is designed to prepare students with the skills appropriate for basic positions in professional food preparation. Students begin their program with classes in basic and fundamental concepts of the culinary profession and build to more advanced topics as the program progresses. The program features lecture and laboratory formats. The program concludes with an externship experience that gives students a chance to practice skills taught throughout the course of their studies. 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 37 quarter credits, 660 contact hours, and 9 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. Jobs that are counted as successful placements in the published placement rates for calendar year 2012 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, Prep Cook, Cook II, Cook, Sous Chef, Garde Manger, Baking Assistant, Banquet Prep Cook, Cheese Manager, Chef, Chef de Partie, Culinary l, Grill Cook, Junior Chef de Partie, Prep Chef, Operations Manager, Pantry Cook, Research and Development Chef, Soup 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.

Certificate Program in Le Cordon Bleu Patisserie and Baking

Le Cordon Bleu College of Culinary Arts offers an intensive program for those interested in a professional baking career. The program includes hands-on teaching of fundamental baking skills and the theoretical knowledge that forms basic competency in the field. The Certificate in Le Cordon Bleu Pâtisserie and Baking offers a comprehensive course of study in the fundamentals, and exposes students to the different styles of the school's chef-instructors, a wide variety of industry-current equipment, and various facets of the 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 39 quarter credits, 710 contact hours and 9 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 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, Baker/Decorator, Cake Decorator, Assistant Pastry Chef, Baker/Manager, Baker/Retail, Bakery Service Team Member, Cake Baker, Cook ll, Executive Pastry Chef, Head Baker, Kitchen Manager/Baker, Morning Baker, Overnight Baker, Owner, Pastry Chef/Runner, Pastry Chef/Specialty Chef, Pastry Instructor, Pastry Plater. 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.

Associate in Applied Science Degree in Le Cordon Bleu Culinary Arts

The Le Cordon Bleu Culinary Arts program is a 21 month, 1550 contact hour, 101 quarter credit culinary arts training program leading to an Associate in Applied Science degree. The program consists of culinary laboratory, restaurant management and general education courses.

Program outcomes include:

• Demonstrate professional-level cooking techniques.

• Demonstrate sanitation principles as they apply to the professional kitchen.

• Demonstrate professionalism appropriate to the hospitality industry.

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

• Exhibit college-level reasoning skills.

Upon completion of the program the graduate should have the 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 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 Degree in Le Cordon Bleu Culinary Arts program.

The method of delivery of individual courses depends on course objectives and the nature of the performance outcomes. The programs have incorporated multiple delivery mediums, including lecture and laboratory time, as well as externship.

5.2 Identify who is responsible for the following at the campus. Describe their academic and/or experiential qualifications for this position:

5.2.1 Overall administration of all academic programs.

The person responsible for the oversight of all academic programs and faculty is the Director of Education. The Director of Education is Earle Test. Chef Test brings more than 20 years of successful educational, business, and culinary experience to the position. He has been with Le Cordon Bleu for more than four years as both a full-time instructor, teaching a wide-range of academic and culinary classes, and as an adjunct instructor for our online associates and bachelor degree programs.

Chef Test holds a Master's degree in Gastronomy & Food Studies from Boston University, a Bachelor of Science degree in Psychology, and a Bachelor of Arts degree in Writing both from the University of Pittsburgh. Additionally he holds a Graduate Certificate Advanced Wine Studies and a Graduate Certificate Cheese Studies from Boston University.

Prior to coming to LCB, Earle was the Co-Executive Director of a national, educational policy group where he worked with state and federal agencies, affecting change to laws such as No Child Left Behind, and focusing on expanding post-secondary educational opportunities to all students.

Additionally, he worked for a major, national non-profit youth organization where he served as the Director of Operations and Support Services. During his tenure, Earle had direct responsibility for all programming serving more than 40,000 children annually, training and recruiting ofstaff and volunteers, a multi-million dollar budget, marketing, sales, customer service and regulatory oversight. His division included 18 direct reports with more than 200 total full and part-time employees.

Chef Test also brings civic experience including serving as an elected member of his local school board in Massachusetts where he also served as chair. While chairman he oversaw the reaccreditation of the school district.

Chef Test is a current member of the Association for the Study of Food & Society, the American Culinary Federation and the Center for Mindful Eating. He recently served as a member of the ServSafe Food Protection Manager Certification Exam Development Committee and is a former Advisory Board member for FutureChefs.

5.2.2 Administration of each academic program offered.

Certificate Program in Le Cordon Bleu Culinary Arts - Director of Education

Certificate Program in Le Cordon Bleu Patisserie and Baking - Director of Education

Associate in Applied Science Degree in Le Cordon Bleu Culinary Arts - Director of Education

5.3 Describe the role of the faculty, administration, and others in establishing the educational programs.

The faculty, administration, and advisory boards collaborate to establish and maintain the educational objectives and programs at LCB. This includes ensuring that established programs have industry current facilities and equipment, appropriate curriculum and assessment mechanisms, qualified faculty and support services to encourage students.

The institution also consults with CEC academic leadership for support. The Director of Education works with lead faculty and other academic support elements on program development and refinement. The lead faculty work with faculty to develop coursework and to ensure that the faculty members are qualified for the individual courses that they teach within each educational program.

5.4 Describe how the educational programs reflect the needs of the students and the community.

The institution meets needs of the students by providing current industry curricula and support services with core courses and in the A.A.S. program general education courses. This provides for well-rounded instruction. Programs provide the means to secure meaningful employment in the career field of choice but also foster an understanding of, and respect for, self and the community. The institution also obtains advice of the programs advisory boards to ensure the community needs are considered.

5.5 How are provisions made for individual educational differences among students?

LCB recognize that students have individual learning styles, and instructors adapt and respond to these styles through personalized student attention and based on their professional expertise. Students benefit from lectures, demonstrations, and hands-on learning lab experiences. Different student clubs provide students with the

opportunity to collaborate in areas of shared interests. The institution also works with students who make requests (and qualify) for reasonable accommodation plans.

5.6 How are the community resources utilized to enrich the programs?

LCB uses community resources in a number of ways:

- Field trips that allow students to see first hand what they are learning in class;
- Guest speakers who address the students and share information about their job and the industry;
- Job fairs that bring employers to the campus;
- Community outreach efforts that provide opportunities for students to use their skills and talents to support the community;
- Externships that allow students to practice competencies and to gain experience in their chosen field;
- Student clubs that provide students with the opportunity to network with their fellow classmates and industry professionals, as well as to develop specialized skills; and
- Advisory boards that include members of the community, that provide insights about skills necessary for graduates, and that help assess the curriculum in their program area.

5.6.1 Describe how the utilization of these resources is documented.

The institution documents the use of community resources by maintaining documentation of field trips, guest speakers, and community outreach events organized by program based on participation, externship paperwork and advisory board sign-in sheets, agendas and minutes.

5.7 Describe the policy on the responsibility and authority of faculty in academic governance.

Faculty members work closely and consistently with students, and their role in academic governance is vital. It is important that faculty members are engaged in academic affairs, not just teaching activities. Faculty members have a responsibility for academic leadership that includes policy review and implementation. Although faculty members are not policy decision-makers, their involvement in various academic functions is vital to the overall progress and growth of the institution and to future institutional improvements and enhancements. Depending on needs, the institution may elect to have full-time faculty designated as committee chairs or to serve as committee members, while adjunct faculty may be assigned specific tasks or project work for one term at a time. While the institutional structure and forum may vary, LCB expects faculty members to have input and involvement in the following areas:

Development, Evaluation and Revision of Educational Programs

- Faculty contribute to the development, periodic review and revision, and evaluation of the educational programs offered at LCB. The development, review, revision, and evaluation of educational programs should also include feedback from advisory boards, students, graduates, and employers. So as to promote robust and effective programs, faculty members are encouraged to participate in program reviews and curriculum discussions.

Advising in the Selection of Course Materials, Instructional Equipment, Texts, and Supplemental Materials

- Faculty members are actively engaged in the periodic review and selection of course materials, including instructional equipment, textbooks, supplies, and supplemental materials that support student learning outcomes. This objective may be accomplished as part of the curriculum evaluation process or, more formally,

through a separate committee. Additionally, based on program growth and student learning needs, faculty members provide feedback to the Librarian on the maintenance and growth of the library.

Faculty Development

- Faculty development ensures that all faculty members (including adjunct faculty) stay current about teaching methodologies and enhance their professional expertise. All faculty members (including adjunct faculty) must be fully involved with all available internal and external development initiatives and activities. Faculty members meet annually with their supervisors to identify and outline ongoing development activities designed to enhance their expertise. In identifying development opportunities, LCB takes into consideration a faculty member's training, educational background, and related work experience. Based on the academic background and experience of each faculty member, development plans include an appropriate mix of in-service training, professional growth activities or both.

Assessment of Student Learning and Outcomes

- The assessment of student learning is vital to the success of the academic programs at the institution. Faculty members comment on assessment tools and review learning data to determine levels of expectations, as well as possible changes in the course outcomes, delivery or assessment tools. The institution expects faculty members to act as partners with other members of the campus community in assessing student success and responding to areas of concern.

Campus Effectiveness Planning

- The faculty members assist in the development and assessment of the campus effectiveness of the institution. The institution uses faculty input for strategic planning and budgeting as they relate to academic operations, new program needs, student learning outcomes, learning resources, and faculty development.

Regardless of the forum, LCB expects designated faculty members to review their assigned areas on an ongoing basis; the institution also expects faculty members to document and discuss outcomes and actions with their academic leader, committee chair or both. Faculty governance plays a critical role in achieving quality student outcomes and ongoing institutional improvement.

5.7.1 How was the academic governance policy communicated to the faculty?

The Faculty Governance Policy is included in the Faculty Handbook, which LCB provides to faculty during new hire orientation sessions. The Policy is revisited regularly in faculty meetings and/or in-service.

5.8 Is there a detailed syllabus on file for each course?

LCB maintains on file a detailed syllabus for each course offered at the institution.

5.8.1 How are syllabi developed?

Depending upon the course and need, the institution develops syllabi through the input of subject matter experts (SMEs), instructional designers, curriculum development specialists, publisher support services, and/or other third-party resources. Syllabi support an overall program or curriculum designed to meet various employment, certification, accreditation, and educational needs. Depending upon course delivery or student needs, either the institution or faculty member may update an individual syllabus.

5.8.2 How often are the syllabi revised?

Syllabi are reviewed and revised approximately every two years, although updates to syllabi may be made on an as needed basis in support of changes to textbooks, resources, accreditation standards, and/or other program or course delivery requirements..

5.8.3 Describe the process for revising syllabi.

In addition to advisory board and faculty meetings, the LCB SBU team assesses common program standards, resources, and metrics and recommend changes for proposed curriculum and syllabi changes. Through the use of systematic checklists, subject matter experts (SMEs), graduate and employer surveys, class evaluations, and committee work, LCB evaluates program performance and effectiveness and incorporates that analysis into the syllabus development process. Additionally, individual faculty members provide recommendations about textbooks and proposed curriculum updates through the institution's internal Curriculum SharePoint site. Once all feedback and recommendations have been received, instructional designers assist with the development of standard syllabi in conjunction with SMEs and curriculum development specialists. Depending on the nature of the course, this process may also include input from distance learning specialists, publisher support services, or other third-party resources. The standard syllabi are then made available for additional review, feedback, and revision.

5.8.4 How are out-of-class assignments, if applicable, incorporated in the syllabi and how are they evaluated?

The institution develops out-of-class assignments in conjunction with in-class work as part of the overall course, which is designed to support a combination of teaching strategies and learning styles. Out-of-class work is generally listed in the topical outline and method of evaluation sections of each syllabus. Out-of-class work often includes a variety of activities, such as reading assignments, chapter review questions, research or case studies, workbook and homework assignments, problem-solving activities and critical thinking and practice exercises, reports or written assignments, interactive media or software, or other work. This work varies according to specific course needs. Students are provided with an estimate of the amount of time-on-task expected to complete each learning activity, although the estimated time may vary based upon a student's previous knowledge, learning style and ability, course difficulty, personal motivation, or other factors. Out-of-class work is assessed as part of the overall course grade recorded in the instructor's grade book. The method of evaluation for out-of-class work may vary depending on the intended learning objectives and type of activity completed; however, such evaluations arebased upon some tangible means of assessment.

5.9 Describe any internship/externship programs, indicating name of program, procedure, and person(s) responsible for the oversight of these activities. Have both the campus and the practicum site signed an agreement outlining the arrangements of the internship/externship? Describe the contents of the agreement.

LCB offers externships in the following programs, for which the Director of Career Services, Stephen Faulkner is responsible:

Certificate Program in Le Cordon Bleu Culinary Arts

Certificate Program in Le Cordon Bleu Patisserie and Baking

Associate in Applied Science Degree in Le Cordon Bleu Culinary Arts

The institution and the externship site sign an agreement that outlines the arrangements of the externship and their sites. The agreement outlines the duties of the student, the Externship Coordinator, and the site supervisor, as well as the criteria for evaluating the student and assessment instruments.

Externship sites must meet several requirements to be approved sites at LCB. The student obtains their own site and both the student and potental site fill out the externship agreement. Once the site has been approved by Career Services the student may be employed by them under the requirements to earn credit for their externship class. Student's are required to fill out weekley time sheets that have a supervisors signature, turn in a project and a supervisor evaluation. If all documents are handed in and the student recieves 70 points or higher and the student works at least 180 hours the student will pass the course.

Students are instructed to hand completed agreements to a Career Services representative. Students can also fax, email, or have the externship site send completed agreements to Career Services. Career Services also visits classes on a regular basis to collect agreements and check on the progress of a students search for a site. Each student on externship is required to submit a completed timesheet indicating hous worked and duties performed to Career Services by Sunday at 11pm every week. The timesheet must be signed by the supervising chef or another chef who has signed the proxy form. The extern must also complete either a externship project or supervisor evaluation by Monday at 11p of week 5. Student must complete 180 hours of documented work at the site to successfully complete externship. Career Services also talks to the site periodically to check on a students progress or to moniter any issues that may arise.

5.10 Describe the methods utilized to evaluate and revise the curricula. Identify any differences in these procedures among various programs.

LCB uses advisory boards for input on the curriculum, equipment, and outcomes for each of the institution's programs. The institution collects input from alumni surveys, feedback from employers where graduates are working, and faculty members that teach the courses. The institution analyzes industry trends, including advancements in technology, software, equipment, and resources. Key faculty coordinate and write proposed curriculum changes and present the changes to the faculty and advisory boards for discussion.

5.10.1 If advisory boards are utilized, list board members and their qualifications.

Following are the names and qualifications of advisory board members.

<u>Le Cordon Bleu Patisserie and Baking</u>

- Gloria Cabral, Associate Professor of Baking and Pastry, Bristol Community College, Fall River, MA
- Donna Wright, Culinary/Baking Patisserie Instructor, Massasoit Community College, Canton, MA
- Paul Bertoncini, Baking Instructor, Durfee High School, Fall River, MA
- Victoria Donnely, Chef/Owner, Cakeology, Boston, MA
- Thomas Stohrs, Chef/Owner, Swiss Baker's, Reading, MA

<u>Le Cordon Bleu Culinary Arts</u>

- James Connolly, Director of Culinary Operations, Atria Senior Living Group, North Quincy, MA
- Antonio Bettencourt, Chef/Owner, 62 Restaurant, Salem, MA
- Jack Feiter, VP of Sales, *Kinnealey Meats, Brockton, MA*
- Louis Hubbell, Corporate Executive Chef, Boston Restaurant Associates, Lynnfield, MA
- Mike Dubson, Associate Professor, Bunker Hill Community College, Boston, MA
- Martha Rose, Martha McCann Rose, PhD., Professor, Education Department, Salve Regina University, Newport, RI

5.11 How was the length of each program determined?

LCB determines program lengths by the complexity of the subject matter, employability, student needs, state and accreditor requirements, and comparison to similar programs offered at competitive institutions.

5.12 Do any programs include training by a third party? If so, please explain.

Not applicable. None of the programs at LCB include instruction by a third party.

5.13 Is licensure or other certification required for persons employed in any program areas offered?

Yes ☐ No X

5.13.1 If yes, list specific skills that students will need to acquire in order to be licensed or certified and how the curriculum provides for attainment of these skills.

5.13.2 Describe any applicable examinations and the pass rate on each of these exams.

5.14 If applicable, share details on any program that requires specialized programmatic accreditation to obtain entry-level employment or licensure by the state in which the campus is approved. (Include name of the program and name of the specialized agency.)

The programs offered at Le Cordon Bleu College of Culinary Arts are not programmatically accredited.

5.14.1 Explain the current status in holding such accreditation.

5.14.2 How have students been notified of this requirement and how it affects their employability following program completion?

LCB notifies students, who sign a programmatic student disclosure statement during the enrollment process that LCB programs are not programmatically accredited.

5.15 How are appropriate course sequencing and prerequisites determined?

The institution establishes course sequencing and prerequisites during the program's initial development. Course sequencing and prerequisites are determined by the necessary learning curve for the program, the skill sets needed to advance to increasingly complex subject matter, and the relationships between the different concepts presented during the course, including advances in technology skills.

5.15.1 How is the curriculum structured to ensure an increasing level of difficulty as the student progresses?

The curriculum is structured so that the skills are taught from basic to advanced as a student progresses through the program of study.

5.16 How is the need for curriculum changes determined?

Program advisory boards, faculty input, and student outcomes determine the need for recommandations for curriculum changes.

5.16.1 How are faculty members involved in curriculum evaluation and revision?

Faculty members are involved in curriculum evaluation and revision through participation in advisory boards and the CET. Faculty members may also make recommendations to the academic administration for curriculum evaluation and revision.

5.16.2 How does the campus utilize follow-up studies of its graduates and employers to assist in curriculum evaluation and revision?

The institution conducts graduate and employer surveys to assist in the institution's evaluation and assessment of a program's curriculum. The institution demonstrates the use of these survey results in the minutes of its CEP committee meetings, as well as the CEP itself.

5.17 What curriculum changes have been made during the last three years?

LCB has not made any curriculum changes during the last three years.

5.17.1 What changes are contemplated for the next three years?

LCB anticipates the following changes to its curriculum over the next three years:

A.A.S. in Le Cordon Bleu Culinary Arts
The A.A.S. will have a non-substantive modification to increase program credits in order to ensure the 12 month certificate program is fully transferable into the A.A.S.
Certificate in Le Cordon Bleu Culinary Arts
The certificate program will change from a 9 month program to a 12 month program. The total program credits load will change as we add a Catering and Buffet course and an additional 6 weeks of externship.
Certificate in Le Cordon Bleu Patisserie and Baking
The certificate program will change from a 9 month program to a 12 month program. The total program credits load will change as we add a Culinary Foundations I course and an additional 6 weeks of externship.

In addition, LCB anticipates seeking approval to offer an A.A.S. in Le Cordon Bleu Patisserie and Baking program.

5.18 How does the campus determine the appropriate allocation of contact time among lecture, laboratory, and intern/externship activities?

Courses use lecture, lab, or practicum-based delivery. 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. The institution considers the course delivery that most appropriately meets required course outcomes and objectives when allocating lab and lecture contact hours during program development.

5.18.1 How does the campus monitor the number of contact hours completed for each course?

The institution monitors contact hours through scheduling, classroom observation, and attendance posting.

5.19 What are the procedures for developing the application of the U.S. Department of Education's definition of a credit hour (as required in Section 2-2-503 of the *Accreditation Criteria*)?

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, practical, studio work, and other academic work leading to the award of credit hours.

5.19.1 Where are the procedures published?

The institution publishes its Definition of a Credit Hour Policy on pages 27 of its catalog.

5.20 How does the campus determine the appropriate scheduling of classes in relationship to the needs of the students?

The campus sequences courses within each program. Based upon the progression needed to build upon skill levels, such a sequence ensures the completion of necessary prerequisite coursework. The institution schedules courses to accommodate students and to ensure classes maintain a proper student-instructor ratio.

5.21 If applicable, describe the method used to evaluate and award academic credit to students who demonstrate subject competency based on academic, occupational, or personal experiences.

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 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.

INSTRUCTION AND FACULTY

In responding to the questions below, please consult Section 3-2-200, 3-3-300, 3-4-300, 3-5-300, and 3-6-500 of the *Accreditation Criteria.*

5.22 Describe how physical facilities, equipment, and resources are used to enhance classroom instruction.

LCB designs classrooms to facilitate learning. They consist of lecture rooms, restaurant, patisserie and culinary lecture rooms, and patisserie and culinary labs. Pastry lab equipment may include stainless steel work tables, wooden tables, marble counter tops, mixers of various sizes, balance scales, conventional ovens, convection ovens, deck ovens, proofers, blast chillers, dough sheeters and stoves. Culinary labs may include stoves, conventional ovens, convection ovens, fryers, grills, woks, broilers, stainless steel work tables, blenders, and food processors. The equipment in the lab kitchens is a reflection of what the students may use in industry jobs. LCB manatins an academic student resource center to facilitate academic tutoring and hands on lab tutoring. These facilities, equipment and resources all enhance classroom instruction.

5.23 How are learning materials selected? Describe how instructional procedures and materials are evaluated to determine their effectiveness.

The institution evaluates instructional procedures and materials to determine their effectiveness based upon the skills learned by the students demonstrated through their homework, quizzes, exams, and projects. Program advisory boards, program faculty, and students evaluate these instructional procedures and materials.

The College regularly attends trade shows and business seminars that keep the management and academic staff up to date on materials and equipment and the College also subscribes to a number of trade related periodicals that also assist in this determination. Our PAC members also comment on our equipment during their visits.

5.24 Describe how the campus ensures that students have access to appropriate learning materials (e.g., textbooks, laboratory equipment).

In addition to faculty evaluation of textbooks, course materials and equipment, the program advisory boards review the learning materials of the institution's programs to ensure that they are relevant and appropriate in supporting instruction to meet industry standards.

The College consults with experts in the industry to determine that the instructional materials and equipment are sufficient in quantity, as well as keeping internal inventory records of equipment and materials. The Academic Department works closely with Admissions to insure that quantities of training material are sufficient to meet student needs and training objectives.

Library materials are selected to support the curricula of the College with regular monthly acquisitions spread among all academic programs. The regional librarian works in conjunction with faculty to select materials which are accurate, current, and relevant. Similarly, the Regional Librarian strives for a balance across areas of instruction and formats of materials. The Regional Librarian is in regular contact with the faculty regarding specific needs for their classes. Requests and recommendations for materials are solicited and submitted in writing or via email. New materials are acquired in anticipation of emerging classes. Furthermore, the regional librarian reviews all course syllabi and project assignments to verify that materials covering all assigned areas are available. Materials are available in a variety of formats (print, video, and on-line) to meet different user needs and include books, pamphlets, clippings, posters, menus, periodicals, videos, and Internet-based resources. In addition to in house materials, all students have access to an online system (CECybrary).

5.25 Describe how the campus ensures that it maintains appropriate licenses for computer software and how it ensures compliance with copyright laws.

CEC maintains original software licenses and documentation at its offices in Schaumburg, IL, and the institution retains updated software inventories and a summary of licenses. All computers are set with restricted privileges so as to ensure only authorized personnel may install software.

LCB posts copyright laws in classrooms and on copiers. Video recordings located in the school library are logged on Swank, a third-party company that provides licenses for the use of video and audio recordings in classroom settings. The student handbook also explains the copyright policy.

5.26 Who is responsible for faculty orientation?

LCB along with corporate CEC Human Resources assists all new faculty members with the on-boarding process conducted through RedCarpet, an electronic on-boarding software application. During this on-boarding process, the new hire completes all pertinent paperwork. The Director of Education and Lead Instructors are responsible for additional orientation of new faculty when they arrive on campus.

5.26.1 Describe the orientation of the faculty to the campus.

LCB introduces the new employee to the staff while taking a tour of the campus. They are paired with a Lead Instructor and a collegue who teaaches in their department (general education, culinary or pastry) who will assist them in managing the student/faculty portal, posting attendance, SAP and retention training. CEC provides mandatory ethics training during the first 60 days of employment. All employees have access to ConnectEd, the CEC intranet website containing all pertinent information about the company; additional Human Resources forms, the Employee Handbook, and training resources are located under the Human Resources tab.

5.27 How does the administration determine the qualifications of a faculty member to teach a particular course?

During the hiring process, the Director of Education carefully examines an applicants' qualifications, which include (at a minimum) a resume, transcript, certifications, references, client list, and portfolio.

During the review process, the institution determines qualifications by:

A. Academic degree and major

B. Professional qualifications and experience

C. Professional certifications

D. Post-secondary professional growth evidence

5.27.1 Describe qualifications of non-degreed teachers for the subjects they teach.

Non-degreed faculty members must have work experience or training appropriate to the area in which they teach. The institution documents qualifications in a number of ways, including background checks, certificates of training, letters of recommendation, and resumes.The institution does not currently have any non-degreed faculty.

5.27.2 How are the qualifications documented?

The institution maintains official transcripts, employee data sheets, and resumes in a fireproof faculty file cabinet in the 3rd floor storage area. Additionally, the institution publishes full-time faculty credentials in its catalog addendum.

5.28 Describe the procedure for collecting official transcripts, for qualifying credentials and/or those listed in the catalog, for faculty members.

The institution requests official transcripts during the hiring process. Upon receipt, the school files the transcripts in the permanent faculty files.

5.28.1 If there are faculty members whose official transcripts are not on file, document what efforts are being made to obtain them. Please include any unique circumstances that may impact the ability to obtain such transcripts (such as political instability, institution closing, etc.).

Not applicable.

For this faculty member whose official transcripts (those which bear the seal of the institution) are not on file, LCB has documented its efforts to obtain them. New members of the faculty must provide official transcripts by the end of first term in which they teach.

5.29 In what ways does the campus evaluate instruction?

The Director of Education reviews the job description with the faculty members, creates performance goals, and clarifies expectations about outcomes. Additionally, Le Cordon Bleu uses the following methods to evaluate instruction methods:

Faculty members are assessed regularly through announced and unannounced classroom observations and regular student course surveys. A formal evaluation is completed annually, with a semi-annual review to determine progress and attainment of goals. Faculty members with deficiencies are addressed by school administrators to determine an action plan for improvement. Faculty members are typically assigned to take on-ground or online classes dealing with the situation that has been identified.

Chef Instructors who teach Kitchen/Production classes are required prior to gaining employment to demonstrate applicable skills proficiency in a demonstration at Le Cordon Bleu which is reviewed and critiqued by the Lead Instructors and a screening committee of other faculty and administrators.

Additional training in instructional methods and teaching skills is provided through CEC Max Knowledge online sessions. All faculty members have completed three sessions in 2012 and are scheduled to complete three in 2013. These sessions were developed especially for culinary educators and focus on teaching techniques, instructional methods, dealing with diversity, curriculum and student relations. The effectiveness of this training is evaluated during open forum discussions on in service days and through semiannual classroom observations to ensure learning outcomes of the courses are being used in the classrooms.

Faculty members are required to attend faculty training seminars and workshops conducted throughout the course of the academic year. They are also required to attend in service sessions. Designated on-line courses serve to keep faculty abreast of current concepts in the education field. In addition faculty members through their membership in organizations and associations related to their field of instruction are able to share best and most current industry practices for application in the classroom

5.29.1 What systematic processes are in place to enhance and promote teaching effectiveness?

The following are in place to promote continuous improvement in teaching:

- Faculty and staff in-service trainings
- Professional development courses
- Instructor master classes
- Release time and tuition reimbursement

All faculty members also maintain annual faculty development plans that chronicle professional growth in important areas, such as attendance at meetings of professional organizations, seminar workshops, and trade shows or the completion of certifications.

5.30 What is the system in place to ensure that annual faculty development plans are on file for each member of the faculty and signed by the faculty member and his/her supervisor?

For new faculty members, the Director of Education ensures the completion of plans and their placement in the faculty files within 30 days of employment. The plan is developed with the assistance of the President and tailored to the faculty member's professional growth goals. Each faculty members reviews the plans throughout the year alone and together with the supervisor; these efforts allow for modifications as new opportunities arise and also to track completion. Annual faculty development plans are updated during the CEC performance appraisal process. The faculty member and supervisor sign the plans.

5.30.1 How are the activities on the plan determined? How does the campus ensure that the plans are individualized for each faculty member?

The Director of Education assists in the development of the plan with the assistance of the instructor. The plan is tailored to the faculty member's professional growth goals, current professional experience, and level of education.

5.30.2 How is the plan implemented?

Faculty are responsible for the implementation of the plan. Certificates, receipts, badges, and copies of transcripts are all considered acceptable forms of professional development documentation to demonstrate completion. Faculty files store these documents.

5.30.3 How often is the plan reviewed?

The institution periodically reviews development plans with the faculty to ensure they are on track to meet their professional development goals. These plans are formally reviewed during mid-year and end of year performance appraisals.

5.31 Describe how the campus ensures that all faculty complete development plans.

For new faculty members, the Director of Education has the responsibility to ensure that plans are completed and placed within the faculty files within 30 days of employment. Annual faculty development plans are updated during the company-wide performance appraisal process and signed by the faculty member and his/her supervisor. The institution periodically reviews development plans with the faculty to ensure they are on track to meet their professional development goals. These plans are formally reviewed during mid-year and end of year performance appraisals.

5.31.1 How are the activities documented by the campus?

Faculty must document the completion of their activities included in their faculty file. Acceptable forms of professional development documentation that demonstrate completion include certificates, receipts, badges, or copies of transcripts. These documents are stored in each faculty file.

5.32 Describe the program of in-service training for the improvement of instruction and curriculum.

The institution provides in-service training designed to enhance professional growth and to improve instruction and curriculum. All faculty members may attend these sessions. Participatioin is documented at the close of the training. For those who are unable to attend a scheduled in-service training, the materials are provided to them by a fellow faculty member or Director of Education. A schedule of dates is released in December for the following year. Attendance is taken and an specific agenda is sent via email one week prior to in-service.

5.32.1 List the schedule for the next 12 months.

(Approximate Agenda - times subject to change)

30 min Welcome - President and Director of Education & Breakfast

1-2 hours Instructor Training/Main Topic – Director of Education, Lead Instructors or Visitor

(9:45am – 11:00am NSO)

1 hour Peer to Peer Training or Demo – 1/2 Instructors

45 min Lunch

45 min Department Meetings

15 min Closing

November 7-8, 2013

- Instructor Training: Martha Rose Teaching 101 Curriculum
- Peer to Peer Training/Demo
- Department Meetings: Curriculum & Best Practices
- Team Building Event/Activity

February 14, 2014

- Welcome and Agenda Overview
- Team Building Exercise
- New Student Orientation – Meet & Greet
- Update Faculty Files
- Finalize Grades

March 27, 2014

- Welcome and Agenda Overview
- Team Building Exercise
- Purchasing Department Update
- Pedagogical Workshop
- Finalize Grades

March 28, 2014

- Welcome and Agenda Overview
- Team Building Exercise
- New Student Orientation – Meet & Greet
- Guest Educational Speaker

April 21, 2014

- Welcome and Agenda Overview
- Team Building Exercise
- Pedagogical Workshop
- Educational Field Trip

May 16, 2014

- Welcome and Agenda Overview
- Team Building Exercise
- New Student Orientation – Meet & Greet
- Human Resources Informational Session
- Finalize Grades

June 27, 2014

- Welcome and Agenda Overview
- Team Building Exercise
- New Student Orientation – Meet & Greet
- Visiting Chef Demonstration
- Finalize Grades

August 14, 2014

- Welcome and Agenda Overview
- Team Building Exercise
- Mid-Year Overview of School Standing
- Pedagogical Workshop
- Finalize Grades

August 15, 2014

- Welcome and Agenda Overview
- Team Building Exercise
- New Student Orientation – Meet & Greet
- FERPA/ADA Training

September 26, 2014

- Welcome and Agenda Overview
- Team Building Exercise
- New Student Orientation – Meet & Greet
- Guest Educational Speaker
- Finalize Grades

November 6, 2014

- Welcome and Agenda Overview
- Team Building Exercise
- End of Year Overview of School Standing
- Admissions Tours
- Finalize Grades

November 7, 2014

- Welcome and Agenda Overview
- Team Building Exercise
- New Student Orientation – Meet & Greet
- Educational Field Trip

5.33 Describe how the administration documents professional growth for full- and part-time faculty members.

The administration uses faculty development plan summary forms to demonstrate professional growth. Each faculty member discusses and documents a professional growth plan for the calendar year with the Director of Education. These plans list opportunities for training, professional memberships, community involvement, additional certifications, and formal classes. Faculty files include this documentation, as well as evidence of completion of professional growth.

5.33 Describe how the administration documents professional growth for full- and part-time faculty members.

The administration uses faculty development plan summary forms to demonstrate professional growth. Each faculty member discusses and documents a professional growth plan for the calendar year with the Director of Education. These plans list opportunities for training, professional memberships, community involvement, additional certifications, and formal classes. Faculty files include this documentation, as well as evidence of completion of professional growth.

5.34 Describe the frequency, content, and documentation of faculty meetings.

Faculty meetings are scheduled six times per year during in-service meetings. The Director of Education determines the agenda and content of the meetings, and the Lead Instructor records and maintains meeting minutes. LCB ensures the availability of meeting minutes for those faculty members not present at the meeting.

5.35 Describe the plans for ongoing improvement in curriculum and faculty.

The following elements determine ongoing improvement in curriculum and faculty:

- Faculty observations performed by school administrators
- Student teacher course evaluations
- Advisory board and industry partner demands and feedback
- Faculty and staff in-service trainings
- Professional development courses
- Online courses available through the company intranet, ConnectEd
- Release time and tuition reimbursement

5.36 What are the normal teaching loads, number of field preparations, and number of subject preparations for full-time and part-time instructors at the campus?

Full-time and part-time instructors teach no more than five classes per term with no more than three preparations each term. The normal teaching load for full-time and part-time faculty is 30 hours per week. Faculty will teach no more than three field or subject preparations.

5.37 What is the student-teacher ratio, for each program area, at the campus?

The overall student/teacher ratio at Le Cordon Bleu Boston is: 30:1

. The ratio for each program is as follows:

Associate in Applied Science in Le Cordon Bleu Cullinary Arts: 30:1

Certificate in Le Cordon Bleu Culinary Arts: 20:1

Certificate in Le Cordon Blue Patisserie & Baking : 18:1

OCCUPATIONAL ASSOCIATE'S, ACADEMIC ASSOCIATE'S, AND BACHELOR'S DEGREE INSTITUTIONS

5.38 Describe how the general education courses offered by the campus contribute to the development of the student.

LCB's general education courses are designed to foster the understanding of, and respect for, self as well as the natural and social environment. Students have the opportunity to learn to evaluate, analyze, and synthesize information in order to develop critical thinking and problem-solving skills in a career environment. The courses are developed in response to industry demands and current trends.

5.38.1 Cite examples:

COM 122 – 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. As hospitality professionals and chefs public speaking is an important skill weather you are speaking to a client or to you staff.

SOC222 – Cultural Diversity*

5 Credits - Prerequisite: None

Students study the skills and techniques needed to understand diversity. This course will explore the different roles played throughout life and the responsibility of how we respond to diversity. Students will have the opportunity to learn how to handle diversity in a business setting as it applies to supporting the policies and procedures of the business. Topics will include an overview of diversity, the making of a diverse manager, effective diversity, communication skills and conflict resolution.

OCCUPATIONAL ASSOCIATE'S, ACADEMIC ASSOCIATE'S, BACHELOR'S, AND MASTER'S DEGREE INSTITUTIONS

5.39 Describe how part-time faculty are utilized by the campus.

LCB is a vibrant institution focused on providing career education for students. Adjunct faculty members add to the diversity and professionalism of the teaching faculty and play a vital role in fulfilling the mission of the institution. Adjunct faculty members teach those classes for which they they are academically qualified.

5.39.1 What percentage of the faculty is part-time?

40.9 % of the faculty members at LCB are currently part-time.

5.39.2 Describe the procedures for evaluation and monitoring of part-time faculty.

LCB evaluates and monitors instruction using the following methods:

- Faculty observations performed by school administrators
- Student teacher course evaluations

ACADEMIC ASSOCIATE'S, BACHELOR'S, AND MASTER'S DEGREE INSTITUTIONS

5.40 What percent of those subjects which are part of academic associate's, bachelor's, and/or master's degree programs are taught by faculty members possessing advanced degrees as required in the Accreditation Criteria?

100 % of the faculty teaching general education courses hold a Masters degree at a minimum. 63.6 % of core program courses are taught by faculty members holding a graduate degree or bachelor's degree.

5.40.1 Describe the efforts to recruit and retain qualified faculty members.

Faculty recruitment and retention efforts include the following: referrals from current successful faculty; competitive salary and meritorious performance reviews; faculty development support; access to industry standard facilities and equipment for instruction purposes; and promotion of a collegial working environment.

5.41 What evidence is available to indicate that the members of the faculty are teaching courses which are based on their major and minor academic preparation and related experience?

The institution assigns faculty members to teaching assignments based on the following evidence:

- Official transcripts that document degree received
- Professional licensure
- Faculty resume
- Exceptional industry related experience

5.41.1 If any faculty members teach a course outside of their academic major or minor, list their names and describe for each, how the administration determined their qualifications to teach their assigned subject(s). How are the qualifications documented?

Not Applicable

5.42 Describe how the campus ensures that there is sufficient enrollment in the second year of a two-year program or upper division courses in baccalaureate degree programs.

Not Applicable

MASTER'S AND DOCTORAL DEGREE INSTITUTIONS

5.43 Describe the oversight committee who has the responsibility for developing, modifying, and maintaining each graduate program.

NA

5.43.1 How often does the committee meet?

NA

5.43.2 What documentation does the campus maintain to evidence the role of this committee in the development of the program(s)?

NA

DOCTORAL DEGREE INSTITUTIONS

5.44 What evidence is available to demonstrate that the members of the faculty are experts in their field of study in which they are assigned to teach?

NA

5.45 Describe how the campus encourages its faculty to engage in practical or scholarly research and to publish in professional journals.

NA

5.46 Explain how the core full- and part-time faculty is effective in ensuring the sound direction and development of its doctoral degree program(s).

NA

6. EDUCATIONAL FACILITIES

Each institution must provide an environment that is conducive to good instruction and learning and that supports the educational programs offered by the institution. The adequacy of the environment is assessed against the demands made upon it by the curriculum, faculty, and students. In responding to the questions below, please consult Sections 3-1-600 through 3-1-602 of the *Accreditation Criteria*.

6.1 Describe how the buildings, classrooms, equipment, furniture, and surroundings meet the needs of the campus in size and scope.

Located in a centralized and convenient urban setting in Cambridge Massachusetts, the campus of Le Cordon Bleu College of Culinary Arts Boston occupies approximately 79,000 square feet in what is known historically as The Athenaeum Press Building. The campus is adjacent to major thoroughfares and accessible from all parts of the Boston Metropolitan area.

Kitchen Labs are outfitted with stoves, ovens and food preparation equipment that is industry current. A wide range of small-wares is provided for the student use in practicing and executing a variety of culinary and baking skills and techniques. The kitchen labs are supported by food storage facilities that reflect those found in the industry and offer immediate access to food inventory that is deployed via order guide on a weekly and often times a daily basis.

Lecture classrooms are equipped with multimedia equipment including projectors and computers with internet access. Classrooms hold furniture that lend to the learning environment such as tables and chairs with reclining backs. There are whiteboards with dry erase markers for when a more traditional lecture delivery is required.

The computer lab is equipped with computers with internet access and networked to a student printer that can be used for word processing, homework and academic research as needed.

The Learning Resource Center houses books, periodicals, pamphlets, articles and CD-ROM support materials geared to supplement all academic programs offered on campus. As student population expands the College is dedicated to creating the opportunity for students to create clubs dedicated to community service, new student orientation and academic support for those who choose to participate.

6.1.1 Describe how the facility in compliance with all applicable federal, state, and local codes for occupancy and safety?

The exterior and interior surroundings are safe, properly maintained, and comply with local, state and federal building, safety, and health codes, as evidenced by the institution's most recent inspection certificates and certificate of occupancy. CBRE international is a 3rd party maintenance firm who handles all facility inspecting for the Fire extinguisher and Ansul system for the class rooms. The Hood solutions cleaning firm takes care of the hoods and ventilation. Both firms are schedule to inspect twice per year. All other equipment in the classroom is maintained through CBRE. Fire drills are complete annually in conjunction with the landlord.

6.2 Does the campus utilize a campus addition or additional space?

Yes ☐ No X

6.2.1 If yes, describe these locations.

6.3 Describe any plans to improve the physical plant and equipment.

If equipment is needed for the classrooms or educational facility space, the CEP team will discuss in a meeting what is applicable and or necessary to purchase. Currently the only plan to improve the plant and equipment is to ensure maintenance.

7. PUBLICATIONS

It is important that an institution recognize the value of "truth in advertising" when promoting its operations. Publications must be prepared and presented in a professional manner to reflect favorably upon the institution. Information published must be accurate and factual and must reflect the current status of the institution. Only the Council can accept or reject an institution's catalog, and a final decision will not be made based on a draft. In responding to the questions below, please consult Sections 3-1-700 through 3-1-703 and Appendix C of the *Accreditation Criteria.*

7.1 Describe how the catalog reflects the educational programs, operations, and services.

The catalog and addendum of LCB communicate its mission and goals and provide general information concerning administration, educational programs, course descriptions, policies, procedures, services, and physical facilities. The catalog also contains the following information:

- A description and listing of learning objectives and curriculum requirements of each current program (with course descriptions providing the required credit hours, prerequisites, and learning objectives);
- General institution and department-specific policies and procedures about the academic, admissions, student services, financial aid, learning resource center, and career services departments.

7.1.1 How often is the catalog published?

The catalog is published annually. The addendum containing the academic calendar, faculty listing, and the tuition and fees schedule is updated monthly between publications.

7.2 How does the campus ensure that all enrolled students receive a copy of the campus catalog?

Any individual who requests the catalog receives a copy of the institution's catalog. The institution provides prospective students with a copy of the catalog at time of enrollment, and they acknowledge receipt of the catalog and addendum on their Enrollment Agreement. The school may provide a copy of the catalog personally, via email, U.S. mail, or through the LCB website link. Admissions Representatives provide an overview of the catalog during the enrollment slideshow and use the catalog as a source of information provided to prospective students.

7.2.1 What other publications are provided to enrolled students?

The institution's enrollment process uses program slicks detailing the courses, classes and scheduling options for each program, and the institution provides scholarship and scholarship event information to students upon enrollment. LCB also provides program-specific information and a Student Handbook during new student orientation.

7.3 Describe the advertising and promotional literature.

The media compliance department approves advertising and marketing materials prior to distribution to ensure compliance with federal, state, and regulatory requirements. The institution participates in direct mail, television, internet, and e-mail advertising. The advertising and promotional literature of LCB, as well as its website, accurately reflects the dignity, integrity, and commitment of LCB to its educational mission.

Examples of school- specific advertisement:

- Television: 30 second, 30 minute paid programming. Radio: 15 and 30 second spots endorsed by on air personality; program sponsoring. These spots are campus specific and can either be event oriented or program(s) specific.

- Internet: School website, education oriented sites, i.e. Fastweb, Petersons and Quinstreet. Email campaigns to new and existing database.
- Collateral Marketing Materials*: Program slicks (campus specific), general brochure (campus specific), interactive DVDs (divisional), career guide (divisional).
- Direct Mail*: Campus specific or event specific survey letters and postcards.
- Newspaper*: Display advertisements. This option is not used often. Advertisements are not placed in traditional newspapers but rather alternative papers.
- Yellow Pages*: Display and line advertisements. This is campus specific.
- Career Fairs: Fairs are campus based predominantly.

*The institution has access to all print materials, which are archived, it can provide hard copies upon request.

7.4 Describe any plans for changes in publications.

The institution adds approved programs to the current offerings as they become available, and it will incorporate into the new publication any information currently contained in the catalog addendum. Other disclosure documents, including graduate and placement numbers, are updated as required by federal, state, and accrediting agencies.

7.5 If applicable, describe how the courses are numbered and identified in the catalog to indicate that advance work is offered and based upon the appropriate prerequisites.

The course numbering system is published on page 12 of the catalog as follows:

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.

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

7.5.1 How does the catalog explain the course numbering system?

The course numbering system is described on page 12 of the institution's catalog.

7.6 If applicable, describe how and where the catalog identifies the general education courses required in a program.

The institution's catalog clearly identifies general education courses. The general education course descriptions include course numbers, course titles, and credits earned for each course. Within the course descriptions section of the catalog, the general education course descriptions also identify the course number, course name, credit, and prerequisite needed.

7.7 Describe the published performance information concerning student achievement.

Within each program webpage, a disclosed Graduation Rate and Employment Rates may be found as applicable to the campus or program. Graduation Rates are calculated using the Student Right-to-Know formula in order to comply with U.S. Department of Education requirements. The statistics track all first-time, full-time and

certificate or degree-seeking undergraduate students who began school during the date range and have completed within 150% of the normal program length. On-Time Completion Rates may also be found on each program webpage where applicable and are calculated using the gainful employment formula in order to comply with U.S. Department of Education requirements. The statistics track all students who graduated from their program between a July 1st through June 30th period and have reached completion within the program's designed timeframe

7.7.1 Where is the campus performance achievement information published?

Information such as on-time completion rate, graduation rate, and employments rates can be found at http://www.chefs.edu/Disclosures .

8. LIBRARY, INSTRUCTIONAL RESOURCES, AND MATERIALS

The instructional resources, audiovisual teaching equipment, and instructional materials shall be adequate to serve the needs of the institution's educational program. The effectiveness of the library or learning resource center is of the utmost importance for institutions. Its collections should be appropriate and adequate to support the educational programs. They should be used by both students and faculty. The library or learning resource center should be organized with the educational needs of the particular institution in mind. The acquisition of materials should reflect the changing and developing trends of the business and technical world. In responding to the questions below, please consult Sections 3-1-800, 3-2-200, 3-3-400, 3-4-400, 3-5-400, and 3-6-700 of the *Accreditation Criteria*.

FOR ALL INSTITUTIONS

8.1 Explain how the instructional resources serve the needs of the educational programs.

The Cybrary provides continuous student and faculty access to library resources. Managed by a qualified Dean of Library Services located at CEC's campus support center, the carefully selected digital collection supports students as they advance through their programs of study. The collection includes quality, full-text, peer-reviewed articles from scholarly journals and full-text electronic books. The selection of Cybrary resources is done in collaboration with faculty, regional librarians, and local librarians across CEC. Regional and local Librarians engage with faculty at the campuses to identify the specific resources needed to support the curriculum offered at each campus.

8.1.1 Describe any contracts or agreements with outside libraries or resource centers.

The library does not currently maintain formal contracts or agreements with other libraries or resource centers.

8.2 Briefly describe the physical and/or online holdings of the campus. (For online holdings, list the full-text databases in which the library maintains active subscriptions.)

Students on the LCB campus, have access to a traditional physical library with a collection focused on the culinary and baking arts centering on the culinary arts as well as our Cybrary – a digital library available from their campus locations, as well as from home. Password protected access to the Cybrary is available through the school's student portal. The current full-text electronic books and e-journals available through the Cybrary include:

The LCB campus offers access to the following online resources:

<u>Academic Search Premier (Ebsco)</u>

Academic Search Premier, the world's largest scholarly, multi-disciplinary, full text article collection designed specifically for academic institutions. This scholarly collection provides full text journal coverage for nearly all academic areas of study.

<u>Chronicle of Higher Education (Chronicle of Higher Education)</u>

Chronicle of Higher Education covers news, information and jobs for college and university faculty members and administrators

<u>Credo Reference (Credo)</u>

Need a definition? Credo Reference is the world's largest online reference service, offering access to over 600 encyclopedias, dictionaries and reference books from over 80 of the world's leading publishers.

<u>Culinary Arts (Gale)</u>

The Culinary Arts Collection includes 250 of the major cooking and nutrition magazines from 1980 to present, as well as almost 20 reference titles from Delmar. The Collection provides researchers with thousands of searchable recipes, restaurant reviews, industry information and practical instruction, including creating baked goods, preparing popular recipies, managing weight, choosing the right wine, gaining catering experience, preparing fast meals and practical advice n opening a restaurant.

Ebook Collection (Ebsco)

E-Book Collection is a multi-disciplinary collection of e-books. The collection includes scholarly and reference materials and classic works of literature that are in the public domain.

Eric

ERIC,the Educational Resource Information Center, provides access to education literature and resources. This collection provides access to information from journals included in the Current Index of Journals in Education and Resources in Education Index.

Food Science Source

Valuable resource for information on the food industry. This collection covers more than 1400 publications, including journals, monographs, magazine and trade publications. Also includes more than 1000 key food industry and market reports.

GreenFile (Ebsco)

GreenFILE offers well-researched information covering all aspects of human impact to the environment. Its collection of scholarly, government and general-interest titles includes content on global warming, green building, pollution, sustainable agriculture, renewable energy, recycling, and more. This database provides indexing and abstracts for more than 384,000 records, as well as Open Access full text for more than 4,700 records.

Hoovers Pro

A database of over 14,000 capsules offers profiles of individual companies, with links to news, lists, stock quotes and 4,000 full profiles. Searchable by company name, individual surnames, keywords, and ticker symbols. Full Text.

Hospitality and Tourism Complete (Ebsco)

Hospitality & Tourism Complete covers scholarly research and industry news relating to all areas of hospitality and tourism. This collection contains more than 828,000 records, with coverage dating as far back as 1965. There is full text for more than 490 publications, including periodicals, company & country reports,and books.

IEEE/Xplore

IEEE Xplore provides more than 3 million full text documents in technology and engineering. Resources include top-cited journals, eBooks and conference proceedings.

Library Information Science & Technology (Ebsco)

Library, Information Science & Technology Abstracts (LISTA) indexes more than 560 core journals, nearly 50 priority journals, and nearly 125 selective journals; plus books, research reports and proceedings. Subject

coverage includes librarianship, classification, cataloging, bibliometrics, online information retrieval, information management and more. Coverage in the database extends back as far as the mid-1960s.

MasterFILE Premier (Ebsco)

MasterFILE Premier contains full text for more than 1,900 periodicals covering general reference, business, health, education, general science, multicultural issues and much more.

Newsstand (Proquest)

Proquest Newsstand offers access to full text of over 1300 newspapers. The collection includes national newspapers including Chicago Tribune, New York Times, Washington Post, Wall Street Journal and Christian Science Monitor.

Opposing Viewpoints In Context (Gale Cengage)

Opposing Viewpoints In Context covers today's hottest social issues, from Terrorism to Endangered Species, Stem Cell Research to Gun Control. The database brings together all the information that's needed to fully understand an issue: pro and con viewpoint articles, reference articles that provide context, full-text magazines, academic journals, and newspapers, primary source documents, government and organizational statistics, multimedia, including images and podcasts, links to selected web sites, and more!

Regional Business News (Ebsco)

Regional Business News provides full text for more than 80 regional US and Canadian business publications.

Safari Books Online (Proquest)

Safari Books Online covers E-books in Business and Technology. This collection covers over 7,000 e-books and covers the technologies most essential to users including certification, enterprise computing, Java, Linux/Unix, Web development, Windows, Microsoft Office, XML, and more. Safari also gives you access to hundreds of books about business, management and marketing. You can search hundreds of books simultaneously online, saving time and quickly finding the information you need.

8.3 Explain how the quantity and quality of instructional resources are appropriate for the size and scope of the campus.

The Campus and Regional Librarian works with faculty to select current and relevant materials that support the curriculum offered by the institution. The Regional Librarians strive for balance across areas of instruction and formats of educational materials. Requests and recommendations for materials are solicited and submitted in writing or via email. New materials are acquired in anticipation of emerging classes. Furthermore, the Regional Librarians review all course syllabi and project assignments to ensure that the library resources sufficiently support instructional delivery.

The Campus Librarian serves as a liaison between campus-based faculty and the shared library services located at CEC's campus support center. These individuals work closely with the Dean of Library Services to develop electronic library collections.

8.4 Explain how reference materials and periodicals are organized for easy usage and preservation.

Library books are organized using the Library of Congress Classification system. Poster charts indictaing subject arrangement are posted in all shelving areas. Patrons can also use the library's catalog to search for and locate materials easily.

Current-year periodicals are arranged alphabetically by title on centrally located magazine shelves. Back issues are archived and arranged alphabetically by title in the library's stacks.

8.5 Who is responsible for developing and maintaining an up-to-date inventory of instructional resources?

The Campus and Regional Librarians work with faculty to select current and relevant materials that support the curriculum offered by each school. The Librarians strive for balance across areas of instruction and formats of educational materials. Requests and recommendations for materials are solicited and submitted in writing or via email. New materials are acquired in anticipation of emerging classes. Furthermore, the Campus and Regional Librarians review all course syllabi and project assignments to ensure that the library resources are sufficient to support instructional delivery.

The Campus Librarian serves as a liaison between campus-based faculty and the shared library services located at the corporate campus support center. They work closely with Dean of Library Services to develop electronic library collections

8.6 What is the budget for instructional resources (excluding personnel allocations)?

The LCB library resource center (LRC) is allocated an annual budget to obtain additional materials regularly. $24,000 a year was budgeted for all expenses other than salary.

Office Supplies & Equipment: $1330.66.

Dues: $525.00

Publications & Subscriptions: $1223.23.

Resource Center/Library: $1058.00

Allocation to CECybrary digital library: $5003.00.

Total: $9139.89

8.6.1 How is the budget determined?

The CEC academic team together with campus management determines an estimated amount of money that they feel is appropriate based on student population and to account for additional items that may be needed or replaced.

8.7 Describe the assessment strategy for library resources and information services.

Each quarter the campus Librarian uses an assessment template to collect utilization data, to analyze the quality of collections, and to weed or add materials based on these utilization statistics. The Librarian submits this report to the Dean of Library Services, who prepares a comparative report to ensure that the library provides excellent academic support to the students.

The data collected for assessment includes:

Physical collection – the total number of volumes held and circulated;

Electronic collection – the total number of database subscriptions and number of times used;

Space assessment – inventory of number of seats for study space and number of computers for students;

Gate count – the number of people using the library;

Reference and instruction transactions – the total number of reference transactions completed by ground librarians or LRC coordinators to track student assistance in person; [Campus to include transactions completed by online librarians to track assistance provided to students through email, online chat and phone]

Library trainings and workshops – the total number of workshops provided to students each quarter.

8.8 Describe the training for students and faculty to utilize library resources as a part of the learning process.

The Campus Librarian arranges to visit all incoming classes for a Library Research Lecture titles "How to access the Student Portal." Specifically the Library tab and how to search, save and cite online materials within our subscription databases are covered. The Campus Librarian attends all Uniform Fitting events for incoming students and gives a shorter demonstration of how to access the student portal so that students may become familiar with it and test their newly acquired usernames and passwords. New culinary and pastry & baking students are shown the incoming student Libguides at these events to help familiarize them with upcoming subject matter.

8.9 Describe the facility where library and instructional resources are held.

The institution's library occupies a space approximately 1920 square feet located on the 3rd floor. The area contains eight study tables with seating for sixteen people, a staff work space, reading area, and fifteen Internet-ready computers, a laser printer and photocopier, are available for use. Current students and staff may also access the institution's wireless network in the library.

8.10 Describe any plans for improving instructional resources.

The Campus and Regional Librarians serve as liaisons between campus-based faculty and the shared library services located at the CEC campus support center. They work closely with the Dean of Library Services to develop electronic library collections. The Regional Librarians engage with faculty at the campuses to identify the specific resources needed to support the curriculum offered at each campus.

Similarly, the Librarians strive for balance across areas of instruction and formats of educational materials. Requests and recommendations for materials are solicited and submitted in writing or via email. New materials are acquired in anticipation of emerging classes. Furthermore, Both the Campus and regional librarians review all course syllabi and project assignments to ensure that the library resources are sufficient to support instructional delivery.

FOR OCCUPATIONAL ASSOCIATE'S, ACADEMIC ASSOCIATE'S, BACHELOR'S, MASTER'S, AND DOCTORAL DEGREE INSTITUTIONS

8.11 Who is responsible for assisting students and faculty in the use of the library during posted library hours? If the individual is professionally trained, describe these qualifications.

The Campus Librarian is available full-time. Anthony Viola possesses an MLS Degree from Simmons College, an ALA –accredited institution. Student workers staff the institution's LRC to assist students. For research and reference support, the student LRC staff guides students to shared services online reference support. They are hired, supervised and trained by the Campus Librarian.

8.11.1 If there are library assistants describe how these individuals are trained to assist students and faculty.

Librarians and assistants have step-by-step instruction manuals for all functions of the library, including how to find print and online library resources.

8.12 Explain how the instructional resources serve the needs of the educational programs.

The institution's LRC supports the educational programs through a robust collection of books, periodicals, online resources and audiovisual materials. The library's on-site collection consists of approximately 5800 books, 10 current periodical titles, and 48 audiovisual items. The specialized collection covers all areas of the Culinary Certificate, Baking & Pastry Certificate and Associate degree in the Culinary Arts programs.

The institution has a Cybrary, an extensive collection of electronic resources to support student learning. This digital library contains a collection of full-text journals, books, and reference materials. Additionally, patrons may also obtain instructional guides for using electronic library resources. The library does not currently maintain formal contracts or agreements with other libraries or resource centers.

8.12.1 How does the campus determine which reference works are acquired?

The Cybrary provides continuous student and faculty access to library resources. Managed by a qualified Dean of Library Services located at the CEC campus support center, the digital collection is carefully selected to support students as they advance through their program of study and includes quality, full-text, peer-reviewed articles from scholarly journals and full-text electronic books. Faculty, regional librarians, and local librarians collaborate to select resources for the Cybrary. Regional and local librarians engage with faculty at the campuses to identify the specific resources needed to support the curriculum offered at each campus.

8.13 What percentage of total tuition revenue is spent for library acquisitions?

Library acquisitions are budgeted at approximately .3% of total tuition revenue. $24,000 on $8M revenue

8.14 During the past three years, have budget allocations for library acquisitions been increased, decreased, or maintained at previous levels?

During the past three years, the library's acquisition budget has increased. In 2011 the budget was $12,000 and it is now at $24,000 for 2013.

8.14.1 Explain.

In the overall Budget process in 2011 each department at the school was allowed to budget individually and was based on the prior year (2010) actual dollars spent. In 2012, CEC's Centralized Accounting Group reviewed all General Ledger activity across all their Education Groups and made the decision to consolidate and close certain accounts and departments. This happened at the same time the Budget was being prepared and the expenses were included in overall school accounts and not the consolidated Library designated account (i.e. office supplies, publications/subscriptions, etc.). In 2013, after completing the 2012 year, the budget was built to have all Library expenses be charged directly to the consolidated Library General Ledger account.

8.15 Explain how reference materials and periodicals are organized for easy usage and preservation.

The institution organizes library books using the Library of Congress Classification system. Classification tables are posted at the end of each shelving aisle showing the break down of all subjects. Patrons can also use the library's Online catalog to locate materials easily.

Current-year periodicals are arranged alphabetically by title on centrally located magazine shelves. Back issues are archived and arranged alphabetically by title in the library's stacks.

8.16 How does the campus provide physical and/or online resources necessary to make the educational program(s) effective?

The institution offers students a variety of information technology resources. Students have access to computers in the library and in computer lab classrooms for research projects, writing assignments, and general use. Additionally, the institution provides WiFi access for students on campus. Online research resources are readily available through the institution's online library, the Cybrary, which is accessible on campus as well as at home. The Cybrary contains thousands of full-text journals, newspapers, and electronic books.

Students have the opportunity to use the student web-based portal for current information about courses, grades, and attendance. In many cases, faculty also post supplemental course materials and course syllabi to support student learning. Students can also download the academic support calendar that details, tutoring and career services workshops offered throughout the cycle. The portal also serves as an additional gateway to the Cybrary and ongoing academic support activities.

The Campus Librarian meets with all incoming classes and students to show them our information technology resources and explain how to access and use them.

8.17 Describe the physical and online library resources, including information about the

8.17.1 Total number of physical volumes

6016

8.17.2 Total number of online collections available

17

8.17.3 Number of titles and/or online collections related to each program offering

There are 3 specific food industry related online collections which support our Culinary and Baking & Pastry programs: Culinary Arts, Food Science Source and Hospitality & Tourism Complete. These are supplimented by the culinary related titles in our Ebsco Ebook collection.

8.17.4 Number of titles and/or online collections related to general education courses taught

Six

8.17.5 Number of program-related periodicals to which the institution currently subscribes

Ten

8.17.6 Number of other periodicals available

At present we rely on the periodicals and newspapers provided within our Cybrary Online collections to provide non-culinary periodicals

8.18 Describe the library's procedures regarding student borrowing and return of materials.

Circulating materials are loaned for a seven day period and can be renewed. Audio-Visual materials are loanded for a three day period and Reserve materials circulate for two hours at a time. Students are financially responsible for unreturned, damaged or lost items.

8.19 Describe how online resources, if any, are made available to students.

The institution offers students a variety of information technology resources. Students have access to computers in the library and in computer lab classrooms for research projects, writing assignments, and general use. Additionally, the institution provides WiFi access for students on campus. Online research resources are readily available through the ithe Cybrary, which is accessible on campus and at home. The Cybrary contains thousands of full-text journals, newspapers, and electronic books.

Students have the opportunity to use the student web-based portal for current information about courses, grades, and attendance. In many cases, faculty also post supplemental course materials and course syllabi to support student learning. Students can also download the academic support calendar that details tutoring and career services workshops offered throughout the cycle. The portal also serves as an additional gateway to the Cybrary and ongoing academic support activities.

8.20 Describe how the campus monitors student usage of the library and instructional resources?

For print material, the institution's library has a system that tracks circulation and that runs reports showing the number of transactions of print material.

For electronic databases, the Dean of Library Services manages the Cybrary. The Dean has worked with each vendor and established unique urls for all of the electronic resources for the institution; these unique links are installed on the student portal. During the second week of each month, the Dean of Library Services pulls usage data for electronic resources for analysis and assembly and distribution to the campus librarian.

For reference support, librarians track usage by reference transactions done in person, email, and online chats.

8.21 What evidence shows that the institution, in maintaining and improving the quality of its library holdings, seriously considers recommendations of:

a. faculty

When evaluating new materials for purchase, the Campus Librarian consults faculty and library usage records. The Campus Librarian does this on an ongoing basis with requests for recommendations in person, in writing or via email. The Campus Librarian regularly alerts faculty of new materials that are added to the collection and compiles a usage report that tracks collection usage, library services, and patron numbers. Most importantly, for collection development purposes, all books and periodicals that are used in the library are tallied and usage patterns are monitored; the Campus Librarian uses this data when making purchasing decisions.

b. appropriate national professional organizations and societies, and

The Campus Librarian maintains professional membership through the American Libraries Association (ALA) and Special Libraries Association (SLA), referring to their recommendations for materials, resources and services.

c. a nationally recognized list (or lists) of online collections, books, and periodicals?

Lastly, a portion of the library's yearly book budget is set aside to purchase all award-winning cookbooks granted by the James Beard Foundation and International Association of Culinary Professionals each year.

8.22 Describe any plans for improving the library.

With the closing of our neigboring parent company owned school, Sanford-Brown, we plan to add shelving, furniture and library materials from the Sanford-Brown library into the LCB campus Library over the next year.

FOR ACADEMIC ASSOCIATE'S, BACHELOR'S, MASTER'S, AND DOCTORAL DEGREE INSTITUTIONS

8.23 How does the professionally trained individual maintain his/her professional awareness?

The Campus Librarian is an active member of the Special Librarians Association(SLA) as well as the American Library Association (ALA) and the Massachusetts Library Association (MLA).

8.24 How many hours a week does the professionally trained individual personally supervise the library?

The Campus Librarian personally oversees the library operations on a full time basis of 40 hours a week. He is responsible for the oversight and management of the library and is the primary resource for library patrons. Student workers are also employed in the library to assist patrons with the use of the library resources, to help supervise and maintain the library, to provide administrative support for the librarian, and to serve as peer-tutors. The Campus Librarian trains all student workers on library policies and procedures. Student workers work in the library throughout the library's open hours; they can up to 20 hours per week per student. In order to work in the library, student workers must have satisfactory attendance and a minimum 2.00 GPA.

8.25 Describe the information technology available in the library. List web-based research and information literacy resources currently used by students and faculty.

The library provides 15 computers for student and faculty use. This use includes internet access, as well as software required for various programs including Microsfot Excel, Powerpoint and Word . Additionally, wireless internet is available for laptop users, and there is a printer and copier for student use in the library.

Culinary & Baking and Pastry Core Classes:

Culinary Arts (Gale)

The Culinary Arts Collection includes 250 of the major cooking and nutrition magazines from 1980 to present, as well as almost 20 reference titles from Delmar. The Collection provides researchers with thousands of searchable recipes, restaurant reviews, industry information and practical instruction, including creating baked goods, preparing popular recipies, managing weight, choosing the right wine, gaining catering experience, preparing fast meals and practical advice n opening a restaurant.Culinary Arts (Gale)

Food Science Source

Valuable resource for information on the food industry. This collection covers more than 1400 publications, including journals, monographs, magazine and trade publications. Also includes more than 1000 key food industry and market reports

Hospitality and Tourism Complete (Ebsco)

Hospitality & Tourism Complete covers scholarly research and industry news relating to all areas of hospitality and tourism. This collection contains more than 828,000 records, with coverage dating as far back as 1965. There is full text for more than 490 publications, including periodicals, company & country reports,and books.

All General Education Associate degree courses:

Academic Search Premier (Ebsco)

Academic Search Premier, the world's largest scholarly, multi-disciplinary, full text article collection designed specifically for academic institutions. This scholarly collection provides full text journal coverage for nearly all academic areas of study.

Chronicle of Higher Education (Chronicle of Higher Education)

Chronicle of Higher Education covers news, information and jobs for college and university faculty members and administrators

Credo Reference (Credo)

Need a definition? Credo Reference is the world's largest online reference service, offering access to over 600 encyclopedias, dictionaries and reference books from over 80 of the world's leading publishers.

Ebook Collection (Ebsco)

E-Book Collection is a multi-disciplinary collection of e-books. The collection includes scholarly and reference materials and classic works of literature that are in the public domain.

Eric

ERIC,the Educational Resource Information Center, provides access to education literature and resources. This collection provides access to information from journals included in the Current Index of Journals in Education and Resources in Education Index.

GreenFile (Ebsco)

GreenFILE offers well-researched information covering all aspects of human impact to the environment. Its collection of scholarly, government and general-interest titles includes content on global warming, green building, pollution, sustainable agriculture, renewable energy, recycling, and more. This database provides indexing and abstracts for more than 384,000 records, as well as Open Access full text for more than 4,700 records.

Hoovers Pro

A database of over 14,000 capsules offers profiles of individual companies, with links to news, lists, stock quotes and 4,000 full profiles. Searchable by company name, individual surnames, keywords, and ticker symbols. Full Text.

IEEE/Xplore

IEEE Xplore provides more than 3 million full text documents in technology and engineering. Resources include top-cited journals, eBooks and conference proceedings.

Library Information Science & Technology (Ebsco)

Library, Information Science & Technology Abstracts (LISTA) indexes more than 560 core journals, nearly 50 priority journals, and nearly 125 selective journals; plus books, research reports and proceedings. Subject

coverage includes librarianship, classification, cataloging, bibliometrics, online information retrieval, information management and more. Coverage in the database extends back as far as the mid-1960s.

MasterFILE Premier (Ebsco)

MasterFILE Premier contains full text for more than 1,900 periodicals covering general reference, business, health, education, general science, multicultural issues and much more.

Newsstand (Proquest)

Proquest Newsstand offers access to full text of over 1300 newspapers. The collection includes national newspapers including Chicago Tribune, New York Times, Washington Post, Wall Street Journal and Christian Science Monitor.

Opposing Viewpoints In Context (Gale Cengage)

Opposing Viewpoints In Context covers today's hottest social issues, from Terrorism to Endangered Species, Stem Cell Research to Gun Control. The database brings together all the information that's needed to fully understand an issue: pro and con viewpoint articles, reference articles that provide context, full-text magazines, academic journals, and newspapers, primary source documents, government and organizational statistics, multimedia, including images and podcasts, links to selected web sites, and more!

Regional Business News (Ebsco)

Regional Business News provides full text for more than 80 regional US and Canadian business publications.

Safari Books Online (Proquest)

Safari Books Online covers E-books in Business and Technology. This collection covers over 7,000 e-books and covers the technologies most essential to users including certification, enterprise computing, Java, Linux/Unix, Web development, Windows, Microsoft Office, XML, and more. Safari also gives you access to hundreds of books about business, management and marketing. You can search hundreds of books simultaneously online, saving time and quickly finding the information you need.

The Dean of Library Services develops information literacy guidelines for use by the institution; they are adapted from ACRL information literacy guidelines. We are currently using the Libguides software to create guides toa ccompany each course. Belwo are the current completed guides:

Incoming Student Packet:
http://careered.libguides.com/newstudent

Culinary Resources on the Web:

http://careered.libguides.com/culinaryweb

Historic Cookbook Collections Online:

http://careered.libguides.com/cookbookshistory

Incoming Baking & Pastry Student Packet

http://careered.libguides.com/newbaking

8.26 What system is used to catalog library titles?

Library books are organized using the Library of Congress Classification system. Patrons can also use the library's Online catalog to locate materials easily.

Current-year periodicals are arranged alphabetically by title on centrally located magazine shelves. Back issues are archived and arranged alphabetically by title in the library's stacks.

8.27 Describe how library resources are made available to students. (List the hours during which the library is open.)

The library is opened from 8:00 am through 8:00 pm, Monday through Friday. During these hours, the following additional activities occur: One on ome reference sessions with the librarian, classroom visits/study sessions and tours of the library, study groups set up by studnets and/or their teacher and tutering session.

Students and faculty at LCB also have access to the Cybrary from their campus locations and from home. Password protected access to the Cybrary is available through the school's student and faculty portals.

8.28 Describe the interlibrary loan or other outside resource agreements, if applicable.

The library does not currently maintain formal contracts or agreements with other libraries or resource centers. The Campus Librarian at LCB encourages users to use, and shows them how to acquire a library card to both the Cambridge and Boston Public Library sytems. for items, not available for check-out, through the institution's library.

The Cybrary also has an extensive collection of electronic resources to support student learning. This digital library contains a collection of full-text journals, books, reference materials, and links to web sites relevant to each curricular area. Additionally, instructional guides for using electronic library resources are accessible.

8.29 What evidence indicates that the library collection (on-site and online) includes up-to-date holdings which are pertinent to the various subject fields and are responsive to the needs of individual courses?

The Campus and Regional Librarians work in conjunction with faculty to select current and relevant materials that support the curriculum offered by the institution. The Librarians strive for balance across areas of instruction and formats of educational materials. Requests and recommendations for materials are solicited and submitted in writing or via email, and new materials are acquired in anticipation of emerging classes. Furthermore, the Campus and Regional Librarians review all course syllabi and project assignments to ensure that the library resources are sufficient to support instructional delivery. The Cybrary also provides students and faculty with an extensive collection of electronic resources to support student learning.

FOR MASTER'S AND DOCTORAL DEGREE INSTITUTIONS

8.30 Describe how the library holdings exceed the requirements of the average student in order to encourage the intellectual development of all students and to enrich the professional development of the faculty.

NA

8.31 Describe the library resources the campus provides to support a better understanding of scholarly research at the graduate level.

NA

SELF-STUDY QUESTIONS SUPPLEMENT

9. DISTANCE EDUCATION AND OTHER FORMS OF NONTRADITIONAL EDUCATION

For institutions that offer distance education courses or programs or when alternative modes of educational delivery are used.

In addition to the self-study questions on the previous pages, institutions that offer distance education and other forms of nontraditional education must answer the questions below. In responding to the following questions, please consult Appendix H, Principles and Guidelines for Nontraditional Education of the *Accreditation Criteria*.

INSTITUTIONAL READINESS

9.1 List the course(s)/program(s) approved by ACICS for delivery through distance education and/or self-paced.

9.1.1 Indicate the percentage that each program is available for distance education and/or self-paced instruction.

9.2 Describe the method(s) used to deliver the distance education and/or self-paced course(s)/program(s).

9.2.1 Indicate any other institution or entities that are involved in the delivery of distance education for students at the campus.

9.2.2 If distance education is provided under a consortium agreement, provide the name of the Host institution and the relationship with this institution or entity. Include the percentage of the program offered by the Host institution or entity.

9.3 Describe how the Campus Effectiveness Plan incorporates distance education as a mode of delivery

9.3.1 What data is the campus collecting to assess student and faculty satisfaction with distance education and/or self-paced instruction?

9.4 Who oversees the distance education and/or self-paced course/program curriculum?

9.4.1 What are this individual's qualifications?

9.4.2 Who is responsible for course/program evaluation for nontraditional education mode of delivery?

ADMISSIONS REQUIREMENTS AND ENROLLMENT

9.5 What are the admission requirements for students taking distance education coursework? (If there are any differences from the residential admissions policy, explain.)

9.6 How does the campus make it clear in writing at the time of enrollment:

9.6.1 How the student's identity will be verified throughout the course and program?

9.6.2 How the student's privacy will be protected in the identity verification process?

9.8 Describe the orientation program for distance education and/or self-paced students.

CURRICULUM CONTENT AND INSTRUCTION AND DELIVERY

9.9 Describe how interaction between faculty and students takes place.

9.10 Describe how interaction among students takes place.

9.11 What is the student-teacher ratio for distance education courses?

9.11.1 Describe how this ratio is appropriate and provides sufficient interaction between the faculty and the students and among students.

FACULTY AND INSTRUCTIONAL SUPPORT

9.12 Describe the faculty training program to prepare faculty to teach self-paced courses or in a distance education environment.

9.13 Identify the educational resources and technology available to faculty on campus and on-line.

9.14 Identify the platform used to deliver instruction.

RESOURCES AND EQUIPMENT

9.15 What is the budget allocated to distance education delivery?

9.16 Describe the instructional resources, equipment, and library resources available to students on-line and residentially.

STUDENTS AND STUDENT SERVICES

9.17 Describe the student services available to students taking coursework on-line.

STUDENT EVALUATION AND PROGRAM ASSESSMENT

9.19 How are students taking self-paced and/or distance education courses evaluated?

9.20 How is retention monitored?

9.21 Describe the placement services that are available.

9.22 Describe how student, faculty, and employer satisfaction are identified.

9.23. How does the institution measure core competencies for programs and objectives for courses offered in a distance education environment?

9.24 How are equivalent out-of-class assignments, if applicable, incorporated in the syllabi and how are they evaluated?

PUBLICATIONS

9.25 Do the statements in the catalog, Web site, and, when appropriate, in advertising and promotional materials meet requirements for institutions offering coursework through distance education?

9.26 Describe the information given in the catalog regarding nontraditional education, if applicable, including mode of delivery, admissions requirements, tests to determine access, resources offered to nontraditional education students, and any special costs for the students associated with nontraditional education.

Explanation of Self-Study Planning Process

Please explain how the self-study was planned; who organized, supervised, and participated in its preparation; which person or persons prepared each section of the report (include signatures); and to what extent the document is viewed by the institution as a planning document for the future.

This Self-Study is the collaborative result of over 9 months of research, meetings, collection of materials, analysis, and self-reflection. The purpose of the Self-Study is to improve student learning and determine program effectiveness in culinary arts education. During the past two decades, educational assessment and program evaluation have proven effective for enhancing instruction, student learning, and institutional accountability. The primary goal of assessment is to imbue schools with the culture of continuous improvement.

Mr. Glenn Mack, Interim President, and Mr. Stephen Villett, Business Operations Manager, served as the chairs of the Self-Study Master Committee. Glenn Mack served as the Campus Effectiveness Committee chair to supervise the self-study planning process. Stephen Villett organized the self-study. The self-study team met quarterly to prepare, set deadlines, monitor progress, and refine documentation, among other functions. The 2013 Self-Study Committee signature page is below containing a list of each individual that participated in the preparation of the self-study.

The College President planned the scheduling and execution of the writing of the self-study. Most directors of the College participated in the self-evaluation process and have continued the process of campus effectiveness as part of their daily activities. Each department head wrote portions of the various sections based upon their intimate knowledge of the College's operation. Every employee on campus was called upon to assist in regularly occurring assessments, compiling documents, and making recommendations for improvement during the writing of the self-study. The College also heavily relies on input from its students, graduates, and Program Advisory Committee through meetings and surveys to review current operations and solicit suggestions for continuous improvement. During the last half of 2012, the team refined its approach to institutional assessment with improved objectives, methods, analysis and intervention. The 2013 Self-Study is an invaluable document that will be used by the Campus Effectiveness Committee for planning and reporting. The College directors fully embrace the concept that the results of proper assessment are to 'prove and improve' institutional effectiveness.

Le Cordon Bleu College of Culinary Arts Self-Study Committee

Chairs: Glenn Mack and Stephen Villett

Team Assignments:

1. MISSION: Glenn Mack, Stephen Villett
2. ORGANIZATION: Glenn Mack
3. ADMINISTRATION: Glenn Mack, Stephen Villett
4. RELATIONS WITH STUDENTS: Abigail Ferrer, Lynda Bonneau, Stephen Villett, Stephen Faulkner
5. EDUCATIONAL ACTIVITIES: Abigail Ferrer, Lynda Bonneau
6. EDUCATIONAL FACILITIES: Abigail Ferrer, Sven Bohn
7. PUBLICATIONS: Adam Johnson
8. LIBRARY, INSTRUCTIONAL RESOURCES, AND MATERIALS: Anthony Viola, Abigail Ferrer, Lynda Bonneau

ACICS Application for Accreditation – PART II

Explanation of Self-Study Planning Process

Signatures of Self-Study Committee

I certify that attached documents to be accurate and true to the best of knowledge.

Name	Title	Signature
Bohn, Sven	Campus Director of Facilities	(b)(6)
Bonneau, Lynda	Associate Registrar	
Faulkner, Stephen	Campus Dir. of Career Services	
Ferrer, Abigail	Interim Executive Chef	Departed Employment on 08/29/2013
Johnson, Adam	Interim Director of Admissions	(b)(6)
Mack, Glenn	Interim President	
Villett, Stephen	Campus Business Ops Mgr.	
Viola, Anthony	Librarian	

Future Plans for the Institution

Please provide an explanation of the future plans for the institution, with specific references to planned changes in faculty, administration, physical plant, equipment, library, admissions and graduation requirements and standards, curriculum, increase or decrease in student body or faculty, and any other plans.

The College relies on this Campus Effectiveness Plan (CEP) to learn from its performance, and gauge future plans of improvement in areas such as management, facilities, student services, instructional methods, staff and faculty development, and materials and curricula. This plan is discussed on a quarterly basis during senior management strategic planning meetings. The institutional assessment and improvement activities include a written and comprehensive plan that examines school operations and sets forth specific short- and long-range (up to three years) goals for improvement with measurable benchmarks and timelines for implementation.

Faculty:
We intend to maintain current faculty and staff levels.

Administration:
The Administration of Le Cordon Bleu Boston will focus on the hiring of a Campus President along with a new Director of Education for our campus. The hiring of these two positions will complete the Senior Leadership Team at LCB Boston.

Physical Plant / Library: At this time there are no plans to make any major improvements to our physical plant or library. We will continue to maintain our current facility and make any necessary maintenance as needed due to normal wear and tear. We are looking to add some additional shelving and small furniture in our Library/resource center.

Equipment:
We will continue to add larger pieces of equipment to kitchens to account for regular wear and tear and for curriculum enhancements. Small wares are inventoried and replaced as necessary.

Requirements/Standards:
At this time we do not anticipate any changes to our current admissions or graduation requirements.

Curriculum:
Our school plans on moving from our current 9 month certificate programs to twelve month certificate programs which will align us with our other LCB campuses. In addition to this we also plan on adding an Associate in Applied Science in Le Cordon Bleu Patisserie & Banking.

a Private, Two-Year College

Campus Effectiveness Plan

215 First Street

Cambridge, MA 02142

ED00002429

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Introduction

General Statement

Le Cordon Bleu College of Culinary Arts, Inc., A Private, Two-Year College was established in January, 2008 to bring Le Cordon Bleu Culinary Arts programs to the Boston metropolitan area. Le Cordon Bleu College of Culinary Arts in Boston is a branch campus of Le Cordon Bleu College of Culinary Arts in Scottsdale, AZ.

The first cohort of students began their academic endeavors in April, 2008. All students were enrolled into the Associate of Applied Science Degree in Le Cordon Bleu Culinary Arts which was designed as a fifteen month program of academic commitment.

In March, 2009 the College opened "Technique" as a student-staffed restaurant-like class. The student experience in Technique represents the last on-campus academic activities of the A.A.S Degree to provide the most "real-world" experience possible prior to the matriculation of the student cohorts out of the campus and into their Externships. Technique provides a lunch and dinner service which has been designed with a tangible and organic experience in mind as students interface with the public in high volume and are able to practice their dexterity of skill sets.

In February, 2010, the College expanded its academic offerings to include two additional sub-degree academic programs a Certificate in Le Cordon Bleu Culinary Arts and a Certificate in Le Cordon Bleu Patisserie & Baking, both of which are nine months in length. In addition to the inclusion of the certificate program, the College also began offering a twenty-one month option of the Associate of Applied Science Degree in Le Cordon Bleu Culinary Arts in addition to the fifteen month program providing a slower learning pace which worked better for some students in balancing school and personal commitments. In April, 2010 the College hosted the first graduation ceremony with seventy students being recognized for their academic achievements. Subsequent to the first commencement ceremony, 1,462 students have completed and graduated from the College.

The following chart shows the graduation data for the four programs that have been offered at the institution since April of 2008:

Date	AAS Culinary Arts (15 month)	AAS Culinary Arts (21 months)	Certificate Culinary Arts	Certificate Patisserie and Baking
06/26/2009	11			
08/14/2009	10			
09/25/2009	16			
11/06/2009	18			
12/18/2009	42			

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02/12/2010	16			
03/26/2010	29			
05/14/2010	29			
06/25/2010	29			
07/23/2010	11			
08/13/2010	28			
09/03/2010	8			
09/24/2010	30			
10/15/2010	10			
11/05/2010	44		2	5
12/17/2010	54		1	1
02/11/2011	57		3	7
03/25/2011	76		2	10
05/13/2011	14	8	7	
06/24/2011	17		8	18
08/12/2011	10	1	6	3
09/23/2011	16	2	8	13
11/04/2011	15		19	1
12/16/2011	11	15	34	17
02/17/2012	9	13	39	9
03/30/2012		24	51	12
05/18/2012	1	31	54	23
07/01/2012		29	48	19
08/17/2012	2	34	37	15
9/28/2012	1	42	39	1
11/09/2012		6	22	15
12/21/2012		3	37	9

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02/15/2013			23	14
03/29/2013			38	17
05/17/2013			60	2
06/28/2013		1	51	25
Totals	**627**	**219**	**589**	**236**

Since the first graduation in 2010, the College has been increased its footprint in the community. The College has hosted the ProStart High School competitions from 2010 through 2013 and several Food-Day symposiums and related events. Le Cordon Bleu has expanded its non-vocational offerings to include an enthusiast program with classes being offered each Saturday. The College offers Serv-Safe certification classes and testing to the general public in partnership with the Massachusetts Restaurant Association on our campus during scheduled weekends and evenings. Additionally, Le Cordon Bleu has become a certified testing site for American Culinary Federation certification practical & written exams. The written exams are offered online in our computer lab, and the practical exams are hosted on scheduled Saturdays in our lab classrooms.

From the College's seminal point, through start-up and subsequent population growth it has strived to lay a solid foundation on which to build future academic and student support programs, continuously improve the quality of education and to enhance the general experience for all students. In order to achieve the goals it has set for itself the College relies on its Campus Effectiveness Plan (CEP) to learn from its performance, gauge future plans of improvement in areas that include leadership, instructional methods, staff and faculty development, curriculum delivery, student outcomes, and campus facilities maintenance and improvements. This plan is reviewed on a bi-annual basis by members of the Senior Leadership Team (SLT) to update and adjust the goals accordingly. The CEP was developed by the SLT as the campus operational needs and opportunities for further improvements were evaluated and goals to address these areas were created.

Mission Statement and Objectives

Mission Statement

Le Cordon Bleu College of Culinary Arts is an institution of higher learning for students who share a passion for the culinary and hospitality arts. We are dedicated to providing quality career education that integrates the classis 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.

Description of CEP and Mission

The Campus Effectiveness Plan (CEP) has been developed through strategic planning sessions with the Senior Leadership Team (SLT) in preparation for developing current and subsequent years' strategies and initiatives. The SLT meets bi-annually in scheduled meetings and reviews the focused CEP strategy as well as measuring outcomes. The plan is reviewed annually to define success as well as identify areas of opportunity and to refine the approach to upcoming goals and targets. The SLT met in April and December of 2012 to review the CEP progression and effectiveness. The SLT met in December 2012 and May 2013 and is scheduled to meet again in September and December 2013.

Campus Effectiveness Plan Committee Members

- Glenn Mack- Interim Campus President
- Lynda Bonneau - Associate Registrar
- Stephen Villett-Business Office Manager
- Jaimee Tyler – Director of Admissions
- Stephen Faulkner-Campus Director of Career Services
- Earle Test – Director of Education
- Sven Bohn-Director of Procurement
- Earle Test, Full-Time Faculty
- Elizabeth Brow-Part-Time Faculty

The purpose of the CEP Committee is to

- Provide a blueprint for tracking and measuring the College's performance in fulfilling its mission through active student surveys, identification of trends, employment data, retention data, attendance reports, graduate surveys, advisory committees and employer surveys.
- Serve as a guide and tool to create and implement the historical, present and future plan of action to reach both the short term and long term goals of the College's stated mission and objectives.
- Effectively evaluate the progress and performance in the areas of student retention, student employment, graduate satisfaction, employer satisfaction and student learning outcomes.
- Perform in congruence and seamlessly as a team to work towards continuous improvement in our educational deliverables and services provided to students and staff.
- Improve efficacy by focusing on all areas of the school to increase operational efficiency.

Short-Term Objectives of the CEP

The Senior Leadership Team has identified the following goals and targets for 2013:

- Maintain a culture of high compliance across all aspects of college operations.
- Strive to meet and when possible exceed all requirements related to new student starts, academic program withdraws, efficient and pragmatic financial expense management and quality placement of graduates in their field of study.

- Improve Net Promoter Scores (NPS) with year-over-year increases in survey results from staff, faculty and students.
- Start improvement is required for 2013 and will be achieved through improved stitch-in processes,
- Space analysis should be completed to determine if the campus footprint can be reduced in order to reduce annual operating costs.
- Improve high food cost per student reduce overtime, and review high-end salary.

Long-Term Objectives of the CEP

In conjunction with the Le Cordon Bleu North America central team's review and assessment the Senior Leadership Team has identified the following goals and targets for 2014-2016:

- Successful implementation and integration of a comprehensive student classroom evaluation process. Deployment of mid and end-of-year evaluations prior to delivery of final grades with a focus on dramatic increase in student response rates.
- Increase from annual to a scheduled quarterly instructor and classroom observation process to be conducted by academic leadership and when available peer reviews conducted by faculty.
- Utilization of student attrition analysis to assist in crafting of professional development initiatives to be deployed during faculty in-service meetings.
- Implementation of Career Services initiative that schedules in-class presentations beginning in Foundations I to proactively engage student population in externship and in-school employment pursuit.
- Provide increased opportunities for students to create, organize and drive the execution of additional student clubs. Students will follow a standardized application process with support of campus administration and with the assistance of faculty advisement.
- Manage Net Promoter Scores (NPS) to year over year improvement.
- Increase our leadership capabilities through successful completion of Management Training Program and by consistently demonstrating the ability to effectively coach and develop employees..
- Deliver timely performance evaluations for employees with timely mid-year reviews, ensuring development goals for each employee are in place. Have regular meetings to monitor progress of performance goals.
- Maintain appropriate staffing levels in conjunction with established workforce management principles and through appropriate planning based on budgeted as well as actual needs.
- Expand and refine Le Cordon Bleu Chef's Series (Bleu Ribbon Kitchen enthusiast Program)
- Improve Persistence of our students.

The Educational Environment

Located in a centralized and convenient urban setting in Cambridge, Massachusetts, the campus occupies approximately 70,000 square feet in what is known historically as The Athenaeum Press Building. The campus is adjacent to major thoroughfares and accessible from all parts of the Boston Metropolitan area.

Kitchen labs are outfitted with stoves, ovens and food preparation equipment that is industry current. A wide range of small-wares is provided for the student use in practicing and executing a variety of culinary and baking skills and techniques. The kitchen labs are supported by food storage facilities that reflect those found in the industry and offer immediate access to food inventory that is deployed via order guide on a weekly and often times a daily basis.

Lecture classrooms are equipped with multimedia equipment including projectors and computers with internet access. Classrooms hold furniture that lend to the learning environment such as tables and chairs with reclining backs. There are whiteboards with dry erase markers for when a more traditional lecture delivery is required.

The computer lab is equipped with computers with internet access and networked to a student printer that can be used for word processing, homework and academic research as needed.

The Learning Resource Center houses books, periodicals, pamphlets, articles and CD-ROM support materials geared to supplement all academic programs offered on campus.

The College is dedicated to providing the opportunity for students to create clubs dedicated to community service as well as providing new student orientation and academic support for those who choose to participate.

Management/Administrative Policies and Practices

The College President is responsible for the short and long term development of the College's educational and operational objectives. The Senior Leadership Team (SLT) manages and oversees all daily operations of the College Departments. The Senior Leadership Team consists of the President, Director of Education, Director of Admissions, Business Office Manager, Associate Registrar, Director of Purchasing, and Campus Director of Career Services. The College President meets weekly with the campus department heads to identify strengths, areas of opportunity, personnel needs and any miscellaneous items.

The SLT meets on a regular basis in an effort to better communicate policies, procedures and updates to the various departments of the College. The SLT is responsible for communicating information both up and down the organizational structure, for setting and measuring college department goals and for organizing various projects related to accreditation, state licensure and other miscellaneous outside agencies. The SLT is responsible for the overall success of the College including increasing retention, budgetary performance, placement goals, admissions goals, education goals, staff development, program development, student services, learning resource center services, personnel issues, academic calendars and other college related items. The SLT has clear, definable goals that are discussed and measured on a regular basis and are always tied to the overall college performance as well as success and satisfaction of our students, employers, staff and faculty.

Goal	Benchmarks	Activities

Identify/orient new Campus President	Hire new campus president by September 30, 2013	Re-posting ad on CareerEd.com and interviewing candidates again.
Implementation of 21 Day Cancel policy	Tracking students' progress and implementing new 21-day policy for withdrawal with no penalty beginning in Spring 2013.	Boston joins other Le Cordon Bleu and CEC campuses allowing students who cancel within the first 21 days of class a full refund of tuition.

Faculty Development

Goal	Benchmarks	Activities
Achieve 100% of staff working towards ACF Certification	Completion of application process	Certification workshop, Online application, written and practical exam
Improve level of formalized teacher training	Implement teaching 101 series for in-service meetings	Attendance in teaching 101 classes and/or outside educational activities
Improve faculty understanding and practical use of technology	All faculty using CampusVue to document student communications	Technology workshops for CampusVue, Excel, PowerPoint and Outlook

Staff Development

Goal	Benchmarks	Activities
Admissions team to participate in Bi-monthly team trainings	To increase representatives knowledge on admissions related topics	Team meetings and dedicated trainings for admission representatives.
Employees participate and complete Leadership and Development Program through Harvard Manage Mentor	Achieve certificate for completion of all modules of program as assigned.	Complete assigned program modules on a weekly basis.
Career Service team to complete 3 Max Knowledge modules between January and September 30th.	Completion of the required modules from Max Knowledge	Participate in various required modules towards completion of program.
Complete Certificate of training for Regulatory Operations	Achieve Certificate from participating in required training	Participate in regulatory compliance training.

Admissions

The Admissions Department consists of the Director of Admissions, Senior Admissions Representatives Admissions Representatives. The Senior Admissions and Admissions Representatives are responsible for providing compliant, high quality student service by proactively recruiting and comparing the needs of each prospective student and the features and benefits of the College. Once a student has successfully enrolled into one of the academic programs offered by the College, the Admissions staff is responsible for assisting students in the process of successfully starting school. Student start success is measured by viable completion of both financial and admissions requirements prior to the start of their first day of class.

The Admissions Department is currently comprised of one platform which focuses on students who live in the greater Boston area. Student inquiries are broken into multiple types and are documented and tracked by source. The student inquiry database is comprised of approximately 60% coming from prospective students that live within a 63 mile radius and 40% comprised of those that live outside that same geographic. The primary goals for this department include proactively contacting prospective students, providing a tour of the campus, interviewing in-person or via telephone and if a student is able to benefit from our program, assisting them to complete enrollment requirements for admission. They also subsequently follow up by acting as a liaison between students with an upcoming start date and the various departments and services offered by the College and Le Cordon Bleu at large.

Prior to beginning classes at Le Cordon Bleu College of Culinary Arts, all new students attend an on-campus orientation. At orientation, students are acquainted with the campus, the administrative staff, the faculty, and their peers. The directors of each administrative department explain the way in which they assist students and clarify students' rights and responsibilities.

Education

The Education Department currently consists of a Director of Education, a Lead Chef Instructor, the Associate Registrar, the Learning Resource Center Coordinator, chef instructors and general education instructors.

The Education Department oversees the Culinary, Patisserie & Baking and General Education faculty for the Associate of Applied Science (AAS) program in Le Cordon Bleu Culinary Arts. Additionally, the Education Department oversees the nine-month Certificates in Le Cordon Bleu Culinary Arts and Le Cordon Bleu Patisserie & Baking. The Education Department faculty members meet regularly and on an ongoing basis to discuss all issues related to delivery and improvement of the AAS and Certificate programs.

The Education Department works diligently in an effort expose our students to the curriculum through prescribed Le Cordon Bleu techniques of demonstration, student trial and repetition with assessment and thorough and immediate feedback. The Education Department is responsible for the transfer of knowledge from the instructors to the students in the learning environment, identifying any risks to the student learning environment and for the successful persistence of students through their academic program.

Examples of specific duties for the members of the Education Department include, but are not limited to; Monitoring and following up on daily attendance through roster management, sending e-mails which alert members of the retention committee as well as contacting students personally when students are missing from class. Faculty members are responsible to take appropriate actions to ensure that the statuses of all active and extern students are known and tracked. Additionally, Education Department staff and faculty members are

responsible for student advising, documenting, contacting, working with and monitoring those students who are on SAP, as well as those who are re-entering the program. Furthermore, the faculty is tasked with providing resources and access to academic interventions such as tutoring, community/agency referrals and assistance in handling the successful resolution of any student related issues that may arise. The Director of Education, Lead Chef Instructors and Associate Registrar are responsible for leading retention efforts, initiatives and the documentation of those efforts.

The Education Department at the College also offers a variety of student activities in which students can participate. Activities at the institution include student government, student clubs, culinary competitions, ACF Competitions, volunteer/community service events, and other activities. Students are encouraged to participate in these activities where they can be actively involved in shaping the future of Le Cordon Bleu College of Culinary Arts as well as learn important skills needed to be successful in the culinary industry. The results of these activities are discussed in management meetings to determine how the College can better serve the student body and increase student retention and satisfaction.

Library

The College maintains a professionally staffed library to support both faculty and students. This resource center includes current titles, periodicals, and professional journals along with a computer lab.

Goal	Benchmarks	Activities
The Librarian will visit each new incoming class to give an overview of both the physical campus Library as well as our online Cybrary materials and services.	Increased awareness of what the Library and Cybrary have to offer should result in increased usage statistics.	Class Library visits are scheduled in every Foundations I class as part of the established curriculum. Additional Librarian research lectures are scheduled in the Associates degree classes by teacher requests. Statistics are tallied and recorded to monitor patron usage of both the library and the Cybrary.
The Library staff will create Lib Guides for each class offered in the curriculum.	Locating and promoting quality research sites/data available on the World Wide Web, above and beyond Wikipedia or the non-discerning search results of Google key word searching. The/data/sites given should help impart a better understanding of using the www for discerning research.	Students are introduced to the general Lib Guide. i.e. Incoming Student Info, General Culinary Web Resources and Cookbook Collections Online in advance of taking classes, via email, uniform fitting events and Student Orientation. Specific class Lib Guides are introduced in classroom visits by the Library staff and are embedded in the class syllabi as well as being listed on the Student

		Portal. The Lib guides software keeps track of usage statistics.
The Library staff will continue to improve the Library's OPAC (online Public Access Catalog) i.e. adding enhanced cataloging to all records, weeding older materials, performing inventory to maintain accuracy, etc.	Keeping an active and up to data catalog of titles available in the physical Library collection should increase usage of the materials.	Working with IT the Library staff has loaded an OPAC link on the school portal making it easier for students to research and locate titles. All books are circulated and tracked within the system allowing for collection of usage statistics.

Career Services

The Career Services Department consists of four members; these include the Campus Director of Career Services (CDCS) and three Career Services Advisors. The primary function of Career Services is to provide career assistance and resources to all eligible active students which include assistance locating full-time and part-time employment while students are in college or after graduation. Career Services provide externship guidance and coordinates with the Education Department to monitor externships.

In-class presentations are scheduled and completed by the CDCS and the Career Services Advisors that focus on increasing student knowledge of the hospitality industry, utilization of the Optimal-Resume website allowing students to create a professional resume and interviewing techniques and strategies. The Career Services Department organizes on-campus job fairs, employer spotlights, on-campus and phone-based externship interviewing opportunities for eligible students and other career preparing activities throughout the academic year. Career Services provides the following types of student support:

- Workshops on resume writing, interviewing techniques, job search strategies and networking techniques
- Mock interviews and coaching to students throughout their externship/job search process
- Information sessions during new student orientation to familiarize new students with the resources of the career services office
- Deliver six "touch points" with students throughout their academic program with emphasis on securing an educational externship that has the potential of becoming a full-time, permanent employment position
- One-on-one coaching sessions with each student during their first class
- Communicate with all job seeking students/graduates via email, telephone contacts, and face-to-face meetings upon request
- Opportunities for on-campus interviews with potential employers

Finance/Fiscal Condition and Budget

The Finance Department consists of three members; those include the Campus Business Operations Manager (CBOM) and two Student Finance Representatives.

The Finance Department is responsible for working with the student population on collecting tuition and is the main on-campus contact point for all items of a financial nature. Other departmental responsibilities include assisting in the strategic planning for the mission and direction of the college and overseeing the business functions such as student accounts receivable, accounts payable, payroll, facility maintenance, monthly

financial statements, forecasting, budget, SOX compliance, cash management, purchasing and other audits/controls. The Student Finance Department is an on campus resource for our students that are applying for Federal funding. In addition to this we also assist our students when they are applying for internal and external grants and scholarships. We also provide our students with exit counseling prior to them leaving for their externships. We do this to ensure that our students have a complete understanding of their financial obligations for their Direct Federal loans. The exit counseling is provided to our students eighteen weeks prior to their externships to ensure there is time for them to address any questions they may have with their loans

Goal	Benchmarks	Activities
Obtain 100% Packaged Complete for new starts prior to start date.	CAS reports prior to start date.	Work in tandem with our SAS partners to focus on new student population.
Obtain zero findings on audits done at Campus.	Agency findings after audit has been completed.	Maintain accurate record keeping within the student finance dept.
Obtain 100% Packaged Complete for new starts prior to start date.	CAS reports prior to start date.	Work in tandem with our SAS partners to focus on new student population.

Student Financial Services

Student Financial Services (Financial Aid) is managed by the Student Aid Solutions (SAS) Division of Career Education Corporation (CEC). The goal of the (SAS) is to maximize a student's ability to finance their education while maintaining compliance with all state and federal regulations. The SAS is responsible for tuition planning for new students and 2nd year financial aid packaging for existing students, loan certification of the financial aid, approving disbursements, performing R2T4 calculations, conducting the requirements for the annual compliance audit by Almich and Associates and implementing the standardized default aversion plan.

Facilities and Equipment

Goal	Benchmarks	Activities
New P&B Kitchen set up by 4/9/13, which was completed by 4/3/13.	Ready to go by 4/9/13. We used some equipments already in house, also pursue new ones	Getting all new equipment in the classroom before the new block start and with CBRE facility in good condition
Keep equipment in a good working condition	By using the CBRE facility maintenance person on side	Online work order system utilize for quick repair

Student Support Services

Goal	Benchmarks	Activities
Reinstate a Student Government Association (SGA) on campus, which has been defunct for approximately 2-3 years.	Having a government organization with multiple positions; filled by, developed by and run by students.	SGA is currently in the process of being instated. There are a few students on campus already interested in running for various positions and getting involved.
To improve student retention and individual academics by offering a physical resource to develop and practice skills.	Student retention reports, Satisfactory Academic Progress (SAP).	Practice kitchen is staffed by both instructors as well as peer tutors to assist students in various areas of study.
To provide accessible resources for students in need of counseling or discussion of personal issues.	LDA (Last Date of Attendance) reports, classes missed reports.	Students are encouraged to first communicate with their instructor/s with any issues or difficulties they are having. If needed, the lead instructors and Director of Education are available if the situation is either escalated or out of the scope of the instructors' capabilities.

Program Characteristics

Associate in Applied Science in Le Cordon Bleu Culinary Arts

The Associate in Applied Science Degree in Le Cordon Bleu Culinary Arts is designed to provide the theoretical foundation and technical skills necessary for success in the foodservice industry. It has been developed in response to student interest and industry demands.

The partnership of Le Cordon Bleu – Paris with the college combines classical French techniques with innovative American technology. It combines classical methodology with a contemporary philosophy and includes over 450 specific proficiencies. Students will be required to demonstrate these culinary proficiencies at each level of their program.

Students are exposed to a cross-cultural spirit as well as international culinary techniques, which focus on demonstration followed by practical application. The Le Cordon Bleu Culinary Dîplome, which graduates receive in addition to the Associate in Applied Science degree, has worldwide recognition as a culinary credential.

As part of the program, students have the opportunity to learn classical cooking methods and the qualitative aspects of food preparation, including nutrition, sanitation, cost control and hospitality management and entrepreneurship. Laboratory sessions enable students to achieve proficiency by meeting the rigorous standards established by the curriculum and defined by experienced chef instructors. Students can progress to preparing food in quantity, and become involved in both the front and back of the house operations in our on-site restaurant, "Technique." Emphasis is placed on timeliness, procedure, and organizational techniques, as well as on product quality and food safety and sanitation.

Students have the opportunity to learn about restaurant operations from a corporate level and then to pare down the various components to study in detail how they can be applied to any foodservice establishment. Students can learn management theory while developing an understanding of effective leadership and how it can influence their environment.

General education is a significant aspect of higher learning and a valuable asset in today's highly competitive world is incorporated through general education coursework designed to ensure that students have the cognitive abilities crucial to their success in the workplace. These courses include college mathematics, English composition and literature, public speaking, cultural diversity, art appreciation along with college success and career portfolio.

The program represents a complete, well rounded curriculum that provides a foundation for students to enter the foodservice industry in a multitude of positions. Graduates are prepared to assume positions such as cook, apprentice chef, or kitchen manager in settings such as restaurants, hotels, schools, bakeries, resorts, and cruise ships.

The Le Cordon Bleu Culinary Arts Associate program is a 1,550 clock hour, 101 quarter credit culinary arts educational program that leads to an Associate in Applied Science. The program is designed to provide the theoretical foundation and technical skills necessary for success in the foodservice industry. This program includes hands-on teaching of fundamental skills as well as the theoretical knowledge that underlies competency in the field.

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

The jobs mentioned are examples of certain potential jobs, not a representation that these outcomes are necessarily more probable than some others. Le Cordon Bleu College of Culinary Arts cannot guarantee employment or salary. The A.A.S. program is designed to be 21 months in length.

Core Curriculum Requirements

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

Total Required Core Curriculum Credits		**76.0**
General Education Requirements		
ART252	Art Appreciation*	5.0
COM122	Public Speaking*	5.0
MTH122	College Math*	5.0
ENG102	English Composition and Literature*	5.0
SOC222	Cultural Diversity*	5.0
Total Required General Education Credits		**25.0**
Total Credits Required for Graduation		**101.0**

Upon satisfactory completion of the specified 101 quarter credit hours, a student with a CGPA of 2.0 (on a 4.0 scale) or higher will be awarded an Associate of Applied Science in Le Cordon Bleu Culinary Arts.

The program incorporates a general education requirement of 25 quarter credit hours. The five general education courses that fulfill this requirement are indicated by an asterisk (*).

The length of time needed to complete the program could vary depending on the individual circumstances of the student.

Certificate in Le Cordon Bleu Culinary Arts

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

Program outcomes include:

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

The Le Cordon Bleu Culinary Arts Certificate program is a 660 clock hour, 37 quarter credit culinary arts training program leading to a Certificate. The program is designed to provide the theoretical foundation and technical skills necessary for individuals who seek to develop and solidify skills they currently utilize in the industry or those who may already hold academic degrees and desire a program focused on culinary skill development. This Certificate program includes hands-on teaching of fundamental skills as well as the theoretical knowledge that underlies competency in the field.

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

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

The program is designed to be 36 weeks in length – 30 weeks on campus followed by a six-week externship.

Core Curriculum Requirements

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

Upon satisfactory completion of the specified 37 quarter credit hours, a student with a CGPA of 2.0 (on a 4.0 scale) or higher will be awarded the Certificate in Le Cordon Bleu Culinary Arts.

The length of time needed to complete the program could vary depending on the individual circumstances of the student.

Certificate in Le Cordon Bleu Patisserie 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 as well as the theoretical knowledge that must underlie competency in the field. The Certificate in Le Cordon Bleu Pâtisserie and Baking Program offers a comprehensive course of study in the fundamentals. It exposes students to the different styles of the school's chef instructors, a wide variety of industry-current equipment, and various facets of the foodservice industries.

Program outcomes include:

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

The Le Cordon Bleu Pâtisserie and Baking Certificate program is a 710 clock hour, 39 quarter credit culinary arts training program leading to a Certificate. The program is designed to provide the theoretical foundation and technical skills necessary for success in the baking and pastry sector of the foodservice industry. This Certificate program includes hands-on teaching of fundamental baking skills as well as the theoretical knowledge that underlies competency in the field. The program is designed to be 36 weeks in length – 30 weeks on campus followed by a six-week externship.

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

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

Core Curriculum Requirements

Course Code	Course Title	Quarter Credits
LCBC105	Food Safety and Sanitation	3.0
LCBK 101	Introduction to Pâtisserie and Baking Techniques	6.0
LCBK 110	Baking Principles and Viennoiserie	6.0
LCBK 120	International Pâtisserie, Cake Formula and Assembly	6.0
LCBK 210	Advanced Pâtisserie Techniques	6.0
LCBK 220	Centerpiece and Cake Decoration Techniques	6.0
LCBK 250	Externship I	6.0
Total Credits Required for Graduation		**39.0**

Upon satisfactory completion of the specified 39 quarter credit hours, a student with a CGPA of 2.0 (on a 4.0 scale) or higher will be awarded the Certificate in Le Cordon Bleu Pâtisserie and Baking.

The length of time needed to complete the program could vary depending on the individual circumstances of the student.

Program Evaluation

The purpose of the CEP identifies accountability and areas for improvement. It mirrors the purpose of program evaluation: to improve learning and gauge institutional effectiveness. The College regularly acts on the evaluation results. Conclusions may influence budget planning, professional development, staff development, and curricular reform. Recommendations for action are presented to the leadership team, faculty members, and College corporate officers. The results of the CEP are also used in presentations for the Admissions Department, detailed formative reports for program development and evolution, and regular summative reports necessary for intervention or evaluation redesign, as well as duplication of evaluation model in other places.

Assessing program and learning outcomes may offer clues to how cooking knowledge is transferred and promulgated in the current system of culinary education. Culinary educators need to prepare the hands, head, and heart of a student in hopes of transforming a profession. This CEP may reveal potential assessment instruments for culinary schools. It also may provide an example of program evaluation of institutional effectiveness in the delivery of culinary arts education. Results from this CEP may assist curriculum development and influence student expectations in culinary arts education. To further advance the field, culinary educators must accurately assess program outcomes and effectiveness to make significant contributions to the discipline and industry.

Much information currently exists and is regularly collected by the College that may be used to answer CEP questions: pre-enrollment assessments on learning strengths and weaknesses (Wonderlic), admissions and financial aid records, course and instructor surveys, student satisfaction surveys, retention rates, licensure and certification examinations, capstone courses, surveys of alumni, and employer surveys. The program evaluation will use some of this information, or agency records, in a supplemental or auxiliary role to supplement the finding through qualitative and quantitative research instruments.

Program Goals

We currently offer a 9 month Le Cordon Bleu Culinary Arts Certificate and 9 month Le Cordon Bleu Patisserie and Baking Certificate. We would like revise these two program offerings to a 12 month Certificate program model to align ourselves with the other Le Cordon Bleu campuses. This revision would also affect the AAS in

Le Cordon Bleu Culinary Arts. We also seek to gain approval to offer an AAS in the Le Cordon Bleu Patisserie and Baking program to expand the opportunity for our students to pursue their associate's degree in their field of study. In addition to the program goals, Le Cordon Bleu is in the process of obtaining programmatic accreditation through the American Culinary Federation.

Goal	Benchmarks	Activities
Revise current 9 month Certificate programs to 12 month LCB aligned program offerings	MBHE approval	Publication notice of hearing
Revise AAS in Culinary Arts program to LCB aligned model	MBHE approval of 12 month Culinary and Patisserie certificate program	Pending revised 9 to 12 month certificate program
New offering of AAS in Patisserie and Baking program	MBHE approval of 12 month Culinary and Patisserie certificate program	
Seek ACF accreditation of all programs offered	ACF application approval	MBHE approval of 12 month Culinary and Patisserie certificate program

Student Profile

Currently, all Le Cordon Bleu College of Culinary Arts students are full-time students with an average age of 28 and the gender distribution is 50.7% female and 49.3% male as reported to IPEDS (Fall 2012).

See tables below for further statistics on the College's student population.

The Student Population

Average Age by Program	Average Age Fall, 2009	Average Age Fall, 2010	Average Age Fall, 2011	Average Age Fall, 2012
Associates in Culinary Arts	28	27	28	29
Certificate in Culinary Arts	NA	31	28	28
Certificate in Patisserie and Baking	NA	29	29	28
Average Age	28	28	28	28

Gender	Number of Students Fall 2010	Percentage of Total Fall, 2010	Number of Students Fall 2011	Percentage of Total Fall, 2011	Number of Students Fall 2012	Percentage of Total Fall, 2012
Female	385	42.7%	431	47.3%	315	50.7%
Male	516	57.3%	480	52.7%	306	49.3%
Total	901		911		621	

Ethnic Background	Number of Students Fall, 2010	Percent of Total Fall, 2010	Number of Students Fall, 2011	Percent of Total Fall, 2011	Number of Students Fall, 2012	Percent of Total Fall, 2012
American Indian or Alaska Native	3	0.3%	7	0.8%	3	.48%
Asian	28	3.1%	25	2.7%	27	4.35%
Black or African American	127	14.1%	148	16.2%	87	14%
Hispanic	135	15.0%	144	15.8%	33	5.31%
Hawaiian Pacific	1	0.1%	0	0.0%	1	.16%
Student Req/Not Disclosed	129	14.3%%	155	17.0%	211	33.97%
Two or More	25	2.8%	32	3.5%	10	1.6%
White	453	50.3%	399	43.8%	249	40.09%
Nonresident Alien	0	0.0%	1	0.1%	0	0%
Total	901		911		621	

The program distribution shows 14.98% of the student population is enrolled in the Associate in Applied Sciences Degree program and 85.02% are enrolled in either the Certificate in Le Cordon Bleu Culinary Arts or Patisserie and Baking program as follows:

Program Distribution	Number of Students Fall, 2010	Percent of Total Fall, 2010	Number of Students Fall, 2011	Percent of Total Fall, 2011	Number of Students Fall, 2012	Percent of Total Fall, 2012
Associates in Culinary Arts	816	90.6%	374	41.1%	93	14.98%
Certificate in Culinary Arts	26	2.9%	402	44.1%	405	65.21%
Certificate in Patisserie and Baking	59	6.5%	135	14.8%	123	19.81%
Total	901		911	100%	621	100.00%

Faculty Profile

The faculty of Le Cordon Bleu College of Culinary Arts is comprised of a professional staff that is 66.67% male and 33.33% female. Due to the nature of the availability of more Culinary classes than Patisserie and Baking classes, the essential requisite to employ 71.42% of the faculty to teach Culinary Arts is pronounced.

Gender	Number of Faculty	Percentage of Total
Female	8	38.1%
Male	15	61.9%
Total	21	100%

Program Distribution	Number of Faculty	Percentage of Total
Culinary Arts	14	60.9%
Patisserie and Baking	4	17.4%
General Education	5	21.7%
Total	23	100%

Degree	Number of Faculty	Percentage of Total
Associates	6	30.4%
Bachelors	8	34.8%
Masters	8	34.8%

Total	23	100%

In general, we attempt to recruit and hire a faculty team that reflects the ethnic and gender composition of our student body. Posting full-time position announcements and advertisements even before an opening appears, rather than only as the need arises, benefits the search for a wide-reaching cross-section of applicants. Additionally, having a candid discussion with local chefs and our recruiters about where the job posting is listed also helps stir interest of the type of chefs they may wish to recruit in any given market. When placing ads with specific criteria you may get a few more chefs on average when listing education and industry experience as components to be considered along with teaching experience and certifications, rather than hold merely to a degree level as the primary evaluation tool. If great candidates apply, we may be able to make a business case for bringing them in based on other industry skills.

Student Retention Rates

Introduction

Le Cordon Bleu recognizes successful student persistence as one of the primary goals of the college and the staff and faculty employed therein. There are many factors affecting student persistence which are outlined in following paragraphs. The statistical performance of student persistence of Le Cordon Bleu Boston is illustrated in the tables below.

Le Cordon Bleu College of Culinary Arts budgets and actively manages the monthly and annual student retentions numbers throughout the academic and calendar years that are utilized as a measurement of success by comparing to the performance of the prior year. The number and reasons identified for student attrition are tracked and managed during the daily activities of multiple campus personnel. Reasons behind student attrition are varied and require a unique approach in attempts to resolve. The Associate Registrar manages a report that is updated weekly and discussed during weekly population management meetings known as Change of Status (COS) meetings.

The Associate Registrar provides a multi-paged report drawn from the CampusVue database system that identifies the different statuses that students are at when they are in danger of being withdrawn from active enrollment. These reports help the members of the COS meeting and LCB Boston Retention Committee to identify risk factors that will assist in the follow up designed to assist the students in resolving their issues and maintaining active enrollment.

The College utilizes each proceeding year's retention statistics as the baseline for the current year. This process allows for regular review of retention activities and their impact on student outcomes. In addition to raw cut scores and percentages this process also takes seasonality into account which has a dramatic impact on student populations. For example the late summer and fall months see a large influx of high school graduates that require approaches unique to that demographic. This process of data collection and measurement allows LCB to gain a holistic and accurate picture of trends and other student population influences.

Baseline Data

Baseline data used for 2012 was the institutional retention rate from 2011, 76.5%. In order to determine the weighted averages utilized for comparison and to determine student retention rates the calculation below defines how the averages are determined.

Calculations: Retention Rate: $\frac{\text{Total Enrollment (TE)} - \text{Withdrawals (W)} \times 100}{\text{Total Enrollment (TE)}}$

The overall retention rates are a weighted average of the individual program retention rates for each year. The graph below highlights the annual student retention rates for each cohort year (7/1-6/30) from the inception of academic operations at LCB Boston in 2008 through 2012 based on the calculation above as would be reported on the ACICS CAR (LCB Boston received ACICS accreditation in 2011):

2008	2009	2010	2011	2012
94.6%	76.9%	71.2%	76.5%	72.3%

Data Collected

The school identifies and tracks the various statuses that a student can be categorized into when defining the reason for withdrawing from active enrollment. For example students can be withdrawn for unsatisfactory

grade point averages, financial hardships, taking medical or military based leaves of absence, family emergencies and other like categories that impact student retention rates. This data is not only used to determine the raw percentage of student retention but also serves to guide the retention process of the school.

LCB compares year-over-year retention statistics to determine the viability of its retention processes and procedures. In addition to the aggregate institutional total the various programs are also calculated to determine at a sub-level the retention rates of each program. LCB uses the prior year retention rate in comparison to the current year to identify the success level of the initiatives and processes it uses to influence retention to the positive. Whether the percentages increase or decrease year-over-year the school evaluates and makes the necessary changes to its strategies that are designed to improve student retention rates. In comparison of 2011 to 2012 the institutional retention rate did decrease-with the greatest decline seen with the Certificate in Le Cordon Bleu Culinary Arts.

The following table lists the program-level retention rates for each cohort year (7/1-6/30) from the inception of academic operations at LCB Boston in 2008 through 2012 based on the calculation above as would be reported on the ACICS CAR (LCB Boston received ACICS accreditation in 2011):

Program	**2008**	**2009**	**2010**	**2011**	**2012**
Associates in Culinary Arts	94.6%	76.9%	70.7	76.0%	76.9%
Certificate in Culinary Arts	NA	NA	90.9%	83.7%	69.9%
Certificate in Patisserie and Baking	NA	NA	88.2%	81.6%	74.77%
Overall	94.6%	76.9%	71.2%	76.5%	72.3%

Summary and Analysis of Data Collected

Retention is affected by both internal and external factors that arise periodically in every student's educational experience. Students experience a vast array of issues that cover the spectrum from personal issues that can present barriers to their success in college to issues that are outside of their control. Examples of these non-controllable issues include financial hardship, transportation issues, medical problems, no support system in place and unemployment.

From a metrics perspective the college has performed well in the area of student retention. The percentages for the institution as a whole are above accreditor requirements. On a programmatic level the percentages are above expectations. Through data analysis from prior year it has identified several major points of concern that are leading to the highest percentages of student attrition. For example attendance and non-completion of externship are attributable to the two highest reasons a student is withdrawn from active enrollment. Strategies and process have been crafted and operationalized to tackle these issues proactively so that the institution is controlling what it can and in regard to improving student retention both institutionally and programmatically. There has been a negative change by approximately 10% for student retention in the certificate program. In order to be more proactive with student retention at the base level of in the classroom, we have recently modified our existing "stitch in" process for instructors. This now includes a weekly session with both lead instructors as well as the registrar, where students that are deemed "at risk" or are on SAP (Satisfactory Academic Progress) are discussed individually. Any information regarding their current academic standing in the class, as well as any communication information known if they are missing from school for extended time is discussed in order to figure out the most effective course of action to help them.

Resulting Goals

As a result of the summary and analysis of student retention data, the future student retention goals for LCB are outlined below.

- Achieve the student retention rate goal while adhering to compliance guidelines, policies, procedures and meeting or exceeding accreditor requirements while monitoring retention through weekly COS meeting and monthly budgeted attrition percentage.
- Year-over-year improvement in the area of student retention percentage.
- Measure the end-of-block survey results to determine faculty In-Service professional development topics and trainings.
- Decrease the percentage of students not completing externship.
- Improve student attendance by daily monitoring of attendance rosters and following up with phone calls and/or emails to students that are absent more than one day.

Specific Activities Undertaken to Meet Goals

Analysis of retention activities have served to illustrate the need for alterations to the strategy year over year. In response to this analysis there have been several initiatives put in place to improve overall student retention at the College.

Throughout 2012 the College has held Change of Status (COS) meetings every week to discuss issues concerning academic outcomes, attendance, conduct and placement. We have determined that this weekly meeting was more than adequate to establish a true pulse on the student population and the actions required. The Retention Team consists of department leaders from Education, Career Services, Student Finance, Admissions, the Associate Registrar and each participates in the (COS) meeting. The purpose of the (COS) meeting is to identify and assist at-risk students with overcoming challenges to persistence in their educational programs.

During 2012, the Change of Status (COS) meeting has been utilized in conjunction with in-class observations, student attrition analyses by instructor and end-of-block student evaluations to determine areas of professional development needs for the faculty. Specific areas are detailed and student opinion is solicited to determine the validity of LCB student programs and retention efforts. Advising by faculty to those students not meeting Satisfactory Academic Progress (SAP) and those who are having attendance issues are a critical piece to enhance and support the student experience. Gaining knowledge from the faculty advisors concerning such items as: work expectations, problems that might be encountered while on externship, classroom performance parameters and utilizing school services would be just a few of the items that could be discussed in support of the individual student. Below is a chart outlining retention activities.

Event	Activity	Person(s) Responsible	Occurrence	Implementation
Retention Meetings	Identify issues student-by- student and develop action plans	Retention Team, Director of Education, Lead Chef Instructors, Faculty	Daily, weekly and as needed	Current
Program Training	Assure Admissions Reps give accurate information on tours	Director of Education, Director of Admissions	Monthly	Current

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Daily Attendance Tracking	Early warning of students absent. Information to Retention Team	Faculty, Retention Team	Daily	Current
SAP Counseling and Monitoring	Meeting with each student on warning, probation or dismissal	Registrar, Director of Education & Lead Instructors, Faculty, Learning Resource Specialist.	Each term and weekly as needed	Current
Academic Advising	To determine students with current issues and support needs	Director of Education, Lead instructors, Registrar and Faculty	Each term and weekly as need student-by-student	Current
Student Volunteer Opportunities	Engage students with skill development in interacting with others that possess the same interest in the field of culinary. These interactions include socializing and working in group dynamics as well as development of leadership skills. leadership opportunities and provide opportunities for social networking and accessible to entire student body	Career Services	On-going Activities and Events	Current

Explanation of How Data Is Used to Improve Educational Processes

A student's ability to successfully persist through an academic program is one of the major indicators of the effectiveness of that program. If too many students are making it through with minimal effort the program is not valid, conversely if not enough students are successfully making it through the program may be too stringent. The balance between the two is the basis of the educational process. LCB exposes students to the basic, foundational culinary techniques and measures their ability to replicate and expand upon that foundation. The data that LCB has identified through its student retention processes illustrate that students are successful in certain areas and unsuccessful in other areas. While students and cohorts change frequently the identification of inhibitors to successful persistence is consistently applied to the student population. For example by identifying the need for additional and more robust advising as well as creating and executing a process to assist students with attendance issues that impact grades and therefore retention the school has improved the educational process by acting to mitigate obstacles to successful student matriculation through the academic programs offered at the school.

Student Learning Outcomes

Introduction

Le Condon Bleu recognizes that learning outcomes are directly related to quality instruction and a capable faculty. In order to ensure that faculty are executing with quality in the classroom at LCB on-going training and development is conducted at the culmination of every six week module through in-service meetings In addition to faculty in-service trainings LCB also offers additional training and development in the forms of Max Knowledge (external training provider) training modules, weekly faculty stand-up meetings and monthly faculty meetings.

Additionally, the faculty receives instruction, observation and training through the Le Cordon Bleu Co-Teaching Program provided by Le Cordon Bleu International (LCBI). Twice per year, select Chef Instructors go to Ottawa, Canada or another Le Cordon Bleu North America campus for additional training from LCBI trainers. All trainings are documented through minutes of meetings, certificates and continual empirical observation of measurable outcomes and student success.

When we take into account the different backgrounds and learning styles of our students, the challenge is to create a plan of evaluating individualized growth in a group setting. We accomplish this by monitoring and collecting data on several areas deemed applicable in determining the effectiveness of the learning environment.

Student Grades:

Student grades are a critical component of the learning environment for LCB as the delivery of the curriculum is predicated upon a process of demonstrate, replicate, review and repeat premise. What this means is that the chef instructor will provide a demonstration on the techniques appropriate and applicable to that particular food item. The student will look to replicate what the instructor demonstrated. There is a review point where the instructor and student review what the outcomes was together and the student will repeat the technique with knowledge on how to improve. In addition to this the students will demonstrate efficacy in written assignments, test and quizzes. In addition to this aspect of learning measurement the students are also graded on professionalism and attendance with point scores being awarded for each as part of their overall grade.

Satisfactory Academic Progress (SAP):

SAP is utilized to measure the success of student persistence through the program they are enrolled in. Students on SAP will be identified and reviewed at the Change of Status Meetings (COS). Issues to successful academic outcomes are discussed and solutions are identified. Chef instructors with students on SAP are required to set up advising sessions to ensure that all due diligence is being met.

Conducting Classroom Observations:

In-class observations are officially held twice per year for every faculty member at LCB. However if an instructor has results of higher percentages of students on SAP or higher than normal attrition rates the academic leadership team will increase the observation cycle to ensure that any challenges to academic success are mitigated.

Review of Student In-Class Evaluations:

Student evaluations are proctored at the end of every block and the scores are tabulated with special attention being paid to verbatim comments on the classroom environment as well as the raw cut scores given by students on the effectiveness of their instructor and the class as a whole.

A list of competencies is outlined in the Master Course Outline (MCO) / Syllabi along with a grading rubric that serve as the basis for measurement of student cognition and learning. The picture painted by the execution of learned techniques and illustrated thorough comparison to the class competencies by

students in the learning environment proves invaluable in the ability to assess the student as he/she progresses. If a student can tangibly show through action and by applying techniques the learning environment, as shown by the transfer of knowledge from teacher to student, has been successful.

In each course, on a daily basis, students are graded and assigned points in the area of professionalism, practical skills and organization. Weekly quiz scores are added to this total to calculate the student's grade for the week. This grade also includes special projects, written research assignments, leadership position evaluation, midterm examination, final written examination and practical final examination. This allows the instructor and the student to monitor the student's progress in class and to enable the student to better understand increased opportunities for successful learning as it relates with the pre-determined course learning outcomes.

The chef instructors input point scores for the aforementioned areas into the faculty portal which tracks a student's overall point totals that are added up to determine overall grades at the end of the block. In the event that a student has an obstacle that prevents them from participating in the scheduled test, quiz, practical, etc. the school has provided the opportunity for additional credit to be gained which is determined through the make-up work policy that guides what can be gained in regard to make-up credit. In addition, if it is determined by the instructor that a student is deficient on any competencies, the student may be provided additional time outside of the scheduled class for additional proficiency development either during tutoring hours or on an individual level with the instructor during office hours or at a mutually beneficial time. The goal of this process is to ensure that students have an opportunity to successfully achieve the established learning outcomes and potentially receive additional credit towards their grade in each course.

Data on student grades, SAP, in-class observations, student evaluations are collected from databases such as the faculty portal, CampusVue and from the proctoring and collection of surveys by campus administrative staff for review and tabulation.

The rationale of this approach is to paint a picture of each student's progress in specific areas such as vocational and behavioral skills. By charting the students on a progression from a basic to more advanced level of skill development LCB can determine from both a quantitative and qualitative perspective that skills sets are improving. This process also enables the instructors to identify how they can provide additional assistance to student where identified

Baseline Data

Student grade baselines are determined by successful persistence through the program. The delineation of grades assigned to students based upon the grading rubric on vocational skills and the behavioral grades given by the instructors must be consistent. In essence the majority of students should pass the courses when the grading scale is applied uniformly. The Satisfactory Academic Progress baseline is determined by using the 4.0 grade point average scale. When a student falls below a 2.0 on the 4.0 scale they are identified as being place upon SAP. LCB looks to meet and not to exceed a baseline of 3% of the total school population to be on SAP for any one block. Classroom observations are performed on all faculty by academic leadership and the baseline has been determined as covering every point on the observation instrument. Quantitative scores are not present as a measurement so the empirical observation of the observer is relied upon to determine if the expectation was met. Student evaluations baselines are determined on using a 5 point scale. The current instrument for student evaluations has 15 questions that can be ranked from 1-5 with the total score possible being 75. LCB has identified a score of 4.7 on a scale of 5 to be the target benchmark for instructors to strive for.

Data Collected

Below is an analysis of six random instructor's grade distribution over a five term period from November, 2012-June 2013. This information allows us to determine the instructor grading distribution and make adjustments to each instructor's grading process to ensure consistent student evaluation and proper delineation. Grading delineation is an important component for professional development opportunities for

faculty as well as to ensure that grading accurately reflects student outcomes. The comparison to baseline data shows that the grading dilatation is appropriately proportioned with most students receiving passing grades. For those that are not passing consistently there is strong correlation with behavioral and SAP challenges in regards to lower grades.

Below is an analysis of the instructor's grade distribution over a five block time period, November, 2012- June, 2013:

A	B	C	D	F	L	P	W	Total
714	645	259	97	88	3	236	108	2150
33%	30%	12%	5%	4%	0%	11%	5%	

Grading Distribution Five Term Analysis
A=30%, B=28%, C=17%, D=8%, F=7%, L=1%, P=5%, W=4%

Satisfactory Academic Progress is discussed on a weekly basis during (COS) meetings where students and their needs are triaged. Faculty are aware of their students on SAP and are required to meet with them weekly offer additional assistance. In comparison with baseline data the table below is an example of the SAP tracking that LCB conducts on weekly basis.

Block	FA Dismissal	FA Probation	FA Warning	Total SAP	Active	% SAP
Aug, 2012	11	0	22	33	732	4.51%
Sept, 2012	18	0	52	70	788	8.88%
Nov, 2012	10	0	50	60	760	7.89%
Jan, 2012	4	0	35	39	691	5.64%
Feb, 2012	6	10	24	40	665	6.02%
Apr, 2012	2	6	20	28	585	4.79%
May,2012	2	4	20	26	480	5.42%
July, 2012	2	3	13	18	415	4.34%
Aug, 2012	3	5	14	22	395	5.57%
Oct, 2012	4	3	14	21	394	5.33%
Nov, 2012	1	2	8	11	396	2.78%
Jan, 2013	0	5	13	18	396	4.55%
Feb, 2013	0	5	13	18	409	4.40%
Apr, 2013	0	2	12	14	369	3.79%
May, 2013	0	1	11	12	337	3.56%
July, 2013	0	3	6	9	312	2.88%

Student Name	**TERM**	**Status**	**Program Code**	**Cur GPA**	**CGPA**	**Credits Attempted**	**Credits Earned**	**New Com %**	**New CGPA**	**Instructor**
Student 1	1108	Active	CLCBB10203	20	7	35.00%	0.85	26	13	Brant
Student 2	1109	Probation	CLCBB10203	27	13	48.15%	1			Brant
Student 3	1109	Active	CLCBB10203	13	13	1	1.23			Brant
Student 4	1109	Active	CLCBB10203	13	13	1	1.46			Brant
Student 5	1109	Active	CLCBB10203	16	10	0.625	0.77			Brant

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Student 6	1109	Active	CLCBB10203	16	10	0.625	1.23			Brant

The academic leadership team conducts quarterly classroom observations of each instructor to ensure proper application of the grading rubric and proper theory to application knowledge transfer between instructor and student. Observation forms are completed, reviewed and discussed by members of the academic leadership team. In 2012, observations have indicated that there is a need for further faculty training in several key areas such as improved utilization of the white boards to assist in student learning outcomes and awareness of different learning modalities. The 2013 faculty In-Service schedule has been crafted to meet the deficiencies of the faculty. To that end, the College instituted a program for 2013 in-service meetings called "Teaching 101". The curriculum for this series was developed by the campus' Executive Chef, in coordination with Martha McCann Rose, PhD. A Professor at Salve Regina University. The topics delivered at each in-service build on the previous units in an effort to give a well-rounded and complete picture to our entire teaching faculty. Topics in the "Teaching 101" series includes, but is not limited to: Who are your learners? Teaching to Modalities, Lesson Plans, Working Backwards to Plan to Your Time, Using the Tools in Your Classroom Effectively, Teaching to Adult Learners, Constructivism vs. Objectivism, Classroom Management, Measurement & Assessment, Curriculum, Best Practices, and Methods & Materials of Education.

The January 2012 block was the first deployment of the new in-class proctoring of student evaluations. The data was tabulated and the overall average was 4.648 on a baseline expectation of 4.7. Analysis of this data illustrates that the school and faculty has done a very good job but still needs to identify those faculty members that are consistently scoring below the 4.7 mark. The table below is an example of the data that is collected by course and instructor.

Summary Sheet										
Sorted By October Average	October Average	September Average	Aug Avg	Jun Avg	May Avg	Mar	Feb	Jan	Total y.td.	Rank
Lentini	4.90	4.89	4.88	4.49	4.76	4.40	4.84	4.70	4.73	1
Nichols	4.90	4.90	5.00	N/A	N/A	N/A	N/A	N/A	4.93	2
Herron	4.85	4.80	4.97	4.97	4.98	4.90	4.86	4.99	4.92	3
D'aDarrio	4.80	4.80	4.92	4.96	4.91	4.98	4.80	4.98	4.89	4
O'Toole	4.78	4.78	4.63	4.95	4.50	3.40	4.20	4.00	4.40	5
Castagna	4.78	N/A	N/A	N/A	N/A	N/A	N/A	N/A	4.78	6
Ullman	4.75	4.96	4.84	4.64	4.38	4.80	N/A	5.00	4.77	7
Moesenger	4.70	4.49	4.41	4.30	3.69	3.60	N/A	4.61	4.26	8
Gogulet	4.55	4.55	4.96	4.90	4.96	4.85	4.97	4.67	4.80	9
Ying	4.50	4.50	N/A	N/A	N/A	N/A	N/A	N/A	4.50	10
Ciufetti	4.45	4.45	3.59	4.71	4.68	4.90	4.68	4.69	4.52	11
Mills	4.45	4.45	4.41	4.20	N/A	N/A	N/A	N/A	4.38	12
Roy	4.45	N/A	N/A	N/A	N/A	N/A	N/A	N/A	4.45	13
Giordano	4.40	4.40	4.55	4.23	4.21	4.80	4.39	4.17	4.39	14
Oremus	4.25	4.60	4.66	4.82	4.82	N/a	n/a	n/a	4.63	15
Falite	N/A	4.84	4.63	4.91	4.30	4.35	n/a	n/a	4.61	N/A
Henry	N/A	N/A	4.12	4.42	4.60	4.75	4.67	4.60	4.53	N/A
Brennan	N/A	N/A	N/A	4.80	4.89	4.90	4.60	4.70	4.78	N/A
Test	N/A	N/A	N/A	4.80	4.86	4.90	4.95	4.37	4.78	N/A
YTD Average										
Sorted By YTD Average	October Average	September Average	Aug Avg	Jun Avg	May Avg	Mar	Feb	Jan	Total y.td.	Rank
Nichols	4.90	4.90	5.00	N/A	N/A	N/A	N/A	N/A	4.93	1
Herron	4.85	4.80	4.97	4.97	4.98	4.90	4.86	4.99	4.92	2
D'aDarrio	4.80	4.80	4.92	4.96	4.91	4.98	4.80	4.98	4.89	3
Gogulet	4.55	4.55	4.96	4.90	4.96	4.85	4.97	4.67	4.80	4
Castagna	4.78	N/A	N/A	N/A	N/A	N/A	N/A	N/A	4.78	5
Brennan	N/A	N/A	N/A	4.80	4.89	4.90	4.60	4.70	4.78	6
Test	N/A	N/A	N/A	4.80	4.86	4.90	4.95	4.37	4.78	7
Ullman	4.75	4.96	4.84	4.64	4.38	4.80	N/A	5.00	4.77	8
Lentini	4.90	4.89	4.88	4.49	4.76	4.40	4.84	4.70	4.73	9
Oremus	4.25	4.60	4.66	4.82	4.82	N/a	n/a	n/a	4.63	10
Falite	N/A	4.84	4.63	4.91	4.30	4.35	n/a	n/a	4.61	11
Henry	N/A	N/A	4.12	4.42	4.60	4.75	4.67	4.60	4.53	12
Ciufetti	4.45	4.45	3.59	4.71	4.68	4.90	4.68	4.69	4.52	13
Ying	4.50	4.50	N/A	N/A	N/A	N/A	N/A	N/A	4.50	14
Roy	4.45	N/A	N/A	N/A	N/A	N/A	N/A	N/A	4.45	15
O'Toole	4.78	4.78	4.63	4.95	4.50	3.40	4.20	4.00	4.40	16
Giordano	4.40	4.40	4.55	4.23	4.21	4.80	4.39	4.17	4.39	17
Mills	4.45	4.45	4.41	4.20	N/A	N/A	N/A	N/A	4.38	18
Moesenger	4.70	4.49	4.41	4.30	3.69	3.60	N/A	4.61	4.26	19

Resulting Goals

Based upon the analysis of the measurement tools for learning outcomes several goals have been introduced to the faculty. Student attrition by instructor and course will be tracked to determine if the issue lay with the in-class deliverables or if the curriculum is not conducive to successful persistence. In addition to measuring instructor and course attrition, student evaluations will become a part of the newly created faculty scorecard that will be used for official annual evaluations, promotional opportunities or formalized coaching needs. LCB will continue to use 3% as a baseline for students on SAP as a total of school population. The goal of officially observing every faculty member each quarter will change to focus more on those that have a higher percentage of student attrition and students on SAP. The goals associated with this change are to lower the number of students on SAP to less than 3% institutionally and to decrease student attrition below the 3% mark as well.

Explanation of How Data Is Used to Improve Educational Processes

The education process is predicated on quality deliverables in the classrooms and the support infrastructure outside of the classroom. Grade delineations are critical to ensure consistent application of the rubrics and grading methodology on professional behaviors like attendance as well as vocational skills like

practical final exams. Also, the utilization of student persistence tracking from one course to the next is crucial to identify trends and to assist in a streamlined process where the curriculum builds into itself as student move forward in their programs. Additionally the use of classroom observations gives the qualitative approach to determine the relationship between the instructor and classes they teach. The human element must be considered when taking evaluation into consideration. Lastly, tracking evaluation scores by instructor and by course will identify strengths and challenges in personnel or systemically by creating an expectation that students can provide analysis on the deliverables in the classroom or those present and utilized for improvement or those missing that are in need.

Student Placement Rates

Introduction

Le Cordon Bleu College of Culinary Arts recognizes successful student in-field employment as one of the primary goals of the College. Our Career Services team plays an integral role in the success of students and graduates. Our team assists students and graduates to locate paid externship and employment opportunities in the hospitality and food-service industry. We are committed to identifying the best opportunities for our graduates and to provide employers with the best possible candidates.

The data that is collected is multifaceted and must be verifiable. LCB gathers information on the employment status of its graduates. A student that has graduated from LCB has been given guidance on how to secure gainful employment that must meet certain requirements to be considered a "placement". The data that LCB gathers is extensive and must be verified before the graduate can be entered into the CampusVue system and count towards the placement percentages.

A graduate may be identified as having secured employment in the field for which s/he was trained or in a related field if that graduate meets the following criteria:

- The employment must either begin or continue after the student's graduation date or completion date.
- The graduate shall be paid for his or her employment (in a recognized currency).
- Traditional In-Field or Related Field Employment must be full time or part time as defined in the *Graduate Employment Definitions* section of the career services manual and must be in a job that is intended to be permanent. Verification requirements are outlined in the *Traditional Employment Verification Policy* section of the manual.
- Employment may include non-traditional positions including freelance work, self-employment, or business ownership. However, we do not count Non-traditional Employment unless it meets the requirements in the manual, including the requirements in the *Graduate Employment Definitions* section of the manual and the separate verification requirements detailed in the *Non-Traditional Employment Verification Policy* section of the manual.
- Traditional Employment status must be verified by contacting the graduate's employer and following the verification requirements described in the Career Services Manual. The only exception to contacting the graduate's employer, as outlined *Traditional Employment Verification Policy*, will be made in the case of employed graduates who cannot release employment information due to a security clearance with their employer. See *Security Clearance/Non-Disclosure Policy***.** You must not enter an employment status unless you have verified the Graduate's Employment by contacting the Graduate's employer and following the verification requirements described in the Manual.
- The employment may have been student-obtained or school-assisted, but, in either case, the employment must meet all of the applicable criteria in this policy to be included in the Employment Rate.

Placement statistics are calculated by taking the number of in-field employments that meet certain criteria and dividing that number by the total number of graduates from a given cohort year. This percentage gives the placement statistic data that is used to compare to prior year to determine effectiveness of school processes and procedures in assisting graduates to seek and find gainful employment. The calculation is illustrated below.

Calculations: Placement Rate: $\frac{\text{Total Verified Placements (TVP)}}{\text{Total Cohort Graduates (TCG)}}$

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The rationale for utilizing year-over-year placement statistics gives the school the opportunity to maintain consistent feedback from employers that hire the graduates of LCB. Placement statistics are criteria based and are accepted as a form of institutional effectiveness. Employers that hire graduates can be considered a test case for the viability of the program curriculum and vocational skills learned therein.

Baseline Data

Below is a table highlighting the annual placement rates obtained from the inception of academic operations at LCB, the baseline benchmark and the current year will be compared to determine the successful outcome of the school's placement activity and processes. Multi-year data is tracked to illustrate trends and to provide long-term insights into the effectiveness of the schools processes and procedures in regard to graduate placement in the hospitality industry.

ACCSC	**2010**	**2011**	**2012**
AAS	89%	88%	78%
CA-Cert	-----	83%	58%
PB-Cert	-----	86%	64%

ACICS	**2010**	**2011**	**2012**
AAS	-----	61%	69.19%
CA-Cert	-----	57%	62.09%
PB-Cert	-----	58.5%	53.13%
Overall	-----	60.80%	63.60%

Data Collected

In addition to establishing "living" baseline benchmarks at the institutional level the school also accumulates and tracks programmatic data in regard to placement activity. The data is based upon a set of select criteria that determine if employment status and job descriptions meet the stringent requirement to count as an in-field placement.

In comparing 2012 and 2011 calendar year ACICS data, the placement percentage of the school is up roughly 3% as an aggregate whole with only the Certificate in Le Cordon Bleu Patisserie & Baking showing a decrease..

Summary and Analysis of Data Collected

LCB recognizes that career services job placement assistance is a vital part of the student's educational program. The Career Services Department is staffed with full-time employees and offers students and/graduates an active placement service, and, although the securing of positions cannot be guaranteed, every avenue is pursued to assist students in obtaining desirable employment. LCB will do everything possible to provide students with the best and most up-to-date job placement opportunities. Prior to externship and job placement, the Career Services Department will instruct and guide students and /graduates with career planning, interviewing techniques, resume preparation, completing job applications, professional job counseling, professional attire workshops, interview follow-up, networking and time management.

In review of the baseline and comparable year-over-year data is evident that the school does a good job in placing its graduates within in-field employment. External factors that impact the job market in the hospitality industry are accepted as influences on the placement statistics. LCB maintains information on the

reasons why a percentage of graduates are not placed in acceptable in-filed employment. Some factors affecting employment rates are:

- Career changers return to previous careers instead of working for apprentice wages.
- The high state unemployment rates make it extra difficult for an inexperienced beginner to find a position because overqualified professionals are accepting jobs lower than their ability.
- The volume of work load and commitments necessary to be successful are unexpected.
- Family responsibilities make inconsistent schedules difficult.
- The graduate decides to work with companies that do not meet LCB standards.

The economy is a major factor affecting the college's placement rates. The Commonwealth of Massachusetts unemployment rate in June for the respective years is as follows:

2007	**2008**	**2009**	**2010**	**2011**	**2012**
4.4%	5.1%	8.3%	8.4%	7.6%	6.0%

In 2012 and into the first part of 2013 the economy is showing signs of growth and the college is working closely with employers to provide students with externship and employment opportunities.

Statistics from Labor and Workforce Development, State of MA-2012

Employment Overview

Leisure and Hospitality lost 4,000 (-1.3) jobs over-the-month with gains in Accommodation and Food Services and Arts, Entertainment and Recreation. Over-the-year, the sector has gained 4,100 (+1.3) jobs due to gains in Accommodation and Food Services.

The Bureau of Labor Statistics preliminary November 2012 estimates show 1,100 jobs lost over the month, for a total of 3,258,000 jobs. The November job loss follows a revised gain of 11,900 jobs in October.

The total unemployment rate for November was unchanged at 6.6 percent. The unemployment rate was down 0.4 of a percentage point from the November 2011 rate of 7.0 percent. The three-month average seasonally adjusted total unemployment rate was 6.6 percent and the six-month average was 6.4 percent.

The unadjusted unemployment rates and job estimates for the labor market areas reflect seasonal fluctuations and therefore may show different levels and trends than the statewide seasonally adjusted estimates

Resulting Goals

The 2013 goal for graduate placement is 70% for the current ACICS reporting timeframe of 7/1/2012 – 6/30/2013. The following factors were taken into consideration when determining this goal.

- An improving economy in Boston that should allow more graduates to obtain employment
- The addition of a staff member to the career services team who will work more closely with students, graduates, and employers

- Increase in Job Fairs, visiting Chef spotlights/demos and an increased relationship between the institution and the restaurant community in Boston and the surrounding areas.
- Increased participation of the faculty in identifying employment opportunities for students and graduates by calling their industry contacts to make referrals and soliciting job openings
- Encouraging students/graduates to explore job opportunities "outside the box" of traditional restaurant settings including such places as health care settings, educational settings, spa/sports venues, etc.

The placement rates remain competitive and every effort is given to assist students in finding gainful employment in their field of study.

- Achieve the required employment rate goal while adhering to compliance guidelines, policies, procedures and meeting or exceeding accreditor's requirements.
    - Measured through weekly / monthly run rate goals and managed on a weekly basis.
- Year-over-year improvement in the area of career outcomes and opportunities.
- Maximize student's experience in career services to exceed the needs of the student and graduates.
    - Measured by survey results.
- Create response plan based on annual NPS survey results; develop and communicate plan back to Campus President within 30 days of receiving results. Plan should align with CEC's and LCB's mission and goals.
- Achieve 100% students with active Optimal Resume when they leave campus
- Support a robust and active Alumni Association by end of 2013.

Specific Activities Undertaken to Meet Goals

Below are the current and proposed activities to be implemented to improve the College's placement rates and meet the goals stated.

Goal	Activity	Cycle	Manager Responsible	Information/Data
Assist students in obtaining part-time employment as they enter the college.	Meet with the student one to one and advise them of the best course, which is a part time job. Provide job fairs in the first term. It is important to have employers on campus to network with students.	Start of first term	Career Services Team	In addition to Job Fair, maintain a Part-time jobs board on campus to provide information and opportunities on-going. Part-time positions will give them practice as well as insight into different aspects of the culinary industry, which is helpful to a student new to the culinary field.

Assist students in finding the most appropriate externship site to gain maximum industry experience.	Student gains maximum experience during externship as basis for job employment.	Term	Career Services Team	Maintain current database of externship sites as well as having career fairs on campus four times per year.
75% of students have externship site by end of 4th term	Meet with students starting term one to start the process of obtaining an externship site.	Term	Career Services Team	Students are tracked with weekly report on potential sites/confirmed sites/problems acquiring sites.
Utilize the Optimal Resume program which assists students in building their job seeking tools.	Starting in Foundations 1, we assist students in writing resumes and cover letters	Term	Career Services Team	Continuous assessment of students' preparation.

Explanation of How Data Is Used to Improve Educational Processes

The educational process is directly and positively impacted as the career-assistance process intensifies as students near graduation. The Career Services staff helps students with resume writing, interviewing skills and professional networking techniques as well as providing assistance in securing employment. We support campus networking by actively promoting Le Cordon Bleu College of Culinary Arts within the industry, both locally and nationally in an effort to connect students to prospective employers. As students matriculate towards graduation their development both vocationally and characteristically are enhanced. The culmination point of these two skill sets happens when they are offered monetary compensation to display these skills in the public arena. A verifiable offer of employment can reasonably be seen as proof that the graduate learned the intended outcomes of the program as well as gained non-tangible attributes that will enable to be successful when constantly applied to their job duties.

Faculty Governance / Input

The Faculty Committee meets regularly to review student-oriented matters and to make recommendations to the administration about general matters of concern to the faculty including students, faculty professional development, graduation planning, and new student orientation.

The Program Curriculum Committee meets to review any proposed changes to the curriculum and provide guidance and recommendations to the Director of Education regarding the structure, content, and delivery of instruction to students at the college. During In-Service the faculty of each course meets and discusses changes in the delivery, instruction and updates on recipes and purchasing orders. They share best practices with each other to improve the classroom management and student learning outcomes.

Faculty also participates in standing and ad hoc committees of the College. Examples are Campus Effectiveness Committee, the Community Service Committee, the Campus Safety Committee, Program Advisory Committees, and the Social Media Committee. . Faculty participates in weekly Stand-Up meeting which highlight any classroom or facility issues as well as communicate campus events for the week. Each faculty member is given the opportunity to set the agenda, take attendance and lead this meeting with the guidance of the Director of Education or Lead Instructor. During the year faculty participate in In-Service meetings. They are asked to submit topics they would like to cover dealing with their professional development and education. At the end of each In-Service faculty is asked for feedback via email of their experience and what could be improved and what went well. With their feedback we are able to improve the delivery and content offered for the next In-Service.

Graduate, Employer and Student Satisfaction

Graduate Satisfaction

Introduction

In order to gain effective feedback from direct stakeholders Le Cordon Bleu College of Culinary Arts utilizes a survey process. LCB looks to glean effective, direct and specific feedback to assist in the future development and improvement of campus processes and deliverables. Three distinct groups are surveyed using several different methods of data collection and are outlined below. The surveys to graduates, employers of graduates and students of Le Cordon Bleu College of Culinary Arts are administered via email, over the phone, through Net Promoter Scores and end-of-class surveys respectively. Responses are collected, analyzed and topline reports are provided by the Career Education Corporation's Research and Analytics team.

The data gleaned from graduates and employers are subjective and opinion driven and are based upon empirical experience. LCB graduates and their employers are asked a series of questions that are designed to solicit responses that help the institution gain perspective on student behaviors and skills that are adopted while a student is attending LCB and the application of those skills and behaviors when employed in the hospitality industry. For example, a survey question inquires how graduates from LCB compare in their skills and behaviors as opposed to graduates from other culinary programs. The response data collected is put into topline and programmatic reports which are compared to the prior year response percentages for corresponding questions. Changes from year to year illustrate for the Senior Leadership Team as well as the Career Services Department what areas are strong in their affirmative response and which need additional attention. The survey instrument data is collected on an annual basis, in September, and is made available by the Career Education Corporation's analytics team in November of the same year. This cycle allows for the evaluation of the data and corresponding results in time for the Q4 Campus Effectiveness Plan Committees review, consideration and implementation of strategies for the next year.

Data is collected via phone and other electronic mediums in the form of direct response survey instruments. The survey distributed in September 2012 measured graduate satisfaction in the following key areas: educational experience, knowledge and training of instructors, graduate confidence in their skills, perception of the Le Cordon Bleu degree in the industry, and Career Services. This same process will be administered on a go-forward basis to graduates of the school to glean input into their experiences and viability in the workforce.

The rationale for using this specific data is to seek feedback on services provided from the school and its departments as well as providing the graduates to give insights after they have matriculated to the "real world". The student experience while attending LCB is seen as theoretical and only after direct application of their learned vocational skill sets and professional behaviors as members of the work force will they be able to see if they were exposed to adequate training and development. LCB encourages candid feedback because only in this way will the school and its process improve the on-campus experience but also the support that can be provided to students once they become graduates and employees.

Baseline Data

In order to benchmark progress in select areas the prior year responses and percentages are utilized as baseline data for the current year. Used comparatively against the 2011 data, the Institution identified several key trends that indicate the need for improvement in targeted areas. By utilizing a year-over-year approach LCB can rely upon a current data stream as well as a "living" process that will take each student cohort into the comparison matrix thereby gaining a comprehensive snapshot of student experience from those students that have graduated from the school.

Data Collected

The graduate survey results were tabulated in September of 2012 and will be continued on a go-forward basis. The survey instrument identified a wide spectrum of critical information that could help provide on-going direction to the Career Services Department in regard to student services provided. Survey respondents gave scores on 27 different questions during the survey process. A cross section example shows that 3.9% of the respondents indicated that they were extremely satisfied with their educational experience at the College. Over 49.5% of the respondents agreed that the instructors had appropriate industry experience and knowledge in the areas that they taught. Overall, there is a sense that students could certainly develop more confidence in their skills. 28.2% of graduates believed their degree to be highly accepted by employers and 52.4% felt the degree to be somewhat accepted. In terms of Career Services, 70.9% of the graduates received assistance from the Career Services Department during or after their program. Other details of interest were that 54.4% of the respondents reported being employed full-time, 19.4% employed part-time, and 14.6% not employed. 84.1% were employed in their field of study while 15.9% were not. Of those that were not employed, 60% were seeking employment in their field of study at the time of the survey.

The table below shows comparisons in year-to-year results and highlights respondent percentages from the survey instrument.

Comparison of 2011 and 2012 Data	**Baseline**	**Current**
	2011	2012
Satisfaction with experience at LCB	7.69%	3.9%
Instructors had appropriate industry experience	38.46%	49.5%
Belief that LCB degree is accepted by employers	32.69%	28.2%
LCB degree somewhat accepted by employers	48.08%	52.4%
Received assistance from Career Services	48.08%	70.9%
Graduates were employed full time	63.46%	54.4%
Graduates were employed part time	9.62%	19.4%
Graduates not employed	13.46%	14.6%
Graduates employed in field of study	87.80%	84.1%
Graduates not employed in field of study	12.20%	33.3%
Graduates not employed in field were seeking in field employment	85.71%	60%

Summary and Analysis of Data Collected

After review of the percentage scores given in 2011 and comparison to those in 2012 there are positive indicators of effective services provided and there are indicators that improvement needs to be made in certain areas. For example, the perceptions of students in regards to their experiences are down in 2012 from 2011. However the results of those students who took advantage of the services provided by the Career Services Department are up in comparison to 2011. The Institution is not overly concerned to see decline in student's ability to secure full-time positions in their respective field of study. While these trends could be considered challenging on an aggregate level, it is important to note the local and national economic challenges with employers hiring more temporary or part-time employees versus full-time. This can be illustrated by the dramatic increase in part-time employment over 2011.

Resulting Goals

In response to these lower graduate satisfaction trends in 2012 versus 2011 the Career Services engagement point was moved from 12 weeks prior to when a student was expected and scheduled to matriculate out of the school as a graduate to an engagement point in the first block of classes allowing for 9 months of scheduled and progressively designed touch-points in the form of in-class presentations provided by the Career Services team. The intention was to engage and therefore prepare a student to progressively develop both professional skill sets and vocational culinary skills concurrently

The goals of the Career Services Department and the campus as a whole include but are not limited to improving the percentage of graduates that respond in the promoter role regarding their experience at the college. In addition to the overall experience perceptions from graduates the tangible feedback from employers on the professionalism displayed by their employees gained from LCB are also of vital importance. It has been the focus of LCB in 2012 to improve the resume writing skills, interviewing skills and other behaviors and conduct characteristics attributed to valued employees and this will continue into 2013.

Specific Activities Undertaken to Meet Goals

As a result of the survey data collected and compared in 2011 and 2012 the decision was made to alter the engagement point between students and the Career Services Department staff members. In November 2011 and continuing through all of 2012 the Career Services team at LCB undertook a training regimen to practice and master the seven in-class presentations that were designed to begin in Foundations I and move through each class as the curriculum continues onward. The presentations include PPT decks with informational approaches to improving professional acumen, assignments for students such as training on the Optimal Resume site and then actual assignment of work on the site to ensure that the training was adequate. The goal of the additional touch points was to create a framework of procedural steps that every student will go through to help them have additional exposure to professional skill sets like resume writing and interviewing techniques. Professionalism as an overarching context was an area that was identified as in need of dramatic improvement. The Career Services Department has created a schedule to officially present inside the classrooms beginning in the Foundations I class. This alteration in engagement point is intended to increase the experience satisfaction and professionalism of students.

Explanation of How Data Is Used to Improve Educational Processes

Based upon the data from the graduate surveys, alterations have been made to the to the Career Services Department processes. LCB is confident that these changes will result in tangible and measureable improvements to the graduate and employer experiences. The educational process in regard to the learning environment is designed to provide students with the vocational and characteristic skill sets that when combined with their experience in the "real world" will produce a better and more productive member of society. The educational process will be enhanced when writing and communication skills are improved. Not only will graduates benefit but so too will they benefit prior to graduation as they apply these improved skills to their study and work habits. When graduates are still students their work in the classroom should be improved and should result in higher grade point averages and test and practical scores. LCB will continue to measure these results and utilize them as guidelines for future initiatives, processes and procedures.

Employer Satisfaction

Baseline Data

In order to benchmark progress in select areas the prior year responses and percentages are utilized as baseline data for the current year. By utilizing a year-over-year approach LCB can rely upon a current data stream as well as a "living" process that will take each student cohort into the comparison matrix thereby gaining a comprehensive snapshot of student experience from those students that have graduated from the school.

Data Collected

The employer survey results were tabulated in 2011 and will be continued on a go-forward basis. The survey instrument identified a wide spectrum of critical information that could help provide on-going direction to the Academic and Career Services Departments. Survey respondents gave scores on 28 different questions during the survey process. In 2011, 56 of 179 invited employers completed the satisfaction survey for a response rate of 31% which was slightly below the average for the Le Cordon Bleu Education Group.

Comparison of 2011 and 2012 Data	Baseline	Current
	2011	2012
Employers likely to hire another LCB graduate from LCB Boston (Scores of 7-10)	83%	28%
Overall Interpersonal skills of LCB Graduates (Scores of 7-10)	89%	80%
Good job related skills of LCB graduates (Scores of 7-10)	84%	76%
Overall Communication skills of LCB Graduates (Scores of 7-10)	79%	86%

Student Satisfaction

Le Cordon Bleu College of Culinary Arts (LCB) uses a variety of surveys to gain opinions and information from current students. Specific areas are detailed and student opinion is solicited to determine the validity of LCB's programs, retention efforts and student service effectiveness. LCB uses these results in efforts to raise students' overall satisfaction.

Current students are surveyed twice per year with a tool that is sent out from our Career Education Corporation (CEC) central office in January and July. The Net Promoter Score (NPS) method is used to determine satisfaction by asking students questions regarding their experience and opinion of LCB's operation by campus. This data is collected, analyzed and presented to the CEC campuses during biannual meetings held for campus presidents and other stakeholders and periodically via electronic mediums and conference calls.

In addition to NPS, at the end of each module, students are given the opportunity to provide feedback to the College by evaluating their specific and educational experience through an instructor and course evaluation process.

Students can access this survey electronically through our student portal. LCB gives our student population a voice by asking them to respond to questions regarding their level of satisfaction with the course, its materials and its content and the level and quality of the instruction. These responses are given both numerically and with the ability for students to post verbatim comments. The College administration uses the results of these surveys to evaluate the faculty, set educational and professional development goals for the faculty and staff, map the curriculum, respond to recommendations regarding the enhancement or alignment of the educational outcomes, plan faculty in-service activities and trainings and evaluate the educational environment and process.

At the end of each module the Director of Education tasks each instructor to print the reports out, read and sign them as an acknowledgement of receipt. They must then turn them into the Director of Education so that they may be placed in the faculty file after they have been reviewed. If the College Administration feels there is a need for action based on the poor score, comments or other indicators then a plan will be crafted and deployed to the faculty member. Repeated comments by groups portraying an instructor in a negative fashion are always addressed immediately. Instructors are encouraged to work on deficiencies through module training, increased in-class observations, continuing education and planned in-service activities.

In response to the low response rates from students on the end-of-block surveys, in the 30th percentile, the SLT made the decision to move away from an electronic and voluntary survey process to a more robust and proactive survey process aimed at increasing both student response and verbatim remarks which would allow the staff and faculty to gain a much wider perspective on the opinion and perception of the student population regarding classes, administrative support and overall satisfaction of the programs offered. This process was instituted beginning in the November 7th 2011 block with a mid-term and an end-of-term survey proctored by members of the administrative staff at the end of week three and six.

After several iterations of the mid-term and end-of-term surveys the student population indicated that two surveys per 6-week course were too many. The Academic Leadership Team made the decision to proceed with one end-of-term survey in mid-2012 and the results from student feedback remains consistent after the change.

Student End-of-Term Survey Results

Below is a table highlighting the class scores:

Module Dates	Registered	Completed	Response Rate	Average Instructor Score
February 2012	559	NA	NA	4.64
July 2012	371	344	92.72%	4.71
November 2012	489	442	90.34%	4.73

Net Promoter Score

Below are the past two year's results of student satisfaction using the NPS process. Indicators illustrate that the College enjoyed a higher level of student satisfaction in early 2011 and as the College population has grown over the last two years the satisfaction rates have decreased.

In response to the declining student satisfaction rates the Campus President conducted two student panels in November of 2011 to inquire directly from the population the reasons behind the decline. The student response identified two main issues that formulated the overarching themes and root causes of the declining student satisfaction rates.

The two issues were class sizes and the availability of supplemental equipment in the kitchen classrooms. In response to these two student issues the Campus President reviewed faculty teaching assignments and redeployed the faculty to ensure that lager sized classes, defined as having 30 or more students registered, had a second chef instructor assigned to them to reduce the student/teacher ratio.

In addition the Director of Education addressed those classes with larger rosters and inquired as to the ability of students to transfer class shift times. From this inquest over several students were willing to transfer shift times to lower the overall average size of the classes in question. Also, the Campus President has tasked the Director of Education, Director of Admissions and Associate Registrar to review all registrations associated with new student starts beginning in the November 2011 block. The intention of this action is to identify and cap the aggregate number of students to be registered into any one class to 30 students, including but not limited to new students starting classes for the first time, students re-entering the program and students retaking classes.

Lastly, the Campus President addressed the question of a lack of sufficient supplemental equipment in the kitchen classrooms. In addressing this issue the Campus President tasked the Director of Procurement and Director of Education to identify, using student roster numbers by class, what supplemental equipment is needed to ensure adequate coverage per student in the kitchen classrooms and beginning in the January 2012 Block these supplemental equipment pieces have been deployed to the kitchen classrooms.

Using the 2011 Spring/Fall wave of Net Promoter Score as a baseline to compare against, the Senior Leadership Team will look to increase the student satisfaction rate by identifying issues and proactively working to address and rectify those student issues that are specific and reasonable and are in conjunction with improving the learning environment. The goal is to realize a high NPS student satisfaction rate in the 2012 Fall wave of survey results. As indicated below the swing of student satisfaction between Spring 2012 and Fall 2012 was significant moving from -18 to 24, a positive change of 41 bps.

Student satisfaction as measured by the NPS has indicated the strategies implemented in late 2011 and executed through full year 2012 have led to a dramatic improvement is cut scores. These strategies will be continued through 2013.

Year	Invited	Total Responded	Response Rate	# Promoters	% Promoters	Total Score
2011						
Wave 1 Spring	808	125	15%	49	40%	6
Wave 2 Fall	880	186	215	67	36%	-1
2012						
Wave 1 Spring	676	113	17%	32	28%	-18
Wave 2 Fall	395	55	14%	8	51%	24
2013						
Wave 1 Spring	331	48	14.5%	18	38%	4

Evidence of the Plans Effectiveness

The evidence of the effectiveness of the CEP is illustrated through the comparison of baseline data with future assessments and initiating the necessary adjustments. By keeping the strategy of consistently conducting student and staff evaluations, tracking realized metrics across the various departments and empirical observation these assessments will enable the results to be utilized as indicators of success. Through the regular review of these assessments the college will be able to refine the process of goal creation, assessment, and ultimately accountability for the results with the overall goal of improving the student, staff and faculty experience.

The Campus President leads regular meetings with Le Cordon Bleu Boston Senior Leadership Team members (SLT) to review, discuss and evaluate the data points for each department. The validity of data points are discussed and adjusted as needed based upon the changes in the academic programs and/or operational changes. The information recorded on the Institutional Assessment Initiative Summary Table is compared to current data enabling the SLT to identify positive and negative trends. Any negative trends are discussed and courses of action are determined. Similarly, positive trends are identified and assessed, so continued enhancement of successful outcomes are realized.

Evaluation of Campus Effectiveness Plan

The CEP has been reviewed by Le Cordon Bleu's Senior Leadership Team (SLT) on a bi-annual basis. Meeting discussions focus on data collected within all departments of the school and defined explanations and review of the intention and concept of being an effective institution of higher learning. The Senior Leadership Team assures that data is collected, interventions are proposed and executed and goals are met on an annual basis with an update of the CEP. Beginning in 2013 the CEP expanded to quarterly meetings to ensure that opportunities to improve the learning environment, student and staff satisfaction and impact are gained.

The collected data is both viewed systematically and systemically during CEP meetings. Recent changes to the plan have included additional data collection within all departments with the intent to establish new baseline data and glean meaningful information to assess where we have areas of opportunity to improve the overall student experience and outcomes. Data is reviewed both through individual dialogue with the department heads and department infrastructures members and in group settings via weekly meetings with set agendas as the calendar year progresses. These individual and group meetings agendas stem from the CEP and the improvement measurements established there.

From a student perspective the increased data collection has been completed through the expansion of the student evaluation process and classroom observation process. In conjunction with student impact initiatives a full calendar year of scheduled faculty In-Service agendas has been scheduled to identify opportunities for professional development and continuing education.

It is our goal to continue to improve our student learning outcomes, experience, persistence and job placement for our active students and alumni. In addition we look to provide a quality and challenging environment for our staff and faculty to be employed within.

Annually, the entire CEP is evaluated by the SLT at the first meeting of the subsequent year so that new campus effectiveness goals may be set.

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ACICS
PROGRAM IMPROVEMENT PLAN

Please use this form (or format) for each program for which an improvement plan is required, and include it in, or append it to, the Campus Effectiveness Plan.

Campus Name & ACICS ID #, Program Name & Credential Level – *One plan may be used to address more than one deficiency in a program's outcomes (retention, placement and/or licensure pass rate).*	**Le Cordon Bleu College of Culinary Arts, Boston Campus** **ACICS ID# 00048109** **Le Cordon Bleu Patisserie and Baking - Certificate**
Data – *Please include data on the relevant measure or measures from the last three CARs. Add any relevant information on graduate satisfaction, employer satisfaction, student learning outcomes or other topics which the campus finds useful.*	**2011 CAR DATA** / **2012 CAR DATA** **Retention** 81.6 / 74.77 **Placement** 58.5 / 55.13 ***Le Cordon Bleu has 2011 and 2012 CAR Data because it was previously not an ACICS Accredited school.**
Analysis - *Please provide a narrative description, based upon a review of the data and information, of the reasons why the institution believes the rate(s) has fallen below the ACICS standard.*	**Placement:** **The following factors contributed to the campus not reaching its placement benchmark;** **1) Poor interviewing skills** **2) Many P&B students enroll to gain P&B skills but are not seeking careers in the field.** **3) Lack of employers willing to hire.** **4) Career Services staff turnover.**
Planned Activities - *Please provide a narrative description of the activities the institution plans to take to raise the relevant rate(s). If the campus has submitted a previous plan, please describe how activities in that plan were implemented, why they have not yet achieved the desired outcome, and when that outcome will be reached.*	**Placement:** **Career Services plans the following to meet the placement benchmark:** **1) Greater emphasis on P&B spotlights and P&B employers at Career Fairs.** **2) Assisting students in interview preparation and professionalism.** **3) A CS staff member focusing on P&B outreach to employers to expand list of sites to for students/grads to extern and seek full-time employment.**

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Rev. Sep, 2011

To print any worksheet open the worksheet / go to FILE / PRINT / and make sure "Active Worksheet" is selected / click OK. S**ee INSTRUCTIONS worksheet for detailed instructions.**

Inst ID:	00048109	Institution Name:	Le Cordon Bleu College of Culinary Arts
Program Name:	**Le Cordon Bleu Culinary Arts**	Program Length (wks):	84.00

Identify the institution's unit of credit **[SELECT ONE]**

	Clock	Adjust the school's credit hour conversion ratio if different from minimums below					
X	**Quarter**	**10**	lecture hrs	**20**	labatory hrs	**30**	practicum hrs
	Semester	**15**	lecture hrs	**30**	labatory hrs	**45**	practicum hrs

If credits are awarded less than represented in the Total Credits Awarded column, insert in the Adjusted Credits Awarded and the Total Credits Awarded will reflect the adjustment.

**DE = Distance Education*

			TOTALS	**601.00**	**589.00**	**360.00**	**1,550.00**	**60.10**	**29.45**	**12.00**	**101.00**	
				CONTACT HOURS				**ACADEMIC CREDIT HOURS**				
Course Number	**Course Titles**	**Gen Ed (Y/N)**	***DE (Y/N)**	**Lecture**	**Lab**	**Practicum Internship Externship**	**TOTAL clock /contact hours**	**Lecture**	**Lab**	**Intern Extern**	**Total Credits Awarded**	**Adjusted Credits Awarded**
LCBC100	College Success and Career Portfolio	N	N	10.00		-	10.00	1.00	-	-	1.0	
LCBC105	Food Safety and Sanitation	N	N	30.00	-	-	30.00	3.00	-	-	3.0	
LCBC110	Culinary Foundations I	N	N	30.00	20.00	-	50.00	3.00	1.00	-	4.0	
LCBC120	Culinary Foundations II	N	N	20.00	80.00	-	100.00	2.00	4.00	-	6.0	
LCBC130	Culinary Foundations III	N	N	20.00	80.00	-	100.00	2.00	4.00	-	6.0	
LCBC125	Cost Control and Purchasing	N	N	30.00	-	-	30.00	3.00	-	-	3.0	
LCBC150	Baking and Pastry	N	N	20.00	80.00	-	100.00	2.00	4.00	-	6.0	
LCBC135	Nutrition	N	N	30.00	-	-	30.00	3.00	-	-	3.0	
LCBC210	Cuisine Across Cultures	N	N	20.00	80.00	-	100.00	2.00	4.00	-	6.0	
LCBC215	Hospitality Supervision and Entrepreneurship	N	N	50.00	-	-	50.00	5.00	-	-	5.0	
LCBC160	Catering and Buffets	N	N	20.00	80.00	-	100.00	2.00	4.00	-	6.0	
LCBC232	Contemporary Cuisine	N	N	21.00	49.00	-	70.00	2.10	2.45	-	4.6	4.00
LCBC225	Wine and Beverage	N	N	30.00	-	-	30.00	3.00	-	-	3.0	
LCBC250	Externship I	N	N	-	-	180.00	180.00	-	-	6.00	6.0	
LCBC255	Externship II	N	N	-	-	180.00	180.00	-	-	6.00	6.0	
LCBC240	Restaurant Rotation	N	N	20.00	120.00		140.00	2.00	6.00	-	8.0	
ART252	Art Appreciation	Y	N	50.00			50.00	5.00	-	-	5.0	
MAC1105	College Mathematics	Y	N	50.00			50.00	5.00	-	-	5.0	
ENG102	English Composition and Literature	Y	N	50.00			50.00	5.00	-	-	5.0	
MTH122	College Math	Y	N	50.00			50.00	5.00	-	-	5.0	
SOC222	Cultural Diversity	Y	N	50.00			50.00	5.00	-	-	5.0	
							-	-	-	-	-	
							-	-	-	-	-	
							-	-	-	-	-	

To print any worksheet open the worksheet / go to FILE / PRINT / and make sure "Active Worksheet" is selected / click OK. S**ee INSTRUCTIONS worksheet for detailed instructions.**

Inst ID:	00048109	Institution Name:	Le Cordon Bleu College of Culinary Arts
Program Name:	**Le Cordon Bleu Culinary Arts**	Program Length (wks):	36.00

Identify the institution's unit of credit **[SELECT ONE]**

Adjust the school's credit hour conversion ratio if different from minimums below

		Clock						
	X	**Quarter**	**10**	lecture hrs	**20**	labatory hrs	**30**	practicum hrs
		Semester	**15**	lecture hrs	**30**	labatory hrs	**45**	practicum hrs

If credits are awarded less than represented in the Total Credits Awarded column, insert in the Adjusted Credits Awarded and the Total Credits Awarded will reflect the adjustment.

**DE = Distance Education*

			TOTALS	**140.00**	**340.00**	**180.00**	**660.00**	**14.00**	**17.00**	**6.00**	**37.00**	
				CONTACT HOURS				**ACADEMIC CREDIT HOURS**				
Course Number	**Course Titles**	**Gen Ed (Y/N)**	***DE (Y/N)**	**Lecture**	**Lab**	**Practicum Internship Externship**	**TOTAL clock /contact hours**	**Lecture**	**Lab**	**Intern Extern**	**Total Credits Awarded**	**Adjusted Credits Awarded**
LCBC105	Food Safety and Sanitation	N	N	30.00			30.00	3.00	-	-	3.0	
LCBC110	Culinary Foundations I	N	N	30.00	20.00		50.00	3.00	1.00	-	4.0	
LCBC120	Culinary Foundations II	N	N	20.00	80.00		100.00	2.00	4.00	-	6.0	
LCBC130	Culinary Foundations III	N	N	20.00	80.00		100.00	2.00	4.00	-	6.0	
LCBC150	Baking & Pastry	N	N	20.00	80.00		100.00	2.00	4.00	-	6.0	
LCBC210	Cuisines Across Cultures	N	N	20.00	80.00		100.00	2.00	4.00	-	6.0	
LCBC250	Externship I	N	N			180.00	180.00	-	-	6.00	6.0	

To print any worksheet open the worksheet / go to FILE / PRINT / and make sure "Active Worksheet" is selected / click OK. S**ee INSTRUCTIONS worksheet for detailed instructions.**

Inst ID:	00048109	Institution Name:	Le Cordon Bleu College of Culinary Arts
Program Name:	**Le Cordon Bleu Patisserie and Baking**	Program Length (wks):	36.00

Identify the institution's unit of credit **[SELECT ONE]**

	Clock	Adjust the school's credit hour conversion ratio if different from minimums below						
X	**Quarter**	**10**	lecture hrs	**20**	labatory hrs	**30**	practicum hrs	
	Semester	**15**	lecture hrs	**30**	labatory hrs	**45**	practicum hrs	

If credits are awarded less than represented in the Total Credits Awarded column, insert in the Adjusted Credits Awarded and the Total Credits Awarded will reflect the adjustment.

**DE = Distance Education*

			TOTALS	**130.00**	**400.00**	**180.00**	**710.00**	**13.00**	**20.00**	**6.00**	**39.00**	
				CONTACT HOURS				**ACADEMIC CREDIT HOURS**				
Course Number	**Course Titles**	**Gen Ed (Y/N)**	***DE (Y/N)**	**Lecture**	**Lab**	**Practicum Internship Externship**	**TOTAL clock /contact hours**	**Lecture**	**Lab**	**Intern Extern**	**Total Credits Awarded**	**Adjusted Credits Awarded**
LCBC105	Food Safety and Sanitation	N	N	30.00			30.00	3.00	-	-	3.0	
LCBK101	Introduction to Patisserie and Baking Techniques	N	N	20.00	80.00		100.00	2.00	4.00	-	6.0	
LCBK110	Baking Principles and Viennoieserie	N	N	20.00	80.00		100.00	2.00	4.00	-	6.0	
LCBK120	International Patisserie, Cake Formula and Assembly	N	N	20.00	80.00		100.00	2.00	4.00	-	6.0	
LCBK210	Advanced Patisserie Techniques	N	N	20.00	80.00		100.00	2.00	4.00	-	6.0	
LCBK220	Centerpiece, Cake Décor & Advanced Techniques	N	N	20.00	80.00		100.00	2.00	4.00	-	6.0	
LCBK250	Externship I	N	N			180.00	180.00	-	-	6.00	6.0	
							-	-	-	-	-	
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INVENTORY OF EQUIPMENT

750 First Street, NE, Suite 980
Washington, DC 20002-4241
TEL: (202) 336-6780

Include equipment used directly in the educational activities of the institution; do not include administrative equipment.

Name of Institution: Le Cordon Bleu College of Culinary Arts, Boston ID Code: 00048109

City, State, Zip: Cambridge, MA 02142

COMPUTERS	NUMBER	AVE AGE	OWN/LEASE
Computer Lab – PC's	31	6 yrs	Own
Academic Classrooms – PC's	5	2-3 yrs	Own
Learning Resource Center – PC's	16	6 yrs	Own
Kitchen Labs – PC's	9	New-2 yrs	Own

OTHER INSTRUCTIONAL EQUIPMENT	NUMBER	AVE AGE	OWN/LEASE
Computer Lab - Printer	1	6 yrs	Own
Learning Resource Center - Printer	1	6 yrs	Own
White Boards – Classrooms and kitchen labs	14	4-6 yrs	Own

AUDIO-VISUAL EQUIPMENT	NUMBER	AVE AGE	OWN/LEASE
Academic Classrooms - Projectors	5	6 yrs	Own
Kitchen Labs - Projectors	12	6 yrs	Own
Kitchen Labs - Cameras	9	6 yrs	Own
Kitchen Labs – Sound system/dvd player/wireless mic	9	6 yrs	Own

LCB BOSTON INVENTORY

KITCHEN/CLASS: Foundations 1 **DATE: Sept 2014**

ITEM	QTY	CONDITION
Chairs, black	31	VG
Stools, orange	35	G
Stainless steel tables 6'	12	VG
Chef stainless steel demo table	1	VG
Computer	1	NEW
Logitech keyboard	1	NEW
Stainless steel 2 door cabinet	1	VG
Traulsen double door reach in	1	VG
6 burner range w/double convection oven	1	VG
Combination griddle/broiler	1	VG
2 bay deep-fry	1	VG
Portable white boards	2	Fair
Wall mounted white board	1	Fair
2 bay stainless vegetable sink	1	VG
Stainless steel shelving, 5'	2	VG
Metro rack, 4 shelf	3	VG
Metro rack, 3 shelf	1	VG
Scotsman ice machine	1	VG
3 bay dish sink	1	VG
Stainless steel pot/pan rack 6'	1	VG
Stainless steel hand sink	2	VG
Soap dispenser for above	2	VG
Traulsen double door reach-in/freezer	1	VG
Audio/video projectors	1	VG

LCB BOSTON INVENTORY

Audio/video screens	2	VG
Sony overhead camera	1	VG
Audio/video console	1	VG
Air tech 7' hood system	1	VG
7" aluminum saute pans	2	G
8" aluminum saute pans	1	G
10" aluminum saute pans	4	G
Tongs, 12" SS	24	VG
Wire wisk, 12" SS	32	VG
Spoons, 15" SS	40	VG
Ladle, 2 oz	24	VG
Ladle, 5 oz	1	VG
Ladle, 6 oz	1	VG
Ladle, 12 oz	1	VG
Ladle, 8 oz	3	VG
Portion scale, 32 oz	3	G
Norton Multi-stone Tri stone	1	G-
Robot Coupe R2 Ultra	1	VG
SS bowl for Robot Coupe above	1	VG
SS blade for Robot Coupe above	1	VG
Cover, plastic, for above	1	VG
Vita Mix X1	1	VG
192 oz container for Vita Mix	1	VG
62 oz container for Vita Mix	1	VG
Cook Tex induction burner	1	VG
1 gal cambro containers	4	G
2 qt cambro containers	3	G
Aluminum gallon measure	1	G

LCB BOSTON INVENTORY

Aluminum quart measure	1	G
6" SS bowl	8	VG
8" SS bowl	8	VG
10" SS bowl	13	VG
12" SS bowl	14	VG
14" SS bowl	12	VG
16" SS bowl	11	VG
Colander, large	1	G
2" full hotel pans	11	VG
4" full hotel pans	5	VG
2" 1/2 hotel pans	7	VG
4" 1/2 hotel pans	3	VG
4" 1/6 hotel pans	11	VG
4" 1/3 hotel pans	2	VG
2" 1/4 hotel pans	2	VG
2" 1/3 hotel pans	2	VG
Full sheetpans	35	G
1/2 sheetpans	13	G
16" roasting pan	3	G
Large china cap	2	G
Small china cap	1	G
Chinoise	1	G
2 qt SS sauce pan	5	VG
6 qt SS sauce pan	3	VG
3 qt SS sauce pan	4	VG
8 qt SS sauce pot	4	G
10 qt SS sauce pot	2	G
Large (14") aluminum rondeau	1	G

LCB BOSTON INVENTORY

Cuttings boards	30	VG
SS cutting board holders	7	VG

KITCHEN #2 - P&B PROGRAM DATE: Sept 2014

ITEM	QTY	CONDITION
Stainlesss Cabinet	1	Good
Stainlesss Desk	1	Very Good
Computer	1	Very Good
Phone	1	Good
Yard Sticks	3	Good
Wall Whiteboard	1	Fair
Easel Whiteboard	1	Fair
Large Metro Racks	5	Very Good
4 Deck Oven	1	Good
Oven Deck Brushes	3	Good
Convection Oven	2	Good
Proofer	1	Good
Microwave	1	Very Good
Enclosed Speed Rack Cabinet	2	Good
Speed Racks	13	Good
6 Burner Range	2	Very Good
Handsink	2	Good
3 Bay Sink	1	Very Good
Grease Trap	1	Good
Recycle Bin	1	Good
Slim Trash Can	4	Good
Large Wheel Trash Can	1	Good
Wooden Benchtops	8	Very Good
Stainlesss Cabinet Benchtops	2	Very Good
Stainlesss Benchtops	3	Very Good
Large Tabletop Marble	1	Very Good

Small Sheeter	1	Very Good
Large Ingredient Wheeled Bins	7	Good
5 qt KitchenAid Mixers	4	Good / Fair
5 qt Hobart Mixers	13	Good / Fair
5 qt Dough Hooks	15	Very Good
20 qt Hobart Mixers	8	Very Good
20 qt Whisks	6	Good
20 qt Paddles	6	Very Good
20 qt Dough Hooks	7	Very Good
Balance Scales	15	Good / Fair
Balance Scale Scoops	12	Good / Fair
Turntables	18	Good
Chinois	8	Very Good
Large China Cap	3	Very Good
Small China Cap	2	Very Good
Large Saute Pan	5	Good
Medium Saute Pan	2	Good
Small Saute Pan	13	Good
Large Sauce Pot	23	Good / Fair
Small Sauce Pot	13	Good / Fair
Pastry Wheels	9	
Dough Dockers	7	
Measuring Cups and Spoons	40	
Whisks	22	
Plastic Tips	1 box	
Peelers	35	
Pastry Brushes	7	
Biscuit Cutters	4 tins	
Scoops	24	

Sugar Thermometers	15	New / Very Good
Robot Coupe	1	Fair
Immersion Blender	1	
Air Brush Machine	1	Broken
Digital Scales	6	Good
Cheese Cloth	3 bund	Very Good
Icing Combs	25	
Syrup Hydrometer	3	Very Good
Juicer	1	Good
Tongs	4	Very Good
4 oz Ladles	3	Very Good
2 oz Ladles	6	Very Good
1 oz Ladles	2	Very Good
8" Cambro Lids	6	Good
1G Cambro Lids	4	Good
8qt Cambro Lids	17	Very Good
4qt Cambro Lids	2	Good
Cambro 22 qt	8	Good
Cambro 12 qt	8	Good
Cambro 8 qt	28	Good
Cambro 4 qt	4	Good
1/2 Sheets	22	Good
Full Sheets	93	Good
Cutting Boards	15	Good / Fair
Large Sifter	1	Very Good
Bread Loaf Pan (10 x 5)	9	Very Good
Bread Loaf Pan (8 x 4)	5	Very Good
Hotel Pan Full	23	Very Good
Hotel Pan 1/2	19	Very Good

Hotel Pan 1/4	9	Very Good
Green Soap Buckets	8	Good
Red Sanitizer Buckets	10	Good
Rolling Pins	16	Good
Cooling Racks Full	5	Good
Cooling Racks 1/2	4	Very Good
Cheese Grater	2	Very Good
Plastic 9-pan	9	Good
Round Dinner Plates	7	Good
Triangle Plates	6	Good
Salad Bowls	7	Good
XLarge S.S. bowl	19	Very Good
Large S.S. bowl	56	Very Good
Medium S.S. bowl	39	Very Good
Small S.S. bowl	2	Very Good

KITCHEN #3 - FII **DATE: Sept 2014**

ITEM	QTY	CONDITION
Sauce Pots, Small	56	Good
Saute Pans, Small	41	Good
Saute Pans, Large	40	Good
Sauce Pots, Large	30	Good
Chinois	3	Good
China Caps	5	Good
Food Mills	3	Good
Sauteuse Large	1	Good
Braising Pans	3	Good
Half Sheet Pans	36	Good
Full Sheet Pans	26	Good
Mixing Bowls, Large	5	Good
Mixing Bowls, Medium	17	Good
Mixing Bowls, Small	37	Good
Mixing Bowls, X-Small	2	Good
Hotel Pans, Half	10	Good
Drip Racks	2	Good
Hotel Pans, Full	10	Good
1/3 pans, 2"	2	Good
1/3 pans, 4"	1	Good
1/4 pans, 4"	2	Good
Grater	7	Good
Ricer	1	Good
Colander	2	Good
Stock pot w/ spout	1	Good
Stock pots	6	Good
Small Steam Kettles	2	Very Good
Large Steam Kettle	1	Very Good
Deep Fryer	1	Good
Metro Racks	3	Very Good
Cutting Boards	32	Good
Scales	6	Good
Grill	1	Good
Reach-in Fridge	1	Good

12 Burner Stoves	4	Good
6 Burner Stoves	3	Good
Viamix	2	Good
Robot Coupe	2	Good

KITCHEN/CLASS: P&B CULINARY DATE: Sept 2014

ITEM	QTY	CONDITION
ingredient bins	6	good
5 qt mixer	15	good
microwave	1	good
robot coupe 3 qt	1	good
cabinets	4	good
ss tables 6'	8	v good
marble top tables	4	v good
20 qt mixers	4	good
20 qt hobart (medalist) mixers	2	good
convection ovens	1	good
small pots with handles	14	v good
lg pots with handles	12	v good
2 door reach ibn	1	v good
20 qt whips	10	good
20 qt paddles	12	good
full sheetrays	130	good
20 qt mixer bowls	7	v good
1/2 sheetrays	32	v good
wire racks	13	good
bench scales	12	good
tami sifters	3	good
ss tables with cabinets	2	v good
1/4 shallow hotel pan	6	v good
assort. Rolling pins	24	good
sm saute pans 10"	6	good
med saute pans 12"	6	good
lg saute pans 14"	3	good
jet spray for sink	1	ok
faucets	4	good
paper towel holders	2	good
speed racks	10	good
choc temper machine	1	good
grease trap	1	good
walk in fridge	1	good
walk in freezer	1	good

metro racks	4	good
2 bay sink	1	good
rotary sieves	6	poor
peels	2	good
oven brooms	1	good
5 qt mixer bowls	14	v good
5 qt mixer paddles	12	good
5 qt mixer whips	15	1 broken
hand whips	20	good
ice cream scoops	20	good
ladles 12 oz	5	good
ladles 2 oz	7	good
dough dockers	5	good
pizza wheels	3	good
squeeze bottles	15	good
induction burners	4	2good 2 poor
cup measure	1	good
off set spatulas	1	good
candy thermemeters	8	good
oven racks	4	good
shallow oven pans	4	good
square deep handled pans	6	good
handled sieves	4	good
china caps	2	good
chinois	4	good
dough hooks 20 qt	8	good
dough hooks 5 qt	15	good
colanders large	3	good
stock pot assorted	12	good
grater attach to 20 qt	1	good
immersion blender commercial	1	good
mop buckets	2	good
mops	6	good
paper towel dispensers	2	good
hand sinks	2	good
overhead elec outlets	14	good
write on board	1	good
ss shelf over 3 bay	1	good

x large stock pots	2	good
gallon cambros	12	good
9" tart pans	36	good
hand squegees	4	good
floor squegees	4	good
mops	6	good
utility tables for 20 qt mixers	3	good
computers	1	good
soap dispensers	2	good
pot rack	1	good
cubbies	2	good
first aid kit	1	good
eco lab system	1	good
ansul system	1	good
hoods	1	good
pull out faucet	2	good
projector	1	good
screen	1	good
stereo system	1	good
stand up write on board	1	fair
green sani buckets	24	poor
red sani buckets	10	poor
rect. Trash buckets	4	good
5 gal cambro	12	good
2.5 gal cambro	5	good
1 gal cambro	5	good
small saute	6"	good
cutting board	8	good
ss table 3 '	2	v good
ss table 8'	1	v good
ss table 4'	1	v good
digital scale	1	v good
shallow hotel pan	25	v good
clock	1	good
grease trap	1	good
stools	16	good
biscuit cutters	8	good
cages	2	v good

equipment stands	1	v good
ss desk	1	v good
ss upper cabinet	1	v good
9 pan cambros	12	good
qt cambros	6	good
gallon measures	6	fair
pint measures	5	poor
cup measures	5	good
3 bay sink	1	v good
small rondo	1	v good
lg rondo	2	v good
rubbermaid brute trash barrel	1	fair
trash bins	4	fair
sm. Bowls	2	good
med. Bowls	17	good
large bowls	12	good
box graters	3	fair
deep hotel pan	6	good
x large hotel pan	12	good
1/4 shallow hotel pan	6	v good
rolling pins	24	good
star tips	36	good
round tips	36	good

KITCHEN/CLASS: KITCHEN #5 - REST ROTATION **DATE: Sept 2014**

ITEM	QTY	CONDITION
Large sauce pans	18	Good
Medium sauce pans	11	Good
Medium saute pans	19	Good
Large saute pans	5	Good
Small saute pans	6	Good
SS water pitchers	3	Good
Box Graters	3	Good
Sifters	4	Good
Food mill	1	Good
Metal gallon measure	1	Good
Bain marie	3	Good
9" cake pans	3	Good
Aluminum roasting pans	18	Good
Colander	1	Good
Sizzle plates	6	Good
6" 1/3 pans	6	Good
4" 1/3 pans	3	Good
2" 1/3 pans	6	Good
4" 1/3 pans	3	Good
2" 1/3 pans	6	Good
4" 1/4 pans	3	Good
6" 1/6 pans	8	Good
4" 1/6 pans	1	Good
6" 1/4 pans	1	Good
2" 1/9 pans	1	Good
2" full pans	8	Good
2" full perf pans	3	Good
4" full pans	17	Good
4" 1/2 pans	8	Good
4" 1/2 perf pans	3	Good
2" 1/2 pans	11	Good
Muffin tins	1	Good
Large mixing bowls	5	Good
Med mixing bowls	3	Good

Small mixing bowls	6	Good
French rolling pins	3	Good
Med Tami	1	Good
Large Tami	2	Good
Plastic 1/9 pan	26	Good
Half sheet pans	14	Good
Full sheet pans	42	Good
Cooling racks full	7	Good
22qt cambro w/ covers	5	Good
12qt cambro	1	Good
7.5 qt. cambro	2	Good
Slotted cambro and covers	4	Good
Vita mix	1	Good
Cutting boards	22	Good
Chinois	1	Good
China cap	5	Good
Pasta baskets	4	Good
Med stock pots	3	Good
Large stock pots	3	Good
Rondeau	1	Good
8oz. ladles	10	Good
4oz. ladles	10	Good
2oz. ladles	15	Good
Wire whips	7	Good
Slotted spoons	25	Good
Solid spoons	10	Good
Veg peelers	6	Good
20 qt. mixer and attachments	1	Good
Meat grinder	1	Good
4' SS table	2	Good
Rolling cabinets	3	Good
Induction burner	1	Good
Student chairs	25	Good
6' SS tables	11	Good
6' sandwich unit	1	Good
6' low boy	1	Good
Smoker	1	Good

6 burner US range	4	Good
2 burner/ flat top range	1	Good
Salamander	1	Good
55 desk	1	Good
Desk top computer	1	Good
2 door reach in	1	Good
Robot coupe	2	Good
Kitchen aid mixer	1	Good
Slicer	1	Good
Flour bins	4	Good
Locking cages	2	Good
6' tables W/ sliding doors	2	Good

KITCHEN #6 - CATER & CONTEMP		DATE: Sept 2014

ITEM	QTY	CONDITION
Sauce Pan Large	14	Very Good
Sauce Pan Small	18	Very Good
Mixing Bowl Large	13	Very Good
Mixing Bowl Medium	10	Very Good
Mixing Bowl Small	12	Very Good
1/6 Pan Deep	9	Good
1/6 Pan Shallow	14	Good
1/3 Pan Shallow	22	Good
1/3 Pan Deep	1	Good
1/2 Pan Shallow	20	Good
1/2 Pan Deep	27	Good
Full Hotel Shallow	19	Good
Full Hotel Deep	14	Good
Full Hotel Perforated	2	Good
Roasting Pan	6	Very Good
Sheet Pan Full	151	Very Good
Sheet Pan Half	21	Very Good
Muffin Pan	6	Very Good
Plastic Tray, Black	6	Very Good
20 Quart Mixers	2	Very Good
SS Roasting Rack 1/2	1	Good
SS Roasting Rack 1/3	2	Good
SS Roasting Rack Full	1	Good
Rondeau	1	Good
Stock Pots	8	Good
Cambro 20 QT	12	Very Good
Cambro 4 QT	10	Very Good
Cambro 2 QT	5	Fair
Cambro 8 QT	4	Very Good
Pitchers - Gallon	4	Very Good
Pitchers - 2 QT	3	Very Good
Pitchers - 1 QT	2	Fair
1 cup liquid measure	2	Poor
Food Mill	1	Poor

Food Mill Screens	3	Poor
Food Mill Crank	2	Fair
Chinois	3	Fair
China Cap	5	Very Good
Sieve - crank	2	Very Good
Sieve - hand	1	Very Good
Colander	2	Very Good
Cheese Graters	6	Good
20 QT Mixer Paddles	3	Very Good
Saute Pan 7"	13	Good
Saute Pan 8"	17	Good
Saute Pan 10"	20	Good
Saute Pan 12"	13	Good
Saute Pan 10" NonStick	1	Good
Saute Pan 12" NonStick	1	Good
Peeler	8	Good
Ice Cream Scoop	2	Good
Spoon - strainer	2	Good
Serving Spork - metal	3	Good
Serving Spork - plastic	1	Good
Serving Spoons - metal	25	Good
Spoon - slotted	26	Good
Wok spatulas	2	Good
Spider Strainers	2	Good
Ladle - 1 oz	2	Good
Ladle - 2 oz	6	Good
Ladle - 4 oz	3	Good
Ladle - 8 oz	2	Good
Spoon - wood	3	Good
Spoon - high temp	1	Good
Whisk	22	Good
Tongs - metal	10	Good
Tongs - plastic	2	Good
Pie Server	5	Good
Serving Fork - metal - small	6	Good
Serving Fork - metal - large	2	Good
Spatula - Metal	2	Good
Spatula - Rubber	1	Good

Gravy Boat	2	Good
Meat Tnerderizer	1	Good
Pastry Brush	2	Good
Serving Tray - Small plastic	2	Good
Serving Tray - Large plastic	9	Good
Serving Board - Wood	1	Good
Serving Mirrors - Large	2	Good
Serving Mirrors - Medium	4	Good
Serving Mirrors - Small	3	Good
Serving Tray - Small metal	7	Good
Mixer 5 QT	2	Good
Mixer 5 QT - paddles	4	Good
Mixer 5 QT - dough hooks	4	Good
Food Processor	2	Good
Food Processor - blades	2	Good
Food Processor - grater disc	1	Good
Blender	2	Good
Slicer	1	Good
Pasta Roller	2	Good
Sous Vide Circulators	2	Very Good
Plastic Bins	7	Good
Scale	1	Very Good
Dehydrator	1	Good
Vacuum Sealer	1	Very Good
Cutting Boards	19	Good
Spice Grinder	1	Fair
Sani-Buckets	14	Good

KITCHEN/CLASS: FOUNDATIONS III **DATE: Sept 2014**

ITEM	QTY	CONDITION
STAINLESS STEEL DESK (3 DRAWER)	1	VERY GOOD
STAINLESS STEEL 2 DRAWER SYORAFE CAB	1	VERY GOOD
DELL COMPUTER	1	VERY GOOD
ELECTRONIC MEDIA CENTER	1	VERY GOOD
2 DRAW STAINLESS STEEL CABINET	1	VERY GOOD
STAINLESS STEEL SHELF 6 TIER	1	VERY GOOD
ROBOT COUPE	2	VERY GOOD
VITA MIXER	1	VERY GOOD
KITCHEN AID MIXER 5 QT	1	VERY GOOD
LRG INDUSTRIAL MEDALIST MIXER	1	VERY GOOD
MIXER BOWEL "	1	VERY GOOD
PADDLES	2	VERY GOOD
DOUGH HOOK	1	VERY GOOD
STACKABLE SSTOOLS	25	VERY GOOD
2 BAY STAINLESS SINKS	2	VERY GOOD
4 BAY STAINLESS SINK	1	VERY GOOD
10 BURNER GAS STOVE	6	VERY GOOD
6 BURNER GAS STOVE	1	VERY GOOD
4 BURNER GAS STOVE W1TH GRIDDLE	1	VERY GOOD
2 GRILLS	2	VERY GOOD
LRG INDUSTRIAL MEDALIST MIXER	1	VERY GOOD
LARGE TILT KETTLE,"CLEVELAND"	1	VERY GOOD
SALAMANDER	1	VERY GOOD
STAINLESS WASHSMOKER	2	GOOD
2 DOOR STAINLESS REACH-IN	1	GOOD

PORTION SCALES STAINLESS	5	GOOD
SPEED CARTS	4	GOOD
ELECTRIC "COOKSHANK" SMOKER	1	GOOD
STAINLESS SHELVING	3	GOOD
2 THIN STAINLESS SIDE COUNTERS	2	GOOD
ROLLING RACKS	4	GOOD
STAINLESS STEEL SPOONS	3	GOOD
GRAM SCALE	1	GOOD
4 QT PLAST	8	GOOD
2 QT PLASRIC CAMBROS	1	GOOD
1 QT PLASTIC CAMBRO	3	GOOD
9 PANS PLASTIC	9	GOOD
1 QT MEASURING CUP	2	GOOD
LIDS	18	GOOD
22 QT CAMBRO	10	GOOD
3 QT CAMBRO ROUND	3	GOOD
VERY LARGE PLASTIC CAMBRO	5	GOOD
RICER	1	GOOD
2 OZ LADDLES	13	GOOD
8 OZ LADDLE	1	GOOD
12 OZ LADDLE	1	GOOD
MISC PLASTIC SPOONS	4	POOR
ROLLING PINS	4	FAIR
MISC WHISKS	8	VERY GOOD
SM SPIDER	1	GOOD
SKIMMER	1	GOOD
MISC SS SPOONS(PERFORATED ETC)	20	GOOD
TONGS	17	VERY GOOD
ICE CREAM SCOOPS	2	GOOD

RING MOLDS	17	GOOD
SQUARE MOLDS	3	GOOD
MEAT MALLET/TENDERIZER	1	FOOD
PEELER	1	GOOD
SERVING FORKS	3	GOOD
VICE GEIP	1	GOOD
PIE SERVER	1	GOOD
FLAT ICE CREAM SCOOP	1	GOOD
S.S. EXTRA SMALL BOWL	4	FAIR
S.S. SMALL BOWL	8	FAIR
S.S. MEDIUM BOWL	23	FAIR
S.S. LARGE BOWL	25	FAIR
STOCK POT 24 QT	3	FAIR
STOCK QT 16 QT	1	FAIR
STOCK POT 14 Qt	1	FAIR
STOCK	1	FAIR
LARGE LIDS	4	FAIR
MEDIUM LIDS	2	FAIR
SAUSAGE MAKER APPAR	1	GOOD
7 " SAUTE PAN	19	POOR
8" SAUTE PAN	14	POOR
10 " SAUTE PAN	41	POOR
12" SAUTE PAN	3	POOR
18" SAUTE PAN	3	GOOD
7 " SAUCE PAN	35	GOOD
8" BRAZIER	22	GOOD
2.5 QT PANS	9	GOOD
12" CHINA CAPS	5	GOOD
8" CHINA CAPS	5	GOOD

DOOS MILLS	3	GOOD
10" WHITE PLATES	28	FAIR
6' SOUP BPWL	4	GOOD
SMALL TRIANGLE WHITE PLATE	3	GOOD
LARGE TRIANGLE WHITE PLATE	1	GOOD
6" PIE PLATE	21	GOOD
CLEAR 8" PLATE	1	FAIR
WHITE BOWL	1	GOOD
FULL SHEET PANS	111	GOOD
HALD SHEET PANS	28	GOOD
FULL 2" HOTEL PANS	10	GOOD
FULL 1" HOTEL PAN	13	GOOD
1" HALF HOTEL PAN	6	GOOD
3" 1/8 HOTEL PAN	3	GOOD
1" 1/4 HOTEL PAN	2	GOOD
3" 1/3 HOTEL PAN	1	GOOD
2" 1/3 HOTEL PAN	7	GOOD
2" 1/3 HOTEL PAN	8	GOOD
2" 1/4 HOTEL PAN	1	GOOD
2" 1/8 HOTEL PAN	4	GOOD
3" 1/8 HOTEL PAN	14	GOOD
2" 1/2 HOTEL PAN	2	GOOD
POASTING PANS	6	GOOD
8" X 20 " ROASTER	2	GOOD
BOX GRATER	4	GOOD
LARGE RONEAU	1	GOOD
COLANDER	5	GOOD
STOCK POT 20 QT	2	GOOD
S.S. BOWL 12 QT	4	GOOD

KITCHEN/CLASS: KITCHEN #9 - CAC	DATE: Sept 2014

ITEM	QTY	CONDITION
rolling pins	11	3 poor
colanders	3	Good
box graters	4	2 poor
china caps	3	Good
tami	1	Good
chinois	2	Good
food mills	4	3 poor
sushi mats	14	Good
ss saucepans (I gal)	21	Good
ss saucepans (1/2 gal)	3	Good
alumin. Saucepans (1 gal)	3	Good
alumin. Saucepans (1/2 gal)	3	Good
paella' pans	13	Good
saute pans/15 inch	5	Good
saute pans/12 inch	7	Good
saute pans/10 inch	22	Good
saute pans/8 inch	4	Good
saute pans/6 inch	8	Good
ss bowls/various sizes	57	Good
full sheet pans	31	Good
half sheet pans	10	Good
quarter sheet pans	2	Good
hotel pans- perforated	2	Good
hotel pans/sixth	8	Good
hotel pans/third	2	Good
hotel pans/ full	22	Good
alumin roasting pans	4	Good
cooling racks, full	2	Good
cooling racks half	3	Good
cast iron pans/ 14 inch	5	Good
cast iron pans/12 inch	3	Good
wok pans	10	Good
stoves/ 10 burner	4	Good
stoves/6 burner	2	Good
stoves/4 burner with griddle	1	Good

salamander	1	Good
grills	2	Good
wok stations	4	Good
fryolater	1	Good
steamer	1	Good
steam jacketed kettle/80 gallon	1	Good
ss tables/ small sizes/end tables/under window etc	6	Good
ss tables/ student work tables	11	Good
rolling bins, under counter	3	Good
ss table w/ 2 door cabinet below	1	Good
ss desk top w/ shelf below	1	Good
ss overhead cabinet w/ 2 doors	1	Good
robot coupe	2	Good
robot coupe blades	2	Good
robot coupe shredder attachment	1	Good
blender/ Blendtech	1	Good
Kitchen Aid 6 qt mixer	1	Good
Kitchen Aid bowls, whisks, paddles	2ea	Good
rice cooker. Panasonic	1ea	Fair
stereo unit	1	Good
projectors, ceiling mounted	2	Good
white board, wall mounted	2	Good
white board, on wheels	1	Fair
ss shelving, wall mounted	4	Good
wire racks, 4-6 ft ea	8	Good
metal storage cabinets, with doors	2	Good
rolling racks	2	Good
plastic ice buckets	2	Fair
cambro: 5 gallon	6	Good
1 gallon	10	Good
2.5 gallon	9	Good
1 qt	4	Good
ninth pans	12	Good
lexan: perforated, deep, shallow	4	Good
lexan covers for above	4	Good
sani buckets	17	Fair
gallon measures	3	Fair
quart measures	3	Good

plates, assorted	25	Good
cutting boards	22	Good
slim jim waste baskets	2	Good
large round waste baskets	2	Good
tongs	10	Fair
wok tools	12	Fair
ladles/2 oz	20	Good
ladles/ 8 oz	4	Good
spiders	2	Good
skimmers	2	Good
potato masher	1	Good
whisks	12	Fair
portion scale/32 oz	4	Good
digital scale	1	Good
spice grinder	1	Poor
GRILL BRUSH	1	Good
ceiling extension cord units	8	Good
salad spinner, large orange	1	Good
stools	30	Good
ss hanging pot racks, wall mounted	3	Good
double hooks for racks	12	Good
stock pots, various sizes	12	Good
ss braziers	3	Good
pan covers, various sizes	7	Good
sinks:		Good
4 bay	1	Good
2 bay	1	Good
1 bay	1	Good
hand sink	2	Good
walk-in	1	Good

KITCHEN/CLASS: FOUNDATIONS III **DATE: Sept 2014**

ITEM	QTY	CONDITION
STAINLESS STEEL DESK (3 DRAWER)	1	VERY GOOD
STAINLESS STEEL 2 DRAWER SYORAFE CAB	1	VERY GOOD
DELL COMPUTER	1	VERY GOOD
ELECTRONIC MEDIA CENTER	1	VERY GOOD
2 DRAW STAINLESS STEEL CABINET	1	VERY GOOD
STAINLESS STEEL SHELF 6 TIER	1	VERY GOOD
ROBOT COUPE	2	VERY GOOD
VITA MIXER	1	VERY GOOD
KITCHEN AID MIXER 5 QT	1	VERY GOOD
LRG INDUSTRIAL MEDALIST MIXER	1	VERY GOOD
MIXER BOWEL "	1	VERY GOOD
PADDLES	2	VERY GOOD
DOUGH HOOK	1	VERY GOOD
STACKABLE SSTOOLS	25	VERY GOOD
2 BAY STAINLESS SINKS	2	VERY GOOD
4 BAY STAINLESS SINK	1	VERY GOOD
10 BURNER GAS STOVE	6	VERY GOOD
6 BURNER GAS STOVE	1	VERY GOOD
4 BURNER GAS STOVE W1TH GRIDDLE	1	VERY GOOD
2 GRILLS	2	VERY GOOD
LRG INDUSTRIAL MEDALIST MIXER	1	VERY GOOD
LARGE TILT KETTLE,"CLEVELAND"	1	VERY GOOD
SALAMANDER	1	VERY GOOD
STAINLESS WASHSMOKER	2	GOOD
2 DOOR STAINLESS REACH-IN	1	GOOD

PORTION SCALES STAINLESS	5	GOOD
SPEED CARTS	4	GOOD
ELECTRIC "COOKSHANK" SMOKER	1	GOOD
STAINLESS SHELVING	3	GOOD
2 THIN STAINLESS SIDE COUNTERS	2	GOOD
ROLLING RACKS	4	GOOD
STAINLESS STEEL SPOONS	3	GOOD
GRAM SCALE	1	GOOD
4 QT PLAST	8	GOOD
2 QT PLASRIC CAMBROS	1	GOOD
1 QT PLASTIC CAMBRO	3	GOOD
9 PANS PLASTIC	9	GOOD
1 QT MEASURING CUP	2	GOOD
LIDS	18	GOOD
22 QT CAMBRO	10	GOOD
3 QT CAMBRO ROUND	3	GOOD
VERY LARGE PLASTIC CAMBRO	5	GOOD
RICER	1	GOOD
2 OZ LADDLES	13	GOOD
8 OZ LADDLE	1	GOOD
12 OZ LADDLE	1	GOOD
MISC PLASTIC SPOONS	4	POOR
ROLLING PINS	4	FAIR
MISC WHISKS	8	VERY GOOD
SM SPIDER	1	GOOD
SKIMMER	1	GOOD
MISC SS SPOONS(PERFORATED ETC)	20	GOOD
TONGS	17	VERY GOOD
ICE CREAM SCOOPS	2	GOOD

RING MOLDS	17	GOOD
SQUARE MOLDS	3	GOOD
MEAT MALLET/TENDERIZER	1	FOOD
PEELER	1	GOOD
SERVING FORKS	3	GOOD
VICE GEIP	1	GOOD
PIE SERVER	1	GOOD
FLAT ICE CREAM SCOOP	1	GOOD
S.S. EXTRA SMALL BOWL	4	FAIR
S.S. SMALL BOWL	8	FAIR
S.S. MEDIUM BOWL	23	FAIR
S.S. LARGE BOWL	25	FAIR
STOCK POT 24 QT	3	FAIR
STOCK QT 16 QT	1	FAIR
STOCK POT 14 Qt	1	FAIR
STOCK	1	FAIR
LARGE LIDS	4	FAIR
MEDIUM LIDS	2	FAIR
SAUSAGE MAKER APPAR	1	GOOD
7 " SAUTE PAN	19	POOR
8" SAUTE PAN	14	POOR
10 " SAUTE PAN	41	POOR
12" SAUTE PAN	3	POOR
18" SAUTE PAN	3	GOOD
7 " SAUCE PAN	35	GOOD
8" BRAZIER	22	GOOD
2.5 QT PANS	9	GOOD
12" CHINA CAPS	5	GOOD
8" CHINA CAPS	5	GOOD

DOOS MILLS	3	GOOD
10" WHITE PLATES	28	FAIR
6' SOUP BPWL	4	GOOD
SMALL TRIANGLE WHITE PLATE	3	GOOD
LARGE TRIANGLE WHITE PLATE	1	GOOD
6" PIE PLATE	21	GOOD
CLEAR 8" PLATE	1	FAIR
WHITE BOWL	1	GOOD
FULL SHEET PANS	111	GOOD
HALD SHEET PANS	28	GOOD
FULL 2" HOTEL PANS	10	GOOD
FULL 1" HOTEL PAN	13	GOOD
1" HALF HOTEL PAN	6	GOOD
3" 1/8 HOTEL PAN	3	GOOD
1" 1/4 HOTEL PAN	2	GOOD
3" 1/3 HOTEL PAN	1	GOOD
2" 1/3 HOTEL PAN	7	GOOD
2" 1/3 HOTEL PAN	8	GOOD
2" 1/4 HOTEL PAN	1	GOOD
2" 1/8 HOTEL PAN	4	GOOD
3" 1/8 HOTEL PAN	14	GOOD
2" 1/2 HOTEL PAN	2	GOOD
POASTING PANS	6	GOOD
8" X 20 " ROASTER	2	GOOD
BOX GRATER	4	GOOD
LARGE RONEAU	1	GOOD
COLANDER	5	GOOD
STOCK POT 20 QT	2	GOOD
S.S. BOWL 12 QT	4	GOOD

KITCHEN/CLASS: KITCHEN #9 - CAC	DATE: Sept 2014

ITEM	QTY	CONDITION
rolling pins	11	3 poor
colanders	3	Good
box graters	4	2 poor
china caps	3	Good
tami	1	Good
chinois	2	Good
food mills	4	3 poor
sushi mats	14	Good
ss saucepans (I gal)	21	Good
ss saucepans (1/2 gal)	3	Good
alumin. Saucepans (1 gal)	3	Good
alumin. Saucepans (1/2 gal)	3	Good
paella' pans	13	Good
saute pans/15 inch	5	Good
saute pans/12 inch	7	Good
saute pans/10 inch	22	Good
saute pans/8 inch	4	Good
saute pans/6 inch	8	Good
ss bowls/various sizes	57	Good
full sheet pans	31	Good
half sheet pans	10	Good
quarter sheet pans	2	Good
hotel pans- perforated	2	Good
hotel pans/sixth	8	Good
hotel pans/third	2	Good
hotel pans/ full	22	Good
alumin roasting pans	4	Good
cooling racks, full	2	Good
cooling racks half	3	Good
cast iron pans/ 14 inch	5	Good
cast iron pans/12 inch	3	Good
wok pans	10	Good
stoves/ 10 burner	4	Good
stoves/6 burner	2	Good
stoves/4 burner with griddle	1	Good

salamander	1	Good
grills	2	Good
wok stations	4	Good
fryolater	1	Good
steamer	1	Good
steam jacketed kettle/80 gallon	1	Good
ss tables/ small sizes/end tables/under window etc	6	Good
ss tables/ student work tables	11	Good
rolling bins, under counter	3	Good
ss table w/ 2 door cabinet below	1	Good
ss desk top w/ shelf below	1	Good
ss overhead cabinet w/ 2 doors	1	Good
robot coupe	2	Good
robot coupe blades	2	Good
robot coupe shredder attachment	1	Good
blender/ Blendtech	1	Good
Kitchen Aid 6 qt mixer	1	Good
Kitchen Aid bowls, whisks, paddles	2ea	Good
rice cooker. Panasonic	1ea	Fair
stereo unit	1	Good
projectors, ceiling mounted	2	Good
white board, wall mounted	2	Good
white board, on wheels	1	Fair
ss shelving, wall mounted	4	Good
wire racks, 4-6 ft ea	8	Good
metal storage cabinets, with doors	2	Good
rolling racks	2	Good
plastic ice buckets	2	Fair
cambro: 5 gallon	6	Good
1 gallon	10	Good
2.5 gallon	9	Good
1 qt	4	Good
ninth pans	12	Good
lexan: perforated, deep, shallow	4	Good
lexan covers for above	4	Good
sani buckets	17	Fair
gallon measures	3	Fair
quart measures	3	Good

plates, assorted	25	Good
cutting boards	22	Good
slim jim waste baskets	2	Good
large round waste baskets	2	Good
tongs	10	Fair
wok tools	12	Fair
ladles/2 oz	20	Good
ladles/ 8 oz	4	Good
spiders	2	Good
skimmers	2	Good
potato masher	1	Good
whisks	12	Fair
portion scale/32 oz	4	Good
digital scale	1	Good
spice grinder	1	Poor
GRILL BRUSH	1	Good
ceiling extension cord units	8	Good
salad spinner, large orange	1	Good
stools	30	Good
ss hanging pot racks, wall mounted	3	Good
double hooks for racks	12	Good
stock pots, various sizes	12	Good
ss braziers	3	Good
pan covers, various sizes	7	Good
sinks:		Good
4 bay	1	Good
2 bay	1	Good
1 bay	1	Good
hand sink	2	Good
walk-in	1	Good

KITCHEN/CLASS Rm #320 **DATE 8/27/14**

condition - very good, good, fair, poor

ITEM	QTY	CONDITION
6' wheeled table	13	
4' wheeled table	0	
orange chairs	19	
slotted black desk chairs	25	
slotted black desk chair	1	broken
6' stationary desk table	1	
desktop computer monitor	1	
desktop computer mouse	1	
desktop computer hardrive	1	
desktop computer keyboard	1	
speaker set	0	
power strip	1	
cord floor cover	1	
ceiling projector	1	
projector pull down screen	1	
projector remote control	1	
phone	0	
wall unit white board/bulletin board	1	
white board erasers	1	
wall clock	1	
wall coat hook strip	1	
trashcan	1	
podium	1	
wall mail bin	0	
tall black slotted desk chair	0	

LCB BOSTON INVENTORY

KITCHEN/CLASS	DATE
321	8/27/14

ITEM	QTY	CONDITION
6' wheeled table	20	good
4' wheeled table	0	good
orange desk arm chair	1	fair
slotted black desk chairs	32	good
6' stationary desk table	1	good
desktop computer monitor	1	good
desktop computer mouse	1	good
desktop computer hardrive	1	good
desktop computer keyboard	1	good
speaker set	1	good
power strip	1	good
cord floor cover	1	good
ceiling projector	1	good
projector pull down screen	1	good
projector remote control	1	good
phone	0	n/a
wall unit white board/bulletin board	1	fair
white board erasers	2	fair
wall clock	1	good
wall coat hook strip	1	good
trashcan	1	
podium	1	
wall mail bin	0	
tall black slotted desk chair	0	
fire alarm	1	
emergency evacuation map	1	

CONDITION - NEW, VERY GOOD, GOOD, FAIR, POOR, BROKEN

KITCHEN/CLASS	DATE
322	8/27/14

ITEM	QTY	CONDITION
6' wheeled table	11	good
4' wheeled table	0	n/a
orange chairs	11	fair
slotted black desk chairs	9	good
6' stationary desk table	1	good
desktop computer monitor	1	good
desktop computer mouse	1	good
desktop computer hardrive	1	good
desktop computer keyboard	1	good
speaker set	1	good
power strip	1	good
cord floor cover	3	good
ceiling projector	1	good
projector pull down screen	1	good
projector remote control	1	good
phone	1	good
wall unit white board/bulletin board	1	fair
white board erasers	1	fair
wall clock	1	good
wall coat hook strip	1	good
trashcan	1	good
podium	1	good
wall mail bin	0	n/a
tall black slotted desk chair	0	n/a
fire alarm	1	good
emergency evac map	1	good

CONDITION - NEW, VERY GOOD, GOOD, FAIR, POOR, BROKEN

KITCHEN/CLASS	DATE
323	8/27/14

ITEM	QTY	CONDITION
6' wheeled table	12	good
4' wheeled table	3	good
orange chairs	9	good
slotted black desk chairs	20	good
6' stationary desk table	1	good
desktop computer monitor	1	good
desktop computer mouse	1	good
desktop computer hardrive	1	good
desktop computer keyboard	1	good
speaker set	0	n/a
power strip	1	good
cord floor cover	3	good
ceiling projector	1	good
projector pull down screen	1	good
projector remote control	1	good
phone	1	good
wall unit white board/bulletin board	1	good
white board erasers	1	good
wall clock	1	good
wall coat hook strip	1	good
trashcan	1	good
podium	0	n/a
wall mail bin	0	n/a
tall black slotted desk chair	1	good
fire alarm	1	good
emergency evac map	1	good

CONDITION - NEW, VERY GOOD, GOOD, FAIR, POOR, BROKEN

KITCHEN/CLASS Wine Classroom DATE 8/27/14

ITEM	QTY	CONDITION
6' table	6	good
4' table	1	good
orange chairs	1	fair
orange desk arm chair	2	fair
black desk chairs	20	good
small 1' 3 drawer cabinet	1	good
low 3' 3 drawer cabinet	1	good
tall 3 drawer cabinet	1	good
White Board (movable)	1	fair
Decanter	2	good
Wine Keys	12	good
Wine Glasses	50	good
Water Glasses	50	good
Flutes	25	good
Glass Racks	9	good
VacuVin Pump	1	good
VacuVin stoppers	5	good
Gas Cannisters	2	good
Champagne Stoppers	3	good
Beer Stoppers	10	good
Vinturri Aerator	1	good
Silver Ice Bucket	2	good
Wall Cabinet Whiteboard	2	good
Computer - monitor/hard drive/keyboard mouse	1	good
Power Strip	1	good
Trashcans	2	good
Emerg Evac Map & Fire Alarm	1 ea	good

KITCHEN/CLASS	DATE
Computer Lab	8/27/14

ITEM	QTY	CONDITION
orange wheeled desk chairs	52	fair
3'stationary desk table	*6*	good
6' stationary desk table	*15*	good
desktop computer monitor	36	good
desktop computer mouse	36	good
desktop computer hardrive	36	good
desktop computer keyboard	36	good
speaker set	1	good
power strip	1	good
cord floor cover	1	good
ceiling projector	1	good
projector pull down screen	1	good
projector remote control	0	good
wall white board	1	good
white board erasers	2	good
phone	0	n/a
printer	1	fair
orange chairs	*1*	*broken*
wall clock	0	good
emergency evacuation map	1	n/a
fire alarm	1	good

CONDITION - NEW, VERY GOOD, GOOD, FAIR, POOR, BROKEN

KITCHEN/CLASS **DATE**

3 floor hallway **8/27/14**

ITEM	QTY	CONDITION
black upholstered armless chairs	4	good
round wood table	2	good
3 section black upholstered bench	1	good
emergency evacuation maps	5	good
fire alarms	5	good
framed pictures	9	good
glass pictures	18	good
Ceiling exit signs	8	good
glass display case	2	good
bulletin board	1	good
Does NOT inlcude Reception area		

CONDITION - NEW, VERY GOOD, GOOD, FAIR, POOR, BROKEN

LE CORDON BLEU COLLEGE OF CULINARY ARTS IN BOSTON

2013 - 2014 CATALOG

LE CORDON BLEU®
COLLEGE OF CULINARY ARTS

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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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LE CORDON BLEU IN NORTH AMERICA

Chef Edward G. Leonard

MESSAGE FROM THE MASTER CHEF

It's a new decade and a new opportunity to nourish the creative passions of our students.

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

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

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

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

(b)(6)

Chef Edward G. Leonard, CMC , WGMC, AAC
Vice President Culinary Education
Corporate Executive Chef
Le Cordon Bleu

LE CORDON BLEU COLLEGE OF CULINARY ARTS IN BOSTON

Glenn Mack

MESSAGE FROM THE PRESIDENT

Imagine yourself working in the culinary or hospitality industry; an industry characterized by passion, creativity, drive and determination. Now, don't just imagine it. Make it a reality 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.

(b)(6)

Glenn Mack
Interim President

LE CORDON BLEU – AN INTERNATIONAL PASSPORT SINCE 1895

HISTORY OF LE CORDON BLEU

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

The Rich Heritage of Le Cordon Bleu

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

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

Following the popularity of the publication, the first Le Cordon Bleu School officially opened its doors as a culinary school in Paris in 1895. The first Cordon Bleu cooking class was held on January 14, 1896, in the Palais Royal. From the beginning, celebrated Chefs of the time came to teach at Le Cordon Bleu in Paris, including the legendary Chef Henri-Paul Pellaprat. The cooking classes were an immediate success. The reputation of the school spread rapidly worldwide. Students in the United States have been able to locally participate in Le Cordon Bleu inspired cooking courses since 1998 and share in this rich heritage.

Today, there are 30 Le Cordon Bleu schools worldwide, spanning 5 continents, including 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.

MISSION AND OBJECTIVES

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

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 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

The college was established in January 2008 to bring the Le Cordon Bleu Culinary Arts program to the Boston area, where the first class of students began studies in April 2008 in the Associate in Applied Science in Le Cordon Bleu Culinary Arts. In March, 2009 the college's student-run restaurant, Technique, first opened. In February 2010, the college began offering a Certificate in Le Cordon Bleu Culinary Arts, a Certificate in Le Cordon Bleu Pâtisserie & Baking and a 21-month option of the Associate in Applied Science in Le Cordon Bleu Culinary Arts. The college's association with Le Cordon Bleu in Paris represents a union of one of the finest in European and North American culinary arts training programs available today, resulting in a comprehensive, challenging, and hands-on education.

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.

ED00002528

ACCREDITATION AND AFFILIATIONS

Accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award Certificates and Associate Degrees.

Accrediting Council for Independent Colleges and Schools
750 First Street, NE Suite 980
Washington, D.C. 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, Inc., A Private, Two-Year College in Boston, MA is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) as a branch location of Le Cordon Bleu College of Culinary Arts in Scottsdale, AZ.

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

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

The Le Cordon Bleu College of Culinary Arts, Inc., A Private, Two-Year College, is approved by the Massachusetts Board of Higher Education to offer the Associate in Applied Science in Le Cordon Bleu Culinary Arts, Certificate in Le Cordon Bleu Culinary Arts and Certificate in Le Cordon Bleu Patisserie and Baking. Additional information regarding this institution may be obtained by contacting:

Massachusetts Board of Higher Education
One Ashburton Place, Room 1401
Boston, MA 02108-1696
(617) 994-9650

Le Cordon Bleu College of Culinary Arts, Inc., A Private, Two-Year College, Boston campus is approved by the U.S. Department of Education to participate in Title IV financial aid programs.

STATEMENT OF OWNERSHIP

Le Cordon Bleu College of Culinary Arts, Inc., A Private, Two-Year College is owned by Scottsdale Culinary Institute, Ltd. which is wholly owned by Career Education Corporation (CEC). CEC is a Delaware corporation with principal offices located at:
231 North Martingale Road
Schaumburg, Illinois 60173-2007
Phone: (847) 781-3600
Fax: (847) 781-3610

EXECUTIVE OFFICERS/BOARD OF DIRECTORS

The executive officers of
Career Education Corporation are:

Scott W. Steffey
President and Chief Executive Officer

Colleen M. O'Sullivan, Senior Vice President, Chief Financial Officer and Treasurer

Members of the CEC Board of Directors:

Steven H. Lesnik, Chairman

Leslie T. Thornton, Lead Independent Director

Louis E. Caldera

Dennis H. Chookaszian

David W. Devonshire

Patrick W. Gross

Greg L. Jackson

Thomas B. Lally

Ron D. McCray

INSTITUTIONAL GOVERNANCE

The President of the college is responsible for the overall operation and governance of the institution. The President is appointed by the Board of Trustees, which is charged with providing an educational vision for the college and safeguarding its mission and academic integrity. The President provides local leadership and managerial oversight. The Executive Chef, who reports to the President, is responsible for academic governance at the college. The administration of the academic programs of the college and the hiring and supervision of the faculty are a function within academic governance. Faculty members participate in the governance structure through program evaluation and through participation on the Program Advisory Board, which is appointed by the President to review the college's programs and ensure its relevance to the culinary industry. Students participate in governance activities through end of course/module/block evaluations of instruction and of course and program content. The governance processes have been designed to ensure an educational environment in which students can pursue their career of choice and develop skills that will help them achieve success.

ADMINISTRATIVE STAFF

Glenn Mack, Interim President

Jim Hayes, Director of Admissions

William Walker, Executive Chef

Steve Villett, Campus Business Operations Manager

Stephen Faulkner, Director of Career Services

Lynda Bonneau, Associate Registrar

Sven Bohn, Director of Procurement

Anthony Viola, Librarian

MEMBERS OF THE BOARD OF TRUSTEES

Martin Breslin, Vice President of Academics
Harvard University Dining Services

Chuck Leonardo, Director of Sales & Culinary
Costa Fruit & Produce

Anna Vasquez, Vice President of Finance
Career Education Corporation

Louisa Kasdon, Founder and CEO –
Let's Talk About Food

Jeff Ayers, Senior Vice President, General Counsel and Corporate Secretary
Career Education Corporation

Richard Farmer, President
Sanford-Brown College – Boston

Chris Schlesinger
East Coast Grill

Joe Thibert, President
TriMark United East

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 term "session" refers to any shorter length course periods within a module.

CERTIFICATE PROGRAM IN

Le Cordon Bleu Culinary Arts

The Certificate in Le Cordon Bleu Culinary Arts is designed to prepare students with the skills appropriate for basic positions in professional food preparation. Students begin their program with classes in basic and fundamental concepts of the culinary profession and build to more advanced topics as the program progresses. The program features lecture and laboratory formats. The program concludes with an externship experience that gives students a chance to practice skills taught throughout the course of their studies. 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 37 quarter credits, 660 contact hours, and 9 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. Jobs that are counted as successful placements in the published placement rates for calendar year 2012 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, Prep Cook, Cook II, Cook, Sous Chef, Garde Manger, Baking Assistant, Banquet Prep Cook, Cheese Manager, Chef, Chef de Partie, Culinary I, Grill Cook, Junior Chef de Partie, Prep Chef, Operations Manager, Pantry Cook, Research and Development Chef, Soup 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.

Core Curriculum Requirements

COURSE CODE	COURSE TITLE	CREDITS
LCBC105	Food Safety and Sanitation	3.0
LCBC110	Culinary Foundations I	4.0
LCBC120	Culinary Foundations II	6.0
LCBC130	Culinary Foundations III	6.0
LCBC150	Baking and Pastry	6.0
LCBC210	Cuisine Across Cultures	6.0
LCBC250	Externship I	6.0
Total Quarter Credits Required for Graduation		**37.0**

CERTIFICATE PROGRAM IN

Le Cordon Bleu Pâtisserie and Baking

Le Cordon Bleu College of Culinary Arts offers an intensive program for those interested in a professional baking career. The program includes hands-on teaching of fundamental baking skills and the theoretical knowledge that forms basic competency in the field. The Certificate in Le Cordon Bleu Pâtisserie and Baking offers a comprehensive course of study in the fundamentals, and exposes students to the different styles of the school's chef-instructors, a wide variety of industry-current equipment, and various facets of the 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 39 quarter credits, 710 contact hours and 9 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 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, Baker/Decorator, Cake Decorator, Assistant Pastry Chef, Baker/Manager, Baker/Retail, Bakery Service Team Member, Cake Baker, Cook II, Executive Pastry Chef, Head Baker, Kitchen Manager/Baker, Morning Baker, Overnight Baker, Owner, Pastry Chef/Runner, Pastry Chef/Specialty Chef, Pastry Instructor, Pastry Plater. 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.

Core Curriculum Requirements

COURSE CODE	COURSE TITLE	CREDITS
LCBC105	Food Safety and Sanitation	3.0
LCBK101	Introduction to Pâtisserie and Baking Techniques	6.0
LCBK110	Baking Principles and Viennoiserie	6.0
LCBK120	International Pâtisserie, Cake Formula, and Assembly	6.0
LCBK210	Advanced Pâtisserie Techniques	6.0
LCBK220	Centerpiece and Cake Decoration Techniques	6.0
LCBK250	Externship I	6.0
Total Quarter Credits Required for Graduation		**39.0**

ASSOCIATE IN APPLIED SCIENCE DEGREE IN

Le Cordon Bleu Culinary Arts

The Le Cordon Bleu Culinary Arts program is a 21 month, 1550 contact hour, 101 quarter credit culinary arts training program leading to an Associate in Applied Science degree. The program consists of culinary laboratory, restaurant management and general education courses.

Program outcomes include:

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

Upon completion of the program the graduate should have the 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 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 Degree in Le Cordon Bleu Culinary Arts program.

Core Curriculum Requirements

COURSE CODE	COURSE TITLE	CREDITS
LCBC100	College Success and Career Portfolio	1.0
LCBC105	Food Safety and Sanitation	3.0
LCBC110	Culinary Foundations I	4.0
LCBC120	Culinary Foundations II	6.0
LCBC125	Cost Control and Purchasing	3.0
LCBC130	Culinary Foundations III	6.0
LCBC135	Nutrition	3.0
LCBC150	Baking and Pastry	6.0
LCBC160	Catering and Buffets	6.0
LCBC210	Cuisine Across Cultures	6.0
LCBC215	Hospitality Supervision and Entrepreneurship	5.0
LCBC225	Wine and Beverage	3.0
LCBC232	Contemporary Cuisine	4.0
LCBC240	Restaurant Rotation	8.0
LCBC250	Externship I	6.0
LCBC255	Externship II	6.0
Total Required Core Curriculum Credits		**76.0**

General Education Requirements

COURSE CODE	COURSE TITLE	CREDITS
ART252	Art Appreciation	5.0
COM122	Public Speaking	5.0
MTH122	College Math	5.0
ENG102	English Composition and Literature	5.0
SOC222	Cultural Diversity	5.0
Total Required General Education Credits		**25.0**
Total Quarter Credits Required for Graduation		**101.0**

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.

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

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

ART252 – Art Appreciation*

5 Credits
Prerequisite: None

This survey course introduces students to various art forms, such as visual, literary, theatrical, and musical art.

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.

ENG102 – English Composition and Literature*

5 Credits
Prerequisite: None

In this course, students will focus on speaking and writing standard English, with emphasis on diction, oral self presentation, and simple yet skillful and elegant writing styles.

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.

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 foundations for Le Cordon Bleu stocks and sauces are introduced in this class. The course also covers an introduction to commercial kitchen cleaning and builds understanding for clean facilities as students complete their food safety and sanitation course.

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

LCBC125 – Cost Control and Purchasing
3 Credits
Prerequisite: None
This course provides students with an understanding of cost control and purchasing as it applies to managing a professional foodservice operation. Lectures focus on the design and implementation of cost control measures and effective purchasing procedures. The budget on both a daily basis and a per-event basis will be analyzed. Students will be exposed to a base understanding of profit and loss statements and how to track cost as it relates to the flow of food in various styles of industry establishments. Le Cordon Bleu curriculum components will include analysis of the benefits of fabrication versus value-added product purchasing and will encompass the student's individual industry goals with simulated business modeling exercises.

LCBC130 – Culinary Foundations III
6 Credits
Prerequisites: LCBC105, LCBC110, LCBC120
This course builds on the techniques and principles demonstrated in previous courses. Students will have the opportunity to develop skills in the identification, butchery, and fabrication used in cooking of a variety of meat and seafood products. Small sauce production, from the classical Le Cordon Bleu techniques learned earlier is enhanced in this stage of further advanced culinary training. Charcuterie methods including curing, smoking, forcemeats, and sausage production are introduced and practiced. Students will 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
An introductory course in the study of the principles of human nutritional needs. Current dietary guidelines, the function of nutrients, and dietary fads will be discussed. Students will examine menus and recipes for modifications to optimizing nutritional content and balance the current trends in nutritional study with classical Le Cordon Bleu cuisine techniques. Emphasis will be placed on the relationship between diet, health, disease and how a food science foundation can benefit not only immune challenged populations, but average healthy populations as well.

LCBC150 – Baking and Pastry
6 Credits
Prerequisites: LCBC105, LCBC110
This course covers the fundamentals of baking and pastry arts, which include terminology, technology, equipment, measurement, and formula conversions. Different classical mixing methods along with standard recipe adherence principles, bakery sanitation and product storage 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.

LCBC160 – Catering and Buffets
6 Credits
Prerequisites: LCBC110
Introductory, classical and contemporary garde manger techniques are emphasized in this course. Students prepare and serve food in a variety of settings. This hands-on production course covers three major areas in buffet and catering operations: business, preparation, and execution. The course approaches these operations in the areas of catering, theme parties, weddings, holidays, and special events. Additional topics include cyclical menu development and business aspects of a catering operation. Students will have an opportunity to combine taught kitchen skills with a sense of business and creativity. This course also provides an opportunity for students to find their own style and further their depth of knowledge regarding how to transition what they see in the kitchen and what the customer sees in delivering of the final product.

LCBC210 – Cuisine Across Cultures
6 Credits
Prerequisite: LCBC130 or Executive Chef Consent
This hands-on lab course traces common global ingredients used in many regional dishes. It combines lecture, demonstration, production, and presentation as a means to explore other cultures through the understanding of global culinary heritages. The attitudes and tastes of the more global and knowledgeable customer sets a greater expectation of balance in a professional culinarian's repertoire. Students examine food in the context of culture, geography, history and what influences cuisines have had on each other.

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

LCBC225 – Wine and Beverage
3 Credits
Prerequisite: None
This course provides the student with the foundations necessary to understand and appreciate alcohol beverage service, a major profit center for the industry. Exploration into the various types of beverage service is emphasized. Focuses include wine, mixed drinks, coffees and teas, specialty beverages and how a beverage type can identify an establishment. Students are instructed in the art of wine evaluation, food pairing, and a 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: LCBC130 or Executive Chef Consent
This course will focus on the evolution of cuisine from classical methods to contemporary methods. The students will have the opportunity to broaden their sensory development and use critical thinking to formulate their own conclusions about flavor profiling. This course will also involve the exploration of culinary trends such as use of local ingredients, food preservation, and alternative diets through recipe design. Honing the technical skills and creative interpretation of plate presentation are among the applications highlighted in this course. Upon completion of this course, the student should be able to create and execute a nutritionally balanced menu that targets a particular customer profile with an emphasis on flavor, balance, and harmony while honoring the classical techniques even if using a more modern day delivery presentation.

LCBC240 – Restaurant Rotation
8 Credits
Prerequisites: LCBC130, LCBC150, LCBC160 or Executive Chef Consent
In this final on-campus course, students apply the skills taught throughout the curriculum. Students will be exposed to both front-of-the-house and back-of-the house functions and discussion will focus on how understanding both areas balances a professionally run foodservice establishment. Students are expected to complete their final skill-based practical exam during the course. Students may have the opportunity to demonstrate an understanding of restaurant-service functions and professionalism at catered functions by working in-school restaurant shifts or through participation in a simulated restaurant experience. Other activities that may be demonstrated or reviewed include tableside cooking, wine service presentation, cheese service presentation, or tableside salesmanship of coffees, teas and after dinner liquors.

LCBC250 – Externship I
6 Credits
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 Executive Chef.
The externship is the final applied component of the Le Cordon Bleu culinary program. The student will have the opportunity to develop and refine their culinary skills further with 180 hours of progressive industry experience alongside school-approved foodservice professionals.

LCBC255 – Externship II
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 Executive Chef.
This second course is required of all degree seeking culinary arts students. The student will have the opportunity to develop and refine their culinary skills further during this additional 180 hours of progressive industry experience alongside school approved foodservice professionals.

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 is placed on the study of ingredient functions, product identification, and weights and measures as applied to baking. Students will be expected 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.

LCBK110 – Baking Principles and Viennoiserie
6 Credits
Prerequisite: LCBK101
Students will have the opportunity to develop the knowledge, skills and techniques required for the production and presentation of basic yeast products. Emphasis on the application of ingredient functions, product identification and recipe interpretation occurs throughout the module. Students will have the opportunity to apply their acquired understanding of basic baking concepts and techniques to the preparation of breads, enriched doughs and various artisan breads. Focus will also be given to phyllo dough, sweet dough, and Brioche with emphasis on the method and production of Danish and croissant dough. Consistency of product, timing of production, and recipe development will be included.

LCBK120 – International Pâtisserie, Cake Formula, and Assembly
6 Credits
Prerequisite: LCBK101
Students will explore pâte à choux, stirred and baked custards, Bavarians and mousses. The fundamental production of classical European desserts, crêpes, soufflé, sabayon and frozen desserts are included. Students will also have the opportunity to develop their skills and understanding of creamed, two-stage, and foamed cake methods. The student will have the opportunity to gain practical experience in the production, assembly, finish and decoration of cakes with various fillings and icings.

LCBK210 – Advanced Pâtisserie Techniques
6 Credits
Prerequisites: LCBK110, LCBK120
This course focuses on concepts, procedures and techniques used to produce plated desserts. The course emphasizes the preparation and assembly of finished desserts, tempering chocolate, sauce preparation and garnishes. The course will also include a Market Basket practical given in the last week covering all aspects introduced in previous Pâtisserie and Baking lab classes.

LCBK220 – Centerpiece and Cake Decoration Techniques
6 Credits
Prerequisite: LCBK210
The course introduces students to the concepts, procedures and techniques necessary to produce elaborate celebration cakes. Students will practice piping and décor appropriate to the production and decoration of wedding cakes.

LCBK250 – 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 Executive Chef.
The externship is the final applied component of the Le Cordon Bleu Pâtisserie and Baking program. The student will have the opportunity to develop and refine their pâtisserie and baking skills further with 180 hours of progressive industry experience alongside school approved foodservice professionals.

MTH122 – College Math*
5 Credits
Prerequisite: None
This course is designed to teach mathematical concepts that are a basic necessity for dealing with contemporary problems and issues. The course provides students with the opportunity to learn mathematical systems, work with sets, and solve problems through logic.

SOC222 – Cultural Diversity*
5 Credits
Prerequisite: None
Students study the skills and techniques needed to understand diversity. This course will explore the different roles played throughout life and the responsibility of how we respond to diversity. Students will have the opportunity to learn how to handle diversity in a business setting as it applies to supporting the policies and procedures of the business. Topics will include an overview of diversity, the making of a diverse manager, effective diversity, communication skills and conflict resolution.

ADMISSIONS INFORMATION

ADMISSIONS POLICY

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

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

In addition, each applicant must:

- Complete an Application form.
- Execute all enrollment documents including the Application form and Enrollment Agreement (if applicant is 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).
- Take the Wonderlic Exam.
- Complete financial aid forms (if applicant wishes to apply for financial aid).
- Pay the 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.

PROOF OF HIGH SCHOOL GRADUATION

Le Cordon Bleu College of Culinary Arts requires each candidate to furnish proof of high school graduation, a General Educational Development Certificate (GED), or its equivalent, or other acceptable proof of graduation from a valid institution providing secondary education, or equivalent of such graduation, no later than the start date.

Acceptable documentation of high school graduation or its equivalency may include a copy of a high school transcript or diploma, GED transcript or certificate, a conferred college degree from a nationally or regionally accredited institution, college transcript, or other official written verification that demonstrates high school graduation or equivalency. Any documents from countries outside the United States of America must be evaluated by a third party through a NACES (National Association Credential Evaluation Services) or AICE (Association of International Credential Evaluators, Inc.). In these cases, the documents must be received by Le Cordon Bleu College of Culinary Arts by the student's start date. Students who fail to provide a valid proof of high school graduation will be subject to cancellation.

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

21-DAY STUDENT READINESS OPPORTUNITY

The College participates in the Foundation for Educational Success Standards of Responsible Conduct and Transparency. As a result, a 21-Day Student Readiness Opportunity has been implemented for undergraduate students enrolling at the College for the first time. During the first 21 days of enrollment at the College, the student will receive feedback about his or her preparedness to engage in college-level work. This feedback will be based upon a review of the student's attendance, quality of work, and/or performance on assignments and assessments. The 21-Day Student Readiness Opportunity will be available only for the first term of undergraduate enrollment at the College.

At the College, we believe student performance during the first 21 days of enrollment is a more relevant indicator of a student's ability to succeed than is a single exam score.

Applicants who were denied admission based on their Wonderlic exam results prior to the implementation of the 21-Day Student Readiness Program are welcome to apply for admission under this policy. In these cases, the application fee will be waived if an application fee was previously paid and not refunded.

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.

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

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

International students who are eligible for the issuance of an I-20 may enroll 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.

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 last date of attendance, 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), Background check and be required to take the Wonderlic SLE or SLE-Q exam. 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 last date of attendance is greater than 364 days, are subject to all admission requirements in effect at the time of re-entry. All re-entering students will be charged the rate of tuition and fees in effect at the time of re-entry.

POLICY ON FORGED/ALTERED ACADEMIC DOCUMENTS 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 screened to ensure they are equivalent to a high school diploma.

Forged Documents

Any forged/altered academic document, foreign or domestic, submitted by a prospective student will be retained as property of the school and will not be returned to the prospective student. These students will not be considered for admission. If the situation occurs that a student is already attending classes at Le Cordon Bleu College of Culinary Arts 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 seventh (7) 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 ten (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 Loan, 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 (6) 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

Massachusetts State Grant/Massachusetts State Aid
The Massachusetts State Grant Program offers grants to financially needy students to be used toward educational expenses. The Office of Student Financial Assistance determines eligibility for this program and will notify students of their award by mail. The Massachusetts State No Interest Loan (NIL) program offers a zero interest, long-term student loan to financially needy students for assistance in meeting educational expenses. Students may check with their financial planning officer for details of this program. For Massachusetts's residents, completion and submission of the Free Application for Federal Student Aid before the priority deadline of May 1 of a given year are required for consideration for the Massachusetts State Grant and the Massachusetts No Interest Loan program. Out-of-state residents should consult their state programs to determine if they are eligible to "carry" state scholarship awards into another state.

BLEU GRANT
Le Cordon Bleu College of Culinary Arts offers institutional grants to students who have unmet financial need and are enrolled in one the following programs: Certificate in Le Cordon Bleu Culinary Arts, Certificate in Le Cordon Bleu Pâtisserie and Baking, Associate in Le Cordon Bleu Culinary Arts.

Grants may range from $50 to $7,313. Students will be considered for the grant upon completion of the admissions application process and the financial aid application process, in addition to completing a Bleu Grant Application. Applicants must provide an essay on why they are committed to completing their program. Application and essay must be submitted by the end of the add/drop period. Documentation is reviewed by the Grant Committee for approval. The BLEU Grant cannot be combined with any other Le Cordon Bleu grant or scholarship. The College makes available a limited amount of money each year for such grants. Once it is determined that available funding is exhausted, grants will not be available to otherwise eligible students. If a student receives supplemental funding after the BLEU Grant has been awarded, it may be reduced based off of need calculations. For 2013, $475,000, has been budgeted for the BLEU Grant.

Le Cordon Bleu Military Grant Not applicable for individuals with Post-9/11 Chapter 33 GI Bill Educational Benefits*
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 grant in the amount of $2,000 to be applied toward tuition costs. To be eligible for the grant and waived application fee, 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 and complete the Le Cordon Bleu Application Fee Waiver form.

Application forms can be obtained by contacting a financial aid advisor or visiting the financial aid office.

The eligibility conditions are as follows:

- Qualifying candidates are Active Duty, Drilling National Guard and 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 used exclusively towards current program charges.
- The grant is awarded proportionately over each payment period in the program and the grant will be applied to each academic year's tuition costs.
- All grants are applied as a credit to the candidate's account, and no cash payments will be awarded.
- All of the conditions must be fulfilled before the grant can be disbursed.
- The grant is non-transferable and cannot be used in conjunction with any other LCB grants or scholarships.
- Applications are due no later than December 31st or when funds are exhausted for the year.

* Candidates using Post-9/11 Chapter 33 GI Bill Educational Benefits still qualify for a waiver of their application fee.

***Note: 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 2013 year. These grants are awarded on a first come, first serve basis. If funding for grants are exhausted, otherwise eligible candidates may not be awarded.*

Le Cordon Bleu Veteran Grant Not applicable for individuals with Post-9/11 Chapter 33 GI Bill Educational Benefits*
Le Cordon Bleu has established a Veterans' Grant** for our Veterans 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 grant in the amount of $2,000 to be applied toward tuition costs. To be eligible for the grant and waived application fee, 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 and complete the Le Cordon Bleu Application Fee Waiver form.

Application forms can be obtained by contacting a financial aid advisor or visiting the financial aid office.

The eligibility conditions are as follows:

- Qualifying candidates are 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 used exclusively towards current program charges.
- The grant is awarded proportionately over each payment period in the program and the grant will be applied to each academic year's tuition costs.
- All grants are applied as a credit to the candidate's account, and no cash payments will be awarded.
- The grant is non-transferable and cannot be used in conjunction with any other LCB grants or scholarships.
- Applications are due no later than December 31st or when funds are exhausted for the year.
* Candidates using Post-9/11 Chapter 33 GI Bill Educational Benefits may still qualify for a waiver of their application fee.

***Note: 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 2013 year. These grants are awarded on a first come, first serve basis. If funding for grants are exhausted, otherwise eligible candidates may not be awarded.*

Le Cordon Bleu Veteran Spouse's Grant Not applicable for individuals with Post-9/11 Chapter 33 GI Bill Educational Benefits*
Le Cordon Bleu has established a Veteran Spouses Grant** for spouses of our Veterans 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 grant in the amount of $2,000 to be applied toward tuition costs. To be eligible for the Le Cordon Bleu Veteran Spouses Grant and waived application fee, a candidate must be accepted for admission, allow for the verification of their spouse's veteran status via a DD-214 Member-4, or comparable government document and complete the Le Cordon Bleu Application Fee Waiver form.

Application forms can be obtained by contacting a financial aid advisor or visiting the financial aid office.

The eligibility conditions are as follows:

- Qualifying candidates are spouses of Veterans of the U.S. military.
- Candidates must apply and be accepted for admission to be eligible to receive the grant.
- Candidates selected for membership 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 used exclusively towards current program charges.
- The grant is awarded proportionately over each payment period in the program and the grant will be applied to each academic year's tuition costs.
- All grants are applied as a credit to the candidate's account, and no cash payments will be awarded.
- All of the conditions must be fulfilled before the grant can be disbursed.
- The grant is non-transferable and cannot be used in conjunction with any other LCB grants or scholarships.
- Applications are due no later than December 31st or when funds are exhausted for the year.
* Candidates using Post-9/11 Chapter 33 GI Bill Educational Benefits may still qualify for a waiver of their application fee.

***Note: 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 2013 year. These grants are awarded on a first come, first serve basis. If funding for grants are exhausted, otherwise eligible candidates may not be awarded.*

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.gibill.va.gov/. Eligible students must

maintain satisfactory academic progress and all applicable eligibility requirements to continue receiving Veterans' Educational Benefits.

Yellow Ribbon Grant
In accordance with the VA-Yellow Ribbon Program, a provision of the Post-9/11 Veterans Educational Assistance Act of 2008, Le Cordon Bleu College of Culinary Arts have 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 and waived application fee, 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 their Chapter 33 Post-9/11 eligibility via a DD-214 Member-4, Certificate of Eligibility or comparable government document.

The conditions are as follows:

- Candidates must be either an eligible Veteran or a Dependent of an eligible Veteran who meets the Chapter 33 Post-9/11 GI Bill Transferability requirements (www.gibill.va.gov).
- Candidates must apply and be accepted for admission to Le Cordon Bleu College of Culinary Arts to be eligible.
- The Yellow Ribbon Grants are applied as a credit to the student's account and no cash payments will be awarded to the student.
- The Yellow Ribbon Grant is used exclusively towards prior or current program charges
- The Yellow Ribbon grant is awarded for each period in the program that the student is determined eligible and where the grant is needed.
- The Yellow Ribbon Grant is nontransferable and non-substitutable and cannot be combined with any other institutional grant at Le Cordon Bleu College of Culinary Arts.

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

LE CORDON BLEU SCHOLARSHIPS

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

Alumni Referral Scholarship
Le Cordon Bleu offers Alumni Referral Scholarships to students who submit a letter of recommendation from an alumnus of Le Cordon Bleu. Applicants must have unmet financial need. Each start date, a maximum of three students at each applicable institution will be offered $500 scholarships for their first academic year.

Students will be considered for the Le Cordon Bleu Alumni Referral Scholarship once they have completed the admissions application process, have a valid Free Application for Federal Student Aid (FAFSA) on file, and have submitted both the Le Cordon Bleu Alumni Referral Scholarship application and their recommendation letter. Applications are due by the end of the add/drop period for each start date; awards will be based on financial need as well as quality of recommendation. Scholarship recipients must continue to satisfy the school's stated Standards of Academic Progress (SAP) as defined in the school's catalog to remain eligible for the scholarship.

Scholarship applications will be evaluated as they are received. Once the maximum number of scholarships is awarded for the start and/or for the year, no additional scholarships will be awarded for that start or year. For 2013, a maximum of 20 first-year scholarships will be awarded at each applicable institution totaling $10,000 in Le Cordon Bleu Alumni Referral Scholarships.

Best of the Best Scholarship
Le Cordon Bleu offers Best of the Best Scholarships to students who graduate high school or college with a GPA of 3.5 or higher. Students must have unmet financial need. Each start date, a maximum of three students at each applicable institution will be offered up to $2,500 scholarships for their first academic year. Students will be considered for the Best of the Best Scholarship once they have completed the admissions application process, have a valid Free Application for Federal Student Aid (FAFSA) on file, and have submitted the Best of the Best Scholarship application and their high school/college transcript. Applications are due by the end of the add/drop period for each start date; awards will be based on financial need as well as academic achievement. Scholarship recipients must continue to satisfy the school's stated Standards of Academic Progress (SAP) as defined in the school's catalog and maintain a GPA of 3.2 to remain eligible for the scholarship.

Scholarship applications will be evaluated as they are received. Once the maximum number of scholarships is awarded for the start and/or for the year, no additional scholarships will be awarded for that start or year. For 2013, a maximum of 10 first-year scholarships at each applicable institution will be awarded totaling $25,000 in Le Cordon Bleu Best of the Best Scholarships.

Foundations Scholarship
Le Cordon Bleu offers Foundations Scholarships to students who complete a 500-700 word-processed essay on the topic of, "What drives your passion for the food-service industry?" Students must have unmet financial need. In both the April and the November start date, a maximum of two students at each applicable institution will be offered $500 scholarships for their first academic year.

Students will be considered for the Foundations Scholarship once they have completed the admissions application process, have a valid Free Application for Federal Student Aid (FAFSA) on file, and have submitted both the Foundations Scholarship application and the required essay.

Applications are due by the end of the add/drop period for each start date and awards will be based on financial need as well as quality of essay. Scholarship recipients must continue to satisfy the school's stated Standards of Academic Progress (SAP) as defined in the school's catalog to remain eligible for the scholarship. Le Cordon Bleu makes available a limited amount of money each year for such scholarships. Once the available funding is exhausted, scholarships will not be awarded to otherwise eligible students. For 2013, a maximum of four first-year scholarships at each applicable institution will be awarded totaling $2,000 in Le Cordon Bleu Foundations Scholarships.

Member Scholarship
Le Cordon Bleu offers Member Scholarships to students who are members in a national student organization (SkillsUSA, ProStart, and FCCLA). Students must have unmet financial need. In 2013, a maximum of two students at each applicable institution will be offered up to $2,000 scholarships for their first academic year.

Students will be considered for the Member Scholarship once they have completed the admissions application process, have a valid Free Application for Federal Student Aid (FAFSA) on file, and have submitted the Member Scholarship application and supporting documentation of membership.

Applications are due by the end of the add/drop period for each start date; awards will be based on financial need as well as membership. Member Scholarships cannot be combined with any other National Student Organization Competition Scholarship. Scholarship recipients must continue to satisfy the school's stated Standards of Academic Progress (SAP) as defined in the school's catalog to remain eligible for the scholarship. Scholarship applications will be evaluated as they are received. Once the maximum number of scholarships is awarded for the start and/or for the year, no additional scholarships will be awarded for that start or year. For 2013, a maximum of two scholarships at each applicable institution will be awarded totaling $4,000 in Le Cordon Bleu Member Scholarships.

Officer Scholarship
Le Cordon Bleu offers Officer Scholarships to students who are members in a national student organization and are also an officer of SkillsUSA or FCCLA. Students must have unmet financial need. In 2013, a maximum of two students at each applicable institution will be offered $500 scholarships for their first academic year.

Students will be considered for the Officer Scholarship once they have completed the admissions application process, have a valid Free Application for Federal Student Aid (FAFSA) on file, and have submitted the Officer Scholarship application and supporting documentation of membership.

Applications are due by the end of the add/drop period for each start date; awards will be based on financial need as well as membership. Officer Scholarship cannot be combined with any other National Student Organization Competition Scholarship. Scholarship recipients must continue to satisfy the school's stated Standards of Academic Progress (SAP) as defined in the school's catalog to remain eligible for the scholarship. Scholarship applications will be evaluated as they are received. Once the maximum number of scholarships is awarded for the start and/or for the year, no additional scholarships will be awarded for that start or year. For 2013, a maximum of two scholarships at each applicable institution will be awarded totaling $1,000 in Le Cordon Bleu Officer Scholarships.

SAT/ACT Accomplishment Scholarship
Le Cordon Bleu offers SAT/ACT Accomplishment Scholarships to students with SAT scores of 550 or better in Math and 550 or better in Critical Reading or ACT scores of 20 or better in Math and 20 or better in English. Each start date, a maximum of three students at each applicable institution will be offered $1,000 scholarships for their first academic year.

Students will be considered for the SAT/ACT Accomplishment Scholarship once they have completed the admissions application process, have a valid Free Application for Federal Student Aid (FAFSA) on file, and have submitted the Scholarship application and the required official SAT/ACT transcripts.

Applications are due by the end of the add/drop period for each start date; awards will be based on financial need as well as SAT/ACT scores. Scholarship recipients must continue to satisfy the school's stated Standards of Academic Progress (SAP) as defined in the school's catalog to remain eligible for the scholarship. Scholarship applications will be evaluated as they are received. Once the maximum number of scholarships is awarded for the start and/or for the year, no additional scholarships will be awarded for that start or year. For 2013, a maximum of 10 first year scholarships at each applicable institution will be awarded totaling $10,000 in Le Cordon Bleu SAT/ ACT Scholarships.

Student Leader Scholarship
Le Cordon Bleu offers Student Leader Scholarships to students who graduate high school or college with a GPA of 3.2 or higher. Each start date, a maximum of three students at each applicable institution will be offered $1,000 scholarships for the student's first academic year.

Students will be considered for the Student Leader Scholarship once they have completed the admissions application process, have a valid Free Application for Federal Student Aid (FAFSA) on file, and have submitted both the Student Leader Scholarship application and their high school/college transcript.

Applications are due by the end of the add/drop period for each start date; awards will be based on financial need as well as academic achievement. Scholarship recipients must continue to satisfy the school's stated Standards of Academic Progress (SAP) as defined in the school's catalog and maintain a GPA of 3.2 to remain eligible for the scholarship. Scholarship applications will

be evaluated as they are received. Once the maximum number of scholarships is awarded for the start and/or for the year, no additional scholarships will be awarded for that start or year. For 2013, a maximum of 10 first-year scholarships will be awarded at each applicable institution totaling $10,000 in Le Cordon Bleu Student Leader Scholarships.

Urban Leader Scholarship

Le Cordon Bleu offers Urban Leader Scholarships to students who graduated high school or college with a GPA of 3.0 or higher, who live in the larger urban city areas* and whose parents received no postsecondary academic training. Each start date, a maximum of three students at each applicable institution will be offered $1,000 scholarships for their first academic year.

Students will be considered for the Urban Leader Scholarship once they have completed the admissions application process, have a valid Free Application for Federal Student Aid (FAFSA) on file, and have submitted the Scholarship application and supporting documents.

Applications are due by the end of the add/ drop period for each start date; awards will be based on financial need as well as academic achievement and commitment to service and leadership. Scholarship recipients must continue to satisfy the school's stated Standards of Academic Progress (SAP) as defined in the school's catalog and maintain a GPA of 3.0 to remain eligible for the scholarship. Scholarship applications will be evaluated as they are received. Once the maximum number of scholarships is awarded for the start and/ or for the year, no additional scholarships will be awarded for that start or year. For 2013, a maximum of 10 first-year scholarships at each applicable institution will be awarded totaling $10,000 in Le Cordon Bleu Urban Leader Scholarships. *Contact the financial aid office to inquire about the urban city areas.

Le Cordon Bleu Scholarships for Careers through Culinary Arts Programs (C-CAP)

Le Cordon Bleu North America awards four (4) Full-Tuition Scholarships for the Associates Degree and four (4) Full-Tuition Scholarships for the Certificate / Diploma Program ranging from $17,200-$36,200 to the designated winning students of the six regional C-CAP competitions. The scholarship recipient must complete the standard admission process, apply and be accepted in the Le Cordon Bleu Culinary Arts or Le Cordon Bleu Pâtisserie and Baking Associate or Certificate programs at the Le Cordon Bleu campus of their choice and according to the program offering at the school of enrollment. Students must enroll within one year of the C-CAP competition or the scholarship award is forfeited. The student must also maintain a 3.0 GPA and have less than 100 hours of absences during the course of the program to retain eligibility for the scholarship. The total 2013 budget amount for the Le Cordon Bleu Scholarship for Careers through Culinary Arts Programs is $144,800.

ProStart High School Scholarship

Le Cordon Bleu offers the ProStart High School Scholarship to high school graduates who have successfully completed Level 1 (Junior Year, High school) and Level 2 (Senior Year, High school) of the ProStart curriculum. A onetime scholarship will be applied to the student's account based on the value of Culinary Foundations I. The value of the scholarship will be credited to the student's account prior to the student starting classes at Le Cordon Bleu. In the event of a student failing Culinary Foundations I the student is responsible for the cost of retaking the class. Each start date, eligible students will be offered a scholarship within the range of $1,250 and $1,480 which is the equivalent cost of Culinary Foundation I in the 2013 academic year. The deadline for application is the day prior to the start of classes each term. Once it is determined that available funding is exhausted, scholarships will not be awarded to otherwise eligible students. For 2013, $139,700 has been budgeted at each applicable institution for ProStart high school scholarships.

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Le Cordon Bleu offers the Le Cordon Bleu ProStart Collegiate Passport Scholarship to high school graduates who have successfully completed Level 1 (Junior Year, High school) and Level 2 (Senior Year, High school) of the ProStart curriculum. In addition, students are required to complete 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. A onetime scholarship will be applied to the student's account based on the value of Culinary Foundations I. In addition the student will be given a Le Cordon Bleu Knife Kit. The value of the scholarship will be credited to the student's account prior to the student starting classes at Le Cordon Bleu. In the event of a student failing Culinary Foundations I the student is responsible for the cost of retaking the class. Each start date, eligible students will be offered a scholarship within the range of $1,250 and $1,480 which is the equivalent cost of Culinary Foundation I, in the 2013 academic year. The deadline for application is the day prior to the start of classes each term. Once it is determined that available funding is exhausted, scholarships will not be awarded to otherwise eligible students. For 2013, $139,700 has been budgeted at each applicable institution for Le Cordon Bleu ProStart Collegiate Passport Scholarships.

LE CORDON BLEU SCHOLARSHIP COMPETITIONS

These scholarships are awarded at state and national competitions. Student(s) who earn the scholarship may attend the Le Cordon Bleu campus of their choice even if the competition was hosted at another Le Cordon Bleu campus in North America. (To retain culinary scholarships, students must enroll within one year.) ProStart students typically compete in teams of five. All five team members are awarded a scholarship in a predetermined amount.

At the state level, the scholarship awarded is:

First Place: $6,000

Second Place: $3,000

Third Place: $1,500

At the National competition, the scholarship award is:

First Place: Full Tuition Scholarship (covering the cost of tuition, books, uniform and a knife kit)

Second Place: $10,000

Third Place: $7,500

Le Cordon Bleu does not provide culinary scholarships for competitors who finish fourth or fifth despite some ProStart recognition at that level. Also, note that ProStart students who do not compete are not eligible for these culinary scholarships. There is no application beyond meeting the eligibility requirements.

Le Cordon Bleu Scholarships for Family, Career and Community Leaders of America (FCCLA) Students

These scholarships are awarded at the national competition. Le Cordon Bleu does not provide scholarships to FCCLA students competing at the state level. Student(s) who earn the scholarship may attend the Le Cordon Bleu campus of their choice even if the competition was hosted at another Le Cordon Bleu campus across the country. The scholarship is for an Associates or Certificate/Diploma, according to the program offering at the school of enrollment. National competitors will be awarded:

First Place: Full Tuition Scholarship (Including cost of tuition, books, uniforms, and a knife kit.)

Second Place: $10,000

Third Place: $7,500

Titanium Savory Chef I, II and III

There are six (6) Titanium Competitions per year, two (2) individual and four (4) team competitions. Each event will pick the top three competitors to receive a non-cash scholarship award.

Criteria:

- Points will be awarded on the presentation, taste, appropriate sauces, seasoning, creativity, knife cuts, organization, timing, and sanitation.
- Each of the competitors, either individual or team, will receive one market basket with various ingredients (starches, fruits, chocolates, dairy, cheese, vegetables, nuts and protein). The secret ingredient will not be revealed until the last minute.
- Each competitor is required to do two amuses, one starter and one entrée.
- Two classic knife cuts will be required for each of the competitions.
- Each competitor, either individual or team, will have 30 minutes to get their station prepared.
- Cooking begins 30 minutes after the "market basket" is revealed.
- Each competitor, either individual or team, has 1 hours to complete two amuses, knife cuts, starter, and entree the "secret market basket item" (usually a protein).
- Points will be deducted for sanitation violations.
- The kitchen where the competition is held must be cleaned and inspected by a Chef Instructor before the winners will be announced.

Award:

Each member of the first-place team wins $1,000 non-cash tuition scholarship.

Each member of the second place team wins $750 non-cash tuition scholarship.

Each member of the third place team wins $500 non-cash tuition scholarship.

Baking and Pastry Competitions

There are four baking and pastry oriented competitions per year, all are individually based competitions. Each event will pick the top three competitors to receive a non-cash scholarship award.

Criteria:

- Points will be awarded on the presentation, taste, appropriate sauces, flavor, creativity, knife cuts, organization, timing, and sanitation.
- Depending on the theme of the competition, each of the competitors will receive one market basket with various ingredients (starches, fruits, chocolates, dairy, nuts, etc.). The secret ingredient will not be revealed until the last minute. Some competitions will allow product to be brought from an outside source. Please review individual competition guidelines for rules.
- Each competitor, either individual or team, will have 30 minutes to get their station prepared.
- Each competition has a set time to complete the required dessert.
- Points will be deducted for sanitation violations.
- The kitchen where the competition is held must be cleaned and inspected by a Chef Instructor before the winners will be announced.

Award:

Each member of the first-place team wins $1,000 non-cash tuition scholarship.

Each member of the second place team wins $750 non-cash tuition scholarship.

Each member of the third place team wins $500 non-cash tuition scholarship.

SkillsUSA

These culinary scholarships follow the same requirements as the ProStart scholarship; however, the scholarship is only awarded at the national competition. In addition, SkillsUSA has a one-person team limit.

National competitors will be awarded:

- First Place: Full Tuition Scholarship (covering the cost of tuition, books, uniform and a knife kit)
- Second Place: $10,000
- Third Place: $7,500

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

CANCELLATION POLICIES

A Student who cancels the Enrollment Agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after signing the Enrollment Agreement 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 72 hours following attendance at a regularly scheduled orientation or following a tour of the College facilities and inspection of equipment. A Student who cancels after 72 hours but prior to the Student's first day of class attendance will receive a refund of all monies paid, except for the nonrefundable Application Fee. If 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:

Le Cordon Bleu College of Culinary Arts
Admissions Office
215 First Street
Cambridge, MA 02142

REFUND POLICIES

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 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 payment period in which the Student withdraws, according to the schedule set forth below. 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 non-refundable. 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.

First Time Undergraduate Student – 21-Day Student Readiness Opportunity

Calendar day 1 to 21: 100% tuition refund. The Student will be responsible for all applicable admissions and registration fees, any charges for supplies or uniforms issued to the student, as well as any fines associated with outstanding library obligations or equipment breakage or damage.

Calendar day 22 and beyond: Refund is calculated based on formulas provided below for Continuing or Returning Students.

Continuing or Returning Student

If withdrawal occurs, a pro-rata amount will be refunded for withdrawals based on days completed up to 60% of the payment period. At 60% or above, there will be no tuition refund.

When a Student withdraws from the institution, he/she must complete a student withdrawal form with the Executive Chef, Associate Registrar or Lead Instructor. The date from which refunds will be determined is the last date of recorded attendance. Refunds will be made within 30 calendar days of the notification of an official withdrawal or date of determination of withdrawal by the institution.

If a student withdraws or is withdrawn prior to the end of the payment period, they are subject to the Return of Title IV Funds policy noted below which may increase the balance due to 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.

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. The R2T4 calculation is required for all students who have ceased attendance; other than those on an approved LOA, or those who have attested to an expected return to a future module within the same term.

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

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

1. Loans
   a. Unsubsidized Federal Direct Stafford Loans.
   b. Subsidized Federal Direct Stafford Loans.
   c. Federal Direct PLUS loans received on behalf of the student.
2. Federal Pell Grants.
3. 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 Loan) must return or repay, as appropriate, the remaining grant and loan funds. The student (or parent, if a Federal Parent PLUS Loan 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 Executive Chef's office. If a student does not submit written notification, the school will determine the student's withdrawal date based upon federal regulations and institutional records.

For Federal student loan reporting purposes, the student's last date of attendance will be reported as the effective date of withdrawal for both official withdrawals and those who do not complete the official withdrawal process. Please note that the above policy may result in a reduction in school charges that is less than the amount of Title IV financial aid that must be returned. Therefore, the student may have an outstanding balance due the school that is greater than that which was owed prior to withdrawal.

ACADEMIC INFORMATION

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 have 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 the end of registration for the student's first block of study. 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.

TRANSFER OF CREDIT TO OTHER SCHOOLS

Le Cordon Bleu College of Culinary Arts do 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.

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

MAKE-UP POLICY

Le Cordon Bleu College of Culinary Arts encourage 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 given the opportunity to take a make-up version of the assignment/s at the instructor's earliest convenience for up to 65% of the possible point.

GRADING SYSTEM

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

GRADE SCALE

LETTER CODE	DESCRIPTION	INCLUDED IN CREDITS EARNED	INCLUDED IN CREDITS ATTEMPTED	INCLUDED IN CGPA	QUALITY POINTS
A	A	Yes	Yes	Yes	4.00
B	B	Yes	Yes	Yes	3.00
C	C	Yes	Yes	Yes	2.00
D	D	Yes	Yes	Yes	1.00
F	F	No	Yes	Yes	0.00
I	Incomplete	No	Yes	No	N/A
W	Withdrawn	No	Yes	No	N/A
AU	Audit	No	No	No	N/A
P	Pass	Yes	Yes	No	N/A
TC	Transfer	Yes	Yes	No	N/A
PR	Proficiency Credit	Yes	Yes	No	N/A
L	Leave of Absence	No	No	No	N/A

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 before the third course meeting will have no record of the course on their transcript. A 'W' will be awarded to a student that officially drops or is administratively dropped before the course ends.

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

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

To receive an Incomplete 'I' grade, the student must petition the instructor to receive an extension to complete the required course work. This request must be approved by the end of the last day of class. The student must be passing a course in order to be eligible for an incomplete grade. Should a student fail to complete the unfulfilled coursework requirements within 14 calendar days from the end of the course, the Incomplete grade will be converted to the grade the student earned in the class, inclusive of "0" points for the incomplete work.

Students who disagree with a grade they have received should contact the instructor to discuss their concern within 14 calendar days from the end of the course. If the student is unable to resolve the dispute with the instructor, he or she should write a letter of appeal no later than 21 calendar days from the end of the course explaining the reasons for the dispute and recommending a decision. The Executive Chef will issue a final decision to the student within (5) business days.

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'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 better on the AP examination is required for proficiency credit.

AUDITING A COURSE

If space permits, a graduate may audit any course within his/her program of study. With consent from the Executive Chef, 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/Academy. Current students taking a course outside of their program will pay tuition at the current rate for the course they audit. 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

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.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

All students must maintain satisfactory academic progress in order to remain in attendance at Le Cordon Bleu College of Culinary Arts. Additionally, students receiving federal financial aid assistance must meet the satisfactory academic progress requirements in order to maintain eligibility to receive these funds. Satisfactory academic progress is determined by measuring the student's cumulative grade point average (CGPA) and the student's rate of progress (ROP) toward completion of the academic program at the end of each grading period. A grading period is defined as two (2)-six week modules. Both the CGPA and ROP standards must be met in order to be considered as making satisfactory academic progress. These standards are outlined on this page.

CUMULATIVE GRADE POINT AVERAGE (CGPA) REQUIREMENTS

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

RATE OF PROGRESS (ROP) TOWARD COMPLETION REQUIREMENTS

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

CERTIFICATE PROGRAMS		
Quarter Hours		
Credits Attempted	ROP	CGPA
0-17	60%	1.5
18+	66.67%	2.0

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

BACHELOR'S PROGRAMS	
	Maximum Allowable Credits
Certificate in Le Cordon Bleu Culinary Arts	55
Certificate/ in Le Cordon Bleu Pâtisserie and Baking	58
Associate in Applied Science in Le Cordon Bleu Culinary Arts	151

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 CREDITS/CHANGE OF PROGRAM AFFECT SAP

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

When a student elects to change a program at Le Cordon Bleu College of Culinary Arts the student's attempted and earned credits and grades will be transferred into the new program as applicable, including transfer credit. Credits attempted and earned at the school in the original program of study that apply to the new program of study will be used when computing grade point average, rate of progress and maximum timeframe.

Transfer credits from another institution that are applicable to the new program of study will not be calculated in the grade point average but will be considered as credits attempted and earned in the maximum timeframe and rate of progress calculations. For example, a student transfers from program A to program B. The student is able to transfer 30 external credits and 10 credits earned in program A into program B. Program B requires 180 credits to graduate. Thus, the maximum time frame for this student's new program will be one and half times (150%) x 180 = 270 credits. The 30 external transfer hours will be included in the attempted and earned hours when the maximum timeframe and rate of progress are being calculated. The 10 credits earned in program A will be included in the grade point average calculation as well as the maximum timeframe and rate of progress calculation.

WARNING AND PROBATIONARY PERIODS FOR STUDENTS RECEIVING FINANCIAL AID

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

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

If at any point it can be determined that it is mathematically impossible for a student to meet the minimum requirements, the student will be dismissed from the school. Notification of academic dismissal will be in writing. The Code of Conduct Policy or Grievance Policy section of this catalog describes other circumstances that could lead to student dismissal for non-academic reasons. A tuition refund may be due in accordance with the institution's stated refund policy. During the period of FA Warning, a student is considered to be making satisfactory academic progress and remains eligible for financial aid. A student is also considered to be making satisfactory academic progress and remains eligible for financial aid during the FA probation period if an appeal is accepted by the institution.

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

WARNING AND PROBATIONARY PERIODS FOR STUDENTS NOT RECEIVING FINANCIAL AID

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

- A student will be placed on Warning immediately after the first grading period in which the CGPA or the ROP falls below the values specified in the tables above. At the end of the next grading period, the student will be removed from Warning and returned to SAP Met Status if the minimum standards are met or exceeded. A student who continues to fall below the specified values will be placed on Probation. The student will

be required to successfully appeal in order to remain in attendance at the institution. (see Appeals section below)

- A student who successfully appeals and is on Probation will be evaluated at the end of the next grading period. A student who meets or exceeds the minimum standards will be removed from Probation and returned to a SAP Met status. If the minimum CGPA and ROP requirements are not met at the time of evaluation, the student will be placed on Dismissal Status and will be dismissed from school unless the student is meeting the conditions of their academic plan.

If at any point it can be determined that it is mathematically impossible for a student to meet the minimum requirements, the student will be dismissed from the school. Notification of academic dismissal will be in writing. The Code of Conduct Policy or Grievance Policy section of this catalog describes other circumstances that could lead to student dismissal for non-academic reasons. A tuition refund may be due in accordance with the institution's stated refund policy. A student on Warning or Probation must participate in academic advising as deemed necessary by the institution as a condition of academic monitoring. A student who fails to comply with these requirements may be subject to dismissal even though their CGPA or ROP may be above the dismissal levels.

APPEAL

A student who has been placed on Probation or Dismissal may appeal the determination if special or mitigating circumstances exist. Any appeal must be in writing and must be submitted to the Academic Review Committee within five (5) business days of receiving notification of his/her violation. 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 Code of Conduct Policy or Grievance Policy within this catalog.

REINSTATEMENT

A student who was previously academically dismissed may apply for reinstatement to the institution by submitting a written appeal to the 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. Students who are interested in applying for federal financial aid may do so at this time.

GRADUATION REQUIREMENTS

In order to graduate, a student must have earned a minimum of a 2.0 CGPA and must have successfully completed all required credits within the maximum credits that may be attempted. Students must also be current on all financial obligations in order to receive official final transcripts and/or diploma.

Academic Honors

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

Block Honors

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

President's List	4.00	Block GPA
Honor Roll	3.50 – 3.99	Block GPA

Graduation Honors

A graduate 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

Le Cordon Bleu Diplôme in Culinary Arts

Le Cordon Bleu Diplôme in Pâtisserie and Baking

Associate in Applied Science Degree in Le Cordon Bleu Culinary Arts

Certificate in Le Cordon Bleu Culinary Arts

Certificate in Le Cordon Bleu Pâtisserie and Baking

LEAVE OF ABSENCE

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

The following conditions may be considered:

- Medical Leave (including pregnancy)
- Family Care (unexpected childcare issues or medical care of family)
- Military Duty
- Jury Duty
- Temporary Job Assignment (applies only if the student is being temporarily relocated for a job assignment as required by a current employer).

The following requirements apply:

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

- A LOA request is submitted in writing within 5 (five) calendar days of the student's last date of attendance, which includes the reason for the request.
- Students may request multiple LOAs, but the total number of days the student remains on LOA may not exceed 180 days during a consecutive 12-month time frame. Failure to return from an approved leave of absence will result in withdrawal from the school, may have an impact on aid, loan repayment and exhaustion of the loan grace period. Students in a LOA status may not receive further financial aid disbursements until returning to active status. Contact the financial aid office for more information about the impact of a LOA on financial aid.

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 Executive Chef 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 Director of Career Services assists students with resume writing, interviewing skills and professional networking techniques. Students may interview both on and off campus, until they have secured an appropriate position.

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

BACKGROUND CHECKS

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

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

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 librarian at Le Cordon Bleu College of Culinary Arts participates in selecting the electronic resources and Website links, and helps prepare the instructional materials that are on the Website. Students at the college have access to the Cybrary from their campus location and from home, if they have an Internet service provider.

Library/Resource Center

Le Cordon Bleu College of Culinary maintains a Library and Resource Center ("LRC") at the campus 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 welcome 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 Executive Chef or Director of Career Services. The staff of Le Cordon Bleu College of Culinary Arts are 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

Le Cordon Bleu College of Culinary Arts does not provide on-campus housing, but does assist students with information on area housing.

STUDENT ORIENTATION

Prior to beginning classes at Le Cordon Bleu College of Culinary Arts , all new students attend an orientation program. 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 will supply official transcripts to whomever the student or graduate designates.

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

- $5 – Transcript (electronic or paper) requested electronically through Docufide.
- $10 – Transcripts ordered through the campus.
- $30 – Overnight/U.S. Mail delivery
  Additional information on the electronic transcript service can be found on the student portal.

UNIFORM POLICY

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

HEALTH SERVICES

The college does not provide health services to students. Student needing assistance in this regard are referred to their own personal physicians. Should the student not possess a personal physician, college staff can provide a list of physicians in the area. Massachusetts law (M.G.L.c.15A, §18) requires that students enrolled in a certificate-, diploma- or degree-granting program in a Massachusetts college, university or other institution of higher learning participate in a school-sponsored qualifying student health insurance program ("QSHIP") or an alternate health plan with comparable coverage. The Division of Health Care Finance and Policy has issued student health regulations at 114.6 CMR 3.00. The college requires a signed waiver from those students who have health insurance through a source other than the college. This waiver must be completed each academic year. Students unable to demonstrate health insurance coverage will automatically be enrolled in the college's health insurance program and charged for the purchase of the health insurance policy. No refunds will be issued. Refer to the tuition and fees addendum to the catalog for current rates.

GENERAL INFORMATION

CAMPUS SECURITY

Le Cordon Bleu College of Culinary Arts publish 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 maintains 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.

CONDUCT POLICY

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

CODE OF CONDUCT

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

1. Oversee behavior
2. Investigate violations and
3. 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

The educational facility and administrative offices of the college are located in a convenient urban setting in Cambridge, Massachusetts. The campus location is adjacent to major thoroughfares 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 approximately 70,000 square feet in the building known historically as The Athenaeum Press Building. Students will find at this beautiful campus setting:

- Classrooms designed to facilitate learning, which consist of lecture rooms and instructional kitchens.
- Kitchen labs equipped with stoves, ovens, and the food preparation equipment found in the industry. A wide range of small wares is 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.
- Computer labs equipped with personal computers used for instruction and research.
- A library which houses books, periodicals, pamphlets, articles, and CD-ROM support materials geared to supplement the program, plus well rounded support for the general education courses. The Cybrary, an Internet-based electronic library, access to the Internet, and various indexes and catalogs are available through computer use in the library.
- A full-service, student-staffed fine dining restaurant.
- Admissions, academic and administrative staff offices.

HOURS OF OPERATION, INSTRUCTIONAL HOURS & CLASS SCHEDULING

Le Cordon Bleu College of Culinary Arts hours of operation are: 9:00 A.M. to 8:00 P.M., Monday through Friday and 9:00 A.M. to 5:00 P.M. on Saturday, unless posted otherwise. Instructional Hours of operation are from 6:00 A.M. to 11:00 P.M., 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 substitute courses whenever necessary. Changes will not negatively affect currently enrolled students.

Schedule of Course Offerings
The Executive Chef 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 Executive Chef 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.

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.

If the college is to be closed due to inclement weather or other emergency; the information will be posted on the Student Portal and on College Information Hotline which can be reached at (617) 218-8005.

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: 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 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 Executive Chef.

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

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

GENERAL

This grievance procedure is designed to address problems promptly and without undue delay. In order to achieve that, the student must initiate Step 1 within ten (10) business days of the incident or circumstance(s) giving rise to the complaint, and must initiate each other Step within ten (10) business days after receiving a response or if more than twenty (20) business days have passed with no response. If the student fails to take any of the steps in this procedure within the required time frames, then the student will be deemed to have accepted the resolution last proposed by Le Cordon Bleu 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, D.C. 20002-4241
Phone: (202) 336-6780

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

The student may also contact:

The Massachusetts Board of Higher Education
One Ashburton Place, Room 1401
Boston, MA 02108-1696
Phone: (617) 994-6950

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

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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

   Following 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 requires 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, 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 21.

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

Sexual harassment refers to, among other things, sexual conduct that is unwelcome, offensive, or undesirable to the recipient, including unwanted sexual advances. All students and employees must be allowed to work and study in an environment free from unsolicited and unwelcome sexual overtures and advances. Unlawful sexual harassment will not be tolerated.

CATALOG ADDENDUM

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

NOTES

NOTES

LE CORDON BLEU
COLLEGE OF CULINARY ARTS

Le Cordon Bleu College of Culinary Arts, Inc.
A Private, Two-Year College
215 First Street | Cambridge, MA 02142
617.218.8000 | 888.522.8550
Chefs.edu/Boston

Tuition and Fees

As of 8/28/14

For students enrolling for a start date August 2014 through January 2015

Associate in Applied Science in Le Cordon Bleu Culinary Arts (Resident Students)	
Tuition	$37,000
Application Fee (non-refundable)	$50
Total Cost	$37,050

Associate in Applied Science in Le Cordon Bleu Culinary Arts (Non-Resident Students)	
Tuition	$40,000
Application Fee (non-refundable)	$50
Total Cost	$40,050

Certificate in Le Cordon Bleu Culinary Arts (Resident Students)	
Tuition	$17,500
Application Fee (non-refundable)	$50
Total Cost	$17,550

Certificate in Le Cordon Bleu Patisserie and Baking (Resident Students)	
Tuition	$17,500
Application Fee (non-refundable)	$50
Total Cost	$17,550

Tuition and Fees

As of 02/16/2015 Start

For students enrolling for a start date February 2015 and beyond

Associate in Applied Science in Le Cordon Bleu Culinary Arts (Resident Students)	
Tuition	$40,000
Application Fee (non-refundable)	$50
Total Cost	$40,050

Associate in Applied Science in Le Cordon Bleu Culinary Arts (Non-Resident Students)	
Tuition	$42,500
Application Fee (non-refundable)	$50
Total Cost	$42,550

Tuition charges include 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)

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Lecture and Lab Courses	$100
Externship Courses	$ 50

Le Cordon Bleu reserves the right to increase all fees and tuition without notice, at its discretion. Once a student completes and 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.

Student Insurance

Blue Cross Blue Shield of MA Quote

Effective Date: 4/7/2014 – 4/6/2015

Blue Care Elect Preferred 80/60 with copayment (PPO)		
	9 Month Rate	**Annual Rate**
Student	$1,040.00	$1,385.00
Student + Spouse	$1,953.00	$2,604.00
Student + Child(ren)	$1,863.00	$2,484.00
Student + Family	$3,186.00	$4,248.00

The above student rates includes a $5 fee for travel assistance coverage though AIG.

A monthly charge for parking will be charged if a student chooses to use the designated facility.

Tuition and Fees are also disclosed on Tuition and Fees Sheet published at:
http://www.chefs.edu/Admissions/~/media/LCB/Files/Docs-Resources/Boston_TuitionAndFees.ashx

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Academic Calendar

As of 01/17/2014

21 Month | 84 Week Programs

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

Start Date	Anticipated Completion Date
01/06/2014	09/25/2015
02/17/2014	11/06/2015
04/07/2014	12/18/2015
05/19/2014	02/12/2016
07/07/2014	03/25/2016
08/18/2014	05/13/2016
09/29/2014	06/24/2016
11/10/2014	08/12/2016
01/05/2015	09/23/2016
02/16/2015	11/04/2016
04/06/2015	12/16/2016
05/18/2015	02/17/2017
07/06/2015	03/31/2017
08/17/2015	05/19/2017
09/28/2015	06/30/2017
11/09/2015	08/18/2017

9 Month | 36 Week Programs

-Certificate in Le Cordon Bleu Culinary Arts

-Certificate in Le Cordon Bleu Pâtisserie and Baking

Start Date	Anticipated Completion Date
01/06/2014	09/26/2014
02/17/2014	11/07/2014
04/07/2014	12/19/2014
05/19/2014	02/13/2015
07/07/2014	03/27/2015
08/18/2014	05/15/2015
09/29/2014	06/26/2015
11/10/2014	08/14/2015

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

2014-2015 Academic Calendar

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Module Start Date	Module End Date
08/18/2014	09/26/2014
09/29/2014	11/07/2014
11/10/2014	12/19/2014
01/15/2015	02/13/2015
02/16/2015	03/27/2015
04/06/2015	05/15/2015
05/18/2015	06/26/2015
07/06/2015	08/14/2015
08/17/2015	09/25/2015
09/28/2015	11/06/2015
11/09/2015	12/18/2015

Classes are offered on days marked with an "x":						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	X	X	X	X	X	

Observed Holidays-No Classes

Holiday	Date(s) of Break: Classes Resume:
Martin Luther King Jr. Day	Monday 01/20/2014 Classes Resume on Tuesday 01/21/2014
In-Service Day*	Friday 02/14/2014 Classes Resume on Monday 02/17/2014
In-Service Day*	Thursday 03/27/2014 to Friday 03/28/2014
Spring Break	Saturday 03/29/2014 to Sunday 04/06/2014 Classes Resume on Monday 04/07/2014
Patriot's Day	Monday 04/21/14 Classes Resume on Tuesday, 04/22/14
In-Service Day*	Thursday 05/15/2014 to Friday 05/16/2014 Classes Resume on Monday 05/19/2014
Memorial Day	Monday 05/26/2014 Classes Resume on Tuesday 05/27/2014
In-service Day*	Friday 06/27/2014
Summer Break	Saturday 06/28/2014 to Sunday 07/06/2014 Classes Resume on Monday 07/07/2014
In-Service Day*	Thursday 08/14/2014 to Friday 08/15/2014 Classes Resume on Monday 08/18/2014
Labor Day	Monday 09/01/2014 Classes Resume on Tuesday 09/02/2014
In-Service Day*	Friday 09/26/2014 Classes Resume on Monday 09/29/2014
In-Service Day*	Thursday 11/06/2014 to Friday 11/07/2014 Classes Resume on Monday 11/10/2014
Thanksgiving Holiday	Thursday 11/27/2014 to Friday 11/28/2014 Classes Resume on Monday 12/01/2014.
Winter Break	Saturday 12/20/2014 to Sunday 01/04/2015 Classes Resume on Monday 01/05/2015

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*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

Faculty – as of 10/17/2013

Name	Discipline	Education & Professional Licensure/Certification	Full/Part Time
Angelopolus, Daniel	Patisserie and Baking	• A.A.S., Baking and Pastry, Johnson & Wales University	Part-Time
Brennan, Laura	Culinary Arts	• B.S., Home Economics, University of Rhode Island	Full-Time
		•	
Buonomo, Mark	General Education	• M.B.A., International Business, Texas Tech University • B.A., Public Policy and Social Change, Bentley University	Part-Time
Cummings, Carly	General Education	• M.F.A., Painting & Drawing, University of Washington • B.A., Studio Art / English, William Smith College	Part-Time
D'Addario, Albert	Culinary Arts	• M.Ed., School Administration, American International College • B.S., Culinary Management, Newbury College • A.O.S., Culinary Arts, Culinary Institute of America	Full-Time
Falite, Robert	Culinary Arts	• B.S., Secondary Education-History, Boston State College	Full-Time
Guerin, Scott	Culinary Arts	• A.S., Culinary Arts, Atlantic Culinary Academy at McIntosh College	Part-Time
Henry, James	Culinary Arts	• A.O.S., Culinary Arts, Johnson & Wales University	Full-Time
Herron, Matt	Culinary Arts	• B.A., Psychology, Penn State University • B.S., Culinary Arts, Johnson & Wales University • A.S., Culinary Arts, Johnson & Wales University	Full-Time
Kaye, Jeffrey	Culinary Arts	• B.A., Psychology, State University of New York New Paltz	Part-Time
Kramer, Sybil	General Education	• M.D., State University of New York Medical School • B.S., Physics, State University of New York at Stony Brook	Part-Time
Lookerse, Gregory	General Education	• M.F.A., Tufts University/The School of the Museum of Fine Arts • B.F.A., Graphic Design, Biola University	Part-Time
		•	
Luo, Ying Wei	Patisserie and Baking	• A.A.S., Culinary Arts, Newbury College	Full-Time

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Martin, Sarah	General Education	• M.A., Theatre Education, Emerson College • B.A., Theatre, University of Central Florida	Part-Time
Mills, Robbi	Patisserie and Baking	• B.S., Food Service Management, Johnson & Wales University • A.S., Baking and Pastry Arts, Johnson & Wales University	Part-Time
Moesinger, Rebecca	Patisserie and Baking	• B.S., Hotel Restaurant & Travel Administration, University of Massachusetts	Part-Time
Rich (Nguyen), Thao	Patisserie and Baking	• B.S., Baking & Pastry Arts, Johnson & Wales University • A.S., Baking & Pastry Arts, Johnson & Wales University	Full-Time
O'Connell, Paul	Culinary Arts	• A.A.S., Culinary Arts, Johnson & Wales University	Part-Time
		•	
		•	
Swan, Betsy	Culinary Arts	• B.S., Design and Merchandising, Drexel University	Full-Time
Ullman, Eric	Culinary Arts	• A.A.S., Culinary Arts, Johnson and Wales University	Part-Time
Wunderli, Brett	General Education	• Ed.M., Childhood Education, Boston University • M.A., English, Boston University • B.A., English, University of Utah	Part-Time

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Catalog Revisions and Updates

Page #	Policy/Section	Effective Date	Description of Revision or Update
All	Throughout catalog	09/30/2013	The "Executive Chef" title is now "Director of Education"
8	Board of Directors	6/3/2014	The CEC Board of Directors are: Ron D. McCray, Chairman Louis E. Caldera Dennis H. Chookaszian David W. Devonshire Patrick W. Gross Greg L. Jackson Thomas B. Lally Scott W. Steffey Leslie T. Thornton
8	Executive Officers/Board of Directors	5/22/2014	Replace Colleen M. O'Sullivan with the following: Reid Simpson, Senior Vice President and Chief Financial Officer
8	Administrative Staff	7/24/2013	Update as follows: ADA/504 Coordinator – Lynda Bonneau Title IX Coordinator – Stephen Villett Director of Admissions – Jaimee Tyler
8	Administrative Staff	10/1/2013	Update as follows: Director of Education – Earle Test
8	Administrative staff	3/31/14	Update as follows: Campus President – Mark Williams Regional Registrar – Laura Rice
16	Admissions Policy	May 2013 (Publication)	Add the following: **Application Fee Waiver Policy** Application fees are waived under the following circumstances: • For students who have previously paid an application fee at a Career Education owned school and that was not refunded; • For a prior graduate from any Career Education Corporation owned school; • For a prospective student who is active duty military/veterans /reserve or spouse/ dependent of active duty military; or • For a prospective student who is eligible for Native American tribal education benefits.
16	Application Fee Waiver Policy	09/01/2013	Replace the current policy with the following: Application fees are waived under the following circumstances: • For 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

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			• For a prospective student who is eligible for Native American tribal education benefits 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
16	Application Fee Waiver Policy	03/31/2014	**Application Fee Waiver Policy** – *Add the following:* For prospective students qualified to receive the Corporate Alliance Grant.
16	Proof of Graduation	Effective for class starts after 11/4/2013	Replace the current policy with the following: Acceptable documentation of high school graduation must be received by the institution prior to the first day of the program scheduled 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 supporting their POG. Any student who does not provide documentation of high school equivalency will have their enrollment cancelled, resulting in the loss of any academic work submitted or grades earned. For students who are utilizing Federal Financial Aid to cover tuition and fees, 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 and validated.
16	Proof of High School Graduation	2/20/2014	Replace the current policy with the following as applicable Proof of Graduation 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(es). 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 documentation of high school graduation or its equivalent will have his or her enrollment cancelled. Once a student's enrollment is cancelled, he or she will not receive credit for any academic work submitted or grades earned prior to the cancellation. 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.
16	21-Day Student Readiness Opportunity	2/20/2014	This policy is no longer effective.
17	Re-Entering Students	5/31/2014	*Replace current language with the following:* 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

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			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.
21	Veterans' Educational Benefits	5/30/2014	**YELLOW RIBBON GRANT** For Le Cordon Bleu College of Culinary Arts in: Atlanta, Los Angeles, Las Vegas, Miami, Minneapolis, Orlando, Portland, Scottsdale and San Francisco. 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 as a credit to the student's account and no cash payments will be awarded to the student. • The Yellow Ribbon Grant is used exclusively towards prior or current program charges. • The Yellow Ribbon grant is awarded for each period in the program that the student is determined eligible and where the

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			grant is needed. • The Yellow Ribbon Grant is non-transferrable and non-substitutable and cannot be combined with any other institutional grant at Le Cordon Bleu College of Culinary Arts. Le Cordon Bleu College of Culinary Arts is committed to assisting military students in determining the best options available to them. To receive additional information on Veterans Educational Benefits eligibility, please contact the Veterans Administration at 1-800-827-1000 or 1-888-GI Bill-1(1-888-442-4551). You may also visit the VA website at www.gibill.va.gov.
21	Veterans' Educational Benefits	08/28/2014	Add the following: 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
22	Financial Information /Bleu Grant	1/31/2014	Replace the existing language with the following: Le Cordon Bleu offers institutional grants to students who have financial need, as determined by the federally calculated Expected Family Contribution (EFC), and are enrolled in one the following programs: Certificate in Le Cordon Bleu Culinary Arts, Certificate in Le Cordon Bleu Pâtisserie and Baking, Associate in Le Cordon Bleu Culinary Arts. Grants range from $50 to $9,010. Criteria are as follows: • The BLEU Grant is renewable per academic year • Students will be considered upon completion of the admissions application process and the 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 based off of need calculations • This grant, if awarded in combination with other LCB Institutional Grants or Scholarships, may not exceed the direct cost of attendance and cannot be received as cash. 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

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Page #	Policy/Section	Effective Date	Description of Revision or Update
			students. For 2014, $6,900,000 has been budgeted for the BLEU Grant.
22	Financial Aid Information	03/31/2014	*Add the following:* **LE CORDON BLEU CORPORATE EDUCATIONAL ALLIANCE GRANT** LCB 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 LCB. 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. 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. • All grants are applied as a credit to the student's account and no cash payments will be awarded to the student. • Students selected for employment verification must provide documentation before the grant is applied. Documentation must show the effective date of employment, and be submitted prior to the first day of class. • All of the conditions must be fulfilled before the grant can be disbursed. The grant is non-transferable and non-substitutable and this grant, if awarded in combination with other LCB Institutional Grants or Scholarships, may not exceed the direct costs of attendance and cannot be received as cash. *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

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			immediate family member. Note: *The Corporate Educational Alliances Grant funding is limited. For 2014, $172,500 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.*
23	Financial Information / Le Cordon Bleu Scholarships	1/31/2014	The following replaces existing Le Cordon Bleu Scholarships language: **Alumni Referral Scholarship** Le Cordon Bleu offers the Alumni Referral Scholarships to students who submit a letter of recommendation from an alumnus of Le Cordon Bleu. Each eligible applicant will be eligible for the scholarship 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. Criteria are as follows: • Applications are due by the end of the add/drop period for the student's enrolled start date • The scholarship will be awarded over the length of the program • Recipients must maintain Satisfactory Academic Progress (SAP) as outlined in the catalog to remain eligible for the scholarship • This scholarship, if awarded in combination with other LCB Institutional Grants or Scholarships, may not exceed the direct cost of attendance and cannot be received as cash. 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 2014, $150,000 has been budgeted for the Alumni Referral Scholarship. **Best of the Best Scholarship – all schools** Le Cordon Bleu offers the Best of the Best Scholarships to students who graduate high school or college with a GPA of 3.5 or higher. Each eligible applicant will be eligible for the scholarship 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

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			application and their high school/college transcript. Criteria are as follows: • Applications are due by the end of the add/drop period for the student's enrolled start date • The scholarship will be awarded over the length of the program • Recipients must maintain Satisfactory Academic Progress (SAP) as outlined in the catalog to remain eligible for the scholarship • This scholarship, if awarded in combination with other LCB Institutional Grants or Scholarships, may not exceed the direct cost of attendance and cannot be received as cash. 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 2014, $150,000 has been budgeted for the Best of the Best Scholarship. **Life Long Learning Scholarship – all schools** Le Cordon Bleu offers the Lifelong Learning Scholarship to Le Cordon Bleu graduates pursuing continued education at Le Cordon Bleu. The scholarship will be applied against future tuition charge at Le Cordon Bleu. Certificate/Diploma Graduates • Pursing additional certificate/diploma – eligible for $500 • Pursing associates degree – eligible for $1000 Associate Graduates • Pursing additional certificate/diploma – eligible for $500 • Pursing additional associates or LCB Online Bachelors degree – eligible for $1000 Criteria are as follows: • Student must successfully complete and earn 18 credits in their additional program prior to disbursement of the scholarship. The scholarship will be awarded and disbursed in full at that time. • Recipients must maintain Satisfactory Academic Progress (SAP) as outlined in the catalog to remain eligible for the scholarship • This scholarship, if awarded in combination with other LCB Institutional Grants or Scholarships, may not exceed the direct cost of attendance and cannot be received as cash. Le Cordon Bleu makes available a limited amount of money each

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			year for the Life Long Learning Scholarship. Once it is determined that available funding is exhausted, scholarships will not be available to otherwise eligible students. For 2014, $300,000 has been budgeted for the Life Long Learning Scholarship. **Le Cordon Bleu Tuition Reimbursement/Employer Match Scholarship – all schools** Le Cordon Bleu offers a matching scholarship to students whose employers participate in a tuition reimbursement program. We are committed to our employers who see the value of an education for their employees. This scholarship is available to students who enroll at Le Cordon Bleu and are receiving tuition assistance from their employer. The scholarship will match the employer assistance, not to exceed $2,500 for the program. Eligible students must present formal documentation from their employer and signed attestation paperwork confirming their employment and receipt of tuition assistance. Conditions of the Tuition Reimbursement/Employer Match Scholarship are as follows: • Applications and supporting documentation are due by add/drop period of the start date • Recipients must complete the standard application process and enroll in an associates or Bachelors level program at the Le Cordon Bleu United States Campus of his or her choice and meet all admissions and eligibility requirements • Student must confirm employment and written confirmation from their employer that they are approved to receive tuition reimbursement funds for their program of enrollment. Employer must provide program information including the timing of disbursements in order for matching funds to be scheduled. Matching funds will be prorated over the length of the program 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 will be applied towards tuition only (does not cover Room, board, books, fees, supplies, or other expenses) and awarded over the length of the program • This scholarship, if awarded in combination with other LCB Institutional Grants or Scholarships, may not exceed the direct cost of attendance and cannot be received as cash. • 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 2014, $50,000 has been budgeted for the Tuition Reimbursement/Employer Match Scholarship.

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			The Le Cordon Bleu Future Chef of America Competition Scholarship – all schools Le Cordon Bleu offers The Future Chef of America Competition Scholarship. High school seniors may become eligible for the scholarship as outlined in the program rules and requirements. Scholarship Awards <u>Local/Regional Competitions</u> High School Seniors may submit an essay on "Why they want to pursue their 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. 1st Place – $5,000 2nd Place – $2,000 3rd Place – $1,000 All other local/regional completion participants not placing 1st, 2nd, or 3rd, will receive a $500 Scholarship to be applied toward tuition at any Le Cordon Bleu campus within the United States. <u>National Competition</u> The 1st place recipient at each local/regional competition will be invited to participate in a final national competition at a Le Cordon Bleu campus in the United States. Please review the complete rules for the scholarship and competitions as outlined in the application and eligibility materials. Travel expenses will not be covered by Le Cordon Bleu. 1st Place – Up to tuition equivalent of an Online Bachelor Degree* 2nd Place – Up to tuition equivalent of Associate degree 3rd Place – Up to tuition equivalent of Certificate/Diploma * Up to tuition equivalent of Associate degree for Arkansas and Minnesota residents. Criteria are as follows: • Student must enroll and begin the program of study at the Le Cordon Bleu campus of their choice 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 enroll in an associates or Bachelors level program at the Le Cordon Bleu United States Campus of his or her choice and meet all admissions and eligibility requirements

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			• 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 (does not cover Room, board, books, fees, supplies, or other expenses) and awarded over the length of the program • If the recipient of a local/regional competition level scholarship competes and places in the national competition, any scholarship amount received at the local/regional competitions will be void. **Le Cordon Bleu Military Grant** **Not applicable for individuals with Post-9/11 Chapter 33 GI Bill Educational Benefits*** 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 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 can be obtained by contacting a financial aid advisor or visiting the financial aid office. The eligibility conditions are as follows: Qualifying candidates are Active Duty, Drilling National Guard and 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 used exclusively towards current program charges. • The grant is awarded proportionately over each payment period in the program and the grant will be applied to each academic year's tuition costs. • All grants are applied as a credit to the candidate's account, and no cash payments will be awarded. All of the conditions must be fulfilled before the grant can be disbursed. • The grant is non-transferable and cannot be used in conjunction with any other LCB grants or scholarships. • Applications are due no later than December 31st or when funds are exhausted for the year. *Candidates using Post-9/11 Chapter 33 GI Bill Educational Benefits still qualify for a waiver of their application fee. **Note: 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 2014 year. If funding for grants are exhausted, otherwise eligible candidates may not be awarded.

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			Le Cordon Bleu Veteran Grant **Not applicable for individuals with Post-9/11 Chapter 33 GI Bill Educational Benefits*** Le Cordon Bleu has established a Veterans' Grant** for our Veterans 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 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 by contacting a financial aid advisor or visiting the financial aid office. The eligibility conditions are as follows: • Qualifying candidates are 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 used exclusively towards current program charges. • The grant is awarded proportionately over each payment period in the program and the grant will be applied to each academic year's tuition costs. • All grants are applied as a credit to the candidate's account, and no cash payments will be awarded. • The grant is non-transferable and cannot be used in conjunction with any other LCB grants or scholarships. • Applications are due no later than December 31st or when funds are exhausted for the year. *Candidates using Post-9/11 Chapter 33 GI Bill Educational Benefits may still qualify for a waiver of their application fee. **Note: 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 2014 year. If funding for grants are exhausted, otherwise eligible candidates may not be awarded. **LE CORDON BLEU VETERAN SPOUSES GRANT** **Not applicable for individuals with Post-9/11 Chapter 33 GI Bill Educational Benefits*** Le Cordon Bleu has established a Veteran Spouses Grant** for spouses of our Veterans 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 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, allow for the verification of their spouse's veteran status via a DD-214 Member-4, or comparable government document.

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			Application forms can be obtained by contacting a financial aid advisor or visiting the financial aid office. The eligibility conditions are as follows: • Qualifying candidates are spouses of Veterans of the U.S. military. • Candidates must apply and be accepted for admission to be eligible to receive the grant. • Candidates selected for membership 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 used exclusively towards current program charges. • The grant is awarded proportionately over each payment period in the program and the grant will be applied to each academic year's tuition costs. • All grants are applied as a credit to the candidate's account, and no cash payments will be awarded. • All of the conditions must be fulfilled before the grant can be disbursed. • The grant is non-transferable and cannot be used in conjunction with any other LCB grants or scholarships. • Applications are due no later than December 31st or when funds are exhausted for the year. *Candidates using Post-9/11 Chapter 33 GI Bill Educational Benefits may still qualify for a waiver of their application fee. **Note: 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 2014 year. If funding for grants are exhausted, otherwise eligible candidates may not be awarded. **Careers through Culinary Arts Programs (C-CAP)** Le Cordon bleu offers 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. <u>Competition Scholarships</u> Le Cordon Bleu offers the C-CAP Competition Scholarship to the designated winning students of the eight regional C-CAP competitions. 4 Full Tuition Scholarships for Certificate/Diploma program valued at $17,500 each. 4 Full Tuition Scholarships for Associates program valued at $37,000

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			each. <u>Student Member Essay Contest</u> $2,000 Scholarship - Application, essay and proof of membership in the national student organization are required. Criteria are as follows: • Applications and supporting documentation are due by add/drop period of the start date • Competition Scholarship recipients must enroll and begin the program of study within one calendar year of the C-Cap award Ceremony. Failure to do so will void the scholarship • Recipients must complete the standard application process and enroll in an 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 • Student must maintain 3.0 GPA and have less than 100 hours of absences during the course of the program to maintain eligibility • Scholarship will be applied towards include tuition, books, and supplies and will be awarded over the length of the program • This grant, if awarded in combination with other LCB Institutional Grants or Scholarships, may not exceed the direct cost of attendance. • Student member essay contest scholarships may not be combined with competition scholarships. • Once it is determined that available funding is exhausted, scholarships will not be available to otherwise eligible students. For 2014, $50,000 has been budgeted for the C-CAP Student Member Essay Contest. **National Restaurant Association Educational Foundation – ProStart™** <u>ProStart@ High school Completion Scholarship</u> 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.

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			ProStart™ Level 1 & 2 Completion Scholarship - $1,500 ProStart™ Collegiate Passport Scholarship - $2,000 <u>ProStart™ State and National Competition Scholarship</u> 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 year of receiving the award. ProStart students typically compete in teams of five. All five team members are awarded a scholarship in a predetermined amount. <u>State level competitions, the scholarship awarded is:</u> First Place: $5,000 Scholarship Second Place: $2,500 Scholarship Third Place: $1,000 Scholarship <u>National competition, the scholarship award is:</u> First Place: Full Tuition Scholarship, up to the tuition charge for an associate's degree program or equal to tuition of certificate/diploma program Second Place: $10,000 Scholarship Third Place: $7,500 Scholarship Conditions of the ProStart™ Scholarships are as follows: • Applications and supporting documentation are due by add/drop period of the start date • Competition Scholarship recipients must enroll and begin the program of study within one calendar year of the competition. 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 • Scholarship will be applied towards tuition only (does not cover Room, board, books, fees, supplies, or other expenses) and awarded over the length of the program • This scholarship, if awarded in combination with other LCB Institutional Grants or Scholarships, may not exceed the direct cost of attendance and cannot be received as cash. • 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 2014, $100,000 has been budgeted for the ProStart™ High School Completion and

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			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 Associates program offering at the school of enrollment. <u>National competition</u>: First Place: Full Tuition Scholarship for Associates program valued at $37,000 <u>Student Member Essay Contest</u> $2,000 Scholarship - Application, essay and proof of membership in the national student organization are required. Conditions of the FCCLA Scholarships are as follows: • Applications and supporting documentation are due by add/drop period of the start date • 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 associates level program at the Le Cordon Bleu United States Campus of his or her choice 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 • Scholarship will be applied towards tuition only (does not cover Room, board, books, fees, supplies, or other expenses) and awarded over the length of the program • This Scholarship, if awarded in combination with other LCB Institutional Grants or Scholarships, may not exceed the direct cost of attendance and cannot be received as cash. • 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 2014, $50,000 has been budgeted for the FCCLA Student Member Essay Competition. **Skills USA**

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			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 Scholarship will be applied to the students account while enrolled in an Associates or a bachelors program offering at the school of enrollment. <u>Student Member Essay Contest</u> $2,000 Scholarship - Application, essay and proof of membership in the national student organization are required. Conditions of the Skills USA Scholarships are as follows: • Applications and supporting documentation are due by add/drop period of the start date • Recipients must complete the standard application process and enroll in an associates or Bachelors 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 • Scholarship will be applied towards tuition only (does not cover Room, board, books, fees, supplies, or other expenses) and awarded over the length of the program • This grant, if awarded in combination with other LCB Institutional Grants or Scholarships, may not exceed the direct cost of attendance and cannot be received as cash. • 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 2014, $50,000 has been budgeted for the Skills USA Student Member Essay Competition. **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

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			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 months 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 in Atlanta are eligible to participate. 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
23	Careers Through Culinary Arts Programs (C-CAP) – Student Member Essay Content	6/30/3014	Update the second bullet as follows: 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
23	Pro-Start State and National Competition Scholarship	6/30/2014	Update the third sentence as follows: Scholarship recipients must apply and begin their 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.
25	Refund Policies	2/20/2014	Delete lanague referring to the First Time Undergraduate Student – 21-Day Student Readiness Opportunity
25	Cancellation policies	7/3/14	Update the cancellation policy to: A Student who cancels the Enrollment Agreement within 3 business day (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after signing the Enrollment Agreement will receive a refund of all monies paid. Students who

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			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: Le Cordon Bleu College of Culinary Arts Admissions Office 215 First Street Cambridge, MA 02142
28	Academic Information	6/30/2014	Update the heading title "Grade Scale" to the following: Grade Scale and Standards of Satisfactory Academic Progress (SAP)
28	Application of grades and credits	Effective for class starts on and after 2/3/2014	Replace: A 'W' will be awarded to a student that officially drops or is administratively dropped before the course ends. With: 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. 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.
28	Application of grades and credits	2/3/2014	Replace: To receive an Incomplete ("I") grade, the student must petition the instructor to receive an extension to complete the required course work. This request must be approved by the end of the last day of class. The student must be passing a course in order to be eligible for an incomplete grade. Should a student fail to complete the unfulfilled coursework requirements within 14 calendar days from

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			the end of the course, the Incomplete grade will be converted to the grade the student earned in the class, inclusive of "0" points for the incomplete work. With: To receive an Incomplete (I) grade, the student must petition the course Instructor to receive an extension to complete the required coursework. The Instructor must approve the request within three business days of the student's written request, but no later than the last day of class. The student must be satisfactorily passing the course at the time of 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.
28	Application of grades and credits	Effective for class starts on and after 2/3/2014	Replace: Students who disagree with a grade they have received should contact the instructor to discuss their concern within 14 calendar days from the end of the course. If the student is unable to resolve the dispute with the instructor, he or she should write a letter of appeal no later than 21 calendar days from the end of the course explaining the reasons for the dispute and recommending a decision. The Department Chair/Executive Chef will issue a final decision to the student within (5) business days. With: 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.
28	Make Up Policy	08/28/2014	In the event of an absence, it is the student's responsibility to obtain the information missed by either asking a fellow student for the missed information or meeting with the Instructor. If the student is absent from class, points may be lost in one or all of the days grading criteria, depending on the days lesson plan. The student should check with their instructor immediately following an absence to obtain any necessary information.
29	Add/Drop Period	10/01/2013	Add the following policy: 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.
29	Standards of Satisfactory	2/3/2014	All students must maintain satisfactory academic progress in order to remain enrolled at the school. Additionally, satisfactory academic

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	Academic Progress (SAP)		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 defind as two (2) six week modules. These are outlined below.
29	Standards of Satisfactory Academic Progress (SAP)	5/31/2014	A grading period is defined as one (1)-six week module.
29	Cumulative Grade Point Average (CGPA) Requirements	May 2014	Please correct the Certificate/Diploma Programs subtitle to read: Programs Equal to or Greater than 55 Credits
29	Cumulative Grade Point Average (CGPA) Requirements	2/3/2014	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.
29	Rate of Progress (ROP)Toward Completion Requirements	2/3/2014	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. 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.
30	Maximum Time in Which to Complete	2/3/2014	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.
30	Academic information: Maximum time to complete	3/31/14	Rename the table presently titled "Bachelors Programs" and name it "Maximum Timeframe"
30	How Transfer Credits and Change of Program Affect SAP	2/3/2014	Replace the current policy with the following: 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

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			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 at LCB 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.
30	How Transfer Credit and Change of Program Affect SAP	3/17/2014	The first sentence in the second paragraph of the policy is revised as follows (the remainder of the policy remains the same): "When a student elects to change a program ***or enroll in a higher credential*** at LCB..."
30	How Transfer Credit and Change of Program Affect SAP	6/30/2014	Revise the first sentence of the second paragraph as follows: 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.
30	Warning and Probationary Periods		Replace the current policies for both students receiving and not receiving financial aid with the following: At the end of each garding period which is defined as two (2) six week modules, after grades have been posted, each student's CGPA and rate of progress is reviewed to determine whether the student is meeting the above requirements. • A student will be placed on FA Warning immediately after the first term in which the CGPA or the rate of progress falls below the values specified in the tables above. At the end of the next term, the student will be removed from FA Warning and returned to SAP Met Status if the minimum standards are met or exceeded.

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			• 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 term of monitoring. A student who meets or exceeds the minimum standards will be removed from FA Probation and returned to a SAP Met status. 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. If at any point it can be determined that it is mathematically impossible for a student to meet the minimum requirements, the student will be dismissed from the school. Notification of academic dismissal will be in writing. The Code of Conduct Policy section of this catalog describes other circumstances that could lead to student dismissal for non-academic reasons. A tuition refund may be due in accordance with the institution's stated refund policy. During the period of FA Warning, which lasts for one payment period only, the student may continue to receive financial aid. During a period of FA Probation, if an appeal is accepted by the institution, the student may also continue to receive financial aid. A student on FA Warning and FA Probation must participate in academic advising as deemed necessary by the institution as a condition of academic monitoring. A student who fails to comply with these requirements may be subject to dismissal even though their CGPA or rate of progress may be above the dismissal levels.
30	Warning and Probationary Period	05/30/2014	**Replace the *WARNING AND PROBATIONARY PERIODS FOR STUDENTS RECEIVING/ NOT RECEIVING FINANCIAL AID* policy with the following language:** 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 term, the student will be removed from FA Warning and returned to SAP Met Status if the minimum standards are met or exceeded. • A student who continues to fall below the specified values will be required to successfully appeal in order to maintain

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			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. • A student receiving federal financial aid who does not meet the CGPA standards at the end of the second year 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. However, 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 dismissal for non-academic reasons. A tuition refund may be due in accordance with the institution's stated refund policy. During the period of FA Warning, which lasts for one payment period only the student may continue to receive financial aid. During a period of FA Probation, if an appeal is accepted by the institution, the student may also continue to receive financial aid. A student on FA Warning and FA Probation must participate in academic advising as deemed necessary by the institution as a condition of academic monitoring. A student who fails to comply with these requirements may be subject to dismissal even though their CGPA or rate of progress may be above the dismissal levels.
31	Leave of Absence	5/30/2014	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:

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			• 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.
81	Leave of Absence	5/30/2014	The final bullet point under "A student may be granted a Leave of Absence (LOA) if he or she meets the following requirements:" is revised as follows: • A student must have completed his or her most recent grading period and received an academic grade or grades (A-F) for that grading period.
31	Appeal	2/3/2014	Replace the current policy with the following: 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

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			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.
31	Reinstatement	2/3/2014	Replace the current policy with the following: A student who was previously academically dismissed may apply for reinstatement to the institution by submitting a written appeal to 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
34	Transcripts	2/3/2014	Replace *Docufide* with *Parchment Exchange*
37	Grievance Policy	May 2013 (Effective at the time of publication)	Add the following: 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: **Accrediting Commission of Career Schools & Colleges** **2101 Wilson Boulevard, Suite 302** **Arlington, VA 22201** **(703) 247-4212** **www.accsc.org** A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting (name/position) or online at www.accsc.org.
39	Family Educational Rights and Privacy Act notice	12/12/2013	Add **student IDs** to the list of items that are defined as "directory information"

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Program and Course Description Changes

Page #	Policy/Section	Effective Date	Description of Revision or Update
17	Course Descriptions	1/31/2014	New and revised course descriptions

LCBC240 -1/31/2014
Restaurant Rotation
8 Credits
Prerequisites: LCBC130, LCBC150 and LCBC160 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 includes concept, layout, design, menu including cost breakdown, and a marketing plan. Individually, students will perform restaurant firing exercises in both kitchen and dining room tableside environments with an emphasis on satisfactorily demonstrating learned competencies with a sense of urgency. Students will also practice an American Culinary Federation practical cooking exam that is highly respected in the foodservice industry for professional certification.

Page #	Policy/Section	Effective Date	Description of Revision or Update
12	Course Descriptions	5/2014 (Effecitve at time of catalog publication)	New and revised course descriptions

Insert the following:
Course prefixes are explained below.

General Education Courses		Core Courses (Required and Elective)	
Prefix	**Discipline**	**Prefix**	**Discipline**
AGSC	Agriculture	LCBC	Le Cordon Bleu Culinary Arts
COM	Communications	LCBH	Le Cordon Bleu Hospitality
ECO	Economics	LCBK	Le Cordon Bleu Patisserie and Baking
ENG ENC	English	LCBM	Le Cordon Bleu Culinary Management
MTH MAT MAC	Math		
HUM	Humanities (Scottsdale) History (Atlanta)		
LIT	Literature		
POL	Politics		
PSY	Psychology		
CST SPC	Speech		
LAH	History		
SCI GE	Science		

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ENV	
STAT	Statistics
SOC	Sociology
SYG	Social Science
GEN	General Education

Page #	Policy/Section	Effective Date	Description of Revision or Update
13	Course Descriptions	Listed for each course	New and revised course descriptions

LCBC125 – 5/30/2014
Control and Purchasing
Revise the course pre-requisite for as follows:
Prerequisite: LCBC123, GEN122, GEN132, MAC1105, MAT100, MAT122, MAT1150, MTH115, MTH123, or MTH135, as applicable to specific campus.

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SAMPLE Sally Mae	F	02-01-1998	PT	MBA - Washington University, MO - Business	Intro to Business	B	4	0	2	AD
Angelopolus, Daniel	F	4/4/2011	PT	A.A.S., Baking and Pastry, Johnson & Wales University	LCBC150 Baking and Pastry LCBK101 Introduction to Pâtisserie and Baking Techniques LCBK110 Baking Principles and Viennoiserie LCBK120 International Pâtisserie, Cake Formula, and Assembly LCBK210 Advanced Pâtisserie Techniques LCBK220 Centerpiece and Cake Decoration Techniques	C/AA	4			

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Brennan, Laura	F	11/9/2009	FT	B.S., Home Economics, University of Rhode Island	LCBC100 College Success and Career Portfolio LCBC105 Food Safety and Sanitation LCBC110 Culinary Foundations I LCBC120 Culinary Foundations II LCBC210 Cuisine Across Cultures LCBC135 Nutrition	C/AA	4	4		
Buonomo, Mark	F	2/20/2012	PT	M.B.A., International Business, Texas Tech University; B.A., Public Policy and Social Change, Bentley University	LCBC125 Cost Control and Purchasing; LCBC215 Hospitality Supervision and Entrepreneurship	C/AA			2	
Cummings, Carly	F	1/6/2014	PT	M.F.A., Painting & Drawing, University of Washington; B.A., Studio Art / English, William Smith College	ART252 Art Appreciation	C/AA	2			

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D'Addario, Albert	F	7/6/2009	FT	M.Ed., School Administration, American International College B.S., Culinary Management, Newbury College A.O.S., Culinary Arts, Culinary Institute of America	LCBC100 College Success and Career Portfolio LCBC105 Food Safety and Sanitation LCBC110 Culinary Foundations I LCBC120 Culinary Foundations II LCBC135 Nutrition	C/AA			4	
Falite, Robert	F	12/1/2008	FT	B.S., Secondary Education-History, Boston State College	LCBC120 Culinary Foundations II LCBC130 Culinary Foundations III LCBC160 Catering and Buffets LCBC210 Cuisine Across Cultures LCBC150 Baking & Pastry	C/AA	4	4		

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Guerin, Scott	F	5/19/2014	PT	A.S., Culinary Arts, Atlantic Culinary Academy at McIntosh College	LCBC100 College Success and Career Portfolio LCBC105 Food Safety and Sanitation LCBC110 Culinary Foundations I LCBC120 Culinary Foundations II LCBC130 Culinary Foundations III	C/AA		4	4	
Henry, James	F	4/12/2010	FT	A.O.S., Culinary Arts, Johnson & Wales University	LCBC120 Culinary Foundations II LCBC130 Culinary Foundations III LCBC160 Catering and Buffets LCBC210 Cuisine Across Cultures LCBC232 Contemporary Cuisine LCBC240 Restaurant Rotation	C/AA		4	4	

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Herron, Matt	F	7/26/2010	FT	B.A., Psychology, Pennsylvania State University B.S., Culinary Arts, Johnson & Wales University A.S., Culinary Arts, Johnson & Wales University	LCBC160 Catering and Buffets LCBC210 Cuisine Across Cultures LCBC232 Contemporary Cuisine LCBC250 Externship I LCBC255 Externship II	C/AA		2.5		
Kaye, Jeffrey	F	4/7/2014	PT	B.A., Psychology, State University of New York New Paltz	LCBC100 College Success and Career Portfolio LCBC105 Food Safety and Sanitation LCBC110 Culinary Foundations I	C/AA	4	4		
Kramer, Sybil	F	1/6/2014	PT	M.D., State University of New York Medical School; P.M.B.A., University of Massachusetts; B.S., Physics, State University of New York at Stony Brook	MTH122 Math, LCBC135 Nutrition	C/AA		2		

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Lookerse, Gregory	F	7/7/2014	PT	M.F.A., Tufts University/The School of the Museum of Fine Arts; B.F.A., Graphic Design, Biola University	ART252 Art Appreciation	C/AA			2	
Luo, Ying Wei	F	6/25/2008	FT	A.A.S., Culinary Arts, Newbury College	LCBC150 Baking and Pastry LCBK101 Introduction to Pâtisserie and Baking Techniques LCBK110 Baking Principles and Viennoiserie LCBK120 International Pâtisserie, Cake Formula, and Assembly LCBK210 Advanced Pâtisserie Techniques LCBK220 Centerpiece and Cake Decoration Techniques	C/AA	4	4		

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Martin, Sarah	F	8/18/2014	PT	M.A., Theatre Education, Emerson College; B.A., Theatre, University of Central Florida	COM122 Public Speaking	C/AA	2			
Mills, Robbi	F	2/20/2012	FT	B.S., Food Service Management, Johnson & Wales University A.S., Baking and Pastry Arts, Johnson & Wales University	LCBC150 Baking and Pastry LCBK101 Introduction to Pâtisserie and Baking Techniques LCBK110 Baking Principles and Viennoiserie LCBK120 International Pâtisserie, Cake Formula, and Assembly LCBK210 Advanced Pâtisserie Techniques LCBK220 Centerpiece and Cake Decoration Techniques LCBK250/255 Externship I/II	C/AA			4	

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Moesinger, Rebecca	F	7/5/2011	PT	B.S., Hotel Restaurant & Travel Administration, University of Massachusetts	LCBC150 Baking and Pastry LCBK101 Introduction to Pâtisserie and Baking Techniques LCBK110 Baking Principles and Viennoiserie LCBK120 International Pâtisserie, Cake Formula, and Assembly LCBK210 Advanced Pâtisserie Techniques LCBK220 Centerpiece and Cake Decoration Techniques	C/AA		4	4	
O'Connell, Paul	F	4/7/2014	PT	A.A.S., Culinary Arts, Johnson & Wales University	LCBC120 Culinary Foundations II LCBC130 Culinary Foundations III	C/AA	4	4		

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Rich, Thao	F	7/11/2011	FT	B.S., Baking & Pastry Arts, Johnson & Wales University A.S., Baking and Pastry Arts, Johnson & Wales University	LCBC150 Baking and Pastry LCBK101 Introduction to Pâtisserie and Baking Techniques LCBK110 Baking Principles and Viennoiserie LCBK120 International Pâtisserie, Cake Formula, and Assembly LCBK210 Advanced Pâtisserie Techniques LCBK220 Centerpiece and Cake Decoration Techniques LCBK250/255 Externship I/II	C/AA	4	4		

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Swan, Betsy	F	12/1/2008	FT	B.S., Design and Merchandising, Drexel University	LCBC125 Cost Control and Purchasing LCBC215 Hospitality Supervision and Entrepreneurship LCBC225 Wine and Beverage	C/AA	2	2		
Ullman, Eric	F	9/7/2011	FT	A.A.S., Culinary Arts, Johnson and Wales University	LCBC120 Culinary Foundations II LCBC130 Culinary Foundations III LCBC160 Catering and Buffets LCBC210 Cuisine Across Cultures	C/AA		4	4	
Wunderli, E. Brett	F	7/13/1998	PT	Ed.M., Childhood Education, Boston University; M.A., English, Boston University; B.A., English, University of Utah	ENG102 English Compostion & Literature	C/AA		2		

CULTY and ADMINISTRATIVE STAFF SUMMARY FORM

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Institution Name Le Cordon Bleu College of Culinary Arts
City, State Cambridge, MA
ID

Duties
AD = Administrative
RA = Recruitment / Admissions
FA = Financial Aid
SS = Student Services
OT = Other

Credential Level
C = Certificate
D = Diploma
OA = Occupational Associate
AA = Academic Associate
B = Bachelor
M = Master

Name (Last, First, Middle)	(F) Faculty or (AD) Admin Staff *Select One*	Date of Hire	FT or PT *Select One*	Degree - Institution - Major/Minor	Faculty - Course(s) Teaching Admin Staff - Position Held	Cred. Level	Faculty - Teaching Load A	M	E	Non-faculty Duties or Admin Duties
Anjesky, Patricia	AD	2/25/2008	FT	Certificate, Cosmetology, Ohio State School of Cosmetology	Exec Admissions Rep					RA
Backstrom, Nicole A	AD	4/2/2012	FT	Business Administration, Colorado Technical University	Campus Business Ops Mgr					AD
Bohn, Sven-Olaf	AD	3/24/2008	FT	B.A., Cook/Business, Culinary School Luneburg, Germany	Campus Dir Purchasing & Fac					AD/FA
Bonneau, Lynda Ann	AD	5/5/2010	FT	M.S., Accounting, Southern New Hampshire University; Certificate, Accounting / Taxation, McIntosh College; A.B.S., Accounting, McIntosh College; B.S. Biochemistry, University of New Hampshire	Associate Registrar					SS
Dunleavy, James	AD	9/8/2014	FT	B.S., Hospitality and Tourism Management, Grand Valley State University	Campus Presdient					AD
Faulkner, Stephen Mark	AD	4/30/2012	FT	B.A., History, State University of New York New Paltz	Campus Dir Career Svcs					SS

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Goodman, Jane Susan	AD	9/17/2012	FT	B.A., Elementary Education, American University	Sr. Admissions Rep					RA
Johal, Maya Sami	AD	8/30/2010	FT	A.A.S., Media Technology, Newbury College	Career Services Advisor					SS
Kalinowski, Ria Jodrie	AD	6/18/2012	FT	M.A., Counseling Psychology, Framingham State University; B.A., Psychology, Skidmore College	Sr. Admissions Rep					RA
Keophannga, Christina D	AD	12/1/2010	FT	Management, Argosy University	Receptionist					AD
Laplante, Jeffrey D	AD	3/26/2012	FT	A.A.S., Le Cordon Bleu Culinary Arts, Le Cordon Bleu College of Culinary Arts	Procurement Coord					AD
Smith, Adam William	AD	11/18/2013	FT	B.A., Business, Pennsylvania State University	Admissions Rep					RA
Stacy, Jessica Bennett	AD	8/10/2009	FT	B.A., American Studies, Wheelock College	Career Services Advisor					SS
Starling (Braun), Justine R	AD	1/20/2014	FT	B.A.S., Business Management, Florida Atlantic University	Receptionist					AD

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Stephens, Mark Anthony	AD	9/17/2012	FT	A.A.S., Sociology, University of Massachusetts, Amherst	Sr. Admissions Rep					RA
Test, Earle	AD	7/6/2009	FT	M.L.A., Gastronomy, Boston University; B.S., Psychology, University of Pittsburgh; B.A. English Writing, University of Pittsburgh	Director of Education & Executive Chef					AD
Tyler, Jaimee Noelle	AD	9/5/2013	FT	B.S., Business Administration, Boston University	Campus Dir Admissions					RA
Viola, Anthony Joseph	AD	5/29/2012	FT	M.S., Library Science, Simmons College' B.F.A., Writing & Communication, Emerson College	Librarian					SS
Viquez, Fabricio	AD	9/24/2012	FT	Business Administration, Massachusetts College of Liberal Arts	Student Finance Advisor					FA
Walker, Shawnte Dion	AD	12/16/2013	FT	Communcations, Norwich University	Exec Admissions Rep					RA

ACICS PROGRAM UPDATE FORM

1. What is the current number of students enrolled? 358

2. List the enrollment in each program by full-time and part-time status and by day and evening. Use additional pages if necessary.

Name of Program	Total Enrollment	Full-time	Part-time	Day	Evening
A.A.S. in Le Cordon Bleu Culinary Arts	240	240	0	195	45
Certificate in Le Cordon Bleu Culinary Arts - Current Program	52	52	0	33	19
Certificate in Le Cordon Bleu Patisserie & Baking - Current Program	66	66	0	58	8
Certificate in Le Cordon Bleu Culinary Arts - 55 Credit Hours	0	0	0	0	0
Certificate in Le Cordon Bleu Patisserie & Baking - 55 Credit Hours	0	0	0	0	0

Aug-Sept 2014 Class Schedule								
	ClassSchedDescrip		TeacherDescrip	SecondaryTeachers	StartTime	EndTime	RoomNumber	Days
LCBC105	Food Safety and Sanitation	15	Kaye	Herron	7:00:00 AM	9:15:00 AM	323	EOD STARTING DAY 1
LCBC100	College Success and Career Portfolio	11	Kaye	Herron	9:30:00 AM	10:30:00 AM	323	EOD STARTING DAY 1 10 x
LCBC110	Culinary Foundations I	16	Kaye	Herron	7:00:00 AM	10:35:00 AM	309	EOD STARTING DAY 2
LCBC105	Food Safety and Sanitation	14	Kaye	Herron	11:00:00 AM	1:15:00 PM	323	EOD STARTING DAY 1
LCBC100	College Success and Career Portfolio	14	Kaye	Herron	1:30:00 PM	2:30:00 PM	323	EOD STARTING DAY 1 10 x
LCBC110	Culinary Foundations I	14	Kaye	Herron	11:15:00 AM	2:50:00 PM	309	EOD STARTING DAY 2
LCBC105	Food Safety and Sanitation	7	D'Addario	Herron	7:00:00 PM	9:15:00 PM	323	EOD STARTING DAY 1
LCBC110	Culinary Foundations I	7	D'Addario	Herron	7:00:00 PM	10:35:00 PM	309	EOD STARTING DAY 2
LCBC120	Culinary Foundations II	9	O'Connell	Rich/Herron	7:00:00 AM	10:35:00 AM	421	MTWTF
LCBC120	Culinary Foundations II	23	Guerin	O'Connell/Herron	11:15:00 AM	2:50:00 PM	421	MTWTF
LCBC130	Cullinary Foundations III	6	Falite	Herron	7:00:00 AM	10:35:00 AM	436	MTWTF
LCBC130	Culinary Foundations III	11	Falite	Herron	11:15:00 AM	2:50:00 PM	436	MTWTF
LCBC130	Culinary Foundations III	7	Guerin	Herron	7:00:00 PM	10:35:00 PM	436	MTWTF
COM122	Public Speaking	7	Martin	Herron	7:00:00 AM	8:50:00 AM	322	MTWTF
LCBC135	Nutrition	15	Test	Herron	9:00:00 AM	10:05:00 AM	322	MTWTF
LCBC215	Hospitality Supervision and Entrepreneurship	5	Swan	Herron	7:00:00 AM	8:50:00 AM	321	MTWTF
ART252	Art Appreciation	5	Cummings	Herron	9:00:00 AM	10:50:00 AM	320	MTWTF
ART252	Art Appreciation	21	Cummings	Herron	11:00:00 AM	12:50:00 PM	320	MTWTF
MTH122	College Math	17	Kramer	Herron	1:00:00 PM	2:50:00 PM	322	MTWTF
ENG102	English Composition and Literature	11	Wunderli	Herron	11:00:00 AM	12:50:00 PM	322	MTWTF
LCBC125	Cost Control and Purchasing	13	Swan	Herron	1:00:00 PM	2:05:00 PM	321	MTWTF
ART252	Art Appreciation	4	Lookerse	Herron	6:30:00 PM	8:45:00 PM	320	MTWT
LCBC125	Cost Control and Purchasing	4	Buonomo	Herron	8:55:00 PM	10:15:00 PM	321	MTWT
LCBC150	Baking and Pastry	15	Luo	Herron	11:15:00 AM	2:50:00 PM	418	MTWTF
LCBC150	Baking and Pastry	14	Moesinger	Herron	7:00:00 PM	10:35:00 PM	418	MTWTF
LCBC210	Cuisine Across Cultures	7	Brennan	Herron	7:00:00 AM	10:35:00 AM	445	MTWTF
LCBC210	Cuisine Across Cultures	7	Brennan	Herron	11:15:00 AM	2:50:00 PM	445	MTWTF
LCBC210	Cuisine Across Cultures	9	Henry	Herron	7:00:00 PM	10:35:00 PM	445	MTWTF
LCBC160	Catering and Buffets	23	Ullman	Herron	11:30:00 AM	3:05:00 PM	434	MTWTF
LCBC160	Catering and Buffets	14	Ullman	Herron	7:00:00 PM	10:35:00PM	434	MTWTF
LCBC232	Contemporary Cuisine	13	Herron	Test	9:00:00 AM	11:30:00 PM	434	MTWTF
LCBC225	Wine and Beverage	9	Swan	Herron	11:45:00 AM	12:50:00:00 PM	321	MTWTF
LCBC240	Restaurant Rotation	6	Henry	Herron	10:00:00 AM	3:00:00 PM	430	MTWTF
LCBC250	Externship I	14	Herron	Mills	7:00:00 AM	2:00:00 PM		F
LCBC255	Externship II	13	Herron	Mills	7:00:00 AM	2:00:00 PM		F
LCBK101	Introduction to Patisserie and Baking	26	Rich	Mills	11:15:00 AM	2:50:00 PM	414	MTWTF
LCBC105	Food Safety and Sanitation	26	Rich	Mills	10:00:00 AM	11:05:00 AM	321	MTWTF
LCBK120	International Patisserie and Cake Formula	7	Mills	Herron	7:15:00 PM	10:50:00 PM	414	MTWTF
LCBK210	Advanced Patisserie Techniques	13	Angelopolus	Luo/Mills	7:00:00 AM	10:35:00 AM	414	MTWTF
LCBK220	Centerpiece and Cake Decoration Techniques	6	Moesinger	Mills	3:00:00 PM	6:35:00 PM	414	MTWTF
LCBK250	Externship 1	13	Mills	Herron	7:00:00 AM	2:00:00 PM		
	Average Class Size							
	Tutoring Lab/Bleu Ribbon Kitchen		D'Addario		3:00:00 PM	6:35:00 PM	Tutoring Lab	