Student Catalog

Volume XVI Version i

CULINARY INSTITUTE LENOTRE®

RANKED #1

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

by niche

A Legendary Name for your Culinary Arts College®

www.CulinaryInstitute.edu

7070 ALLENSBY STREET, HOUSTON, TX 77022

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STUDENT CATALOG - Volume XVI Version i

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MISSION STATEMENT

CULINARY INSTITUTE LENOTRE® (CIL) aspires to be recognized as providing the best possible baccalaureate degrees, associate degrees, and diploma programs 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

HISTORY

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. 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"

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 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 (ACCSCT) 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 ACCSCT 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).

In January 24, 2022, the Accrediting Commission of Career Schools and Colleges (ACCSC) approved the Initial Distance Education application for the Associates of Applied Science Degree Programs in Culinary Arts, Baking & Pastry Arts, and Hospitality & Restaurant Management.

In June 24, 2024, the Accrediting Commission of Career Schools and Colleges (ACCSC) approved the accreditation of the Bachelor of Science in Culinary Arts Degree and the Bachelor of Science in Hospitality and Restaurant Management Degree.

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 Bachelor of Science and 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 Adminstration. Stephen F. Austin Building, Suite 800, Austin, Texas 78711; Phone: (512) 463-6564.

ADMINISTRATION

Culinary Institute Lenotre Founders

Alain Lenotre, Founder

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, Founder
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.

Dr. Arturo Cervantes, Chief Executive Officer, & College Director, D.B.A., M.B.A., B.A., Doctor of Business Administration and Technology Entrepreneurship, Walden University, Minneapolis, MN and The University of Texas, El Paso with 37 years of Executive Management, Information Technology, Enterprise Operations, U.S. Regular Army Commissioned Officer, and 16 years of Higher Education Corporate Administration as President and Chief Executive Officer with Multi-Campus 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 Technologico 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, A.A.S. in HRM, 15 Years of Higher Education Administration & Registrar Experience.

Mike Martinez, Student Services Director, A.A.S. in Baking & Pastry, 10 years of hospitality industry experience, and 4 years of Higher Education Administration Experience.

Samantha Kellen, Bursar Director, Bachelor of Science in General Business, 13 years of Higher Education Administration experience.

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

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

Chef Christelle Pradat, Chair of 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, Program Director, Culinary Arts, Certificat D'Aptitude Professionnelle, Cuisine, CFA Alexis Tingaud, France, more than 31 years of experience in culinary arts.

Chef Brian Rushton, Culinary 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 John Sarran, Culinary Chef Instructor, A.A.S. in Culinary Arts, Culinary Institute of America, 49 years of professional experience.

Chef Kirby Smith, Culinary Chef Instructor, A.A.S. in Culinary Arts, over 16 years of experience as chef and 6 years as executive chef.

Chef Luis Ahumada, Culinary Chef Instructor, Bachelor of Arts in Hospitality, Le Cordon Bleu, 23 years of professional experience.

Chef Raymon Godard, Culinary Chef Instructor, A.A.S. in Culinary Arts and Restaurant Management, 25 years of industry experience, including 2 years as Executive Chef and General Manager.

Chef Stephan Justynski, Culinary Chef Instructor, Culinary Arts Program, A.A.S. in Culinary Arts, Culinary Institute of America, over 4 years of industry experience.

Chef Michael Gabriel, Culinary Chef Instructor, Culinary Institute Lenotre, 15 years of industry experience.

Baking & Pastry Arts

Chef Francis Grosse, 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 Groose started his career in France at 16 years old, Master Chef Diploma and professional Apprentice Certificate.

Chef Jeffrey Guy, Baking and Pastry Chef, Associate of Applied Science in Occupational Studies – Culinary Arts. Bachelor of Science in Biomedical Science, Texas A&M University. 35 years of experience working in hotels, resorts, casinos, and country clubs.

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 Manuel Catemaxca, Baking and Pastry Chef, Bachelor in Culinary Arts from the Art Institute and master's degree in general education. 38 years of professional experience in airports, hotels, country clubs, and fine-dining restaurants.

Chef Philippe Dege, Baking & Pastry Chef Instructor, Certificat D'Aptitude Professionnelle and U.S. CAP in Pastry, with 45 years of industry experience in France, United Kingdom, and Japan.

Chef Jayla Ardoin, Baking & Pastry Chef Instructor, 6 years of industry experience.

Chef Sarah Norwood, Baking & Pastry Chef Instructor, The Art of Institute of Houston, 8 years industry experience.

Hospitality and Restaurant Management

Davis Webb, HRM Instructor, B.S. in Hotel and Restaurant Management, University of Houston.

Kim Evans, Bacherlor of Science in Hotel and Restaurant Management, University of Houston.

Steve Early, HRM Instructor, B.S. in General Management, The Art of Institute of Houston.

Tatiana Kelly, Bachelor of Technology in Hospitality Management, New York City College of Technology.

Wenfang Eris Liu, Doctor of Philosophy in Hospitality Administration, Master of Science in Hotel Restaurant Management, University of Houston.

FACULTY

General Education Faculty

Ahmad Awad, English Master of Arts in Linguistics, University of Jordan, Bachelor of Arts in English Language and Literature, Isra University in Amman.
Alexa Delgado, Master of Art in Communication Studies – Texas State University. Bachelor of Arts in Communication Studies – Texas State University
Connie Pine, LRC Librarian, M.S. Library Science, Louisiana State University; B.A. Education, Northwestern State University (Louisiana).
Elga Suarez, Doctorate in Leadership and Instruction in Distance Education – Interamerican University of Puerto Rico. Master of Arts in Curriculum and University Teaching – Interamerican University of Puerto Rico. Bachelor of Arts in Spanish Studies – University of Puerto Rico
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.
Marrika King-Ortiz, Master of Science in Professional Counseling – Concordia University of Wisconsin. Bachelor of Arts in Business Administration and Management – Bryant & Stratton College.
Mohammad Awad, Master of Science in Computer Engineering – Kharkiv National University. Bachelor of Science in Computer Engineering – Kharkiv National University.
Samaneh Shirazani, French Instructor, Islamic Azad University, Ph.D. of Philosophy in French and Literature
Shalandys Williams, Master of Arts in Journalism – University of North Texas. Bachelor of Arts in Business Administration – The University of Texas at Austin

Technical Course Faculty

John MacArevey, Master of Business Administration – Argosy University. Bachelor of Science in Culinary Management – The Art Institute
Pam Barksdale, Doctor of Jurisprudence in Law - University of Houston. Bachelor of Art in Legal Studies – Rice University. Wine making Diploma
Zahra Mohammad, Doctor of Philosophy in Food Science & Technology, Master of Science in Food Science & Technology – Texas A&M University

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 meet 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 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 for 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

Bachelor and Associate Academic Degree Applicants

-Satisfactorily pass an Entrance Assessment (ACCUPLACER).

-You will be exempt from the placement test (ACCUPLACER) if SAT results are provided with a minimum score of 900 or higher; if ACT is provided, a minimum score of 16 or higher is required along with an official high school transcript for either SAT or ACT.

-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 assessment during the application processes.

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.

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 79 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.

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.

culinaryinstitute.edu/alumni-spotlight-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.

Lucet, formerly 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. Lucet 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 for LENOTRE students and their families

TRANSFER OF CREDIT

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.

Alicia Orellana - Director of Admissions

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.

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 or (888 536-6873).

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.
Non-degree seeking students enrolling in succeeding kitchen lab courses seeking to continue their education towards a diploma or degree must meet with an Admissions Representative no later than the start of their 3rd Lab/Term.

Cost Per Credit Hour

Tuition per Credit Hour:
Bachelor of Science in Culinary Art and Bachelor of Science in Hospitality and Restaurant Management: $357.00. Associate Degrees in Baking and Pastry Arts and Culinary Arts: $393.00; Diploma Programs: $357.00 and Associate Degrees in Hospitality and Restaurant Management: $212.00

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 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.

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 - Bachelor of Science

SUMMARY OF TOTAL COST		BACHELOR OF SCIENCE IN	
		Culinary Arts	Hospitality and Restaurant Management
Tuition		67,830.00	64,260.00
General Fees	Application Fee	50.00	50.00
	Enrollment Fee	50.00	50.00
	Graduation Fee	150.00	150.00
	Technology Fee	300.00	300.00
	Lab Fee	13,240.00	4,185.00
Supplies (including tax)	**International Externship Fee	0	0
	*Tool Kit	933.00	0
	*Uniform / Linen	590.00	200.00
	*Books / Binder	3,500.00	3,500.00
Total Program Cost		**$86,643.00**	**$72,695.00**

SUMMARY OF COST - AAS

SUMMARY OF TOTAL COST		ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS IN		
		Culinary Arts	Baking & Pastry Arts	Hospitality and Restaurant Management
Tuition		39,300.00	39,300.00	19,080.00
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	10,955.00	10,955.00	1,365.00
Supplies (including tax)	**International Externship Fee	0	0	0
	*Tool Kit	933.00	933.00	N/A
	*Uniform / Linen	475.96	475.96	200.50
	*Books / Binder	2,794.83	2,794.83	3,877.50
Total Program Cost		**$55,008.79**	**$55,008.79**	**$25,073.00**

SUMMARY OF COST - Diploma Programs

SUMMARY OF TOTAL COST		Diploma Programs	
		Elite Diplôme in Culinary Arts	Elite Diplôme in Baking & Pastry
TUITION		20,349.00	20,349.00
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	10,500.00	10,500.00
Supplies (including tax)	*Tool Kit	933.0	933.00
	*Uniform / Linen	275.40	275.40
	*Books / Binder	728.20	728.20
Total Program Cost		$33,135.60	$33,135.60

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 International Externships are optional for the Bachelor of Science, Associate of Applied Science, and Diploma Culinary Arts and Baking and Pastry Arts Programs and will have to be taken during the scheduled student externship course. Students will not be charged for the International Externship unless they choose to take it. The current cost of a Domestic Externship outside of the Greater Houston Metropolitan Area is $2,000.00. International Externships are $2,500.00. Bachelor of Science, Associate of Applied Science Degree and diploma-seeking students may be part of the International and Domestic Externsips, however, students must be recommended by their respective Program Director, and approved by the International Alliances Manager along with the Externship Administrator. Non-CIL International Externships may differ in price, 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.

SEMINAR COST

Baking and Pastry Seminars

SEMINARS	Advanced French Chocolate Showpieces	Advances Buttercream Decoration	Gum Paste Flower	Gelatin Work/Wafer Paperwork	Hands-On Baking and Pastry Seminar
Day/Contact Hrs	12 / 54	8 / 36	4 / 18	8 / 36	4 / 18
Total Cost	$1755.00	$1095.00	$545.00	$1095.00	$650.00

Healthy Cuisine Seminars

SEMINARS	Gluten Free Cuisine	Vegetarian Cuisine	Metabolic Diseases: Diabetic Diet	Metabolic Diseases: Heart Disease and Blood Pressure Management	Vegan Cuisine
Day/Contact Hrs	8 / 36	4 / 18	8 / 36	8 / 36	4 / 18
Total Cost	$1,840.00	$955.00	$1,840.00	$1,840.00	$978.00

Wine Seminars

SEMINARS	Wine Fundamentals	Sommelier L1 & L2 (Includes WSET Certification Preparation)
Contact Hours	50	140
Total Cost	$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.

CHEF 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.

Chef 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.

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
- DECA
- Skills USA
- FCCLA
- National High School BBQ Association

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 Lenôtre

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.

Keynote Speaker: Keith W. Beitler, Ex.Vice President & COO Landry's Inc.

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
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 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

Samantha Kellen - Bursar Director

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.

Career Transition Scholarship

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

This scholarship supports Federal Displaced Workers and individuals from the Federal Healthcare & Social Assistance, or Manufacturing Workforce pursuing new careers in Culinary Arts or Hospitality & Restaurant Management. Applicants must submit a 500-word essay describing their displacement, hardships, and motivation to enter the industry.

Awards of up to $5,000 are granted based on essay quality, authenticity, and need. The Scholarship Committee will make a selection based on the overall content of essays received. This scholarship is available once per student while attending CIL and must be submitted to the Financial Aid Department.

Begin your new journey with Lenotre - where resilience is rewarded.

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.

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

EXTERNAL SCHOLARSHIPS

Vendor Scholarship For Returning Students

(subject to yearly funds availability)

This scholarship is provided through a charitable donation 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 RESOURCE CENTER

Our Learning Resource 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 Resource 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.

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.

Professional Development Plan

The Learning Resource Center Professional Development Plan outlines includes completed, registered and future resources and their references.

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

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.

CAREER SERVICES

The Career Services Department provides student professional development services by offering resume workshops, mock interviews, career development seminars, career search skills, and career fairs. Student advising and assistance for career 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 externship matching. All available career 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.

Honorary Bachelor Degree - Chef Abdul Rauf "Ruffy" Sulaiman

Externships

All CIL Diploma and Degree-seeking students are required to complete a 10-Week Externship in their field of study before graduation. Externships 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 externship matching opportunities. Students are required to attend a mandatory Externship Orientation the academic term before their scheduled Externship 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.

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.

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 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 the 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.

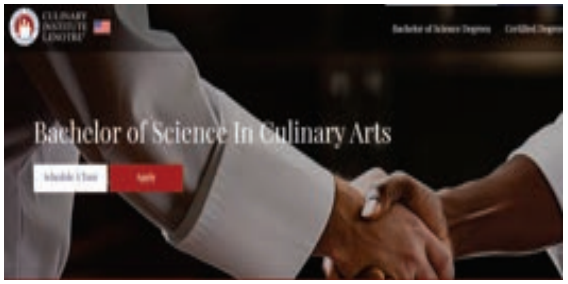
I. Culinary Institute Lenotre's (CIL) authentication policy coincides with the academic integrity policy as seen on page 8 of the Student Handbook. These policies are discussed during the new student orientation for all students enrolling for the first time into CIL. Our students use *Blackboard*, a 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. All F-1 Visa Students are required to complete classes 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 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 all Bachelor of Science Degree, Associate of Applied Science Degree, and Diploma Programs.



BACHELOR OF SCIENCE DEGREE IN CULINARY ARTS

(190 QCH/2810 Clock Hours)

Educational Objective / Purpose

Our proposed programs are designated with clear educational objectives which are to prepare the Executive Chefs or Entrepreneurs of tomorrow. Also, to equip students with both technical skills and a broad understanding of the culinary industry. The college is focused on preparing graduates to confidently lead in the back of the house/kitchen as well as with all aspects of the operation, enriching the dining experience for customers.

To achieve these objectives, our curriculum focuses on two key areas. The first is technical skills development and acquiring general educational knowledge relevant to the culinary field. We believe that a successful chef must not only master cooking techniques but also understand the full extend of the culinary industry, including aspects like communication, business management, nutrition, and cultural awareness.

Career Opportunities

The Bachelor of Science Degree in Culinary Arts program prepares students for mid-level management positions in hotels, restaurants, and other facilities in the hospitality industry. Graduates will be technically prepared to manage in a corporate setting restaurant, business operations, their own restaurants, bakery, or a catering business.

Length of Time Necessary to Complete

(190 weeks/19 terms)

Normal length of time to complete the degree program is based on a ¾ time schedule with an option for a full time at the students request. International and U.S. Veteran students' length of time to complete is based on a full-time schedule.

BACHELOR OF SCIENCE DEGREE IN CULINARY ARTS

PREFIX	NO	COURSE NAME AND EDUCATION MODEL	TOTAL COURSE HOURS			CREDIT HOURS
			LECTURE	LAB	TOTAL	
HMGTBS	1320	Introduction to Hospitality Management	30	0	30	2.5
HMGTBS	2410	Hospitality Facilities Management	40	0	40	3.5
HMGTBS	2420	Hospitality Information Technology	30	20	50	3.5
HMGTBS	1270	Menu Management	20	0	20	2
HMGTBS	1230	Hospitality Marketing and Sales	20	0	20	2
HMGTBS	4510	CAPSTONE - In-Person	30	40	70	4.5
HMGTBS	1250	Hospitality Human Resources Management	20	0	20	2
HMGTBS	2350	Purchasing Food and Beverage Cost Control	30	0	30	2.5
HMGTBS	2235	Dining Room Operations	10	20	30	2
HMGTBS	3320	Foundation of Cuisine Management	30	0	30	2.5
HMGTBS	4220	Catering Management	20	0	20	1.5
HMGTBS	4310	Hospitality Financial Management	40	0	40	3
HMGTBS	4210	Food trend/Luxury & Heritage Urban	20	0	20	1.5
BSCA	3101	Baklab Level 1 full - In-Person	20	160	180	10
BSCA	3111	Baklab Level 2 (week 1-5) Baklab Level 3 (week 6-10) - In-Person	20	160	180	10
BSCA	3104	Baklab Level 4 full - In-Person	20	160	180	10
BSCA	3106	CulLab Level 1 full - In-Person	20	160	180	10
BSCA	3112	CulLab Level 2 (week 1-5) CulLab Level 3 (week 6-10) - In-Person	20	160	180	10
BSCA	3109	CulLab Level 4 full - In-Person	20	160	180	10
MIXO	4110	Mixology - Lab only In-Person	40	120	160	9.5
WINE	4120	*Sommelier - In-Person	80	40	120	8
WINE	1400	*Wine Fundamentals – In-Person	30	20	50	4
HMGTBS	2260	Gastronomy Food Science	30	0	30	2
HMGTBS	1200	**Sanitation and Safety	20	0	20	2
HMGTBS	1240	Nutrition for Food Service Professionals	20	0	20	1.5
HMGTBS	3460	Entrepreneurship and Business Law	30	20	50	4
HMGTBS	4430	Operation Management	50	20	70	5
ACADBS	1530	Leadership and Organizational Behavior	40	20	60	5
EXTERN	4750	Externship - In-Person	**60**	**180**	**240**	**10**
		Technical Courses Subtotal	**860**	**1460**	**2320**	**144**
ACADBS	1300	Introduction to Computer	20	20	40	3
ACADBS	1500	College Mathematics	50	0	50	5
ACADBS	1560	Public Speaking	50	0	50	5
ACADBS	1540	English Composition	50	0	50	5
ACADBS	1520/1525	*Introduction French (or) Spanish	50	0	50	5
ECONBS	2460	Macroeconomics Principles	40	0	40	4
HMGTBS	2365	Communication	30	20	50	4
TMTHBS	2480	Applied Technical Statistics	40	20	60	5
ACADBS	2530	Psychology	50	0	50	5
ACADBS	2540	Sociology	50	0	50	5
		General Education Courses Subtotal	**430**	**60**	**490**	**46**
		TOTAL	**1290**	**1520**	**2810**	**190**

The International Externships are optional for the Bachelor of Science, Associate of Applied Science, and Diploma Culinary Arts and Baking and Pastry Arts Programs and will have to be taken during the scheduled student externship course. Students will not be charged for the International Externship unless they choose to take it. The current cost of a Domestic Externship outside of the Greater Houston Metropolitan Area is $2,000.00. International Externships are $2,500.00. Bachelor of Science, Associate of Applied Science Degree, and diploma-seeking students may be part of the International and Domestic Externships, however, students must be recommended by their respective Program Director and approved by the International Alliances Manager along with the Externship Administrator. Non-CIL International Externships may differ in price, 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. For replacement or elective courses, please see Admissions.

***SOMM: Min. of one clock hour for WSET* Prep Review is prescribed by The Texas Wine School

NOTE: Courses designated as In-Person instruction are noted in the course outline. All other courses have distance education modality.

BACHELOR OF SCIENCE DEGREE IN HOSPITALITY AND RESTAURANT MANAGEMENT

(180 QCH/2360 clock hours)

Educational Objective / Purpose

The Bachelor of Science Degree in Hospitality and Restaurant Management program is designed to prepare students in leadership, business management, marketing, service, and management within the hospitality industry with clear educational objectives to prepare the Executive chefs and entrepreneurs of tomorrow. A course in wine fundamentals and mixology is required. However, the exception applies to students under the age of 21 or if there is a medical/religious reason, students will be exempt and enrolled in replacement courses.

Career Opportunities

The Bachelor of Science Degree in Hospitality and Restaurant Management program prepares students for mid-level food services management positions in hotels, restaurants, and other services in the the hospitality industry. Positions in industrial food facilities in schools, hospitals, and commercial establishments.

Length of Time Necessary to Complete

(180 weeks/18 terms)

Normal length of time to complete the degree program is based on a ¾ time schedule with an option for a full time at the students request. International and U.S. Veteran students' length of time to complete is based on a full-time schedule.

Bachelor of Science in Hospitality and Restaurant Management						
PREFIX	NO	COURSE NAME AND EDUCATION MODEL	TOTAL COURSE HOURS			CREDIT HOURS
			LECTURE	LAB	TOTAL	
HMGTBS	1320	Introduction to Hospitality Management	30	0	30	2.5
HMGTBS	1200	Sanitation and Safety	20	0	20	2
HMGTBS	1270	Menu Management	20	0	20	2
HMGTBS	2320	Loss Prevention Management	30	0	30	2.5
HMGTBS	1230	Hospitality Marketing and Sales	20	0	20	2
HMGTBS	4515	CAPSTONE: Restaurant Operations and Management	30	40	70	4.5
HMGTBS	1250	Hospitality Human Resources Management	20	0	20	2
HMGTBS	2410	Hospitality Facility Management	40	0	40	3.5
HMGTBS	2350	Purchasing Food and Beverage Cost Control	30	0	30	2.5
HMGTBS	1240	Nutrition for Food Services Professionals	20	0	20	1.5
HMGTBS	3460	Entrepreneurship and Business Law	30	20	50	4
HMGTBS	2420	Hospitality Information Technology	30	20	50	3.5
HMGTBS	2440	Beverage Management	40	0	40	3.5
HMGTBS	2310	Leadership in Hospitality Industry	30	0	30	2.5
HRMA	2220	Introduction to Management Consulting	20	0	20	2
HRMA	2450	Branding-Thinking Beyond Products and Servicers	30	0	30	2.5
HRMA	3400	Impact and Leadership: Negotiation and Communication tools	30	0	30	2.5
HRMA	2460	Digital Marketing	40	0	40	3.5
HRMA	3210	Innovation Management	20	0	20	2
HRMA	4410	Developing Entrepreneurial Projects	40	0	40	3
HRMA	3420	Event Management	30	0	30	2.5
HRMA	3430	Hotel Real Estate- Planning and Development	40	20	60	4
HRMA	4420	Restaurant Layout and Design	30	20	50	3.5
HRMA	3350	Systems of Accounts in the Hospitality Industry	30	0	30	2.5
HRMA	2470	Communication Strategies for Hospitality Professionals	40	0	40	3
HRMA	3220	Foundation of Sustainable Business	20	0	20	1.5
HRMA	3440	Hospitality Cost Control	40	0	40	3
HRMA	4200	Contract Foodservice Management	20	0	20	2
HRMA	3450	Tourism	20	40	60	3.5
HRMA	4230	Lodging Management	20	0	20	1.5
WINE	1400	Wine Fundamentals - In-Person	30	20	50	4
HRMA	4240	Introduction to Club Management	20	0	20	2
HRMA	3470	*Beverage Marketing	30	20	50	3.5
MIXO	4110	*Mixology - Lab only In-Person	40	120	160	9.5
WINE	4120	*Sommelier - In Person	80	40	120	8
EXTERN	4755	Externship - In-Person	60	180	240	10
HMGTBS	2235	Dining Room Operation - HRM	10	20	30	2
HMGTBS	4220	Catering Management	20	0	20	1.5
HMGTBS	4310	Hospitality Financial Management	40	0	40	3
HRMA	2330	Hospitality Managerial Accounting	20	0	20	1.5
HIST	1420	History of Hospitality Management	40	0	40	3
ACADBS	1530	Leadership and Organizational Behavior	40	20	60	5
		Technical Courses Subtotal	**1290**	**580**	**1870**	**134**
ACADBS	1300	Introduction to Computer	20	20	40	3
ACADBS	1500	College Mathematics	50	0	50	5
ACADBS	1560	Public Speaking	50	0	50	5
ACADBS	1540	English Composition	50	0	50	5
ACADBS	1520/1525	Introduction Frensh or Spanish	50	0	50	5
ECONBS	2460	Macroeconomics Principles	40	0	40	4
HMGTBS	2365	Communication - HRM	30	20	50	4
TMTHBS	2480	Applied Technical Statistics	40	20	60	5
ACADBS	2530	Psychology	50	0	50	5
ACADBS	2540	Sociology	50	0	50	5
		General Education Subtotal	**430**	**60**	**490**	**46**
		Total	**1720**	**640**	**2360**	**180**

The International Externships are optional for the Bachelor of Science, Associate of Applied Science, and Diploma Culinary Arts and Baking and Pastry Arts Programs and will have to be taken during the scheduled student externship course. Students will not be charged for the International Externship unless they choose to take it. The current cost of a Domestic Externship outside of the Greater Houston Metropolitan Area is $2,000.00. International Externships are $2,500.00. Bachelor of Science, Associate of Applied Science Degree, and diploma-seeking students may be part of the International and Domestic Externships, however, students must be recommended by their respective Program Director and approved by the International Alliances Manager along with the Externship Administrator. Non-CIL International Externships may differ in price, 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. For replacement or elective courses, please see Admissions.

***SOMM: Min. of one clock hour for WSET* Prep Review is prescribed by The Texas Wine School
NOTE: Courses designated as In-Person instruction are noted in the course outline. All other courses have distance education modality.

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)

Normal length of time to complete the degree program is based on a ¾ time schedule with an option for a full time at the students request. International and U.S. Veteran students' length of time to complete is based on a full-time schedule.

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 LECTURE	LAB	EXTERN	TOTAL	QTR. CREDIT HOURS
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**
		TOTAL	**160**	**0**	**0**	**160**	**16**
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**
		TOTAL	**100**	**800**	**0**	**900**	**50**
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 3507	Introductory French or (Online) Introductory Spanish (Online)	50	0	0	50	5
Select one foreign language course only - Introductory French or Introductory Spanish		**TOTAL**	**220**	**20**	**0**	**240**	**23**
WINE	1001	*Wine Fundamentals - In Person	30	20	0	50	4
		TOTAL	30	20	0	50	4
**EXTERN	201/202	**EXTERNSHIP**—Cuisine / International Externship	10	0	180	190	7
Practicums / International Externships are In Person at assigned site		**TOTAL**	**10**	**0**	**180**	**190**	**7**
		Total Program Clock Hours **Total Program Credits**	**520**	**840**	**180**	**1540**	**100**

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 International Externships are optional for the Bachelor of Science, Associate of Applied Science, and Diploma Culinary Arts and Baking and Pastry Arts Programs and will have to be taken during the scheduled student externship course. Students will not be charged for the International Externship unless they choose to take it. The current cost of a Domestic Externship outside of the Greater Houston Metropolitan Area is $2,000.00. International Externships are $2,500.00. Bachelor of Science, Associate of Applied Science Degree, and diploma-seeking students may be part of the International and Domestic Externships, however, students must be recommended by their respective Program Director and approved by the International Alliances Manager along with the Externship Administrator. Non-CIL International Externships may differ in price, 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. For replacement or elective courses, please see admissions.

***SOMM: Min. of one clock hour for WSET* Prep Review is prescribed by The Texas Wine School

NOTE: Courses designated as In-Person instruction are noted in the course outline. All other courses have distance education modality.

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)

Normal length of time to complete the degree program is based on a ¾ time schedule with an option for a full time at the students request. International and U.S. Veteran students' length of time to complete is based on a full-time schedule.

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**
		TOTAL	**160**	**0**	**0**	**160**	**16**
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**
		TOTAL	**100**	**800**	**0**	**900**	**50**
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		**TOTAL**	**220**	**20**	**0**	**240**	**23**
WINE	1001	*Wine Fundamentals - In Person	30	20	0	50	4
		TOTAL	30	20	0	50	4
**EXTERN	211/212	**EXTERNSHIP**—Baking & Pastry Arts / International Externship	10	0	180	190	**7**
Practicums / International Externships are In Person at assigned site		**TOTAL**	**10**	**0**	**180**	**190**	**7**
		Total Program Clock Hours	**520**	**840**	**180**	**1540**	**100**
		Total Program Credits					

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 International Externships are optional for the Bachelor of Science, Associate of Applied Science, and Diploma Culinary Arts and Baking and Pastry Arts Programs and will have to be taken during the scheduled student externship course. Students will not be charged for the International Externship unless they choose to take it. The current cost of a Domestic Externship outside of the Greater Houston Metropolitan Area is $2,000.00. International Externships are $2,500.00. Bachelor of Science, Associate of Applied Science Degree, and diploma-seeking students may be part of the International and Domestic Externships, however, students must be recommended by their respective Program Director and approved by the International Alliances Manager along with the Externship Administrator. Non-CIL International Externships may differ in price, 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. For replacement or elective courses, please see admissions.

***SOMM: Min. of one clock hour for WSET* Prep Review is prescribed by The Texas Wine School

NOTE: Courses designated as In-Person instruction are noted in the course outline. All other courses have distance education modality.

Le Bistro inside the Culinary Institute Lenotre

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.

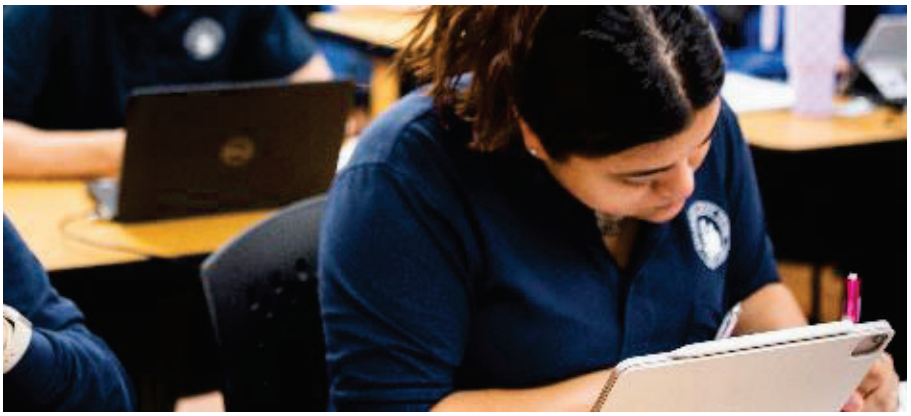
Career Opportunities

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)

Normal length of time to complete the degree program is based on a ¾ time schedule with an option for a full time at the students request. International and U.S. Veteran students' length of time to complete is based on a full-time schedule.



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**
		TOTAL	**430**	**40**	**0**	**470**	**45**
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
** When selecting a different elective, only one foreign language course is needed: Introductory French or Spanish. For further detail contact Admissions/Education Rep.		**TOTAL**	**270**	**20**	**0**	**290**	**28**
WINE	1001	*Wine Fundamentals - In Person	30	20	0	50	4
* Wine Fundamentals is an In-Person Only course.		**TOTAL**	**30**	**20**	**0**	**50**	**4**
**EXTERN	221/222	**EXTERNSHIP**—Hospitality And Restaurant Management Externship may be part of the Practicum in a U.S. or International based site.	10	40	300	350	13
Practicums / International Externships are In Person at assigned sites		**TOTAL**	**10**	**40**	**300**	**350**	**13**
		Total Program Clock Hours	**740**	**120**	**300**	**1160**	**90**
		Total Program Credits					

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 International Externships are optional for the Bachelor of Science, Associate of Applied Science, and Diploma Culinary Arts and Baking and Pastry Arts Programs and will have to be taken during the scheduled student externship course. Students will not be charged for the International Externship unless they choose to take it. The current cost of a Domestic Externship outside of the Greater Houston Metropolitan Area is $2,000.00. International Externships are $2,500.00. Bachelor of Science, Associate of Applied Science Degree, and diploma-seeking students may be part of the International and Domestic Externships, however, students must be recommended by their respective Program Director and approved by the International Alliances Manager along with the Externship Administrator. Non-CIL International Externships may differ in price, 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. For replacement or elective courses, please see admissions.

***SOMM: Min. of one clock hour for WSET* Prep Review is prescribed by The Texas Wine School

NOTE: Courses designated as In-Person instruction are noted in the course outline. All other courses have distance education modality.

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 / Externship	10	0	180	190	7
Total Program Clock Hours		110	800	180	1090	
Total Program Credits		11	40	6		57

Elective (*represents courses considered electives)

BAKLAB 102-1	*Fundamentals of Baking & Pastry Level 1	20	160	0	180	10

** The International Externships are optional for the Bachelor of Science, Associate of Applied Science, and Diploma Culinary Arts and Baking and Pastry Arts Programs and will have to be taken during the scheduled student externship course. Students will not be charged the International Externship unless they choose to take it. The current cost of the Domestic Externship outside of the Greater Houston Metropolitan Area is $2,000.00. International Externships are $2,500.00. Bachelor of Science, Associate of Applied Science Degree and diploma-seeking students may be part of the International or Domestic Externships, however, students must be recommended by their respective Program Director and approved by the International Alliances Manager along with the Externship Administrator. Non-CIL In ternational Externships may differ in price, and it is recommended that students meet with the designated staff for details. 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.

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 / Externship	10	0	180	190	7
Total Program Clock Hours		110	800	180	1090	
Total Program Credits		11	40	6		57

Elective (*represents courses considered electives)

CULLAB 101-1	*Fundamentals of Cuisine Level 1	20	160	0	180	10

** The International Externships are optional for the Bachelor of Science, Associate of Applied Science, and Diploma Culinary Arts and Baking and Pastry Arts Programs and will have to be taken during the scheduled student externship course. Students will not be charged the International Externship unless they choose to take it. The current cost of the Domestic Externship outside of the Greater Houston Metropolitan Area is $2,000.00. International Externships are $2,500.00. Bachelor of Science, Associate of Applied Science Degree and diploma-seeking students may be part of the International or Domestic Externships, however, students must be recommended by their respective Program Director and approved by the International Alliances Manager along with the Externship Administrator. Non-CIL International Externships may differ in price, and it is recommended that students meet with the designated staff for details. 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.

COURSE DESCRIPTIONS

ACAD 1405: Introduction to Computing
(Lecture 20; Lab 20; 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; 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; 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; Total Clock Hrs. 180; Qtr. Credit Hrs. 10)

This introductory course provides students with a strong foundation in baking and pastry arts. Emphasis is placed on kitchen sanitation, equipment safety, ingredient knowledge, and essential baking techniques. Through hands-on practice, students develop core skills for classic bakery and pastry production. The course begins with sanitation standards, workplace safety, and professional baking equipment, then moves into foundational pastry topics such as tarts and basic chocolate tempering. Students learn yeast doughs through brioche, followed by laminated doughs including puff pastry, croissants, and Danish pastries. Later weeks focus on cake fundamentals, tea-time pastries, and cream-based desserts and custards. The course concludes with advanced beginner techniques such as chocolate buttercream cakes and stacked cake construction. By the end of the course, students can produce a variety of baked goods using correct methods, demonstrate proper kitchen practices, and confidently apply foundational pastry techniques.
(Prerequisite: None)

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

Level 2 Baking and Pastry builds on the foundational skills from Level 1, with greater emphasis on advanced techniques, refined presentation, and artistic pastry work. Students expand their knowledge through classic and contemporary applications while developing creativity and professional confidence. The course begins with American-style pastries, followed by classic choux paste and its applications. Students recreate famous Lenôtre cakes, gaining experience with advanced layering, fillings, and finishing techniques. Mousse cakes are introduced next, focusing on assembly, glazing, and clean presentation. Students then explore ice creams and sorbets, emphasizing flavor development and texture control. In subsequent weeks, students focus on celebration cakes, practicing advanced decorating, piping, and structural techniques. They apply these skills by producing Petits Fours for the school's open house, highlighting precision and presentation. The course concludes with an artistic component in which students design and create a Pastillage showpiece, showcasing the technical skill, creativity, and craftsmanship developed throughout the program.

BAKLAB 203: Advanced Pastry & Showpiece
(Lecture 20; Lab 160; Total Clock Hrs. 180/Qtr. Credit Hrs. 10)

Level 3 Baking and Pastry is an advanced course that refines technical mastery and artistic expression in professional pastry arts, emphasizing showpieces, complex assemblies, and current industry trends. Students work with chocolate showpieces and croquembouche to strengthen skills in tempering, molding, choux paste, caramel work, and structured presentation. The course advances cake production through refined construction, finishing, and presentation, and introduces pulled and poured sugar work with a focus on safety and decorative techniques. Students develop mousse cakes with attention to flavor balance, modern assembly, and professional glazing, and complete wedding cakes emphasizing stacking, support systems, and elegant design. Modern tarts and contemporary viennoiserie trends conclude the course, encouraging innovative design, flavors, and techniques. By the end of Level 3, students demonstrate advanced technical skill, artistic creativity, and readiness for professional or competitive pastry environments.

BAKLAB 302: Professional Pastry Innovation & Global Desserts
(Lecture 20; Lab 160; Total Clock Hrs. 180/Qtr. Credit Hrs. 10)

Level 4 Baking and Pastry is an advanced course focused on refining professional skills through modern pastry trends, plated desserts, and global influences, with emphasis on precision, creativity, and high-level presentation. Students develop advanced chocolate and confiserie skills, including bonbons, pralines, and decorative elements, and explore modern cake design, textures, flavors, and finishing techniques. The course emphasizes plated desserts, guiding students from foundational components to original concepts with attention to balance and presentation. Special-diet pastries are introduced, including alternative ingredient applications that maintain quality and appeal. Students also produce a professional dessert buffet featuring refined petits fours and conclude with an exploration of international pastry styles and techniques. By the end of Level 4, students demonstrate advanced technical expertise, creative independence, and adaptability to modern, dietary, and global pastry contexts.

BAKLAB 401: Advanced Artistic Skills of Pastry Decor Level 5
(Lecture 20; Lab 160; Total Clock Hrs. 180; Qtr. Credit Hrs. 10)

The Advanced Artistic Skills of Pastry Decor 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 wafer paper technique for flowers, ribbons, ruffles, skirts, piping lacework, fondant creations)

CULLAB 101-1 - Fundamentals of Cuisine, Level 1
(Lecture 20; Lab 160; Total Clock Hrs. 180; Qtr. Credit Hrs. 10)

In this course, students learn the fundamentals of French cuisine and essential professional kitchen skills. Instruction focuses on knife skills, stock preparation, soups, tossed and composed salads, mother sauces, egg cookery, and quiche production. Students are also introduced to meat and fish fabrication, fresh pasta making, and the application of dry-heat and moist-heat cooking techniques. Emphasis is placed on proper technique, organization, food safety, and foundational culinary principles necessary for continued study and professional kitchen environments.

CULLAB 101-2- Fundamentals of Cuisine, Level 2
(Lecture 20; Lab 160; Total Clock Hrs. 180; Qtr. Credit Hrs. 10)

This course is a continuation of Fundamentals of Cuisine Level 1. Students further develop essential culinary skills while exploring regional French cuisine and traditional cooking methods from different parts of France. The curriculum expands to include advanced foundational techniques such as curing and brining, sausage and pâté production, smoking, quick fermentation, and confit. Students also learn to prepare more composed and tossed salads, fabricate a variety of meats and poultry, and fillet different types of fish. Emphasis is placed on technique, organization, and consistency, preparing students for more advanced culinary coursework and professional kitchen environments.

CULAB 201 - Master Chefs, Level 3
(Lecture 20; Lab 160; Total Clock Hrs. 180; Qtr. Credit Hrs. 10)

In this course, students are introduced to more advanced and elevated culinary techniques. The curriculum explores the history, philosophy, and signature recipes of notable chefs, with students preparing dishes inspired by renowned culinary masters. Students gain hands-on experience working with higher-end ingredients while applying both classical and modern techniques. The course also covers food preservation methods, including sterilization and pasteurization, and examines the physical and chemical transformations that occur during the cooking process. Additional topics include the history of cuisine and influential chefs, as well as current and emerging culinary trends. Emphasis is placed on technical precision, critical thinking, and a deeper understanding of culinary science and artistry.

CULLAB 301: International Cuisine Level 4
(Lecture 20; Lab 160; Total Clock Hrs. 180/Qtr. Credit Hrs. 10)

In this course, students explore global and regional culinary traditions through the study of techniques, ingredients, and flavor profiles from around the world. Emphasis is placed on learning new cooking methods and working with a wide range of ingredients that students may not have previously encountered. The curriculum includes European cuisines such as Spain and Italy; Asian traditions including China, Japan, Korea, Thailand, and India; African cuisines; American regional cooking; Creole and Caribbean cuisines; and the diverse culinary traditions of Latin America and Mexico. Students gain an understanding of cultural influences, authenticity, and contemporary applications while expanding their versatility in a professional kitchen.

CULLAB 501: Healthy Cuisine Level 5
(Lecture 20; Lab 160; Total Clock Hrs. 180; Qtr. Credit Hrs. 10)

In this course, students are introduced to the principles of health-focused cooking and the nutritional considerations behind current and evolving dietary approaches. Emphasis is placed on understanding the relationship between food, nutrition, and chronic disease states such as heart disease, diabetes, stroke, and obesity. The curriculum explores practical applications of healthy cooking techniques, including sous vide preparation, as well as menu development for gluten-free, vegetarian, vegan, and ketogenic diets. Students learn to adapt classical techniques to support wellness-oriented goals while maintaining flavor, balance, and professional culinary standards

CONT. NEXT PAGE

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)

HMGT 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)

HMGT 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)

HMGT 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)

HMGT 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)

HMGT 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)

PRAC 202: Practicum - Culinary Arts/Externship
(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 externship 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/ International Externship

(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 externship 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.

Puebla, Mexico - International Externship

PRAC 222: Practicum - Hospitality and Restaurant Management Externship

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 externship 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)

ACADBS 1300: Introduction to Computer
(Lecture 20; Lab 20; Total Clock Hrs. 40/Qtr. Credit Hrs. 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.

ACADBS 1500: College Mathematics
(Lecture 50; Lab 0; Total clock Hrs.

50; Qtr. Credit Hrs. 5)

This course covers essential mathematics for post-secondary education. Included is the study of basic algebra, basic geometry, numbers theory, ratios, fractions, order of operations, and least common multiples. Students will be introduced to essential mathematical principles, tools, and functions.

ACADBS 1520: Introduction to French
(Lecture 50; Lab 0; Total Clock Hrs. 50; Qtr. Credit Hrs.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 the 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.

Keynote Speaker: Omar Pereney, Executive Chef and Owner, Love Croissants

ACADBS 1525: Introduction to Spanish
(Lecture 50; Lab 0; Total Clock Hrs. 50; Qtr. Credit Hrs.5)

This introductory course in Spanish 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 the workplace. Students will also observe differences in casual versus more formal Spanish, 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 influence preferences in leisure activities.

ACADBS 1530: Leadership and Organizational Behavior
(Lecture 40; Lab 20; Total Clock Hrs. 60; Qtr. Credit Hrs. 5)

This course is designed to introduce students to the major concepts, models, theories, and research in the field of organizational behavior and leadership. Macro organizational behavior (OB) is a multidisciplinary field of study concerned with understanding the role and impact of individuals, groups, and structure in organizations to improve organizations' resilience, effectiveness, and sustainable growth. This course aims to review the key issues that students, as future managers, and leaders will face and the decisions and actions that are required to successfully manage and lead individuals and teams, innovation management and change, and organizational structure, networks, and culture.

ACADBS 1540: English Composition
(Lecture 50; Lab 0; Total Clock Hrs. 50; Qtr. Credit Hrs.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.

ACADBS 1560: Public Speaking
(Lecture 50; Lab 0; Total Clock Hrs. 50; Qtr. Credit Hrs.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.

ACADBS 2530: Psychology
(Lecture 50; Lab 0; Total Clock Hrs. 50; Qtr. Credit Hrs.5)

In this course, various basic statistical tools relating to descriptive and inferential statistics will be presented. Students often must deal with droves of data in many areas of their careers. Therefore, these tools will allow students to organize, present, visualize, and analyze the data to extract meaningful information for good decision-making.

ACADBS 2540: Sociology
(Lecture 50; Lab 0; Total Clock Hrs. 50; Qtr. Credit Hrs.5)

This course serves as an introduction to the field of sociology, offering students an overview of key concepts, theories, and methods used to study society and human behavior. Through a combination of lectures, readings, discussions, and interactive activities, students will explore the ways in which social structures, institutions, and processes shape individual and collective behavior.

BSCA 3101: Baking Level 1
(Lecture 20; Lab 160; Total Clock Hrs. 180; Qtr. Credit Hrs. 10)

This introductory course provides students with a strong foundation in baking and pastry arts. Emphasis is placed on kitchen sanitation, equipment safety, ingredient knowledge, and essential baking techniques. Through hands-on practice, students develop core skills for classic bakery and pastry production. The course begins with sanitation standards, workplace safety, and professional baking equipment, then moves into foundational pastry topics such as tarts and basic chocolate tempering. Students learn yeast doughs through brioche, followed by laminated doughs including puff pastry, croissants, and Danish pastries. Later weeks focus on cake fundamentals, tea-time pastries, and cream-based desserts and custards. The course concludes with advanced beginner techniques such as chocolate buttercream cakes and stacked cake construction. By the end of the course, students can produce a variety of baked goods using correct methods, demonstrate proper kitchen practices, and confidently apply foundational pastry techniques.

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BSCA 3111: BAKLAB Level 2 & 3
(Lecture 20; Lab 160; Total Clock Hrs. 180; Qtr. Credit Hrs. 10)

This course bridges intermediate and advanced pastry skills, combining classic techniques with complex artistic applications. Students refine their foundational knowledge while developing creativity, precision, and professional confidence.The course begins with American-style pastries, classic choux paste, Lenôtre cakes, mousse cakes, and frozen desserts such as ice creams and sorbets. Students then progress to advanced cake construction, with mousse cakes, wedding cakes, modern and sophisticated tarts, and contemporary viennoiserie trends. Hands-on projects allow students to demonstrate technical mastery, artistic flair, and professional presentation skills. By the end of BAKLAB 202, students are equipped with advanced pastry techniques, creative problem-solving skills, and the confidence to produce both professional and innovative pastry creations.

BSCA 3104: BAKLAB Level 4
(Lecture 20; Lab 160; Total Clock Hrs. 180; Qtr. Credit Hrs. 10)

Level 4 Baking and Pastry is an advanced course focused on refining professional skills through modern pastry trends, plated desserts, and global influences, with emphasis on precision, creativity, and high-level presentation. Students develop advanced chocolate and confiserie skills, including bonbons, pralines, and decorative elements, and explore modern cake design, textures, flavors, and finishing techniques. The course emphasizes plated desserts, guiding students from foundational components to original concepts with attention to balance and presentation. Special-diet pastries are introduced, including alternative ingredient applications that maintain quality and appeal. Students also produce a professional dessert buffet featuring refined petits fours and conclude with an exploration of international pastry styles and techniques. By the end of Level 4, students demonstrate advanced technical expertise, creative independence, and adaptability to modern, dietary, and global pastry contexts.

BSCA 3106: CULLAB Level 1
(Lecture 20; Lab 160; 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.

BSCA 3112: CULLAB Level 2 & 3
(Lecture 20; Lab 160; Total Clock Hrs. 180; Qtr. Credit Hrs. 10)

This course builds on Fundamentals of Cuisine Level 1, advancing students' culinary skills through regional French cuisine and increasingly refined techniques. Students learn curing and brining, sausage and pâté production, smoking, fermentation, confit, composed salads, meat and poultry fabrication, and fish filleting. The course also introduces elevated culinary concepts through the study of notable chefs, their signature dishes, and the history of cuisine. Students work with higher-quality ingredients while applying classical and modern techniques, with an emphasis on precision, culinary science, and current industry trends.

BSCA 3109: CULLAB Level 4
(Lecture 20; Lab 160; 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.

HMGTBS 1200: Sanitation and Safety
(Lecture 20; Lab 0; Total Clock Hrs. 20; Qtr. Credit Hrs. 2)

This course is a study of personal cleanliness; sanitary practices in food preparation; causes, investigation, and control of illness by food contamination; and workplace 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.

HMGTBS 1230: Hospitality Marketing and Sales
(Lecture 20; Lab 0; Total Clock Hrs 20 ; Qtr. Credit Hrs. 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.

HMGTBS 1240: Nutrition for Food Services Management
(Lecture 20; Lab 0; Total Clock Hrs.20; Qtr. Credit Hrs. 1.5)

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.

HMGTBS 1250: Hospitality Human Resources Management
(Lecture 20; Lab 0; Total Clock Hrs 20; Qtr. Credit Hrs. 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 employee appraisal; and government 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.

HMGTBS 1270: Menu Management
(Lecture 20; Lab 0; Total Clock Hrs. 20 ; Qtr. Credit Hrs. 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 the 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.

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HMGTBS 1270: Menu Management
(Lecture 20; Lab 0; Total Clock Hrs. 20 ; Qtr. Credit Hrs. 2)

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HMGTBS 1320: Introduction to Hospitality Management
(Lecture 30; Lab 0; Total Clock Hrs 30; Qtr. Credit Hrs. 2.5)

This course provides an exploration of the hospitality/lodging industry with an 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.

HMGTBS 2320: Loss Prevention Management
(Lecture 30 ; Lab 0 ; Total Clock Hrs. 30; Qtr. Credit Hrs. 2.5)

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.

HMGTBS 2235: Dining Room Operation
(Lecture 10; Lab 20; Total Clock Hrs. 30 ; Qtr. Credit Hrs. 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.

HMGTBS 2260: Gastronomy Food Science
(Lecture 30; Lab 0; Total Clock Hrs. 30; Qtr. Credit Hrs. 2)

The course "Gastronomy Food Science" provides students with a comprehensive understanding of the various food products they encounter in their culinary studies. The curriculum spans from the initial stages of cultivation and growth to the final utilization of these ingredients in culinary practices. The course aims to delve into the intricacies of different food items, exploring their origin, production processes, and the impact of these elements on the overall culinary experience.

HMGTBS 2310: Leadership in Hospitality Industry
(Lecture 30; Lab 0; Total Clock Hrs. 30 ; Qtr. Credit Hrs. 2.5)

In this course, students will learn about hospitality leadership philosophies. Coaching, teaching, facilitating, and motivating a workforce in various hospitality environments.

HMGTBS 2350: Purchasing Food and Beverage Cost Control
(Lecture 30; Lab 0; Total Clock Hrs 30; Qtr. Credit Hrs. 2.5)

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 the ability to use technology in financial applications.

HMGTBS 2365: Communication
(Lecture 30; Lab 20; Total Clock Hrs. 50 ; Qtr. Credit Hrs. 4)

This course is designed to enable students to acquire the fundamental communication competencies needed in today's world. Using current professional situations, students will learn to write formal internal and external business documents and how to give effective, formal presentations. They will also gain an understanding of how the use of new technologies impacts communication.

HMGTBS 2410: Hospitality Facilities Management
(Lecture 40; Lab 0 ; Total Clock Hrs. 40; Qtr. Credit Hrs.3.5)

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 the 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.

HMGTBS 2420: Hospitality Information Technology
(Lecture 30; Lab 20; Total Clock Hrs.50; Qtr. Credit Hrs. 3.5)

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.

HMGTBS 2440: Beverage Management
(Lecture 40; Lab 0; Total Clock Hrs. 40 ; Qtr. Credit Hrs. 3.5)

In this course, students will explore the history of alcoholic beverages, responsible alcohol service, and regulations that impact the beverage industry. Students will also gain knowledge in the operation of beverage-based hospitality, which addresses the proper management of beverages within a hospitality operation, and its goal is to optimize revenue through proper purchasing and inventory processes and to enhance the operation through menu development and product selection.

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HMGTBS 3320: Foundation of Cuisine Management

(Lecture 30; Lab 0; Total Clock Hrs. 30; Qtr. Credit Hrs. 2.5)

The Foundation of Cuisine Management course provides students with a comprehensive understanding of the core principles and skills necessary for effective management within the culinary industry. Through a combination of theoretical study, practical exercises, and real-world case studies, students will develop the knowledge and abilities required to excel in culinary management roles.

HMGTBS 4310: Hospitality Financial Management

(Lecture 40; Lab 0; Total Clock Hrs. 40 ; Qtr. Credit Hrs. 3)

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.

HMGTBS 3460: Entrepreneurship and Business Law

(Lecture 30; Lab 20; Total Clock Hrs. 50 ; Qtr. Credit Hrs. 4)

The purpose of this course is to enable students to master the different steps that are necessary to develop an entrepreneurial project. These steps rely on the application and integration of interdisciplinary concepts that have been learned in previous classes (marketing, finance, strategy, and operations). The course also helps to assess the factors that favor the emergence of business opportunities, and the abilities entrepreneurs need to demonstrate to capture them.

HMGTBS 4210: Food Trend/Luxury and Heritage Urban

Lecture 20; Lab 0; Total Clock Hrs. 20; Qtr. Credit Hrs.1.5)

The Food Trends: Luxury and Heritage in Urban Cuisine course delves into the dynamic intersection of culinary innovation, tradition, and urban gastronomy. Students will explore the evolving landscape of food trends, focusing specifically on the juxtaposition of luxury ingredients and heritage recipes within urban culinary contexts. Through a blend of theoretical study, practical demonstrations, tastings, and field experiences, students will gain insights into the complexities of modern gastronomy and its impact on urban food culture.

HMGTBS 4220: Catering Management

(Lecture 20; Lab 0; Total Clock Hrs. 20; Qtr. Credit Hrs. 1.5)

During this course, students will participate in food preparation and distribution for different workshop activities such as event and boutique catering, sushi corner, and preliminary preparation. Students will execute in-place, production, and service for events; for the boutique and sushi corner, they will prepare the in-place and packaging and carry out in-house deliveries. Students will work in small groups, supervised by lecturers and professional staff.

HMGTBS 4430: Operation Management

(Lecture 50; Lab 20; Total Clock Hrs.70; Qtr. Credit Hrs.5)

During this course, students will participate in the organization and execution of all the events scheduled at CIL during the week (e.g. gala, coffee break, aperitif, etc.). They will practice different work roles during an event service and will work in groups of students according to each event's scope. Throughout the course and its multiple activities, students will assimilate CIL's philosophy of service as well as the basic service techniques, supervised by professional lecturers and F&B professional staff.

HMGTBS 4510: CAPSTONE

(Lecture 30; Lab 40; Total Clock Hrs 70; Qtr. Credit Hrs. 4.5)

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. Students 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.

HMGTBS 4515 CAPSTONE

(Lecture 30; Lab 40; Total Clock Hrs 70; Qtr. Credit Hrs. 4.5)

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. Students 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.

HRMA 2220: Introduction to Management Consulting

(Lecture 20; Lab 0; Total Clock Hrs 20 ; Qtr. Credit Hrs. 2)

Management consulting plays a key role in helping organizations recognize and address the problems they encounter through effective and efficient ways to achieve business objectives. The objective of the course is to provide students with the introductory elements to understand the practice and profession of consulting in the areas of management, corporate communication, and marketing. At the same time, the course aims to give students some practical tools to work in consulting.

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HRMA 2330: Hospitality Managerial Accounting

(Lecture 20; Lab 0; Total Clock Hrs. 20; Qtr. Credit Hrs.1.5)

Hospitality Managerial Accounting is designed to equip students with the fundamental principles and techniques of managerial accounting specific to the hospitality sector. The course integrates theoretical concepts with practical applications to enable students to make informed financial decisions within hospitality organizations.

HRMA 2450: Branding-Thinking Beyond Products and Servicers

(Lecture 30; Lab 0; Total Clock Hrs 30; Qtr. Credit Hrs. 2.5)

Successful brands command an unfair price premium (brand premium), engage their customers emotionally (brand engagement), attract talent (employer branding), and benefit from lower marketing costs (brand awareness and loyalty). But what is a brand made of? How do you develop or relaunch one? What are the creative, legal, and organizational implications of branding? In this course, students will develop a deep understanding of the development and management of brands – from a strategic to an implementation level. Through storytelling, students will learn how to give context to products and services and change their perceived value. On completion of this course, students will gain confidence in analyzing, developing, and managing brands across industries.

HRMA 2460: Digital Marketing

(Lecture 40; Lab 0; Total Clock Hrs. 40; Qtr. Credit Hrs. 3.5)

This digital marketing course is designed to introduce students to the multifaceted and ever-changing world of technology-driven marketing. Students will be familiarized with the Hospitality Digital Marketing Canvas, a tool to define and implement strategies across customer touchpoints and digital ecosystems. The Hospitality Digital Marketing Canvas is a unique support to identify, orchestrate, and manage the complexity of articulated digital marketing strategies. The module will give the theoretical foundations of digital marketing, thus enhancing students' critical thinking, and will provide a practice-based toolbox to master the complexity of the digital marketing landscape. Additionally, students will be introduced to consumers and business behaviors in the digital world, complex strategic design of digital ecosystems, search engine optimization and marketing, email marketing, social media content strategies, and performance metrics.

HRMA 2470: Communication Strategies for Hospitality Professionals

(Lecture 40; Lab 0; Total Clock Hrs. 40; Qtr. Credit Hrs. 3)

Since effective communication is critical in the hospitality industry, this course is about the most effective communication strategies in the hospitality industry. Students will learn essential strategies to enhance their communication skills.

HRMA 3210: Innovation Management

(Lecture 20; Lab 0; Total Clock Hrs. 20; Qtr. Credit Hrs. 2)

In a world that continues to change at light speed, innovation is not a "nice to have" option, but rather a strategic imperative for any organization. Still, innovation is not random and needs structure and process. This Innovation Management course is designed to provide students with a comprehensive understanding of the principles, strategies, tools, and practices of managing innovation. It will help build the capability to lead and design an organization that effectively implements innovation initiatives. The course will emphasize real-world examples and case studies. Students will be able to apply their learning through a real-life group project including the design of an innovation strategy and the development of an innovative idea.

HRMA 3220: Foundation of Sustainable Business

(Lecture 20 ; Lab 0; Total Clock Hrs 20; Qtr. Credit Hrs. 1.5)

In this course, students will explain and explore the social, economic, and environmental principles required within the hospitality context. Before each class, students will prepare individually by completing pre-work. Through a variety of class activities, students will identify the key factors required for a hospitality business, helping them to raise their awareness of sustainable practices.

HRMA 3350: System of Accounts in the Hospitality Industry

(Lecture 30; Lab 0; Total Clock Hrs. 30 ; Qtr. Credit Hrs. 2.5)

In this course, students will learn about financial record-keeping and reporting, utilizing uniform systems of accounts for hotels, restaurants, and clubs, with emphasis on payroll, statement analysis, and computer applications.

HRMA 3400: Impact and Leadership: Negotiation and Communication

(Lecture 30; Lab 0 ; Total Clock Hrs 30; Qtr. Credit Hrs. 2.5)

As future managers, students will need to be able to put in place relevant strategies of influence and persuasion. In this course, students will develop leadership skills that will be useful in negotiations and other situations where communication is important. The development of competencies related to influence and persuasion will boost students' performance when communicating or engaging in tense negotiations. Furthermore, students' social and personal skills will also be developed, thus enhancing their leadership abilities. Indeed, leadership is defined as the ability to motivate and bring people together, but the ability to influence and negotiate is also an essential part of being a successful leader.

HRMA 3420: Event Management

(Lecture 30; Lab 0; Total Clock Hrs 30; Qtr. Credit Hrs. 2.5)

In this course, students will participate in the organization and execution of all the events scheduled at school during the week (e.g. coffee break, food show, etc.). They will practice different work roles during an event service and will work in groups of students according to each event's scope. Throughout the course and its multiple activities, students will assimilate EHL's philosophy of service as well as the basic service techniques, supervised by professional lecturers and F&B professional staff.

HRMA 3430: Hotel Real Estate Planning and Development

(Lecture 40; Lab 20; Total Clock Hrs 60; Qtr. Credit Hrs. 4)

In this course, students will learn about the mechanics of the hotel real estate development process, broken down into ten steps – starting from sourcing an opportunity, through to underwriting, construction, and opening a new hotel. Working in teams, students will explore each step in a real live project allowing students to apply their learning, with the help of their team members and lecturer. The topics covered include understanding corporate expansion strategies, site evaluation and selection, market feasibility and research, space planning and costing, concept design and branding, applying business models, and preparing projections. Through role-plays, students will negotiate key commercial terms, both owner and operator side, and perform a high-level investment analysis to determine the viability of the project.

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HRMA 3440: Hospitality Cost Control
(Lecture 40; Lab 0; Total Clock Hrs. 40; Qtr. Credit Hrs.3)

In this course, students will learn about principles and procedures for controlling food, beverage, and labor costs in the hospitality industry. Students will develop skills in basic control procedures, internal control methods, methods used for cost analysis & cost adjustments as well as interpretation of financial information.

HRMA 3450: Tourism
(Lecture 20; Lab 40; Total Clock Hrs. 60; Qtr. Credit Hrs. 3.5)

This course focuses on an overview of the history and implications of travel and tourism as an economic, political, and cultural force, and the effect of tourism development on the quality of life of the host society.

HRMA 3470: Beverage Marketing
(Lecture 30; Lab 20; Total Clock Hrs. 50; Qtr. Credit Hrs. 3.5)

This course delves into the intricacies of marketing within the beverage industry, exploring the strategies and tactics employed by companies to promote and sell their products. Through a combination of theoretical frameworks, case studies, and practical applications, students will gain a comprehensive understanding of the unique challenges and opportunities in marketing beverages, including soft drinks, alcoholic beverages, coffee, tea, and more.

HRMA 4200: Contract Food Services Management
(Lecture 20; Lab 0; Total Clock Hrs. 20; Qtr. Credit Hrs. 2)

In this course, students will learn about the field of professional contract food management, including accounting, legal, marketing, sales, production, and personnel functions.

HRMA 4230: Lodging Management
(Lecture 20; Lab 0; Total Clock Hrs 20; Qtr. Credit Hrs. 1.5)

In this course, students will learn a comprehensive analysis of the various aspects of management and operations in the global lodging industry. Students will also learn about occupations and educational opportunities related to the logistical and operational management of lodging and resorts. This program of study also explores opportunities related to human resources, financial analysis, and marketing.

HRMA 4410: Developing Entrepreneurial Projects
(Lecture 40; Lab 0; Total Clock Hrs. 40; Qtr. Credit Hrs. 3)

This course will enable students to master the different steps that are necessary to develop an entrepreneurial project. These steps rely on the application and integration of interdisciplinary concepts that have been learned in previous classes (marketing, finance, strategy, and operations). The course also helps to assess the factors that favor the emergence of business opportunities, and the abilities entrepreneurs need to demonstrate to capture them.

HRMA 4420: Restaurant Layout and Design
(Lecture 30; Lab 20; Total Clock Hrs 50; Qtr. Credit Hrs. 3.5)

In this course, students will learn about the Location and arrangement of equipment for efficient utilization of space and the development of workflow patterns to meet operational requirements. Work optimization, human interactions, and styles of service and room configurations for the front of the house.

HRMA 4240: Introduction to Club Management
(Lecture 20; Lab 0; Total Clock Hrs. 20; Qtr. Credit Hrs. 2)

In this course, students will be introduced to environments, opportunities, and strategies pertinent to managing the functions of a private club. This course provides a unique perspective on all types of Club Management including spa, fitness, athletics, and city clubs. Unique discussion and case studies provide the student with the keys to successful leadership development complemented with relationship marketing skills.

HIST 1420: History of Hospitality Management
(Lecture 40; Lab 0; Total Clock Hrs. 40; Qtr. Credit Hrs. 3)

This course focuses on foundational information. Students will learn all about the hospitality and tourism industry, and explore the history of the industry, and the evolution of the industry over time

ECONBS 2460: Macroeconomics Principles
(Lecture 40; Lab 0; Total Clock Hrs. 40; Qtr. Credit Hrs. 4)

The course provides an overview of the main areas of microeconomics, including the market forces of supply and demand, the concept of elasticity, the analysis of optimal production as well as the analysis of different market organizations. Emphasis will be put on the graphical and mathematical analysis of macroeconomics phenomena.

MIXO 4110: Mixology
(Lecture 40; Lab 120; Total Clock Hrs 160; Qtr. Credit Hrs. 9.5)

In this module, students will acquire basic knowledge of Oenology and Mixology. Enology is the science of all aspects of winemaking and wine characteristics. Mixology is the skill of preparing drinks associated with a strong knowledge of various alcoholic beverages. To master these topics, students will have digital lessons coupled with in-class activities where subjects will be developed through tasting sessions and diverse gamified activities. Finally, they will learn the basics of cocktail-making skills at one of CIL's cocktail bar outlets.

TMTHBS 2480: Applied Technical Statistics
(Lecture 40; Lab 20; Total Clock Hrs. 60; Qtr. Credit Hrs. 5)

In this course, various basic statistical tools relating to descriptive and inferential statistics will be presented. Students often must deal with droves of data in many areas of their careers. Therefore, these tools will allow students to organize, present, visualize, and analyze the data to extract meaningful information for good decision-making.

BSCA 3017: Practicum - Culinary Arts

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.

BSCA 3018: Practicum - Baking and Pastry

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.

Nice, France - International Externship

Corsica, France - International Externship

WINE 1400: Wine Fundamentals

(Lecture 30; Lab 20; Total Clock Hrs. 50; Qtr. Credit Hrs. 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.

WINE 4120: Sommelier

(Lecture 80; Lab 40; Total Clock Hrs 120; Qtr. Credit Hrs. 8)

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.

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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.

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

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.

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.

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.

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

2026		2027		2028	
Starting Date	**Ending Date**	**Starting Date**	**Ending Date**	**Starting Date**	**Ending Date**
01/05/2026	03/12/2026	01/04/2027	03/11/2027	01/03/2028	03/09/2028
03/16/2026	05/21/2026	03/15/2027	05/20/2027	03/13/2028	05/18/2028
05/26/2026	07/30/2026	05/24/2027	07/29/2027	05/22/2028	07/27/2028
08/03/2026	10/08/2026	08/02/2027	10/07/2027	08/01/2028	10/05/2028
10/12/2026	12/17/2026	10/11/2027	12/16/2027	10/09/2028	12/14/2028

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

	2026	2027	2028
HOLIDAY	**Date**	**Date**	**Date**
MLK	01/19/2026 - 01/20/2026	01/18/2027 - 01/19/2027	01/17/2028 - 01/18/2028
Good Friday	04/01/2026 - 04/02/2026	03/24/2027 - 03/25/2027	04/12/2028 - 04/13/2028
Memorial Day	05/25/2026	05/31/2027	05/29/2028
Independence Day	07/02/2026	07/01/2027	07/04/2028
Labor Day	09/07/2026 - 09/08/2026	09/06/2027 - 09/07/2027	09/04/2028 - 09/05/2028
Thanksgiving	11/25/2026 - 11/26/2026	11/24/2027 - 11/25/2027	11/22/2028 - 11/23/2028
Christmas	12/21/2026 through 01/01/2027	12/20/2027 through 12/31/2027	12/18/2028 through 01/01/2029

LAB WEEKLY SCHEDULE

Diploma, Associate of Applied Science, and Bachelor Degree labs will have class four days a week, Monday through Thursday, for 4 hours 45 minutes each day.

GRADING PERIOD AND MARKING SYSTEM

BS, AAS, and, Diploma 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	Weighted % (Percentage)
In Lab Performances	20%
Lab Conduct	15%
Punctuality	30%
Quizzes	20%
First Day Reviews	5%
Tests	10%
Total	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

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 instructors 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.

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.

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
Gold—*Summa Cum Laude*	90% and up	3.60 - 4.00	A
Silver—*Magna Cum Laude*	80% to 89%	3.20 - 3.59	B
Bronze—*Cum Laude*	70% to 79%	2.80 - 3.19	C
Standard	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 BS in Culinary Arts Degree and BS in Hospitality and Restaurant Management Degree and 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 will go into lab classes. Department of Education 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 students 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).

Bachelor of Science Programs and Associate of Applied Science (AAS) Programs

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

Diploma Programs

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 diploma course requires the student to achieve a minimum final score of 70%

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
Bachelor of Science in Culinary Arts	190	285
Bachelor of Science in Hospitality and Restaurant Management	180	270
Associate of Applied Science in Culinary Arts	100	150
Associate of Applied Science in Baking and Pastry Arts	100	150
Associate of Applied Science in Hospitality and Restaurant Management	90	150

Program	Program Credit Hours	Maximum Attempted Credit Hours
Elite Diplôme in Banking and Pastry Arts	57	84
Elite Diplôme in Culinary Arts	57	84

In appreciation to our Founder, Chef Alain Lenotre

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.

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 Lenôtre 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.

Elsa Pina - Driector of Financial Aid

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.

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.

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 missing 30% or more of a course will fail and be required to retake the course.
- 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. 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.

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 makeup 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 Instructor. The documentation should include the date, time, duration of the make-up session, as well as the name of ther 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.

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. In addition, the student must have fulfilled their financial obligation to the college.

Degree and Diploma 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 037233. 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. An FSA ID is needed to electronically sign in to the FAFSA website, which will expedite the process.

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 a bachelor 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

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* 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 Texas Workforce Commission about tuition assistance.
The contact number is 1-855-937-2372. *https://www.twc.texas.gov/programs/vocational-rehabilitation/adults*

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..[1]
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.

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, frees, 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 recive 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.

[1] 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.

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:

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 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.

"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.

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.

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 prorate 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.

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.

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.

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.

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-fedaid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web:

www.studentaid.gov

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

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, CollegeDirector/ 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.

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 | complaints@accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting 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

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.

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. Director of Education 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 Director of Education 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 College Director is final.
5. The or College Director will notify the student of the decision in writing within ten business days of receiving the appeal.

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.

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

IMPORTANT CONTACTS

COLLEGE DIRECTOR | CHIEF EXECUTIVE OFFICER

DR. ARTURO CERVANTES | 713.358.5092 | ACERVANTES@CIAML.COM

- College Director and Chief Executive Officer
- Compliance Officer
- Provide academic and business strategic vision
- Leadership for all college and corporate operations
- Primary leader ensuring that CIL executes effectively on its mission

DIRECTOR OF EDUCATION | SOUTH BUILDING

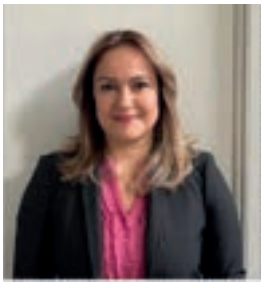
DR. RAVI DRAKASHARAM | 713.343.4331 | DR.RAVI@CIAML.COM

- 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

- 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

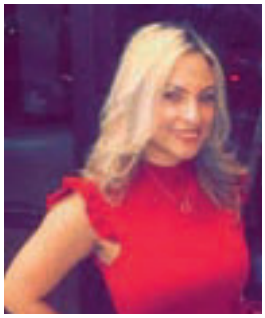
ELSA PINA | 713.358.5052 | EPINA@CIAML.COM

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

HR DIRECTOR | NORTH BUILDING

MARILYN EDWARDS | 713.358.5085 | MEDWARDS@CIAML.COM

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



SR. REGISTRAR | SOUTH BUILDING

FLOR RALDA | 713.358.5083 | FRALDA@CIAML.COM

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

DIRECTOR OF STUDENT SERVICES | SOUTH BUILDING

MIKE MARTINEZ | 713.358.5094 | MMARTINEZ@CIAML.COM

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

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

PROGRAM CHAIR | SOUTH BUILDING

CHEF CHRISTELLE PRADAT | 713.358.5062 | CPRADAT@CIAML.COM

- Degree Program Chair
- Program Performance Benchmarks
- Retention Benchmark
- Student Focused Outcomes

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

Wi-fi Available:

PROGRAM DIRECTOR, BAKING & PASTRY ARTS| SOUTH BUILDING

CHEF FRANCIS GROSSE | 713.358.5106| FGROSSE@CIAML.COM

- Chef Instructor/Faculty Leadership
- Faculty Development and Training
- Manage Processes and Monitors Policies
- Retention Efficiency
- Ensures curriculum reflects college mission

PROGRAM DIRECTOR, CULINARY ARTS | NORTH BUILDING

CHEF STEPHANIE LAMOUR | 713.358.5050 | SLAMOUR@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

INTERNATIONAL ALLIANCES MANAGER | SOUTH BUILDING

TERESA ZABALA | 713.358.5078 | TZABALA@CIAML.COM

- Develop and sustain International Alliances
- Admissions Facilitator
- Leave of Absence Administrator
- Re-Entry Coordinator
- International Externship Coordinator
- SEVIS/DSO - international Students

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 your 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 Chief Executive Officer | College Director

TRUE AND CORRECT STATEMENT:

As Compliance Officer of Culinary Institute, Inc., DBA Culinary Institute Lenotre, I attest that the content here within is true and correct to best of my knowledge:

CORPORATE TEAM BUILDING LUNCH-IN

CULINARY INSTITUTE LENOTRE®