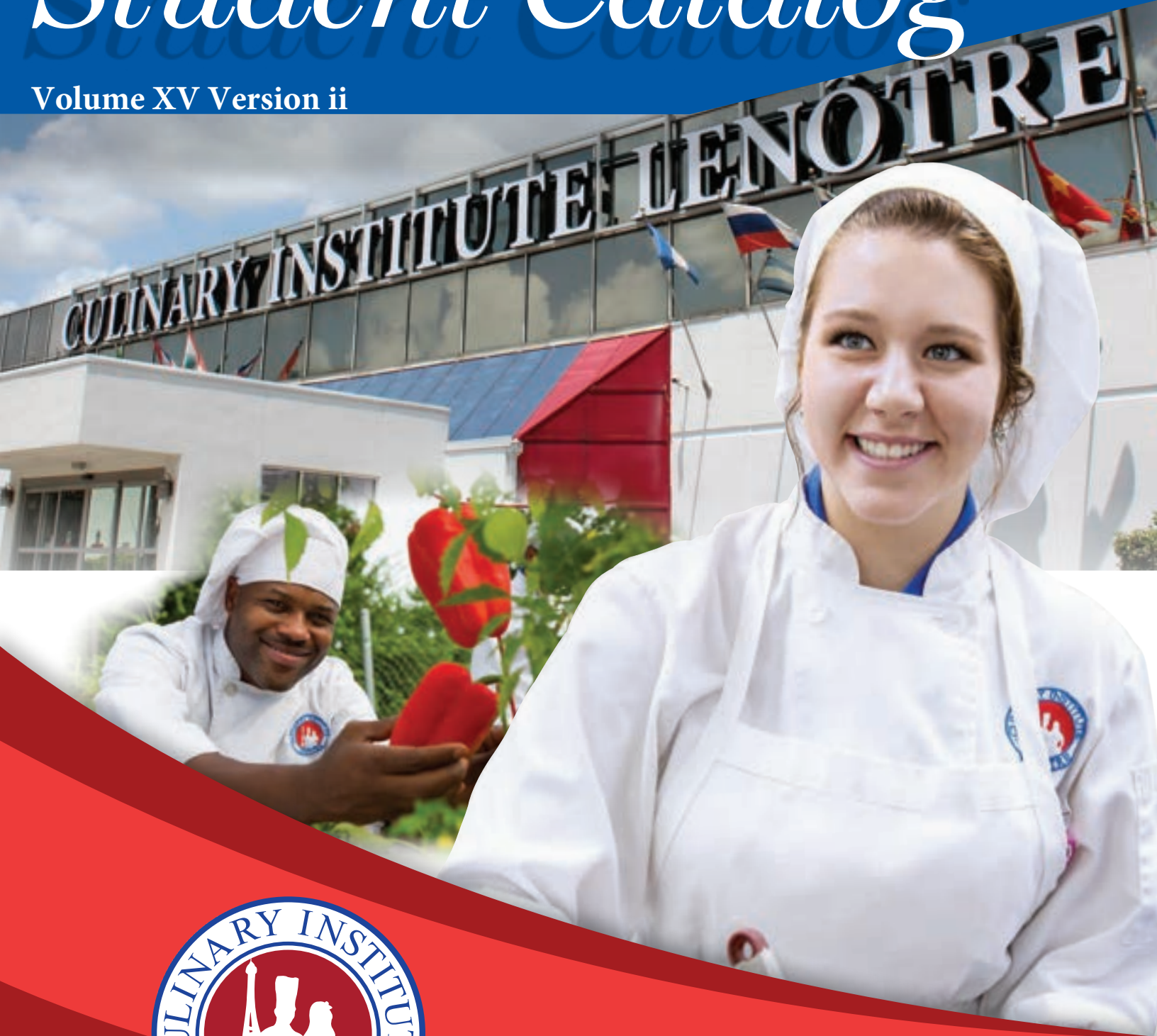


# Student Catalog

Volume XV Version ii



**RANKED #1**

as the "Best College for Culinary Arts in America"  
in 2019, 2020, 2021, & 2024

by **niche**

*A Legendary Name for you*  
**Culinary Arts College<sup>®</sup>**

[www.CulinaryInstitute.edu](http://www.CulinaryInstitute.edu)

7070 ALLENSBY STREET, HOUSTON, TX 77022

 CulinaryHouston

 @Culinary\_Lenotre

 Culinary Institute Lentore

 713.692.0077

TOLL FREE: 1.888.LENOTRE

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### STUDENT CATALOG - Volume XV

Culinary Institute, Inc.

dba Culinary Institute Lenotre®

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Attestation as True and Correct



Dr. Arturo Cervantes, DBA MBA  
College Director / Chief Operating Officer

[www.culinaryinstitute.edu](http://www.culinaryinstitute.edu)

*Not affiliated with LENÔTRE*

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## MISSION STATEMENT

CULINARY INSTITUTE LENOTRE® (CIL) aspires to be recognized as providing the best possible seminar, diploma, and associate degree courses through:

- Intensive hands-on training
- Low student/instructor ratio
- Challenging students to learn a maximum in a minimum amount of time
- Classic and innovative training from internationally experienced Chef Instructors
- Helping each student to reach their full professional potential
- Preparing students in leadership and management positions
- Applying its philosophy of Tradition, Quality, and Respect

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## HISTORY

Alain Lenotre and an Employee Stock Ownership Plan (ESOP) Trust own Culinary Institute Inc. Doing Business As (DBA) Culinary Institute Lenotre. Alain Lenotre is an accomplished pastry chef, candy maker, and ice-cream maker who received his culinary training at the renowned 3-star Michelin restaurant, grand Véfour, in Paris. With over 54 years of experience and a Certificat D'Aptitude Professionnelle, Univeristy of Paris 1, France. Alain Lenotre hails from a prestigious Parisian Family. In 1975, he founded the chef retraining school "Ecole Lenotre" in Paris, which has since become one of the world's leading chef retraining schools. He served as a teacher at the school for several years. Alain Lenotre also spearheaded the growth of the international pastry shop franchise and technical assistance departments, expanding the Lenotre chains to Japan, Germany, and Brazil. His efforts contributed to his parents' business becoming the leading catering company in France.

"Tradition, Quality, Respect"







CULINARY INSTITUTE LENOTRE\* North Building.

### **AFTER RECEIVING A REQUEST FOR A FRANCHISE IN THE U.S.A.,**

Alain and Marie Lenotre were invited to visit Houston in 1982. They started their own business in Houston in 1984 with a retail pastry bakery chain and a wholesale bakery. In 1998, they opened an international cooking and baking college, named Culinary Institute, Inc. (Doing Business As (DBA)—Culinary Institute Alain and Marie Lenotre), and began enrolling students. In November 2002, Culinary Institute Alain and Marie Lenotre first received accreditation from the Accrediting Commission of Career Schools and Colleges of Technology (ACCSC) and in November 2003, Culinary Institute Alain and Marie Lenotre was authorized to administer Title IV programs, which gave qualified students access to federal grants and financial aid. In May 2006, two associate degree programs were accredited by ACCSC and implemented, an Associate of Applied Science Degree in Culinary Arts and an Associate of Applied Science Degree in Baking and Pastry Arts. In June 2010, the Associate of Applied Science Degree in Culinary Arts and Associate of Applied Science Degree in Baking and Pastry Arts programs received programmatic accreditation by the American Culinary Federation Education Foundation (ACFEF).

In July 2010, the college changed the Doing Business As (DBA) name to Culinary Institute Lenotre. In January 2011, the Associate of Applied Science Degree in Culinary Management was approved by the Accrediting Council of Career Schools and Colleges (ACCSC).

In April 2013, the Associate of Applied Science Degree in Culinary Management program's name was changed to Associate of Applied Science Degree in Hospitality and Restaurant Management. Students in degree programs were offered two new choices of electives: two sommelier electives or a hotel elective. September 3, 2015, four seminars in advanced pastry decor were approved by the Texas Workforce Commission (TWC).

## **EMPLOYEE STOCK OWNERSHIP**

Alain and Marie Lenotre, Founders of Culinary Institute, Inc., own 77.3% of Culinary Institute Lenotre and employees own 22.7% of Culinary Institute Lenotre. An ESOP trust with Paul C. Dingee as Trustee of Culinary Institute, Inc. Employee Stock Ownership Plan and Trust, 5375 Mariners Cove Drive, Unit 109, Madison, WI 53704

## **ACCREDITATION & APPROVALS**

### ***Culinary Institute Lenotre is:***

Accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) under #M070534. The commission's address is 2101 Wilson Blvd, Suite 302, Arlington, VA 22201 Phone: (703) 247-4212.

Authorized to grant Associate of Applied Science degrees in Texas by the Texas Higher Education Coordinating Board (THECB), 12500 East Anderson Lane, Austin, Texas, 78752, Phone: (512) 427-6200.

Approved under #S0962 and Regulated by the Texas Workforce Commission (TWC), Career Schools & Colleges, Austin, Texas 101 East 15th Street, Austin, TX 78778. Phone: (512) 936-3100.

Approved by the State Approving Agency, Texas Veterans Commission, and accepted by the Veterans Administration. Stephen F. Austin Building, Suite 800, Austin, Texas 78711; Phone: (512) 463-6564.





## ADMINISTRATION

### **Culinary Institute Lenotre Founders**

Alain Lenotre, President, Treasurer

Marie Lenotre, Secretary, Senior Vice President

### **PROGRAM ADVISORY COMMITTEES**

Culinary Arts Program Advisory Committee

Baking and Pastry Program Advisory Committee Hospitality and Restaurant Management

Program Advisory Committee

## KEY STAFF

**Alain Lenotre**, President,

C.P.A. CENTRE DE PERFECTIONNEMENT DANS L'ADMINISTRATION DES AFFAIRES Diplôme de Fin D'études, Republique Francaise, Ministere de L'Education Nationale, Chambre De Commerce et D'Industrie De Paris.

**Marie Lenotre**, Vice-President of Institutional Advancement, Master's in English and Creative

Writing, University of Houston, Master's in Public Health Education, University of Texas Health and Science Center, Bachelor's Degree in Drama, University of Houston, Bachelor's Degree in Psychology, University of Houston.

**Dr. Arturo Cervantes**, Chief Operating Officer, & College Director, D.B.A., M.B.A., B.A., Doctor of Business Administration and Technology Entrepreneurship, University of Texas El Paso and Walden University, Minneapolis, MN. 37 years of Executive Management, Information Technology, Enterprise Operations, U.S. Army Commissioned Officer, and 15 years of Higher Education Corporate Administration & Campus Management experience.

**Dr. Ravi Drakasharam**, Director of Education, University of Houston, Bachelor of Science in Biology and Psychology, over 10 years of Higher Education experience.

**Alicia Orellana**, Director of Admissions, 14 years of Higher Education experience.

**Elsa Piña**, Financial Aid Director, B.S.

Industrial Engineering, Instituto Tecnológico De Culiacán, Culiacán, Sinaloa, Mexico, 18 years of Higher Education experience.

**Flor Ralda, Sr. Registrar**, 13 years of Higher Education experience as Registrar.

**Jocelyn Tobar**, Career Services Director. 13 Years of Higher Education Administration & Registrar Experience.

**Teresa Zabala, International Alliance Manager**, B.B.A. Business Administration. Admissions Re-Entry. 17 years of Higher Education experience.

**Charelle Grant, Director of Student Services**, 15 years of experience, B.S. in Hotel Restaurant Management, University of Houston - Conrad Hilton College of Hotel & Restaurant Management

**Chef Christelle Pradat, Program Director, Baking & Pastry Arts Department & Culinary Arts Department**, 30 years of industry experience, France and U.S. CAP/MC/Bachelor in Baking. Experience in French Bakeries; production sites delivering to Hotels & Restaurants in Lyon, France. Baking & Pastry Department Production Director for 7 years.

## Culinary Arts

**Chef Stephanie Lamour, Assistant Program Director, Culinary Arts**, Certificat D'Aptitude Professionnelle, Cuisine, CFA Alexis Tingaud, France, more than 31 years experience culinary arts.

**Chef Blair Redmond, Chef Instructor**, Baking & Pastry Arts Program, Associate Degree from L Cordon Bleu 2009, Associate in Culinary Arts, 10 years of experience. **Chef Brian Rushton, Chef Instructor**, Culinary Arts Program. He received his degree from Le Cordon Bleu in California. US Army Veteran. Executive Chef and Sous Chef, with over 15 years of experience in the industry.

**Chef Carlos De Sousa, Chef Instructor**, Culinary Arts Program, Associate Degree in Culinary Arts from BEP Hotellerie. Over 13 years of experience

**Chef Cedric Vermin, Chef Instructor**, Certificat D'Aptitude Professionnelle, Cuisine, CFA Francois Rabelais, Dardilly, 2009, with 14 years of experience industry experience and worked at the three-Michelin-star restaurant Troisgros.

**Chef Jean Moysan, Chef Instructor**, Culinary Arts Program, Ecole De Garcons de Semaine en Auxois., Professional Culinary Chef Instructor, Honorary CIL life time employee with 21 years of service.

**Chef Kirby Smith, Chef Instructor**, AAS in Culinary Arts, over 16 years experience as chef and 6 years as executive chef

**Chef Stephan Justynski, Chef Instructor**, Culinary Arts Program, Associate Degree in Culinary Arts from Culinary Institute of America. Has over 4 years of experience in the industry.

**Chef Thomas Guarino, Chef Instructor**, A.O.S. Occupational Studies, over 20 years of experience in the culinary industry, experience in working with various restaurant groups all over the U.S.

## Baking & Pastry Arts

**Chef Francis Grosse, Assistant Program Director**, Baking and Pastry Art Instructor and Strategic Partnership Coordinator. Thirty three years of industry experience in France and U.S. CAP/Master in Pastry. Chef Francis Grosse started his career in France at 16 years old. Master Chef Diploma and professional

**Chef Lee Ben Shoshan, Baking and Pastry Chef Instructor**, 16 years of experience in the industry in U.S. and Israel. AAS of Applied Science in Culinary and AAS of Applied Science in Baking and Pastry. Bachelor of Science in Culinary Management. Chef Lee worked several years abroad in Israel as the executive chef and kitchen manager of a fine Italian bistro.

**Chef Lorena Valdivia, Baking and Pastry Chef Instructor**, 5 years of work experience and CIL Alumni, Associate of Applied Science in Baking & Pastry, Culinary Institute Lenotre, Houston, TX.

**Chef Philippe Dege, Baking and Pastry Chef Instructor**, Certificat D'Aptitude Professionnelle and U.S. CAP in Pastry, with 45 years of experience in this industry in France, United Kingdom, Japan. Chef Philippe has built his experiences in hotels, pastry shop, restaurant, and catering businesses, to include Pastry Chef Instructor in Japan.

**Chef Samantha Thompson, Chef Instructor**, Baking & Pastry Arts Program, The Art Institute, Professional Baking and Pastry Chef Instructor, 14 years of Baking and Pastry experience.

## Hospitality and Restaurant Management

**Natasha Holden, Program Director, Academics**, B.A., Business Management, University of New Orleans, M.A. Bryan College. A 13-Year program management experience in Higher Education and 20 years industry experience is business management in healthcare.

**Ashely Ingraham**, HRM Instructor, Johnson and Wales University, Master of Business Management

**Cedric Carter**, HRM Instructor, Virginia State University, Bachelor of Science in Agriculture, Hospitality, and Management Human Ecology.

**Charelle Grant**, B.S. in Hotel Restaurant Management, University of Houston - Conrad Hilton College of Hotel & Restaurant Management

**Pam Barksdale**, B.A. in Legal Studies, Rice University; J.D., University of Houston; Texas Tech University; Sommelier Diploma, International Sommelier Guild; French Wine Scholar, Texas Wine School; Italian Wine Specialist, North American Sommelier Association; WSET III; Certificate in winery.

**Steve Early**, HRM Instructor, The Art Institute of Houston Bachelor of Science in Business Management





## FACULTY

### *General Education Faculty*

**Whitney Hill**, M.B.A Texas Woman's University; B.A. in Communications with minor in Marketing, Prairie View A&M University.

**Joe Suarez**, M.A. Humanities and Instructional Technology, University of Houston Clear Lake; B.A. Applied Design and Visual Arts, University of Houston Clear Lake; A.A. Kingwood Community College.

**Connie Pine**, LRC Librarian, M.S. Library Science, Louisiana State University; B.A. Education, Northwestern State University (Louisiana).

**Elga Suarez**, Spanish Instructor, Interamericana University of Puerto, Ph.D. in Leadership and Instruction

**Ian White**, Math Instructor, Steven F. Austin University, Master of Education

**Nadine Al-Azzawi**, Florida Atlantic University, Master's degree in Linguistics, University of Baghdad, BA, ESL certification, English Instructor.

**Margaret Gomez**, Middlebury College, Master's degree in French, University of Houston M. Ed in Curriculum and Instruction, Smith College, BA in French Studies, Spanish and French Instructor.

**Samaneh Shirazani**, French Instructor, Islamic Azad University, Ph.D. of Philosophy in French and Literature

## DESCRIPTION OF AVAILABLE SPACE, FACILITIES, AND EQUIPMENT

Culinary Institute Lenotre (CIL Campus) has two buildings: the North Building and the South Building. The North Building is located at 7070 Allensby Street, Houston, TX 77022 and the South Building at 3910 North Freeway, Suite A, Houston, TX 77022.

Culinary Institute Lenotre North Building is located in a 28,000 sq. ft. two-story building constructed of reinforced concrete. The first floor houses three Cuisine labs, pantry, La Boutique, an amphitheater, and the restaurant Le Bistro for a la carte student training. The second floor houses four progressive and up-to-date cuisine labs and two baking and pastry labs, student locker rooms (equipped with showers), student lounge, a dining area/auditorium separate from the instructional areas for students, faculty, and staff to have their food presentation and tasting.

Culinary Institute Lenotre South Building is located in a 23,485 sq. ft. one-story building. This building houses the Registrar, the office of the Director of Education, the Assistant Director of Education office, the academic administrative offices, career and student services offices, program director offices, two student break-rooms and lounges, student recreation room, and ten academic classrooms.

Also a conference room, student computer room, and study area are also available. The facility has a Learning Resource Center (LRC) containing computers with Internet access devoted to student use. The LRC is stocked with cookbooks, reference materials, trade magazines and audio/visual resources for students and faculty use. Additionally, a wireless network is set up to allow students to use personal laptops in the North and South Buildings.

Culinary Institute Lenotre subscribes to the Culinary Arts section of the GALE database service by Cengage Learning. The database provides access to many commercial publications that focus on the culinary world.

The South building also hosts four progressive and up-to-date Baking and Pastry Décor Labs, and a wine cellar for Wine, and the Sommelier Course.



## ADMISSION POLICIES AND PRACTICES

The college does not discriminate on the basis of race, creed, color, national origin, sex or handicap. Candidates must have a reasonable command of the English language, both verbal and written.

### ADMISSION PROCEDURES

To apply for admission, a prospective student should contact an admissions representative to schedule an appointment for a personal interview and tour of the campus. At that time, the prospective student will complete an application, receive a student catalog and meets with a financial aid officer. Associate Degree prospects are scheduled to take the ACCUPLACER entrance assessment. As soon as financing is secured, the prospective student receives an enrollment agreement with all of the forms required by the Texas Workforce Commission and the college. All necessary forms must be completed prior to enrollment. Prospective students then attend an orientation session the week before Class Start, chaired by the Admissions Department and other departmental Directors. During this orientation, prospective students receive a student handbook and have the opportunity to ask questions related to financial aid, student accounts, academics, rules and regulations,

security, and overall school operations. All necessary documents are completed at this time. Prospective students will be provided financial estimate forms prior to enrollment. Students will not be permitted to start a class after the third scheduled day of classes.

#### Distance Education Assessment

A prospective student must successfully complete a computer literacy questionnaire with their admissions advisor and receive a passing score of 70 or above. If assessment is successful, the applicant will subsequently receive *Blackboard Student Portal* training from the Education Department during new student orientation or in a private meeting if unable to attend; training will include *Blackboard* navigation and Online Conferences. When administering Online exams, a student must maintain their webcam on and prior to the exam, show their college badge to their instructor.

## ADMISSION REQUIREMENTS

**Prospective students must submit the following required application materials to the admissions office:**

- Application fee of \$50 for new students only with the completed application form and a copy of one state I.D.
- Proof of U.S. Citizenship, Lawful Permanent Resident (LPR), Green Card Holder, (F1, F2A, F2B, F3 or F4 sibling) of a U.S. Citizen.
- Valid Social Security Administration (SSA) card or letter from the SSA stating their social security number assigned.
- Each applicant must have earned one of the following educational credentials from a recognized organization: a high school diploma or equivalent, a General Educational Development (GED) certificate or a post-secondary degree. The diploma or other acceptable documentation of the applicant's educational achievement should be provided prior to the first scheduled class start date.
- Interview with the Admissions Department
- Tour of campus before first scheduled class start day
- Complete (at the time of application) an assessment package

#### Associate Academic Degrees Applicants

- Satisfactorily pass an Entrance Assessment (ACCUPLACER).
  - You will be exempt from the placement test (ACCUPLACER) if you provide SAT results with a score of 1100 or higher and provide official High school transcripts.
  - Distance Education Assessment
- A prospective student must successfully complete a computer literacy questionnaire with their admissions advisor and receive a passing score of 70 or above. Admissions Department provides further information on the exam during the application processes.



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## Minimum Age

All applicants, as defined by the state of Texas, who are of “legal age” to accept and fulfill the financial responsibilities associated by their completing and submitting a CIL application are eligible to apply in order to be considered for admission. Individuals who wish to be considered for admission to CIL who are not of “legal age” may do so with written parental endorsement or legal guardian endorsement. The minimum age to enter into a binding contract is eighteen (18) years old. Any applicant who is seventeen (17) years old will need written parental consent. The minimum age for CIL students is 17 years before the first day of class.

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## International Applicants

This Institute is authorized under Federal law to enroll non-immigrant alien students. The Primary Designated School Officer is the College Director. See the Admissions Department for (PDSO) details.

International students must demonstrate competence in the English language by one of the following standards:

- Graduation from a secondary or postsecondary institution whose primary language of instruction was English or an equivalent level of English as a Second Language (ESL) program; or
- Proof of successful completion of a minimum of two quarters of postsecondary coursework at an accredited institution in which English was the language of instruction.
- Supply a passing score on one of the following English Proficiency Tests:
  - Minimum score of 70 on the Test of English as a Foreign Language (TOEFL) Internet-based test or a 550 on the paper-based test. (or)
  - Minimum overall band score of 6.5 on the International English Language Testing System (IELTS). (or)
  - Minimum score of 105 on the Duolingo English Test.

Applicants must demonstrate sufficient financial resources necessary to cover the cost of attendance. Applicants will need to submit an official bank statement documenting these resources. If funding is to be provided by a sponsor, the bank statement must be accompanied by a letter in which the sponsor pledges the financial support. This official bank statement will have to be provided to the local U.S. Embassy or U.S. Consulate during the visa application process.

All transcripts and/or diplomas submitted to CIL from another country must be translated into U.S. equivalencies. Please contact the Admissions office for more information.

The diploma course requires international students to have an M-1 visa. While attending school, M-1 students cannot work or be paid for employment. Students may take advantage of unpaid internships to gain experience.

International students enrolling in the associate degree course are required to have an F-1 student visa.

If the applicant has an F-1 or M-1 visa from another institution, the applicant is responsible for notifying that institution that he/she will be transferring to CIL.

F-1 students may engage in three types of off campus employment. International students have to work in a specialized area that describes what they are here for. See the Director of Admissions for more information.

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Anyone may contact the Director of Admissions for information pertaining to ESL programs in Houston. All submitted documents must include a copy of the original and a certified English translation for non-English speaking countries. Please contact the nearest U.S. Consulate to obtain a list of certified translators.



## Meet Jesus Rosas



My passion for pastry arts led me to make the decision to leave my country and study abroad at, what I believe to be, the best pastry college in the United States... Culinary Institute Lenotre. The experience of having received my training at this great college has been very valuable academically alongside learning from great chef instructors who helped me achieve my dreams and be competitive.

During my academic journey, I knew that being a graduate with an associate degree in Baking and Pastry Arts was the avenue to

reaching my greatest dreams, which was to have my own pastry shop. Today, I am proud to say that I achieved it when I opened my own shop that I named "Chef Jesus Rosas' Pastry". The shop provides customers with a unique experience in sensory emotions to those who taste my desserts.

Another dream and initiative was to build my own hotel which I am happy to announce that it will open its doors the second week of November 2022. The hotel will be called Casa Loreto, being an 8-room boutique hotel with a traditional Mexican theme, offering an exchange of culture for our guests.

In the same way, Casa Loreto will have its own Coffee Shop, which will have traditional French pastries on the menu combined with Mexican products and sweets, as a delight to the palates.

The gastronomic arena is very noble one and allows one to experiment and innovate, such as in textiles, which I will be releasing the first week of January. My collection of chef jackets with embroidery and designs are unique and reflect the artisans from the state of Puebla.

Without a doubt, good training is important as well as believing in your dreams and persevering them is the key to materialize your goals.

I hope my path will help you achieve your goals and fulfill them... never doubt.

Thank You! - Chef Jesus Rosas



# ADA POLICY

Culinary Institute Lenotre is an equal opportunity educational institution and is committed to providing access to students with disabilities in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990 (ADA). Disability records will be maintained separately from academic records; disability records will be solely to determine appropriate services.

Applicants, prospective students or current students with disabilities have the following rights and responsibilities:

- Have the right to equal access to all programs
- Have the responsibility to give advance notification of accommodations needed prior to the beginning of training
- Have the responsibility to submit both documentation of their disability and a request (via letter) for services
- Have the responsibility to initiate the request for services or accommodations; requests should be addressed to the College Director; students must meet with the College Director or designated representative to discuss the nature of their disability and any necessary accommodations to allow them full participation in programs

Students must meet the physical and psychosocial requirements of the academic program with or without reasonable accommodation.

Students are encouraged immediately following enrollment to disclose any disability requiring accommodation. Failure to do so prior to the beginning of training may cause an interruption in the training since it takes time for the institution to determine and acquire the resources appropriate to the specific accommodation for a student. Any interruption in training may affect the student's eligibility for Financial Aid.

All students seeking accommodation under Section 504 of the Rehabilitation

Act or the ADA must submit documentation of physical or mental disability from qualified medical or testing personnel. Expenses incurred in obtaining such documentation are the responsibility of the student.

***The following documentation should be given to Education Department at any time concurrent with a request for accommodations:***

## Physical Disabilities

- A statement of the physical impairment from a licensed healthcare professional who is qualified and currently or recently associated with the student
- A statement as to how the student is limited in functionality in a major life activity
- Recommendation as to reasonable accommodations for the classroom and lab setting
- In the case of hearing impairment, the student should also submit a report from an audiologist that includes the results of an audiogram, type of hearing loss (conductive, sensor, or neural) and the degree of the hearing loss

## Mental Disabilities

- A statement or report from a licensed psychologist or psychiatrist that includes the items detailed below
- Statement of DSM-IV condition or impairment
- Summary of assessment procedures used to make the diagnosis
- Description of present symptoms and fluctuating condition symptoms in relation to the impairment
- Current medications and side effects
- A description of functional limitations in a major life activity
- Recommendations as to reasonable accommodations for the classroom and lab setting

## Learning Disabilities

- A diagnostic interview by a qualified evaluator that includes historical information of learning difficulties in elementary, secondary and post-secondary education
- A comprehensive diagnostic interview that addresses relevant background information supporting the impairment, including developmental history, academic history, and psychosocial history
- A record of comprehensive testing that is current (within past 2 years and after age of 18)
- A description of functional limitations in a major life activity
- Recommendations as to reasonable accommodations for the classroom and lab setting

Students enrolling in certain programs should be aware that they must be physically and emotionally able to perform routine daily tasks in labs, practicum, and, ultimately, in the work place. Please refer to the program specific section of this catalog for details of requirements for each program.

If a student wishes to file a complaint regarding any disability discrimination, the student should notify the College Director within ten calendar days.

Students also have the right to file an ADA or Section 504 complaint with the Office of Civil Rights (OCR) of the U.S. Department of Education.

## WellConnect for CIL Students and their families

Complimentary Concierge Service where students and their families, at no cost to the student, can connect with specialists who help with establishing relationships with healthcare providers to solve life in the way concerns. WellConnect offers trusted 1-on-1 healthcare guidance through Connection Specialists, Educational Resources, Assistance Finding Healthcare Providers, and to connect students and their families with most relevant resources available.

**866-640-4777 – Free and confidential**

WELLCONNECT.

Student Access Line: 866-640-4777  
TTY/TDD Support Line: 816-523-3643  
WellConnect Live Chat Service

ONLINE TOOLS    Online Counseling | Add Two Additional Education

Featured Content:

- TOOLS & RESOURCES
- FINANCIAL LITERACY 101
- LEGAL RESOURCES
- REQUEST CONTACT

# TRANSFER OF CREDIT

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As a requirement of enrollment, all applicants will complete Texas Workforce Commission (TWC) Form CSC-010, Record of Previous Education and Training, in advance of attending the first day of their scheduled classes for the purpose of establishing and documenting previous education and training. Culinary Institute Lenotre will utilize TWC Form CSC-010 to determine and applicant's prior learning experience as its policy, criteria, and process for evaluating and accepting credit for documented equivalent prior learning experience gained.

Eligible course credits will be awarded from other accredited schools for requirements of graduation but will not be included in the calculation of cumulative grade point average (CGPA). If a student decides to transfer credits from one program to another within CIL, their transferred credits will be counted towards the graduation requirements. Nevertheless, the GPA associated with those transferred credits will not be factored into the student's CGPA.

## Credit for Previous Training for Students Receiving VA Benefits

Students receiving U.S. Veteran Affairs educational benefits do not have the "option" of having prior credit reviewed. All previous education and training must be provided to the school for review. This will include all credits from postsecondary and/or military institutions.

## Credit Changes

A student petitioning to transfer from one program to another within CIL must obtain approval from the Program Director of the department from which the student is transferring from. The student's coursework and earned credits will be reviewed for applicability to the new program. Only those credits required for graduation in the new program will be transferred and credited toward graduation. Only one change of program is allowed per student unless approved by the Director of Education or College Director.



## Diploma Courses

Culinary Institute Lenotre will accept six (6) years of professional experience as equivalent to Baking & Pastry and Cuisine courses level 1 and 2. "Professional experience" is defined by CIL for the purpose of evaluating past experience of a prospective student to ensure they meet the specific entrance requirements for CulLab 201, BakLab 203, CulLab 301, or BakLab 302. Moreover, to validate work experience at an establishment that serves at least two out of three meal-periods per day i.e. breakfast, lunch, and/or dinner alongside presenting a menu to the guest. Last, the culinary preparation of a menu is at least sixty percent as a scratch preparation. This is subject to review and interview of the student by the Program Director of the Culinary Arts program and Baking & Pastry Arts program. The student may be required to perform a practical exam.

## Degree Courses

In order to be awarded transfer credits, a student must comply with the following rules:

- Credits must be earned at an accredited post-secondary schools recognized by the U.S. Department of Education
- Courses must be comparable with CIL's published courses
- Courses must have been taken within ten years of the expected start date and awarded a letter grade of C (70%) or better
- Apply for the transfer credit prior to the first day of the scheduled class. The TWC form CSC-010, Record of Previous Education and Training, must be completed

**At a minimum, 60% of the credits required to graduate must be completed at CIL.**

Culinary Institute Lenotre will accept transfer credit College-Level Examination Program (CLEP) test scores that equal or exceed the American Council of Education standard of 50 points in either, English Composition, College Mathematics, and/or College Algebra. Students must provide copies of test scores and apply for transfer credit prior to the first day of scheduled class.

Culinary Institute Lenotre does not guarantee that credit completed at CIL will be accepted by other institutions. Each institution has policies that govern the acceptance of credit from other institutions. Transfer of credit is a privilege granted by the institution to which a student may seek admission. Students seeking to transfer credits earned at CIL to other postsecondary institutions should contact the college or university to which they seek admission to inquire as to that institution's policies on credit transfer and acceptance.

Applicants may submit official transcripts of courses taken at other institutions of higher education for review by the Director of Education for consideration of credit toward their degree. Culinary Institute Lenotre will allow students to test out of General Education courses (one time only per academic course) by achieving a score of 80% or better. Students should apply with CIL's Education Department prior to the first day of class. Culinary Institute Lenotre has acquired Articulation Agreements with local area school districts. Students must obtain and provide an official high school transcript from their high school Registrar and submit it to the Director of Education for review. Students must receive a B letter grade or above in an approved Culinary Arts/Baking and Pastry class at their high school in qualifying school district for possible tuition credit.





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## COURSES TAKEN INDIVIDUALLY

Each course may be taken individually for the cost indicated below. Applicants interested in taking courses individually must meet with an admissions representative to complete an application, get a tour of the campus, and interview with the Director of Admissions. Applicants will not be permitted to start a class after the third scheduled day of classes. Non-degree or diploma seeking students taking individual courses will be charged the application fee.

### Cost Per Credit Hour

#### Tuition per Credit Hour:

Associate Degrees and Diplomas in Baking and Pastry Arts and Culinary Arts: \$385.00  
Diploma Programs: \$350.00 and Associate Degrees in Hospitality and Restaurant Management: \$207.90

### SUPPLIES (INCLUDES TAX)

Tuition and fees do not include the additional expenses of the supplies (uniforms/linens, tool kit, books/binders).

### Uniforms/Linens

Chef-students are required to have the following items that may be purchased at La Boutique (located on the first floor of the North Building):

- Four polo shirts with CIL Logo (for A.A.S. only)
- Two chef jackets with CIL Logo
- Two pairs of chef pants
- Two adjustable chef hats
- Six neckerchiefs (2 white, 2 blue, 2 red)
- Six apron
- Twenty towels

Students taking the A.A.S. in Hospitality and Restaurant Management program do not require the above items—only four polo shirts with the CIL logo unless they are taking a baking/cuisine lab as their elective.

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## TUITION AND FEES

### Application Fee:

A refundable (under certain conditions application fee of \$50.00) for new students only must accompany all formal applications.

### Enrollment Fee:

A non-refundable enrollment/registration fee of \$50.00 is due upon acceptance.

### Lab Fee:

In addition to the credit hour cost, a lab fee will be charged to all students enrolled in CIL's lab courses.

### Graduation Fee:

A \$150 graduation fee must be paid prior to graduation.

### Technology Fee:

A one-time \$300 technology fee will be charged to those students enrolled in the A.A.S. degree programs. A one-time fee of \$100 will be charged of those students enrolled in the Diploma Programs.

### Wine Fee:

Those students enrolled in the Sommelier elective will be charged an additional \$1,000 for wine costs.

### Non-Sufficient Funds (NSF) Charge:

Any returned check from a banking institution will result in a \$35 fee to the parties that submitted the NSF check.

### Retaking Courses:

Students who do not successfully pass a course with a "D" grade or better will be charged to retake the course. Students must meet all graduation requirements.

## CUSTOMIZED TRAINING

Culinary Institute Lenotre has the ability to provide customized training for private industries, community members and government entities. Additionally, we offer single subjects within certain programs to provide customized training to interested participants. We offer our clients the option to conduct their training needs either at the school facility or on the job site. Any organization interested in customized training should contact the Admissions Department at [admissions@ciaml.com](mailto:admissions@ciaml.com) or (888 536-6873).



# SEMINAR COST

## Advanced Artistic Skills Seminar

SEMINARS	Advanced French Chocolate Showpieces	Advanced Buttercream Decoration	Gum Paste Flower	Gelatin Work / Wafer Paperwork	Painting and Piping on Rolling Fondant	Wedding Cake from Scratch
Days/Contact Hrs.	12 / 54	8 / 36	4 / 18	8 / 36	2 / 9	4 / 18
<b>Total Cost</b>	\$1755.00	\$1095.00	\$545.00	\$1095.00	\$292.00	\$545.00

## Wine Seminars

SEMINARS	Wine Fundamentals	Sommelier L1 & L2 (Includes WSET L1 Certification Preparation)
<b>Contact Hours</b>	50	140
<b>Total Cost</b>	\$2,500.00	\$5,560.00

Seminars are not vocational in nature and do not lead to employment. Seminars are Non-Diploma Seeking (NDS). However, if a student completes the NDS - CUL (Culinary); NDS - B&P (Baking & Pastry); or NDS - SOMM (Sommelier) and subsequently enrolls in one of CIL's Programs, the seminar/course may be credited towards a prerequisite and/or provides credit towards a respective college program. Seminars/NDS students receive a certificate of completion. All Refund/Student/ & Complaint Policies will be followed and executed as those of Degree/Diploma-seeking students as prescribed by CIL.

## Toolkit

Personal knives and other related hand tools may be purchased at La Boutique or at a supply store of student's choice. A list of mandatory toolkit items may be obtained from La Boutique.

The toolkit is not required for the A.A.S. degree in Hospitality and Restaurant Management program unless the student has a baking/cuisine elective.

## Books/Binders

A list of required textbooks for each diploma and degree program may be obtained from La Boutique.

A binder must be purchased for the lab classes. The number of recipes and the order in which they are taught may be modified by the Chef Instructors without notice.

# SUMMARY OF COST - AAS

SUMMARY OF TOTAL COST		ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS IN		
		Baking & Pastry Arts	Culinary Arts	Hospitality and Restaurant Management
<b>Tuition</b>		38,500.00	38,500.00	18,711.00
General Fees	Application Fee	50.00	50.00	50.00
	Enrollment Fee	50.00	50.00	50.00
	Graduation Fee	150.00	150.00	150.00
	Technology Fee	300.00	300.00	300.00
	Lab Fee	9,735.00	10,275.00	1,365.00
	**Study Tour Fee	0	0	1,800.00
Supplies (including tax)	*Tool Kit	933.00	933.00	N/A
	*Uniform / Linen	475.96	475.96	200.57
	*Books / Binder	2,794.83	2,794.83	3,877.50
<b>Total Program Cost</b>		<b>\$52,913.79</b>	<b>\$53,633.79</b>	<b>\$29,302.12</b>

**Important:** Fees and supplies for electives can vary depending on the program you have chosen. Please see Admissions for the program cost summary that includes electives and associated fees and supplies.

\*Supplies (Tool Kit, Uniform/Linen, Books / Binders/ Laptops) prices are subject to change without notice based on economic prices once approved by Texas Workforce Commission.

\*\*The Study Tours are optional for the AAS and Diploma Culinary Arts and Baking and Pastry Arts Programs and will have to be taken during the scheduled student practicum course. Students will not be charged the Study Tour unless they choose to take it. Current cost of the Study Tour is \$1800.00 for Domestic Tours. International Study Tours may vary in cost. Hospitality and Restaurant Management (HRM) Program students will be charged for the scheduled Domestic Study Tour as part of their program at the time the tour is scheduled. International tour cost for HRM students will also vary. Associate of Applied Science Degree and Diploma seeking students may be part of the International and Domestic Study Tours, however students must be recommended by their respective Program Director and approved by the International Alliances Manager along with the Practicum Administrator. France Practicum may differ and it is recommended that students meet with the designated staff for details. It is also recommended that all students meet with a Financial Aid Officer and the Business Office Manager.



# SUMMARY OF COST - Diploma Programs

SUMMARY OF TOTAL COST		Diploma Programs	
		Elite Diplôme in Baking & Pastry Arts	Elite Diplôme in Culinary Arts
TUITION		19,950.00	19,950.00
General Fees	Application Fee	50.00	50.00
	Enrollment Fee	50.00	50.00
	Graduation Fee	150.00	150.00
	Technology Fee	100.00	100.00
	Lab Fee	9,280.00	9,820.00
Supplies (including tax)	*Tool Kit	933.0	933.00
	*Uniform / Linen	275.42	275.42
	*Books / Binder	728.20	728.20
Total Program Cost		\$31,516.62	\$32,056.62

**Important:** Fees and supplies for electives can vary depending on the program you have chosen. Please see Admissions for the program cost summary that includes electives and associated fees and supplies.

\*Supplies (Tool Kit, Uniform/Linen, Books / Binders) prices are subject to change without notice based on economic prices once approved by Texas Workforce Commission.

\*\*The Study Tours are optional for the AAS and Diploma Culinary Arts and Baking and Pastry Arts Programs and will have to be taken during the scheduled student practicum course. Students will not be charged the Study Tour unless they choose to take it. Current cost of the Study Tour is \$1800.00 for Domestic Tours. International Study Tours may vary in cost. Associate of Applied Science Degree and Diploma seeking students may be part of the International and Domestic Study Tours, however students must be recommended by their respective Program Director, and approved by the International Alliances Manager along with the Practicum Administrator. France Practicum may differ and it is recommended that students meet with the designated staff for details. It is also recommended that all students meet with a Financial Aid officer and the Business office. It is also recommended that all students meet with a Financial Aid officer and the Business office.



## GASTON LENOTRE SCHOLARSHIP

Thanks to the Gaston Lenotre Scholarship and its generous sponsors, qualified candidates can receive scholarships from \$1,000.00 to \$5,000.00. Scholarships applications are reviewed four times a year. Students are encouraged to apply as soon as possible as funds are limited (US residents only). AAS may apply twice during their program only if it's in a different award year. Students who are pursuing the Diploma Program may apply once. Special Circumstances Scholarships do not necessarily require industry experience. Applicants are required to interview with a scholarship board member to determine their qualifications and motivation.

### Gaston Scholarship Guidelines

1. Fill out an application form.
2. Type a two page essay (double-spaced) answering the following questions:
  - A. What experience do you have in the food industry/or what are your special circumstances?
  - B. Why are you seeking financial assistance?
  - C. Why should you receive a tuition scholarship?
  - D. What are your professional plans?
3. Submit two letters of hospitality industry reference on business letterhead attached to a reference questionnaire as proof of at least six months of experience.
4. Annual income must be below \$65,000.00.
5. Submit a copy of driver's license.
6. A copy of the previous year's of U.S. tax returns (family tax returns if applicant is under the age of 21).

## HIGH SCHOOL SCHOLARSHIPS

### Lenotre High School Culinary Competition Scholarship

Culinary Institute Lenotre offers a \$2,000.00 tuition scholarship to high school students while they are in high school. To enter this culinary competition, please consult with the high school admissions representative for the requirements and guidelines.

### 4-H Community Regional Food Show Competition Scholarship

This scholarship is offered to high school juniors and seniors who win the senior division of the cooking competition at the annual 4-H Greater Houston District Food Show. The total award amount of these scholarships is \$10,000.00.

### High School Merit Award Scholarship of \$1,000

Applicants must be recent high school graduate (within the last year), had at least a 3.00 GPA in their senior year, and submit a one-page essay.

### Texas High School Competition for \$2,000 scholarship

Culinary Institute Lenotre is offering \$2,000 tuition scholarships to high school students while they are in high school. Students must enter, participate and win first, second or third place in one of the following Texas competitions to receive the scholarship:

- Texas Pro Start
- HEAT
- Skills USA
- FCCLA

See admission high school representative for details.

Students must present certificate in order to receive scholarship.

### Culinary Institute Lenotre Chopped Team Competition Scholarship

Culinary Institute Lenotre offers a \$2,000 tuition scholarship to high school students during their junior and senior year. The competition will take place at CIL. Each team is allowed 2-4 participants; each member of the winning team will receive \$2,000 towards their tuition at CIL. This scholarship will be awarded to the first, second and third place teams.

### Scholarship Guidelines

1. All applicants must provide the following:
  - A. Proof of a 3.00 G.P.A. or better
  - B. Copy of picture I.D.
  - C. Required essay
  - D. Copy of grades from high school senior year
2. The award amount for this scholarship is \$2,000.00.



Chef Gaston Lenotre

## IN-HOUSE SCHOLARSHIPS

Students applying for in-house scholarships must produce evidence of effort to obtain financial aid from sources other than CIL's in-house scholarship i.e. grants, outside scholarships, private loans.

Two in-house scholarships may be awarded for those students who qualify.

Students must add a certificate of participation in at least four Lenotre scholarship workshops. In case the student is terminated or drops out, the scholarship is forfeited.

If a scholarship recipient leaves CIL for any reason, without a Leave of Absence or dropped, and receives an "F" or a "W" the recipient will not be credited the scholarship fund in their final term.

\*See In-House Scholarship General Conditions on page 14 of this catalog for qualification.





## In-House Scholarship General Conditions

- 1) Are reviewed and approved based on financial need and special circumstance.
- 2) Is limited to two and will be applied to tuition reduction only.
- 3) All applicants must be Satisfactory Academic Progress (SAP) available and maintain SAP through enrollment.
- 4) Amount awarded will be the same amount applied.
- 5) All scholarships require:
  - a) Application
  - b) Essay
  - c) Copy of student's picture ID
  - d) An Agreement to participate in extra curricular activities i.e.
    - i) High School Visits
    - ii) Cooking or Baking Demonstrations
    - iii) Assisting Chef Instructor/ CIL Representative in Open House Events and Buffet Setups
    - iv) Other special event preparation and setup to include graduations; Food & Wine; Conference Dinners
    - v) Volunteers for Front of House Service will be paid as
- 6) In case the student departs CIL due to any reason, excluding taking a leave of absence (for only one term), or obtains an 'F' or 'W' grade, they will be required to refund all CIL In-House scholarship funds on their final day of attendance.
- 7) To be eligible for In-House Scholarships, students are required to show evidence of attempting to secure financial assistance from sources other than CIL, such as grants or private loans.
- 8) Student must add a certificate of participation in at least four CIL scholarship workshops
- 9) SCIL reserves the right to amend or cancel any scholarship award due to factors that include, but are not limited to: incomplete application/data verification, unsatisfactory academic progress, or withdrawal. Applicants must attend classes in the program stated in the enrollment agreement to receive the scholarship. The award will be credited to the student account in the last term before graduation (good standing mandatory).

## First-Time College Student Scholarship

Applicants must have never attended college, and submit a one-page, typed autobiography about themselves, which needs to include why they want to attend CIL and what they hope to accomplish after graduation.

The award amount for this scholarship is \$1,000.00.

## Returning College Student Scholarship

Applicants must have attended at least one year of college and submit a one-page, typed essay explaining why they want to return to school, their goals and what they plan to accomplish while attending our school. The award amount for this scholarship is \$1,000.00.

## Additional Scholarship Guidelines

In addition to the general scholarship guidelines, all applicants must provide the following:

- All transcripts (college official or unofficial)

## Widow or Divorced Single Parent Scholarship

Applicants must be able to show proof of child support or a statement saying they do not receive child support, complete a FAFSA (Free application for Federal Financial Student Aid), and submit a one-page, typed essay on their personal situation, including why they want to attend our school and what they hope to accomplish. The award amount for this scholarship is \$1,500.00.

## Additional Scholarship Guidelines

In addition to the general scholarship guidelines, all applicants must provide the following:

- Child Support documentation or proof of divorce or widow

## Foreign Student Scholarship

Applicants must relocate to the state of Texas in order to attend our school and submit one-page, typed essay explaining their decision to leave their home country to attend our school and what they hope to accomplish while attending our school. The award amount for this scholarship is \$1,500.00.

## Additional Scholarship Guidelines

In addition to the general scholarship guidelines, all applicants must provide the following:

- Proof of former foreign residence

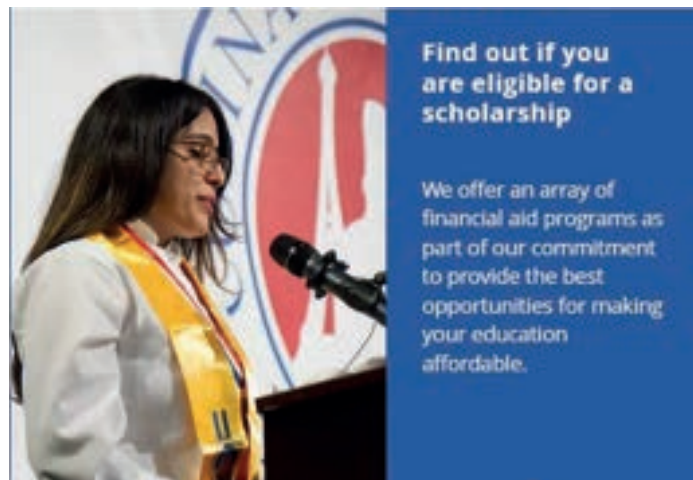
## Out of Town Student Scholarship

Applicants must submit a one-page, typed essay explaining their decision to leave their home town or to commute to attend our school and what they hope to accomplish while attending our school. The award for this scholarship is \$1,500.

## Additional Scholarship Guidelines

In addition to the general scholarship guidelines, all applicants must provide the following:

- Applicants must reside 50 miles or more from CIL
- Applicants must show proof of relocating to Houston from 50 miles or more by address.
- Show Proof of out of town residency
- New Texas student residents need to show proof of out of town





## IN-HOUSE SCHOLARSHIPS (CONTINUED)

### Hardship Scholarship

(This scholarship is funded by CIL, Vendors, and Donors)

Applicants must submit a typed 500-word (minimum) essay explaining their hardship circumstances (medical or hardship need). The Scholarship Committee will make the selection based on the overall content of the essays received. Applicants must submit their application to the Financial Aid Department. The award amount for this scholarship is up to \$5,000.00.

### Additional Scholarship Guidelines

In addition to the general scholarship guidelines, all applicants must provide the following:

- Evidence of medical or personal hardship

A student can qualify for the Hardship Scholarship one time only while attending CIL.

### Veterans Scholarship

Applicants must be veterans who served in the military with an Honorable Discharge.

Award amount is \$1,500.00. Applicants may receive this veteran scholarship only once per program while attending CIL.

VA students have the option to do online but must attend week 1, midterm, and final.

In addition to the general scholarship guidelines, all applicants must provide the following:

- Submit a one-page, typed autobiography about their military experiences
- Copy of high school diploma or GED
- Copy of picture I.D.
- Copy of a DD-214

### Alumni/Ambassador/Active Student Referral Scholarship

Applicants must have been referred to CIL by an alumnus and/or active student.

All applicants must provide a completed application which includes the following:

- General Scholarship Application
- Letter of referral from a CIL Alumnus or active student

The award amount of \$1000 for this scholarship is the following:

- The applicant is awarded a scholarship of \$500, which is disbursed into their student account with the intention of reducing their tuition expenses.
- If the Ambassador is an Alumnus, a \$500 check will be awarded to them.
- If the Ambassador is a current student, the \$500 will be given as a scholarship and deposited to the student's account with the intention of reducing their tuition expenses

Applicants must complete the first term of the Program in order for both parties to receive credit. If the applicant drops or withdraws from classes on their first term, both parties will lose the scholarship credit.

The scholarship is unlimited to the number of referrals. Once an applicant becomes an active student, he/she may refer unlimited number of students to enroll as long as the first term is completed by the new applicant.

\*See In-House Scholarship General Conditions for application and qualification details on page 14.

## EXTERNAL SCHOLARSHIPS

### Vender Scholarship For Returning Students

(subject to yearly funds availability)

This scholarship is provided through a charitable donation from from partnerships with CIL to assist students returning to an Associate of Applied Science Degree (AAS) or Diploma Program after graduating from another Culinary Institute Lenotre program.

Culinary Institute Lenotre reserves the right to amend or cancel any scholarship award due to factors that include, but are not limited to: incomplete application/data verification, unsatisfactory academic progress, or withdrawal. Applicants must attend classes in the program stated in the enrollment agreement to receive the scholarship. The award will be credited to the student account in the last term before graduation (good standing mandatory).

### Scholarship Guidelines

All applicants must adhere to and provide the following:

- Must have already graduated from a CIL AAS degree or a diploma program
- Must enroll in an AAS degree or a diploma program at CIL
- Recommend active membership of the CIL Alumni Association
- Applicant must have participated in four scholarship workshops and received a certificate of attendance for each
- Must sign the in-house scholarship terms and conditions form The award amount for this scholarship is up to \$2,000.00 based on availability Applicants can qualify for the Vendor Scholarship only once per program while attending CIL.



## LEARNING RECOURSE CENTER

Our Learning Recourse Center (LRC) is designed to support students on their academic pursuits. It provides access to a variety of educational materials, including books, multimedia resources and technology.

### Learning Recourse Center Orientation

The Learning Resource Center Orientation is a crucial introduction for students, encompassing an overview of available resources, services, and how to navigate through the center effectively. To view, go to <https://www.lenotrehub.com/cil-lrc>

### Training Policy

The Learning Resource Center Training Policies outline guidelines for students, emphasizing proper LRC facility usage, responsible handling of resources, and access protocols for printers and the extensive book collection. To view, go to <https://www.lenotrehub.com/cil-lrc>

### Professional Development Plan

The Learning Resource Center Professional Development Plan outlines includes completed, registered and future resources and their references. To view, go to <https://www.lenotrehub.com/cil-lrc>

## STUDENT SERVICES

Culinary Institute Lenotre staff and faculty provide support to our students throughout their academic journey to help manage student-life balance. Faculty make themselves available to offer technical support with Learning Management System, Office 365, and other student accounts. Students can contact the Librarian to access any help for the GALE Database. Students are encouraged to make their initial request with the Director of Student Services by contacting the Director of Student Services, Student Services Office or any member of the academic administration. Additionally, student services provides events including student celebration, blood drive, volunteering on-site communities, and competitions. Culinary Institute Lenotre instructors are also available for one-on-one advising. In addition, students can go to the CIL Portal for more information, <https://www.lenotrehub.com/student-resources>.

Well-Connect offers confidential services to our students 24/7 on Student-Life Balance, Legal Services, Financial Services, and Coaching Services. Students can access Well-Connect through their website at <https://wellconnect.personaladvantage.com> or via phone at 866-640-4777. Additional resources can be found on the [LenotreHUB.com](https://www.lenotrehub.com) under the Students tab, Resources section.

## CAREER SERVICES

The Career Services Department provides student professional development services by offering resume workshops, mock interviews, career development seminars, job search skills, and job fairs. Student advising and assistance for job placement are also available. The Culinary Institute Lenotre has established numerous partnerships within the hospitality service industry, which provide unique prospects for volunteering, employment, and practicum matching. All available job opportunities and practicum placement are evaluated and matched by the Career Services team. Although CIL provides career services assistance, CIL does not guarantee employment. Culinary Institute Lenotre offers placement assistance to alumni. Students and alumni can visit [www.lenotrehub.com](https://www.lenotrehub.com) for job opportunities.

## Practicums

All CIL Diploma and Degree-seeking students are required to complete a 10-Week Practicum/Externship in their field of study before graduation. Practicums are designed to provide students with work experience in a real-life kitchen setting or real-life hospitality setting. Culinary Institute Lenotre maintains a wide range of partnerships in the food-service industry to offer practicum matching opportunities. Students are required to attend a mandatory Practicum Orientation the academic term before their scheduled Practicum course, and invitations will be emailed to each student scheduled for the course.



## Record Keeping

All transcripts are under custody of the Registrar or Director of Education and are available on request at no charge.

## STUDENT CONDUCT

Students at CIL are expected to conduct themselves as responsible adults. Expulsion, suspension, or some lesser sanction may be imposed for any of the following offenses:

- 1) Interruption or any manner of interference with the normal operation of the college;
- 2) Destruction, damage, or misuse of college equipment, facilities, or property;
- 3) Illegal possession, use, or furnishing of alcoholic beverages while on campus or while involved in college-related activities;
- 4) Illegal possession, use, or furnishing of drugs while on campus or while involved in college-related activities;
- 5) Use, possession, or furnishing of weapons or fire arms while on campus or while involved in college-related activities;
- 6) Verbal or physical assault that injures, causes serious emotional harm, or grievously demeans another person in the college community;
- 7) Theft of another's property occurring on college premises;
- 8) Participation in hazing;
- 9) Academic cheating or plagiarism;
- 10) Commission of other offenses that in the opinion of the administration may be contrary to the best interest of the college community.

Additional rules and conduct policies are found in the Student Handbook. It is the responsibility of the student to read carefully all policies in the Catalog and Student Handbook and to abide by them. A Referral Form is used by Chef Instructors and Faculty to refer students to the Education Department if violations to the policies are not corrected in the classroom/lab. Students are not allowed to return to class until they have been cleared by the Education Department. Sanctions that may be imposed are;

- 1) warning,
  - 2) suspension, or
  - 3) expulsion.
- In general, the college will issue warnings prior to dismissing a student for poor conduct. The school, however, may dismiss a student without warning if the offense is serious. Serious offenses may be any of those listed in the policy on conduct but are considered to be those that directly affect the physical well-being of other persons in the school community. The Director of Education and/or College Director makes the decision as to the seriousness of any offense. A student who wishes to question any decision made by the Education Department can seek resolution or appeal with the College Director.



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## CAMPUS SECURITY

Culinary Institute Lenotre has appointed the College Director as the Security and Safety Officer to enhance the safety of both the students and employees. Annually, the College Director completes a Safety and Security Crime Report in compliance with the Jeanne Clery Act. The Annual Campus Crime Report is accessible on the Culinary Institute Lenotre Website at <https://culinaryinstitute.edu/about-cil/administration/regulatory-information/>. All students and employees are encouraged to report crimes, suspicious activities, or other security concerns immediately to management and/or Campus Security Officers at CIL.

## NORMAL HOURS OF OPERATION

CIL is open Monday through Thursday from 7:45 A.M. to 10:00 P.M., Friday from 9:00 A.M. to 3:00 P.M., and Saturday from 9:00 A.M. to 1:00 P.M.

Breaks for the lab, academic and hospitality management classes will occur after a minimum of fifty (50) minutes of course time and then for no more than a maximum of ten (10) minutes of break time per fifty (50) minutes of class time or twenty minutes of break every two hours.

Lab Classes are scheduled between the hours of 7:45 A.M. and 10:00 P.M., Monday through Thursday.

- **7:45 A.M.—12:30 P.M.**  
(morning class schedule)
- **12:30 P.M.—5:15 P.M.**  
(afternoon classes schedule)
- **5:15 P.M.—10:00 P.M.**  
(evening classes schedule)

*During the enrollment period, students must indicate to the Admissions Department staff their first, second, or third choice of schedule.*

Academic and Hospitality technical classes are scheduled between the hours of 8:00 A.M. to 5:00 P.M. daytime schedule and 5:00 P.M. to 10:00 P.M. evening schedule, Monday through Thursday.

Classes are conveniently scheduled so that students have ample time for meals. Whenever possible, students will generally have a choice between day and evening classes.

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## CAMPUS EMERGENCY PLAN

The college conducts arbitrary drills regarding fire drills, tornado simulation drills, annual training on active shooter instances by the Houston Police Department. The emergency plan can be found in the CIL Portal (<https://www.lenotrehub.com/student-resources>). For the Disaster Preparedness Guide, go to the CIL website at, <https://culinaryinstitute.edu/about-cil/administration/regulatory-information/>

## CLASS SIZE

Culinary Institute Lenotre small class size allows the faculty to personally encourage each student to perform at the very best of their ability. There is a maximum of 12 students (average) per chef instructor in the labs and a maximum of 25 students (average) per instructor in the academic and hospitality management classes.

## DEFINITION OF CLOCK HOUR/QUARTER CREDIT HOURS (QCH)

### Clock Hour

Culinary Institute Lenotre awards one clock-hour for every 50 minutes of uninterrupted instruction in a 60-minute period, which includes a 10-minute break at the end of each 50-minute instruction period. The decision to allow break is made by the Chef instructor or adjunct faculty instructor, in line with the curriculum. Outside class work will be required as necessary.

### Quarter Credit Hour (QCH):

Ten (10) clock hours of classroom lecture equal one quarter credit hour. Twenty (20) clock hours of laboratory setting of instruction equal one quarter credit hour. Thirty (30) clock hours of practicum or work-related experience equal one quarter credit hour.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACTS (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their education records. These rights are maintained by the college or an authorized party on behalf of the school:

1. The right to inspect and review the student's education records within 45 days of the day Culinary Institute Lenotre receives a request for access - Students should submit to the Director of Education and/or College Director a written request that identifies the records they wish to inspect. A CIL college official will make arrangements for access and notify the student of the time and place where the records may be reviewed.
2. The right to seek and/or amend the student's education records that the student believes are inaccurate or misleading - Students should write to the Director of Education and/or the College Director, clearly identifying the part of the record that they want changed, and specify why it is inaccurate or misleading. If Culinary Institute Lenotre decides not to amend the record as requested by the student, Culinary Institute Lenotre will notify the student of its decision and will advise the student of the right to a hearing regarding the request for amendment.
3. The right to limit disclosure of information from those records - A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill the professional responsibility. Upon request, Culinary Institute Lenotre discloses education records, without student 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 - Alleged failures by Culinary Institute Lenotre to comply with the requirements of FERPA may be reported to the U.S. Department of Education.
5. Disclosure without written consent may be granted to:
  - a) School officials with a legitimate educational interest
  - b) Authorized representatives of certain government agencies
  - c) Appropriate parties in a health or safety emergency
  - d) In response to lawfully issued subpoenas and court orders



## DIRECTORY INFORMATION

At the discretion of Culinary Institute Lenotre officials, the following directory information will be provided: student's name, student's address, student's phone number, student's e-mail address, participation in officially recognized activities, program of study, enrollment status, dates of attendance, and degrees and awards received. A student wishing to withhold their directory information must complete the Privacy Request Form at the Registrar or Education Department. This may be done at any time and is valid until rescinded in writing to the Education Department. For further information regarding FERPA, please contact:

Family Policy Compliance  
Office U.S. Department of  
Education 400 Maryland  
Avenue, S.W. Washington, D.C.  
20202-5920

# PROGRAMS

## Culinary Institute Lenotre Distance Learning Policy

Associate of Applied Science Programs will include both a traditional In-Person and a Distance Education Model with online courses which will be taught utilizing the *Blackboard* Student Portal and will be authenticated by logging into *Blackboard* (<https://culinaryinstitute.blackboard.com/>) with the provided log-in email and password.

I. Culinary Institute Lenotre's (CIL) authentication policy coincides with the academic integrity policy as seen on page 8 of the Student Handbook. These policies are discussed during the new student orientation for all students enrolling for the first time into CIL. Our students use *Blackboard*, a web-based learning management system (LMS). Prior to the student gaining access to *Blackboard*, a student ID and college email are created during the enrollment process. After the student has successfully enrolled in their desired program, they are given access to *Blackboard* by the Registrar and/or Education Department Management. The student's username will be their designated college email address and upon completion/withdrawal of the program, a student's *Blackboard account* is disabled. A prospective student must successfully complete a computer literacy questionnaire with their admissions advisor and receive a passing score of 70 or above. If the assessment is successful, the applicant will subsequently receive *Blackboard* training from the Education Staff during their new Student Orientation. If an applicant is unable to attend, a private meeting will be scheduled for *Blackboard* navigation. The faculty as well as the entire student population will be trained on *Blackboard*. To make it easier on the teaching staff, we extend it to be the whole student population. To avoid any adverse affect while administrating online exams, U.S. Veteran Students must take their exams in person.

II. Distance education programs and/or courses of study include *Blackboard* delivery system training on the first day for students enrolled on an In-Person basis as a prerequisite for participation, expected learning outcomes, graduation requirements, student services, technology and equipment requirements, and classroom management of uploading homework; downloading assignments; sharing documents; and communication tools. *See Programs Pages 20-27 for details on specific programs and courses within for In-Person or Online Education Delivery type.*

III. Culinary Institute Lenotre Faculty and staff will be using *Blackboard* Student Portal and students will be trained on its use and how they will be assessed during their first week of the term for their technical skills, competencies, and access to technology necessary to succeed in a distance education environment prior to their enrollment in the program or course of study by our Admission Team and Education Department Staff per ACCSC (*Section IX (F)(2)(a), Substantive Standards, Standards of Accreditation*).

IV. The assessment in *Blackboard* will include a score sheet with ten key competencies (valued at 10 points each) and an explanation regarding the applicant's performance, evaluation, and score. The passing score will be a minimum of 70 points prior to enrollment. Subsequently, a new student will be trained by the CIL Education Department Staff.

V. All externships/practicums will be In-Person. However, CIL will use Distance Education Modality for specific student needs i.e. medical, displacement because of military orders, or specific needs in both AAS Degree and Diploma Programs.





## DIPLOMA: ELITE DIPLÔME IN BAKING & PASTRY ARTS (1090 course hours/57 credit hours)

### CURRICULUM OUTLINE

PREFIX AND COURSE NUMBER	NAME	Total Course Hours				QTR. CREDIT HOURS
		LECTURE	LAB	EXTERN	TOTAL	
BAKLAB 102-1	Fundamentals of Baking & Pastry Level 1	20	160	0	180	10
BAKLAB 102-2	Fundamentals of Baking & Pastry Level 2	20	160	0	180	10
BAKLAB 203	Advanced Baking & Pastry Level 3	20	160	0	180	10
BAKLAB 302	Artistic Skills of Baking & Pastry Level 4	20	160	0	180	10
BAKLAB 401	*Advance Artistic Skills of Pastry Décor Level 5	20	160	0	180	10
**PRAC 211/212	Practicum—Baking & Pastry Arts / Study Tour	10	0	180	190	7
<b>Total Program Clock Hours</b>		110	800	180	1090	
<b>Total Program Credits</b>		11	40	6		57

#### Elective (\*represents courses considered electives)

CULLAB 101-1	*Fundamentals of Cuisine Level 1	20	160	0	180	10
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\*\*The Study Tours are optional for the AAS and Diploma Culinary Arts and Baking and Pastry Arts Programs and will have to be taken during the scheduled student practicum course. Students will not be charged the Study Tour unless they choose to take it. Current cost of the Study Tour is \$1800.00 for Domestic Tours. International Study Tours may vary in cost. Associate of Applied Science Degree and Diploma seeking students may be part of the International or Domestic Study Tours, however students must be recommended by their respective Program Director and approved by the International Alliances Manager along with the Practicum Administrator. It is recommended that all students meet with a Financial Aid Officer and the Business Office Manager.

### Educational Objective / Purpose

The Elite Diplôme in Baking and Pastry Arts diploma program prepares students with the fundamental skills attainable from the techniques of classical and modern pastries, bread, cake, ice cream and confections, and fundamentals of cuisine. Students will gain valuable experience through a 180-hour practicum at an external establishment.

### Career Opportunities for Graduates

After the successful completion of this diploma program, students will be prepared for entry-level positions in the culinary arts such as pastry cook, baker, and cake decorator, leading to positions such as sous chef, pastry sous chef, executive sous chef, executive pastry sous chef, executive chef, and executive pastry chef, personal chef, garde manger, line cook, sauté cook, grill cook, banquet cook, catering assistant, at restaurants, hotels, country clubs, and catering companies. Positions in institutional food services in schools, hospitals, cruise ships and commercial establishments are also available to them.

### Length of Time Necessary To Complete

60 weeks/6 terms- Choice per enrollment agreement of Morning, Afternoon, and Evening Schedules based on availability of schedules.



**DIPLOMA: ELITE DIPLÔME IN CULINARY ARTS**  
**(1090 course hours/57 credit hours)**

CURRICULUM OUTLINE						
PREFIX AND COURSE NUMBER	NAME	Total Course Hours				QTR. CREDIT HOURS
		LECTURE	LAB	EXTERN	TOTAL	
CULLAB 101-1	Fundamentals of Cuisine Level 1	20	160	0	180	10
CULLAB 101-2	Fundamentals of Cuisine Level 2	20	160	0	180	10
CULLAB 201	Master Chefs Level 3	20	160	0	180	10
CULLAB 301	International Cuisine Level 4	20	160	0	180	10
CULLAB 501	Healthy Cuisine Level 5	20	160	0	180	10
**PRAC 201/202	Practicum—Cuisine / Study Tour	10	0	180	190	7
<b>Total Program Clock Hours</b>		110	800	180	1090	
<b>Total Program Credits</b>		11	40	6		57

Elective (\*represents courses considered electives)

BAKLAB 102-1	*Fundamentals of Baking & Pastry Level 1	20	160	0	180	10
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\*\*The Study Tours are optional for the AAS and Diploma Culinary Arts and Baking and Pastry Arts Programs and will have to be taken during the scheduled student practicum course. Students will not be charged the Study Tour unless they choose to take it. Current cost of the Study Tour is \$1800.00 for Domestic Tours. International Study Tours may vary in cost. Associate of Applied Science Degree and Diploma seeking students may be part of the International or Domestic Study Tours, however students must be recommended by their respective Program Director and approved by the International Alliances Manager along with the Practicum Administrator. It is recommended that all students meet with a Financial Aid Officer and the Business Office Manager.

**Educational Objective / Purpose**

The Elite Diplôme in Culinary Arts diploma program prepares students with the fundamental skills attainable from the techniques of classical, innovative, and international cuisine, and fundamentals of baking and pastries. Students will gain valuable experience through a 180-hour practicum at an external establishment.

**Career Opportunities for Graduates**

After the successful completion of this diploma program, students will be prepared for entry-level positions in the culinary arts such as personal chef, garde manger, line cook, sauté cook, grill cook, banquet cook, catering assistant, pastry cook, baker, and cake decorator, leading to positions such as sous chef, pastry sous chef, executive sous chef, executive pastry sous chef, executive chef, and executive pastry chef at restaurants, hotels, country clubs, and catering companies. Positions in institutional food services in schools, hospitals, cruise ships and commercial establishments are also available to them.

**Length of Time Necessary To Complete**

60 weeks/6 terms- Choice of Morning, Afternoon, and Evening Shifts based on availability of schedules.



## ASSOCIATE OF APPLIED SCIENCE DEGREE IN BAKING AND PASTRY ARTS

(100 QCH/1540 Clock Hours)

### Educational Objective / Purpose

The Associate of Applied Science Degree in Baking and Pastry Arts program prepares students with the fundamental skills attainable from the techniques of classical and modern pastries, bread, cake, ice cream and confections. As an elective, Fundamentals of Cuisine, provide a student its initial understanding. This program is also designed to prepare students in leadership, supervision, marketing, service, and management skills within the hospitality industry. A specialized course in wine fundamentals is required, except if less than 21 years old or if there is a medical/religious reason, students will be exempt and enrolled in HMGT 4344.

### Career Opportunities

The Associate of Applied Science Degree in Baking and Pastry Arts program prepares students for entry-level to mid-level food services management positions in hotels, restaurants, and the hospitality industry. Graduates may also take positions as pastry cooks, bakers, leading to positions as pastry sous chef, executive pastry sous chefs and pastry chefs, catering assistant managers, in hotels, restaurants, bakeries, country clubs, and positions in institutional food services in schools, hospitals, and commercial businesses are also available.

### Length of Time Necessary to Complete (100 weeks/10 terms)

Students taking less than a full-time schedule will require additional weeks and terms to complete the program.



### Advanced Artistic Skills of Pastry Décor Level 5

BAKLAB 401:

(Lecture 20; Lab 160; Ext 0; Total clock Hrs. 180)

The Advanced Artistic Skills of Pastry Décor Level 5 is for students who have passed BAKLAB 302 and are enrolled in either the Elite Diplôme in Baking and Pastry Arts or the AAS in Baking and Pastry Arts. (casting, modeling, carving, chocolate flowers, spraying Specialty Cakes/Elaborate Wedding Cakes (flowers, bouquets, gum paste technique, air brushing, gelatin technique, molding and wafer paper technique for flowers, ribbons, ruffles, skirts, piping lacework, fondant creations.

### Hospitality Financial Management HMGT 4344

(40 clock hours/4 QCH)

This course is designed for those who elect not to partake in Wine 1001 wine fundamentals course, (AAS BP or (AAS CA

### Sommelier Elective

SOMM 2004

(120 Clock hours/10 QCH)

Students who are 18 years and older are eligible to take a course that provides in-depth instruction of the major wine regions. The curriculum will cover viticulture, vinification, tasting techniques, cellaring, investment strategy, menu design, and regional analysis of wines, spirits, and ales. This Course will also cover the WSET® (Wine & Spirit Education Trust) course and certification preparation as prescribed by The Texas Wine School.



## ASSOCIATE OF APPLIED SCIENCE DEGREE IN BAKING AND PASTRY ARTS

PREFIX	NO.	Course Name and Education Model: In Person(IP)/Online	Total Course Hours				QTR. CREDIT HOURS
			LECTURE	LAB	EXTERN	TOTAL	
HMGT	1312	Nutrition for Food Service Professionals - Online	20	0	0	20	2
HMGT	1313	Sanitation and Safety - Online	20	0	0	20	2
HMGT	4325	Menu Management - Online	20	0	0	20	2
HMGT	4418	Hospitality Marketing and Sales - In-Person	20	0	0	20	2
HMGT	5330	CAPSTONE: Restaurant Operations and Management - IP	30	0	0	30	3
HMGT	5419	Hospitality Human Resources Management - Online	20	0	0	20	2
HMGT	5428	Purchasing Food & Beverage Cost Control - Online	30	0	0	30	3
<b>TOTAL</b>			<b>160</b>	<b>0</b>	<b>0</b>	<b>160</b>	<b>16</b>

Academic advising/scheduling with the CIL Department of Education is required for changes

BAKLAB	102-1	Fundamentals of Baking & Pastry Level 1 - In Person	20	160	0	180	10
BAKLAB	102-2	Fundamentals of Baking & Pastry Level 2 - In Person	20	160	0	180	10
BAKLAB	203	Advanced Baking & Pastry Level 3 - In-Person	20	160	0	180	10
BAKLAB	302	Artistic Skills of Baking & Pastry Level 4 - In-Person	20	160	0	180	10
BAKLAB	401	*Advance Artistic Skills of Pastry Decor Level 5 - In-Person	20	160	0	180	10
<b>TOTAL</b>			<b>100</b>	<b>800</b>	<b>0</b>	<b>900</b>	<b>50</b>

ACAD	1405	Introduction to Computing - Online	20	20	0	40	3
ACAD	1500	College Mathematics - Online	50	0	0	50	5
ACAD	3503	Public Speaking / Professional Communications - Online	50	0	0	50	5
ACAD	3504	English Composition - Online	50	0	0	50	5
ACAD	3505 or 3507	Introductory French or Introductory Spanish - Online	50	0	0	50	5
Select one foreign language course only - Introductory French or Introductory Spanish <b>TOTAL</b>			<b>220</b>	<b>20</b>	<b>0</b>	<b>240</b>	<b>23</b>

WINE	1001	*Wine Fundamentals - In Person	30	20	0	50	4
<b>TOTAL</b>			<b>30</b>	<b>20</b>	<b>0</b>	<b>50</b>	<b>4</b>

**PRAC	211/212	<b>PRACTICUM—Baking &amp; Pastry Arts / Study Tour</b>	10	0	180	190	7
Practicums / Study Tour are In Person at assigned site <b>TOTAL</b>			<b>10</b>	<b>0</b>	<b>180</b>	<b>190</b>	<b>7</b>

<b>Total Program Clock Hours</b>			<b>520</b>	<b>840</b>	<b>180</b>	<b>1540</b>	<b>100</b>
<b>Total Program Credits</b>							

### ELECTIVES ( \* Represents courses considered electives )

HMGT	4344	*Hospitality Financial Management - Online	40	0	0	40	4
CULLAB	101-1	*Fundamentals of Cuisine Level 1- In Person	20	160	0	180	10
		AAS students, after completing one term in Academic classes, may select a Lab Course. Student must first seek academic advising and scheduling with the CIL Department of Education					
SOMM	2004	***Sommelier - In Person	80	40		120	10

\*\*The Study Tours are optional for the AAS and Diploma Culinary Arts and Baking and Pastry Arts Programs and will have to be taken during the scheduled student practicum course. Students will not be charged the Study Tour unless they choose to take it. Current cost of the Study Tour is \$1800.00 for Domestic Tours. International Study Tours may vary in cost. Associate of Applied Science Degree and Diploma seeking students may be part of the International or Domestic Study Tours, however students must be recommended by their respective Program Director and approved by the International Alliances Manager along with the Practicum Administrator. It is recommended that all students meet with a Financial Aid Officer and the Business Office Manager. \*\*\*SOMM: Min. of one clock hour for WSET® Prep Review as prescribed by The Texas Wine School.



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## ASSOCIATE OF APPLIED SCIENCE DEGREE IN CULINARY ARTS

(100 QCH/1540 Clock Hours)

### Educational Objective / Purpose

The Associate of Applied Science Degree in Culinary Arts program prepares students with the fundamental skills attainable from the techniques of classical cuisine and initiation to French baking and pastries fundamentals. This course is also designed to prepare students in leadership, supervision, marketing, service, and management within the hospitality industry. A specialized course in wine fundamentals is required, except if less than 21 years old or if there is a medical/ religious reason, students will be exempt and enroll in HMGT 4344.

### Career Opportunities

The Associate of Applied Science Degree in Culinary Arts program prepares students for entry-level to mid-level food services management positions in hotels, restaurants, and the hospitality industry. Graduates will also be prepared for entry-level positions such as personal chef, garde manger, line cook, sauté cook, grill cook, banquet cook, catering assistant in restaurants, hotels, country clubs, and catering companies. Positions in institutional food services in schools, hospitals and commercial establishments are also available. Graduates will be technically prepared to open their own restaurant or catering business.

### Length of Time Necessary to Complete

(100 weeks/10 terms)

Students taking less than a full-time schedule will require additional weeks and terms to complete the program.

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### Cuisine Elective

(180 clock hours/10 QCH)

CULLAB 501 Healthy Cuisine Level 5

Lecture Hours 20; Lab 160; Total Clock Hrs. 180/QCH

In this course students are introduced to the health reasons behind and the inner workings of current and evolving healthful diets related to chronic disease states such as heart disease, diabetes, stroke, and obesity. Curriculum includes essential techniques of sous-vide, gluten free, vegetarian (lactic and ovo) and vegan/plant-based diets. Students' comprehension of these diets will include how to plan and execute the necessary recipes and menus including desserts.

### Hospitality Financial Management

HMGT 4344

(40 clock hours/4 QCH)

This course is designed for those who elect not to partake in Wine 1001 wine fundamentals course, (AAS BP) or (AAS CA)

### Sommelier Elective

SOMM 2004

(120 Clock hours/10 QCH)

Students who are 18 years and older are eligible to take this course which provides in-depth instruction of the major wine regions. The curriculum will cover viticulture, vinification, tasting techniques, cellaring, investment strategy, menu design, and regional analysis of wines, and ales. This course will also cover the WSET® (Wine & Spirit Education Trust) course and certification preparation as prescribed by The Texas Wine School.

## ASSOCIATE OF APPLIED SCIENCE DEGREE IN CULINARY ARTS

PREFIX	NO.	Course Name / Education Model: In Person (IP)/Online	Total Course Hours				QTR. CREDIT HOURS
			LECTURE	LAB	EXTERN	TOTAL	
HMGT	1312	Nutrition for Food Service Professionals - Online	20	0	0	20	2
HMGT	1313	Sanitation and Safety - Online	20	0	0	20	2
HMGT	4325	Menu Management - Online	20	0	0	20	2
HMGT	4418	Hospitality Marketing and Sales - In Person	20	0	0	20	2
HMGT	5330	CAPSTONE: Restaurant Operations and Management - IP	30	0	0	30	3
HMGT	5419	Hospitality Human Resources Management - Online	20	0	0	20	2
HMGT	5428	Purchasing Food & Beverage Cost Control - Online	30	0	0	30	3
<b>TOTAL</b>			<b>160</b>	<b>0</b>	<b>0</b>	<b>160</b>	<b>16</b>

Academic advising/scheduling with the CIL Department of Education is required for changes

CULLAB	101-1	Fundamentals of Cuisine Level 1 - In Person	20	160	0	180	10
CULLAB	101-2	Fundamentals of Cuisine Level 2 - In Person	20	160	0	180	10
CULLAB	201	Master Chefs Level 3 - In Person	20	160	0	180	10
CULLAB	301	International Cuisine Level 4 - In Person	20	160	0	180	10
CULLAB	501	*Healthy Cuisine Level 5 - In Person	20	160	0	180	10
<b>TOTAL</b>			<b>100</b>	<b>800</b>	<b>0</b>	<b>900</b>	<b>50</b>

ACAD	1405	Introduction to Computing - Online	20	20	0	40	3
ACAD	1500	College Mathematics - Online	50	0	0	50	5
ACAD	3503	Public Speaking / Professional Communications - Online	50	0	0	50	5
ACAD	3504	English Composition - Online	50	0	0	50	5
ACAD	3505	Introductory French or (Online)	50	0	0	50	5
ACAD	3507	Introductory Spanish (Online)	50	0	0	50	5
<b>TOTAL</b>			<b>220</b>	<b>20</b>	<b>0</b>	<b>240</b>	<b>23</b>

Select one foreign language course only - Introductory French or Introductory Spanish

WINE	1001	*Wine Fundamentals - In Person	30	20	0	50	4
<b>TOTAL</b>			<b>30</b>	<b>20</b>	<b>0</b>	<b>50</b>	<b>4</b>

**PRAC	201/202	<b>PRACTICUM—Cuisine / Study Tour</b>	10	0	180	190	7
<b>TOTAL</b>			<b>10</b>	<b>0</b>	<b>180</b>	<b>190</b>	<b>7</b>

Practicums / Study Tour are In Person at assigned site

<b>Total Program Clock Hours</b>			<b>520</b>	<b>840</b>	<b>180</b>	<b>1540</b>	<b>100</b>
<b>Total Program Credits</b>							

### ELECTIVES ( \* Represents courses considered electives )

HMGT	4344	*Hospitality Financial Management	40	0	0	40	4
		AAS students, after completing one term in Academic classes, may select a Lab Course. Student must first seek academic advising and scheduling with the CIL Department of Education					
BAKLAB	201-1	*Fundamentals of Baking & Pastry Level 1 - In Person	20	160	0	180	10
SOMM	2004	***Sommelier - In Person	80	40		120	10

\*\*The Study Tours are optional for the AAS and Diploma Culinary Arts and Baking and Pastry Arts Programs and will have to be taken during the scheduled student practicum course. Students will not be charged the Study Tour unless they choose to take it. Current cost of the Study Tour is \$1800.00 for Domestic Tours. International Study Tours may vary in cost. Associate of Applied Science Degree and Diploma seeking students may be part of the International or Domestic Study Tours, however students must be recommended by their respective Program Director and approved by the International Alliances Manager along with the Practicum Administrator. It is recommended that all students meet with a Financial Aid Officer and the Business Office Manager.\*\*\*SOMM: Min. of one clock hour for WSET® Prep Review as prescribed by The Texas Wine School.





*Le Bistro inside the Culinary Institute Lenotre*

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## ASSOCIATE OF APPLIED SCIENCE DEGREE IN HOSPITALITY AND RESTAURANT MANAGEMENT

(90 QCH/1160 clock hours)

### **Educational Objective / Purpose**

The Associate of Applied Science degree in Hospitality and Restaurant Management program is designed to prepare students in leadership, supervision, marketing, service, and management within the hospitality industry. A course in wine fundamentals is required, except if less than 21 years old or if there is a medical/religious reason, students will be exempt and enrolled in HAMG 1313 and HAMG 1410.

### **Career Opportunities**

The Associate of Applied Science degree in Hospitality and Restaurant Management program prepares students for entry to mid-level food services management positions in hotels, restaurants, and the hospitality industry. Positions in institutional food services in schools, hospitals and commercial establishments are also available.

### **Length of Time Necessary to Complete**

(90 weeks/9 terms)

Students taking less than a full-time schedule will require additional weeks to complete the program.

## ASSOCIATE OF APPLIED SCIENCE DEGREE IN HOSPITALITY AND RESTAURANT MANAGEMENT

PREFIX	NO.	Course Name / Education Model: In-Person (IP) / Online	Total Course Hours				QTR. CREDIT HOURS
			LECTURE	LAB	EXTERN	TOTAL	
HMGT	1312	Nutrition for Food Service Professionals - Online	20	0	0	20	2
HMGT	1313	Sanitation and Safety - Online	20	0	0	20	2
HMGT	1321	Introduction to Hospitality Management - Online	30	0	0	30	3
HMGT	2345	Hospitality Facilities Management - Online	40	0	0	40	4
HMGT	2550	Hospitality Information Technology - Online	30	20	0	50	4
HMGT	3433	Beverage Management - Online	40	0	0	40	4
HMGT	4325	Menu Management - Online	20	0	0	20	2
HMGT	4344	Hospitality Financial Management - Online	40	0	0	40	4
HMGT	4351	Loss Prevention Management - Online	30	0	0	30	3
HMGT	4353	* Leadership in the Hospitality Industry - Online	30	0	0	30	3
HMGT	4418	Hospitality Marketing and Sales - Online	20	0	0	20	2
HMGT	5229	Dining Room Operations - Online	10	20	0	30	2
HMGT	5330	CAPSTONE: Restaurant Operations and Management - IP	30	0	0	30	3
HMGT	5419	Hospitality Human Resources Management - Online	20	0	0	20	2
HMGT	5428	Purchasing Food & Beverage Cost Control - Online	30	0	0	30	3
HMGT	5500	*Food and Water Sustainability - Online	20	0	0	20	2
<b>TOTAL</b>			<b>430</b>	<b>40</b>	<b>0</b>	<b>470</b>	<b>45</b>

ACAD	1405	Introduction to Computing - Online	20	20	0	40	3
ACAD	1500	College Mathematics - Online	50	0	0	50	5
ACAD	3503	Public Speaking / Professional Communications - Online	50	0	0	50	5
ACAD	3504	English Composition - Online	50	0	0	50	5
ACAD	3505	** Introductory French - Online	50	0	0	50	5
ACAD	3507	** Introductory Spanish - Online	50	0	0	50	5
<b>TOTAL</b>			<b>270</b>	<b>20</b>	<b>0</b>	<b>290</b>	<b>28</b>

\*\* When selecting a different elective, only one foreign language course is needed: Introductory French or Spanish. For further detail contact Admissions/Education Rep.

WINE	1001	*Wine Fundamentals - In Person	30	20	0	50	4
<b>TOTAL</b>			<b>30</b>	<b>20</b>	<b>0</b>	<b>50</b>	<b>4</b>

\* Wine Fundamentals is an In-Person Only course.

***PRAC	221/222	<b>PRACTICUM</b> —Hospitality And Restaurant Management Study Tour may be part of the Practicum in a U.S. or International based site.	10	40	300	350	13
<b>TOTAL</b>			<b>10</b>	<b>40</b>	<b>300</b>	<b>350</b>	<b>13</b>

Practicums / Study Tours are In Person at assigned sites

<b>Total Program Clock Hours</b>			<b>740</b>	<b>120</b>	<b>300</b>	<b>1160</b>	<b>90</b>
<b>Total Program Credits</b>							

### ELECTIVES ( \* Represents courses considered electives )

HAMG	1313	*Front Office Procedures - Online	20	0	0	20	2
HAMG	1410	*Marketing Strategies - Online	20	0	0	20	2
CULLAB	101-1	*Fundamentals of Cuisine Level 1 - In Person	20	160	0	180	10
BAKLAB	102-1	*Fundamentals of Baking & Pastry Level 1 - In Person	20	160	0	180	10
SOMM	2004	***Sommelier - In Person	80	40		120	10

\*\*\*The Study Tours are optional for the AAS and Diploma Culinary Arts and Baking and Pastry Arts Programs and will have to be taken during the scheduled student practicum course. Students will not be charged the Study Tour unless they choose to take it. Current cost of the Study Tour is \$1800.00 for Domestic Tours. International Study Tours may vary in cost. Hospitality and Restaurant Management (HRM) Program students will be charged for the scheduled Domestic Study Tour as part of their program at the time the tour is scheduled. International tour cost for HRM students will also vary. Associate of Applied Science Degree and Diploma seeking students may be part of the International and Domestic Study Tours, however students must be recommended by their respective Program Director and approved by the International Alliances Manager along with the Practicum Administrator. It is recommended that all students meet with a Financial Aid Officer and the Business Office Manager. \*\*\*SOMM: Min. of one clock hour for WSET® Prep Review as prescribed by The Texas Wine School.

# COURSE DESCRIPTIONS

**ACAD 1405: Introduction to Computing**  
(Lecture 20; Lab 20; Ext 0; Total Clock Hrs. 40/Qtr. Credit Hours: 3)

This course is an introduction to basic computer usage, operating systems, and utilization of software packages. Students will be familiarized with the Microsoft Office suite, basic HTML (webpage design), and essentials of computer operation. Students will be proficient in the use of essential software packages including Microsoft Word, Excel, Access, and Powerpoint. (Prerequisite: None)

**ACAD 1500: College Mathematics**  
(Lecture 50; Lab 0; Ext 0; Total Clock Hrs. 50/Qtr. Credit Hours: 5)

This course covers essential mathematics for postsecondary education. Included is the study of basic algebra, basic geometry, numbers theory, set theory, ratios, fractions, order of operations, and least common multiples. Students will be introduced to essential mathematical principles, tools, and functions. (Prerequisite: None)

**ACAD 3503: Public Speaking/ Professional Communications**  
(Lecture 50; Lab 0; Ext 0; Total Clock Hrs. 50/Qtr. Credit Hours: 5)

This course teaches the essential communication processes of forming, transmitting, delivering, receiving and interpreting verbal, non-verbal and electronic communication. Students will develop skills in effective public speaking and the delivery of professional presentations. (Prerequisite: None)

**ACAD 3504: English Composition**  
(Lecture 50; Lab 0; Ext 0; Total Clock Hrs. 50/Qtr. Credit Hours: 5)

In this course, students will learn the essentials of higher-level composition and its use in personal, business and professional writing. Students will learn to present effectively in writing their ideas and arguments. (Prerequisite: None)

**ACAD 3505: Introductory French**  
(Lecture 50; Lab 0; Ext 0; Total Clock Hrs. 50/Qtr. Credit Hours: 5)

This introductory course in French teaches students to use appropriate greetings and introduction in a variety of social interactions, order food and drink in a restaurant, express interests and opinions, identify what they like and do not like to do, and how they spend their time away from work or college, as well as, give information about who they are and where they are from and exchange information about professions and workplace. Students will also observe differences in casual versus more formal French, politeness and natural hesitation in speech, and relations between careers and personal goals. Students will also be able to examine the degree to which they are willing to give information about themselves and some 14 factors that influence preferences in leisure activities. (Prerequisite: None)

**ACAD 3507: Introductory Spanish**  
(Lecture 50; Lab 0; Ext 0; Total Clock Hrs. 50/Qtr. Credit Hours: 5)

This introductory course teaches basic Spanish conversational skills necessary to communicate with and manage Latin employees. Spanish language / vocabulary as it relates to the hospitality industry are introduced. Students will develop auditory and oral skills with secondary practice in reading and writing Spanish. Students learn basic sentence structure and will examine vocabulary associated with the culinary arts, beginning grammatical concepts, and conversational elements of the Spanish language. Students will also be able to examine the degree to which they are willing to give information about themselves and some factors that influence preferences in leisure activities to promote Latin cultural awareness. (Prerequisite: None)

**BAKLAB 102-1: Fundamentals of Baking & Pastry Level 1**  
(Lecture 20; Lab 160; Ext 0; Total Clock Hrs. 180/Qtr. Credit Hrs. 10)

The fundamentals of baking and pastry production are introduced in this course. Students will learn how to use the baker's tools and be able to describe the properties of the bakeshop ingredients, the baking process, and steps in yeast/dough preparation. Upon completion of this course, students will be able to prepare tarts and pies, cakes and cookies (quick bread), puff pastry (laminated dough), croissant and danish (yeast laminated dough), brioche (enriched yeast dough), bread, choux paste, classic French cake, contemporary French cakes, ice cream and sorbet, and basic chocolate technique. (Prerequisite: None)

**BAKLAB 102-2: Fundamentals of Baking & Pastry Level 2**  
(Lecture 20; Lab 160; Ext 0; Total Clock Hrs. 180/Qtr. Credit Hrs. 10)

This course is a continuation of Fundamentals of Baking & Pastry Level 1. Students will learn how to use the baker's tools and be able to describe the properties of the bakeshop ingredients, the baking process, and steps in yeast/dough preparation. Upon completion of this course, students will be able to prepare cream and sauce, American pastries, choux paste, chocolate techniques, classic cakes, Lenôtre cakes, modern mousse cakes, sorbet and ice creams, and classic pastry buffet. (Prerequisite: BAKLAB 102-1)

**BAKLAB 203: Advanced Baking & Pastry Level 3**  
(Lecture 20; Lab 160; Ext 0; Total Clock Hrs. 180/Qtr. Credit Hrs. 10)

In this course, students will learn to apply the skills and proficiencies taught in BAKLAB 102-1 & BAKLAB 102-2 to produce chocolate candy and decoration, candy, mousse cakes, dessert plates, croquembouche, and modern pastry buffet. (Prerequisite: BAKLAB 102-1 & BAKLAB 102-2 or six years of documented, practical, and professional baking experience)





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**BAKLAB 302: Artistic Skills of Baking & Pastry Level 4**

(Lecture 20; Lab 160; Ext 0; Total Clock Hrs. 180/Qtr. Credit Hrs. 10)

This course builds on the skills, techniques, and proficiencies acquired in BAKLAB 102-1 & BAKLAB 102-2. Students learn to do advanced methods and techniques, i.e., pastillage showpiece, chocolate boxes, chocolate showpiece, sugar showpieces, wedding cakes, and celebration cakes. (Prerequisite: BAKLAB 102-1 & BAKLAB 102-2 or six years of documented, practical, and professional baking experience and completion of BAKLAB 203)

**BAKLAB 401: Advanced Artistic Skills of Pastry Décor Level 5**

(Lecture 20; Lab 160; Ext 0; Total clock Hrs. 180; Qtr. Credit Hrs. 10)

The Advanced Artistic Skills of Pastry Décor is for Elite Diplôme students in Baking and Pastry Arts and AAS students in Baking and Pastry Arts who have passed BAKLAB 302. New techniques are Chocolate French Pieces (casting, modeling, carving, chocolate flowers, spraying). Specialty Cakes/Elaborate Wedding Cakes (flowers, bouquets, gum paste technique, air brushing, gelatin technique, molding and wafer paper technique for flowers, ribbons, ruffles, skirts, piping lacework, fondant creations).

**CULLAB 101-1: Fundamentals of Cuisine Level 1**

(Lecture 20; Lab 160; Ext 0; Total Clock Hrs. 180/Qtr. Credit Hrs. 10)

The fundamental French cooking techniques are introduced in this course. Students learn to prepare basic food items that include but are not limited to: first courses, soups and creams, entrées, salads, pâté, egg courses, quiches, seafood, fish, meats, poultry, pasta, stock, sauces, etc. (Prerequisite: None)

**CULLAB 101-2: Fundamentals of Cuisine Level 2**

(Lecture 20; Lab 160; Ext 0; Total Clock Hrs. 180/Qtr. Credit Hrs. 10)

This course is a continuation of Fundamentals of Cuisine Level 1. Students learn to prepare basic food items that include but are not limited to: first courses, soups and creams, entrées, salads, pâté, egg courses, quiches, seafood, fish, meats, poultry, pasta, stock, sauces, etc. (Prerequisite: CULLAB 101-1)

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**CULLAB 201: Master Chefs Level 3**

(Lecture 20; Lab 160; Ext 0; Total Clock Hrs. 180/Qtr. Credit Hrs. 10)

In this course, students are introduced to culinary processes and methods that will incorporate the cooking techniques taught in Fundamentals of Cuisine. Students are introduced to the history and recipes of notable contemporary chefs and will learn how to apply intermediate techniques in garde-manger, brunch and buffet specialties, etc. (Prerequisite: CULLAB 101-1 & CULLAB 101-2 or six years of documented, practical, and professional cooking experience)

**CULLAB 301: International Cuisine Level 4**

(Lecture 20; Lab 160; Ext 0; Total Clock Hrs. 180/Qtr. Credit Hrs. 10)

In this course, students develop essential and advanced culinary skills, techniques, and proficiencies by learning how to do plate decorating, platter decorating, banquet preparation, “sous vide preparations and cooking”, etc. International Cuisine course includes French, Italian, Asian, SPA and American Regional Cuisine. (Prerequisite: CULLAB 101-1 & CULLAB 101-2 or six years of documented, practical, and professional cooking experience and completion of CULLAB 201)

**CULLAB 501: Healthy Cuisine Level 5**

(Lecture 20; Lab 160; Ext 0; Total Clock Hrs. 180/Qtr. Credit Hrs. 10)

In this course students are introduced to the health reasons behind and the inner workings of current and evolving healthful diets related to chronic disease states such as heart disease, diabetes, stroke and obesity. Curriculum includes essential techniques of sous-vide, gluten free, vegetarian (lactic and ovo) and vegan/plant-based diets. Students’ comprehension of these diets will include how to plan and execute the necessary recipes and menus including desserts. (Prerequisites: CULLAB 101-1, 101-2, 201, 301, 401).

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**HMGT 1312: Nutrition for Food Service Professionals**

(Lecture 20; Lab 0; Ext 0; Total Clock Hrs. 20/Qtr. Credit Hours: 2)

This course introduces students to nutrition including nutrients, digestion, and metabolism, menu planning, recipe modification, dietary guidelines and restrictions, diet and disease, and healthy cooking techniques. Students will identify nutrients and their sources, functions, digestion, and metabolism; explain healthy cooking techniques; analyze and modify recipes for healthier food production; and evaluate and prepare diets and menus in accordance with dietary guidelines and restrictions. (Prerequisite: None)

**HMGT 1313: Sanitation and Safety**

(Lecture 20; Lab 0; Ext 0; Total Clock Hrs. 20/Qtr. Credit Hours: 2)

This course is a study of personal cleanliness; sanitary practices in food preparation; causes, investigation, control of illness by food contamination; and work place safety standards. Students identify causes and prevention procedures for food-borne illness, intoxication, and infection; demonstrate good personal hygiene and safe food handling procedures; describe food storage and refrigeration techniques; explain sanitation of dishes, equipment, and kitchens including cleaning material, garbage, and refuse disposal; and discuss Occupational Safety and Health Administration (OSHA requirements and effective workplace safety programs. (Prerequisite: None)

# COURSE DESCRIPTIONS (CONTINUED)

## HMGT 1321: Introduction to Hospitality Management

(Lecture 30; Lab 0; Ext 0; Total Clock Hrs. 30/Qtr. Credit Hours: 3)

This course provides an exploration of the hospitality/lodging industry with emphasis on its history and the development of relationships between hotel/lodging and suppliers. Students will be able to explain the elements of the hospitality industry including food and beverage, housing, reservations, and convention services. In addition, students should be able to define the responsibilities of key executives and interpret a hotel organizational chart.

(Prerequisite: None)

## HMGT 2345: Hospitality Facilities Management

(Lecture 40; Lab 0; Ext 0; Total Clock Hrs. 40/Qtr. Credit Hours: 4)

This course is designed to familiarize students with building systems, theory, and design involving the maintenance and operation of facilities within the hospitality industry. Students are introduced to organization, management, administrative functions, and emergency preparedness for hospitality establishments. Students should be able to define and explain concepts, principles, and procedures in evaluating and/or developing hospitality establishments. Actual installations are reviewed and current trends in food service methodology and technology are studied.

(Prerequisite: None)

## HMGT 2550: Hospitality Information Technology

(Lecture 30; Lab 20; Ext 0; Total Clock Hrs. 50/Qtr. Credit Hours: 4)

This class explores the application and examination of technology-based systems in the hospitality industry. The effective use of technology to enhance hospitality operations from the perspectives of the guest, employee, manager, and inventory will be discussed. The operational and strategic roles of the Internet, global distribution systems, yield management systems, property management systems, food service management systems, and club management systems will be applied to problems found in the hospitality industry. Appropriate tools will be identified.

(Prerequisite: None)

## HMGT 3433: Beverage Management

(Lecture 40; Lab 0; Ext 0; Total Clock Hrs. 40/Qtr. Credit Hours: 4)

This course introduces students to beverage service of the hospitality industry including spirits, wines, beers, and non alcoholic beverages. Topics include purchasing, resource control, legislation, marketing, physical plant requirements, staffing, and service. Students will become familiar with local, state, and federal laws pertaining to the service and purchase of alcoholic beverages to include the Dram Shop Act and liquor law liability; identify levels of intoxication and methods to control consumption by guests; discuss the opening and closing procedures of a beverage operation; explain procedures for internal beverage control; and recognize equipment and glassware used for beverage preparation and service. (Prerequisite: None)

## HMGT 4325: Menu Management

(Lecture 20; Lab 0; Ext 0; Total Clock Hrs. 20/Qtr. Credit Hours: 2)

In this course, students are taught food service principles involved in menu planning, layout, and evaluation of a variety of facilities and service methods. Emphasis is placed on analysis of menu profitability, modification, commodity use, and other activities generated by the menu. In addition, students will apply the basic principles of menu planning, layout and design; create menu items and descriptions according to culinary, nutritive, and truth-in-menu standards for à la carte, cycle, ethnic, banquet, and buffet operations; and analyze product mix, pricing methods, and menu costs and their impact on profit contribution.

(Prerequisite: None)

## HMGT 4344: Hospitality Financial Management

(Lecture 40; Lab 0; Ext 0; Total Clock Hrs. 40/Qtr. Credit Hours: 4)

This course is designed to facilitate the understanding and use of financial analysis in the hospitality industry. Students will be taught how to interpret/critique hospitality industry financial statements; define working capital and how to minimize the amount needed to maximize profits; calculate cost of debt, cost of equity, and weighted average cost of capital; and decision making based on ratio analysis; and the various options to achieving finance growth. The course will also cover growth strategies used by hospitality companies.

(Prerequisite: None)

## HMGT 4351: Loss Prevention Management

(Lecture 30; Lab 0; Ext 0; Total Clock Hrs. 30/Qtr. Credit Hours: 3)

This course is designed to teach basic concepts of monetary and human ethical loss prevention in the hospitality industry. The material covered will bring current and past legislation into perspective to build risk management systems. Regulatory agencies OSHA/ADA policies and laws will be covered to enlighten the perspective hospitality business owner or manager. (Prerequisite: None)

## HMGT 4353: Leadership in the Hospitality Industry

(Lecture 30; Lab 0; Ext 0; Total Clock Hrs. 30/Qtr. Credit Hours: 3)

In this course, students will be taught the internal and external components of leadership in the hospitality industry with a focus on principles and skills of effective leaders in a hospitality environment. Students will be introduced to practical analysis and critical thought processes; develop a personal philosophy of leadership and apply it to common situations within the hospitality industry; and the differences between being a leader and being a manager. Students will be able to motivate subordinates, peers, and superiors by applying the dynamics of group decision making and teamwork. (Prerequisite: None)

## HMGT 4418: Hospitality Marketing and Sales

(Lecture 20; Lab 0; Ext 0; Total Clock Hrs. 20/Qtr. Credit Hours: 2)

Students in this course learn the identification of the core principles of marketing and their impact on the hospitality industry. They will identify and discuss the eight principles of marketing; create or critique a marketing plan as it relates to an organizational mission statement and strategy plan; and demonstrate successful approaches and techniques of sales. (Prerequisite: None)



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**HMG 5229: Dining Room Operations**  
(Lecture 10; Lab 20; Ext 0; Total Clock Hrs. 30/Qtr. Credit Hours: 2)

This course introduces students to the principles, concepts, and systems of professional table service. Topics include dining room organization, scheduling, and management of food service personnel. Students are taught to identify and utilize equipment and supplies used in table service; specify the five types of table service and the serving sequence for each type of service; properly prepare dining room and side station for service; explain the relationship of wait staff to customers and their perception of the establishment; and employ principles of dining room organization, scheduling, and management of food service personnel. (Prerequisite: None)

**HMG 5330: CAPSTONE: Restaurant Operations and Management**  
(Lecture 30; Lab 0; Ext 0; Total Clock Hrs. 30/Qtr. Credit Hours: 3)

In this course, students will be taught the variety of skills and management efforts necessary to operate a successful restaurant, the internal controls of a restaurant operation, and the underlying reasons for success and failure behind different restaurant concepts. Student will be able to identify the different restaurant segments and styles and the benefits, risks and rewards of each. Students will evaluate the physical limitations of existing spaces and adapt production and service systems to different physical layouts, as well as, past and current restaurant operations including trends and styles. (Prerequisite: None)

**HMG 5419: Hospitality Human Resources Management**  
(Lecture 20; Lab 0; Ext 0; Total Clock Hrs. 20/Qtr. Credit Hours: 2)

This course is designed to provide an overview and foundation for all facets of human resource management. Topics will include job design; labor relations; recruitment, selection and development of employees; compensation; administration; employee appraisal; and governmental regulations involved with equal opportunity employment, affirmative action, accommodations, the Fair Labor Standards Act, and workplace safety. The strategic aspect of human resources management will be explored in depth. (Prerequisite: None)

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**HMG 5428: Purchasing Food & Beverage Cost Control**  
(Lecture 30; Lab 0; Ext 0; Total Clock Hrs. 30/Qtr. Credit Hours: 3)

Students in this course learn financial principles and controls of food service operation, including a review of operation policies and procedures. Topics include purchasing, financial budgeting and cost analysis emphasizing food and beverage labor costs, operational analysis, and international and regulatory reporting procedures. Students will be able to calculate food, beverage, labor, cost, and all other pertinent cost percentages; develop and construct food service financial statements and other relevant management and government reports; conduct financial analysis of operating statements, costs, and percentages; explain procedures and controls used in food service operations; and demonstrate ability to use technology in financial applications. (Prerequisite: ACAD 1500 College Mathematics or equivalent)

**HMG 5500: Food and Water Sustainability**  
(Lecture 20; Lab 0; Ext 0; Total Clock Hrs. 20/Qtr. Credit Hours: 2)

This course is designed to analyze basic human needs, water and food present their own highly-technical challenges inside legal, political and environmental spheres. This course explores environmental, economic, and social implications in water usage and water resources regulation. This course also takes a broad look at food and farming systems at community, society, and ecosystem level. (Prerequisite: None)

**PRAC 201: Practicum—Culinary Arts**  
(Lecture 10; Lab 0; Ext 180; Total Clock Hrs. 190/Qtr. Credit Hours: 7)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. As outlined in the learning plan, apply theory, concepts, and skills involving specialized materials, tools, equipment, and procedures associated with the occupation and the business/industry and will demonstrate ethical behavior, safety practices, service skills, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (Prerequisites: CULLAB 101-1 Fundamentals of Cuisine Level 1; CULLAB 101-2 Fundamentals of Cuisine Level 2; CULLAB 201 Master Chefs Level 3; and CULLAB 301 International Cuisine Level 4)

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**PRAC 202: Practicum - Culinary Arts/ Study Tour** (Lecture 10; Lab 0; Ext 180; Total Clock Hrs. 190/Qtr. Credit Hours: 7)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. As outlined in the learning plan, apply theory, concepts, and skills involving specialized materials, tools, equipment, and procedures associated with the occupation and the business/industry and will demonstrate ethical behavior, safety practices, service skills, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. The culinary study tour is a one-week trip that provides the opportunity to learn methods of hospitality and restaurant management by meeting and interviewing professionals in the culinary industry. (Prerequisites: CULLAB 101-1 Fundamentals of Cuisine Level 1; CULLAB 101-2 Fundamentals of Cuisine Level 2; CULLAB 201 Master Chefs Level 3; and CULLAB 301 International Cuisine Level 4)

**PRAC 211: Practicum— Baking & Pastry Arts**  
(Lecture 10; Lab 0; Ext 180; Total Clock Hrs. 190/Qtr. Credit Hours: 7)

Practical, is the general workplace training supported by an individualized learning plan developed by the employer, college, and student. As outlined in the learning plan, apply theory, concepts, and skills involving specialized materials, tools, equipment, procedures associated with the occupation and the business/industry and will demonstrate ethical behavior, safety practices, service skills, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (Prerequisites: BAKLAB 102-1 Fundamentals of Baking & Pastry Level 1; BAKLAB 102-2 Fundamentals of Baking & Pastry Level 2; BAKLAB 203 Advanced Baking & Pastry Level 3; and BAKLAB 302 Artistic Skills of Baking & Pastry Level 4)



**PRAC 212: Practicum - Baking & Pastry Arts/  
Study Tour**

(Lecture 10; Lab 0; Ext 180; Total Clock Hrs. 190/Qtr. Credit Hours: 7)

Practical, is the general workplace training supported by an individualized learning plan developed by the employer, college, and student. As outlined in the learning plan, apply theory, concepts, and skills involving specialized materials, tools, equipment, procedures associated with the occupation and the business/industry and will demonstrate ethical behavior, safety practices, service skills, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. The culinary study tour is a one-week trip that provides the opportunity to learn methods of hospitality and restaurant management by working with and interviewing professionals in the culinary industry. (Prerequisites: BAKLAB 102-1 Fundamentals of Baking & Pastry Level 1; BAKLAB 102-2 Fundamentals of Baking & Pastry Level 2; BAKLAB 203 Advanced Baking & Pastry Level 3; and BAKLAB 302 Artistic Skills of Baking & Pastry Level 4)

**PRAC 221: Practicum—Hospitality and  
Restaurant Management**

(Lecture 10; Lab 40; Ext 300; Total Clock Hrs. 350/Qtr. Credit Hours: 13)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. The objective of the practicum is to allow students to apply practically the theory and skills taught in the classroom. Students will traditionally work under the supervision of an experienced restaurant manager and/or general manager. (Prerequisites: HMGT 1321 Introduction to Hospitality Management, HMGT 2345 Hospitality Facilities Management, HMGT 2550 Hospitality Information Technology, HMGT 3433 Beverage Management, HMGT 4344 Hospitality Financial Management, HMGT 4351 Loss Prevention, and HMGT 5229 Dining Room Operations.

**PRAC 222: Practicum - Hospitality and  
Restaurant Management Study Tour**

Lecture 10; Lab 40; Ext 300; Total Clock Hrs. 350/Qtr. Credit Hours: 13

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. The objective of the practicum is to allow students to apply practically the theory and skills taught in the classroom. Students will traditionally work under the supervision of an experienced restaurant manager and/or general manager. The culinary study tour provides the opportunity to learn methods of hospitality and restaurant management by working with and interviewing professionals in the culinary industry at other sites other than Houston, TX. The student will be graded on participation, re-tour essay, work assignments, and business etiquette. (Prerequisites: HMGT 3433 Beverage Management, HMGT 5229 Dining Room Operations, HMGT 2345 Hospitality Facilities Management, HMGT 4344 Hospitality Financial Management, HMGT 2550 Hospitality Information Technology, HMGT 1321 Introduction to Hospitality Management, and HMGT 4351 Loss Prevention Management)

**WINE 1001: Wine Fundamentals**

(Lecture 30; Lab 20; Ext 0; Total Clock Hrs. 50/Qtr. Credit Hours: 4)

This course is for the wine novice to understand the genesis of wine from the vineyard, through the winery and to its consumption with an introduction to the professional themes as seen through the lens of the hospitality industry. The course charts the historical progression of vineyard development in Europe from its roots in Ancient Greece to the present, comparing the evolution of the resulting two major wine classification systems of Germany and France and leading to the creation of the wine industry in North America. Students will study taste, service, cellar management, and food and wine pairing. This course is open to students of all ages; however, only students who are 18 years of age or over will be permitted to taste. This course will also cover the WSET® (Wine & Spirit Education Trust) course and certification preparation. (Prerequisite: None)

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## SEMINAR COURSE DESCRIPTIONS

### Advanced French Chocolate Showpieces Seminar

The French Chocolate Showpieces seminar is designed to give students a hands-on experience creating and building chocolate showpieces. Students will explore / learn the many techniques and key components that go into the design and production of a chocolate showpiece. Students will expand on their knowledge of tempering chocolate, the casting process, modeling, carving, volutes décor creation, and vertical assembly. Students will learn to create chocolate showpiece decorations such as flowers and flower petals and learn the technique of chocolate spraying. This will culminate in the execution and assembly of a chocolate showpiece. (Prerequisites: BAKLAB 302 or Chocolate Showpiece experience)

### Advanced Buttercream Decoration

Students will learn new butter cream technique not seen in priors levels. They will learn how to decorate a cake with only butter cream completely by using techniques such as brush textures, combs textures, ruffles, applicable butter cream, inlays, transfer, stencil, etc. Students will also learn how to pipe different kinds of butter cream flowers.

### Gum Paste Flower

Students will learn to build gum paste flowers in a more intricate and detailed manner and focus on two techniques of coloring their flowers: airbrushing / dusting and steaming. Students will be able to identify the techniques they will need to achieve all the flowers and master these techniques.

### Gelatin Work/Wafer Paperwork

Students will be introduced to a new gelatin technique where they will learn to build designs from gelatin such as flowers, ribbon, butterflies, and leaves. They will also learn the wafer paper technique; they will build designs from wafer paper such as flowers, ribbon, ruffles, and skirts.

### Painting and Piping on Rolling Fondant

Students will acquire skills in painting simple designs such as birds or flowers on rolling fondant. They will learn piping techniques such as string piping with royal icing and increased the knowledge acquired in priors' levels.

### Wedding Cake from Scratch

Students focus on the mixing and baking of the high ratio cake batter and learn different shaping of cake not seen in priors levels. Students focus on proper techniques for icing and filling cakes such as filling, montage, and masquage. Students will practice fondant creation, rolling, laminating, and layering cakes with increased difficulties due to the introduction of new cake shapes. Students will use the different flowers and decorations made in other seminars to learn how to balance and decorate cake properly.

### Wine Fundamentals

This course is for the wine novice to understand the genesis of wine from the vineyard, through the winery, to its consumption with an introduction to the professional themes as seen through the lens of the hospitality industry. The course charts the historical progression of vineyard development in Europe from its roots in Ancient Greece to the present, comparing the evolution of the resulting two major wine classification systems of Germany and France and leading to the creation of the wine industry in North America. Students will study taste, service, cellar management, and food and wine pairing. This course is open to students of all ages; however, only students who are 18 years of age or over will be permitted to taste. This course will also cover the WSET (Wine & Spirit Education Trust) course and certification preparation. (Prerequisite: None)

### Sommelier Elective

SOMM 2004

(120 Clock hours/10 QCH)

Students who are 18 years and older are eligible to take this course which provides in-depth instruction of the major wine regions. The curriculum will cover viticulture, vinification, tasting techniques, cellaring, investment strategy, menu design, and regional analysis of wines, and ales. This course will also cover the WSET® (Wine & Spirit Education Trust) course and certification preparation as prescribed by the Texas Wine School.

## HEALTHY CUISINE

Introduction to health reasons behind and necessary cooking techniques of evolving diets related to chronic disease states. CIL offers these hands-on seminars every 10 weeks. Participants will join our current students in their labs with our professionally trained chef instructors, learning techniques right along side them. Available separately or combined, these seminars offer an introduction to health reasons behind, and necessary cooking techniques of, evolving diets related to chronic disease states.

Introduction to Sous-Vide - 4 days

Gluten Free - 8 days

Vegetarian - 4 days

Vegan - 4 days

Metabolic Diseases Part 1 - Heart Disease & Blood Pressure - 8 days

Metabolic Diseases Part 2 - Diabetic Diet - 8 days

~A minimum average of 5 Students or more per class is recommended ~

\* For more Baking & Pastry Seminar see next page

## SEMINAR COURSE DESCRIPTIONS (cont')

### Puff Pastry

In this seminar the students will learn the bench work technique for laminated dough. Learn to make King Cake, Tarts, Elephant Ears, Napoleons and more, or similar recipes. Techniques used: Laminated Dough, Cutting, Shaping, Baking.

### Nougat, Pate de Fruit, Chocolate Decorating

This seminar introduces the students to the production of Confections such as: nougat, pate de fruit, marshmallow, also how to dip them in chocolate. Techniques used: whipping, cooking, mixing, tempering, decoration.

### Choux Paste

In this seminar the students will learn how to properly make choux paste, how to prepare different fillings, and decorations. At the end of the seminar the student will have prepared pastries such as Eclairs, Swans, Nuns, Paris Brest and more, or similar recipes. Techniques used: Mixing, Baking, Cooking, Whipping, Folding, Molding, Piping.

### Allergen Free Desserts

This seminar will teach ways to create delicious gluten free, dairy free, nut free and vegan dessert recipes. Techniques used: Mixing, Shaping, Baking, Cooking, Whipping, Folding, Molding, Piping, Creaming.

### Plated Desserts Fundamentals

This seminar will build the perfect foundation to set you up for dessert making success. The student will learn how to prepare different components for a plated dessert, also techniques for dessert plating and decoration.

### Frozen Desserts

In this seminar the student will learn how to create frozen desserts. Recipes taught will include ice cream, sorbet and more, or similar recipes. Techniques used: Mixing, Shaping, Baking, Cooking, Whipping, Folding, Molding, Piping, Churning.

### French Cookies

This seminar is dedicated to teaching techniques for pastries best enjoyed with coffee and tea. The students will learn how to make Diamond Cookies, Duchesse, Linzer Cookies, Speculos and more, or similar recipes. Techniques used: Mixing, Shaping, Baking, Cooking, Whipping, Folding, Cutting, Filling, Molding, Piping, Creaming.

### American Favorites

In this seminar the students will learn skills and techniques needed to create classic American staples such as Cookies, Carrot Cake, Pecan Tart, Cheese Cake and more, or similar recipes. Techniques used: Mixing, Shaping, Baking, Whipping, Folding, Molding, Piping, Creaming, Scooping.

### Cream Desserts

This seminar will teach different cream desserts and techniques that will allow the student to prepare Crème Brûlée, Upside Down Caramel, Cream Catalan, Sabayon and more, or similar recipes. Techniques used: Mixing, Baking, Cooking, Whipping, Folding, Molding, Piping.

### Tarts

This seminar will teach the student how to prepare different doughs and fillings, while utilizing a variety of techniques. They will prepare Flan Parisian, Lemon Meringue Tart, Pear Tart and more, or similar recipes. Techniques used: Mixing, Shaping, Baking, Cooking, Whipping, Folding, Molding, Piping, Creaming.

~A minimum average of 5 Students or more per class is recommended ~

### Chocolate Candies

In this seminar the students will learn how to shape Chocolate Bonbons, how to make more than six different ganache flavors, and decoration. Techniques used: Ganache, Molding, Tempering, Cocoa Butter Decoration, Cooking.

### Danishes

This seminar is a complete course on how to prepare Danishes, the student will learn how to properly work with laminated dough, and how to make fillings. It will be prepared Danishes filled with Apricot, Raspberry, Lemon Cream and more, or similar fillings. Techniques used: Laminated Dough, Cooking, Cutting, Shaping, Creaming, Proofing, Baking.

### CIL Cake I

In this seminar students will be taught high-level techniques and skills needed to make modern cakes such as: Casino Cake, Brilliance Noire, Dream Cake and more, or similar recipes. Techniques used: Whipping, Folding, Building Cake in Ring, Insert, Icing, Chocolate Decoration.

### CIL Cake II

This seminar is a continuation of CIL Cake I, the students will learn how to make Schuss Cake, Black Forest Cake, Caribbean Cake, and more, or similar recipes. Techniques used: Whipping, Folding, Building Cake in Ring, Icing, Velvet Chocolate, Chocolate Decoration.

### Mousse Cakes

In this seminar the students will expand their skills and learn more techniques that will allow them to prepare mousse cakes. They will make Baya Pistachio, Acapulco Cake, Passion Chocolate, CacaHuète Cake and more, or similar recipes. Techniques used: Whipping, Folding, Building Cake in Ring, Insert, Icing, Chocolate Decoration.

### Cake Fundamentals

This seminar will teach the students the fundamental techniques for them to be able to make Ambassadeur Cake, Marquise Cake, Sacher Cake, Tiramisu and more, or similar recipes. Techniques used: Whipping, Folding, Building Cake in Ring, Icing (Full Cake), Chocolate Decoration.

### Lenotre Cakes

In this seminar the students will be making cakes inspired by the legendary Lenotre name. Learn to make Opera Cake, Autumn Leaves, Bagatelle, Success and more or similar recipes. Techniques used: Whipping, Folding, Building Cake in Ring, Icing (Top Only), Chocolate Decoration.

### Tea Time & Quick Breads

This seminar will teach the students how to make snack and breakfast items typically enjoyed with tea and coffee in this hands-on seminar. Recipes include Lemon Cake, Marble Cake, Banana Bread, Madeleines and more, or similar recipes. Techniques used: Creaming, Whipping, Piping, Folding, Baking.

### Brioche

The students will learn how to properly prepare, shape, proof, and bake brioche. They will make Brioche Parisian, Nanterre, Kougelhof, Bostock and more, or similar recipes. Techniques used: Mixing Dough, Shaping, Proofing, Baking.

### Croissants

In this seminar the students will learn the bench work technique for laminated dough, to prepare fillings, and new techniques. How to make Croissants, Pain Chocolate, Almond Croissant, Pistachio and more, or similar recipes. Techniques used: Laminated Dough, Cooking, Cutting, Shaping, Creaming, Proofing, Baking.

### Dipped Chocolate Candies

This seminar will teach proper techniques for Praline, Caramel Filling and more, or similar recipes. Learn chocolate tempering, decorating, and filling cooking. Techniques used: Praline, Caramel Filling, Tempering, Decoration, Cooking.



# TERMS

## PROGRAM START AND END DATES

2024		2025		2026	
Starting Date	Ending Date	Starting Date	Ending Date	Starting Date	Ending Date
01/02/2024	03/07/2024	01/06/2025	03/13/2025	01/05/2026	03/12/2026
03/11/2024	05/16/2024	03/17/2025	05/22/2025	03/16/2026	05/21/2026
05/20/2024	07/25/2024	05/27/2025	07/31/2025	05/26/2026	07/30/2026
08/05/2024	10/10/2024	08/04/2025	10/09/2025	08/03/2026	10/08/2026
10/14/2024	12/19/2024	10/13/2025	12/18/2025	10/12/2026	12/17/2026

**Disclaimer:** All dates are subject to change. Please consult the Admissions Department for details.  
Graduation dates may fluctuate without notice depending on class enrollment.

2024		2025		2026	
HOLIDAY	Date	Date	Date	Date	Date
MLK	01/15/2024	01/20/2025 - 01/21/2025	01/19/2026 - 01/20/2026		
Good Friday	03/27/2024 - 03/28/2024	04/16/2025 - 04/17/2025	04/01/2026 - 04/02/2026		
Memorial Day	05/27/2024	05/26/2025	05/25/2026		
Independence Day	07/04/2024	07/03/2025	07/02/2026		
Labor Day	09/02/2024 - 09/03/2024	09/01/2025 - 09/02/2025	09/07/2026 - 09/08/2026		
Thanksgiving	11/27/2024 - 11/28/2024	11/26/2025 - 11/27/2025	11/25/2026 - 11/26/2026		
Christmas	12/23/2024 through 01/03/2025	12/22/2025 through 01/02/2026	12/21/2026 through 01/01/2027		

### Holidays

NO CLASSES WILL BE HELD

### LAB WEEKLY SCHEDULE

Diploma and A.A.S. labs will have class four days a week, Monday through Thursday, for 4 hours 45 minutes each day.

## GRADING PERIOD AND MARKING SYSTEM

### Diploma Courses and AAS Labs

Successful completion of each course will be determined based on the following evaluation areas and the corresponding accumulated points and weighted percentage. The practical examination must be passed with a minimum of 600 points (60%) and have a minimum total of 2,040 points (weighted average of 60% overall). A student that receives a grade of “D” may continue to the next level; however, he/she will be placed on academic probation and must achieve a “C” grade or better during the next term to remain in college. To graduate, the student must have an overall GPA of a 2.00 or better. Grading takes place every week.



For General Academic Courses and Technical Courses not including labs, please see Class syllabus for each course.

Letter Grade	Grade Points	Total (percentage)
A	4	90%–100%
B	3	80%–89%
C	2	70%–79%
D	1	60%–69%
F	0	59% or 0%

Lab Evaluation Area	Possible Points Earned	Weighted % (Percentage)
Individual Assessment Sanitation and Safety Methods and Techniques Quizzes	400	14.0%
LRC (Learning Resource Center)	1000	18.0%
Final Practical Exam	200	7.0%
Total Score per Level	1000	33.0%
	3,400	100%

## DEGREE COURSES

The evaluation of the coursework of Associate of Applied Science degree students is indicated by the letters and grade points as follows:

Letter Grade	Grade Points	Percentages
A	4	90% -100%
B	3	80% - 89%
C	2	70% - 79%
D	1	60% - 69%
F	0	59% and below
I*	N/A*	Incomplete*
W	N/A	Withdrawn
WF	0	Withdrawn Failing—use for students who withdraw after 5 weeks of class
TO	N/A	Test Out

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## GRADE APPEALS

The responsibility for determining all grades and for judging the quality of academic/lab performance in a course rests with the instructor assigned to the course. To formally appeal a grade, there must be a concrete evidence that the instructor's bias, arbitrary decision-making, or capricious actions have had an impact on the grade. The burden of proof that such an unfair influence has affected a grade rests with the student who appeals the grade.

Only final course grades may be formally appealed. If a student is suspected of cheating on a final exam, the instructor should withhold the grade until the matter is resolved. When a faculty member determines (with the assistance of the Director of Education) that academic dishonesty has occurred and assigns a grade of "F" for the course, the grade of "F" will stand as a final grade. Due process will be followed in all formal grade appeal procedures. A grade appeal may result in review of any or all aspects of a student's performance in a course.

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### Grade Appeal Procedures

1. A student who believes that a received grade is incorrect should first discuss the grade with the instructor who assigned it.
2. The student who is not satisfied with the outcome of this effort may contact the Director of Education.  
This contact, like that with the instructor, is normally informal, and the Director of Education may take what action is deemed advisable in attempting to resolve the issue. All parties concerned should make every effort to resolve the issue without going beyond this level.
3. In case the student remains dissatisfied even after the meetings and discussions, and if the conflict pertains to the final grade of a course, they can file a formal grade appeal in writing to the College Director within a period of 30 days from the grade's issuance. The appeal must include specific details and supporting information department / division/area involved. Grade appeals submitted later than the thirty (30) days as stated above will not be considered and the grade will remain as originally recorded. Student can submit an appeal 10 days after the end of the term in question.
4. The College Director may request written information about the case from the instructor involved and will present the grade appeal and this information to the Grade Appeals Board, whose constitution is described below.
5. The Grade Appeals Board will examine the evidence and hold what hearings and meetings it deems necessary in order to make a recommendation in the case. Due process for all parties to the dispute will be followed in these proceedings. It is not necessary for the parties to appear unless requested by the board, but parties have the right to appear if they wish to do so. The board will give the Director of Education a written recommendation as to whether the grade should be changed and, if so, to what other grade and will make any other recommendations that it deems advisable in the disposition of each specific case.
6. Board members who voted in favor of the board's decision must sign the recommendation; dissenting members may sign it if they wish.

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### Grade Appeals Board

A school's Grade Appeals Board consisting of a voting chairperson, two other faculty members, and two students will be appointed by the Director of Education to consider all grade appeals occurring during the academic year. Any member of the board who thinks that the professional or personal relationship with either party in a grade dispute would create a hindrance to objective judgment or a conflict of interest must excuse themselves and a replacement member for that appeal will be chosen by the Director of Education.

The College Director or a designee may attend meetings of the appeals board and presentations of evidence to it. The Director of Education may request presentation of evidence but must not be present during the board's deliberation of its final recommendation.

Taking into account the recommendation(s) of the appeals board, the College Director will make a decision on the grade appeal and send it in writing to the student, the instructor, the chairperson of the grade appeals board, and the Director of Education. In each case, the College Director's decision is final.



## Incomplete Classes

Incomplete grades are given only when a relatively small amount of work is not complete because of illness or other reasons satisfactory to the instructor. Incomplete grades must be made up within 10 calendar days of the following term or an "I" grade is changed to the grade earned by the end of the term. Students are required to inform the Director of Education explaining the reason for needing additional time to accomplish the work.

## Withdrawals

Any student who voluntarily withdraws from a class will receive a "W" grade if the withdrawal occurs before the 5th week of the scheduled class. If a student withdraws from a class after the 5th week of the scheduled class, a "WF" grade will be given.

## Repeated Coursework

If a student fails a course, the student must repeat the course and receive a passing grade to get credit for the course. Full tuition and lab fees will be charged for any lab and/or academic course that is repeated. The grade for a repeated course replaces the original grade in the calculation of the CGPA. Both course attempts count in the total number of credits attempted. The repeated course may change the student graduation scheduled date. The maximum time allowed to complete any program is 1-1/2 times the program's length.

## HONORS

At the conclusion of each program, an Honors List is compiled. In order to be listed, a student must earn a specific overall percentage in their cumulative GPA to qualify for the various honors:

HONOR	PERCENTAGE	GPA	LETTER GRADE
<b>Gold</b> — <i>Summa Cum Laude</i>	90% and up	3.60 - 4.00	A
<b>Silver</b> — <i>Magna Cum Laude</i>	80% to 89%	3.20 - 3.59	B
<b>Bronze</b> — <i>Cum Laude</i>	70% to 79%	2.80 - 3.19	C
<b>Standard</b>	Below 69%	2.00 - 2.79	D

## Satisfactory Academic Progress (SAP) Evaluation

Satisfactory academic progress standards apply to all students attending CIL. Students receiving assistance from any federally or institutionally funded program must be in good academic standing and must make satisfactory academic progress or risk losing financial aid. Students must be in good standing with their financial payment plan to advance from one term (or one level) to the next.

Late or non-payment of tuition may result in termination of the student. Scheduling decisions are made by management based on student needs and available resources. Students in the AAS degree in Baking and Pastry Arts and AAS degree in Culinary Arts programs will be permitted to take one to two terms of academic classes and then students should go into lab classes. Management will make the decision if it is in the student's best interest to spend one term or two terms in academic classes before taking lab classes.

Students should take all lab classes in a contiguous manner so that maximum information is delivered by the Chef Instructors and retained by the students in the shortest possible time. Any exceptions to this must be submitted by the student in writing and approved by the Director of Education

## Qualitative and Quantitative Requirements

### I. Qualitative standard:

The qualitative standard will be defined by a student's cumulative grade point average (CGPA). A student must maintain a minimum CGPA of 2.0 to remain eligible for Financial Aid.

### II. Quantitative standard;

The Quantitative Standard has two parts:

1. First, a student must complete their respective degree or diploma program within the 150% maximum time frame (for details see pg. 39).
2. Second, a student must complete a minimum of 67% of their attempted credits (see illustration below).

Credits Attempted	Minimum Percentage of Cumulative Credits Attempted	Minimum CGPA
1 to 20	67%	2.0
21-40	67%	2.0
41-60	67%	2.0
61 & Higher	67%	2.0

Credits Attempted	Minimum Percentage of Cumulative Credits Attempted	Minimum CGPA
1 to 20	67%	2.0
21-40	67%	2.0
41 & Higher	67%	2.0

## SATISFACTORY COMPLETION OF TERM REQUIREMENTS

### Degree Courses

In order to maintain Satisfactory Academic Progress (SAP), the student is expected to have a minimum cumulative GPA of 2.00 at the end of each grading period, attain a cumulative 2.00 GPA at the time of graduation and must successfully complete a minimum of 67% of their attempted credits.

A student's academic record is evaluated at the end of each grading period (every ten weeks) to determine compliance with these standards. Any credits attempted for which a financial obligation is incurred will count in the evaluation of satisfactory academic progress.

### Diploma Courses

Successful completion of each course will be determined based on the following evaluation areas and the corresponding accumulated points. The final practical examination must be passed with a minimum of 309 and have a minimum total of 1081 points as the final grade per course to receive a diploma. A student that receives a grade of "D" (1081 points – 1260 points) may continue to the next level.

To graduate, the student must have an overall GPA of a (2.00) equivalent to a "C" grade and must successfully complete a minimum of 67% of their attempted credits. A student's academic record is evaluated after each grading period (which is every 10 weeks) to determine compliance with these standards.

Any credits attempted for which a financial obligation is incurred will count in the evaluation of satisfactory academic progress. A student is making satisfactory progress when he/she completes an assignment or achieves a skill in the time allotted and within the prescribed guidelines concerning personal conduct, attendance, safety, sanitation, organization, appearance, dexterity techniques and skill, comprehension, motivation, speed and taste, as detailed in the verbal instructional portion of the class. Final practical examinations will be administered during the last week of each course (level), at the discretion of the instructors.

## MAXIMUM TIME FRAME FOR DEGREE OR DIPLOMA COMPLETION

Students must complete their degree program within an allotted period to remain eligible for financial aid. The chart below indicates the time frame in which a degree must be acquired. Be aware that hour limits are cumulative; therefore, all hours from all institutions attended will be included, even if a student did not receive federal student aid. The Financial Aid Office recommends that students who have attempted 30 or more hours have a degree evaluated by the Education Department to ensure they are taking the courses necessary for their degree. For financial aid purposes grades of A, B, C, D, F, W, and WF are all considered attempted hours and will be counted towards maximum time frame. Remedial classes will be counted towards the 150% maximum allowable timeframe, and will be considered in the review of SAP. Once students reach their maximum period for their specified degree, they are no longer eligible for federal student aid.

Program	Program Credit Hours	Maximum Attempted Credit Hours
AAS Baking and Pastry Arts	100	150
AAS Culinary Arts	100	150
AAS Hospitality and Restaurant Management	90	135

Program	Program Credit Hours	Maximum Attempted Credit Hours
Elite <u>Diplôme</u> in Baking and Pastry Arts	57	84
Elite <u>Diplôme</u> in Culinary Arts	57	84



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## FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY

Federal regulations require that all recipients of student financial assistance make Satisfactory Academic Progress (SAP) toward a degree or diploma. Students applying for assistance through the Federal Pell Grant, Federal SEOG, Federal Work Study, Direct Subsidized Stafford Loan, Direct Unsubsidized Stafford Loan, and Direct Parent PLUS Loan programs must meet THREE requirements to maintain their financial aid eligibility at Culinary Institute Lenotre. Rules are applied uniformly to all students whether or not aid has been received previously.

- First, students are required to maintain a minimum cumulative grade point average.
- Second, students are required to complete (pass) a certain percentage of hours they attempt.
- Third, students must complete their degree within a timely manner.

Failure to meet ANY/ALL of these minimum academic standards will result in the loss of financial aid eligibility. Students are expected to know, based on this Satisfactory Academic Progress Policy (SAP), when they may be placed on financial aid warning or suspension. Satisfactory academic progress is reviewed at the end of each academic term once grades have been posted.

### Financial Aid Warning

Financial Aid warning occurs the first time when a student fails to meet SAP within one term/payment period.

Students who fail to meet minimum requirements at the end of a term will be placed on a Financial Aid Warning the first time. Any student on Financial Aid Warning may continue to receive assistance under the Title IV, HEA programs for one payment period only.

At the end of that term/payment period, if the student has met the minimum grade and attendance requirement the student is considered to be meeting SAP.

Suspension will occur if a student fails to meet any of the SAP requirements and cannot reestablish SAP within one term/ payment period. Suspension also occurs if a student fails to meet the terms of their Financial Aid Probation and/or academic plan. Students cannot receive funds from the aid programs listed above while suspended. (See Appeal of suspension)

If a student is not meeting SAP at the end of the Financial Aid Warning Period; there will be a loss of Title IV, HEA eligibility; with the right to appeal. The student will be placed on Financial Aid Suspension, with a loss of Title IV, HEA funding and will be required to meet specific criteria of an improvement plan to assist the individual in regaining SAP and Title IV, HEA eligibility.

During this period (term/payment period) the student will not be eligible to receive Title IV, HEA funds but he/she may continue on a cash pay basis with an approved payment plan. Arrangements for payment should be completed on or before the first day of the term.

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## Financial Aid Probation

1. A Student can be placed on Financial Aid Probation for one term/payment period only. Any student that prevails upon the appeal process shall be placed on Financial Aid Probation and will be eligible to receive Title IV, HEA during this term/ payment period. A student placed on Financial Aid Probation may receive Title IV, HEA program funds for that term/ payment period. While on Title IV, HEA Financial Aid Probation, the student must meet the institution's SAP standards by the end of the term/payment period.
2. Students placed on Financial Aid Probation with an academic plan must complete the requirements of the Academic Improvement Plan by the end of the term/payment period. The Academic Improvement Plan is developed by the institution to assist the student in regaining their Title IV, HEA eligibility in Eligibility by regaining SAP. The student's approval email/letter will explain all requirements that must be met during the probationary period to continue to receive financial aid.

*A student who fails to complete a single course or has a complete withdrawal from Culinary Institute Lenotre after receiving financial aid may be automatically placed on suspension.*

## Student Responsibility

Students are held responsible for reading and understanding the Satisfactory Academic Progress eligibility requirements and knowing their status at the end of each term. If questions arise, contact the Financial Aid Office of at (713) 358-5052.

**\*Please note:** Financial Aid Probation and Suspension are separate from Academic probation and suspension.\*

## System for Providing Progress Reports

Instructors will inform students of their general academic progress on a weekly basis. The scores for the final practical examinations will be available to students during the following week for the corresponding lab courses.

\*Students are able to view their grades via their Learning Management System and the Student Portal.



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## ACADEMIC PROBATION POLICY

For all courses, student's grades will be recorded every week. A student who is making unsatisfactory progress at the end of grading period (after ten weeks) may be placed on probation until the next grading period. The student will be advised of this action in writing and the student's file will be documented accordingly. If the student on probation achieves satisfactory progress for the subsequent grading period but has not achieved the required grades to achieve overall satisfactory progress in the course, the student will remain on probation for one more grading period. Students who have met the requirement for a single grading period but still fall short of the cumulative requirements may remain on probation for an additional grading period.

### Conditions for Academic Probation and Termination

1. When a student fails to achieve at least a 2.00 cumulative grade point average (CGPA) and completes 67% of their attempted credits by the end of a grading period, the school will be placing the student on Academic Probation 1 at the end of a progress evaluation grading period and subsequently until the next progress evaluation period.
2. When a student on Academic Probation 1 achieves satisfactory progress for the subsequent progress evaluation period but does not achieve the required grades to meet overall satisfactory progress for the course or completes 67% of their attempted credits, the student will be placed on Academic Probation 2 for one additional subsequent progress evaluation period.
3. If a student on Academic Probation 1 achieves a CPGA of 2.00 during the subsequent evaluation grading period, the student will be removed from academic probation.
4. If a student on Academic Probation 2 fails to achieve satisfactory progress for the subsequent progress evaluation period and does not complete 67% of their attempted credits, the student's enrollment will be terminated.

\* If it is determined that a student's calculation of their progress evaluation impedes them from meeting the minimum requirements for graduation, the student's enrollment will be terminated

\* Students must successfully complete 67% of their attempted credits with a 2.00 CGPA or greater to receive Financial Aid under the Title IV, HEA programs.

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## Conditions for Re-Admittance

1. When a student is placed on academic probation, the student will be advised by the Assistant Director of Education and/or Director of Education prior to returning to class. The Assistant Director of Education and/or Director of Education shall document the date of the meeting, action taken, and terms of the probation.
2. A student whose enrollment was terminated for unsatisfactory progress may re-enroll after a minimum of one term. This does not circumvent the refund policy.
3. After waiting the required minimum time, the student seeking re-admittance should submit a letter addressed to the College Re-entry Manager for its committee review and provide an explanation as to what will be the steps in success of finishing the program.
4. The Director of Education shall place a Re-Entry Student, who is returning after their enrollment was terminated for unsatisfactory progress, on Academic Probation 2 for the next grading period. The Director of Education shall advise the student of this action and document the student's file accordingly. If the student does not demonstrate satisfactory progress at the end of this probationary period, the student's enrollment will be terminated.
5. A student whose enrollment was terminated for unsatisfactory progress will have to retake the failed courses at their own costs.

## APPEAL PROCEDURES OF SUSPENSION

A student may lose their financial aid eligibility because of Student Academic Probation (SAP) and may receive a warning from the Financial Aid Department. In a case such as this, the student has the right to file an appeal to have their SAP status evaluated. A student who wishes to appeal the Financial Aid Suspension and loss of Title IV, HEA eligibility, and has extenuating circumstances may appeal a financial aid suspension, by submitting a edited (or legibly handwritten) appeal to the Director of Education with a courtesy copy to the Financial Aid Director. Appeals must explain in detail why the student failed to meet the minimum academic standards, what extenuating circumstances caused the failure, and how the situation has since improved.



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Examples of extenuating circumstances include an acute illness, medical conditions involving the student's immediate family members, or a death in the family.

A student's appeal must include:

1. The reason(s) why the student failed to meet Satisfactory Academic Progress.
2. Supporting documentation that may be pertinent to the student's appeal.
3. An academic plan for success. (Details will be outlined in the student's appeal letter)

The College Appeals Committee will evaluate all documentation submitted and the student's appeal will be approved or denied. The results of the appeal will be emailed/mailed to the student within ten working days of the committee meeting.

If denied, the student is responsible for paying for their own educational costs until the student improves the scholastic record to meet the minimum standards. Students who were denied due to maximum time frame are responsible for paying for their own educational costs for the remainder of their degree program.

## ATTENDANCE POLICY

CIL prepares students for employment, therefore CIL holds students accountable. The Institute requires students to attend classes as scheduled and on time, otherwise there are consequences.

Any legitimate reason (with proper documentation) may result in an overall of 5% make-up hours. This is only authorized by the Chef, Program Director, alongside the Education Department in lab courses.

For Academic courses it is authorized by the instructor and the Education Department.

Students that are late or fail to come to class are required to contact their Chef Instructor, instructor, and/ or Program Director if they are absent or late. Failure to do so may result in loss of professionalism points up to and including suspension. The infraction and the discipline are at the discretion of each department.

In order to better prepare students for employment, by developing good habits, it is essential that absenteeism and tardiness be kept to an absolute minimum. CIL strives to enforce attendance policies which require students to regularly and punctually attend class. All absences and tardiness are recorded regardless of the reason.

### Absences

- Students must attend a minimum of 80% of scheduled clock hours per term. Students who miss an excess of 20% scheduled clock hours will be placed on attendance probation equal to one term.
- Any student placed on attendance probation must attend 90% (or not exceed 10% of absence) of scheduled clock hours of the probationary period during the subsequent term. Failure to do so will result in further disciplinary action and/or termination.
- Students who have cumulative absences that are at or exceeds 20% of the total program hours will be terminated.
- Students absent (10) consecutive days will be terminated.
- Students who exceed 20% of scheduled clock hours for the first term of their program may be dropped immediately due to not meeting the cumulative attendance percentage requirements.
- Any student who is terminated for unsatisfactory attendance may not re-enter CIL before the start of the next evaluation grading period, and then only if the penalty for poor attendance has been resolved to the satisfaction of the college.
- Any student re-entered in such a matter will be on attendance probation for not less than one term. This provision does not circumvent the approved refund policy.
- College holidays are not considered days of absence. However, only when the Veterans Administration regulations requires the college to report Veterans absences or VA requires the college to report scheduled breaks.

### Tardy Policy

Students will be deducted time to the nearest quarter hour for coming in late to class and from breaks or for leaving early for the day. If a student arrives any time after 8:00 A.M., but before 8:15 A.M., the student will be charged 15 minutes. If the student arrives after 8:15 A.M. but before 8:30 A.M., the student will be charged for 30 minutes, and so on. The same applies when a student leaves class for any reason. All tardies are reported by the Chef Instructor/Instructor to the Education Department and will be used as part of the overall attendance percentage. A student can end up on attendance probation without having missed a day of college if the tardies accumulate. Furthermore, Chef Instructors/Instructors have the authority to request work at the start of class, and students arriving late may end up with a lesser grade or a zero for a grade, depending on the policy laid out by the Chef instructor/Instructor. Instructors can further schedule quizzes and exams at the start of class. Students arriving late may also be subject to receiving a lesser grade or a zero, according to the class policy. Students missing 30% of an entire course may be required to retake the course in its entirety. It's important to arrive to school on time and not leave class early. The Institute will evaluate each student's attendance at the end of each course. In cases of excessive absenteeism or tardiness, the Institute may take disciplinary action prior to the end of a course.



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## MAKE-UP WORK & HOURS

The Institute may allow a student, who for reasons acceptable to the college, is experiencing non-repetitive, extreme attendance problems, to make up essential coursework previously missed due to excused absenteeism. It is the student's responsibility to contact their Program Director to arrange for any make-up work and hours. No more than 5% of the class/lab hours can be made up. As a result, no more than 5% of the total program clock hours can be made up. No make-up hours are allowed if the absenteeism derives from unexcused absences.

## All make-up work and hours must:

1. Be approved by the Chef Instructor/Instructor, Program Director, and Education Department once appropriate documentation has been submitted to excuse the absence(s).
2. Be supervised by a Chef Instructor/Instructor approved to teach the subject matter being made up.
3. Require the student to demonstrate the same level of knowledge and competence expected of a student who attended the scheduled class/lab session.
4. Be completed within two weeks following the date of the absence or the date in which the student returns to the Institute. Make-up work during week 10 is not permitted, except with the approval of the program Director.
5. Be documented by the Chef Instructor/Instructor as being complete. The documentation should include the date, time, duration of the make-up session, as well as the name of their supervising Chef Instructor/Instructor.
6. Be signed and dated by the student and the Chef Instructor/Instructor to acknowledge the make-up session.
7. Be documented using a make-up time form.

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## LEAVE OF ABSENCE (LOA) POLICIES AND PROCEDURES

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. In order for an LOA to qualify as an approved LOA the following must occur:

### Approved LOA return:

- A Leave of Absence (LOA) should only be requested in case of emergencies and extenuating circumstances including but not limited to medical reasons, jury duty, military service, incarceration, or death of a family member
- The student must complete at least one term in order to qualify for a LOA;
- The student must submit a formal written request specifying the reason for a 10-week LOA to the Assistant Director of Education;
- There must be a reasonable expectation that the student will return from the LOA for best academic planning and minimizing financial impact
- Approved LOA must be requested prior to the beginning of a following term;
- The student must return on the agreed upon date written on the approved LOA Form or the next available program start date.
  - Extensions of LOAs are only approved by the College Director
- The maximum number of calendar days granted for all LOAs is 180 days in a 12 month period beginning on the first day of the approved LOA;
- A student granted an official LOA is required to continue to maintain the students in-house payment plan, especially if the student is not current at the time of the LOA starting date;
- Financial Aid (Federal Grants and Loans) for students on LOA are suspended until the student returns the following term.

### Approved LOA return:

The student is responsible for contacting, in written or in person, the re-entry/LOA or Education Department staff at least a minimum of fourteen (14) days before the expiration of the students LOA to confirm the date of return;

- The student must also meet in person with a Financial Aid Officer fourteen (14) days before the expiration of the students LOA in order to resume their Financial Aid Disbursements.

### Failure to Return:

- If a student will not be able to return from their LOA to their scheduled courses, they have the option to submit a written request to be withdrawn, or the college will withdraw them automatically after 10 consecutive days of non-attendance.
- Students will be dropped if they fail to return from the approved LOA during the first week of the scheduled returning term.

The consequence of not returning from an LOA is that a student's grace period for a Title IV program may be exhausted.

### Attendance Policy for Veterans Administration (VA) Students

Students using veterans' benefits to attend CIL will have attendance monitored until the time the student drops or graduates. Unsatisfactory attendance will be reported to the Departments of Veteran Affairs (DVA) even if the VA student has completed the required number of hours and no refund is due the student and/or refund sources. Therefore, the attendance policy (being absent [5] consecutive academic scheduled days) will apply throughout the student's stay in college. All violations of the attendance policy will be reported to the DVA on VA Form 22-1999b within 30 days at such time the student exceeds the allowed number of absences and resulting termination in their benefits.

### Process for an LOA Approval

The student must meet the criteria and submit a formal written request by completing the Status Change Form (LOA form). Upon receiving the form, the student must secure the signatures that are requested, beginning with their respective program director. Once the student receives all the signatures, they will submit the LOA form the Registrar. The student must then return on the date shown on the approved LOA form. The LOA must be approved prior to the beginning of the following term. The Leave of Absence and Re-Entry Manager will meet with the students and maintain contact during the LOA term.





## REQUIREMENTS FOR GRADUATION

### Tuition and Fees

All tuition and fees must be paid in full prior to graduation to receive a diploma and/or degree and to participate in the graduation ceremony. CIL will withhold a student's transcript, certificate of completion, diploma, and/or degree until the student has fulfilled their financial obligation to the college.

### Diploma and Degree Courses

Students must meet the following requirements to graduate in any of the diploma or degree courses:

- Receive a passing grade or credit for all required coursework.
- Complete the course within 1.5 times the stated course length.
- Attend at least 80% of scheduled class hours.
- Abide by all Institute rules and regulations.
- Satisfy all financial obligations.
- Meet all requirements as outlined in the student's program.
- Earn at least 60% of the required credits at CIL.
- Attain a minimum cumulative GPA of 2.0 or higher.

### Exit Interview Policy

Before leaving CIL, students will attend an Exit Interview session with Financial Aid, Education Department, Career Services, Admissions Department, and Registrar. Students will also complete a Faculty Evaluation questionnaire and a Student Comment questionnaire.

## FINANCIAL AID PROGRAMS: TITLE IV FUNDS

CIL is approved to participate in the Title IV Federal Student Aid Programs. The CIL school code is S0962. To apply for Federal Financial Aid, students must be either a US citizen or have an eligible non-citizen status. Students can start the Federal Financial Aid process by going to either one of these sites and complete a Free Application for Federal Student Aid (FAFSA). Students can apply for a Federal Student Aid FSA ID at [studentaid.gov/fsa-id](http://studentaid.gov/fsa-id). A FSA ID is needed to electronically sign in to the FAFSA website, which will expedite the process.

[www.studentaid.gov](http://www.studentaid.gov)

Both of these sites will contain information about Federal Student Aid. If students do not have Internet access, they may request a FAFSA form from our financial aid office and/or assistance with completing this form. Students may contact the financial aid office to set up an appointment (Students will be required to request a copy of their income tax return transcript from the Internal Revenue Service 1-800-829-1040). Students may also apply Online in the Learning Resource Center (LRC) at CIL. Once the Student Aid Report (SAR) is received, students need to contact the financial aid office as soon as possible to review their SAR results. CIL will automatically obtain a copy of the SAR for its records if students plan to participate in the Federal Student Aid program at CIL. CIL evaluates students for the Federal Pell Grant Program (gift aid) and the Federal Direct Loan Program (FDL) (self-help aid) based on a single application, which is the Free Application for Federal Student Aid (FAFSA), along with supporting income documents, reviewed by our financial aid administrator.

### Federal Pell Grants

A need-based grant intended to guarantee eligible low-income students financial access to the school or college of their choice. Students who have already received an undergraduate degree are not eligible.

### Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is a gift program for students who demonstrate exceptional financial need. The FSEOG program is federally funded for helping financially needy undergraduate students meet the cost of postsecondary education. This program is administered by Culinary Institute Lenotre and FSEOG funds are awarded only to Federal Pell Grant recipients with the lowest EFC beginning with zero. The college does not receive enough federal allocation to award all students therefore, funds are awarded until depleted.



### Direct Stafford Loans

Direct Stafford Loans, from the William D. Ford Federal Direct Loan Direct Loan Program, are low-interest loans for eligible students to help cover the cost of higher education at a four-year college or university, community college, or trade, career, or technical school. Eligible students borrow directly from the U.S. Department of Education (the Department) at participating schools.

### Federal Direct Subsidized Stafford Loan

Direct Subsidized Loans are for students with financial need. CIL will review the results of the Free Application for Federal Student Aid (FAFSA) and determine the amount students can borrow. Students are not charged interest while attending college at least half-time and during grace periods and deferment periods.

### Federal Direct Unsubsidized Stafford Loan

Students are not required to demonstrate financial need to receive a Direct Unsubsidized Loan. Like subsidized loans; the college will determine the amount that may be borrowed. Interest accrues (accumulates) on an unsubsidized loan from the time it's first paid out. Students can pay the interest while they are in college and during grace periods and deferment or forbearance periods, or students can allow it to accrue and be capitalized (that is, added to the principal amount of the loan). If students decide not to pay the interest as it accrues, this will increase the total amount students will have to repay because students will be charged interest on a higher principal amount.

### Federal Direct PLUS Loan (Parent Loans for Undergraduate Students)

Parents of dependent students may apply for a Direct PLUS Loan to help pay their child's education expenses as long as certain eligibility requirements are met.

### Repayment Information

The Direct Loan Program offers several repayment plans that are designed to meet the different needs of individual borrowers. Generally, students will have 10 to 25 years to repay the loan, depending on the repayment plan. Students will receive more detailed information on repayment options during entrance and exit counseling sessions at the CIL.

To learn more about Direct Loan repayment plans, go to:

<http://studentaid.ed.gov/manage-loans/repayment>

### In-House Payment Plans

Interest-free payment plans are available while in college for those who qualify. Please contact our Financial Aid Director for more information and for eligibility, rules, and policies.

### Alternative Loans

Some students find they need additional funds beyond their grant and Federal Stafford Loan eligibility to meet their expenses while attending college. Private student loans can be used for any education-related expenses including tuition, books, transportation and room and board. The amount of the private loan students qualify for is limited to cost of attendance minus all other financial aid. Culinary Institute LeNotre requires students to file the FAFSA and exhaust all grant and Federal Stafford Loan eligibility before borrowing a private loan, as the terms and conditions of Federal Stafford Loans are generally more favorable than those of private student loans. By law, each lender will require students to complete the Private Education Loan Applicant Self-Certification Form.

### Veteran Benefits®

Benefit determination is decided by the Veterans Agency based on eligibility. If all charges are not covered by the VA, the Financial Aid Director may assist in completing a FAFSA application. A copy of a DD-214 is required. Veteran student records are kept at CIL for a minimum of 3 years from enrollment date. More information can be found at [www.gibill.va.gov](http://www.gibill.va.gov) or by calling 1-888-GIBILL-1 | VA.gov | Veterans Affairs.

### Texas Health and Human Services Commission: Vocational Rehabilitation

Applicants with a disability should contact DARS about tuition assistance. The contact number is 1-855-937-2372. <https://www.twc.texas.gov/programs/vocational-rehabilitation/adults>

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# CANCELLATION AND REFUND POLICY

## Cancellation Policy

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the college may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

## Refund Policy

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leave of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
  - A. The last day of attendance, if the student is terminated by the school;
  - B. The date of receipt of written notice from the student; or
  - C. Ten consecutive school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter college, not more than \$100 in any administrative fees charged shall be retained by the college for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund for the remaining tuition and fees will be calculated as a pro rata portion of the tuition, fees, and other charges, determined by the ratio of the number of hours remaining in the part of the course or program for which the student has been charged after the termination date to the total number of hours in that part of the course or program. However, if a student has completed 75 percent or more of the total hours in that part of the program on the termination date, they will not be eligible for a refund.<sup>1</sup>
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the college can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
  - A. An enrollee is not accepted by the college;
  - B. If the course of instruction is discontinued by the college and this prevents the student from completing the course; or
  - C. If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the college, or representations by the owner or representatives of the college.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

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## 8. Refund Policy for Students Called to Active Military Service:

If a student is summoned to active duty in the military service of the United States or the Texas National Guard, and as a result, they withdraw from CIL, they may choose one of the following alternatives for each of their enrolled programs:

- A. In the event that tuition and fees are paid before the withdrawal, the student is entitled to a pro-rata refund of any tuition, fees, or other charges already paid for the program. Furthermore, any outstanding tuition, fees, or other charges owed by the students for the portion of the program not completed following the withdrawal will be canceled.
- B. The student will receive a grade of incomplete marked as "withdrawn-military" for any courses in the program, except for those in which the student has already received a grade on their transcript. The student has the option to re-enroll in the program, or a program that is substantially equivalent if the original program is no longer available, within one year from the date of their discharge from active military duty. The student will not be required to pay any additional tuition, fees, and charges for the program, except for any unpaid balance of the original tuition, fees, and charges for books for the program; or
- C. The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
  - Satisfactorily completed at least 90 percent of the required coursework for the program; and
  - Demonstrated sufficient mastery of the program material to receive credit for completing the program.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

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<sup>1</sup> More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Form PS-1040R provides the precise calculation.



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## RETURN OF TITLE IV, HEA POLICY

When you apply for financial aid, you sign a statement that you will use the funds for educational purposes only. Therefore, if you withdraw before completing your program, a portion of the funds you received may have to be returned. Culinary Institute Lenotre will calculate the amount of tuition to be returned to the Title IV, HEA Federal fund programs according to the policies listed below:

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### Return to Title IV Funds Policy

This policy applies to students who withdraw officially or unofficially, fail to return from a leave of absence, or are dismissed from enrollment at CIL. Please note that this policy is separate and different from the CIL refund policy. (Refer to institutional refund policy)

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations:

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to the student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of unearned funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend college for the entire period for which the aid is awarded. When the student withdraws, he/she may no longer be

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eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The college is required to notify the student if they owe a repayment via written notice.

The college must advise the student or parent that they have 14 calendar days from the date that the college sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the college will return any earned funds that the college is holding to the Title IV, HEA programs.

Post-withdraw disbursements will occur within 90 days of the date that the student withdrew.

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### “Official” Withdrawal from the College

A student is considered to be “Officially” withdrawn on the date the student notifies the Registrar in writing of their intent to withdraw. The date of the termination for return and refund purposes will be the earliest of the following for official withdrawal:

1. The date student provided official notification of intent to withdraw, in writing or orally.
2. The date the student began the withdrawal from Culinary Institute Lenotre. A student is allowed to rescind the notification in writing and continue the program. If the student subsequently drops, the student's withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the official withdrawal information, Culinary Institute Lenotre will complete the following:

1. Determine the student's last date of attendance as of the last recorded date of academic attendance on the school's attendance record;
2. Two calculations are performed:
  - A. The students ledger card and attendance record are reviewed to determine the calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV funds for which the college is responsible. Returns made to the Federal Funds Account are calculated using the Department's Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the payment period.
  - B. Calculate the college's refund requirement (see college refund calculation):
3. The student's grade record will be updated to reflect the final grade.

4. Culinary Institute Lenotre will return the amount for any unearned portion of the Title IV funds for which the college is responsible within 45 days of the date the official notice was provided.
5. Culinary Institute Lenotre will provide the student with a letter explaining the Title IV, HEA requirements:
  - The amount of Title IV assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.
  - Any returns that will be made to the Title IV, HEA Federal program on the student's behalf as a result of exiting the program. If a student's scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
  - Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.
6. Supply the student with ledger card record noting outstanding balance due to the college and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student's file.

In the event a student decides to rescind the official notification to withdraw, the student must provide a signed and dated written statement that they're continuing the program of study, and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

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## Unofficial Withdrawal from College

In the event that the college unofficially withdraws a student from college, the Registrar must complete the Withdrawal Form using the last date of attendance as the drop date.

Any student that does not provide official notification of the intent to withdraw and is absent for 10 consecutive school days, fails to maintain satisfactory academic progress, or fails to comply with the school's code of conduct will be subject to termination and considered to have unofficially withdrawn.

Within one week of the student's last date of academic attendance, the following procedures will take place:

1. The education office will make three attempts to notify the student regarding the enrollment status;
2. Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record;
3. The student's withdrawal date is established as the day after a continuous absence of 10 school days
4. Notify the student in writing of their failure to contact the college and attendance status resulting in the current termination of enrollment;

5. Culinary Institute Lenotre calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the college is responsible.
6. Calculate the college's refund requirement (see college refund calculation);
7. Culinary Institute Lenotre's Financial Aid Director will return to the Federal fund programs any unearned portion of Title IV funds for which the college is responsible within 45 days of the date the withdrawal determination was made, and record on student's ledger card.
8. If applicable, Culinary Institute Lenotre will provide the student with a refund letter explaining Title IV requirements:
  - A. The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
  - B. Advise the student in writing of the amount of unearned Title IV aid and tuition and fees that he/she must return, if applicable.
  - C. Supply the student with a final student ledger card showing outstanding balance due the college and the available methods of payment.
9. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

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## Withdrawal before 60%:

The institution must perform a R2T4 to determine the amount of earned aid up through the 60% point in each payment period or period of enrollment. The institution will use the Department of Education's prorata schedule to determine the amount of R2T4 funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he/she was scheduled to receive during the period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

## Withdrawal after 60%:

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, a college must still determine whether the student is eligible for a post-withdrawal disbursement.

*Note: Institution should provide examples of the calculations used to determine the amount of unearned aid a student would be expected to repay based on the reported last day of attendance of the term from which a student withdraws.*

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## Example of Calculation: Credit Hour School

1. Determine the percentage of Title IV, HEA aid earned by the student by taking the calendar days completed in the payment period, divided by the total calendar days in the payment period (excluding breaks of 5 days or more and days the student was on an approved LOA)  
**18 (completed days) = 25% (% of completed calendar days)**  
**70 (total days)**
2. Determine the amount of Title IV aid earned by the student by multiplying the percentage of Title IV, HEA aid earned times the total of the Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period.  
**25% X \$2805.00 = \$701.25 (Amount of aid earned by student)**
3. If this percentage is greater than 60%, the student earns 100% of the disbursed Title IV, HEA funds or aid that could have been disbursed.
4. If this percentage is less than 60%, then the percentage earned is equal to the calculated value.

5. Funds are returned to the appropriate federal program based on the percent of Percentage of aid earned = the number of scheduled hours in the payment period completed unearned aid using the following formula:  
**Aid to be returned = (100% minus the percent earned) multiplied by the amount of aid disbursed toward institutional charges.**  
If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student may be required to return a portion of the funds. All Title IV funds that the institution must return will be made no later than 45 calendar days after the date the college determines that the student withdrew.
6. When Title IV, HEA funds are returned, the student may owe a balance to the institution.

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## ORDER OF RETURN

Culinary Institute Lenotre is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the office upon student request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Parent PLUS loans
- Federal Pell Grants for which a Return is required
- Iraq and Afghanistan Service Grant for which a Return is required
- Federal Supplemental Educational Opportunity Grant
- Other Title IV assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The Student

### Earned AID

Title IV, HEA aid is earned in a prorated manner on a per diem basis (calendar days or clock hours) up to the 60% point in the semester. Title IV, HEA aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the Financial Aid Director.

### Time frame for returning an unclaimed Title IV, HEA Credit Balance

If a college attempts to disburse the credit balance by check and the check is not cashed, the college must return the funds no later than 240 days after the date the college issued the check. If a check is returned to a school or an EFT is rejected, the school may make additional attempts to disburse the funds, provided that those attempts are made not later than 45 days after the funds were returned or rejected. When a check is returned or EFT is rejected and the school does not make another attempt to disburse the funds, the funds must be returned before the end of the 45-day period.

The school must cease all attempts to disburse the funds and return them no later than 240 days after the date it issued the first check.



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### Institution Responsibilities

Culinary Institute Lenotre responsibilities in regards to Title IV, HEA funds follow:

- Providing students information regarding this policy;
- Identifying students who are affected by this policy and completing the return of Title IV funds calculation for those students;
- Returning any Title IV, HEA funds due to the correct Title IV programs.

The institution is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

### Overpayment of Title IV, HEA Funds

Any amount of unearned grant funds that you must return is called overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with Culinary Institute Lenotre or the Department of Education to return the amount of unearned grant funds.

### Post Withdrawal Disbursement

The institution must disburse any Title IV, HEA grant funds a student is due as part of a post-withdrawal disbursement within 45 days of the date the college determined the student withdrew and disburse any loan funds a student accepts within 180 days of that date.

The institution will offer any post withdrawal disbursement of loan funds within 90 days of the date it determines the student withdrew.

If you did not receive all of the funds that you have earned, you may be due a post-withdraw disbursement. Culinary Institute Lenotre may use a portion or all of your post-withdraw disbursement for tuition and fees (as contracted with Culinary Institute Lenotre). For all other college charges, Culinary Institute Lenotre needs your permission to use the post-withdraw disbursement. If you do not give permission, you will be offered the funds. However, it may be in your best interest to allow the college to keep the funds to reduce your debt at the college.

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### Student Responsibilities in regards to Return of Title IV, HEA funds

- Returning to the Title IV, HEA programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the R2T4 calculation.
- Any notification of withdraw should be in writing and addressed to the appropriate institutional official.
- A student may rescind their notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing.
- These notifications, to either withdraw or rescind to withdraw must be made to the official records/registration personal at your school.

### Refund vs. Return to Title IV, HEA Funds

The requirements for the Title IV, HEA program funds when you withdraw are separate from any refund policy that Culinary Institute Lenotre may have to return to you due to a cash credit balance. Therefore, you may still owe funds to the college to cover unpaid institutional charges. Culinary Institute Lenotre may also charge you for any Title IV, HEA program funds that they were required to return on your behalf.

*If you do not already know what Culinary Institute Lenotre refund policy is, you may ask the School's Student Accounts department for a copy.*

### Return to Title IV, HEA Questions

If you have questions regarding Title IV, HEA program funds after visiting with the Financial Aid Director, you may call the Federal Student Aid Information Center at 1-800-4-fedaaid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web:

**[www.studentaid.gov](http://www.studentaid.gov)**

*\*This policy is subject to change at any time, and without prior notice.*



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# STUDENT DISCRIMINATION OR HARASSMENT GRIEVANCE PROCEDURE

Culinary Institute Lenotre does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, disability, age, religion, genetic marker or any other characteristic protected by state, local or federal law, in our programs and activities. The following person has been designated to handle inquiries and coordinate the school's compliance efforts regarding the non-discrimination policy: Dr. Arturo Cervantes, College Director and Chief Operating Officer, 7070 Allensby Street, Houston, Texas, 77022 (713)-692-0077. Students who believe they have been subjected to discrimination or harassment in violation of this policy should follow the procedure outlined below. This complaint procedure is intended to provide a fair, prompt and reliable determination about whether CIL's non-discrimination policy has been violated.

1. Complainants are encouraged to file a complaint as soon as possible after an alleged incident of discrimination has occurred. Any student who chooses to file a discrimination complaint should do so with Dr. Arturo Cervantes, College Director/ Chief Operating Officer, 7070 Allensby Street, Houston, Texas 77022; (713)692-0077. The complaint should be presented in writing and it should describe the alleged incident(s) and any corrective action sought. The complaint should be signed by the complainant. In most cases, the person accused of discrimination will be notified of the complaint by the Director of Education, as part of the investigation.
2. The person accused of discrimination will have fourteen calendar days to respond to the complaint in writing. The signed written response should be submitted to the Director of Education.
3. The Director of Education will investigate the allegations. Both the complainant and the accused will have the opportunity to meet and discuss the allegations with the investigator and may offer any witnesses in support of their position to the investigator during the course of the investigation. A student may be accompanied during investigation meetings and discussions by one person (family member, friend, etc.) who can act as an observer, provide emotional support, and/or assist the student in understanding and cooperating in the investigation. The observer may not be an attorney, unless otherwise required by local law. The investigator may prohibit from attending or remove any person who disrupts the investigation at the investigator's sole discretion.
4. The CIL non-discrimination policy violation will be assessed by the Director of Education, who will provide a written determination as soon as possible. If it is found that the policy has been breached, the Director of Education will propose corrective measures. The decision of the Director of Education may be appealed by petitioning the College Director or the President of CIL. The written appeal must be
5. made within twenty calendar days of receipt of the determination letter from the Director of Education. The College Director, President, or the designee, will render a written decision on the appeal within thirty calendar days from receipt of the appeal. The College Director, President's, or designated representative's decision shall be final.
6. Matters involving general student complaints will be addressed according to the Student Complaint Procedures. For more information about your rights under the federal laws prohibiting discrimination, please contact the Office for Civil Rights at the U.S. Department of Education or visit the web site at <http://www.ed.gov/ocr>.

If a student believes that their rights as a CIL student have been violated, or if they have been subject to discrimination or harassment based on factors such as age, color, disability, family status, gender, national origin, race, religion, sex, or sexual orientation (including sexual harassment), they have the right to seek resolution for their grievance.

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# Student Complaint and Grievance Procedure

Culinary Institute Lenotre welcomes constructive feedback about any concerns related to teaching and learning at the college. While students are encouraged to resolve concerns or complaints informally and at the lowest possible level, there is a formal process established for those who wish to make a written complaint. In this policy, a formal complaint is defined as a written statement signed by a student and submitted to the college about a matter requiring formal consideration and resolution by the management team. Complaints made under this policy will be monitored and reviewed to enable the college to continually improve processes and services in support of student learning.

## Informal Resolution of Concerns

Before making formal written complaints, students are encouraged to seek a resolution with the faculty or staff member most directly responsible for the area of concern. The most appropriate path for academic and non-academic issues is outlined below:

### Academic Pathway

- Instructor or Chef Instructor
- Program Director
- Assistant Director of Education
- Director of Education
- College Director

### Out of Class Pathway

- Staff member
- Supervisor
- Assistant Director of Education
- Director of Education
- College Director

Faculty or staff will deal with informal concerns of students in an open, professional manner and will take reasonable and prompt action to try to resolve concerns informally.

### Student Helpline: (713) 692-0551

Students who are uncertain of the correct path in an individual circumstance should consult their academic program chair, academic director, or advisor.

**ACCSC Main Office: (703)-247-4212**

# ACCSC COMPLAINT REVIEW PROCESS FORM

Accrediting Commission of Career Schools and Colleges (ACCSC)

The following notice is published in the school's catalog in compliance with ACCSC:

## STUDENT COMPLAINT PROCEDURE

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 college 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](http://www.accsc.org) | [complaints@accsc.org](mailto:complaints@accsc.org)**

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting [complaints@accsc.org](mailto:complaints@accsc.org) or at <https://www.accsc.org/Student-Corner/Complaints.aspx>.

The following is an outline of the Commission's procedures for reviewing complaints: (For further information on the Commission's procedures please refer to *Section VI, Rules of Process and Procedure, Standards of Accreditation*.)

1. All complaints that are reviewed by the Commission must be in written form and should include permission from the complainant for ACCSC to forward a copy of the complaint to the school. If permission is not included in the complaint letter, the Commission will forward a copy of the ACCSC Complaint Form requesting the complainant's permission. If a complainant does not submit a signed complaint form, the Commission, at its discretion, may not be able to process the complaint. Permission is not necessary for advertising complaints since advertising is considered public information.
2. The Commission will conduct an initial review of the complaint to determine whether the complaint sets forth information or allegations that reasonably suggest that a school may not be in compliance with ACCSC standards or requirements.
  - i. If additional information or clarification is required, the Commission will send a request to the complainant. If the requested information is not received within 30 days, the complaint may be considered abandoned and not investigated by ACCSC.
  - ii. If the Commission determines after the initial review of the complaint that the information or allegations do not reasonably suggest that a school may not be in compliance with ACCSC standards or requirements, the complaint may be considered closed and not investigated by ACCSC.
  - iii. If the Commission determines after the initial review of the complaint that the information or allegations reasonably suggest that a school may not be in compliance with ACCSC standards or requirements, the Commission will forward the complaint to the school named in the complaint and will summarize the allegations, identify the ACCSC standards or requirements that the school allegedly violated, and allow the school an opportunity to respond. In the event that there is a pending on-site evaluation at the school, the on-site evaluation team and the school may be made aware of the complaint at any stage in this process. In all instances, the Commission will take the school's response to the complaint into consideration prior to rendering a decision.
3. In cases of advertising violations, the Commission will forward a copy of the advertisement to the school, citing the standard that may have been violated and requesting a response before a specific date.
4. If a news article or media broadcast carries a negative report on an ACCSC accredited school, the school is requested to respond to the statement(s) on or before a specific date.
5. The school will have an opportunity to submit a response to the complaint. The Commission will review the complaint and the response for compliance with accrediting standards and requirements.
6. If the Commission concludes that the allegations may establish a violation of ACCSC standards or requirements, the Commission will take appropriate action to require the school to achieve compliance as required and will send a letter to the complainant (and a copy to the school). A record of this file is maintained at the Commission's office.
7. If the Commission concludes that the allegations do not establish a violation of standards or requirements, The Commission will consider the complaint closed.
8. In all instances, the Commission will send a letter to the complainant and the school regarding the final disposition of the complaint, and a record of the complaint will be kept on file at the Commission's office.

Revised 7/23/21

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## Formal Complaint Procedure

1. When it has not been possible to resolve a concern informally, a student may wish to make a formal, written complaint.
2. Formal complaints must be submitted in writing to the Director of Education. The complaint should be signed and include current student contact information.
3. The written complaint must be submitted as soon as possible and no later than 90 days after the occurrence which gave rise to the complaint.
4. The Director of Education who receives the student complaint will acknowledge it in writing within one week of receipt and will maintain a file of all documentation in relation to the consideration of the complaint.
5. The Director of Education will notify the complainant of the resolution in writing within ten business days of resolving the complaint.
6. A record of all complaints, associated documentation, and the appropriate resolution will be maintained by the Director of Education. These records are confidential, but are reviewed periodically by the College Director and President. The College Director also reviews complaints in an effort to continually improve student learning and support services.

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## Confidentiality

To protect the rights of individual constituents, all processes and decisions related to the student complaint policy are strictly confidential.

CIL has a Certificate of Approval from the Texas Workforce Commission (TWC).

The TWC assigned school number is S0962.

CIL's programs are approved by the Texas Workforce Commission (TWC) as well as the Accrediting Commission of Career Schools and Colleges (ACCSC) and Texas Higher Education Coordinating Board (THECB). If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Texas Workforce Commission or the Accrediting Commission of Career Schools and Colleges. All complaints considered by the Texas Workforce Commission or the Accrediting Commission of Career Schools and Colleges must be in written form, with permission from the complainant(s) for the agencies to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the agencies.

Copies of both commissions' complaint forms are available at the school and may be obtained by contacting the Director of Education.

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## Appeals

1. A student who is dissatisfied with a decision made by the Director of Education under this policy may appeal to the President or College Director.
2. The appeal must be submitted in writing within thirty days of the complaint resolution.
3. The President or College Director will consider the relevant documentation and may, at their discretion, consult the Director of Education who made the decision and collect new evidence.
4. If the President or College Director determines that the complaint process has been conducted in accordance with the college's policy and the outcome is appropriate, he/she may dismiss the appeal. Otherwise, he will decide the appeal in consultation with the Director of Education and other stakeholders. The decision of the President or College Director is final.
5. The President or College Director will notify the student of the decision in writing within ten business days of receiving the appeal.

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Information on filing complaint with TWC can be found on TWC's Career Schools and Colleges website at: <http://csc.twc.state.tx.us/>

### **Texas Workforce Commission**

Career Schools and Colleges, Room 226T

101 East 15th Street,

Austin, TX 78778-0001

Ph: 512-936-3100

or

### **Accrediting Commission of Career Schools and Colleges**

2101 Wilson Blvd., Suite 302

Arlington, VA 22201

Ph: 703-247-4212

[www.accsc.org](http://www.accsc.org)





# IMPORTANT CONTACTS



## COLLEGE DIRECTOR | CHIEF OPERATING OFFICER

**DR. ARTURO CERVANTES** | 713.358.5092 | [ACERVANTES@CIAML.COM](mailto:ACERVANTES@CIAML.COM)

- College Director
- Chief Operating Officer
- Provides strategic vision for the college
- Leadership for the planning and operation of college programs with the Department of Education
- Primary leader ensuring that CIL delivers the best education



## DIRECTOR OF EDUCATION | SOUTH BUILDING

**DR. RAVI DRAKASHARAM** | 713.343.4331 | [DR.RAVI@CIAML.COM](mailto:DR.RAVI@CIAML.COM)

- Day to day operations of the Education Department
- Responsible for the development, promotion, and implementation of all educational and professional development
- Monitors the progress of new and existing teaching methods while being the primary leader developing the academic staff and faculty



## DIRECTOR OF ADMISSION | NORTH BUILDING

**ALICIA ORELLANA** | 713.358.5064 | [AORELLANA@CIAML.COM](mailto:AORELLANA@CIAML.COM)

- Student enrollment and admissions process
- New Student Orientation
- Student and Exchange Visitor Program - Designated School Official (DSO)
- International student inquiry



## FINANCIAL AID DIRECTOR | NORTH BUILDING

**ELSA PINA** | 713.358.5052 | [EPINA@CIAML.COM](mailto:EPINA@CIAML.COM)

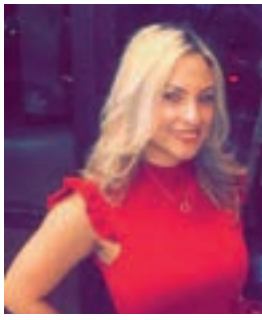
- FAFSA Process
- Financial Aid/Scholarships and Grants assistance
- Scholarship workshops



## HR DIRECTOR | NORTH BUILDING

**MARILYN EDWARDS** | 713.358.5085 | [MEDWARDS@CIAML.COM](mailto:MEDWARDS@CIAML.COM)

- Human Resources Lead
- WellConnect Administrator
- Employee Benefits Administrator
- Payroll Administrator



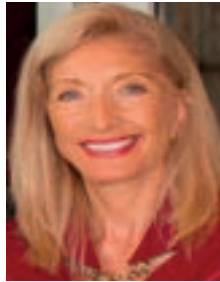
**SR. REGISTRAR | SOUTH BUILDING**  
**FLOR RALDA** | 713.358.5083 | FRALDA@CIAML.CO

- Degree and Program Changes
- Student Files
- Master Academic Calendar
- Student Schedules, monitor attendance, and grading



**DIRECTOR OF STUDENT SERVICES | SOUTH BUILDING**  
**CHARELLE GRANT** | 713.358.50XX | CGRANT@CIAML.COM

- Student Success Administrator
- Alumni Liaison
- Student Mentor & Tutoring Initiatives
- Student Resources & WellConnect
- Graduation
- Student Events



**VICE PRESIDENT OF INSTITUTIONAL ADVANCEMENT | NORTH BUILDING**  
**MARIE LENÔTRE** | 713.358.5051 | MLENOTRE@CIAML.COM

- Provide Leadership to the faculty
- Leadership & Faculty development
- Manage the process through which teaching is conducted and administered
- Ensure the curriculum reflects the Lenotre™ Mission



**DIRECTOR OF CAREER SERVICES | SOUTH BUILDING**  
**JOCELYN TOBAR** | 713.358.5056 | JTOBAR@CIAML.COM

- Practicum matching
- Job placement assistance
- Resume workshops
- Mock interviews
- Job fairs
- Administer CIL exit surveys



**BUSINESS OFFICE MANAGER | NORTH BUILDING**  
**SAM KELLEN** | 713.358.5086 | SKELLEN@CIAML.COM

- Accounts Payable & Receivables
- Purchasing Management
- Vendor & Accounting Management
- Financial Reporting
- U.S. Veterans Administration Lead

*Student Lounge providing complimentary coffee, tea, fresh fruit and baked goods  
Monday-Thursday: 9:00 am - 5:00 pm*

**Wi-fi Available:**



*A Legendary Name for you  
Culinary Arts College®*

CIL STRONG  
"Persevere. Never give up.  
When life happens, press on.

*When it gets overwhelming, press on.*

*When you don't feel supported, get help. Just never, ever, give up.*

*You are the one who will determine your future.  
You are the one who will make your dream a reality.*

*You alone will determine your destiny.*

*Persevere. Never give up.*

Dr. Arturo Cervantes, DBA MBA  
College Director / Chief Operating Officer

#### TRUE AND CORRECT STATEMENT

All of the information contained in this catalog is true and correct to the best of my knowledge.

CORPORATE TEAM BUILDING  
LUNCH-IN

CULINARY INSTITUTE LENOTRE®

